Time Reporting System (TRS) for Employees

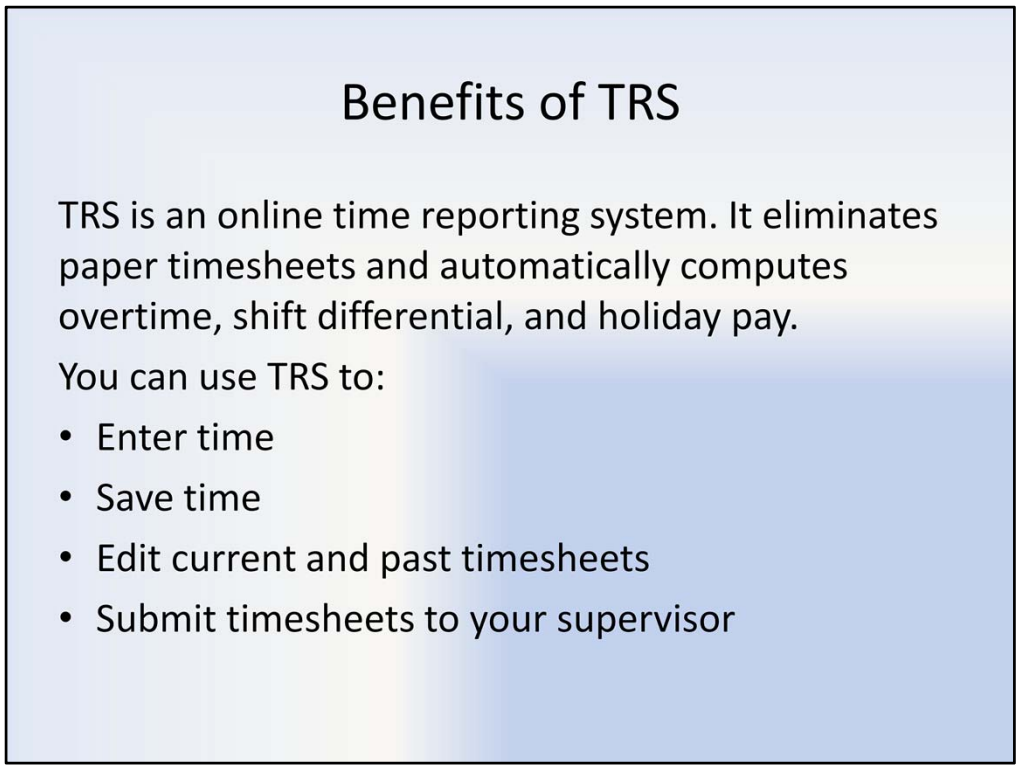
Rev. 07/14/12

Welcome to the UC Time Reporting System (TRS). This presentation is for employees who will be using TRS. It offers instructions on how to record work hours and leave usage in TRS.

Agenda

By the end of this session you should know:

- What is TRS
- How to logon to TRS
- How to enter time on and submit your timesheet
- How to create a past timesheet
- How to report leave time

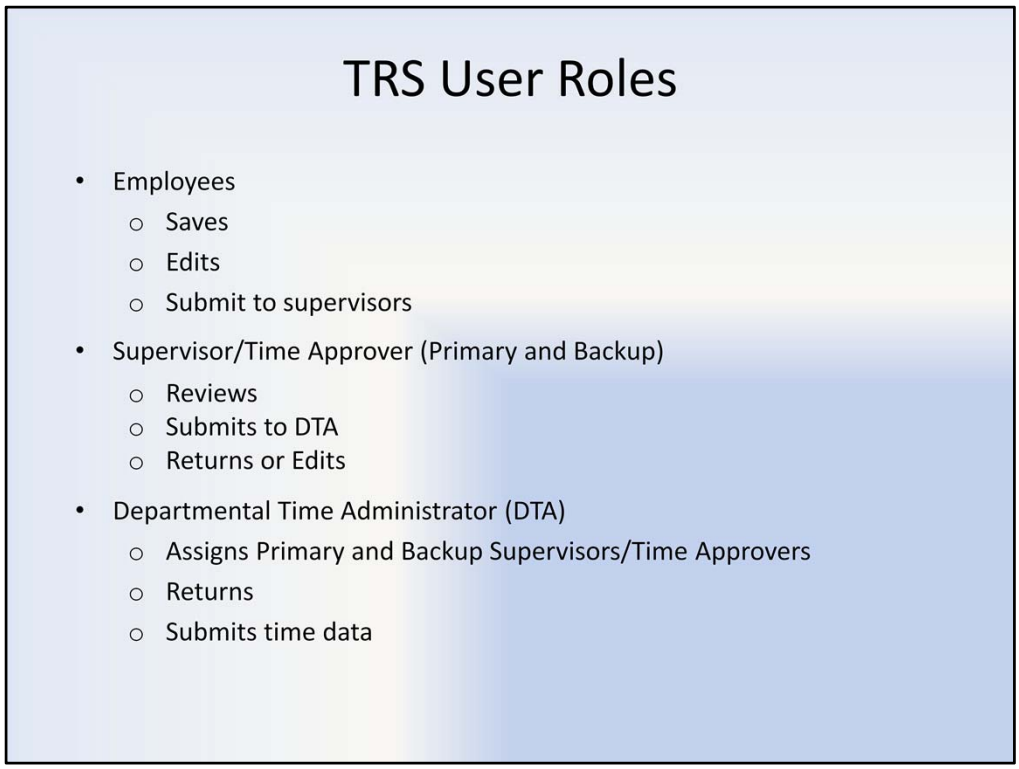


TRS is an online web-based time reporting system approved by the Office of the President.

Some benefits of TRS:

- Eliminates paper timesheets – it can never be lost or destroyed
- Easier for you to record work time
- Easier for you to record non-productive leave time (vacation, sick, jury duty, etc.)
- Easier for your supervisor to review and approve your timesheet
- Automatically computes additional work time based upon UC Time and Attendance rules, such as overtime, shift differential and holiday pay
- You can use any internet accessible device to logon (computer, smartphone, tablet, etc.)
- Since TRS is a web-based timesheet, you can access TRS anywhere, 24 hours a day, 7 days a week

Note: If you have any questions regarding TRS, please contact your supervisor or departmental personnel for assistance.

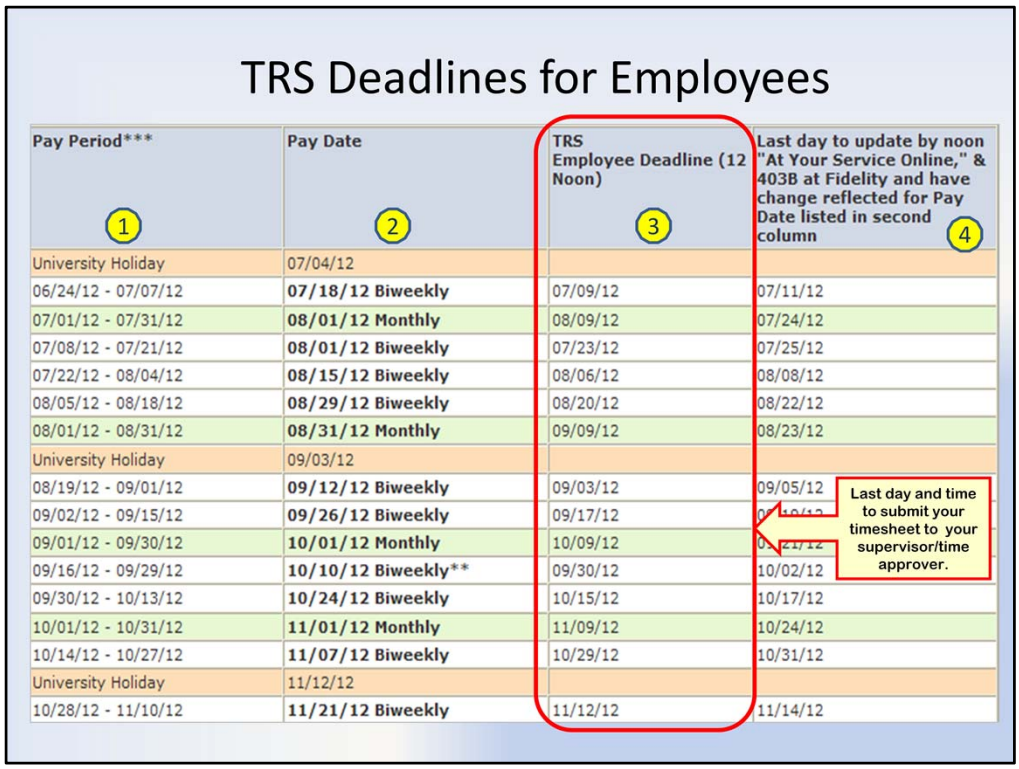


There are 3 main identified user roles in the Time Reporting System (TRS)

1. Employee – you must complete a timesheet for all time worked and leave usage taken. You have the option to save, edit or submit a timesheet.

2. Supervisor/Time Approver (Primary and Backup) – are responsible to review, submit, return, or edit timesheets.

3. Departmental Time Administrator (DTA) – responsibilities include: assigning primary and backup supervisors or time approvers for all job assignments. Submit timesheet data to the IDTC roster via TRS. Lastly they have the responsibility of returning a timesheet (as applicable) back to the supervisor/time approver for correction or changes, if needed.



TRS Deadlines for Employees

All employees should refer to the TRS Payday Calendar. The calendar lists the TRS deadlines. It is extremely important that you are aware of the timesheet submission deadlines to ensure that you are paid in a timely manner.

The calendar can be found on the TRS Resources page at www.payroll.ucla.edu.

How to interpret the calendar:

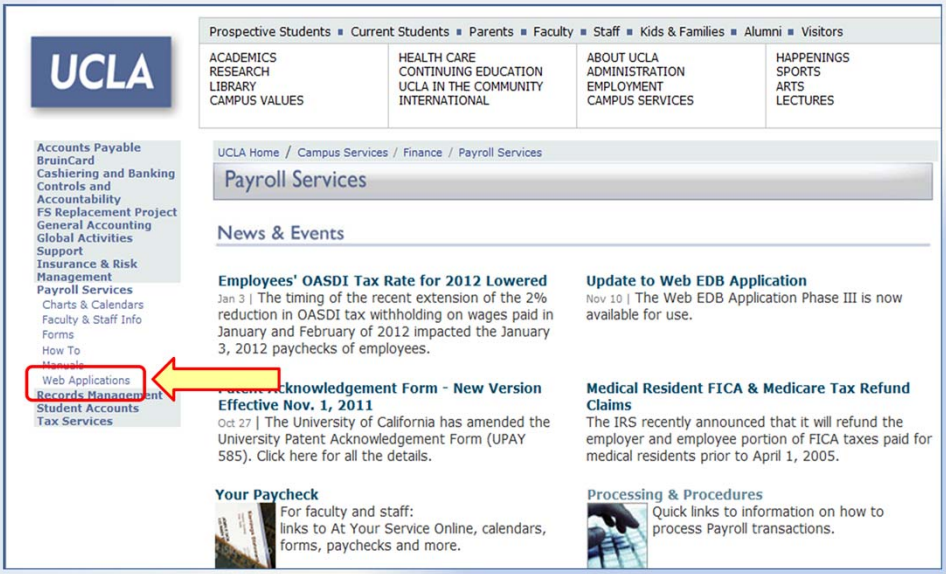
1. Pay Period – The begin and end of the period that you are being paid for. This column also includes University Holidays and the W-2 address update deadline date.
2. Pay Day – the date on which payment is received.
3. TRS Employee Deadline – the last date and time for you to submit your timesheet to your supervisor/time approver for that pay period.
4. Last day to update by noon… - the last date and time you can log into At Your Services Online (AYSO) or Fidelity (for 403B only) to make changes/updates that will be reflected in that paycheck.
   Example: Joe wants to change his tax exemptions for the 08/15 /12 paycheck. He must make the change in AYSO by noon on 08/08/12 in order for the change to appear on the 08/15 paycheck.

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

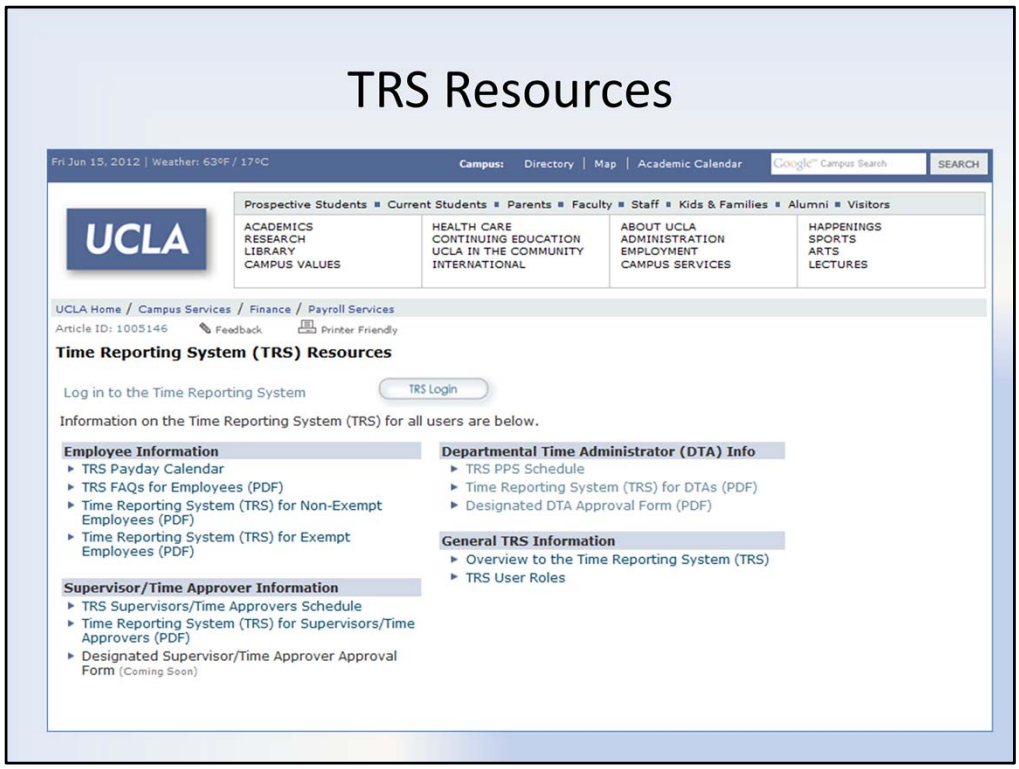
Go to www.payroll.ucla.edu and select one of the following:

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

How To Access TRS



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.

