Time Reporting System (TRS)
Departmental Time Administrator Handbook

TRS Support Desk, UCI A&FS – Payroll Division
trs@uci.edu | timesheet.uci.edu

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Welcome to the UC Irvine Time Reporting System (TRS)! As a Departmental Time Administrator (DTA), you will use TRS to submit employee timesheets to the Payroll/Personnel System (PPS) for your unit(s).

As this handbook provides a DTA-specific overview of TRS—including general instructions on navigating TRS and utilizing its many features, this information is intended only for those UCI staff members who have been designated as a DTA in the Security Access Maintenance System (SAMS) by their Departmental Security Administrator (DSA).

System-Access Requirements for DTAs

To become a Departmental Time Administrator (DTA) in TRS, an employee must first be assigned the DTA role in the Security Access Maintenance System (SAMS). The DTA role in SAMS is requested by an employee’s Department Security Administrator (DSA). DSAs can assign multiple DTAs to a single Department and/or multiple Departments to a single DTA.

Recommended Minimum Level of Access to PPS

The following types of PPS access are recommended for DTAs:

- **PPS – EDB Inquiry**: Allows users to view employee records and previously submitted employee time & attendance information in the Employee Database (EDB)
- **PPS – EDB Update**: Allows users to update employee information directly in the Employee Database (EDB) in PPS
- **PPS – Time Reporting**: Allows users to report employee time & attendance information directly to the Online Payroll Timesheet Reporting System (OPTRS) in PPS

Checking Your Access

Employees can view their current DTA and PPS access by logging into SAMS with their UCNetID and password, and then selecting the **My Access** heading.
Logging into TRS

To access TRS via ZotPortal, employees should first log in to ZotPortal with their UCInetID and password. Then, hover the mouse cursor over the Applications tab and select My Applications from the drop-down menu to navigate to the My Applications portlet. Locate the My Applications bullet and select the Time Reporting System (TRS) item.

To access TRS directly, employees should first navigate to the main page for TRS (https://timesheet.uci.edu) and select the appropriate User Type below the Access TRS header. TRS will then prompt the employee to log in with their UCInetID and password:

NOTE: All TRS Users must have an active employee UCInetID and password to access TRS.
TRS User Roles and Responsibilities

There are 4 user roles in TRS:

Employees

- Responsible for completing a timesheet for each pay period (BiWeekly or Monthly). Employees have the option to save, edit, submit, or recall their timesheets.

Supervisors

(Primary, Backup, and/or Optional Backup Supervisors) – Responsible for reviewing and approving employee timesheets, returning incorrectly-entered timesheets for employee correction, or editing employee timesheets in situations where the employee is unable to do so.

Departmental Time Administrators (DTAs)

- Assigning Primary and Backup Supervisors to employee Assignments within their Department(s)
- Ensuring that Alternate Work Schedules (4/40, 9/80, Fixed/Variable) and overtime compensation selections (Payment or Compensatory Time Off) are set up as appropriate for applicable employees
- Submitting employee work/leave hours to the Payroll/Personnel System (PPS) via TRS according to the deadlines established by the Payroll Division
- Returning incorrectly-entered timesheets to Supervisors for correction
- Providing TRS support to Supervisors and Employees within their Department(s)

Central Time Administrators (CTAs)

- Troubleshooting, DTA support, and TRS training
- Administers TRS DTA Access

Employee

- Completes timesheet
- Submits timesheet to Supervisor

Supervisor

- Reviews and approves timesheet
- Submits timesheet to DTA

DTA

- Reviews and approves timesheet
- Submits timesheet for payroll processing

CTA

- Troubleshooting, DTA support, and TRS training
- Administers TRS DTA Access
Employee Profiles, Eligibility & Exclusions

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). Employee IDs are automatically assigned by PPS when an employee is first hired. TRS Employee Profiles are also tied to a unique 12-digit Campus ID (CID# 000000123456) that is automatically assigned to all UCI employees by OIT upon hire.

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.

Which Employees can Use TRS?

Most employees can use TRS, but there are exceptions. An employee must have a TRS-eligible Appointment in PPS to use the system. If the appointment qualifies as a Supported Timesheet Profile, the employee can use TRS.

A Timesheet Profile in TRS is comprised of the following three attributes:

| Pay Schedule          | • BiWeekly (BW) – Fixed 2-week pay period  
|                       | • Monthly (MO) – One calendar month pay period |
| FLSA Status           | • Exempt (EX) – Employee is not paid for overtime hours  
|                       | • NonExempt (NEX) – Employee is paid for all overtime hours worked |
| Time Reporting Rule   | • Positive-Paid (Z) – Both work and leave hours must be reported for payment  
|                       | • By-Exception (R) – Employee is automatically paid by PPS, but must report leave hours |

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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BW/NEX/Z</td>
<td>BiWeekly, NonExempt, &amp; Positive-Paid</td>
</tr>
<tr>
<td>BW/EX/Z</td>
<td>BiWeekly, Exempt, &amp; Positive-Paid</td>
</tr>
<tr>
<td>MO/EX/R</td>
<td>Monthly, Exempt, &amp; By-Exception</td>
</tr>
</tbody>
</table>

Only PPS Appointments that qualify as supported timesheet profiles are loaded into TRS.
Employees with Multiple PPS Appointments & Distributions

TRS loads one Assignment per PPS Appointment, so employees with multiple TRS-eligible PPS Appointments will have multiple Assignments in TRS and thus, multiple timesheets in TRS, too.

**EXAMPLE:** Employee Peter Anteater has two active PPS Appts that are MO/EX/R: Appt 10 Anteatery Department (Dept Cd 123456), and Appt 20 in Anthill Department (Dept Cd 012345). Because both Appts are TRS-eligible, TRS will load two corresponding Assignments for Peter.

