Course Outline: TRS Departmental Time Administrator (DTA) Basics

The **TRS DTA: Basics** course was developed to ensure all DTAs have an appropriate baseline understanding of TRS and the requirements of their position. DTAs play an essential role in ensuring our employees are paid in a timely and accurate manner. Prior training requirements did not adequately prepare employees for the role, resulting in knowledge gaps for many TRS users. This new training will ensure everyone is well prepared to work with TRS and deal with challenges that may arise.

This course is presented by the **TRS Support Desk**, which is housed within the *UCI Payroll Office*, and is responsible for troubleshooting TRS functional issues, managing TRS DTA access in SAMS, and administering TRS DTA support and training.

Introduction

A. Welcome / What is a DTA?

    a. What does a DTA do in TRS?

        i. Assigns Primary & Backup Supervisors to Employee Assignments

        ii. Ensures appropriate setup of employee Work Schedules and Overtime Compensation selections

        iii. Submits employee work/leave hours to PPS via TRS per deadlines established by the Payroll Division

        iv. Returns incorrectly-entered timesheets to Supervisors for correction

        v. Provides TRS support to supervisors & employees within their assigned Department(s)

    b. System-Access Requirements for DTAs

        i. **Required**: SAMS – Departmental Time Administrator (DTA)

        ii. *Recommended*: PPS – EDB Inquiry

        iii. *Recommended*: PPS – EDB Update

        iv. *Recommended*: PPS – EDB Time Reporting

> *NOTE: The Personnel Relations Database (PRD) has been decoupled from TRS **indefinitely**. Thus, any updates made to supervisor data in TRS must also be entered separately into the PRD.*
>
> *Additionally, all PRD-related questions should be directed to the HR Systems and Metrics Administrator in Campus Human Resources.*

    c. TRS User Roles & Responsibilities

Employee	Supervisor	DTA	CTA
• Completes timesheet • Submits timesheet to Supervisor	• Reviews and approves timesheet • Submits timesheet to DTA	• Reviews and approves timesheet • Submits timesheet for payroll processing	• Troubleshooting, DTA support, and TRS training • Administers TRS DTA Access

    d. Employee Profiles, Eligibility & Exclusions

        i. Employee Profiles in TRS are system-generated and – like employee records in PPS – are tied to an employee's 9-digit Employee ID (EID# 091234567).

        ii. PPS uses Data Warehouse (DWH) to interface with TRS each morning. New hires and updates to TRS-eligible PPS Appointments and/or Distributions generally appear in TRS within 24 to 48 hours.

        iii. Employees must have a TRS-eligible Appointment in PPS to use TRS. If the appointment qualifies as a Supported *Timesheet Profile,* the employee can use TRS.

            1. There are currently three combinations of the attributes above that are ***Supported Timesheet Profiles***:

BW/NEX/Z	BiWeekly, NonExempt, & Positive-Paid
BW/EX/Z	BiWeekly, Exempt, & Positive-Paid
MO/EX/R	Monthly, Exempt, & By-Exception

TRS only loads PPS Appointments that qualify as supported timesheet profiles.

    e. Access to Employee Assignments & Departments in TRS

        i. PPS automatically determines an Appointment's Department Code based on the UC Account and UC Fund entered in its Distribution line(s). TRS uses that same department code when it creates an Assignment/timesheet for an employee.

        ii. A DTA's access in TRS is strictly limited to only those Departments to which they have been granted DTA access via SAMS. If an employee's Home Dept Code is different from their Appointment's Dept Code in PPS, only the DTA for their Appointment's Dept Code will be able to access the employee's timesheets in TRS.

        iii. As a result, DTAs may not always be able to access all of an employee's assignments and timesheets in TRS.

> **NOTE**: *Neither DTAs, nor CTAs, can edit an employee's Department in TRS. The only available work-around in TRS is that the employee's DTA for the Appointment's Dept Cd can submit a request via email to the TRS Support Desk (trs@uci.edu) to grant the employee's Home Dept Cd Alternate Department Access in TRS to the employee's Assignment with the Appointment's Dept Cd.*

    f. TRS Workflow

        i. DTAs can check the workflow status of a timesheet throughout the Time Reporting System by clicking on the **Timesheet Workflow** 📑 icon.

