

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

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

LAST UPDATE: 10/12/16

Table of Contents

Welcome to TRS!.....	3
TRS Timesheet Submission Deadlines.....	3
E-Mail Notifications.....	3
Logging in to TRS.....	3
Manage My Time Tab	5
Timesheet Status Codes.....	6
Entering and Completing a Timesheet.....	7
How to Add Work Hours to Timesheet.....	8
How to Add a New Shift (additional shifts).....	11
How to Report Leave Time (Time Off)	12
How to Repeat Hours for a Selected Date Range	13
Alternate Work Schedule.....	14
Holidays.....	15
How to Save or Submit a Timesheet.....	16
Recalling a Timesheet	16
Entering a Late Timesheet	17
Review Past Timesheet Tab	18
Supervisor can create a timesheet on behalf of employee	19

Welcome to TRS!

Welcome to the UC Davis Time Reporting System (TRS)! This information is for **non-exempt** employees (those employees who are eligible for overtime pay) who are paid **biweekly** and who will be using TRS to complete 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 e-mail notification. The e-mail notice is sent to your e-mail 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 e-mail notices carefully to ensure that any actions required by you are completed properly and on time.

Logging in to TRS

The direct link is <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.

UCDAVIS Time Reporting System Home | Logout

Welcome February 17, 2012

Welcome to the UC Davis Time Reporting System (TRS). Beginning in 2012, TRS will be released in phases to select employee classifications on the UC Davis campus. TRS is fully integrated with the Payroll and Personnel System (PPS) and gives employees the ability to enter data online in an easy-to-use calendar format.

Please check the TRS Resources page for more information about the TRS project.

▼ Access TRS

- Employees
- Supervisors
- Departmental Timesheet Administrator (DTA)
- TRS Resources

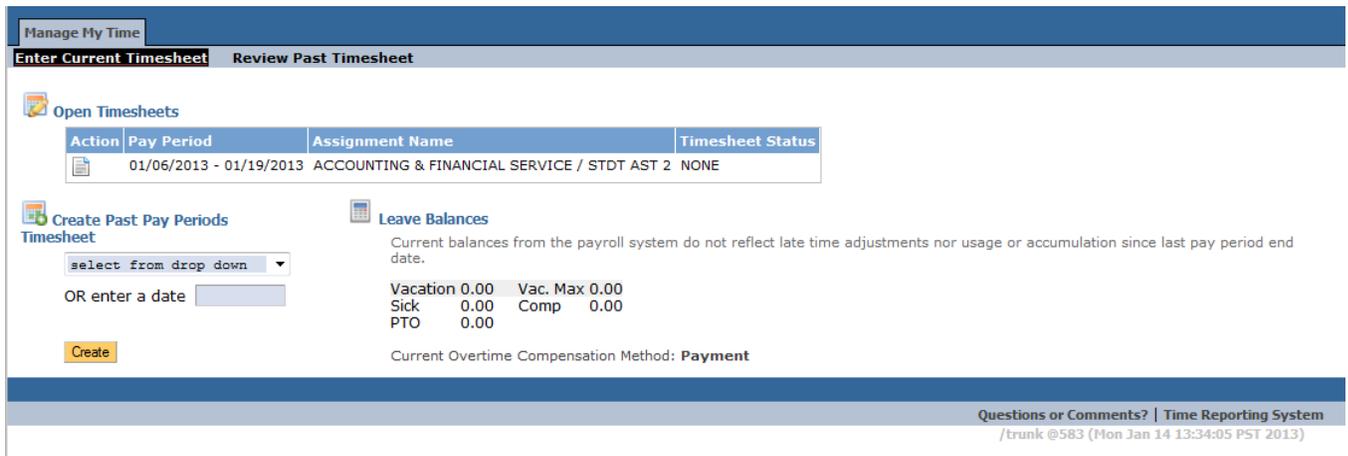
Questions or Comments? | Time Reporting System
/branches/stage @422 (Thu Feb 16 16:03:35 PST 2012)

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.

Section 2: Open Timesheets - This section displays your timesheet for the current pay period. For most employees, you will only see one timesheet in this section.

If you have multiple job assignments (positions in two or more departments), TRS will display multiple timesheets, one for each job assignment. Work study student employees will normally see two timesheets: one for entering their work hours and one for entering any leave time.