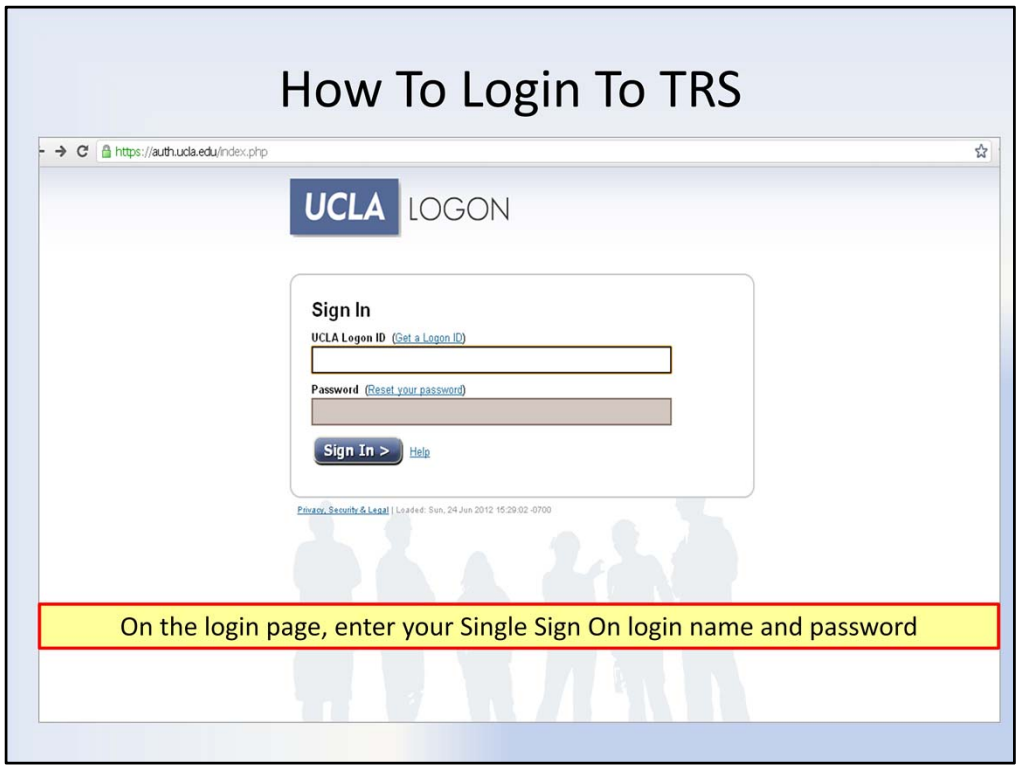


Time Reporting System Resources Page

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

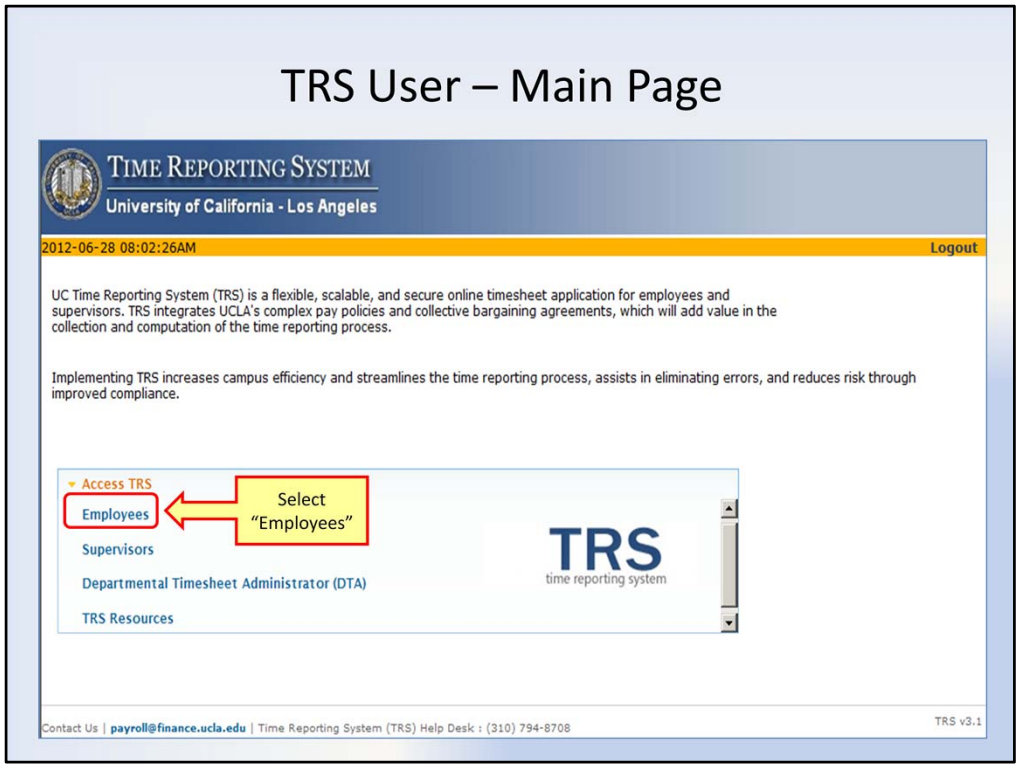


- UCLA Employees - Login using your UCLA logon (aka BOL) and password. See ***Getting a UCLA Logon ID*** at http://map.ais.ucla.edu/go/1000813 for information on how to create a login or reset your UCLA password.

- UCOP Employees – Login using the Single Sign On logon (same logon to access Outlook) and password.

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

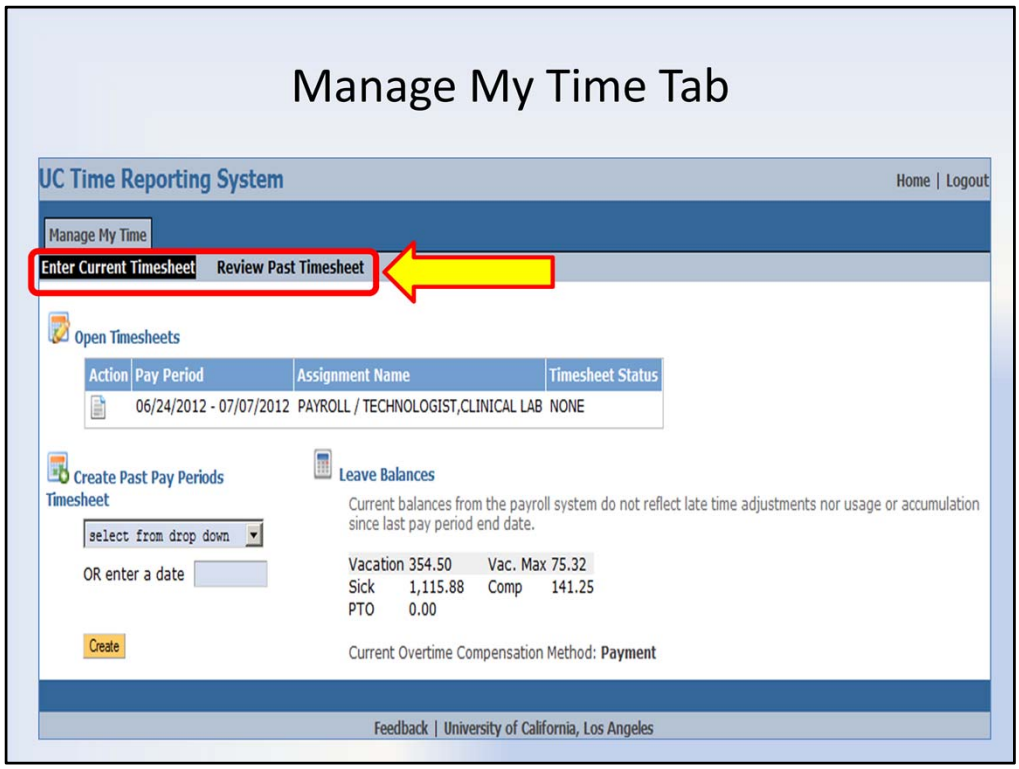
TRS User – Main Page



Once on the TRS main page select the "Employees" link. This link will take you to the online timesheet.

You can also choose to select the "TRS Resources" link to find information such as:

- On-demand demos of TRS
- TRS deadline calendars
- General TRS information

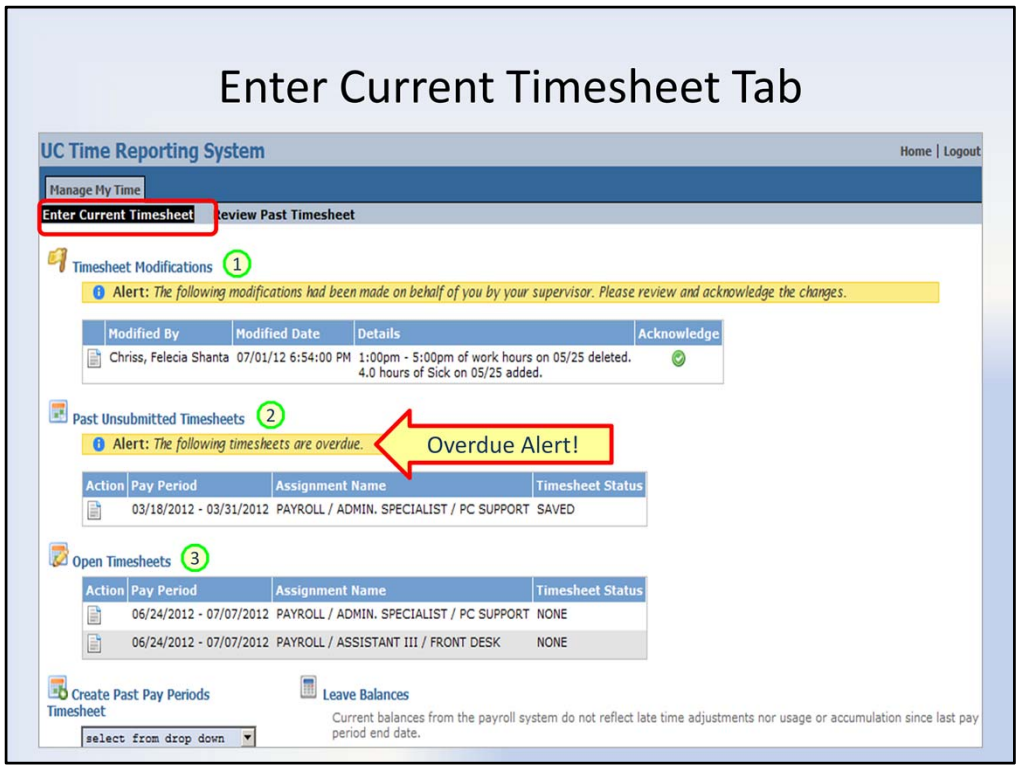


Manage My Time tab

Upon logging in you will be on the “Manage My Time” tab.

The “Manage My Time” tab is split into two sub tabs:

1. Enter Current Timesheet (Default View)
2. Review Past Timesheets



Enter Current Timesheet sub tab

The "Enter Current Timesheet" sub tab layout is divided into 6 sections:

Section 1: Timesheet Modifications – displays any timesheets that your supervisor/time approver may have modified (edited) for you. See slide 35 for more details on Timesheet Modifications.

Section 2: Past Unsubmitted Timesheets – displays any prior pay period timesheets that you have created and are awaiting your final submission.
Note: You will receive alerts reminding you of overdue timesheets, if any, displayed in a highlighted yellow text box.

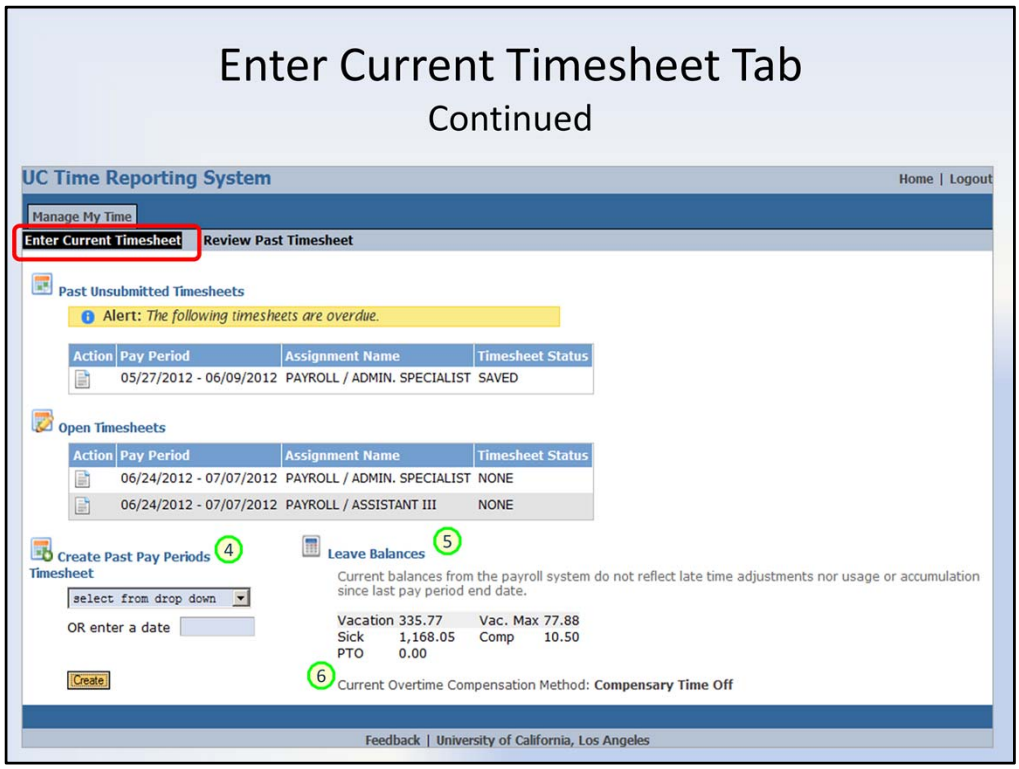
Section 3: Open Timesheets - This section displays your timesheets for the current pay period. If you have multiple job assignments, TRS will display multiple timesheets for each job assignment.

Section 2 and 3 displays:

1. View Timesheet icon
2. Pay period begin and end dates
3. Basic job assignment information (department/ job assignment title/ **timesheet identifier (job nickname)***
4. Timesheet status – the current status of your timesheet. See slide 15 for details on the Timesheet status codes

***Timesheet Identifier** – this is a description or nickname the DTA can assign to help you identify which timesheet to log hours onto. See slide 16 for more details.