Timesheet Workflow

Tracking Statuses for Timesheet Id (903620) / Tracking Id (27342) for
PETER ANTEATER (091234567)
Pay Period 04/09/17 - 04/22/17
ANTEATERY / ADMIN ANL SR

Status Code	Completed By	Completed Date	Comments
SUBMITTED_TO_SUPERVISOR	Anteater, Peter	04/24/17 Monday @ 9:48 AM	
SUBMITTED_TO_DTA	Aardvark, Paul	04/25/17 Tuesday @ 8:35 AM	
SUBMITTED_TO_PPS	Platypus, Mary	04/25/17 Tuesday @ 4:13 PM	
COMPLETED	SYSTEM	04/25/17 Tuesday @ 4:13 PM	U0007 Update process complete

🕐 Total turnaround time: 1 day(s) 6 hour(s) 24 minute(s) 27 second(s)

Assigns Primary & Backup Supervisors to Employee Assignments

A. TRS sends an email notification to DTAs each time a new employee assignment is loaded

B. DTA logs into TRS, navigates to Manage Employee tab, searches for the new employee & assigns their Primary & Backup Supervisors

     1. *Employees with new Assignments **cannot** save or submit timesheets until they have been assigned both a Primary Supervisor **and** a Backup Supervisor in TRS*

     2. *Additionally, if an employee's Primary Supervisor **separates** from the University, the employee will be **unable** to save/submit timesheets until their Primary Supervisor is reassigned in TRS.*

     3. *It is generally considered best audit practice to differentiate Supervisor approval and DTA submission of employee timesheets in TRS. However, to ensure that Departments are able to successfully identify and assign Supervisors to employee Assignments, it is permitted to also designate DTAs as Primary, Backup, and/or Optional Backup Supervisors in TRS.*

Ensures appropriate setup of employee Work Schedules & Overtime Compensation selections

A. Employee Assignments are automatically loaded into TRS without a **Work Schedule**.

     a. ***However**, all <u>EX & SX-represented employees</u>, are required to have an active **Work Schedule** added to their Assignments **before** TRS will allow them to save or submit timesheets.*

B. There are four **Work Schedule** options available in TRS:

     a. ***9/80** Alternate Work Schedule*

     b. ***4/40** Alternate Work Schedule*

     c. ***Fixed** Schedule – (**EX** & **SX**-represented employees only)*

     d. ***Variable** Schedule – (**EX** & **SX**-represented employees only)*

C. For more information about **Work Schedules**, DTAs can review the following online resources:

     a. * **HOW TO: Implement Alternate and Flexible Work Schedules** portlet in [ZotPortal](#)*

     b. ***Procedure 31: Hours of Work and Attendance Records** of [Personnel Procedures for UCI Staff Members](#)*

     c. ***Section III.C. – Hours of Work** of [UC – Policy PPSM-30: Compensation](#)*

     d. ***Bargaining Units & Contracts** on [UCnet](#)*

D. Employee Profiles are automatically loaded into TRS with Payment selected as the employee's **Compensation Type**.

     a. ***However**, all <u>EX & SX-represented employees</u>, are required to have an active Work Schedule added to their Assignments before the system will allow them to save or submit timesheets in TRS.*

     b. For more information about **Work Schedules**, DTAs can review the following online resources:

         a. ***HOW TO: Implement Alternate and Flexible Work Schedules** portlet in [ZotPortal](#)*

         b. ***Procedure 31: Hours of Work and Attendance Records** of [Personnel Procedures for UCI Staff Members](#)*

         c. ***Section III.C. – Hours of Work** of [UC – Policy PPSM-30: Compensation](#)*

         d. ***Bargaining Units & Contracts** on [UCnet](#)*

Submits employee work/leave hours to PPS via TRS per deadlines set by the Payroll Division

A. The Payroll Division posts an updated **TRS/PPS Deadlines** online in *ZotPortal* between mid-November & mid-December each year

   a. It is important that DTAs are aware of and follow the timesheet submission deadlines to ensure that their employees are paid correctly and on time.

   b. There are separate deadlines listed for each pay cycle and all dates/deadlines are considered tentative and subject to change.