Peter’s two PPS Appts 10 & 20 are both MO/EX/R, a **Supported Timesheet Profile**:

<table>
<thead>
<tr>
<th>PPIAPT0-I1716</th>
<th>IR ED0 Inquiry</th>
<th>10/26/17 17:14:45</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: 091234567</td>
<td>Name: ANTEATER, PETER</td>
<td></td>
</tr>
<tr>
<td>Hn Dept: 123456</td>
<td>Emplnt Status: A Pri Pay: MO</td>
<td></td>
</tr>
<tr>
<td>Gen No: 0011</td>
<td>Total Appt/Dis: 01/01 Remaining Appt/Dis: 00/00</td>
<td></td>
</tr>
<tr>
<td>LOA Beg:</td>
<td>LOA Return:</td>
<td></td>
</tr>
<tr>
<td>Appt: 10</td>
<td>TC: 7242 ADMIN ANL SR</td>
<td></td>
</tr>
<tr>
<td>Begin Dt: 07/01/15</td>
<td>Ann/Hr Rt: 64899.00</td>
<td></td>
</tr>
<tr>
<td>End Dt: 99/99/99</td>
<td>Bas/Pd Ovr: 00/00</td>
<td></td>
</tr>
<tr>
<td>Dur: I Indef</td>
<td>Dept Cd: 123456</td>
<td></td>
</tr>
<tr>
<td>Appt: 20</td>
<td>TC: 7242 ADMIN ANL SR</td>
<td></td>
</tr>
<tr>
<td>Begin Dt: 07/01/15</td>
<td>Ann/Hr Rt: 64899.00</td>
<td></td>
</tr>
<tr>
<td>End Dt: 99/99/99</td>
<td>Bas/Pd Ovr: 00/00</td>
<td></td>
</tr>
<tr>
<td>Dur: I Indef</td>
<td>Dept Cd: 012345</td>
<td></td>
</tr>
</tbody>
</table>

Peter’s two corresponding TRS Assignments in the Anteatery & Anthill Departments:

<table>
<thead>
<tr>
<th>Assignment Name</th>
<th>Appt</th>
<th>Start Date</th>
<th>End Date</th>
<th>Primary Supervisor</th>
<th>Backup Supervisor</th>
<th>Optional Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTEATERY/ADMIN ANL SR</td>
<td>10</td>
<td>07/01/15</td>
<td>99/99/999</td>
<td>PAUL AARAVARK</td>
<td>MARY PLATYPUS</td>
<td>Assign</td>
</tr>
<tr>
<td>ANTHILL/ADMIN ANL SR</td>
<td>20</td>
<td>07/01/15</td>
<td>99/99/999</td>
<td>ADAM ANT</td>
<td>BARRY BEE GEES</td>
<td>Assign</td>
</tr>
</tbody>
</table>

TRS splits and allocates timesheet hours based upon indicated PPS Distribution percentages. Additionally, TRS only supports PPS Distributions with REG or REC in the DOS field.

**EXAMPLE:** Employee Peter Anteater currently has one active Appointment (Appt 10) and three active Distributions (Dist 11, 12, & 13) in the Anteatery Department (Dept Cd 123456) in PPS:

Peter’s Appt 10 in PPS is MO/EX/R, a Supported Timesheet Profile:
Access to Assignments and Department Codes

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.

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.

As a result, you may not always be able to access all of an employee’s assignments and timesheets.
EXAMPLE: DTAs Mary Platypus and Barry Bee Gees were set up in SAMS so that they only have DTA access to their respective Departments in TRS.

Employee Peter Anteater has two active Assignments in TRS: one for his Appt 10 is in Mary’s Department, and one for his Appt 20 is in Barry’s Department.

Mary only has DTA access to Dept Cd 123456 in SAMS, so Mary can only access Peter’s timesheets for his Appt 10 Assignment in TRS. Similarly, Barry can only has DTA access to Dept Cd 012345 in SAMS, so Barry will only be able to access Peter’s Appt 20 timesheets in TRS.

Requesting Alternate Department Access

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.
After Access is Granted

When Alternate Department Access is granted, access to the timesheets is transferred to the new alternate DTA. The DTA from the department granting access will no longer be able to access those timesheets.

Please keep in mind that a Department being granted alternate access in TRS will not change their DSA’s or other finance/payroll staff’s existing SAMS access to PPS, DataWarehouse (DWH), or Electronic Document Library (EDL). They will not be able to access any finance/payroll information outside of TRS for any employees whose Appointment Distributions roll up to Dept Cds outside the boundaries of their SAMS access.
TRS Workflow

You can check the workflow status of a timesheet throughout the Time Reporting System by clicking on the Timesheet Workflow icons that appear next to a timesheet entry. The resultant Timesheet Workflow screen lists information such as the date and time the employee submitted the timesheet and when the timesheet was submitted to PPS.

### Timesheet Workflow

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Completed By</th>
<th>Completed Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBMITTED_TOSUPERVISOR</td>
<td>Anteater, Peter</td>
<td>04/24/17 Monday @ 9:48 AM</td>
<td></td>
</tr>
<tr>
<td>SUBMITTED_TO_DTA</td>
<td>Aardvark, Paul</td>
<td>04/25/17 Tuesday @ 8:35 AM</td>
<td></td>
</tr>
<tr>
<td>SUBMITTED_TO_PPS</td>
<td>Flatbush, Mary</td>
<td>04/25/17 Tuesday @ 4:13 PM</td>
<td></td>
</tr>
<tr>
<td>COMPLETED</td>
<td>SYSTEM</td>
<td>04/25/17 Tuesday @ 4:13 PM</td>
<td>U0007 Update process complete</td>
</tr>
</tbody>
</table>

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

### TRS Submission Deadlines and Operating Hours

The TRS/PPS Deadlines are managed by the Payroll Division and are posted online in ZotPortal. 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.

![UCI/UCOP PPS/TRS Deadlines](image)

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).
TRS Timesheet Status Codes

Timesheet Status Codes identify where a timesheet is in routing and whether it has been successfully approved and submitted to PPS. DTAs can view their employees’ Timesheet Status Codes in the Review/Submit Payroll tab in TRS.