Enter Current Timesheet Tab
Continued



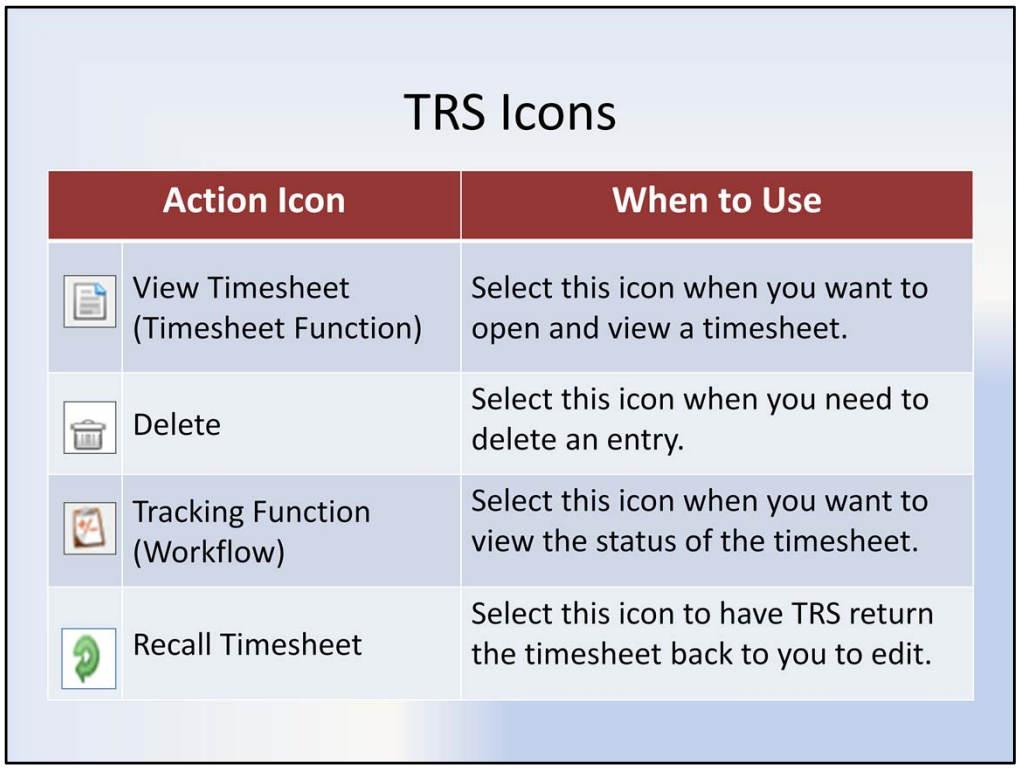
The "Enter Current Timesheet" sub tab layout continued:

Section 4: Create Past Pay Periods Timesheet – Use when you need to create a timesheet for a past pay period, select a date range from the drop-down list or enter a pay period begin date or end date. Once a date has been selected, click on "Create" to generate a new timesheet for a past pay period. See slide 36 for more details on how to create a past timesheet.

Section 5: Leave Balances- Vacation, Vacation Max, Sick, Comp and PTO balances are displayed. Balances are pulled from the Personnel Payroll System (PPS) and **may not** reflect late time adjustments, usage or accumulation since the last pay period.

Section 6: Current Overtime Compensation Method (*Non-Exempt Employees only*) – this section indicates if you will received payment or accrue compensation time for overtime hours worked.

Available methods:
Payment – all overtime hours worked will be paid
Compensation Time Off – all overtime hours worked will be accrued and recorded as Comp hours

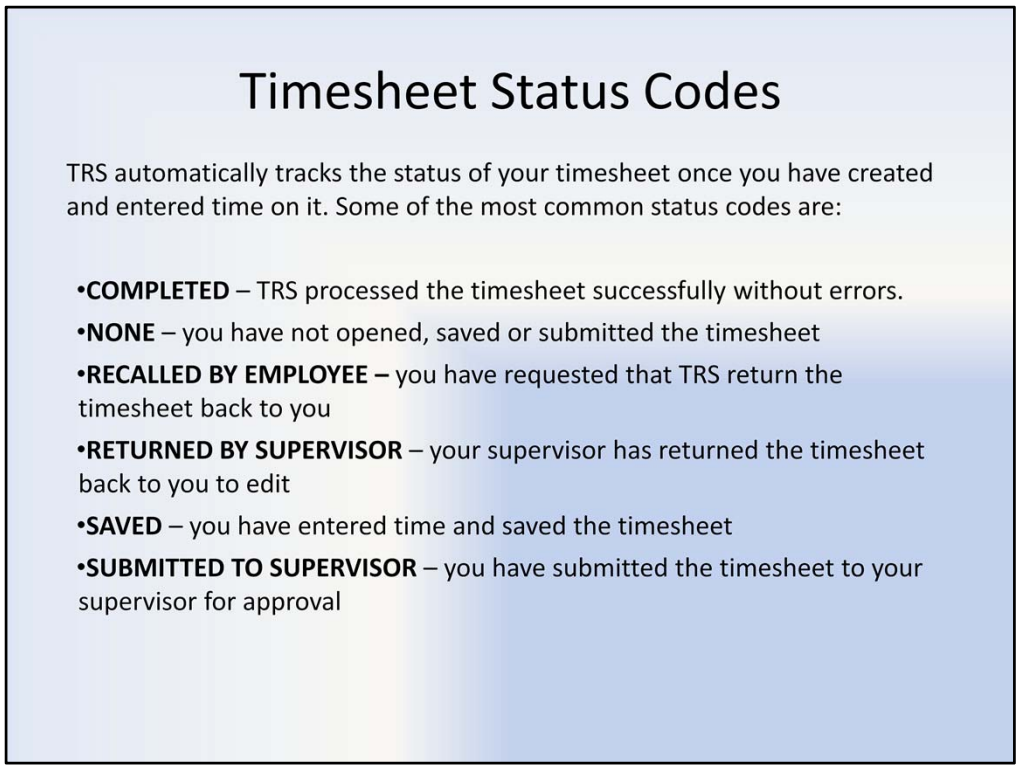


TRS Icons

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

- View Timesheet (Timesheet Function) – select this icon when you want to open and view a timesheet
- Delete – select this icon when you need to delete an entry
- Tracking Function (Workflow) – select this icon when you want to track the *status of the timesheet. The workflow will include the date and time of each status. See slide 38 for more details on the workflow.
- Recall Timesheet – select this icon to have TRS return the timesheet back to you in order to make adjustments or corrections. See slide 34 for more details on the recall function.

*See slide 15 for a complete list of TRS status codes.



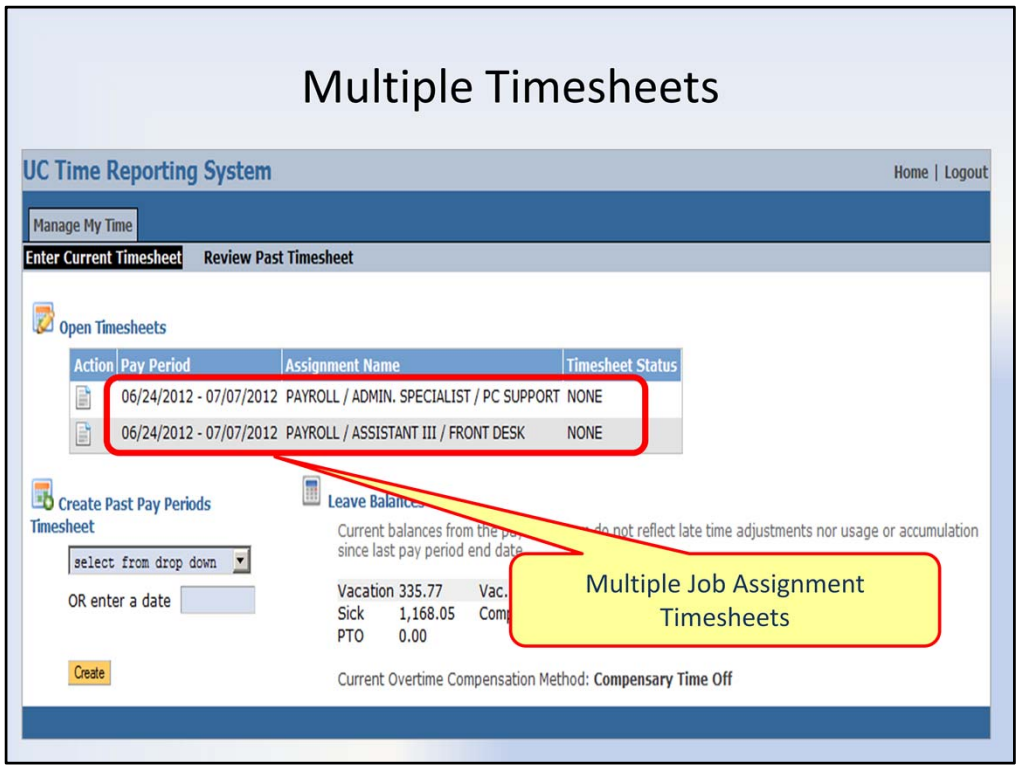
Timesheet Status Codes

You can track the status of your timesheet once you have created and entered time on it. The timesheet status can be found in several sections of TRS:

- On the "Manage My Time" tab.
- Timesheet - see slides 18 or 24 for an example.
- Review Past Timesheets tab – see slide 37 for an example.
- Timesheet Workflow – see slide 38 for an example.

Timesheet Status Codes:

- **COMPLETED** – TRS processed the timesheet successfully without errors
- **NONE** – you have 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** – you have entered time and saved the timesheet
- **RECALLED BY EMPLOYEE –** you have requested that TRS return the timesheet back to you
- **RETURNED BY SUPERVISOR** – your supervisor has returned the timesheet back to you to edit
- **SUBMITTED TO SUPERVISOR** – you have submitted the timesheet to your supervisor for approval
- **SUBMITTED TO DTA** – your 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



Multiple Timesheets

TRS will recognize if you have multiple job assignments and will automatically create timesheets for each job assignment.

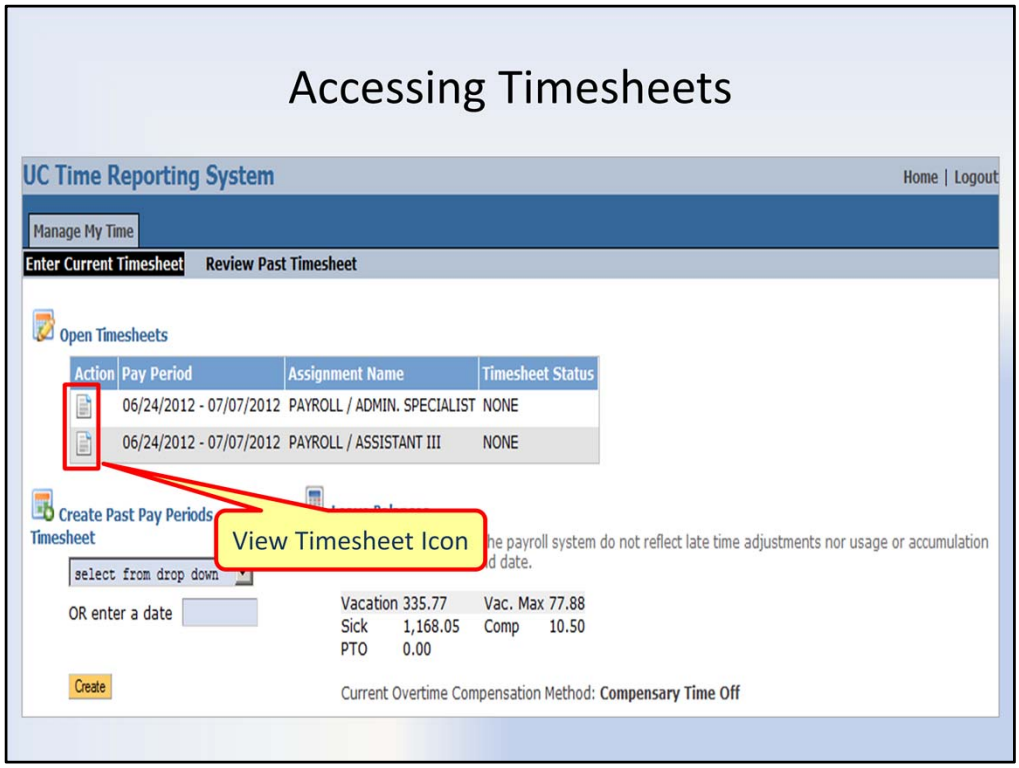
The Timesheet Identifier (job assignment nickname) is a description or nickname the DTA can assign (if requested) to help you identify which timesheet to log hours onto.

It is important for you to communicate with your supervisor or Departmental Time Administrator (DTA) to understand which timesheet to log hours onto.

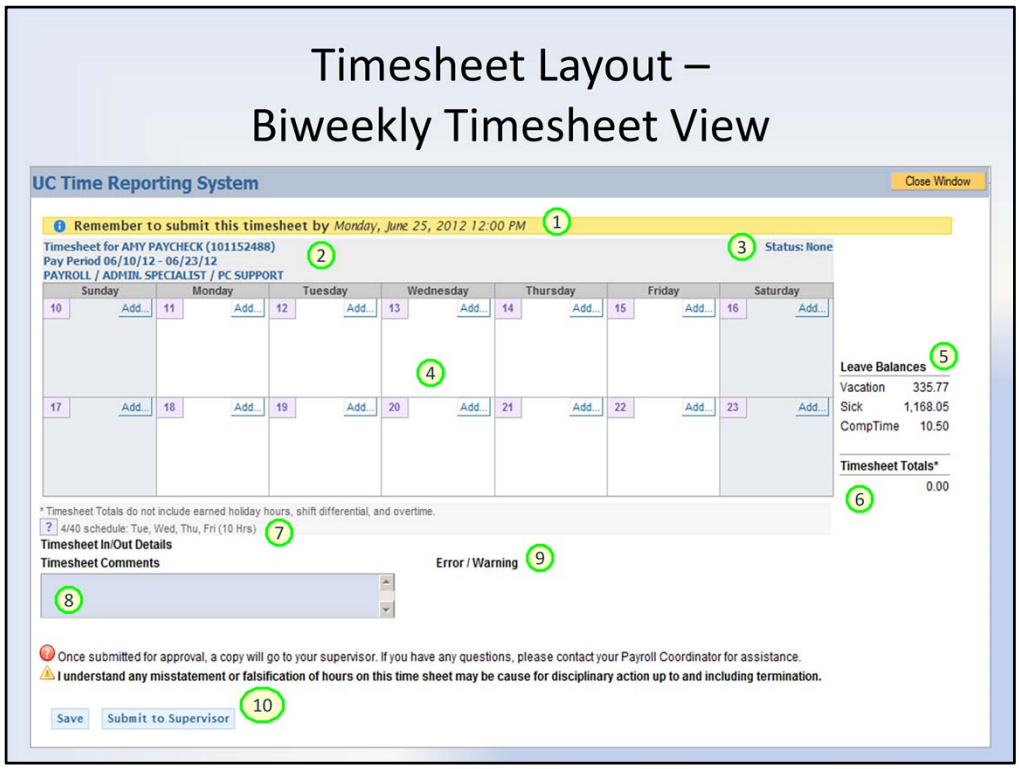
In the example above, the employee has two job assignments.