2018 UCI PPS/TRS Deadlines

Notice: All dates/deadlines listed below are tentative, and subject to change.

Do not make changes to the appointment/pay distribution after the employee has submitted the timesheet and before the payroll cutoff.

Pay Cycle	Pay Period Dates			TRS Deadlines			PPS Deadlines		
	BEGIN DATE	END DATE	CHECK DATE	Employee Deadline (12 noon)	Supervisor Deadline (12 noon)	Department Time Administrator (DTA) Deadline (5 pm)	FIRST DAY TO ENTER TIME ON IDTC ROSTER	LAST DAY TO ENTER TIME ON IDTC ROSTER	LAST DAY TO UPDATE EDB OR MAKE EDAT ADJUSTMENTS
XX		12-01-17	01-08-18				12-06-17		Wed 01-03-18
B1	12-17-17	12-30-17	01-10-18	01-01-18	01-02-18	01-03-18	12-21-17	01-03-18	Thu 01-04-18
B2	12-31-17	01-13-18	01-24-18	01-16-18	01-17-18	01-18-18	01-05-18	01-18-18	Fri 01-19-18
MO	01-01-18	01-31-18	02-01-18	02-09-18	02-14-18	02-18-18	01-08-18	01-25-18	Fri 01-26-18
XX		01-01-18	02-08-18				01-05-18		Fri 02-02-18
B1	01-14-18	01-27-18	02-07-18	01-29-18	01-30-18	01-31-18	01-25-18	01-31-18	Thu 02-01-18
B2	01-28-18	02-10-18	02-21-18	02-12-18	02-13-18	02-14-18	02-08-18	02-14-18	Thu 02-15-18
MO	02-01-18	02-28-18	03-01-18	03-09-18	03-14-18	03-18-18	02-06-18	02-22-18	Fri 02-23-18

Revised 12/5/17

   c. DTAs are only able to use TRS to submit employee timesheets to PPS during specific operating hours, which are posted in TRS during each pay period. The dates during which timesheet submission is open corresponds to the dates posted in the PPS/TRS deadlines (shown above).

B. DTAs use the Review/Submit Payroll tab in TRS to review and/or submit their Department's employees' timesheets for payroll processing via PPS.

   a. The **Review/Submit Payroll** tab splits into four sections:

      1. The **View Current Monthly** section allows DTAs to review and/or submit Monthly employee timesheets for the current MO pay cycle and is split into two sections: *Supervisor Approved* and *Open Timesheets*

      2. **View Current BiWeekly** sections allows DTAs to review and/or submit BiWeekly employee timesheets for the current BW pay cycle and is split into two sections: *Supervisor Approved* and *Open Timesheets*

3. The **View Manual Transactions** section allows DTAs to review and/or submit any employee timesheets automatically routed by TRS for additional DTA review and/or manual processing via PPS

4. The **Search Timesheets** section allows DTAs to search (all) and/or release (limited) employee timesheets

b. **View Current Monthly & View Current BiWeekly** sections

   i. *Supervisor Approved* section

      a. The **Supervisor Approved** section displays employee timesheets that are ready for DTA review and submission to PPS for the current pay cycles. A DTA should review the information provided and perform one of the following actions:

         a. **Return** – This action reverts an employee's timesheet to *SUBMITTED TO SUPERVISOR* status.

            i. The Supervisor can then return the timesheet to the employee for adjustments

            ii. If the employee is not available, Supervisors can also make adjustments to a returned timesheet on the employee's behalf.

            iii. *This option requires DTAs to enter in a comment.*

         b. **EDLR** – This action updates an employee's timesheet directly to *COMPLETED* status

            i. DTAs must select the *EDLR Yes*, *EDLR No*, or *Final Pay* option.

            ii. TRS **_will not_** submit to PPS any work/leave hours recorded in a timesheet that is processed via an EDLR option in TRS.