Review/Submit Payroll tab > View Current Monthly or BiWeekly section > Open Timesheets tab

Review/Submit Payroll tab > Search Timesheets section

The Timesheet Status Codes are listed in the reference section at the end of this guide.
TRS Guide Part 2

Managing Employee Profiles and Assignments

This guide covers the “Manage Employee” Tab in UCI’s Time Reporting System. DTAs use this tab to search/update their employees’ General Information, Overtime Compensation Type, assigned Supervisors, Timesheet Identifiers, and/or Work Schedule.

Searching for Employee Profiles

The Manage Employee tab automatically opens to the Search Employee Profile section. DTAs can search for individual employees using the employee’s ID (EID# 091234567) or name. You can only look up employees from departments to which you have been granted DTA access via SAMS. These departments are shown in the Current Department drop-down menu. By default, only employees with active assignments are shown in search results. You can change this by unchecking the box shown below.

To search for all employees in a Department, select the Department from the Current Department (drop-down menu), leave the Employee ID & Employee Name fields blank, and select Submit.

To view an individual employee from the search results, select the View Employee icon in the Action column. Each employee profile is broken down into three sections: General, Assignments, and Work Schedules.
- **General Information**
  The General section of Search Employee Profile includes an individual employee’s General Information and their Overtime Compensation (NonExempt employees only).

- **Assignments**
  The Assignments section of Search Employee Profile includes an individual employee’s current Assignments, Timesheet Identifiers, and Primary, Backup, & Optional Backup Supervisors under the Assignments for EMPLOYEE NAME (EID#) heading. If the employee has multiple current Assignments, each Assignment will have a separate entry (line). If an employee has had past Assignments in TRS, the Past Assignments heading will also appear.

- **Work Schedules**
  The Work Schedule section of Search Employee Profile includes an individual employee’s existing Work Schedules – if any – under the Work Schedule for EMPLOYEE NAME (EID#) heading. All employee Assignments are automatically loaded into TRS without a Work Schedule.

### Assigning Supervisors

Assigning Supervisors to new employee Assignments in TRS is especially important. Employees with new Assignments cannot save or submit timesheets until they have been assigned BOTH a Primary Supervisor and a Backup Supervisor in TRS.

#### How to Assign a Primary, Backup, and Optional Supervisor

1. Navigate to the Manage Employee tab and search for the employee in the Search Employee Profile section using the employee’s Employee ID and/or their first & last name in any order.
2. Select the View Employee icon to load the General section view for that employee.
3. Select the Assignments Area

![Assignments for Employee](image)

4. Select the Assign Supervisor icon in the Primary Supervisor field.

![Assignments for Employee](image)

5. Search for a Primary Supervisor using their UCInetID and/or their first & last name in any order.
6. Review the search results and select the **Use This User** icon to add a Primary Supervisor to the employee’s Assignment.

7. Repeat Steps 4, 5, & 6 to assign a **Backup Supervisor** and/or **Optional Backup Supervisor** to the employee’s Assignment.

8. Click **Save Supervisor Assignment** to save to TRS.

**NOTE:** It is considered a 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.

### Searching for and Replacing Supervisors

TRS allows you to search and replace a supervisor who is responsible for approving multiple assignments. This is useful for when a supervisor leaves their position and a new individual takes over their responsibilities. Supervisors that are assigned to multiple Assignments can be replaced in the **Search/Replace Supervisor** section of the **Manage Employee** tab.
How to Change a Supervisor for Multiple Assignments

1. **Navigate to the** Manage Employee **tab and select the Find Supervisor** icon.

   ![Manage Employee Tab](image)

2. **Search for a Supervisor. Click the Use This User icon to return the supervisor to the Search/Replace Supervisor screen.**

   ![Search/Replace Supervisor](image)

3. **A person lookup window will appear:**

   ![Fill in any field to search users](image)

4. **Enter Employee ID or Employee Name, and click Search.**

5. **Click on the Use This User icon in the Action column to select a Supervisor. Once selected, you will be returned to the Search/Replace Supervisor page.**

6. **Select from drop-down box if the search should be on:**
   - All (Primary, Backup, Optional Backup): This is the default setting
   - Primary
   - Backup
   - Optional Backup

7. **A person lookup window will appear. Locate the replacement supervisor by entering an Employee ID or Name, then click Search.**

8. **Click on the Use This User icon in the Action column to select a Supervisor. Once selected, you will be returned to the main Search/Replace Supervisor page.**

9. **Click the check box (far right side of the screen) to select which employees to replace the supervisor with. To change all (global), place a check mark in the check box at the top of the upper far right column:**
Adding a Timesheet Identifier

TRS loads one Assignment per PPS Appointment and one timesheet per Assignment, so employees with multiple TRS-eligible PPS Appointments must also submit multiple timesheets each pay period in TRS.

To help employees differentiate between multiple timesheets, DTAs can add a unique **Timesheet Identifier** to each of the employees’ individual Assignments that will appear in the **Assignment Name** field of each timesheet under the employee’s **Open Timesheets** heading in their **Manage My Time** tab in TRS.

**EXAMPLE:** Employee Peter Anteater currently has two active ADMIN ANL SR Assignments in the Anteatery Department, so his Supervisor requests a DTA to add **Timesheet Identifiers** to both of Peter’s Assignments in TRS.

After a DTA adds the **Timesheet Identifiers** “WORKER ANT” & “CARPENTER ANT” to Peter’s Assignments in TRS, both Peter and his Supervisor will be able better differentiate between his two timesheets each pay period.

---

How to Assign a Timesheet Identifier

1. Navigate to the **Manage Employee** tab and search for the employee in the **Search Employee Profile** section using the employee’s Employee ID and/or their first & last name in any order.
2. Review the search results and select the **View Employee** icon to load the **General** section view for that employee.
3. Select the **Assignments** section of **Search Employee Profile**.
4. Select the **Update Timesheet Identifier** icon in the **Assignment Name** field.

5. Enter up to 15 characters in the **Timesheet Identifier** field using letters, numbers, symbol, and/or spaces (*this field is not case-sensitive*) and select **Save**.

