

UC Davis Time Reporting System (TRS) User Guide for Monthly Employees

Questions or issues regarding TRS should be referred to your supervisor or the [TRS Resources website](#).

LAST UPDATE: 05/30/15

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Welcome to TRS!

Welcome to the UC Davis Time Reporting System (TRS)! This information is for **exempt** employees (not eligible for overtime pay) who are paid **monthly** and who will be using TRS to complete their timesheets. Please note that monthly employees will only be entering their leave (not work) time on their timesheets.

TRS Timesheet Submission Deadlines

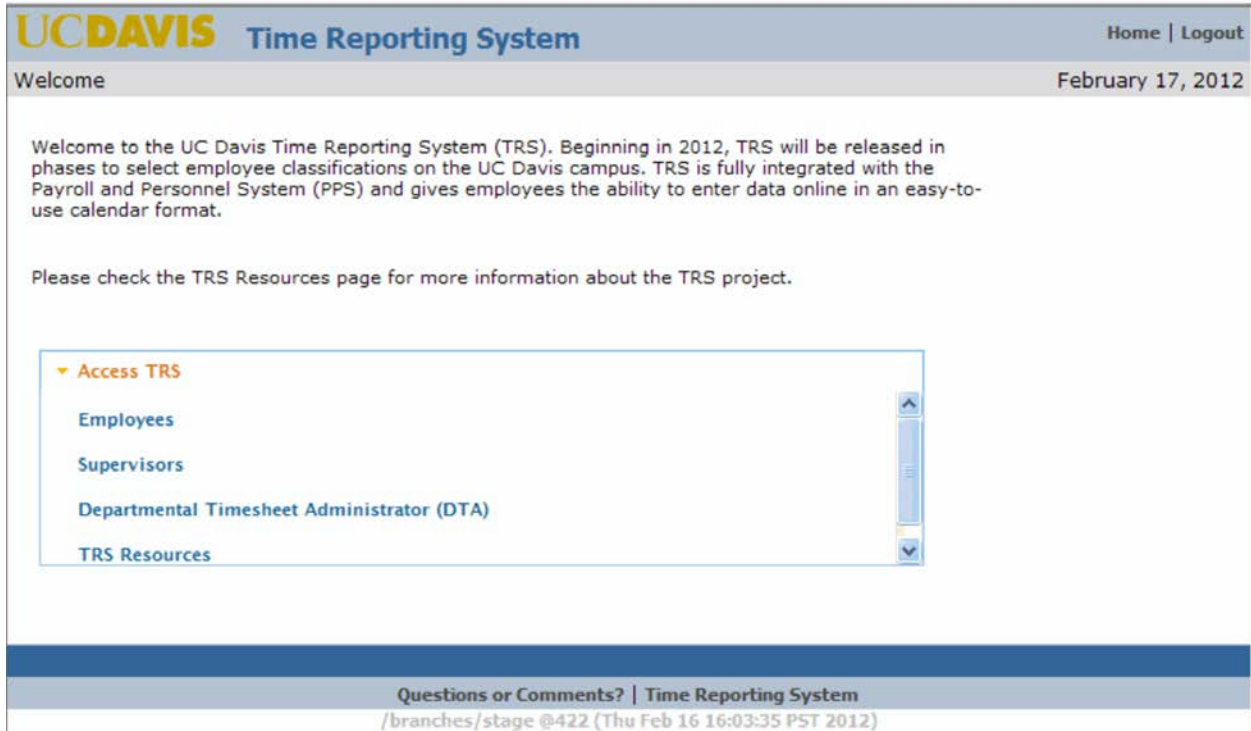
Employees should refer to the deadlines posted on the [TRS informational website](#). It is important that you are aware of the timesheet submission deadlines to ensure that you are paid correctly.

E-Mail Notifications

When certain transactions occur (e.g., supervisor returns a timesheet for correction) or do not occur (e.g., failure to submit timesheet on time), TRS will generate an email notification. The email notice is sent to your email address listed in the campus directory. Please see the [Email Notifications](#) page on the TRS website to see when emails are generated. You should read all email notices carefully to ensure that any actions required by you are completed properly and on time.