               1. *If any work/leave hours need to be subsequently posted in PPS, a **Late Time or Leave** (LX) transaction must be manually-entered in PPS.*

            iii. *DTAs **must** enter in comments if they select the **EDLR Yes** or **EDLR No** option*

         c. **Check Box** – This action indicates that an employee's timesheet has been reviewed and is ready for payroll submission.

            i. Selecting a Checkbox ☑ icon and Submit to PPS will post recorded work/leave hours in the selected timesheet(s) to PPS.

   ii. *Open Timesheets* section

      a. The **Open Timesheets** section displays a list of active employees for the current pay cycle (and **Action Icons** to open their timesheets and Timesheet Workflows, if any) for DTA review.

c. **View Manual Transactions** section

   i. Any employee timesheet that TRS is unable to process via the **View Current Monthly** or **View Current BiWeekly** sections will automatically be routed to the **View Manual Transactions** section in the **Review/Submit Payroll** tab for DTA review and/or action.

ii. It is especially important that DTAs check the **View Manual Transactions** section prior to each pay cycle's payroll processing deadline (i.e., the Payroll Cutoff or the PPS Monthly/BiWeekly "Compute") to ensure that their employees in TRS are paid in a timely manner.

iii. If a Department does not have any timesheets/transactions that have been automatically routed to the View Manual Transactions section in TRS, the sentence, "No timesheets found." will appear underneath the Current Department drop-down menu.

1. The View Manual Transactions section may display one or more of the following headings:

   a. PPS Update Errors

   b. BiWeekly Past Approved Timesheets

   c. Monthly Past Approved Timesheets

   d. Early BiWeekly Timesheets

   e. Early Monthly Timesheets

   f. Adjustments to Multiple Assignments

   g. Adjustments to Completed Timesheets

   h. Distribution Missing or Shift Differential Due

2. While one or more of the headings above may appear in the **View Manual Transactions** section, a heading will only appear if a timesheet/transaction(s) meets its specific criteria. In addition to the headings, TRS will display the BiWeekly and Monthly submission deadlines in a yellow bar underneath the *Current Department* drop-down menu

3. Additionally, to clear a timesheet/transaction from the **View Manual Transactions** section, a DTA must select one of the available timesheet processing options displayed. However, the timesheet processing options available under each heading in the **View Manual Transactions** section may vary amongst the following three actions:

   a. Select the **Return** ⛔ icon to revert a timesheet to *SUBMITTED TO SUPERVISOR* status

   b. Select the **EDLR** 🖥 icon to indicate that a timesheet's hours won't be processed via TRS

   c. Select the **Submit to PPS** 📝 icon to post a timesheet's hours via a PPS *Late Time or Leave* (LX) transaction

d. **Search Timesheets** section

i. DTAs can search for and review all employee timesheets to which they have access in TRS in the **Search Timesheets** section of the **Review/Submit Payroll** tab. Additionally, TRS also allows DTAs to release previously completed employee timesheets from this section for a limited time after submission.

C. ***Monthly (MO) Employees & Exception Time Reporting in TRS***: MO employees record their exception time (leave hours) in their timesheets one month in arrears in TRS, so by the time MO employees submit their timesheets in TRS for the prior Monthly pay period, they will have already received their regular earnings. Thus, when a DTA selects the **Submit to PPS** option to submit a MO employee's timesheet, the MO employee's recorded leave hours are generally processed as ***Late Time or Leave*** (LX) transactions in PPS.

    a. The TRS submission process of Monthly employee timesheets follows the steps below:

        i. If a Monthly employee does not have any exception time (i.e. VAC, SKL) to report in their timesheet for the prior Monthly pay period, the employee's timesheet will update directly to COMPLETED status upon DTA submission in TRS.

        ii. If, however, a Monthly employee does report exception time (i.e. VAC, SKL) in their timesheet for the prior Monthly pay period, the employee's timesheet will update first to SUBMITTED TO PPS (EDAT) status upon DTA submission in TRS.

        iii. Once TRS is able to process the LX transactions in PPS to report the Monthly employee's leave hours on the next Monthly pay period, the employee's timesheet will update to COMPLETED status in TRS.

