Time Reporting System (TRS)

Supervisor Handbook

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Questions? Employee Experience Center

timesheet.uci.edu | FAQ
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Welcome to the UC Irvine Time Reporting System (TRS). TRS is a web-based application developed by the University of California, Irvine (UCI) in 2010 for campus time entry, tracking, and reporting. The version of TRS that is retiring with PPS was renamed to Legacy TRS. The new version referred to as TRS-UCPath or UCPath TRS, is the University of California’s comprehensive payroll, benefits, human resources and academic personnel system. This system brings efficiency with an online interface that allows employees to enter time online, supervisors to approve/edit/return timesheets, and Department Time Administrators (DTAs) to submit timesheets electronically to the campus payroll system. New employee appointment is automatically loaded into TRS, using information from UCPath and from the university identity management system.

This handbook provides an overview of TRS, specifically for supervisors (primary or backup). General instructions on navigating TRS and utilizing its many features are included.

Primary and Backup Supervisors

In TRS, there is a primary supervisor, a backup, and an optional supervisor.

Primary Supervisor

The primary supervisor is the individual that is most aware of the employee’s work schedule and is generally the one that will review and approve the employee’s timesheet.

The DTA assigned to your department is responsible for the assignment and maintenance of primary and backup or optional backup supervisor records for each employee in your department.

If you should/should not be listed as the supervisor (primary/backup/optional backup) for a particular employee/group of employees, please contact your Department Time Administrator for assistance.

The DTA is also responsible for updating the supervisor information for employees that transition from one appointment to another.

Backup and Optional Backup Supervisors

The backup and optional backup supervisors are the individuals that can approve the employee’s timesheet in the primary supervisor’s absence. Before taking action on any employee timesheet for which you are the backup and optional backup supervisor, you should contact the primary supervisor of that employee first.

The Employee

Both primary and backup supervisors must be added in order for the employee to save or submit a timesheet. We generally recommend the backup supervisor be the supervisor of the primary supervisor.
Timesheet Deadlines

It is extremely important that supervisors are aware of the timesheet submission deadlines to ensure that your employees are paid in a timely manner.

**Biweekly employees**

Timesheets are available on the first day of the pay period and are due on the last day of the pay period by 5 PM. System email reminders are sent the day before the timesheet is due.

*Example:* For the pay period of January 20-February 2, the timesheet is available on January 20.

**Monthly employees**

Timesheets are available on the first day of the pay period, and due on the 3rd business day of the following month. System email reminders are sent out the day the timesheet is due.

The TRS/UCPath Deadlines are managed by the Payroll Division and are posted online in [https://accounting.uci.edu/payroll/trs/guides/trs-deadlines.html](https://accounting.uci.edu/payroll/trs/guides/trs-deadlines.html).

Policy and Calculations

TRS uses the UC Time and Attendance Policy to compute total hours for the day to the nearest quarter of an hour (e.g., 8:10 time is rounded up to 8:15). Applicable overtime, based on employee classification, and number of hours worked (daily, weekly), are automatically calculated, and alternate work schedules (4/40 and 9/80) accounted for.

Email Notifications

The Time Reporting System automatically generates e-mails to assist you in meeting deadlines and to alert you to changes that may be needed for a timesheet. These e-mails come from the trs@uci.edu e-mail address and are sent to your UCI e-mail address. If you do not receive the system-generated e-mails, you may want to check your spam/junk folders to ensure that they are not being delivered there.
TRS APPLICATION

Accessing the TRS System

Checking Your Access

Employees can view their current TRS and UCPath access by logging into KSAMS with their UCInetID.

Logging into TRS

1. To Access the TRS system, log into the http://timesheet.uci.edu

   The TRS main page will be displayed with access options.

2. Select the Supervisor option.

   The Manage My Staff tab will be displayed, along with the Manage My Time tab. This guide will focus on the Manage My Staff tab. See the Manage My Staff section for details. For the Manage My Time tab, see the TRS UCPath Employee Handbook.