Logging in to TRS

Log in at <http://trs.ucdavis.edu>. Log in using your UCD login ID and Kerberos password. If you cannot remember your login ID/password, please visit the [Computing Accounts page](#) for assistance.



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

You can select the **TRS Resources** link to learn more about TRS, including an FAQ and Best Practices section.

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**

The **Enter Current Timesheet** sub tab layout is divided into 4 sections:

Section 1: Past Un-submitted Timesheets – Displays timesheets that you have created and are awaiting your final submission. You will receive alerts reminding you of overdue timesheets, if any, displayed in a highlighted yellow text box at the top of the page.

Section 2: Open Timesheets - This section displays your timesheets for the current pay period. If you have multiple job assignments (e.g. appointments in 2 or more departments), TRS will display multiple timesheets, one for each job assignment.

Section 1 and 2 displays:

1. View Timesheet icon 
2. Pay period begin and end dates
3. Basic job assignment information (department/ job assignment title/ timesheet job assignment identifier)
4. Timesheet status – the current status of your timesheet to help you identify which timesheet to log hours onto

Section 3: Create past pay period timesheet–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 timesheet for a past pay

period. You generally should not have to do this as long as you are regularly submitting your timesheet once a month.

Section 4: Leave balances- Vacation, Vacation Max, Sick and Comp time 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.

Timesheet Status Codes


You can track the status of your timesheet once you have created and entered time (initiated). The timesheet status can be found in several areas of TRS:

- Timesheet (top right corner)
- **Review Past Timesheet** sub tab
- **Timesheet Workflow** screen
- Timesheet Roster

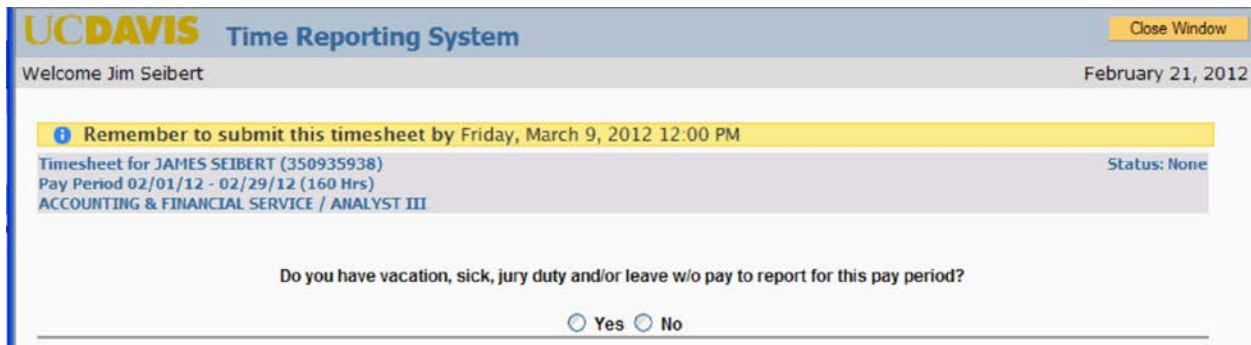
Each of the Timesheet Status Codes is listed on the [TRS Status Codes web page](#). Please review the status codes in order to become familiar with what each of them indicates.

Entering and Completing a Timesheet

Exempt employees (not eligible for overtime) only report their **leave** time; they do **not** enter/report their work time.

To access a timesheet, click on the “View Timesheet” icon.  Or, select a past pay period for which to enter leave time.

The next screen will ask if you have any leave hours to report for the period:



UC DAVIS Time Reporting System Close Window

Welcome Jim Seibert February 21, 2012

Remember to submit this timesheet by Friday, March 9, 2012 12:00 PM

Timesheet for JAMES SEIBERT (350935938) Status: None
Pay Period 02/01/12 - 02/29/12 (160 Hrs)
ACCOUNTING & FINANCIAL SERVICE / ANALYST III

Do you have vacation, sick, jury duty and/or leave w/o pay to report for this pay period?