        iv. **NOTE**: If a Supervisor approves a timesheet in which a MO employee has reported LWOP, TRS will display a yellow warning flag 🚩 and the words ***LWOP reported*** underneath the MO employee's name in the ***Supervisor Approved*** tab of the *View Current Monthly* section in the DTA's **Review/Submit Payroll** tab. *However*, the MO employee's earnings must also be adjusted *manually* in PPS via ***Reduction in Pay or Leave*** (RX) transactions to reduce previously reported work hours and/or leave accruals. Additionally, TRS does ***not*** auto-route MO timesheets with only LWOP hours reported to the *View Manual Transactions* section – rather, the timesheet will update directly to ***COMPLETED*** status upon DTA submission in TRS.
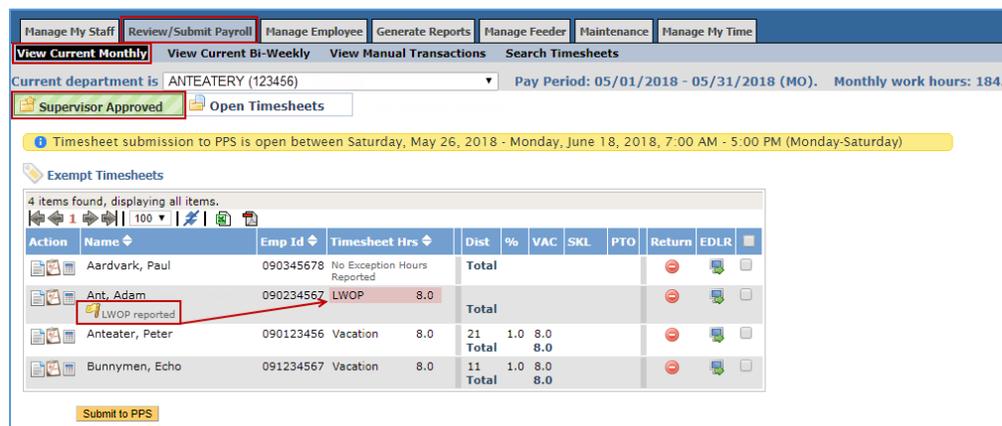

D. ***TRS will not actively reduce an employee's earnings.***

    a. If a timesheet submitted via TRS will result in a ***Reduction in Pay or Leave*** (RX) transaction in PPS, the timesheet will automatically route to the DTA's *View Manual Transactions* section in TRS and the system will remove the timesheet's **Submit to PPS** option.

E. **_TRS does not post LWOP (Leave WithOut Pay) hours to PPS._**

    a. **BW Employees:** When a BW employee reports LWOP hours in a timesheet, TRS simply reports the BW employee's reduced number of work hours as they are recorded in their timesheet.

    b. **MO Employees:** When a MO employee reports LWOP in a timesheet, DTAs must adjust the MO employee's earnings **manually** in PPS via **_Reduction in Pay or Leave_** (RX) transactions to previously reported work hours and/or leave accruals. TRS does not auto-route MO timesheets to the DTA's **Manual Transactions** section – if only LWOP hours are recorded in a MO timesheet, the timesheet will update directly to COMPLETED status upon DTA submission in TRS.

        i. **NOTE:** If a Supervisor approves a timesheet in which a MO employee has reported LWOP, TRS will display a yellow warning flag 🚩 and the words **LWOP reported** underneath the MO employee's name in the **Supervisor Approved** tab of the View Current Monthly section in the DTA's **Review/Submit Payroll** tab.
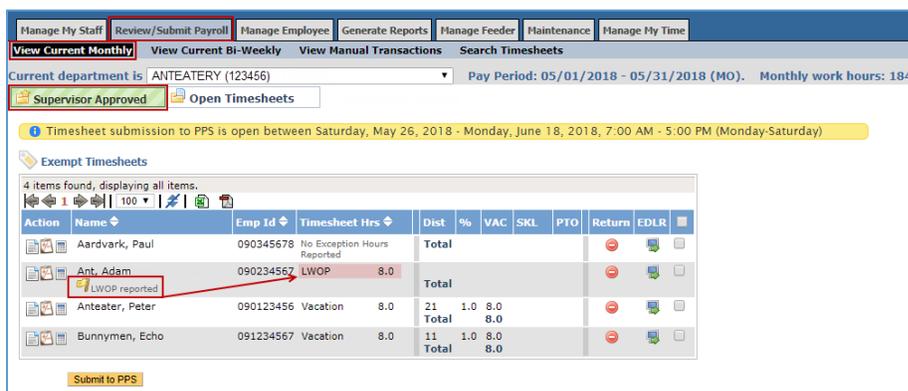
F. **_Holiday Pay Eligibility & Calculation:_** Holiday Pay is assessed automatically by TRS **after** a Departmental Time Administrator (DTA) submits an eligible employee's timesheet in TRS.