   **NOTE:** All TRS Users must have an active employee UCInetID and password to access TRS.
Manage My Staff

The Manage My Staff tab has five sub-tabs:

1. **Approve as Primary** - Used by Primary Supervisors to review/approve timesheets.
2. **Approve as Backup** - Used by Backup Supervisors and Optional Backup Supervisors to review/approve timesheets. This section mirrors the functions of the Approve as Primary section.
3. **Manage Timesheets** – Enables the user to view timesheets based on selected criteria. It is also used for creating a timesheet on behalf of the employee.
4. **Set up Notification** - Used by Primary Supervisors to Opt-in or Opt-out of timesheet submitted notifications from employees.
5. **Generate Reports** - Enables the user to view timesheets based on selected criteria. It is also used for creating a timesheet on behalf of the employee.
Approve as Primary or Backup

ROSTER SECTIONS

Supervisors should always check both tabs to view timesheet data. Once on the Primary or Backup subtab, a roster of each active employee assigned to the supervisor is displayed.

The roster displays 4 sections:
(1) Past Pending Monthly Timesheets
(2) Current Monthly Timesheets
(3) Past Pending Biweekly Timesheets (not included in screen shot below)
(4) Current Biweekly Timesheets

Note: If employee did not create the timesheet as supervisor, you may select + under Actions for specific employee and create the timesheet on behalf of the employee.

Search - To Search for a name, type in name, and TRS will display your options.

Timesheet submission:

If the timesheet has been created and are not approved by the payroll deadline, the timesheet will be auto approved and submitted by the system. However, your timely attention in reviewing and approving your employees' timesheets is critical in processing accurate pay and reducing possible corrections.

If the timesheet has NOT been created by employees on active assignment during the pay period and you are receiving this email, then you should create the timesheet and submit on behalf of the employee.

Column Headings
(1) Action - An optional avenue of approving and submitting a timesheet to UCPath.
   Two icons displayed here:  
   • View Timesheet con: Select this icon to view an employee timesheet.
   • View Workflow con: Select this icon to view the workflow of a timesheet.
(2) Employee Name - Names are displayed by last name, first name. This is a sortable column. Use the caret to sort the results.
(3) Pay Period - Timesheet dates are displayed by pay periods. This is a sortable column.
(4) **Assignment Name** - Unique appointment information. This is a sortable column.
(5) **Primary Supervisor** - The name of that employee supervisor.
(6) **Timesheet Hrs.** - Displays hours reported for that timesheet.
(7) **Timesheet Status** - Displays the current status of the timesheet. Please refer to the *Status Codes* in the next lesson of this course.
(8) **Approve** - An optional avenue of approving and submitting a timesheet to UCPath.
(9) **Return** - This function returns a timesheet back to an employee. Once an employee submits his/her timesheet to the supervisor, the employee cannot make any changes/updates to the timesheet unless the supervisor returns the timesheet or if the employee recalls the timesheet.

**Timesheet Status Codes**

Only timesheets for the current monthly and biweekly pay periods are displayed on the roster.

The supervisor can use the roster to review if timesheets have been submitted to the supervisor, the Department Time Administrator (DTA), or if no action (NONE) has been taken by the employee.

Once hours have been entered and submitted TRS automatically tracks the status of the timesheet.