Yes No

Leave time includes:

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

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

When you select **No**, TRS will ask you to finalize the selection by saving or submitting the timesheet.

Note: If at any time 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.

Answering **Yes** will open the timesheet calendar and allow you to enter the leave hours you wish to report for the month.

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Remember to submit this timesheet by Friday, August 3, 2012 5:00 PM

Timesheet for JAMES HEWLETT (112148309) Status: None
 Pay Period 07/01/12 - 07/31/12 (176 Hrs)
 ACCOUNTING & FINANCIAL SERVICE / ANL 4 SUPV / MONEY Reset...

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Add...	2 Add...	3 Add...	4 Add... Independence Day Holiday	5 Add...	6 Add...	7 Add...
8 Add...	9 Add...	10 Add...	11 Add...	12 Add...	13 Add...	14 Add...
15 Add...	16 Add...	17 Add...	18 Add...	19 Add...	20 Add...	21 Add...
22 Add...	23 Add...	24 Add...	25 Add...	26 Add...	27 Add...	28 Add...
29 Add...	30 Add...	31 Add...	1	2	3	4

Leave Balances

Vacation	185.40
Sick	1,071.65
CompTime	0.00

Timesheet Totals*

* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

Timesheet Comments Error / Warning

? Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.
! I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

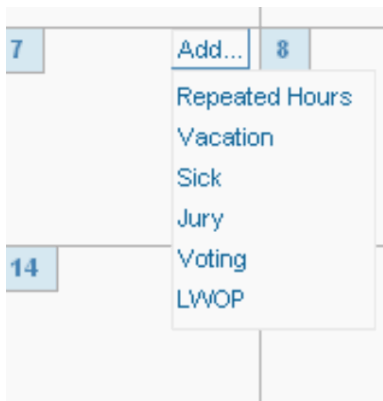
Timesheet Layout:

1. Reminder notification: a yellow alert located at the top reminding you when the timesheet is due.
2. Your Personal Information:
 - Name and Employee 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.
4. Timesheet Calendar – for the current pay cycle. Weekends and university holidays are shaded a different color.
5. Timesheet totals – displays any leave hours entered by the employee

6. Timesheet comments – You can enter comments regarding the leave time you enter. Comments entered will be viewed by your supervisor and Department Time Administrator (DTA)
7. Error/Warning – this area displays any errors and warning messages
8. Save/Submit buttons

Reporting Leave Time (Vacation, Sick Leave)

1. Click on “Add...” for the day you were out.



2. Select the desired leave type from the drop-down list. NOTE: Not all types of leave time are available as a selection on the drop-down menu (e.g., Family Medical Leave Act – FMLA). Please refer to the applicable policy and procedure posted on the UC Davis Human Resources website (<http://www.hr.ucdavis.edu/elr/employee/leave-time-off/>). If reporting a leave type that is not listed on the drop-down menu, add a comment to your timesheet with the specific type of leave (e.g., FMLA) being reported. For example, if 8 hours of sick leave was reported on the 15th, but the sick leave is for FMLA purposes, add a comment such as: “15th: 8 hours of sick leave for FMLA purposes.”

3. The leave type selected will then be displayed on the selected date. Enter the number of leave hours you wish to report for the leave type. In general, time off for monthly employees should be entered in full day (8-hour) increments, unless you are reporting time off for an intermittent leave of absence in which case you report time off to the nearest quarter hour (e.g. 2.25, 3.50, etc.).

4. Save the timesheet.

Timesheet Totals - will display a running total of all time off types and total. You may also click on the trash can icon to delete any information that might have been entered in error.