> *Amy Paycheck works for Dept. A, as an Admin Specialist in PC Support. She also works in Dept. B, as an Assistant III, on the Front Desk. She splits her 8 hour day equally (4 hours on each job). Amy will report 4 hours per day on the timesheet for the Front Desk and will report 4 hours per day on the PC Support timesheet.*

Accessing Timesheets



To access a timesheet click on the “View Timesheet” icon.

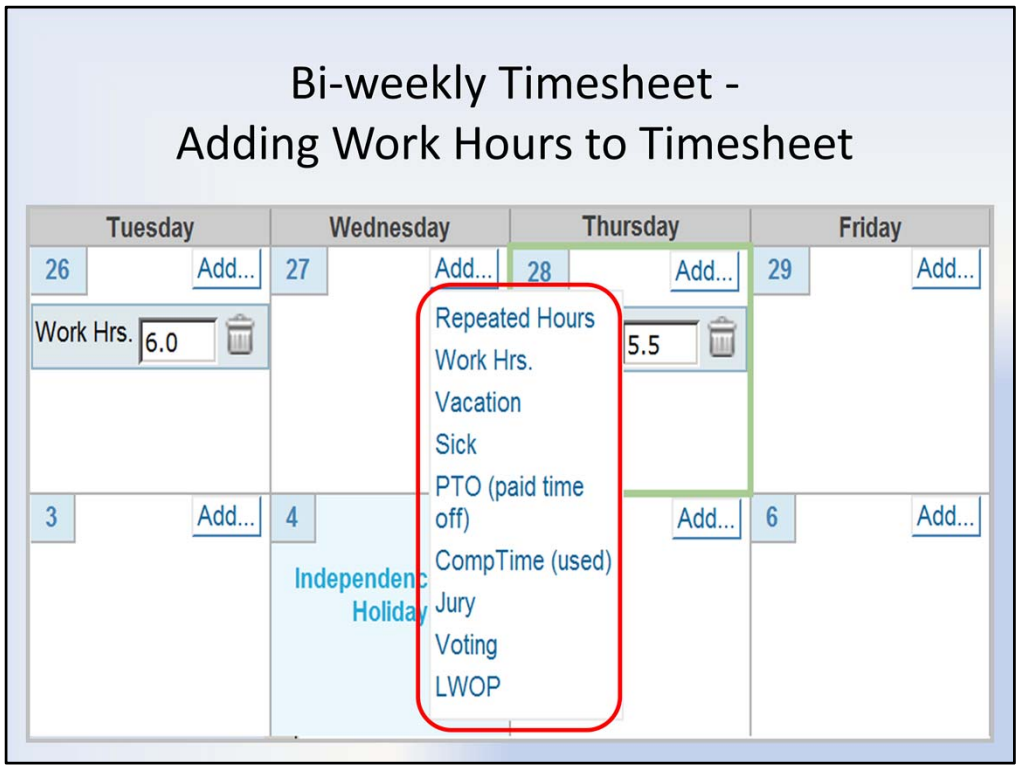


Bi-weekly Timesheet View

If you are paid biweekly, a biweekly timesheet calendar is displayed:

Timesheet Layout:

1. Reminder notification: Reminder of when the timesheet should be submitted to your supervisor.
2. Your Personal Information:
    - Name and ID number
    - Pay Period – the begin and end dates of the pay period for the timesheet
    - Basic job assignment information – department/title code name/timesheet identifier
3. Status – current status of the timesheet. See slide 15 for a list of the status codes.
4. Timesheet Calendar – the timesheet will display a work calendar for the two week pay period. Weekends and university holidays are shaded a different color.
5. Leave Balances – Leave balances as indicated in the Personnel Payroll System (PPS).
6. Timesheet Totals – displays productive (work hours) and non-productive hours (e.g. vacation, sick, etc.).
7. Timesheet Work Schedule – if setup by the DTA, unique work schedules are displayed. Work 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. See slides 29-32 for more details.
8. Timesheet Comments (optional) – You can enter comments. Comments entered will be viewed by your supervisor and DTA.
9. Error/Warning – this area displays any errors and warning messages that may occur when saving or submitting the timesheet.
10. Save/Submit buttons. See slide 33 for more details.



Biweekly Employees - How to Add Work Hours to Timesheet

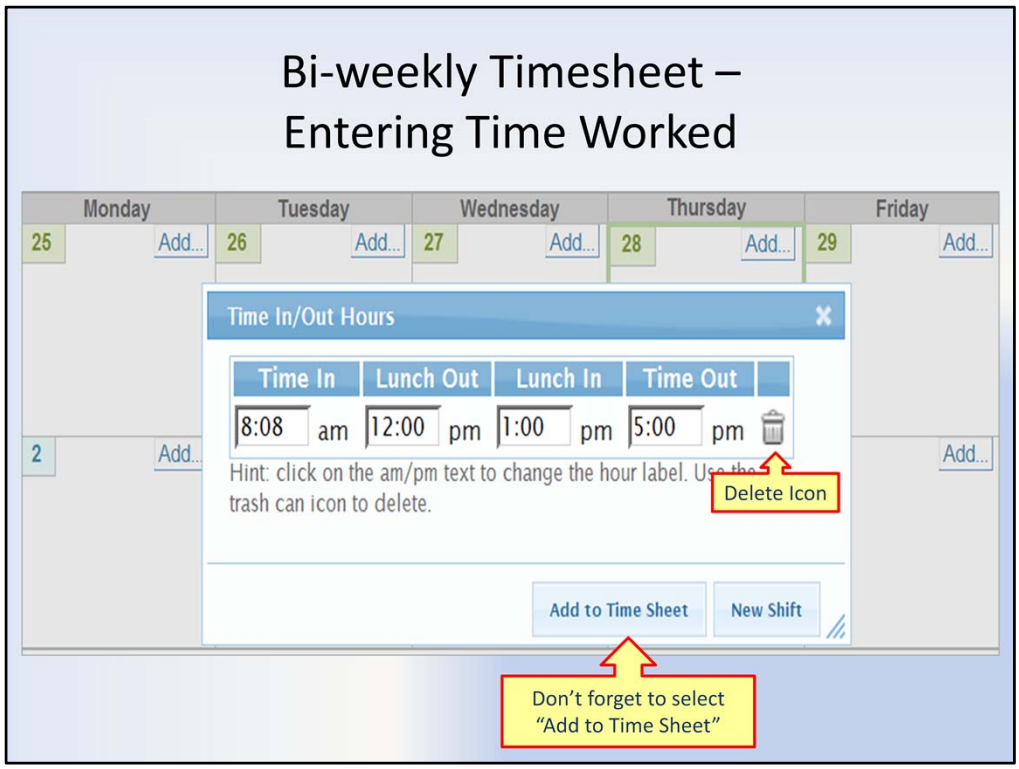
1. To enter work time onto the timesheet, select the day you want to add time to.
2. Click on "Add".

A drop-down box will display a list of available entries.

TRS Entries:

Repeated Hours – use this entry to repeat hours across a selected range of dates. See slide 27 and 28 for more details.
Work Hrs. – use this entry to record actual time worked.
Vacation – use this entry to record vacation time taken.
Sick – use this entry to record sick time taken.
PTO (paid time off) – use this entry to record PTO taken.
CompTime (used) – use this entry to record comp time taken.
Jury – use this entry to record time off for jury duty.
Voting – use this entry to record time off for voting.
LWOP – use this entry to record Leave Without Pay time off.

See slide 25 for details on how to report time off.



Bi-weekly Employees – How to Add Work Hours to Timesheet continued:

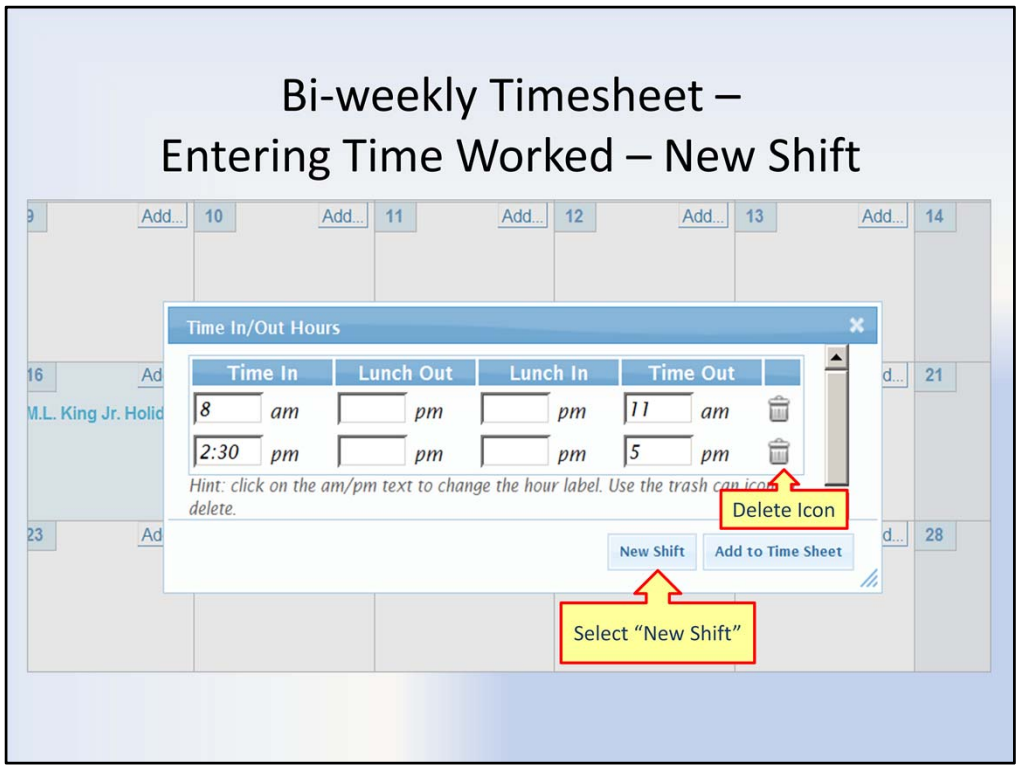
3. A pop-up screen will appear requesting the following information:
   Clock In: Time you started your work shift
   Lunch Out: Time you initiated a **lunch break** (leave blank if you did not take a lunch break)
   Lunch In: Time you returned to work from the **lunch break** (leave blank if you did not take a lunch break)
   Clock Out: Time your work shift ended
   *When you enter hours be sure to enter in the format **hh:mm** (ex. 11:27) and change the **am/pm** text as applicable.*
4. Select "Add to Time Sheet" to add the reported time to the timesheet.
5. Save the timesheet.

You may also click on the "Delete" icon to remove any information that might have been entered in error.

Using the UC Time and Attendance policy, TRS will compute the total hours for the day to the nearest quarter of the hour.

Example: Time In: 8:08 am
Lunch Out: 12:00 pm Lunch In: 1:00 pm
Time Out: 5:00 pm
TRS will calculate the total work hours as 7.75 hours.

* Refer to slides 27-28 for instructions on how to report work time for consecutive days.



How to Add a New Shift (additional shifts):

You can include additional shifts to a timesheet if you work multiple shifts on the same day for the same department and job assignment*.

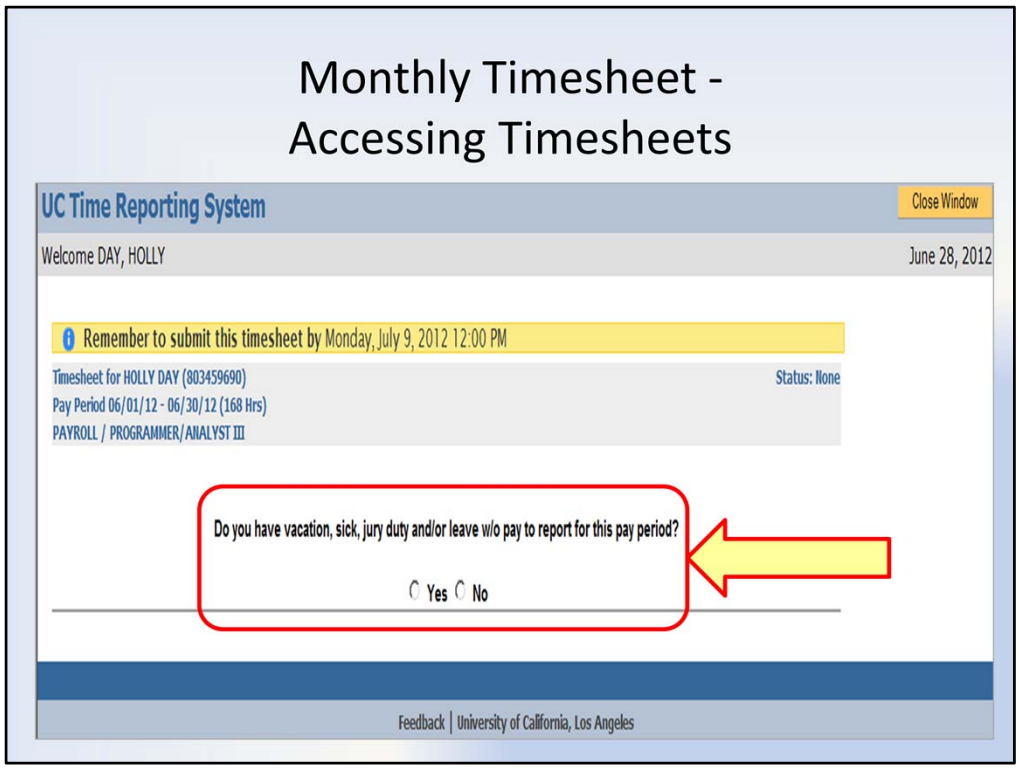
For example: Your first shift is from 8 am to 11 am (1st shift). You return to work for a second shift of 2:30 pm to 5:00 pm (2nd shift).

To add an additional shift(s):

1. Record the 1st shift as normal and add to the time sheet. See slides 19 and 20 for details.
2. Select "Add" again on the same day.
3. A drop down box with the available TRS entries will appear. Select "Work Hrs".
4. To add a new Time In/Out Hours row, select "New Shift".
5. Enter the new shift time. When you enter hours be sure to enter in the format **hh:mm** and change the *am/pm* text as applicable.
6. Click "Add to Time Sheet" to add the new shift time to the timesheet.
7. Save the timesheet.
8. The total hours for all shifts for the day will appear on the timesheet. You should review the***Time In/Out Details*** to ensure that all shifts are recorded properly.

* Do not use the " New Shift" feature if you have multiple job assignments. You will have a separate timesheet for each department/job assignment and should record the time accordingly. The " New Shift" feature should only be used if you work an additional shift(s) in the same department with the same job assignment.

You may also click on the "Delete" icon to remove any information that might have been entered in error.



