

TRS DTA Reference Guide: TRS Timesheet, Employee Profile, & Supervisor Assignment Icons

There are several TRS Timesheet, Employee Profile, and/or Supervisor Assignment icons that Employees, Supervisors, and DTAs must select icons to navigate and/or perform various actions.

TRS Timesheet Icons			
Icon	Description	Name	Function
	Page	View Timesheet	Opens a timesheet in a new tab
	Clipboard	View Workflow	Opens the Timesheet Workflow pop-up window
	Calculator	Weekly Hours Estimator	Opens the Weekly Hours Estimator pop-up window
	Yellow Padlock	Release Prior Completed Timesheet for Adjustment	Releases COMPLETED status timesheet back to SUBMITTED TO SUPERVISOR status
	Red Circle	Return	Returns timesheet from SUBMITTED TO DTA status to SUBMITTED TO SUPERVISOR status
	Computer	EDLR	Opens the Process Timesheet dialog box to select EDLR timesheet processing options
	Green Circle	Approve	Approves timesheet from SUBMITTED TO SUPERVISOR status to SUBMITTED TO DTA status
	Red Circle	Return	Returns timesheet from SUBMITTED TO SUPERVISOR status to RETURNED BY SUPERVISOR status
	Garbage Can	Delete	Deletes item (<i>i.e. hours on timesheet</i>)
	Round Arrow	Recall	Recalls timesheet from SUBMITTED TO SUPERVISOR status to RECALLED BY EMPLOYEE status
	Green Circle	Acknowledge	Acknowledges Supervisor timesheet modifications
	Excel Page	XLS Export	Exports a TRS report into a Microsoft Excel XLS (<i>eXcel Spreadsheet</i>) file
	PDF Page	PDF Export	Exports a TRS report into an Adobe Acrobat PDF (<i>Portable Document Format</i>) file

TRS Employee Profiles Icons

Icon	Description	Name	Function
	Employee	View Employee	Opens the General section of an Employee's Profile
		View More...	
		View/Edit/Add...	
		View Less...	
		Edit	
	Green Circle	Add New	
		Update Timesheet Identifier	
	Blue Circle	Information	Opens related Policy/Procedure in a new browser tab/window

TRS Supervisor Assignment Icons

Icon	Description	Name	Function
		Assign Supervisor	
		Use This User	
		Edit Supervisor	
		Remove Supervisor	
		Find Supervisor	