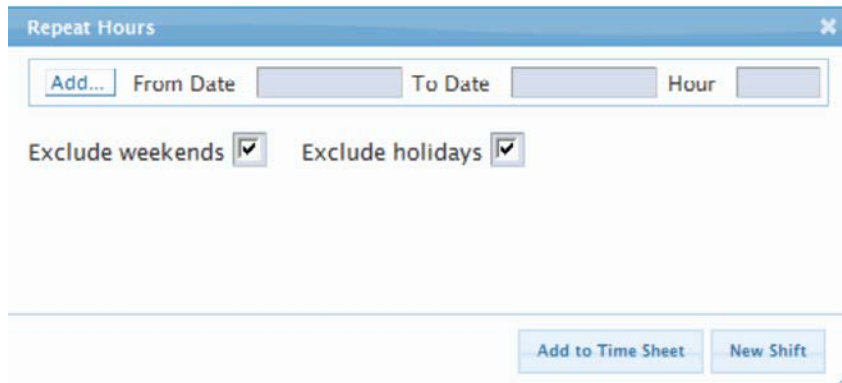
How to Repeat Hours for a Selected Date Range

You can report time off for a selected date range (within the pay period) by using the “Repeated

Hours” feature. *For example, you need to report two consecutive weeks (80 hours) of vacation for the month.*

To use the “Repeated Hours” function:

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



4. Click on **Add** and select from the drop-down list the type of hours to be reported (vacation, sick, LWOP, etc.)
5. Click the **From Date** field to generate a calendar for the pay period. Select the first date in the date range.
6. Click the **To Date** field to generate a calendar for the pay period. Select the end date in the date range.
7. Enter the number of hours to be recorded for each day in the **Hour** field
8. Click on **Add to Time Sheet**.
9. Click the **Save** button to save the timesheet.

TRS will populate the total time off hours per day for the selected date range to the timesheet.

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 it.

How to Save or Submit a Timesheet

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



The screenshot shows a web interface for submitting a timesheet. At the top left is a text area labeled 'Timesheet Comments'. To its right is a section labeled 'Error / Warning' which contains two messages: a red error icon with the text 'Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.' and a yellow warning icon with the text 'I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.' Below these messages are two buttons: 'Save' and 'Submit to Supervisor'.

- **Timesheet Comments** – Enter comments in the “Timesheet Comments” section. Comments will be viewed by your supervisor and Department Time Administrator (DTA). All final comments will become a permanent part of the timesheet record. When adding a comment, you should also indicate the date(s) to which the comment applies. For example, “Jan 6: Doctor Appointment.”
- **Save** - Clicking **Save** allows you to save (but not submit) your timesheet. You can log back into TRS at a later time in order to update and or make edits to the saved timesheet.
- **Submit** - Clicking **Submit** routes the timesheet to your supervisor for their review and approval. Once your supervisor approves your timesheet, it will route to the Department Time Administrator (DTA) for their review, approval, and submission in the Payroll & Personnel System (PPS).

After you have submitted your 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 “View PDF” to view and/or print the timesheet.

Recalling a Timesheet

Once you have submitted your timesheet, you cannot make any changes or updates unless your supervisor returns the timesheet back to you, or if you **recall** the timesheet. You can recall a

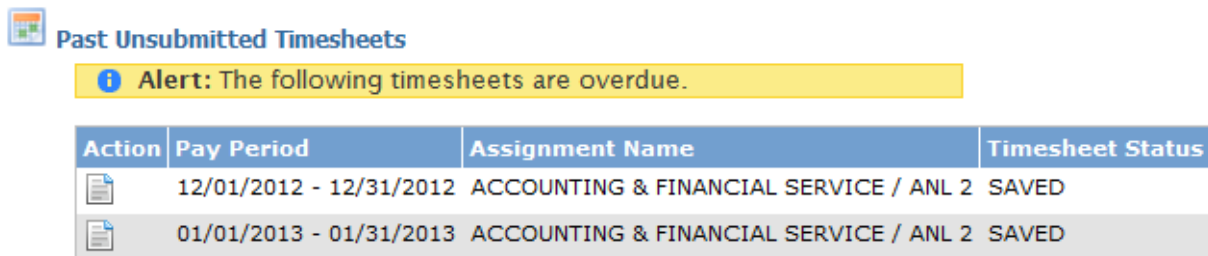
timesheet by clicking the  button or the  icon. Note: You can only recall a timesheet if your supervisor has not yet taken action on it.

Entering a Late Timesheet

If you forget to submit a timesheet for a past pay period, you should do so as soon as possible.



