

Time Reporting System (TRS) for Supervisors/Time Approvers



Rev. 07/14/12

Welcome to the UCLA Time Reporting System (TRS) Presentation. This presentation is for individuals who have been designated as a primary or backup supervisor or time approver in TRS for their department.

Agenda

By the end of this session the supervisor or time approver should understand:

- What is TRS
- How to logon to TRS
- How to review and approve TRS timesheets
- How to track timesheet status
- How to search timesheets

Introducing TRS

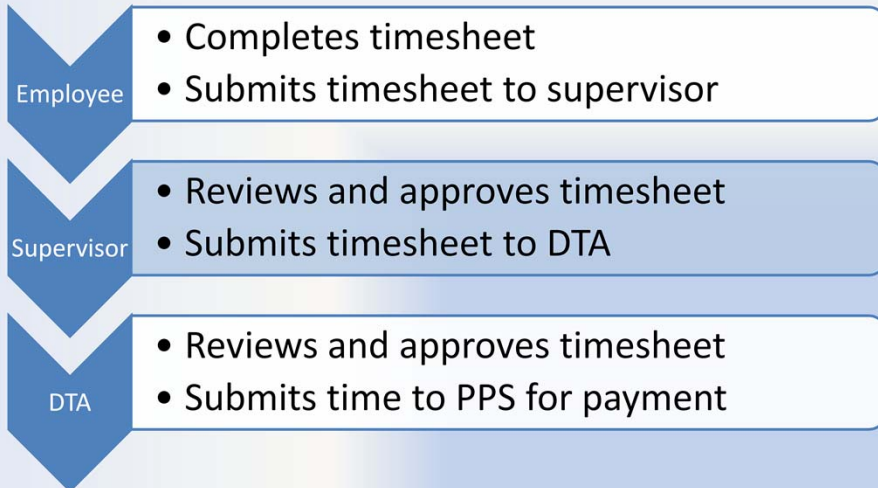
- Designed by UCI
- Approved for use by the Office of the President
- Web-based time reporting system
- Record work time
- Record time off (non-productive time)
- Review and approve time
- Available 24/7

TRS was designed by UCI and approved for use by the Office of the President.

Some benefits of TRS:

- Eliminates paper timesheets
- Easier for the employee to record work and leave time (vacation, sick, jury duty, etc.)
- Easier for the supervisor/time approver to review and approve timesheet data
- Automatically computes additional work time based upon UC time and attendance rules, such as overtime, shift differential and holiday pay
- Improves payroll accuracy
- Users can use any internet accessible device to login (computer, smartphone, tablet, etc.)
- Users can access TRS 24 hours a day, 7 days a week

Overview of TRS User Process



TRS User Roles

- Employee
 - Saves timesheet
 - Edits timesheet as needed
 - Submits the timesheet to their supervisor
- Supervisor/Time Approver (Primary and Backup)
 - Reviews timesheet
 - Returns and edits timesheet if needed
 - Approves timesheet
 - Submits timesheet to DTA
- Departmental Time Administrator (DTA)
 - Assigns Primary and Backup Supervisors
 - Returns timesheet to supervisor/time approver
 - Submits time data to IDTC roster via TRS

There are 3 main identified user roles in the Time Reporting System (TRS)

1. Employee – must complete a timesheet to report time worked and leave usage. The employee has the option to save, edit or submit a timesheet.
2. Supervisor/Time Approver (Primary and Backup) – charged to review, return, edit, and submit approved timesheets.
3. Departmental Time Administrator (DTA) – responsibilities include: assigning a primary and backup supervisor for all job assignments. Submits time to the Input Dept. Time Collect (IDTC) roster via TRS. Returns timesheet(s) back to a supervisor for corrections or changes, if needed.

Supervisor/Time Approver Responsibilities

Departmental Supervisors/Time Approvers have 3 essential TRS responsibilities:

- **Reviews** – all current and Past Pending Timesheets for accuracy
- **Approves** – all current and Past Pending Timesheets as applicable
- **Returns** – timesheets that need to be corrected or adjusted to the employee
 - ❖ Edits - In extreme cases where an employee cannot access TRS, a supervisor/time approver has the ability to make edits on behalf of the employee. The editing function is only available when the status of the timesheet reads "Submitted to Supervisor"

How To Access TRS

Go to www.payroll.ucla.edu



There are several ways to access the Time Reporting System (TRS) logon link and information.

Go to www.payroll.ucla.edu and select one of the following:

1. TRS Resources page
2. Quick Links – links directly to the TRS logon page

How To Access TRS

The screenshot shows the UCLA website's main navigation area. On the left, a vertical menu lists various services, with 'Web Applications' highlighted by a red box and a yellow arrow pointing to it. The main content area features a header with navigation links for different user groups, a secondary header for 'Payroll Services', and a 'News & Events' section with several articles. The 'Web Applications' link is located under the 'Accounts Payable' section in the left menu.

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Employees' OASDI Tax Rate for 2012 Lowered
Jan 3 | The timing of the recent extension of the 2% reduction in OASDI tax withholding on wages paid in January and February of 2012 impacted the January 3, 2012 paychecks of employees.

Update to Web EDB Application
Nov 10 | The Web EDB Application Phase III is now available for use.

University Patent Acknowledgement Form - New Version Effective Nov. 1, 2011
Oct 27 | The University of California has amended the University Patent Acknowledgement Form (UPAY 585). Click here for all the details.