Here are some of the most common codes:

<table>
<thead>
<tr>
<th>Timesheet Status Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved</td>
<td>hours have been entered and timesheet saved</td>
</tr>
<tr>
<td>Submitted to Supervisor</td>
<td>timesheet has been submitted to the supervisor for approval</td>
</tr>
<tr>
<td>Recalled by Employee</td>
<td>request submitted that TRS returns a submitted timesheet to the employee</td>
</tr>
<tr>
<td>Returned by Supervisor</td>
<td>supervisor has returned the timesheet back to the employee for edits</td>
</tr>
<tr>
<td>Submitted to DTA</td>
<td>supervisor has approved the timesheet and submitted to DTA</td>
</tr>
<tr>
<td>Submitted to UCPath</td>
<td>the DTA has reviewed the timesheet and submitted it to UCPath for processing</td>
</tr>
<tr>
<td>Batch locked</td>
<td>timesheet is locked while the system is processing it</td>
</tr>
<tr>
<td>Completed</td>
<td>TRS processed the timesheet successfully without errors</td>
</tr>
<tr>
<td>None</td>
<td>timesheet has not been opened, saved or submitted</td>
</tr>
</tbody>
</table>
## TRS Icons

TRS icons are displayed across TRS tabs and can be used to navigate the system. The table below summarizes the functionality of each of the icons available in TRS.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Action / Display</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Edit/Open" /></td>
<td>Edit/Open</td>
<td>Indicates editable sections of a timesheet.</td>
</tr>
<tr>
<td><img src="image" alt="Leave Balances" /></td>
<td>Leave Balances</td>
<td>Marks a section for dedicated calculated leave balances such as accrued vacation and sick leave.</td>
</tr>
<tr>
<td><img src="image" alt="View Timesheet" /></td>
<td>View Timesheet</td>
<td>Use to view the status of a timesheet.</td>
</tr>
<tr>
<td><img src="image" alt="View Workflow" /></td>
<td>View Workflow</td>
<td>Use to view the status of a timesheet.</td>
</tr>
<tr>
<td><img src="image" alt="Refresh" /></td>
<td>Refresh</td>
<td>Use to refresh a screen.</td>
</tr>
<tr>
<td><img src="image" alt="Search" /></td>
<td>Search</td>
<td>Use to search for a value within a document.</td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
<td>Delete</td>
<td>Use to delete an entry.</td>
</tr>
<tr>
<td><img src="image" alt="Recall Timesheet" /></td>
<td>Recall Timesheet</td>
<td>Use to recall the timesheet needing edits.</td>
</tr>
<tr>
<td><img src="image" alt="Create Past Pay Period Timesheet" /></td>
<td>Create Past Pay Period Timesheet</td>
<td>Use to create a timesheet for a past pay period.</td>
</tr>
<tr>
<td><img src="image" alt="Timesheet Modification" /></td>
<td>Timesheet Modification</td>
<td>Displayed when a timesheet has been edited by the supervisor on behalf of the employee.</td>
</tr>
<tr>
<td><img src="image" alt="Acknowledge" /></td>
<td>Acknowledge</td>
<td>For employee to acknowledge a change after supervisor adjusts timesheet.</td>
</tr>
<tr>
<td><img src="image" alt="Reminder" /></td>
<td>Reminder</td>
<td>Displayed as a reminder to submit a timesheet.</td>
</tr>
<tr>
<td><img src="image" alt="Electronic Signature Disclaimer" /></td>
<td>Electronic Signature Disclaimer</td>
<td>I (the employee) understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.</td>
</tr>
<tr>
<td><img src="image" alt="Notice" /></td>
<td>Notice</td>
<td>Displayed in the Timesheet Calendar View to draw attention to an important message.</td>
</tr>
<tr>
<td><img src="image" alt="Timesheet Work Schedule" /></td>
<td>Timesheet Work Schedule</td>
<td>Indicates that employee is on an alternative work schedule.</td>
</tr>
</tbody>
</table>
Timesheet Workflow

Workflow activities the supervisor will perform include:

- View employee’s current and past timesheets for leave time reported.
- Edit an employee’s timesheet.
- Approve employee’s timesheet.
- Return employee’s timesheet.
The Monthly Employee

What defines the monthly employee?

- Exempt (not eligible to claim overtime)
- Do not enter overtime.
- Enter only leave time (vacation, sick, etc.)
- Do not enter work hours on timesheet.

Understanding the Calendar Interface

Monthly employees use the Timesheet Calendar to add leave hours.