6. Repeat Steps 4 & 5 to assign a **Timesheet Identifier** to the employee’s remaining Assignments.

7. The employee should now be able to see their newly-updated **Timesheet Identifiers** in the **Assignment Name** field of each timesheet under the **Open Timesheets** heading in their **Manage My Time** tab in TRS.
Changing Overtime Compensation Type

DTAs can manage the Overtime Compensation Type in TRS. There are two options. Payment is the default but when appropriate, Compensatory Time Off can also be selected in TRS.

For more information about overtime compensation, review the Overtime portlet in ZotPortal, the Compensatory Time Agreement – Forms & Policies portlet in ZotPortal, Section III.D – Overtime & Over-Schedule of UC – Policy PPSM-30: Compensation, and Bargaining Units & Contracts on UCnet.

Edit or Add Overtime Compensation Type

1. The Overtime Compensation section is located in the Manage Employee tab in the General section of Search Employee Profile.

2. Select the View/Edit/Add icon to review the employee’s Compensation Type history.

3. Select the Edit icon or Add New icon.

4. Select the appropriate Compensation Type from the drop-down menu.

5. Select Update Compensation Type or Add.
NOTE: TRS will not allow a DTA to edit an employee’s current Compensation Type if there are any submitted timesheets referencing it. The DTA must instead add a new Compensation Type with an Effective Date that begins after the last date on which the employee previously submitted time in TRS.

Viewing Current Overtime Compensation Type

NonExempt employees can view their Current Overtime Compensation Method in the Enter Current Timesheet section of their Manage My Time tab in TRS.

Monthly Exempt employees are not eligible for overtime, so they do not see a Current Overtime Compensation Method in the Enter Current Timesheet section of their Manage My Time tab.

Managing Work Schedules

Employee Assignments are automatically loaded into TRS without a Work Schedule, and most employees do not require a schedule in TRS. The exception is EX & SX-represented employees, who 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.
Your department may also have some employees who work one of the available alternate work schedules. Currently, there are four Work Schedule options available in TRS. Two are alternate work schedules and two are for EX & SX represented employees.

1. **9/80 Alternate Work Schedule**
2. **4/40 Alternate Work Schedule**
3. **Fixed Schedule – (EX & SX-represented employees only)**
4. **Variable Schedule – (EX & SX-represented employees only)**

**Non-EX&SX Employees**

**EX & SX-represented Employees ONLY**

**NOTE:** For more information about Work Schedules, review the **HOW TO: Implement Alternate and Flexible Work Schedules** portlet in ZotPortal, **Procedure 31: Hours of Work and Attendance Records** of **Personnel Procedures for UCI Staff Members**, Section III.C. – **Hours of Work** of **UC – Policy PPSM-30: Compensation**, and **Bargaining Units & Contracts** on UCnet.

**How to Add a 9/80 or 4/40 Alternate Work Schedule**

1. Navigate to the **Manage Employee** tab and search for the employee in the **Search Employee Profile** section using the employee’s Employee ID and/or their first & last name in any order.
2. Review the search results and select the View Employee icon to load the General section view for that employee.

3. Select the Work Schedule section of Search Employee Profile.

4. Select Add New Work Schedule.
5. In the Add New Work Schedule dialog box, choose either the 9/80 or 4/40 Alternate Schedule option and select Add:

6. Enter in the Alternate Schedule’s Begin/End Effective Date and work hours/days. (If an Alternate Schedule’s duration is indefinite, the End Effective Date field should be left blank.)

7. Click on Add This Schedule to save to TRS. (Indefinite duration Alternate Schedules will display the word “Now” instead of a specific Effective End Date.)

9/80 Alternate Schedule

4/40 Alternate Schedule

NOTE: TRS will not allow retroactive changes to an employee’s current Work Schedule if there are any previously submitted timesheets referencing it. A new Work Schedule must instead be added with an Effective Date that begins after the last date on which the employee previously submitted time in TRS.

How to Add a Fixed or Variable Work Schedules

1. Navigate to the Manage Employee tab and search for the employee in the Search Employee Profile section using the employee’s Employee ID and/or their first & last name in any order.
2. Review the search results and select the View Employee.icon to load the General section view for that employee.

3. Select the Work Schedule section of Search Employee Profile.

4. Select Add New Work Schedule.

5. In the Add New Work Schedule dialog box, choose either the Fixed or Variable Schedule option and select Add:
6. Enter in the Alternate Schedule’s Begin/End Effective Date and work hours/days. *(If an Alternate Schedule’s duration is indefinite, the End Effective Date field should be left blank.)*

**Fixed Schedule**

![Fixed Schedule](image1)

**Variable Schedule**

![Variable Schedule](image2)

7. Click on **Add This Schedule** to save to TRS. *(Indefinite duration Alternate Schedules will display the word “Now” instead of a specific Effective End Date.)*

**Fixed Schedule**

![Fixed Schedule](image3)

**Variable Schedule**

![Variable Schedule](image4)

**NOTE:** TRS will not allow retroactive changes to an employee’s current **Work Schedule** if there are any previously submitted timesheets referencing it. A new **Work Schedule** must instead be added with an Effective Date that begins after the last date on which the employee previously submitted time in TRS.

**How to End Work Schedules**

1. Navigate to the **Manage Employee** tab and search for the employee in the **Search Employee Profile** section using the employee’s Employee ID and/or their first & last name in any order.
2. Review the search results and select the View Employee icon to load the General section view for that employee.

3. Select the Work Schedule section of Search Employee Profile.

4. Select Edit This Schedule.

   - Fixed Schedule
   - Variable Schedule

5. Enter in an End Effective Date that matches a Pay Period End date and select Save Changes.
NOTE: TRS will not allow retroactive changes to an employee’s current **Work Schedule** if there are any previously submitted timesheets referencing it. A new **Work Schedule** must instead be added with an **Effective Date** that begins after the last date on which the employee previously submitted time in TRS.
TRS Guide Part 3

Submitting and Managing Timesheets

This guide covers the “Review/Submit Payroll” Tab in UCI’s Time Reporting System. DTAs use this tab to review and/or submit their Department’s employees’ timesheets for payroll processing via PPS.