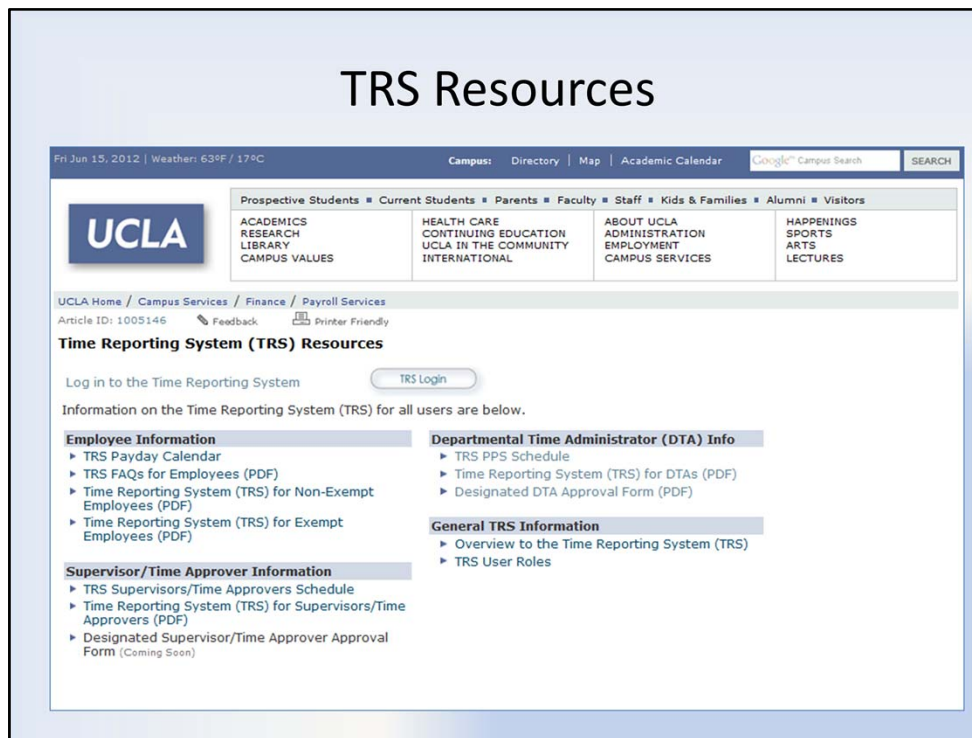
Medical Resident FICA & Medicare Tax Refund Claims
The IRS recently announced that it will refund the employer and employee portion of FICA taxes paid for medical residents prior to April 1, 2005.

Your Paycheck
For faculty and staff: links to At Your Service Online, calendars, forms, paychecks and more.

Processing & Procedures
Quick links to information on how to process Payroll transactions.

Accounts Payable
BruinCard
Cashiering and Banking
Controls and Accountability
FS Replacement Project
General Accounting
Global Activities
Support
Insurance & Risk Management
Payroll Services
Charts & Calendars
Faculty & Staff Info
Forms
How To
Manuals
Web Applications
Records Management
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Tax Services

3. On the left navigation, select “Web Applications”. On the Web Applications page, scroll to Employee Web Applications, select the *Time Reporting System* “GO” button to link directly to the TRS logon page.



The Time Reporting System Resources page. To access the resource page, select the TRS graphic icon from the main Payroll Services page.

The TRS Resources page offers you helpful information regarding TRS such as:

- TRS logon page
- TRS deadline calendars
- On-demand demos of TRS
- General information on TRS

TRS Deadlines for Supervisors/Time Approvers

Pay Period ①	Pay Day ②	Employee Deadline (12 Noon) ③	Supervisor Deadline (12 Noon) ④
07/01/12 - 07/31/12 MO	08/01/12	08/09/12	08/14/12
07/08/12 - 07/21/12 BW	08/01/12	07/23/12	07/24/12
07/22/12 - 08/04/12 BW	08/15/12	08/06/12	08/07/12
08/05/12 - 08/18/12 BW	08/29/12	08/20/12	08/21/12
08/01/12 - 08/31/12 MO	08/31/12	09/09/12	09/14/12
08/19/12 - 09/01/12 BW	09/12/12	<div style="border: 1px solid yellow; padding: 2px; display: inline-block;"> Last day to submit timesheets to DTA </div>	09/04/12
09/02/12 - 09/15/12 BW	09/26/12		09/18/12
09/01/12 - 09/30/12 MO	10/01/12	10/09/12	10/14/12
09/16/12 - 09/29/12 BW	10/10/12	09/30/12	10/01/12
09/30/12 - 10/13/12 BW	10/24/12	10/15/12	10/16/12

Example:

For the 08/15/12 payday, a biweekly employee must submit his/her completed timesheet to the supervisor by noon on 08/06/12. The **supervisor/time approver** must submit the timesheet to the DTA by noon on 08/07/12.

TRS Timesheet Submission Deadlines

All supervisors/time approvers should refer to the TRS Supervisors Schedule. The schedule lists the TRS deadlines. It is extremely important that supervisors/time approvers review and submit timesheets by the deadline date to ensure that employees are paid in a timely manner.

How to interpret the schedule:

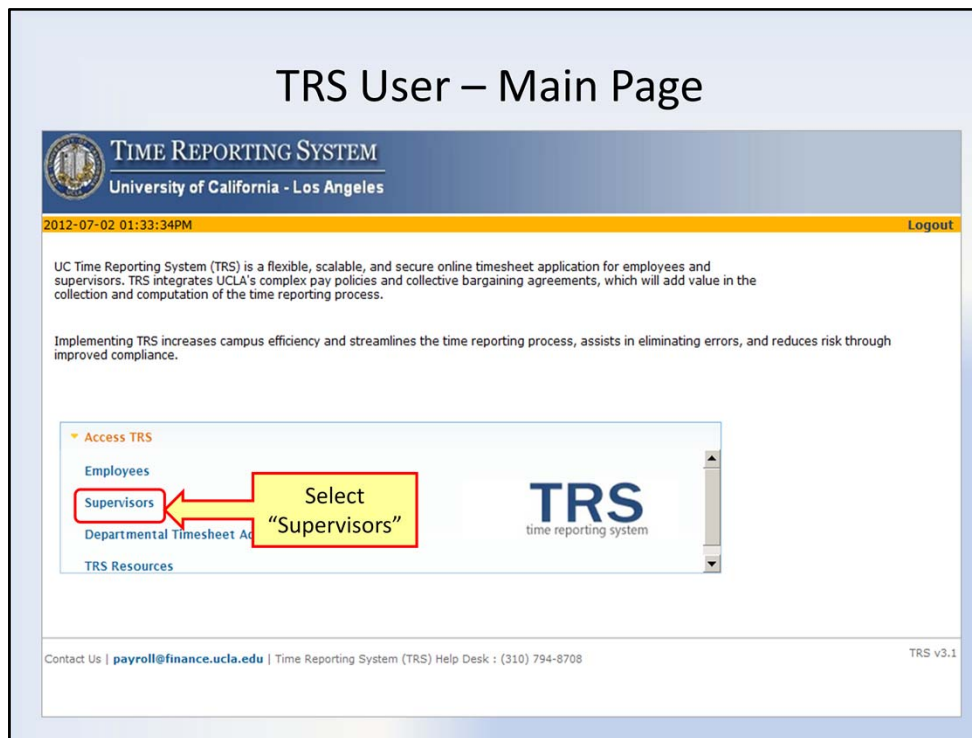
1. Pay Period – the period that the employee is being paid for.
2. Pay Day - the date on which payment is received.
3. Employee Deadline – the last date and time for the employee to submit his/her timesheet to the supervisor/time approver for that pay period.
4. Supervisor Deadline – the last date and time for the supervisor to approve timesheets for that pay period.