The following is displayed in the Timesheet Calendar:

1. Name and ID number.
(2) **Pay Period** – Begin and end dates.
(3) **Basic Appointment Information** - Department, Title code name, Job name.
(4) **Due Date**- Day and Time
(5) **Sick Hours** -
(6) **Timesheet Totals** - Displays productive (work hours) and nonproductive hours (e.g., vacation, sick time, etc.). Monthly employees do not report work hours only leave hours.
(7) **Return Timesheet** - Click Return Timesheet if changes or corrections must be performed by the employee. An email notification will automatically be sent to the employee if the supervisor returns a timesheet.
(8) **Edit Timesheet for Employee** - Click Edit Timesheet for Employee only in extreme cases where an employee is not available to make edits to their timesheet. This button allows the supervisor to make edits on behalf of the employee. If this function is used, the employee will receive an e-mail advising them that their supervisor has modified the timesheet; the e-mail will indicate what was changed by the supervisor, along with any comments entered by the supervisor. The e-mail will include a link to the timesheet which will ask the employee to acknowledge the timesheet modification.
(9) **Approve Timesheet** - Click Approve Timesheet if all hours reported by the employee are complete and accurate. The timesheet will automatically route to UCPath. If this button is clicked in error, you will need to contact the DTA and request that they return the timesheet to you.
REVIEWING TIMESHEETS | BIWEEKLY-PAID EMPLOYEES

In accordance with the Federal Fair Labor and Standards Act, non-exempt employees are required to enter all work hours and leave time on their timesheets. In other words, every biweekly employee timesheet should include all work time and leave hours.

**Note:** On Holidays, if an employee is eligible for paid holidays off, they will be paid automatically for the holiday. Biweekly employees should not enter any work hours on any university holidays unless they worked on the holiday. TRS will automatically calculate any applicable holiday premium pay.

The Biweekly Employee

What defines the biweekly employee?

- Non-Exempt (eligible to claim overtime).
- Enter overtime.
- Enter all work hours and leave hours.

Understanding the Calendar Interface

**Biweekly employee Timesheet Calendar**

(1) **Timesheet In/Out Details** - A Supervisor can view the details of the work hours (including time in and time out, and lunch in and lunch out) reported by the employee.
(2) **Return Timesheet** - Use if changes or corrections must be performed by the employee. This option should be used if the biweekly employee failed to enter their work hours on their timesheet. An email notification will automatically be sent to the employee if the supervisor returns a timesheet.

(3) **Edit Timesheet for Employee** - Use only in extreme cases where an employee is not available to make edits to their timesheet.

   This button allows the supervisor to make edits on behalf of the employee. If this function is used, the employee will receive an e-mail advising them that their supervisor has modified the timesheet. The e-mail will indicate what was changed by the supervisor, along with any comments entered by the supervisor. The e-mail will include a link to the timesheet which will ask the employee to acknowledge the timesheet modification.

(4) **Approve Timesheet** - Approve Timesheet if all hours (work and leave) reported by the employee are complete and accurate. The timesheet will automatically route to the assigned Department Time Administrator (DTA) for UCPath processing. If this button is clicked in error, you will need to contact the DTA and request that they return the timesheet to you.

### The Alternate Work Schedule

The Time Reporting System uses the alternate work schedule information to calculate any applicable overtime compensation for the biweekly employee.

When viewing a timesheet for a biweekly employee with an alternate work schedule (4/40, 9/80, Regular & Temporary), this information will be listed on their timesheet below the calendar, such as 4/40 schedule: Mon, Tue, Wed, Thu (10 Hrs.)."

To help the employee identify the work week, the data fields are color coded in TRS.