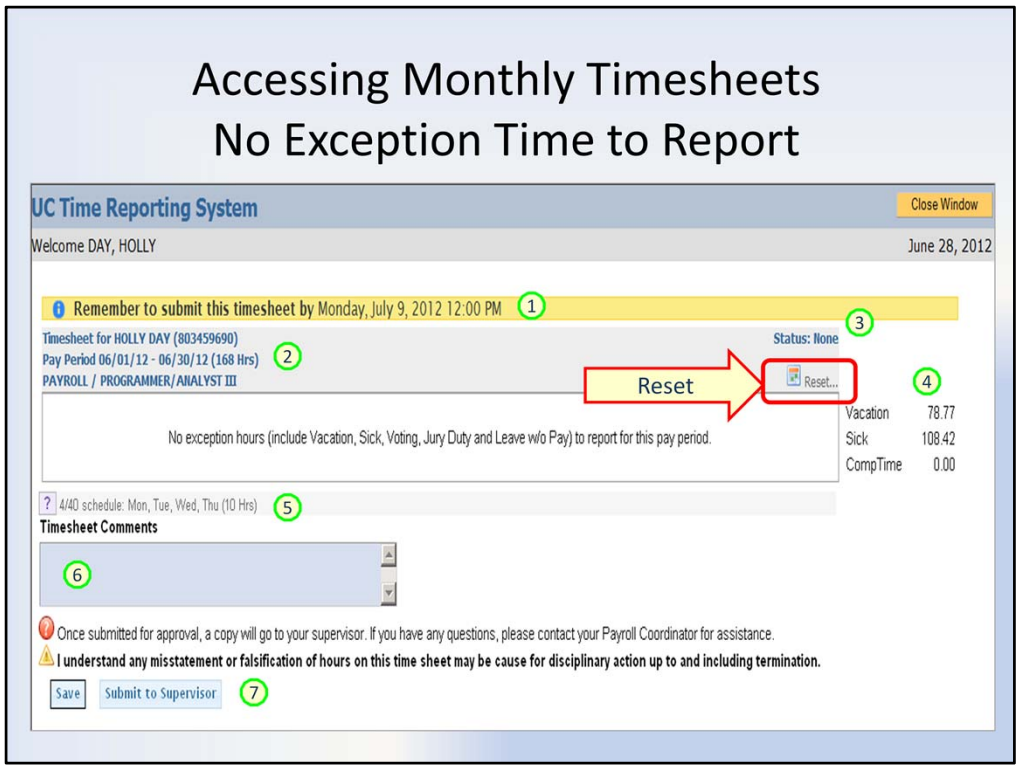
Monthly Timesheet – How to Add Work Hours to Timesheet:

A monthly timesheet will not immediately go to the timesheet view upon selecting the "View Timesheet" icon. Instead, you will be asked if you have any exception hours to report for the period.

Exception hours (aka non-productive time) includes:

- Vacation
- Sick
- Jury duty
- Leave Without Pay (LWOP)

If you have no exception hours to report for the month, select "***No***" and continue on to the next screen.

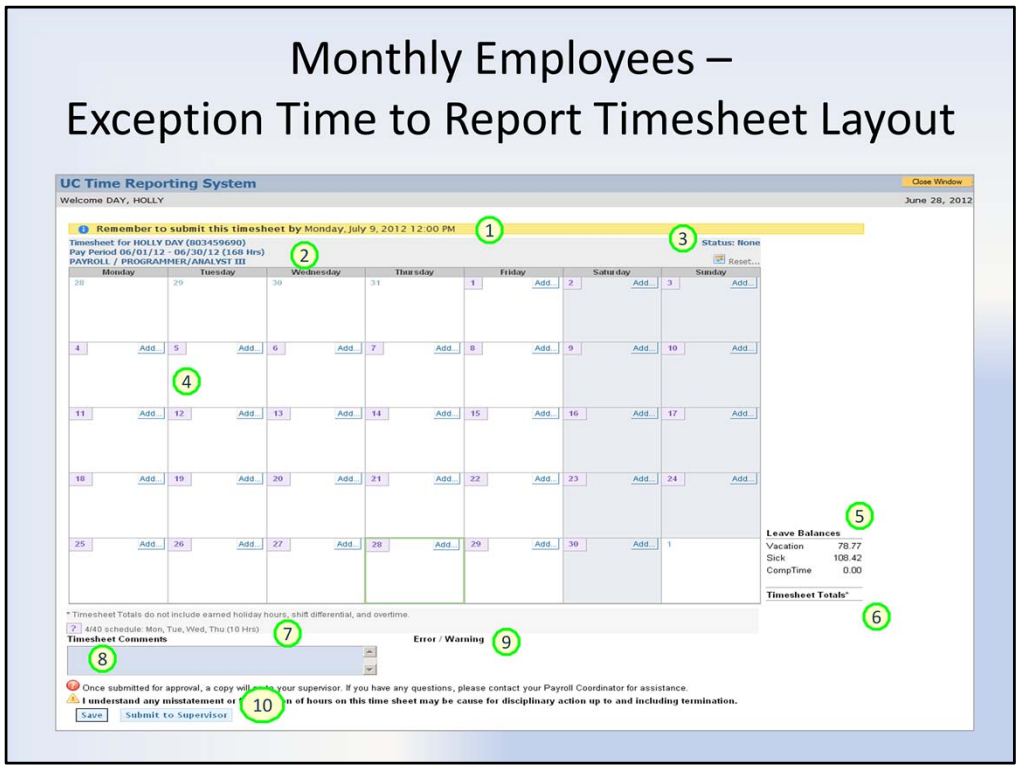


Monthly Timesheet (No Leave to Report)

When you select "No" on the previous screen TRS will take you to this screen and you will be asked to finalize the selection by saving or submitting the timesheet.

Layout:
Timesheet Layout:

1. Reminder notification: Reminder of when the timesheet should be submitted to your supervisor.
2. Your Personal Information:
   - Name and ID number
   - Pay Period – the begin and end dates of the pay period for the timesheet
   - Basic job assignment information – department/title code name/timesheet identifier (job assignment nickname)
3. Status – current status of the timesheet. See slide 15 for a list of the status codes.
4. Leave Balances – Leave balances as indicated in the Personnel Payroll System (PPS).
5. Timesheet Work Schedule – if setup by the DTA, unique work schedules are displayed. Works schedules are only established for employees who work an 9/80 or 4/40 Alternate Work Schedule. See slides 29 and 30 for more details.
6. Timesheet Comments (optional) – You can enter comments. Comments entered will be viewed by your supervisor and DTA.
7. Save/Submit buttons. See slide 33 for more details.
8. If at anytime you wish to change your selection and change the answer to the question, you can click on the "Reset" button to reset the response. Clicking on the reset button will take you back to the previous screen.

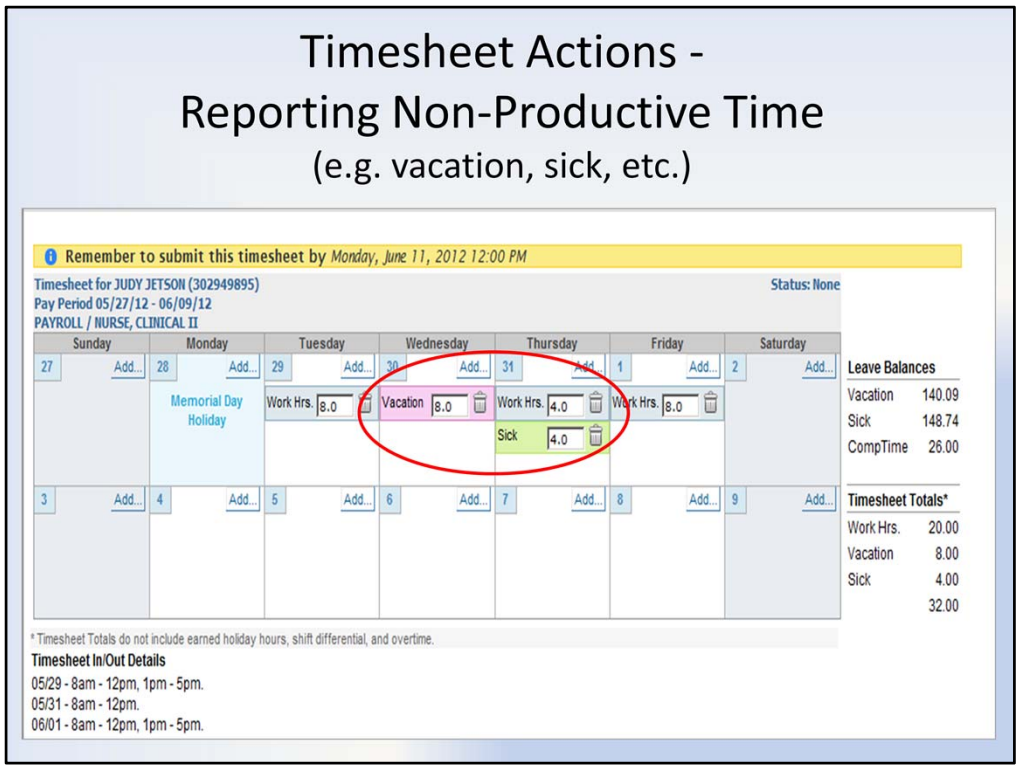


Monthly Timesheet (Leave to Report)

Answering "Yes" will open the timesheet view and allow you to enter the exception hours you wish to report for the period.

Timesheet Layout:

1. Reminder notification: Reminder of when the timesheet should be submitted to your supervisor.
2. Your Personal Information:
   - Name and ID number
   - Pay Period – the begin and end dates of the pay period for the timesheet
   - Basic job assignment information – department/title code name/timesheet identifier (job assignment nickname)
3. Status – current status of the timesheet. See slide 15 for a list of the status codes.
4. Timesheet Calendar – the timesheet will display a work calendar for the monthly pay period. Weekends and university holidays are shaded a different color.
5. Leave Balances – Leave balances as indicated in the Personnel Payroll System (PPS).
6. Timesheet Totals – displays any non-productive hours reported (e.g. vacation, sick,).
7. Timesheet Work Schedule – if setup by the DTA, unique work schedules are displayed. Works schedules are only established for employees who work an 9/80 or 4/40 Alternate Work Schedule. See slides 29 and 30 for more details.
8. Timesheet Comments (optional) – You can enter comments. Comments entered will be viewed by your supervisor and DTA.
9. Error/Warning – this area displays any errors and warning messages that may occur when saving or submitting the timesheet.
10. Save/Submit buttons. See slide 33 for more details.



How to Report Non-Productive Time (Time Off)

You can report TRS to report non-productive time off on the timesheet. Non-productive time includes: vacation, sick, comp time used, paid time off, jury duty, voting time off, and Leave Without Pay (LWOP).

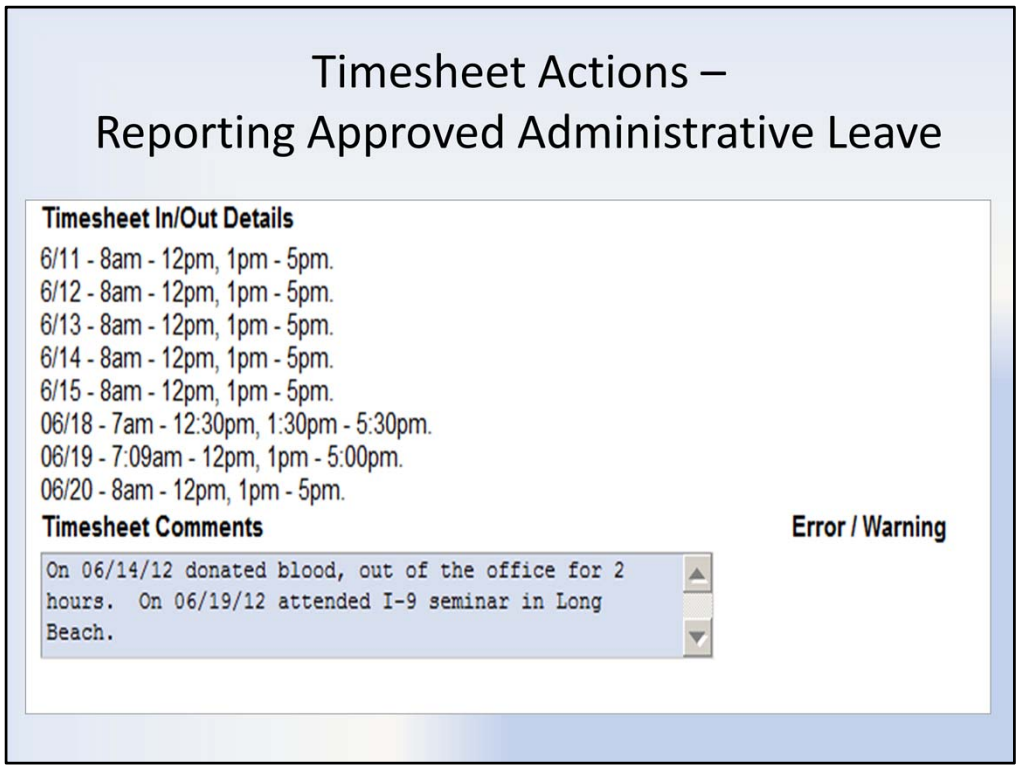
To report non-productive time off:

1. Click on "Add…" for the day you where out
2. Select the desired leave type from the drop-down list
3. The leave type selected will then be displayed on the selected date. Enter the number of hours you wish to report for the leave type. Time off should be entered to the nearest quarter hour (i.e. 8.0,7.75,6.5, etc.).
4. Save the timesheet.

The Timesheet Totals - will display a running totals of all hours worked (bi-weekly only) and time off types and totals.

Refer to slides 27-28 for instructions on how to repeat time off for consecutive days.

You may also click on the "Delete" icon to remove any information that might have been entered in error.