How To Login To TRS

The screenshot shows a web browser window with the URL <https://auth.ucla.edu/index.php>. The page title is "UCLA LOGON". Below the title is a "Sign In" section with two input fields: "UCLA Logon ID" (with a link to "Get a Logon ID") and "Password" (with a link to "Reset your password"). Below the fields is a "Sign In >" button and a "Help" link. At the bottom of the page, there is a small footer with the text "Privacy, Security & Legal" and "Loaded: Sun, 24 Jun 2012 15:29:02 -0700". A yellow box with a red border is overlaid on the bottom of the screenshot, containing the text: "On the login page, enter your Single Sign On login name and password".

- UCLA Employees - Login using your UCLA logon (aka BOL) and password. See [Getting a UCLA Logon ID](http://map.ais.ucla.edu/go/1000813) at <http://map.ais.ucla.edu/go/1000813> for information on how to create a login or reset your UCLA password.
- UCOP Employees – Login using the Single Sign On logon (same logon to access Outlook) and password.

Note: If you cannot login to TRS, please contact your Departmental Time Administrator (DTA) for assistance.







Once on the TRS main page select the “Supervisors” link.

Can also choose to link to the TRS Resources page to review information such as:

- On-demand demos
- PDF documents of the Employee and Supervisor training materials
- TRS Submission Deadline schedules
- Additional TRS information

TRS Icons

Action Icon		When to Use
	View Timesheet (Timesheet Function)	Select this icon to open and view the timesheet.
	Approve Function	Select this icon to approve and submit the timesheet to the DTA.
	Return Function	Select this icon to return the timesheet back to the employee.
	Workflow Function (Tracking)	Select this icon to track the status of the timesheet.

TRS has several icons that will help the supervisor navigate the system:

- View Timesheet (Timesheet Function) – select this icon to open and view a timesheet.
- Approve Function – select this icon to approve and submit the timesheet to the DTA.
- Return Function – select this icon to return the timesheet back to the employee to edit or update.
- Workflow Function (Tracking) – select this icon to track the status of the timesheet. The workflow will include the date and time of each status. See slide 28 for more details on the workflow.

*See the next slide for a complete list of TRS status codes.

Timesheet Status Codes

TRS automatically tracks the status of the employee's timesheet once an employee has created and entered time on it. Some of the most common status codes are:

- **COMPLETED** – TRS processed the timesheet successfully without errors
- **NONE** – the employee has not opened, saved or submitted the timesheet
- **RECALLED BY EMPLOYEE** – the employee has requested that TRS return the timesheet back to them
- **RETURNED BY SUPERVISOR** – the supervisor has returned the timesheet back to the employee to edit
- **SAVED** – the employee entered time and saved the timesheet
- **SUBMITTED TO SUPERVISOR** – the employee has submitted the timesheet to the supervisor for approval

Timesheet Status Codes

The supervisor can track the status of an employee's timesheet once the employee has created and entered time on it. The timesheet status can be found in several sections of TRS:

- Timesheet – (top left corner)
- Review Past Timesheets tab
- Timesheet Roster
- Timesheet Workflow

Timesheet Status Codes:

- **COMPLETED** – TRS processed the timesheet successfully without errors
- **NONE** – the employee has not opened, saved time on, or submitted the timesheet
- **PPS ERROR** – one or more of the entries submitted to TRS failed with an error response
- **SAVED** – the employee entered time and saved the timesheet
- **RECALLED BY EMPLOYEE** – the employee has requested that TRS return the timesheet back to them
- **RETURNED BY SUPERVISOR** – the supervisor has returned the timesheet back to the employee to edit
- **SUBMITTED TO SUPERVISOR** – the employee has submitted the timesheet to the supervisor for approval
- **SUBMITTED TO DTA** – the supervisor has approved the timesheet and submitted it to the DTA
- **SUBMITTED TO PPS** – the DTA has reviewed the timesheet and submitted it to the IDTC roster for processing
- **SUBMITTED TO PPS (LX)** – the DTA indicated that the time was processed via EDLR (LX) transaction

Accessing Timesheets

The screenshot displays the UC Time Reporting System interface. At the top, there are two main tabs: 'Manage My Staff' and 'Manage My Time'. Below these, under the 'Manage My Staff' tab, there are three sub tabs: 'Approve as Primary', 'Approve as Backup', and 'Search Timesheets'. A red box highlights these sub tabs, and a yellow arrow points to them with the text '“Manage My Staff” sub tabs'. Below the sub tabs, there is a section for 'Past Pending Monthly Timesheets' with a warning message: 'Past pending timesheets requiring your immediate attention.' Below this, a table shows 2 items found, displaying all items. The table has columns for Action, Employee Name, Pay Period, Assignment Name, and Timesheet Hrs. The data rows show timesheets for Bruin, Josephine and Khan, Genghis for the pay period 10/01/2011 - 10/31/2011. At the bottom, there is a link for 'Monthly Timesheets for Pay Period 12/01/2011 - 12/31/2011'.