The Review/Submit Payroll tab is split into four sections:

- **View Current Monthly** – Review/Submit Monthly employee timesheets for current pay cycle
- **View Current BiWeekly** – Review/Submit BiWeekly employee timesheets for current pay cycle
- **View Manual Transactions** – Review/Submit any employee timesheets routed by TRS for additional DTA review and/or manual processing via PPS
- **Search Timesheets** – Search (all) and/or Release (limited) employee timesheets

**Viewing Current Timesheets**

Selecting the **View Current Monthly** or **View Current BiWeekly** sections of the Review/Submit Payroll tab will show you employee timesheets for the current pay cycles. These are also the screens from which you will submit timesheets. Both sections are split into two further sections: the **Supervisor Approved** section, and the **Open Timesheets** section.

**Supervisor Approved Section**

The Supervisor Approved section displays employee timesheets that have been supervisor approved and are ready for DTA review and submission to PPS for the current pay cycles.

**Supervisor Approved Screen (View Current Monthly Section)**

![Supervisor Approved Screen](image)

**Supervisor Approved Screen (View Current Biweekly Section)**

![Supervisor Approved Screen](image)
From these screens, you can take the following actions and see relevant information for each timesheet:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Each icon opens a new tab or pop-up window with employee timesheet data</td>
</tr>
<tr>
<td>View Timesheet</td>
<td>Icon – Opens timesheet in a new tab/window</td>
</tr>
<tr>
<td>View Workflow</td>
<td>Icon – Opens Timesheet Workflow pop-up window</td>
</tr>
<tr>
<td>Weekly Hours Estimator</td>
<td>Icon – Opens Weekly Hours Estimator pop-up window</td>
</tr>
<tr>
<td>Name</td>
<td>Employee name (Last name, First name)</td>
</tr>
<tr>
<td>Emp ID</td>
<td>9-digit employee ID (EID# 091234567)</td>
</tr>
<tr>
<td>Timesheet Hrs</td>
<td>Total work/leave hours reported on the timesheet</td>
</tr>
<tr>
<td>Dist</td>
<td>Corresponding PPS Distribution Number of the timesheet’s Assignment</td>
</tr>
<tr>
<td>%</td>
<td>Corresponding PPS Distribution Percentage</td>
</tr>
<tr>
<td>PPS DOS Codes</td>
<td>Total number of hours reported under each of the following PPS DOS Codes</td>
</tr>
<tr>
<td></td>
<td>(REG, REC, VAC, SKL, PTO, SDF, OTP, OTS, CTA, CTO, ODH, OT2)</td>
</tr>
<tr>
<td>Return</td>
<td>Selecting the Return icon reverts a timesheet to <strong>SUBMITTED TO SUPERVISOR</strong> status</td>
</tr>
<tr>
<td>EDLR</td>
<td>Selecting the EDLR icon indicates that a timesheet’s hours are not to be processed via TRS and updates the timesheet directly to <strong>COMPLETED</strong> status</td>
</tr>
<tr>
<td>Check Box</td>
<td>Selecting the Checkbox icon in the blue header selects all timesheets on the current page. Selecting a Checkbox icon in a row selects only an individual timesheet.</td>
</tr>
</tbody>
</table>
**Open Timesheets Section**

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.

**Open Timesheets Screen (View Current Monthly Section)**

From these screens, you can take the following actions and see relevant information for each timesheet:

<table>
<thead>
<tr>
<th>Action</th>
<th>Each icon opens a new tab or pop-up window with employee timesheet data</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Timesheet</td>
<td>Opens timesheet in a new tab/window</td>
</tr>
<tr>
<td>View Workflow</td>
<td>Opens Timesheet Workflow window</td>
</tr>
</tbody>
</table>

| Name            | Employee name (Last name, First name)                                  |
| Emp ID          | 9-digit employee ID (EID# 091234567)                                   |
| Timesheet Hrs   | Total work/leave hours reported on the timesheet                        |
| Timesheet Status| Identifies where a timesheet is in routing/workflow                     |
| Primary Supervisor| Primary Supervisor’s first & last name in any order                   |
| Backup Supervisor| Backup Supervisor’s first & last name in any order                    |
# Submitting Monthly Timesheets

After a timesheet is approved by a supervisor, it will appear on the Supervisor Approved screen of View Current Monthly section.

![Supervisor Approved Timesheet Screen]

# After reviewing the timesheet, you should take one of the following actions:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Check Boxes and Submit to PPS</strong></td>
<td>This action indicates that an employee’s timesheet has been reviewed and is ready for payroll submission. Selecting a Checkbox icon and Submit to PPS will post recorded work/leave hours in the selected timesheet(s) to PPS.</td>
</tr>
<tr>
<td><strong>Return</strong></td>
<td>This action reverts an employee’s timesheet to <strong>SUBMITTED TO SUPERVISOR</strong> status. The Supervisor can then return the timesheet to the employee for adjustments. If the employee is not available, Supervisors can also make adjustments to a returned timesheet on the employee’s behalf. This option requires DTAs to enter in a comment.</td>
</tr>
<tr>
<td><strong>EDLR</strong></td>
<td>This action updates an employee’s timesheet directly to <strong>COMPLETED</strong> status. DTAs must select the <strong>EDLR Yes</strong>, <strong>EDLR No</strong>, or <strong>Final Pay</strong> option. TRS will not submit to PPS any work/leave hours recorded in a timesheet that is processed via the EDLR option in TRS. If any work/leave hours need to be subsequently posted in PPS, a Late-Time (LX) transaction must be manually-entered in PPS. This option requires DTAs to enter in a comment.</td>
</tr>
</tbody>
</table>
How PPS Processes Monthly Timesheets

Because TRS reports Monthly timesheet data one month in arrears, by the time Monthly employees submit their timesheets in TRS for the prior Monthly pay period, they will have already received their regular earnings. Thus, leave hours reported in TRS by Monthly employees are generally processed as Late-Time (LX) transactions in PPS.