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

Section 3: Create Past Pay Periods Timesheet–If 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 the **Create** button to generate a new timesheet for a past pay period.

Section 4: Leave balances- Vacation, Vacation Max, Sick and Comp time are displayed. Balances are pulled from the Payroll & Personnel 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

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

In accordance with the [Fair Labor Standards Act \(FLSA\)](#), non-exempt (eligible for overtime) employees are required to enter their actual **work hours**, in addition to their leave time. At UC Davis, this applies to **all** biweekly employees. The Time Reporting System will automatically calculate any overtime based on the total number of hours worked per day and per week, as appropriate.

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

A biweekly timesheet calendar will display:

Remember to submit this timesheet by Friday, January 4, 2013 5:00 PM

Timesheet for RUY LAREDO (298412990) Status: None
 Pay Period 12/23/12 - 01/05/13
 ACCOUNTING & FINANCIAL SERVICE / STDT AST 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23 Add...	24 Add... Winter Holiday	25 Add... Winter Holiday	26 Add...	27 Add...	28 Add...	29 Add...
30 Add...	31 Add... New Year's Eve Holiday	1 Add... New Year's Day	2 Add...	3 Add...	4 Add...	5 Add...

Leave Balances

Vacation	0.00
Sick	0.00
CompTime	0.00
<hr/>	
Timesheet Totals*	0.00

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

Timesheet In/Out Details

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.

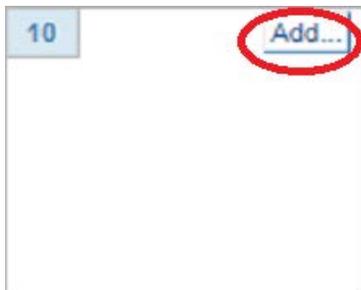
2. Your Personal Information:

- 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

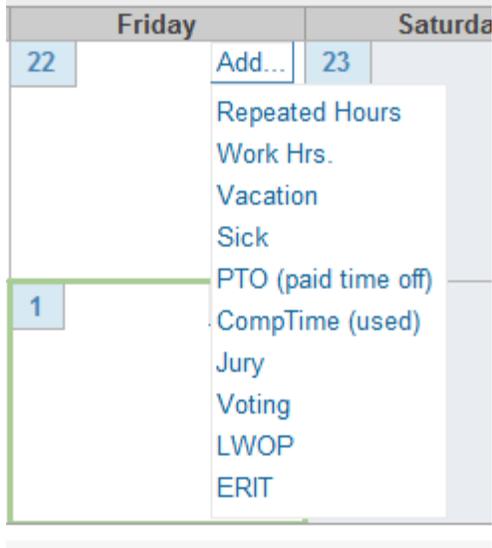
3. Status – current status of the timesheet.
4. Timesheet Calendar – the timesheet will display a work calendar for the applicable pay period. Weekends and university holidays are shaded a different color.
5. Timesheet totals – displays totals for work and leave hours (i.e. vacation and sick) after they have been entered on the timesheet by the employee
6. Timesheet comments – You can enter comments. Comments can 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.

How to Add Work Hours to Timesheet

1. To enter work time onto the timesheet, select the day for which you want to add work hours
2. Click on the **Add** button:



A drop-down box will display a list of available entries:



Repeated Hours – use this entry to repeat hours across a selected range of dates. This can be used for ANY type of hours, including work and vacation.

Work Hrs. – use this entry to record actual hours worked.

Vacation – use this entry to record vacation time taken.

Sick – use this entry to record sick time taken.

PTO (paid time off) – use this entry to record time off as part of PTO

CompTime (used) – use this entry to record comp time taken.