Other Administrative Leave Time

Sometimes you may take departmental approved administrative leave time away from the job to:

- donate blood* (Blood Time administrative leave is only available at UCLA)
- telecommute
- attend a seminar, conference, or class

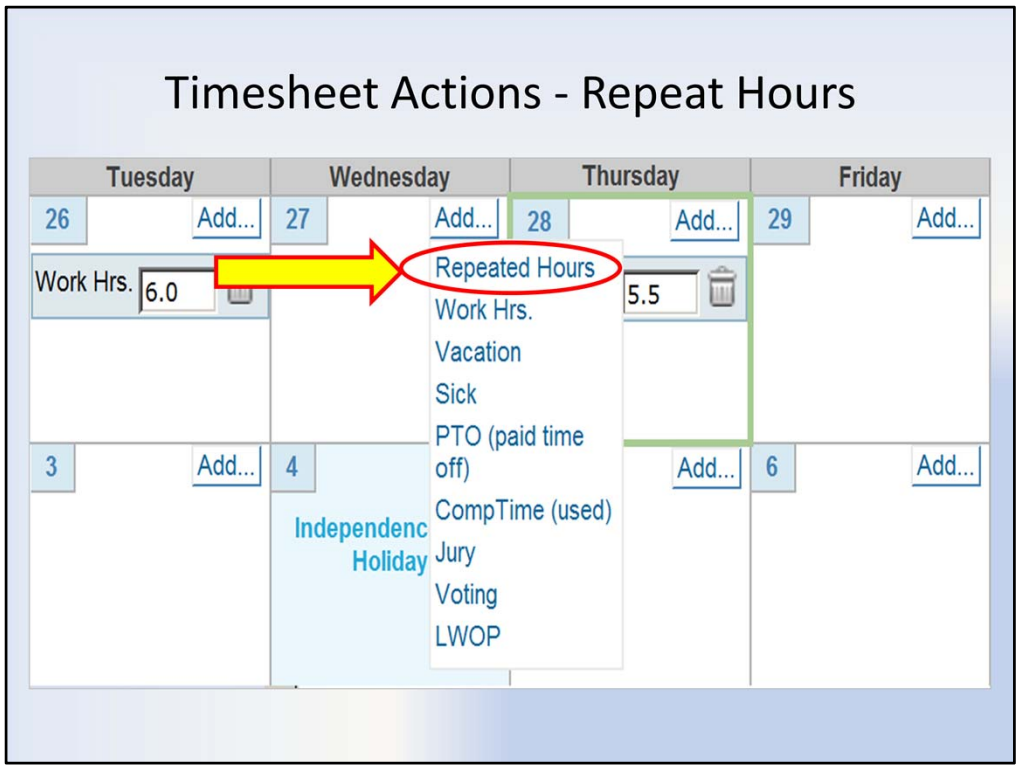
TRS does not have entry codes for these types of administrative leave time however, approved leave should be indicated in the comments.

To report approved time away do the following:

1. Add regular work time as normal. See slides 19 and 20 for more details.
2. In the comments section indicate the date and time away as applicable.

Example: Joe took 2 hours away to donate blood on 06/14/12. He also attended an approved seminar on 06/19/12. He would indicate in the comments section these dates and times.

* When you donate blood at the UCLA Blood and Platelet Center, do not forget to turn in the "Certificate of Donation" form to your supervisor or departmental personnel office to ensure that you receive the 4 hours of administrative leave credit.

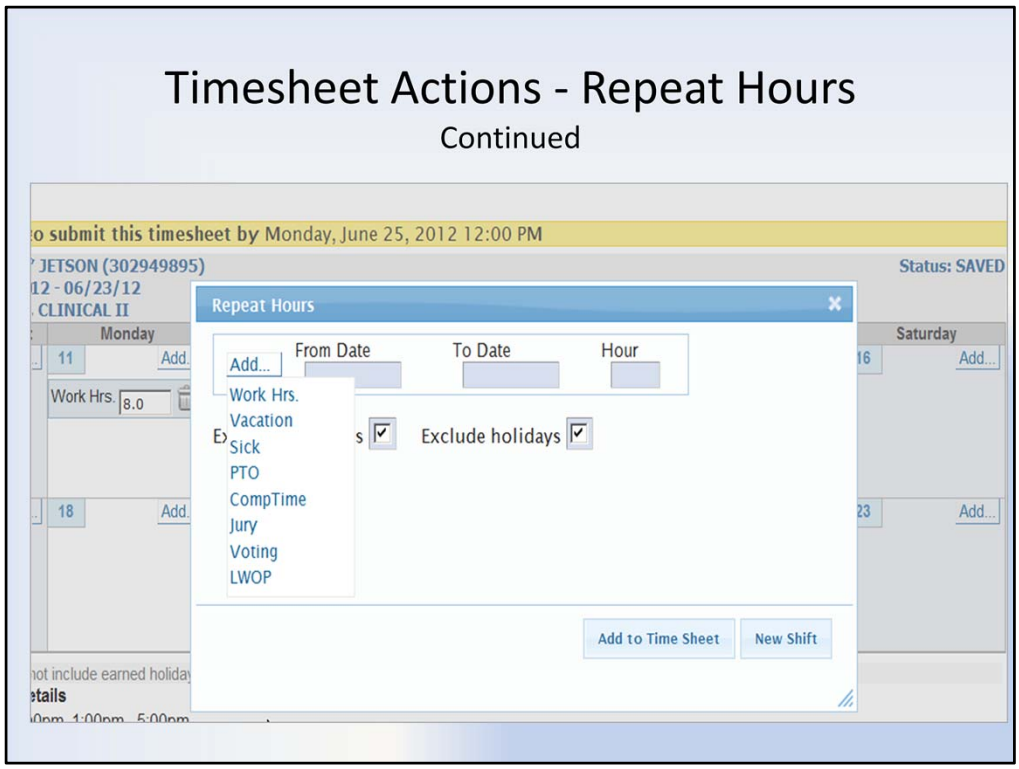


How to Repeat Hours for a Selected Date Range

You may work the same shift everyday and would like to copy these hours across a selected date range. "Repeat Hours" is a copy function that allows you to record repeated time for a selected date range. You can use the "Report Hours" feature to record work hours (bi-weekly employee only) and non-productive time off. *For example, you need to report two consecutive weeks (80 hours) of vacation used in the pay period.*

To use the "Repeat Hours" function:

1. Click "Add" on the first date in the date range you want to repeat.
2. Select "Repeat Hours" from the drop-down list.
3. A pop-up box will appear.

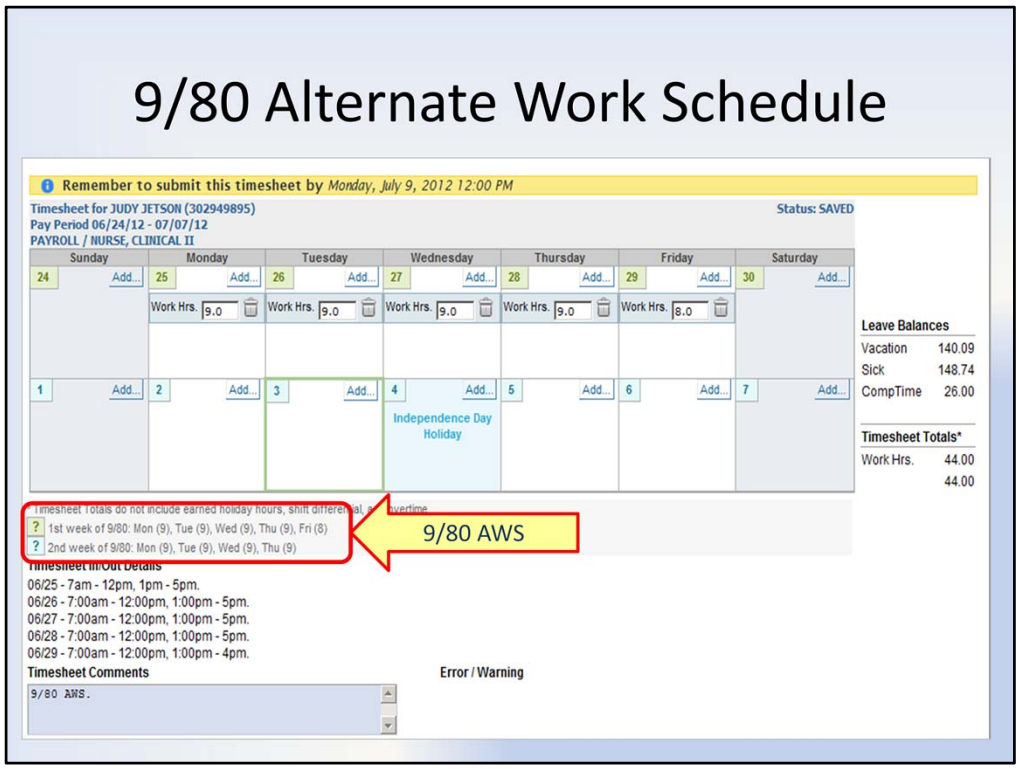


How to Repeat Hours for a Selected Date Range continued

1. Click on *"Add"* and select from the drop-down list the type of hours to be reported (work hours, vacation, sick, etc.).
2. Click inside of the *"From Date"* box to generate a calendar for the pay period. Select the first date in the date range.
3. Click inside of the *"To Date"* box to generate a calendar for the pay period. Select the end date in the date range.
4. Skip the "Hour" field if you are reporting work hours. If reporting non-productive time enter the amount of hours to record each day. **Note:** By default TRS will exclude weekends and holidays in the date range selected. To include weekends and/or holidays in the date range indicated, simply remove the check mark by clicking on it.
5. If reporting work hours a pop-up screen will appear requesting the following information:

   Clock In: Time your work shift started
   Lunch Out: Time you initiated a **lunch break,** if taken
   Lunch In: Time you returned to work from **lunch break,** if taken
   Clock Out: Time the work shift ended

6. Click on "*Add to Time Sheet*".
7. Save the timesheet.
8. TRS will populate the total hours per day for the selected date range to the timesheet.



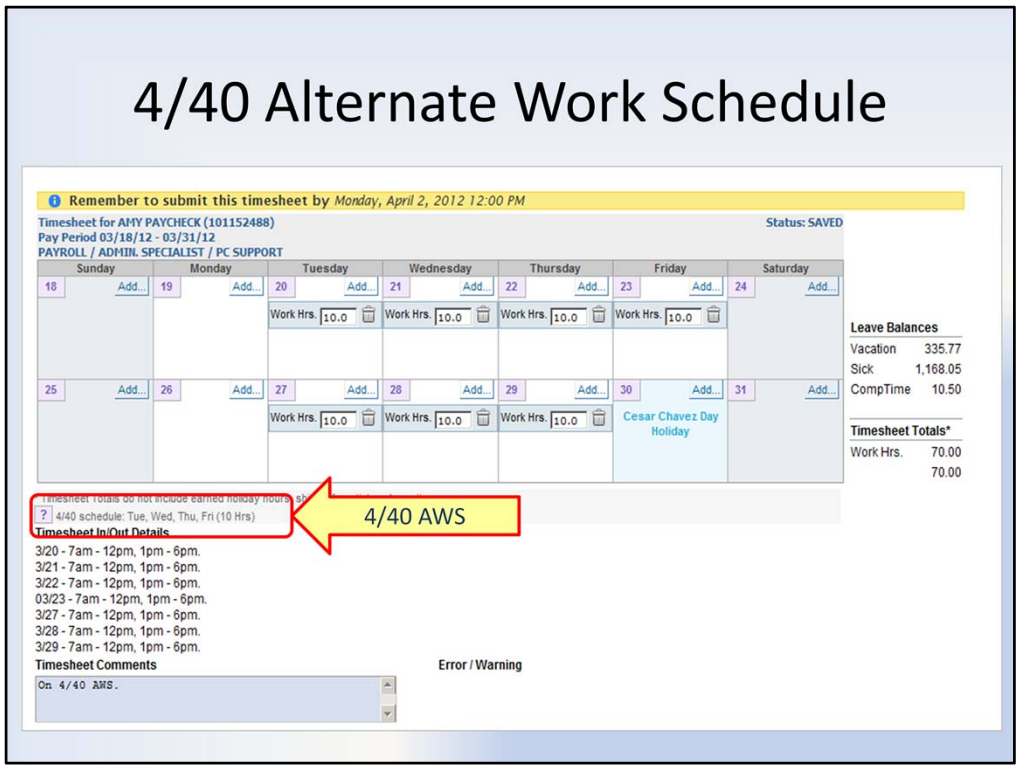
9/80 Alternate Work Schedule (AWS)

If you have been approved to work a 9/80 Alternate Work Schedule (aka flexible work schedule or AWS) your timesheet calendar view will display additional information below the timesheet. The 9/80 schedule is setup in TRS by your DTA.

Employees designated to work a 9/80 AWS, usually work 44 hours in Week 1 and 36 hours with one day off in Week 2.
To help you identify which work week you are in for the 9/80 schedule, the date fields are color coded:

Week 1 – green
Week 2 – blue

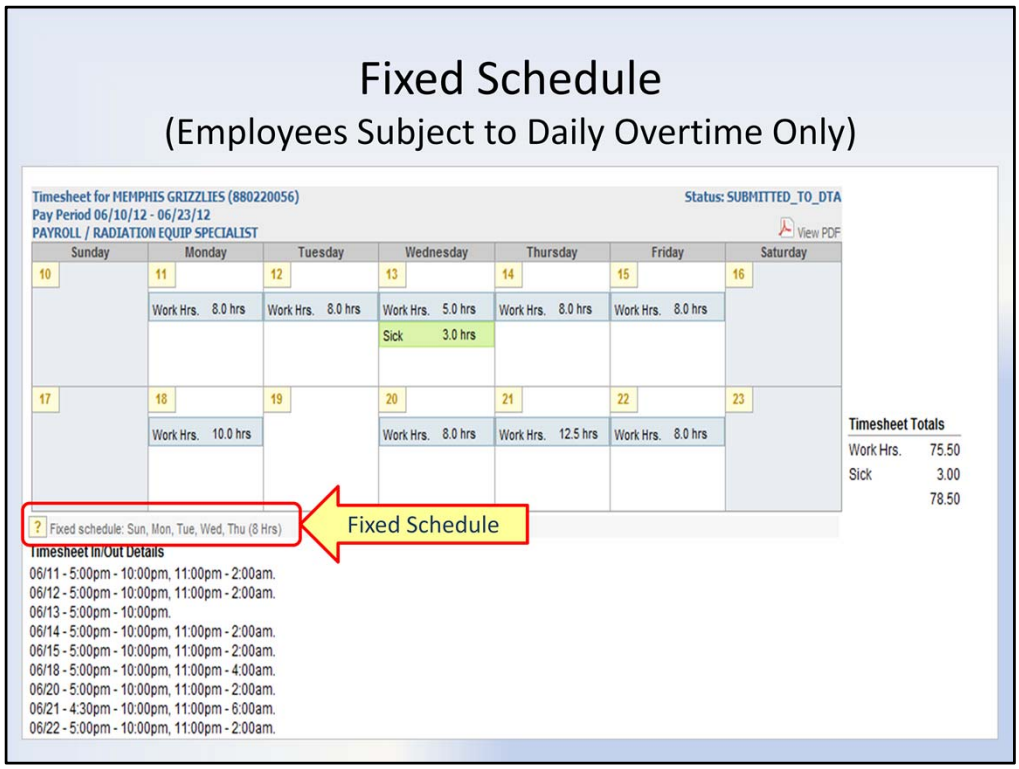
Important: It is crucial that you enter time worked on the first and second week as displayed on the timesheet in order to ensure that your timesheet is calculated properly.



4/40 Alternate Work Schedule (AWS)

If you have been approved to work a 4/40 Alternate Work Schedule (aka flexible work schedule or AWS) your timesheet calendar view will display additional information below the timesheet. The 4/40 schedule is setup in TRS by your DTA.