    a. TRS Holiday Calculation Logic:
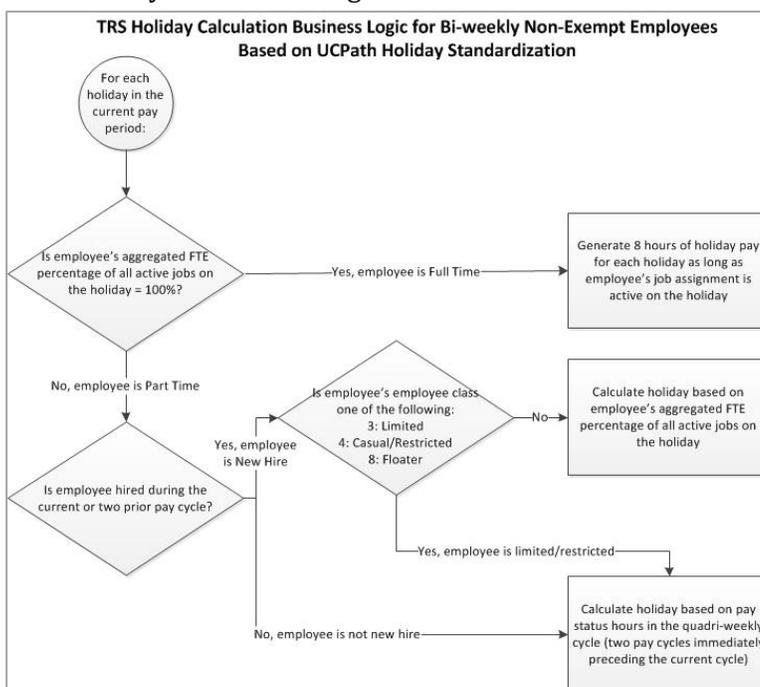
i. TRS auto-calculates 8.0 hours of Holiday Pay if an employee's aggregated Percent Fulltime rate of all their active PPS Appointments (Appts) totals 100% on the holiday.

ii. TRS auto-calculates Holiday Pay for Part-time New Hire employees that are NOT Limited, Casual/Restricted, or Floater based on their aggregated Percent Fulltime rate of all their active PPS Appointments (Appts) on the holiday.

iii. TRS auto-calculates Holiday Pay for existing Part-time employees based on the number of pay status hours reported during the quadriweekly pay cycle preceding the pay cycle in which the holiday occurred (see the *Holiday Pay Table*)

b. TRS displays an employee's Holiday Pay information beneath the ***Holiday Calculator*** heading of the **Weekly Hours Estimator** 🖩 that corresponds to the timesheet for the pay cycle in which the holiday occurred.

Weekly Hours Estimator (dta view)
ANTEATER, PETER (009123456)
Pay Period 11/19/2017 - 12/02/2017 (B1)

Timesheet Profile BW99 (1) / Pay Schedule (1) / Time Rept Code (Z) / FLSA (N)
Timesheet Policy Week Start: Sunday; Overtime: Weekly; Premium Holidays: Christmas Day; Two Preceding Cycles

Current Pay Period Assignments

Job	Start	End	Appt	Type	T. Unit	FTE %	Appt Dists	Status
ANTEATERY / BLANK AST 3	11/01/17	03/01/18	10	5	FX	0.8	11/13/17 - REG [10/ 13,14/ 0.4,0.4] , SDF [10/ 0/ 1]	COMPLETED