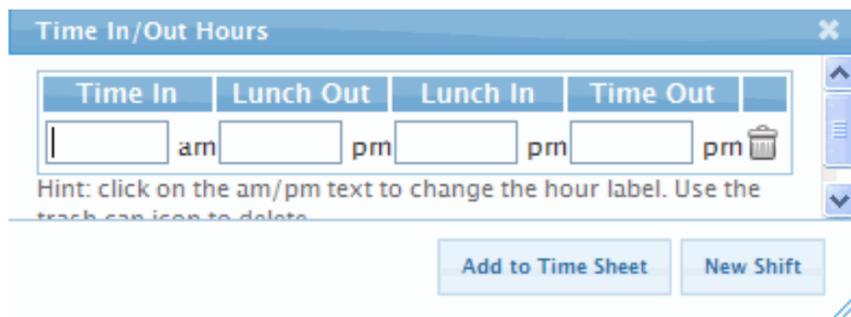
Jury – use this entry to record time off for jury duty.

Voting – use this entry to record time off for voting.

LWOP – use this entry to record Leave Without Pay time off.

ERIT –Employee Reduction in Time (ERIT) program. This program is no longer available.

3. Select **Work Hrs.** and a pop-up screen will appear requesting the following information:



Time In: Time you arrived at work

Lunch Out: Time you started your lunch break

Lunch In: Time you returned to work from your lunch break

Time Out: Time your work shift ended

Time should be entered in the format **hh:mm** (e.g., 09:30, 12:15) and click the **am** text to change it to **pm**, or click the **pm** text to change it to **am**, as applicable.

For example: You worked from 8:00 am to 5:00 pm with a 1-hour lunch from 12:00 pm to 1:00 pm. You would enter the time as:

The screenshot shows a window titled "Time In/Out Hours" with a close button (X) in the top right corner. Below the title bar is a table with five columns: "Time In", "Lunch Out", "Lunch In", "Time Out", and a trash can icon. The "Time In" field contains "8:00" and "am". The "Lunch Out" field contains "12:00" and "pm". The "Lunch In" field contains "1:00" and "pm". The "Time Out" field contains "5:00" and "pm". Below the table is a hint: "Hint: click on the am/pm text to change the hour label. Use the trash can icon to delete." At the bottom of the window are two buttons: "Add to Time Sheet" and "New Shift".

If you did not take a lunch break, you would leave the **Lunch Out** and **Lunch In** fields blank, and only complete the **Time In** and **Time Out** fields.

For example: You worked from 8:00 am to 1:30 pm with no lunch break. You would enter the time as:

The screenshot shows a window titled "Time In/Out Hours" with a close button (X) in the top right corner. Below the title bar is a table with five columns: "Time In", "Lunch Out", "Lunch In", "Time Out", and a trash can icon. The "Time In" field contains "8:00" and "am". The "Lunch Out" and "Lunch In" fields are blank. The "Time Out" field contains "1:30" and "pm". Below the table is a hint: "Hint: click on the am/pm text to change the hour label. Use the trash can icon to delete." At the bottom of the window are two buttons: "Add to Time Sheet" and "New Shift".

4. Click the **Add to Time Sheet** button to add the reported time to the timesheet.

5. Click the **Save** button to save the timesheet.

You can click on the trash can icon to remove any information that might have been entered in error.

Using the UC Time and Attendance policy, TRS will compute the total hours for the day to the nearest quarter of the hour:

*Example: Time In: 8:08 am
Lunch Out: 12:00 pm Lunch In: 1:00 pm
Time Out: 5:00 pm*

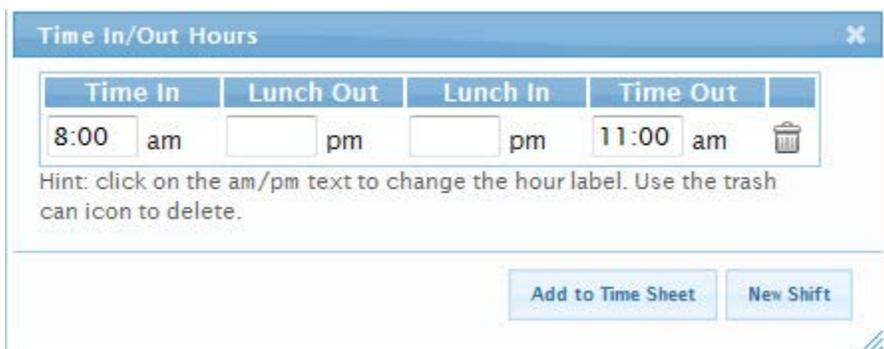
TRS will calculate the total work hours as 7.75 hours, as the 8:08 am start time is rounded up to 8:15 am.