Action	Employee Name	Pay Period	Assignment Name	Timesheet Hrs
	Bruin, Josephine	10/01/2011 - 10/31/2011	PAYROLL / ANALYST, ADMINISTRATIVE, SR	Sick 8.0
				Vacation 40.0
				Jury 8.0
	Khan, Genghis	10/01/2011 - 10/31/2011	PAYROLL / ADMIN. SPECIALIST	Work Hrs. 168.0

Manage My Staff

Upon logging in the user will be defaulted onto the “Manage My Staff” tab.

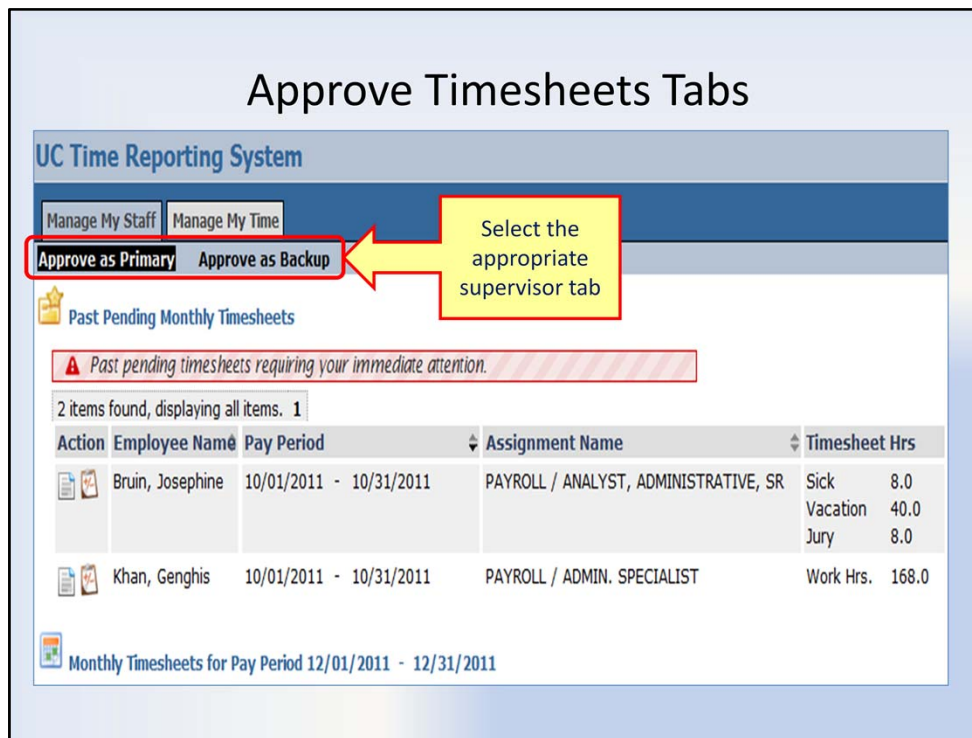
The “**Manage My Staff**” tab has three available sub tabs:

1. Approve as Primary – used by Primary Supervisors/Time Approvers to review timesheets.
2. Approve as Backup – used by Backup Supervisors/Time Approvers to review timesheets. This section mirrors the functions of the “Approve as Primary” section.
3. Search Timesheets – enables the user to view timesheets based on selected criteria.

Note: Supervisors/Time Approvers may also have one additional tab:

“Manage My Time” – the supervisor’s/time approver’s own personal timesheet.

Note: Only sections requiring action by the supervisor/time approver will be displayed.



Approve as Primary or Backup Sub Tabs

Supervisors/Time Approvers should always check both the “Approve as Primary” and “Approve as Backup” tabs to view timesheet data.

Each sub-tab displays a roster of each active employee assigned to the supervisor.

The Roster displays up to 5 main sections:

A. Reminder notification: a yellow or red alert located at the top, reminding supervisors of the timesheet due date.

1. Past Pending Monthly Timesheets
2. Past Pending Bi-weekly Timesheets
3. Current Monthly Timesheets
4. Current Bi-weekly Timesheets
5. Early Submission (Future) Timesheets

Note: Only sections requiring action by the supervisor will be displayed

Non-Productive Time

(e.g. vacation, sick, etc.)

Non-Productive time includes:

- Vacation
- Sick
- PTO (Paid Time Off)
- *CompTime (Used)
- Jury (Duty)
- Voting
- LWOP (Leave Without Pay)

*Bi-weekly non-exempt employees only

Non-Productive Time

Supervisors should note that both bi-weekly and monthly employees can use TRS to report non-productive time (leave).

Non-productive time includes:

- Vacation
- Sick
- PTO (Paid Time Off)
- CompTime (Used) [non-exempt employees only]
- Jury (Duty)
- Voting (Time Off)
- LWOP (Leave Without Pay)

Monthly exempt employees are required to report leave in proportion to their appointment percent (e.g. full time employee 8.00 hours per day).





Bi-weekly non-exempt employees must report leave to the nearest quarter of an hour (e.g. 4.50, 6.25 hours).

How to Review TRS Timesheets

Reviewing Timesheets - Roster

Bi-Weekly Timesheets for Pay Period 06/24/2012 - 07/07/2012

Approval due by Tuesday, July 10, 2012 12:00 PM

1	2	3	4	5	6	7	8
Action	Employee Name	Assignment Name	Leave Balances*	Timesheet Hrs	Timesheet Status	Approve	Return
	Apple, Green	PAYROLL / ____ASSISTANT, HOSPITAL, III	Vac. 96.66 Vac. Max 240.00 Sick 48.28 Comp. 0.00 PTO 0.00	Work Hrs. 42.0	SUBMITTED_TO_SUPERVISOR		
	Jetson, Judy	PAYROLL / NURSE, CLINICAL II	Vac. 140.09 Vac. Max 7.85 Sick 148.74 Comp. 26.00 PTO 0.00	Work Hrs. 40.0	SAVED		
	Ann, Raggedy	PAYROLL / ASSISTANT IV / HOTSCI	Vac. 0.00 Vac. Max 0.00 Sick 0.00 Comp. 0.00 PTO 0.00	NONE			
	Ann, Raggedy	PAYROLL / ASSISTANT II / SCIMAN	Vac. 0.00 Vac. Max 0.00 Sick 0.00 Comp. 0.00 PTO 0.00	NONE			
	Ant, Atom	PAYROLL / ADMIN. SPECIALIST	Vac. -28.00 Vac. Max 0.00 Sick -8.00 Comp. 0.00 PTO 0.00	NONE			

The Roster

The roster always displays a reminder of the submission due date for the timesheets.