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

1. 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.

2. If, 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.

3. 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.

**NOTE**: TRS will not reduce an employee’s earnings. If a timesheet submitted via TRS will result in an RX transaction in PPS, the timesheet will automatically route to the DTA’s Manual Transactions section in TRS and the system will remove the timesheet’s Submit to PPS.

Submitting Biweekly Timesheets

After a timesheet is approved by a supervisor, it will appear on the Supervisor Approved screen of View Current Bi-Weekly section.

A DTA should review the information provided and perform one of the following actions:
### Check Boxes and Submit to PPS

This action indicates that an employee’s timesheet has been reviewed and is ready for payroll submission. Selecting a **Checkbox** icon and **Submit to PPS** will post recorded work/leave hours in the selected timesheet(s) to PPS.

### Return

This action reverts an employee's timesheet to **SUBMITTED TO SUPERVISOR** status. The Supervisor can then return the timesheet to the employee for adjustments. If the employee is not available, Supervisors can also make adjustments to a returned timesheet on the employee’s behalf.

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

### EDLR

This action updates an employee's timesheet directly to **COMPLETED** status. DTAs must select the **EDLR Yes**, **EDLR No**, or **Final Pay** option.

TRS **will not** submit to PPS any work/leave hours recorded in a timesheet that is processed via the EDLR option in TRS. If any work/leave hours need to be subsequently posted in PPS, a Late-Time (LX) transaction must be manually-entered in PPS.

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

---

**NOTE:** TRS will not reduce an employee’s earnings. If a timesheet submitted via TRS will result in an RX transaction in PPS, the timesheet will automatically route to the DTA's Manual Transactions section in TRS and the system will remove the timesheet’s **Submit to PPS** option.

### When You Want to Delete a Timesheet

In TRS, a timesheet cannot be deleted. Once an employee has created and saved a timesheet (**SAVED** status), it must be submitted/approved to **COMPLETED** status. Additionally, work/leave hours entered in timesheets erroneously may occasionally need to be cleared from timesheets so that incorrect information is not submitted to PPS.

**EXAMPLE:** Employee Peter Anteater mistakenly submits his hours for PPE 11/18/2017 on his PPE 11/04/2017 timesheet. Realizing that Peter made a mistake, Peter’s Primary Supervisor returns the timesheet.

Peter removes his hours, comments that he will resubmit his hours on the timesheet for the correct pay period, and then resubmits the problematic timesheet blank with zero hours entered.

The Primary Supervisor reviews Peter’s zero-hour timesheet, comments that the employee submitted the timesheet in error, and approves it. Once Peter’s DTA processes the zero-hour timesheet, the timesheet is updated to **COMPLETED** status in TRS.
Searching for and Releasing Completed Timesheets

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. TRS also allows DTAs to release previously completed employee timesheets for a limited time after submission.

DTAs can search for employee timesheets using the following search fields:

- **Employee ID** – 9-digit employee ID (EID# 091234567)
- **Employee Name** – First and/or last name in any order
- **Begin Range** – Beginning of Date Range in MM/DD/YYYY format
- **End Range** – End of Date Range in MM/DD/YYYY format
- **Department Code** – 6-digit PPS Department Code (Dept Cd 123456)
- **Tracking Status** (drop-down menu) – DTAs may select one
- **Timesheet Identifier** - Job Assignment (job nickname) if assigned
- **Pay Schedule** (drop-down menu) – Biweekly or Monthly
- **Primary Supervisor** – Primary Supervisor’s first & last name in any order

TRS 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).

**Releasing a Previously Completed Timesheet for Adjustment**

DTAs can release prior completed employee timesheets by following the steps below:
1. 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.

![Image of the Review/Submit Payroll tab with search fields and options]

2. 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.

![Image of search results with Release Prior Completed Timesheet for Adjustment icon highlighted]

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

![Image of Release Prior Completed Timesheet dialog box]

**NOTE**: 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.

### Viewing and Clearing Manual Transactions

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.
It is important that DTAs check this section prior to each pay cycle’s payroll processing deadline (i.e., the PPS Monthly or Biweekly “Compute”) to ensure that all employees for whom they are responsible in TRS are paid in a timely manner.

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

- PPS Update Errors
- BiWeekly Past Approved Timesheets
- Monthly Past Approved Timesheets
- Early BiWeekly Timesheets
- Early Monthly Timesheets
- Adjustments to Multiple Assignments
- Adjustments to Completed Timesheets
- Distribution Missing or Shift Differential Due

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.

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.

Clearing Timesheets from View Manual Transactions

To clear a timesheet/transaction from this section, a DTA must select one of the timesheet processing options displayed. The processing options available under each heading varies amongst the following three actions:
Return

Reverts the timesheet to *SUBMITTED TO SUPERVISOR* status

EDLR

Indicates that the timesheet’s hours will not be processed via TRS

Submit to PPS

Posts the timesheet’s hours to PPS via an LX transaction

**NOTE:** If a timesheet routes to the **View Manual Transactions** section because its submission will result in an RX transaction in PPS, the system will automatically remove the timesheet’s **Submit to PPS** option.

### Explanations of Manual Transactions

You may see the following types of transactions in the **View Manual Transactions** section of the **Review/Submit Payroll** tab.

#### PPS Update Errors

The **PPS Update Errors** heading displays transactions that failed to post to PPS after DTA submission of employee timesheets. Entries in this section may have failed due to an employee’s invalid PPS Appt/Dist or PPS Employment Status (i.e., I – Inactive, N – Leave Without Pay, S – Separated).

Because each transaction is processed individually in TRS, it is possible that timesheets with multiple PPS Distributions may have one or more Distributions fail while its other Distributions post to PPS successfully. Thus, only Distributions that failed to post to PPS are displayed under **PPS Update Errors**.