**4/40 Work Schedule**

- Week 1 & 2 - Purple

**9/80 Work Schedule**

- Week (44hrs) - Green
- Week (36hrs) – Blue
Note: If a biweekly employee works an alternate work schedule (4/40, 9/80, Regular & Temporary), and the information is not listed on their timesheet, please contact your Department Time Administrator (DTA) for assistance. If the information is not indicated, the employee may be incorrectly compensated for days worked more than 8 hours.
Shift Differentials

Some biweekly employees may have what is known as a shift differential. This occurs when an employee works hours that cross over from one shift to another (morning, day, or night). When an employee works hours that constitute a shift differential (SDF) and their assignment is eligible for shift differentials, TRS will calculate shift differential pay once the supervisor approves the timesheet.

The codes for SDF are:

- ESD
- NSD
- WDD
- WED
- WND

Once the timesheet has been approved, the SDF hours will show under Earn codes and Hours Summary.
In this example, the biweekly employee has entered work hours that cross over from one shift to another (day to night). The supervisor will see an SDF Earn code summary in the timesheet.

**Timesheet Roster Screen**

On the timesheet roster screen (accessible from the Approve as Primary or Approve as Backup sub-tabs), there is workflow icon; clicking on this icon will open the Timesheet Workflow screen. For a timesheet that has received all the required approvals, and for which data has been successfully submitted in the UCPath System, the screen will include the data shown below:

- Date and time the employee submitted the timesheet.
- Date and time the supervisor approved the timesheet.
- Date and time the timesheet was submitted to UCPath by the Department Time Administrator (DTA).
Workflow:

2nd Icon under Action will be indicating the workflow.
MANAGING TIMESHEETS

Searching for a Timesheet/Employee

How to Search for a Timesheet/Employee:

1. Navigate to the Manage My Staff tab, and select Manage Timesheets
2. Enter timesheet or employee related information for the search.
3. Select Search

   (1) Employee ID - 8-digit employee ID number
   (2) Employee Name - First name, last name or last name, first name.
   (3) Begin Range - Pay period begin date.
   (4) End Range - Pay period end date.
   (5) Department Code - Six-digit home department code.
   (6) Tracking Status - Select from the available status codes from the drop-down menu.
   (7) Timesheet Identifier - Job Name (job nickname if assigned).
   (8) Job Ids -
   (9) Pay Schedule
   (10) Primary Supervisor

Creating Timesheet on Behalf of Employee

The Create Timesheet screen allows supervisors to create a timesheet on behalf of an employee in situations where the employee is unable to create/submit a timesheet due to a medical/other situation where the employee is unable to create/submit their own timesheet. A supervisor should not regularly create a timesheet on behalf of an employee.

A supervisor can create a timesheet for an employee if the supervisor is the primary/backup/optional supervisor to the employee’s assignment in TRS.

The timesheet must have one of the following statuses:

- NONE (never created by the employee)
- SAVED (by the employee)
- RETURNED_BY_SUPERVISOR
- RECALLED_BY_EMPLOYEE
A supervisor cannot create a timesheet that is in one of the following statuses:

- SUBMITTED_TO_SUPERVISOR
- SUBMITTED_TO_DTA
- SUBMITTED_TO_UCPath
- COMPLETED

How to Create a Timesheet on behalf of an employee:

1. Navigate to the Manage My Staff tab.
2. Go to the Manage Timesheets tab.
3. Enter the Employee ID and/or Employee Name.
4. Enter the pay period end date of the timesheet you wish to create.
5. Click on Create Timesheet.

A message appears stating that the timesheet was created.