On the **Manage My Time** tab:

If you had previously started and saved (but not submitted) a timesheet, it will appear in a **Past Unsubmitted Timesheets** section with a message indicating “Alert: The following timesheets are overdue.”



Past Unsubmitted Timesheets

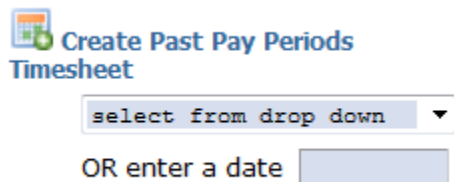
Alert: The following timesheets are overdue.

Action	Pay Period	Assignment Name	Timesheet Status
	12/01/2012 - 12/31/2012	ACCOUNTING & FINANCIAL SERVICE / ANL 2	SAVED
	01/01/2013 - 01/31/2013	ACCOUNTING & FINANCIAL SERVICE / ANL 2	SAVED

Click on the View Timesheet icon () to complete and submit the timesheet.

If you had **not** previously started and saved a timesheet for a past pay period, you will need to do the following:

1. Go to the **Create Past Pay Periods Timesheet** section:



Create Past Pay Periods Timesheet

select from drop down ▼

OR enter a date

2. Select the desired pay period from the drop-down menu, or enter a date for the pay period for which you want to create a timesheet.



After you have submitted the past time period timesheet, your primary supervisor will receive an email letting them know they need to review your timesheet.

Review Past Timesheet Tab

The second sub tab available on the **Manage My Time** tab is **Review Past Timesheet**. This sub tab allows you to track the status of past created timesheets. This section displays 4 main columns:




1. Action –displaying up to two icons:

- “View Timesheet” icon 
- “View Workflow” icon 

2. Pay Period – pay period begin and end dates

3. Assignment Name – department/title code name/ timesheet identifier

4. Timesheet Status – identifies the current status of the timesheet

When you select the workflow icon  the **Timesheet Workflow** screen will appear. This screen 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:

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Tracking Statuses for JAMES HEWLETT (112148309) Pay Period 09/01/12 - 09/30/12 ACCOUNTING & FINANCIAL SERVICE / ANL 4 SUPV			
Status Code	Completed By	Completed Date	Comments
SUBMITTED_TO_SUPERVISOR	James Hewlett	10/01/12 Monday @ 9:52 AM	
SUBMITTED_TO_DTA	Radhika Prabhu	10/04/12 Thursday @ 11:15 AM	
SUBMITTED_TO_PPS(EDAT)	Celina Cano	10/25/12 Thursday @ 9:06 AM	
COMPLETED	SYSTEM	10/25/12 Thursday @ 9:06 AM	Seq 05647 - Dist 11 (SKL): U0007 Update process complete Seq 05648 - Dist 11 (VAC): U0007 Update process complete Seq 05649 - Dist 12 (VAC): U0007 Update process complete Seq 05650 - Dist 12 (SKL): U0007 Update process complete Seq 05651 - Dist 13 (VAC): U0007 Update process complete Seq 05652 - Dist 13 (SKL): U0007 Update process complete

 **Total turnaround time: 23 day(s) 23 hour(s) 14 minute(s) 36 second(s)**

1. Name/ Employee ID Number
2. Pay Period/Title/Job Assignment
3. Status Code
4. Completed By – individual that performed the action on the timesheet
5. Completed Date – the date and time the action was performed
6. Comments – all comments entered by the person in the **Completed By** field will display
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.

Supervisor creating a timesheet on behalf of employee

1. A Supervisor is able to Create/Submit a timesheet on behalf of an employee. A supervisor should not regularly create a timesheet on behalf of an employee, but this option may be useful if an employee is unable to create and/or submit their own timesheet due to a medical/other situation that does not allow the employee to create/submit their own timesheet.
2. Employee will receive an email notice advising that a timesheet has been created on their behalf with a link to the timesheet and an acknowledgement button.
3. All comments will appear on the timesheet for the employee to review.
4. Step by step instructions are located in the Supervisor Guide on the TRS website.