The roster column headings are:

- Action** – up to two icons may be displayed (refer to slide 13 a list of TRS icons):
 - View Timesheet icon - select this icon to view and audit an employee's timesheet.
 - View Workflow icon- select this icon to track the status (workflow) of the timesheet.
- Employee Name** – names are displayed by last name, first name. [Sortable column]
- Assignment Name** – unique appointment information. [Sortable column]
- Leave Balances** – includes vacation, vacation max, sick, comp and PTO.
- Timesheet Hours** – displays hours reported for that timesheet.
- Timesheet status** – displays the current status of the timesheet. [Sortable column]
- Approve** – an optional avenue of approving and submitting a timesheet to the DTA.
- Return** – This function returns a timesheet back to the employee.

To sort a column, click on the column's title.

Reviewing Timesheets - Roster Timesheet Status

Bi-Weekly Timesheets for Pay Period 06/24/2012 - 07/07/2012

Approval due by Tuesday, July 10, 2012 12:00 PM

Results 1 - 320 of 320.

Action	Employee Name	Assignment Name	Leave Balances*	Timesheet Hrs	Timesheet Status	Approve	Return
	Apple, Green	PAYROLL / ____ASSISTANT, HOSPITAL, III	Vac. 96.66 Vac. Max 240.00 Sick 48.28 Comp. 0.00 PTO 0.00	Work Hrs. 42.0	SUBMITTED_TO_SUPERVISOR		
	Jetson, Judy	PAYROLL / NURSE, CLINICAL II	Vac. 140.09 Vac. Max 7.85 Sick 148.74 Comp. 26.00 PTO 0.00	Work Hrs. 40.0	SAVED		
	Ann, Raggedy	PAYROLL / ASSISTANT IV / HOTSCI	Vac. 0.00 Vac. Max 0.00 Sick 0.00 Comp. 0.00 PTO 0.00		NONE		
	Ann, Raggedy	PAYROLL / ASSISTANT II / SCIMAN	Vac. 0.00 Vac. Max 0.00 Sick 0.00 Comp. 0.00 PTO 0.00		NONE		
	Ant, Atom	PAYROLL / ADMIN. SPECIALIST	Vac. -28.00 Vac. Max 0.00 Sick -8.00 Comp. 0.00 PTO 0.00		NONE		

Roster Timesheets Status

The supervisor/time approver can use the roster to review if timesheets have been submitted to the supervisor, the DTA, or if no action (NONE) has been taken by the employee.

To view the current status, click on the Timesheet Status column header to sort. Look for timesheets coded as:

***NONE** = the employee has not saved or submitted the timesheet to the supervisor

***SAVED** = the employee has entered time and saved the timesheet

SUBMITTED_TO_SUPERVISOR = the employee has submitted the timesheet to the supervisor and is awaiting approval

SUBMITTED_TO_DTA = the supervisor has approved the timesheet and submitted it to the DTA for processing in PPS

*Supervisors/Time Approvers should pay close attention to timesheets indicated as "None" or "Saved". If a timesheet is not submitted to the supervisor/time approver by the employee deadline, the employee may not be paid in a timely manner.

See the slide 14 for additional timesheet status codes definitions.

Early Submitted (Future) Timesheets

Monthly Timesheets for Pay Period 07/01/2012 - 07/31/2012						
⚠ Timesheets for a future pay period have been submitted.						
1 items found, displaying all items.						
Action	Employee Name	Assignment Name	Timesheet Hrs	Timesheet Status	Approve	Return
	Mc Bain, John	PAYROLL / MANAGEMENT SERVS OFFICER III	Vacation 8.0	SUBMITTED_TO_SUPERVISOR		

Bi-Weekly Timesheets for Pay Period 07/08/2012 - 07/21/2012						
⚠ Timesheets for a future pay period have been submitted.						
1 items found, displaying all items.						
Action	Employee Name	Assignment Name	Timesheet Hrs	Timesheet Status	Approve	Return
	Jax, Carly	PAYROLL / ADMIN. SPECIALIST	Work Hrs. 77.0 Sick 8.0	SUBMITTED_TO_SUPERVISOR		

Early Submitted (Future) Biweekly/Monthly Timesheets

TRS can process early submitted timesheets from employees. Early submitted timesheets are usually for employees separating prior to the pay period end date.

Example: A monthly employee is separating on 07/24/12. The employee can create and submit the 07/01/12 – 07/31/12 timesheet on the 22th for the final work days of 07/01-07/24. Once approved by the employee the timesheet will appear on the roster for the supervisor to review and approve.

If the timesheet was submitted early in error, select “Return” and return the timesheet back to the employee.

Example of Monthly Exempt Timesheet No Leave Time Reported for the Month

UC Time Reporting System
Close Window

Welcome CHRISS, FELECIA SHANTA
July 02, 2012

1 Timesheet for JIM SHORTS (401594060)

2 Pay Period 06/01/12 - 06/30/12 (168 Hrs)

3 PAYROLL / ADMIN ANALYST, PRIN, SUPV

4 Status: SUBMITTED_TO_SUPERVISOR

5 View PDF

6 No exception hours (include Vacation, Sick, Voting, Jury Duty and Leave w/o Pay) to report for this pay period.

7 Timesheet Comments

No time taken off for the month.

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

[Return Timesheet](#)

[Edit Timesheet for Employee](#)

8 [Approve Timesheet](#)

[Feedback](#) | University of California, Los Angeles

Reviewing an Monthly Exempt Timesheet With No Leave Reported

Supervisors will be defaulted into this section when reviewing a Monthly exempt timesheet with no leave time (non-productive) reported by the employee for the month.