If the timesheet already exists, a message stating it will appear here successfully submitted in the UCPath System, the screen will include the data shown below:

- Date and time the employee submitted the timesheet.
- Date and time the supervisor approved the timesheet.
- Date and time the timesheet was submitted to UCPath by the Department Time Administrator (DTA).
MANAGING TIMESHEETS

Searching for a Timesheet/Employee

How to Search for a Timesheet/Employee:

4. Navigate to the Manage My Staff tab, and select Manage Timesheets
5. Enter timesheet or employee related information for the search.
6. Select Search:

(11) Employee ID - 8-digit employee ID number.
(12) Employee Name - First name, last name, or last name, first name.
(13) Begin Range - Pay period begin date.
(14) End Range - Pay period end date.
(15) Department Code - Six-digit home department code.
(16) Tracking Status - Select from the available status codes from the drop-down menu.
(17) Timesheet Identifier - Job Name (job nickname if assigned)
(18) Job Ids -
(19) Pay Schedule
(20) Primary Supervisor

Creating Timesheet on Behalf of Employee

The Create Timesheet screen allows supervisors to create a timesheet on behalf of an employee in situations where the employee is unable to create/submit a timesheet due to a medical/other situation where the employee is unable to create/submit their own timesheet. A supervisor should not regularly create a timesheet on behalf of an employee.

A supervisor can create a timesheet for an employee if the supervisor is the primary/backup/optional supervisor to the employee’s assignment in TRS.

The timesheet must have one of the following statuses:

- NONE (never created by the employee)
- SAVED (by the employee)
- RETURNED_BY_SUPERVISOR
• RECALLED_BY_EMPLOYEE

A supervisor cannot create a timesheet that is in one of the following statuses:

• SUBMITTED_TO_SUPERVISOR
• SUBMITTED_TO_DTA
• SUBMITTED_TO_UCPath
• COMPLETED

How to Create a Timesheet on behalf of an employee:

7. Navigate to the Manage My Staff tab.
8. Go to the Manage Timesheets tab.
9. Enter the Employee ID and/or Employee Name.
10. Enter the pay period end date of the timesheet you wish to create.
11. Click on Create Timesheet.

A message appears stating that the timesheet was created.

If the timesheet already exists, a message stating it will appear here.
Opt-In Email (Primary Supervisor Only)

The primary supervisor can set up notification’s preferences. Under Manage My staff, select supervisor notification.

1. Navigate to the Manage My Staff.
2. Select Set Up Notification.
3. Choose your preference of employee email notifications you would like to receive. You have two options:
   - Yes: I also want to receive a notification every time my employee submits the timesheet.
   - No: I do not want to receive a notification every time my employee submits the timesheet.

**Note:** When choosing the "Yes" option TRS will send out notification when the employee submits a current timesheet before the employee deadline.
Employees with Multiple UCPath Jobs

TRS loads one Assignment per UCPath Job, so employees with multiple TRS-eligible UCPath Jobs will have multiple Assignments in TRS and thus, multiple timesheets in TRS, too.

Multiple Timesheet Profiles

Employees with multiple Jobs belonging to more than one Timesheet Profile will not have all assignments loaded into TRS, in this scenario only the first available job will load to TRS. Subsequently employees will only see the timesheet(s) for the job(s) that successfully loaded to TRS.

Example:
Employees holds 2 active jobs:

Rec 0 under Profile 2 (Monthly Exempt Salary) and Rec 1 under Profile 5 (Monthly Exempt Hourly). TRS will only load the first available job and will error out the second.

We understand that while salary jobs only need to report leave takes, hourly jobs need to report positive time worked to receive pay. If all departments involved agree to have the hourly job be the one that is loaded into TRS, please submit an EEC case to the Central Time Administration group, attaching the written agreement for assistance with manual updated to TRS.

Note that following manual updates, takes for the salary job will need to be reported/tracked outside of TRS.

NEED ASSISTANCE?

Contact Us

Open an case with EEC Employee Experience Center with any questions.

TRS Deadlines

All employees should refer to the TRS Payday Calendar. The calendar lists the TRS deadlines. It is extremely important to be aware of the timesheet submission deadlines to ensure a timely payment.
The TRS Deadlines are managed by the Payroll Division and are posted online at https://accounting.uci.edu/payroll/trs/guides/trs-deadlines.html.

**TRS FAQ**


**TRS Help**


Contact your supervisor if you have questions on how you should report your time in TRS.