ANTEATERY / BLANK AST 3
Hour Summary: {REG=47.75}
Populated Hours: {REG=47.75}

Week	DOS Hours	Work Hrs	Max Hrs	Wk Length	Comp Type	Overtime Rule
11/19 Sun REG=15.5	15.5	40.0	7.0	Payment	Weekly
11/26 Sun REG=32.25	32.25	40.0	7.0	Payment	Weekly

Holiday Calculator
Holidays: 11/23/2017, 11/24/2017
Pay Status Hours (Prev. Pay Period 1 / Prev. Pay Period 2): 55.75 / 17.75

No Holiday Pay Calculated by TRS because the employee did not report enough work/leave hours during the previous quadriweekly pay cycle.

i. *If a DTA finds that TRS has reported earned HDL erroneously for an employee, they may need to adjust the employee's reported hours manually in PPS.*

Returns incorrectly-entered timesheets to Supervisors for correction

A. TRS only allows DTAs to release BiWeekly timesheets from up to the last *6 prior pay periods* and Monthly timesheets from up to the last *3 prior pay periods*. Corrections to previously submitted time entered on older timesheets in TRS must be adjusted manually via the Payroll/Personnel System (PPS).

a. DTAs can release prior completed employee timesheets by following the steps below:

i. Navigate to the **Review/Submit Payroll** tab and search for the employee's timesheets in the **Search Timesheets** section using any of the available searchable fields.

ii. Review the search results, locate the employee's timesheet in need of adjustment and select the **Release Prior Completed Timesheet for Adjustment** 🔓 icon in the **Action** column.

iii. Enter a comment regarding the need for adjustments and select **Release Timesheet** to revert the timesheet to ***SUBMITTED TO SUPERVISOR*** status.

b. *To document edits to an employee's previously submitted time, DTAs can save/print two copies of the employee's previously submitted timesheet – one copy can serve as the time originally submitted by the employee in TRS, and the other copy can be used to mark any changes to the employee's original recorded time. Additionally, any emails or other backup documentation that explain the reasoning behind the adjustment(s) to the employee's previously submitted timesheet should be included in the employee's personnel file.*

Provides TRS support to supervisors & employees within their assigned Department(s)

A. While employee onboarding and timesheet administration are a DTAs primary responsibilities in TRS, DTAs are also the first point of contact for their Department's supervisors & employees in need of TRS support and/or troubleshooting assistance.

   a. The ***TRS Support Desk*** is always happy to assist supervisors & employees, ***however***, the ***TRS Support Desk*** is staffed by Central Time Administrators (CTAs) in the *UCI Payroll Division* office – and unfortunately, CTAs may not be familiar with current department or school-level personnel policies and procedures.

   b. Thus, it is always recommended that employees initially contact their school personnel staff and/or DTA prior to contacting the ***TRS Support Desk***

B. The ***TRS Support Desk*** includes supervisor-specific & employee-specific instructional material on the ***Time Reporting System (TRS) Support & Training*** *section of the* ***Accounting & Fiscal Services*** *website: (*[*http://www.accounting.uci.edu/payroll/trs/index.html*](http://www.accounting.uci.edu/payroll/trs/index.html)*).*

Conclusion

A. As a reminder, DTAs perform the following five primary functions in TRS:

   a. Assign Primary & Backup Supervisors to Employee Assignments

   b. Ensure appropriate setup of employee Work Schedules and Overtime Compensation selections

   c. Submit employee work/leave hours to PPS via TRS per deadlines established by the Payroll Division

   d. Return incorrectly-entered timesheets to Supervisors for correction

   e. Provide TRS support to supervisors & employees within their assigned Department(s)

B. The goal of the ***TRS Support Desk*** is to provide DTAs with adequate support, and training to meet the needs of their employees who report their time via TRS.

C. The employee onboarding, timesheet administration, and support and/or troubleshooting assistance responsibilities that DTAs perform for the Employees & Supervisors in their Departments play an integral part in ensuring our employees are paid in a timely manner each pay cycle.