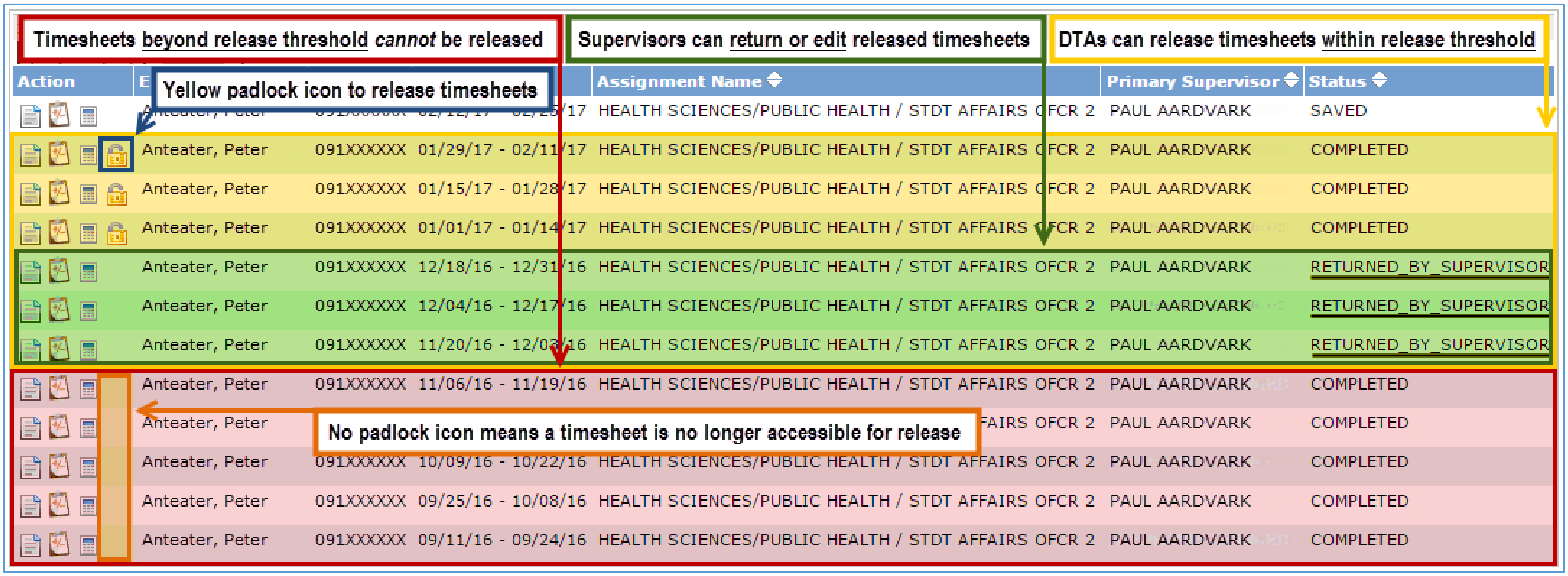
TRS DTA Job Aid: Releasing Employee Timesheets in TRS

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

For example, because Peter Anteater's (EID# 09XXXXXX) timesheets for PPE 10/08/2016, PPE 10/22/2016, PPE 11/05/2016, and PPE 11/19/2016 are beyond the 6 previous pay periods threshold for the release BW timesheets, they cannot be released for adjustment in TRS--that is why the little yellow padlock icon is not visible next to those timesheets (see screenshot below). Thus, any corrections to Peter's time submitted for those 4 pay periods will need to be performed manually via PPS.



Action	E			Assignment Name	Primary Supervisor	Status
	[illegible]	[illegible]	[illegible]/17	HEALTH SCIENCES/PUBLIC HEALTH / STDT AFFAIRS OFCR 2	PAUL AARDVARK	SAVED
	Anteater, Peter	091XXXXXX	01/29/17 - 02/11/17	HEALTH SCIENCES/PUBLIC HEALTH / STDT AFFAIRS OFCR 2	PAUL AARDVARK	COMPLETED
	Anteater, Peter	091XXXXXX	01/15/17 - 01/28/17	HEALTH SCIENCES/PUBLIC HEALTH / STDT AFFAIRS OFCR 2	PAUL AARDVARK	COMPLETED
	Anteater, Peter	091XXXXXX	01/01/17 - 01/14/17	HEALTH SCIENCES/PUBLIC HEALTH / STDT AFFAIRS OFCR 2	PAUL AARDVARK	COMPLETED
	Anteater, Peter	091XXXXXX	12/18/16 - 12/31/16	HEALTH SCIENCES/PUBLIC HEALTH / STDT AFFAIRS OFCR 2	PAUL AARDVARK	RETURNED_BY_SUPERVISOR
	Anteater, Peter	091XXXXXX	12/04/16 - 12/17/16	HEALTH SCIENCES/PUBLIC HEALTH / STDT AFFAIRS OFCR 2	PAUL AARDVARK	RETURNED_BY_SUPERVISOR
	Anteater, Peter	091XXXXXX	11/20/16 - 12/03/16	HEALTH SCIENCES/PUBLIC HEALTH / STDT AFFAIRS OFCR 2	PAUL AARDVARK	RETURNED_BY_SUPERVISOR
	Anteater, Peter	091XXXXXX	11/06/16 - 11/19/16	HEALTH SCIENCES/PUBLIC HEALTH / STDT AFFAIRS OFCR 2	PAUL AARDVARK	COMPLETED
	Anteater, Peter	[illegible]	[illegible]	[illegible]FAIRS OFCR 2	PAUL AARDVARK	COMPLETED
	Anteater, Peter	091XXXXXX	10/09/16 - 10/22/16	HEALTH SCIENCES/PUBLIC HEALTH / STDT AFFAIRS OFCR 2	PAUL AARDVARK	COMPLETED
	Anteater, Peter	091XXXXXX	09/25/16 - 10/08/16	HEALTH SCIENCES/PUBLIC HEALTH / STDT AFFAIRS OFCR 2	PAUL AARDVARK	COMPLETED
	Anteater, Peter	091XXXXXX	09/11/16 - 09/24/16	HEALTH SCIENCES/PUBLIC HEALTH / STDT AFFAIRS OFCR 2	PAUL AARDVARK	COMPLETED

The following option is suggested to DTAs on how best to document edits to an employee's previously submitted time (prior to the established thresholds):

- View the employee's affected timesheet in TRS and click on the View PDF link (at the top-right under the Timesheet Status)
- Save/print the timesheet
  - The printed TRS timesheet can accompany the printout(s) of your PPS adjustments in the employee's personnel file in your office
    - If you print two copies of the employee's affected timesheet in TRS, you can mark one as the time originally submitted by the employee in TRS, and on the other, you can mark the changes
  - Also be sure to include in the employee's personnel file any emails or other backup documentation that explains the reasoning behind the adjustment(s) to employee's affected timesheet.

If you have questions regarding the required/recommended backup documentation for employee timesheet adjustments, it is recommended to contact Records Management and/or Campus Human Resources (HR). As TRS and the Payroll Division are not directly related to Records Management or Campus HR, neither TRS, nor the Payroll Division, can officially resolve issues that generally fall within their purview – such as a department's compliance with UCOP/UCI document retention policies, UCOP personal policies, UCI personnel procedures, and/or bargaining agreements.

The contact information for the Record Management department is listed on their unit's main page of the Administrative & Business Services website here. Contact information for Campus HR staff is available online in their Departmental Unit Directory in ZotPortal here – Or, you can locate your Department-specific Campus HR Representative here.