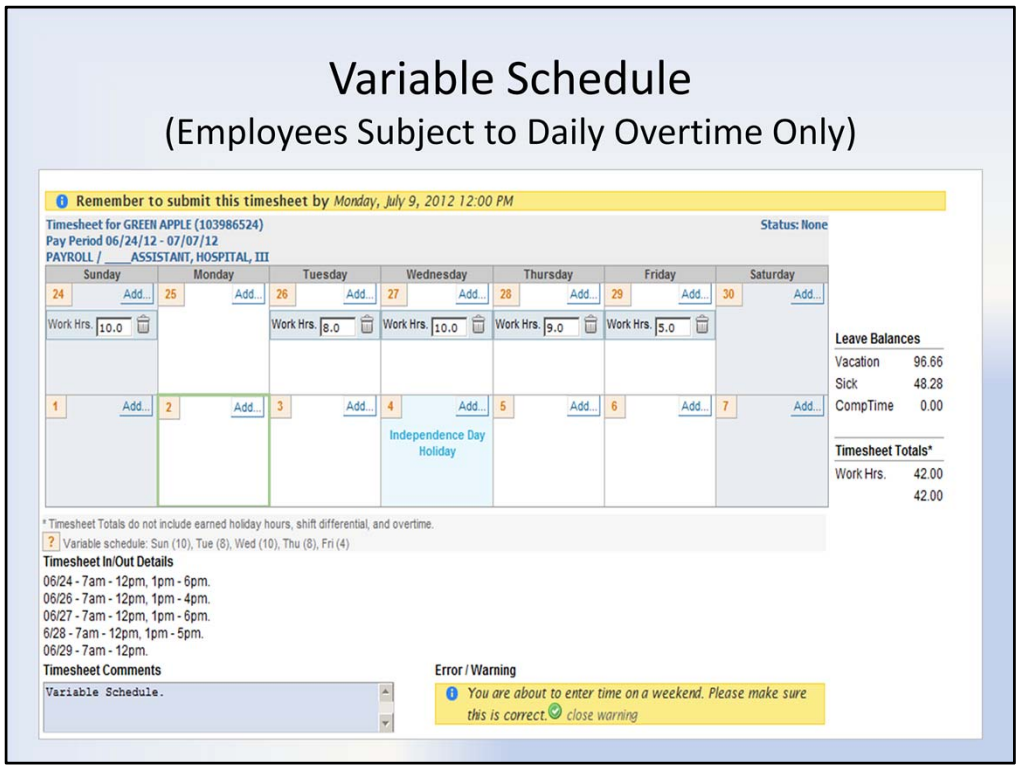
Employees designated to work a 4/40 AWS, normally works 10 hours per day, 4 days a week.



Fixed Schedule

If your title belongs to the Patient Care Technical Unit (EX)* you are subject to daily overtime rules. If you are subject to daily overtime and normally work a fixed weekly work schedule, your timesheet calendar view will display additional information below the timesheet. The fixed schedule is setup in TRS by your DTA.

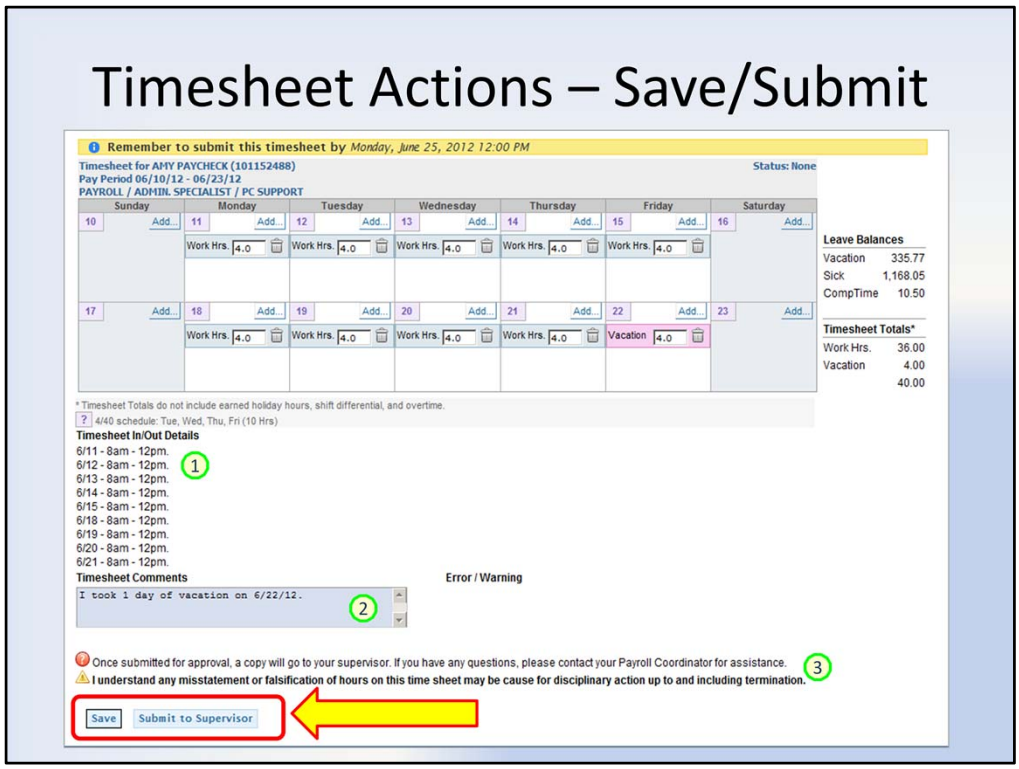
*Currently, daily overtime rules are only for EX represented employees. Service Unit (SX) employees are scheduled to change to daily overtime in October 2012.



Variable Schedule

If your title belongs to the Patient Care Technical Unit (EX)* you are subject to daily overtime rules. If you are subject to daily overtime and normally work a fixed weekly work schedule, your timesheet calendar view will display additional information below the timesheet. The fixed schedule is setup in TRS by your DTA.

*Currently, daily overtime rules are only for EX represented employees. Service Unit (SX) employees are scheduled to change to daily overtime in October 2012.



How to Save or Submit a Timesheet

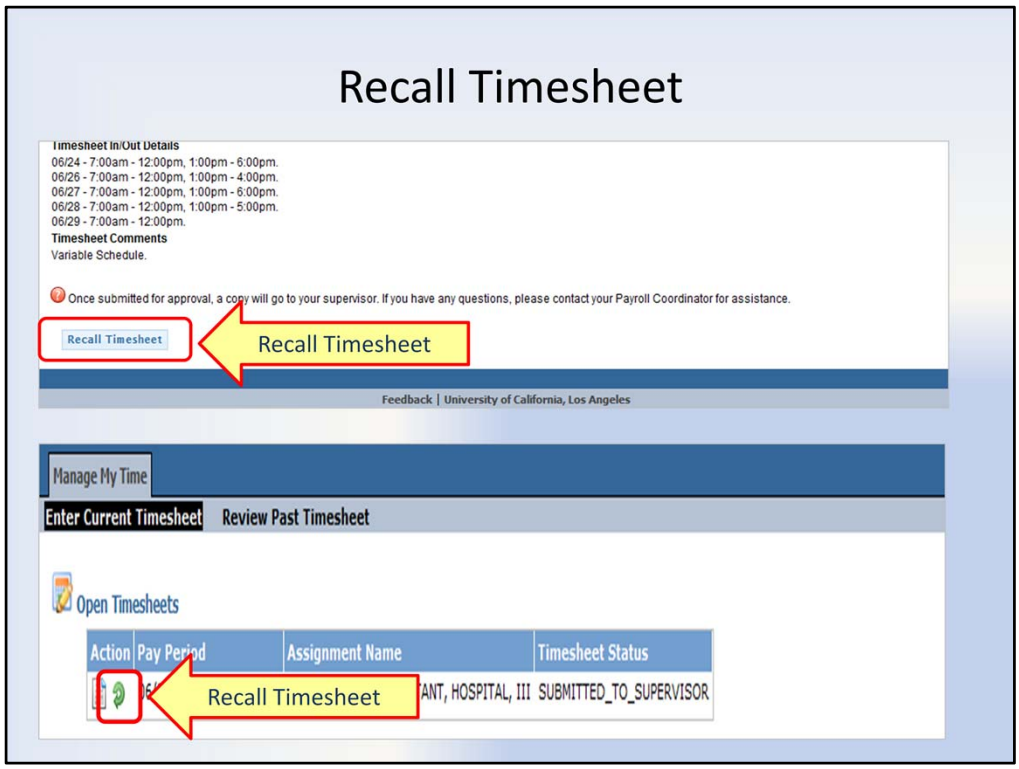
Once you have completed a timesheet entry you can perform one of the following actions:

- **Timesheet Comments** – enter comments in the "Timesheet Comments" section. Comments will be viewed by your supervisor and DTA. All final comments will become a permanent part of the timesheet record.
- **Save** - This allows you to save the entries. You can log back into TRS at a later time in order to update and or make edits to the saved timesheet.
- **Submit** - This function submits the timesheet to your supervisor for review and approval.

Before submitting a timesheet:

1. Verify that the timesheet clock in/out details are accurate.
2. Provide comments, if needed, in the timesheet comments box.
3. **Note that this is your official timesheet.** Please read the disclaimer before submitting the timesheet to your supervisor.

After you have submitted your final timesheet to your supervisor, you will have an opportunity to print a PDF copy of your timesheet if needed. To print the PDF timesheet, select the "View PDF" (located in the top right corner) to view and or print the timesheet.



Recall Timesheets

Once you have submitted your timesheet to your supervisor, you may discover that you need to update or make an adjustment to the timesheet. You can request TRS to return the timesheet back to you in order to make adjustments.

Important: You can only use the recall function if the timesheet has the status of "**Submitted to Supervisor**". If the timesheet has been edited or approved by your supervisor (status of "**Submitted to DTA**"), you must contact your supervisor or the DTA to have the timesheet returned to you.

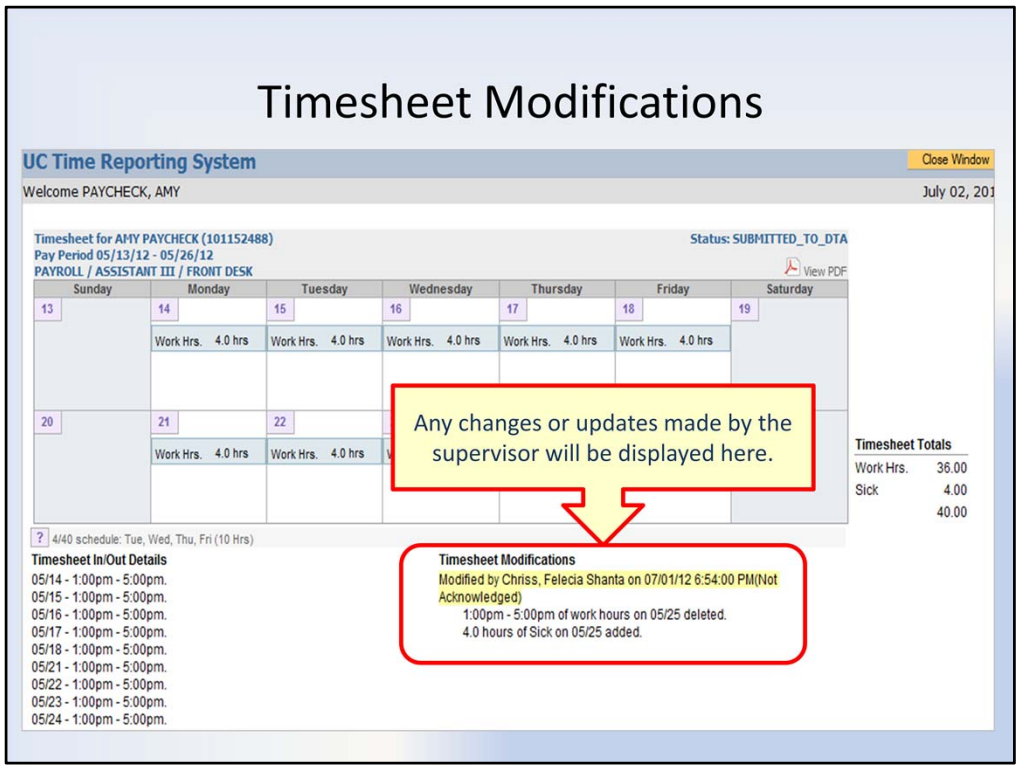
There are 2 methods to recalling a timesheet:

- From the timesheet calendar view by selecting the "Recall Timesheet" button, which will appear once the timesheet has been submitted to the supervisor.
- From the Enter Current Timesheet tab, select the recall timesheet icon*.

Recall Timesheet:

1. Select the recall button or icon.
2. The recall timesheet pop up window appears - in the comments section (required), enter in why you would like the timesheet returned.
3. Select Recall Timesheet – to have the timesheet returned. The timesheet will be returned immediately.
4. Or select "Cancel" to close the pop up box window.

* See slide 14 for an example of the recall timesheet icon.



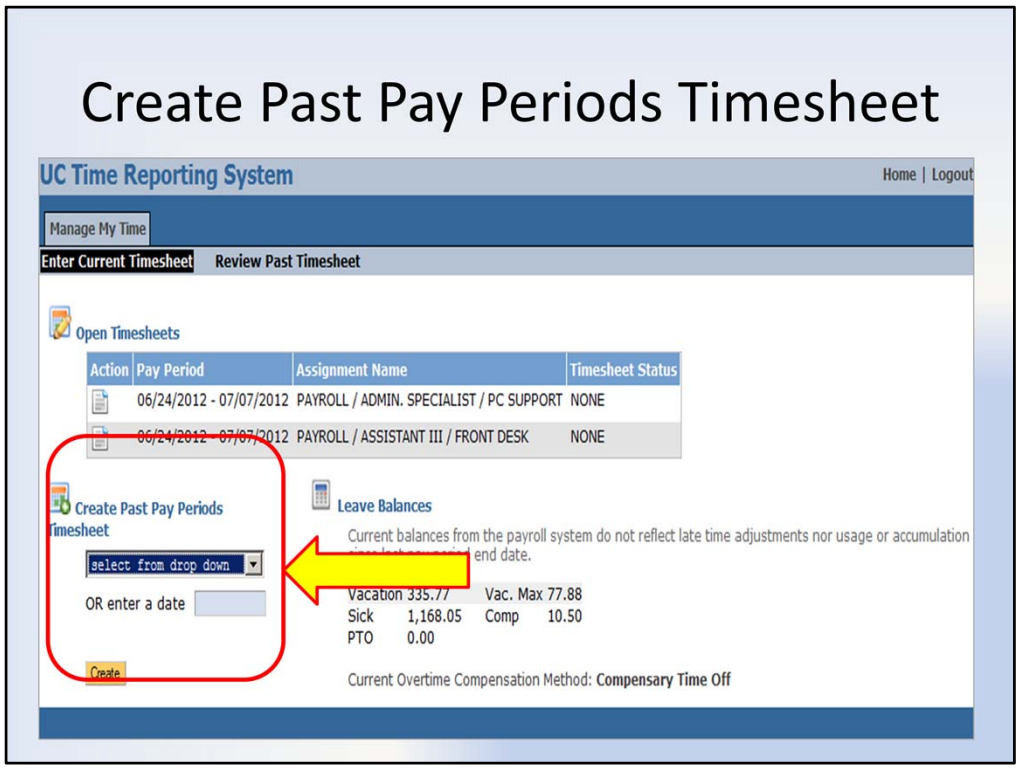
Timesheet Modifications

Your supervisor/time approver may modify or edit the timesheet on your behalf. If a timesheet has been modified or edited by your supervisor, an *email notice will be sent to your email address on file, requesting that you review and acknowledge the change(s). Modified timesheets (if any) will appear under the "Timesheet Modifications", on the *Enter Current Timesheet* sub tab (see slide 12 for an example).