Screen Layout:

1. Employee name and employee ID
2. Pay Period – begin and end dates
3. Basic appointment information – department/title code name/job assignment
4. Status – current status of a timesheet
5. View PDF Timesheet – allows the supervisor to view/print a PDF copy of the timesheet
6. Section explaining that no exception hours (vacation, sick etc.) have been reported
7. Timesheet Comments
8. Action section:
 - a. Return Timesheet - perform this action if changes or corrections must be performed by the employee
 - b. Edit Timesheet for employee – in extreme cases where an employee cannot access TRS, a supervisor has the ability to make edits on behalf of the employee. This editing function is only available when the status of the timesheet reads "Submitted to Supervisor"
 - c. Approve Timesheet - when a timesheet is reviewed and approved by a supervisor it will be sent to the assigned DTA

Example of Monthly Exempt Timesheet with Leave Time Reported for the Month

The screenshot shows a web-based timesheet interface. At the top, it says 'Welcome CHRISS, FEL 1 SHANTA' and 'July 02, 2012'. Below this, it displays 'Timesheet for JOHN MC BAIN (880220004)' and 'Pay Period 06/01/12 - 06/30/12 (168 Hrs)'. The status is 'SUBMITTED_TO_SUPERVISOR'. A calendar grid shows days from Monday to Sunday, with a 'Vacation 8.0 hrs' entry on Friday. A 'Timesheet Totals' section shows 'Vacation 8.00'. At the bottom, there are buttons for 'Return Timesheet', 'Edit Timesheet for Employee', and 'Approve Timesheet'. Numbered callouts (1-10) point to various elements: 1. Welcome message, 2. Employee name, 3. Pay period, 4. Status, 5. View PDF icon, 6. Calendar, 7. Timesheet Totals, 8. Timesheet Comments, 9. Comment text, 10. Approve Timesheet button.

Reviewing a Monthly Exempt Timesheet With Leave Hours Reported for the Month

Upon selecting the “View Timesheet” icon a timesheet will be displayed.

Timesheet Layout:

1. Employee name and ID
2. Pay Period – begin and end dates
3. Basic appointment information – department/title code name/job assignment
4. Status – current status of a timesheet
5. View PDF Timesheet – allows the supervisor to view/print a PDF copy of the timesheet
6. Calendar – for the current pay cycle
7. Timesheet totals – Only displays non-productive hours (e.g. vacation, sick) for exempt employees
8. Timesheet Work Schedule – if setup by the DTA, unique work schedules may be displayed. Works schedules are only established for employees who work an 9/80 or 4/40 Alternate Work Schedule.
9. Timesheet Comments - optional
10. **Supervisor Action section:**
 - a. Return Timesheet - perform this action if changes or corrections must be performed by the employee
 - b. Edit Timesheet for Employee – In extreme cases where an employee cannot access TRS a Supervisor has the ability to make edits on behalf of the employee. This editing function is only available when the status of the timesheet reads “Submitted to Supervisor.”
 - c. Approve Timesheet - when a timesheet is reviewed and approved by a supervisor it will be sent to the assigned DTA

Example of Biweekly Non-Exempt Timesheet

UC Time Reporting System Close Window

Timesheet for BLUE JEANS (303055465) Status: SUBMITTED_TO_SUPERVISOR

Pay Period 06/24/12 - 07/07/12

PAYROLL / CLERK, SR/SECRETARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
		Work Hrs. 10.0 hrs	Work Hrs. 10.0 hrs	Work Hrs. 10.0 hrs	Work Hrs. 10.0 hrs	Work Hrs. 4.0 hrs
1	2	3	4	5	6	7
		Vacation 10.0 hrs	Independence Day Holiday	Work Hrs. 10.25 hrs	Work Hrs. 10.0 hrs	

Timesheet Totals

Work Hrs.	64.25
Vacation	10.00
Total	74.25

Timesheet In/Out Details

4/40 schedule: Mon, Tue, Wed, Thu (10 Hrs)

06/26 - 7:00am - 12:00pm, 1:00pm - 6:00pm.
 06/27 - 7:00am - 12:00pm, 1:00pm - 6:00pm.
 06/28 - 7:00am - 12:00pm, 1:00pm - 6:00pm.
 06/29 - 7:00am - 12:00pm, 1:00pm - 6:00pm.
 06/30 - 10:00am - 2:00pm.
 07/05 - 7:00am - 12:00pm, 1:00pm - 6:19pm.
 07/06 - 7:00am - 12:00pm, 1:00pm - 6:00pm.

Timesheet Comments

I normally work evening shift. Changing for the pay period to regular shift to cover for Wilma Flintstone while she is out.

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

[Return Timesheet](#) [Edit Timesheet for Employee](#) [SDF Approval by Exception](#) [Approve Timesheet](#)

Reviewing a Bi-weekly Timesheet

Upon selecting the “View Timesheet” icon a timesheet will be displayed.

Timesheet Layout:

1. Employee Name and ID
2. Pay Period – begin and end dates
3. Basic Appointment Information – department/title code name/job assignment
4. Status – current status of a timesheet
5. View PDF Timesheet – allows the supervisor to view/print a PDF copy of the timesheet
6. Calendar – displays a work calendar for the two week pay period
7. Timesheet Totals – Work hours and any non-productive hours (e.g. vacation, sick) are displayed
8. Timesheet Work Schedule – if setup by the DTA, unique work schedules may be displayed. Works schedules are only established for employees who work an 9/80 or 4/40 Alternate Work Schedule or for Patient Care Technical Unit (EX) employees.
9. Timesheet In/Out Details – displays the clocked in and out details as entered by the employee
10. Timesheet Comments (optional)
11. **Supervisor Action section:**
 - a. Return Timesheet - perform this action if changes or corrections must be performed by the employee
 - b. Edit Timesheet for Employee – In extreme cases where an employee cannot access TRS a Supervisor has the ability to make edits on behalf of the employee. This editing function is only available when the status of the timesheet reads “Submitted to Supervisor”
 - c. SDF Approval by Exception – this option will only appear for employees whose title code is eligible for shift differential pay. See the next slide for more details.
 - d. Approve Timesheet - when a timesheet is reviewed and approved by a supervisor it will be sent to the assigned DTA