How to Add a New Shift (additional shifts)

The Time Reporting System allows you to include **multiple** work shifts on a single day on your time sheet.

For example: Your first shift is from 8:00 am to 11:00 am (1st shift). You return to work for a second shift of 2:30 pm to 5:00 pm (2nd shift).

1. Record the first shift start and end times:



The screenshot shows a window titled "Time In/Out Hours" with a close button in the top right. Below the title bar is a table with four columns: "Time In", "Lunch Out", "Lunch In", and "Time Out". The "Time In" column contains "8:00" and "am". The "Lunch Out" column is empty. The "Lunch In" column is empty. The "Time Out" column contains "11:00" and "am". To the right of the "Time Out" column is a trash can icon. Below the table is a hint: "Hint: click on the am/pm text to change the hour label. Use the trash can icon to delete." At the bottom of the window are two buttons: "Add to Time Sheet" and "New Shift".

2. To add a new Time In/Out Hours row, click the **New Shift** button:



A button labeled "New Shift" with a blue background and white text.

3. Enter the second shift start and end times:

Time In	Lunch Out	Lunch In	Time Out
8:00 am			11:00 am
2:30 pm			5:00 pm

Hint: click on the am/pm text to change the hour label. Use the trash

Add to Time Sheet New Shift

4. Click the **Add to Time Sheet** button to add the two shifts to the timesheet.

5. Click the **Save** button to save the timesheet.

The total hours for all shifts for the day will appear on the timesheet. In this case, the total hours would be 5.5 hours.

NOTE: The “New Shift” feature should only be used if you work an additional shift(s) in the **same** department with the **same** job assignment.

Advisory for Employees Working in Multiple Departments/Multiple Appointments:

Do not use the “New Shift” feature if you are adding a different shift in **another** department for another job assignment or you are working another job assignment for the same department. You should enter the other shift on the appropriate timesheet applicable to that other appointment.

How to Report Leave Time (Time Off)

Leave time includes: vacation, sick, comp time taken, jury duty, voting time off, and Leave Without Pay (LWOP).

To report leave time off:

1. Click on **Add** for the day you wish to report leave time.
2. Select the desired leave type from the drop-down list.
3. The leave type selected will then be displayed on the selected date. Enter the number of hours you wish to report for the leave type. Time off should be entered to the nearest quarter hour (i.e. 5.5, 6.75, 8.0, etc.).
4. Click the **Save** button to save the timesheet.

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 6 hours of sick leave was reported on the 15th, but 3 hours are being used for FMLA purposes, add a comment such as: “15th: 3 hours of sick leave for FMLA purposes.”

How to Repeat Hours for a Selected Date Range

You may work the same shift every day and would like to copy these hours across a selected date range. The **Repeated Hours** function allows you to record repeated time for a selected date range. *For example, you need to report two consecutive weeks (80 hours) of work for the pay period.*

To use the “Repeat 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 screen will appear:

The screenshot shows a window titled "Repeat Hours" with a close button in the top right corner. Below the title bar, there is a row of input fields: "Add..." (with a dropdown arrow), "From Date", "To Date", and "Hour". Below these fields, there is a section with "Exclude holidays" and a checked checkbox. To the left of this section is a vertical list of options: "Work Hrs.", "Vacation", "Sick", "PTO", "CompTime", "Jury", "Voting", and "LWOP". At the bottom right of the window are two buttons: "Add to Time Sheet" and "New Shift".

1. Click on **Add** and select from the drop-down list the type of hours to be reported (work hours, vacation, sick, etc.).
2. Click the **From Date** field to generate a calendar for the pay period. Select the first date in the date range.

3. Click the **To Date** field to generate a calendar for the pay period. Select the end date in the date range.
4. Leave the **Hour** field blank.
5. A pop-up screen will appear. Enter the **Time In** and **Time Out** (and **Lunch Out** and **Lunch In** times if applicable; leave blank if there was no lunch break taken). Time should be entered in the format hh:mm (e.g., 09:30, 12:15) and click the am text to change it to pm, or click the pm text to change it to am, as applicable.