To review and acknowledge the modified timesheet data:

1. Select the "View Timesheet" icon.
2. A pop-up window will display the modified timesheet. Displayed in the bottom right of the timesheet calendar view will be the changes indicated by your supervisor/time approver.
3. Close the window.
4. On the "Enter Current Timesheet" tab, select the Acknowledge icon (green check mark).
5. The timesheet will remove from the tab and will change the timesheet status code to "Completed".

*See slide 39 for details on TRS email notifications.



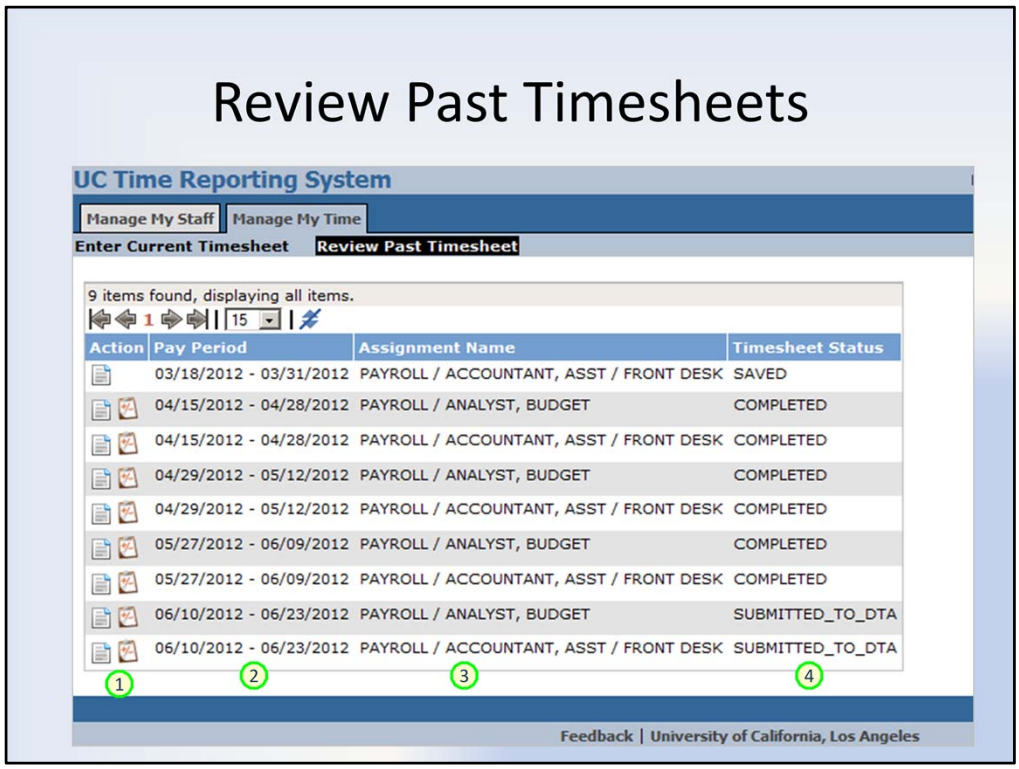
Create Past Pay Periods Timesheets

You may discover that you did not submit a timesheet for a past period and need to create the timesheet.

To create a timesheet you need to enter the begin **or** end date of the pay period you need to create the timesheet for. You can determine the pay period dates by referring to column 1 of the TRS Payday Calendar.

To create and submit a past pay period time sheet, do the following:

1. On the "Manage My Time" tab go to "Create Past Pay Period Timesheets".
2. You can choose to select the begin or the end date of the pay period by using the calendar in the drop down box
   OR enter the begin or end date of the pay period by entering the date in the "Or enter a date" field.
3. Select "Create".
4. The timesheet is created and you can enter and submit time as normal.



Review Past Timesheet

The second sub tab available on the "Manage My Time" tab is "Review Past Timesheet" You can refer to the Review Past Timesheet to track the status of past created timesheets.

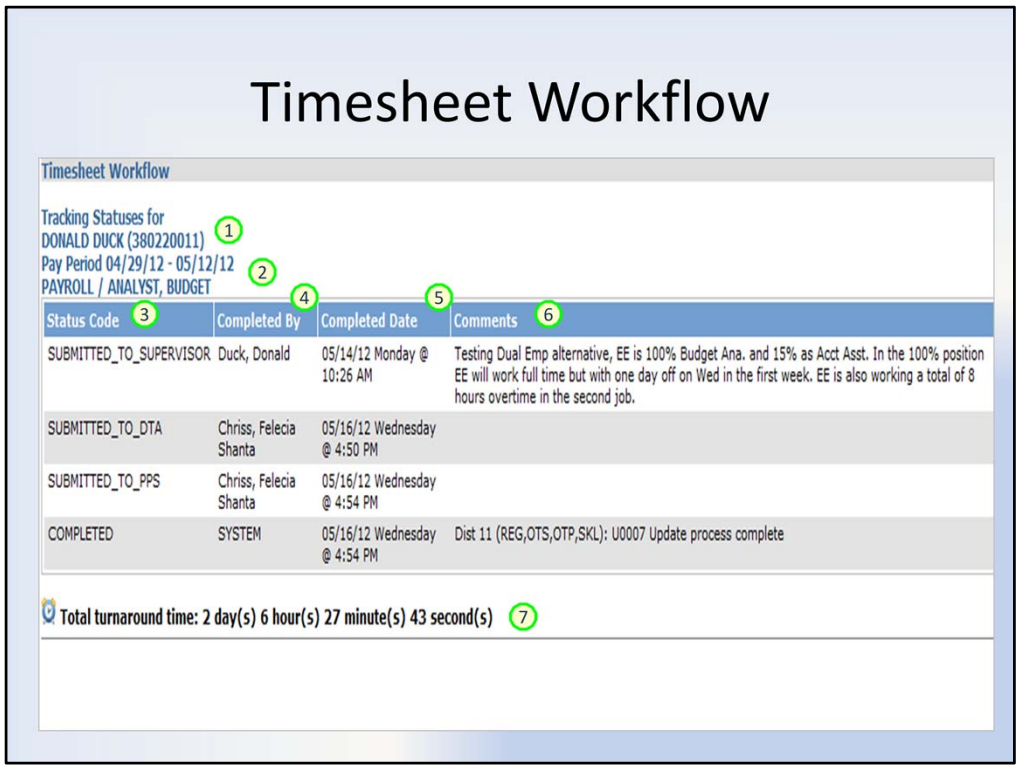
Navigation: TRS will automatically display the 15 most recent timesheets in pay period order. You can change the display results to either 15, 50 or 100 timesheets displayed by changing the number in the drop down list selection.

This section displays 4 sortable columns

1. Action – may display up to two icons -
   a. The first is the "View Timesheet" icon. Select this icon to open and review the timesheet details.
   b. The second is the "View Workflow" icon. Select this icon to see the tracking details of the timesheet. See the next slide for details on the Workflow.
2. Pay Period – Pay period begin and end dates.
3. Assignment Name – Department/Title code name/Timesheet identifier(job assignment nickname).
4. *Timesheet Status – Identifies the current status of the timesheet.

Note: If you need to edit or correct a previously completed timesheet, contact your supervisor/time approver so that the timesheet can be returned to you for editing purposes.

* Refer to slide 15 for a completed description of the Timesheet Status codes.

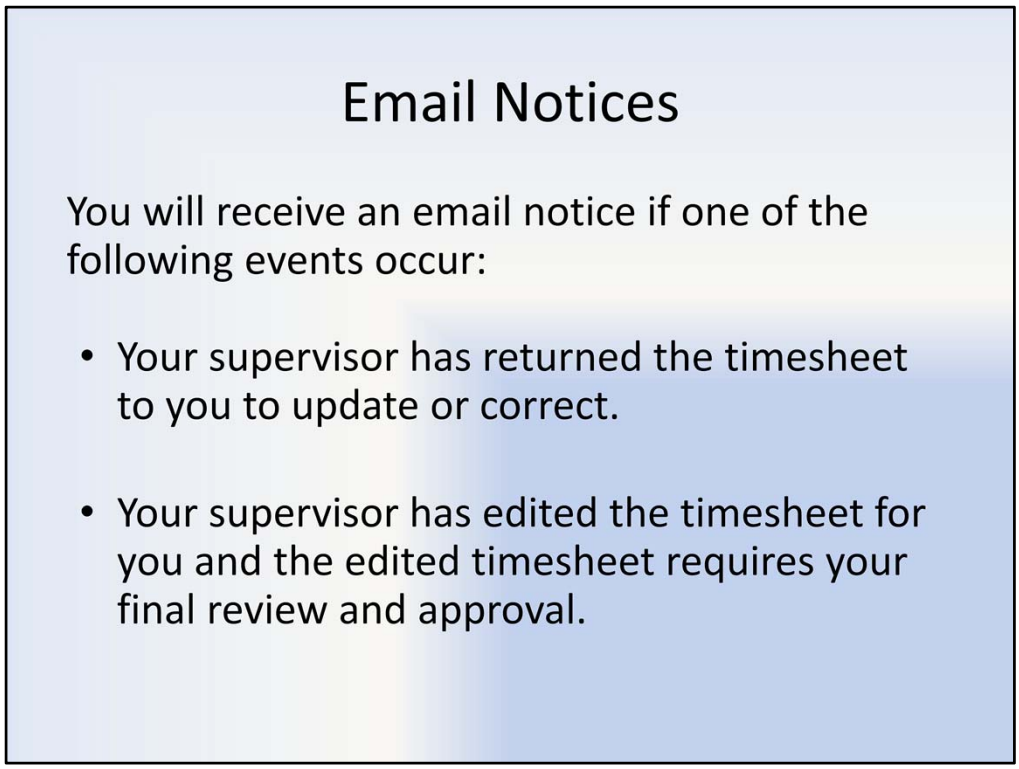


Timesheet Workflow

When you select the workflow icon the "Timesheet Workflow" pop-up box will appear. The Timesheet Workflow includes information such as the date and time stamp from the date you submitted the timesheet to the date and time the timesheet was submitted to the Personnel Payroll System (PPS) for processing.

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 15 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.



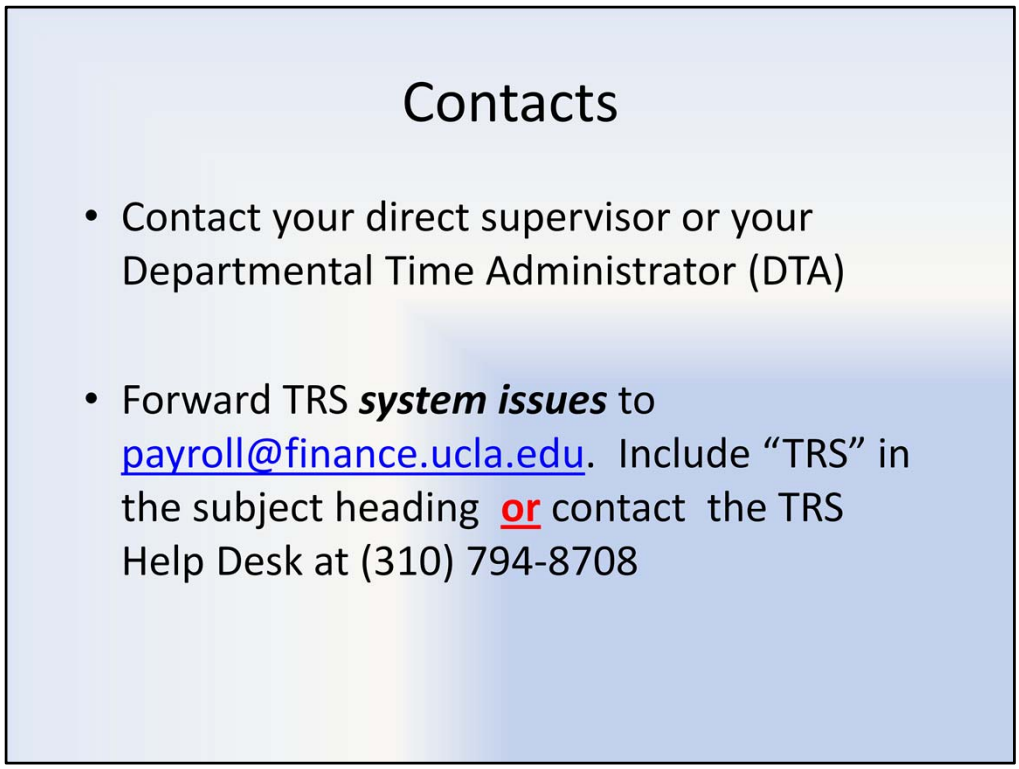
Email Notifications

When certain transactions occur TRS will generate an email notification to notify you of the event. The email notice is sent to the email address your department has on file in TRS (usually uploaded from the Enterprise Messaging directory). You should read all email notices carefully to ensure that any actions required by you are completed properly.

- ***Notification of Returned Timesheet From Supervisor*** - your supervisor has reviewed the timesheet and has returned the timesheet to you to update or correct. The email notice will indicate the reason(s) why the timesheet is being returned.

- ***Notification of Modification of Timesheet By Supervisor*** - you will receive this notice if your supervisor has made a change to your submitted timesheet. You will be prompted to login to TRS to review and acknowledge the change(s). See slide 35 for more details.

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



Contacts

For general questions (e.g. pay, work schedule, time off, etc.), contact your direct supervisor or your departmental DTA.

Questions regarding system issues (i.e. logon issues, system errors) may be resolved by referring to the TRS Resources page or by contacting the TRS Help Desk:

- By email - payroll@finance.ucla.edu include in the subject heading "TRS"
- By phone – (310) 794-8708