SDF Approval by Exception

Set for BLUE JEANS (303055465)
 Mod 06/10/12 - 06/23/12
 L / CLERK, SR/SECRETARY

Status: SUBMITTED_TO_SUPERVISOR

View PDF

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14	15	16	
Work Hrs. 8.0 hrs	Work Hrs. 8.0 hrs	Work Hrs. 8.75 hrs	Work Hrs. 8.0 hrs	Work Hrs. 8.0 hrs	Work Hrs. 8.0 hrs	Work Hrs. 2.5 hrs
Vacation 2.0 hrs						
18						
Work Hrs. 8.0 hrs						

Set In/Out Details
 1:00am - 12:00pm, 1:00pm - 5:00pm.
 1:00am - 12:00pm, 1:00pm - 5:00pm.
 1:09am - 12:00pm, 1:00pm - 5:48pm.
 1:00am - 12:00pm, 1:00pm - 5:00pm.
 1:00am - 12:00pm, 1:00pm - 5:00pm.
 10:00am - 12:30pm.
 1:00am - 12:00pm, 1:00pm - 5:00pm.
 1:08am - 12:00pm, 1:00pm - 6:30pm.
 1:00am - 12:00pm, 1:00pm - 5:00pm.
 1:00am - 12:00pm, 1:00pm - 5:00pm.

Set Comments
 overtime.

submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

Timesheet Totals
 Work Hrs. 76
 Vacation 2
 Sick 6
 80

Force Shift Diff Calculation on Days Selected Cancel

Timesheet Edit Timesheet for Employee **SDF Approval by Exception** Approve Timesheet

SDF Approval by Exception

Employees who normally work an evening shift (from 5 PM to 8 AM) may be entitled to a *shift differential rate. Employees who are scheduled by their department are entitled to receive the shift differential rate (SDF) for leave time (e.g. vacation, sick) and on holidays. Supervisors may use the “SDF Approval by Exception” to approve shift differential pay for employees who are eligible for shift for the following reasons:

- To process the SDF for holidays
- To process SDF for leave time

To process SDF Approval by Exception:

1. Select the SDF Approval by Exception button.
2. SDF Approval by Exception calendar will appear.
3. Select the date(s) the shift differential rate should be added to.
4. Select “Force Shift Diff Calculation on Days Selected” to have TRS add the shift rate.
5. All dates selected are color coded green and the date(s) will appear under the timesheet calendar view.
6. Can choose to “Cancel” the transactions and close the window.

Note: All days selected will be treated and paid at the shift differential rate even if the title code is not eligible for shift differential.

***Supervisors should contact their departmental DTA for guidance prior to using the “SDF Approval by Exception” function.**

Review, Approve, Return or Edit Timesheet

Timesheet In/Out Details

05/29 - 8:00am - 12:00pm.
05/30 - 8:00am - 12:00pm.
05/31 - 8:00am - 12:00pm.
06/01 - 8:00am - 12:00pm.
06/04 - 8:00am - 12:00pm.
06/05 - 8:00am - 12:00pm.
06/06 - 8:00am - 12:00pm.
06/07 - 8:00am - 12:00pm.
06/08 - 8:00am - 12:00pm.

Timesheet Comments
dummy for training also to test holiday calculations. EE is split over 2 appts (50/50).

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

1 Return Timesheet 2 Edit Timesheet for Employee 3 Approve Timesheet

After reviewing a timesheet a supervisor can perform one of the following actions* Return Timesheet, Edit Timesheet, approve Timesheet (located on the bottom right of the timesheet screen).

1. Return Timesheet: Select this action if there appears to be a discrepancy in the hours reported or if the employee has prematurely submitted a timesheet. An email notification will automatically be sent to the employee if the supervisor returns a timesheet. **Note:** Comments are required when a timesheet is returned to the employee. The comments are included in the email notification to the employee.

2. Edit Timesheet for Employee: In extreme cases where an employee is not capable of accessing the TRS system their assigned supervisor/time approver may make changes on behalf of the employee. The supervisor/time approver can choose to approve and submit the edited timesheet if needed. **Important: Edited timesheets requires the employee's final review and approval.**

3. Approve Timesheet: by selecting this action a supervisor is indicating that all hours reported by the employee are complete and accurate. At this point the timesheet will be sent to the DTA for final review and submission to the Payroll Personnel System (PPS) for processing.







*See slide 25 for details if the "SDF Approval by Exception" button appears.

Workflow - Tracking Timesheet Status

Monthly Timesheets for Pay Period 06/01/2012 - 06/30/2012

Approval due by Saturday, July 14, 2012 12:00 PM

Results 1 - 140 of 140.

Action	Employee Name	Assignment Name	Leave Balances*	Timesheet Hrs	Timesheet Status ▼	Approve	Return
	Vac. 171.85 Vac. Max 448.06 Sick 38.54 Comp. 0.00 PTO 0.00	No Exception Hours Reported	SUBMITTED_TO_SUPERVISOR		
	Mc Bain, John	PAYROLL / MANAGEMENT SERVS OFFICER III	Vac. 16.37 Vac. Max 336.05 Sick -7.75 Comp. 0.00 PTO 0.00	Vacation 8.0	SUBMITTED_TO_SUPERVISOR		

Workflow

To track the status of a timesheet, select the Workflow icon (if available) from the roster.

Timesheet Workflow

Timesheet Workflow			
Tracking Statuses for DONALD DUCK (380220011) Pay Period 04/29/12 - 05/12/12 PAYROLL / ANALYST, BUDGET			
Status Code	Completed By	Completed Date	Comments
SUBMITTED_TO_SUPERVISOR	Duck, Donald	05/14/12 Monday @ 10:26 AM	Testing Dual Emp alternative, EE is 100% Budget Ana. and 15% as Acct Asst. In the 100% position EE will work full time but with one day off on Wed in the first week. EE is also working a total of 8 hours overtime in the second job.
SUBMITTED_TO_DTA	Chriss, Felecia Shanta	05/16/12 Wednesday @ 4:50 PM	
SUBMITTED_TO_PPS	Chriss, Felecia Shanta	05/16/12 Wednesday @ 4:54 PM	
COMPLETED	SYSTEM	05/16/12 Wednesday @ 4:54 PM	Dist 11 (REG,OTS,OTP,SKL): U0007 Update process complete
Total turnaround time: 2 day(s) 6 hour(s) 27 minute(s) 43 second(s)			

Timesheet Workflow

The Timesheet Workflow lists information such as the date and time stamp from the date the employee submitted the timesheet to the date the timesheet was submitted to PPS.