The screenshot shows a 'Repeat Hours' dialog box. At the top, there's a 'Work Hrs.' section with 'From Date', 'To Date', and 'Hour' input fields. Below this are two checked checkboxes: 'Exclude weekends' and 'Exclude holidays'. The main part of the dialog is a table with four columns: 'Time In', 'Lunch Out', 'Lunch In', and 'Time Out'. Each column has a text input field and a label (am or pm). A trash icon is in the bottom right of the table. At the bottom of the dialog are two buttons: 'Add to Time Sheet' and 'New Shift'.

6. Click the **Add to Time Sheet** button.

7. Click the **Save** button to save the timesheet.

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

Alternate Work Schedule

If you are a biweekly employee with an alternate work schedule (4/40, 9/80), this information will be listed on your timesheet below your timesheet with highlighted dates, and the explanation, number of hours, such as “4/40 schedule: Mon, Tue, Wed, Thu (10 Hrs.)”

UC Davis Time Reporting System Biweekly Employee User Guide

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Add...	2 Add...	3 Add...	4 Add...	5 Add...	6 Add...	7 Add...
8 Add...	9 Add...	10 Add...	11 Add...	12 Add...	13 Add...	14 Add...

Leave Balances	
Vacation	288.38
Sick	669.42
CompTime	0.00
Timesheet Totals*	0.00

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

1st week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9), Fri (9)	
2nd week of 9/80: Mon (9), Tue (9), Wed (9), Thu (9)	

The Time Reporting System uses the alternate work schedule information to determine applicable overtime compensation.

If you work an alternate work schedule (4/40, 9/80), and it is **not** listed on your timesheet, please contact your supervisor for assistance. Please note that the Time Reporting System does not accommodate other alternate work schedules, other than 4/40 and 9/80 at this time.

Holidays

If you are an employee with a benefit of paid university holidays off, and you did not work on a holiday, you do not need to enter anything in the holiday date on your timesheet. The holiday pay will be issued to you automatically.

If you worked on a holiday(s), you should enter your actual work hours. TRS will automatically calculate any applicable holiday premium pay.

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 a timesheet. At the top left is a text area labeled 'Timesheet Comments'. To its right is a section labeled 'Error / Warning' containing two warning icons: a red circle with an exclamation mark and a yellow triangle with an exclamation mark. Below the warnings 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
	07/31/2016 - 08/13/2016	ACCOUNTING & FINANCIAL SERVICE / BLANK AST 4	SAVED
	08/28/2016 - 09/10/2016	ACCOUNTING & FINANCIAL SERVICE / BLANK AST 4	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 pay 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:

Manage My Time			
Enter Current Timesheet		Review Past Timesheet	
5 items found, displaying all items.			
Action	Pay Period	Assignment Name	Timesheet Status
	01/08/2012 - 01/21/2012	ACCOUNTING & FINANCIAL SERVICE / STDT AST 2	COMPLETED
	01/22/2012 - 02/04/2012	ACCOUNTING & FINANCIAL SERVICE / STDT AST 2	COMPLETED
	02/05/2012 - 02/18/2012	ACCOUNTING & FINANCIAL SERVICE / STDT AST 2	COMPLETED
	03/04/2012 - 03/17/2012	ACCOUNTING & FINANCIAL SERVICE / STDT AST 2	COMPLETED
	04/15/2012 - 04/28/2012	ACCOUNTING & FINANCIAL SERVICE / STDT AST 2	COMPLETED

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:

Timesheet Workflow

Tracking Statuses for
RUY LAREDO (298412990)
 Pay Period 01/08/12 - 01/21/12
 ACCOUNTING & FINANCIAL SERVICE / STDT AST 2

Status Code	Completed By	Completed Date	Comments
SUBMITTED_TO_SUPERVISOR	Ruy Alonso Laredo	01/24/12 Tuesday @ 4:52 PM	
SUBMITTED_TO_DTA	Melody Benson	01/24/12 Tuesday @ 4:53 PM	
SUBMITTED_TO_PPS	Jonathan Keller	01/25/12 Wednesday @ 12:00 PM	
COMPLETED	SYSTEM	01/25/12 Wednesday @ 12:00 PM	Dist 11 (REG): U0007 Update process complete

 **Total turnaround time: 0 day(s) 19 hour(s) 7 minute(s) 31 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.