Additionally, DTAs can select the **View Workflow** icon in the **Action** column to view the PPS error message in the **Comments** field of the same row that **PPS_ERROR** appears in the **Status Code** field.
Early BiWeekly or Monthly Timesheets

The *Early BiWeekly or Monthly Timesheets* headings display employee timesheets that have been submitted in TRS *before* the TRS/PPS Deadlines that are posted online in ZotPortal.

![Early BiWeekly Timesheets 11/19/17 - 12/02/17](image)

Monthly Past Approved Timesheets

The *Monthly Past Approved Timesheets* heading displays employee timesheets that have been submitted in TRS *after* the TRS/PPS Deadlines that are posted online in ZotPortal.

![Monthly Past Approved Timesheets](image)

BiWeekly Past Approved Timesheets

The *BiWeekly Past Approved Timesheets* heading displays employee timesheets that have been submitted in TRS *after* the TRS/PPS Deadlines that are posted online in ZotPortal.

![BiWeekly Timesheets 11/19/17 - 12/02/17](image)

B1 Holiday Adjustments

The *B1 Holiday Adjustments* heading displays employee timesheets that have earned Holiday Pay during the first BiWeekly pay cycle (B1) after the submission of the employee’s timesheet for the second BiWeekly pay cycle (B2).

![B1 Holiday Adjustments](image)

Because TRS calculates B1 Holiday Pay based on a quadri-weekly payroll cycle, employees whose PPS Appts are not 100% do not accrue Holiday Pay for the B1 Holiday until the B2 timesheet has been submitted in TRS. The resulting earned holiday hours are applied against the B1 pay period, generating an adjustment transaction in TRS.
NOTE: If an employee has not completed B1 timesheet at the time the B2 timesheet is approved, the B1 holiday will not be calculated by TRS.

Adjustments to Multiple Assignments

The Adjustments to Multiple Assignments heading displays transactions generated due to the release, adjustment, and/or resubmission of previously completed timesheets for the employee’s additional Assignment(s).

Adjustments to Completed Timesheets

The Adjustment to Completed Timesheets heading displays transactions generated due to the release, adjustment, and/or resubmission of previously completed timesheets.

Distribution Missing or Shift Differential Due

The Distribution Missing or Shift Differential Due heading displays transactions generated due to a missing Distribution in an employee’s PPS Appt.

This error is generally caused by one of the two following issues:

1. The employee’s PPS Appt was deleted or its Appt End Date was updated to a prior date
2. TRS has calculated that employee has earned Shift Differential (SDF), but the employee does not have a corresponding SDF Distribution in their PPS Appt
TRС Guide Part 4

Generating and Viewing Reports in TRС

DTAs can use the Generate Reports tab to create, view, and export TRС reports.

The five following reports are available in TRС:

1. **DTA Payroll Report** – View timesheets submitted to PPS
2. **Employee Assignment Report** – Shows Supervisors assigned to employee Assignments
3. **Work Schedule Report** – Shows employees with alternate work schedules (i.e., 4/40, 9/80)
4. **Active Supervisor Report** – Shows all active Supervisors in TRС
5. **Audit Acknowledge Report** – Shows timesheets that have been modified, created, and/or submitted on behalf of an employee

**Exporting Reports**

Each report in the Generate Reports tab is contained in a separate section, and all five reports can be exported from TRС into Excel (.xls) format by selecting the **XLS Export** icon, or into Adobe (.pdf) format by selecting the **PDF Export** icon.

**Making Changes to Data in Reports**

DTAs are unable to edit any data that is auto-generated by reports in the Generate Reports tab. DTA can, however, update their employees’ assigned Supervisor(s) and/or Alternate Work Schedule(s) in the Manage Employee tab.
**DTA Payroll Report**

The **DTA Payroll Report** is used to view timesheets submitted to PPS by the DTA and includes the account(s) that were expensed for each payroll transaction.

![DTA Payroll Report Image]

DTAs must select one timesheet status in the Tracking Status drop-down menu in the search fields, however, search results can also be narrowed by selecting one or more DOS codes prior to generating the DTA Payroll Report.

**Searchable Fields**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>9-digit employee ID (EID# 091234567)</td>
</tr>
<tr>
<td>Employee Name</td>
<td>first and/or last name in any order</td>
</tr>
<tr>
<td>Period End Date</td>
<td>Pay Period End (PPE) date in MM/DD/YYYY format</td>
</tr>
<tr>
<td>Department Code</td>
<td>6-digit PPS Department Code (Dept Cd 123456)</td>
</tr>
<tr>
<td>Tracking Status</td>
<td>DTAs must select one</td>
</tr>
<tr>
<td>Pay Schedule</td>
<td>BiWeekly or Monthly</td>
</tr>
<tr>
<td>DOS Codes</td>
<td>select one or more DOS codes as appropriate</td>
</tr>
</tbody>
</table>

Click **Generate Report** once the desired fields are entered/selected.
Employee Assignment Report

The Employee Assignment Report is used to view the Supervisors assigned to individual employee Assignments in TRS.

DTAs may find this report useful to verify if all employees have been assigned Primary and Backup Supervisors in TRS. DTAs can also view all employee Assignments to which they have access in TRS by leaving searchable fields blank and selecting Generate Report.

Searchable Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>9-digit employee ID (EID# 091234567)</td>
</tr>
<tr>
<td>Employee Name</td>
<td>first and/or last name in any order</td>
</tr>
<tr>
<td>Primary Supervisor Name</td>
<td>first and/or last name in any order</td>
</tr>
<tr>
<td>Backup Supervisor Name</td>
<td>first and/or last name in any order</td>
</tr>
<tr>
<td>Department Code</td>
<td>6-digit PPS Department Code (Dept Cd 123456)</td>
</tr>
<tr>
<td>Timesheet Identifier</td>
<td>Job Assignment Name</td>
</tr>
</tbody>
</table>

Click Generate Report once the desired fields are entered/selected.
Work Schedule Report

The Work Schedule Report is used to search for employees with alternate work schedules (4/40, 9/80) set up in TRS.