The following information will be displayed:

1. Name/ Employee ID Number
2. Pay Period/Title/Job Assignment
3. Status Code – location of timesheet (see slide 14 for more details)
4. Completed by – individual that performed the action on the timesheet
5. Completion date – the date and time the action was performed
6. Comments – all comments (if any) will be listed for review
7. Total turnaround time – the total time it took to process the timesheet from the date and time you submitted it to your supervisor to the date and time it was COMPLETED. This field will only be displayed if the timesheet has reached the COMPLETED status.

Search Timesheets

The screenshot displays the UC Time Reporting System interface. At the top, a welcome message reads: "Welcome Chriss, Felecia (101143837) ***** QA Test Environment ..*****". Below this, a navigation bar contains several tabs: "Manage My Staff", "Review/Submit Payroll", "Manage Employee", "Generate Report", and "Manage My Time". The "Search Timesheets" tab is highlighted with a red box, and a yellow arrow points to it with the text "Select 'Search Timesheets'". Below the navigation bar, there are sub-tabs: "Approve as Primary", "Approve as Backup", and "Search Timesheets". The main content area shows "Monthly Timesheets for Pay Period 10/01/2011 - 10/31/2011". A yellow banner indicates "Approval due by Monday, November 14, 2011 11:00 AM". Below this, a message states "13 items found, displaying all items. 1". A table lists two employees: Goode, Bea and Paycheck, Ima. The table columns are: Action, Employee Name, Assignment Name, Leave Balances*, Timesheet Hrs, Timesheet Status, and Approve. The status for both employees is "SUBMITTED_TO_SUPERVISOR".

Action	Employee Name	Assignment Name	Leave Balances*	Timesheet Hrs	Timesheet Status	Approve
	Goode, Bea	PAYROLL / ADMIN. SPECIALIST	Vac. 125.23 Vac. Max 280.04 Sick 251.71 Comp. 0.00	Work Hrs. 175.0 Vacation 8.0	SUBMITTED_TO_SUPERVISOR	
	Paycheck, Ima	PAYROLL / ANALYST, ADMINISTRATIVE, SR	Vac. 33.29 Vac. Max 280.04 Sick 175.04	No exception hours reported	SUBMITTED_TO_SUPERVISOR	

A supervisor may need to use the search feature to search for the status (i.e. SAVED, SUBMITTED_TO_SUPERVISOR, etc.) of past or current timesheets.

In order to search for a timesheet select the "Search Timesheets" sub-tab.

Search Timesheets Section

UC Time Reporting System
 Welcome Chriss, Felecia (101143837) ***** QA Environment *****
 July 03, 2012

[Home](#) | [Logout](#)

Manage My Staff
Review/Submit Payroll
Manage Employee
Generate Reports
Maintenance
Manage My Time

Approve as Primary
Approve as Backup
Search Timesheets

Fill in any field to search timesheets

Employee ID	<input type="text"/>	Employee Name	<input type="text"/>	Begin Range	<input type="text"/>	End Range	<input type="text"/>
Department Code	<input type="text"/>	Tracking Status	<div style="border: 1px solid #ccc; padding: 2px;">Please select ▼</div>	Timesheet Identifier	<input type="text"/>		
Job Ids	<input type="text"/>	Pay Schedule	<div style="border: 1px solid #ccc; padding: 2px;">Please select ▼</div>	Primary Supervisor	<input type="text"/>		

Search

Feedback | University of California, Los Angeles
 TRS v3.1

Search Timesheets

The search screen allows supervisors to search for timesheets based on one or more of the following criteria:

1. Employee ID – 9 digits ID number
2. Employee name – First name last name or last name, first name
3. Begin Range - enter the pay period begin date
4. End Range – enter the pay period end date
5. Department Code – six digit FS department number; need to add two zeros at the end. *Example: 3525 becomes 352500.*
6. Tracking Status – select from the available status codes from the drop down menu (see slide 14 for status codes)
7. Timesheet Identifier - Job assignment nickname (if assigned)
8. Job Ids – N/A
9. Pay Schedule – select to view either Biweekly or Monthly timesheets
10. Primary Supervisor – select to view all timesheets assigned to the individual designated as the primary supervisor

Email Notices

Supervisors will receive email notices when the following events occur:

- Timesheet is submitted late.
- Timesheet is returned to the supervisor by the DTA.
- When an employee recalls a submitted timesheet.
- When an employee resubmits a returned timesheet.
- Reminder to review and approve timesheets for assigned employees by the TRS deadline date.

Email Notifications

When certain transactions occur, TRS will generate email notifications to alert the supervisor that special attention may be required:

Notification of Timesheet Submission Past Supervisor Deadline – the employee has submitted a timesheet past the Employee TRS deadline (late). The timesheet is awaiting supervisor review and approval.

Notification of Returned Timesheet From DTA – the timesheet was returned to the supervisor by the DTA. The DTA's comments as to why the timesheet was returned are included in the email notice.

Notification of Recalled Timesheet by Employee – the employee has recalled the submitted timesheet back in order to make adjustments/corrections. The supervisor will be unable to take any action on the timesheet until the employee re-submits it.

Notification of Resubmitted Timesheet – A timesheet that the supervisor returned to the employee for corrections/updates, has been re-submitted back to the supervisor and is awaiting review and approval.

Notification of Timesheet(s) Requiring Action or Awaiting Approval – global reminder that timesheets are awaiting approval. For bi-weekly timesheets, TRS automatically generates this email the day after (Sunday) the biweekly pay cycle ends. A reminder for the monthly timesheet are generated on the 10th of each month.

TRS emails are generated from: UC Time Reporting System [TRS@IT.UCLA.EDU]. Please ensure that these notices are not setup to go to spam or junk mail.

Contact

- Supervisors should address departmental processing questions to their Departmental Time Administrator (DTA).
- Forward TRS system issues to payroll@finance.ucla.edu. Include “TRS” in the subject heading
or contact TRS Help Desk at (310) 794-8708