Searchable Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>9-digit employee ID (EID# 091234567)</td>
</tr>
<tr>
<td>Employee Name</td>
<td>First and/or last name in any order</td>
</tr>
<tr>
<td>Department Code</td>
<td>6-digit PPS Department Code (Dept Cd 123456)</td>
</tr>
<tr>
<td>Active Schedules Only</td>
<td>Restricts search results to only active work schedules</td>
</tr>
</tbody>
</table>

Click Generate Report once the desired fields are entered/selected.

NOTE: DTAs can also view all employee Assignments to which they have access in TRS by leaving searchable fields blank and selecting Search.

Active Supervisor Report

The Active Supervisor Report displays the name, UCInetID, and Email of all active Primary Supervisors in TRS. This report has no searchable fields and does not restrict results based on SAMS DTA access.

DTAs simply select Generate Active Supervisor Report to generate the Active Supervisor Report.
Audit Ackl (Audit Acknowledge) Report

The **Audit Acknowledge Report** is used to search for timesheets which have been modified, created, and/or submitted on behalf of an employee.

### Searchable Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee ID</strong></td>
<td>9-digit employee ID (EID# 091234567)</td>
</tr>
<tr>
<td><strong>Employee Name</strong></td>
<td>First and/or last name in any order</td>
</tr>
<tr>
<td><strong>Department Code</strong></td>
<td>6-digit PPS Department Code (Dept Cd 123456)</td>
</tr>
<tr>
<td><strong>Active Assignments Only</strong></td>
<td>Restricts search results to <em>only</em> active Assignments</td>
</tr>
<tr>
<td><strong>Begin Range</strong></td>
<td>Pay Period Begin Date</td>
</tr>
<tr>
<td><strong>End Range</strong></td>
<td>Pay Period End Date</td>
</tr>
<tr>
<td><strong>Employee Acknowledgement</strong></td>
<td>- Not Acknowledged by Employee</td>
</tr>
<tr>
<td></td>
<td>- Acknowledged by Employee</td>
</tr>
<tr>
<td><strong>Audit Type</strong></td>
<td>- <strong>Supervisor Save</strong> (Supervisor changed hours on an employee’s timesheet)</td>
</tr>
<tr>
<td></td>
<td>- <strong>Supervisor Submit</strong> (Supervisor submitted timesheet on behalf of the employee)</td>
</tr>
<tr>
<td></td>
<td>- <strong>Supervisor Save Past Completed Timesheet</strong> (Supervisor changed hours on an employee’s previously released timesheet)</td>
</tr>
<tr>
<td></td>
<td>- <strong>Employee Save Past Completed Timesheet</strong> (Employee changed hours on a previously released timesheet)</td>
</tr>
</tbody>
</table>

Click **Generate Report** once the desired fields are entered/selected.
TRS Reference Material

TRS Timesheet Status Codes

Timesheet Status Codes identify where a timesheet is in routing and whether it has been successfully approved and submitted to PPS. DTAs can view their employees’ Timesheet Status Codes in the Review/Submit Payroll tab in TRS.

Review/Submit Payroll tab > View Current Monthly or BiWeekly section > Open Timesheets tab

Review/Submit Payroll tab > Search Timesheets section

Timesheet Status Code Descriptions

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td>TRS has generated a timesheet, but no action has been performed on the timesheet (i.e., the employee has not yet entered work/leave hours)</td>
</tr>
<tr>
<td>SAVED</td>
<td>Status is updated to SAVED when employee saves the timesheet</td>
</tr>
</tbody>
</table>
| **SUBMITTED TO SUPERVISOR** | Employee has submitted their timesheet to their Supervisor  
*Additional statuses that can may be applicable to some timesheets at this point:*  
- **RECALLED BY EMPLOYEE** – The employee has recalled a timesheet previously submitted to a Supervisor (to allow the employee to make edits to the timesheet)  
- **RETURNED BY SUPERVISOR** – Supervisor has returned the timesheet to the employee to make corrections |
| **SUBMITTED TO DTA** | Supervisor has approved the timesheet and it is awaiting approval by the Department Time Administrator (DTA)  
*Additional statuses that can only be seen by DTAs at this point:*  
- **SUBMITTED TO PPS** – DTA has reviewed the timesheets and has submitted the information to the Payroll & Personnel System (PPS)  
- **SUBMITTED TO PPS (EDAT)** – DTA has processed the timesheet via Manual Transactions  
- **PPS ERROR** – One or more of the entries submitted to the Time Reporting System web service has failed with an error response |
| **COMPLETED** | A timesheet has been successfully processed. This indicates that the employee's timesheet information has been successfully entered in PPS. |

**TRS Auto-Generated Notification Emails**

Approaching deadlines will trigger TRS to auto-generate email notifications to employees, Supervisors, and/or DTAs. TRS also generates email notifications when certain transactions occur in the system (new employees loaded into TRS; employee timesheet approval after Supervisor deadline, etc.).
TRS Action Icons

There are several icons in TRS that Employees, Supervisors, and DTAs must select icons to navigate and/or perform various actions in TRS.

### TRS Timesheet Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
<th>Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>🖼️</td>
<td>Page</td>
<td>View Timesheet</td>
<td>Opens a timesheet in a new tab/window</td>
</tr>
<tr>
<td>📋</td>
<td>Clipboard</td>
<td>View Workflow</td>
<td>Opens the Timesheet Workflow pop-up window</td>
</tr>
<tr>
<td>📐</td>
<td>Calculator</td>
<td>Weekly Hours Estimator</td>
<td>Opens the Weekly Hours Estimator pop-up window</td>
</tr>
<tr>
<td>🏰</td>
<td>Yellow Padlock</td>
<td>Release Prior Completed Timesheet for Adjustment</td>
<td>Releases <strong>COMPLETED</strong> status timesheet back to <strong>SUBMITTED TO SUPERVISOR</strong></td>
</tr>
<tr>
<td>🔴</td>
<td>Red Circle</td>
<td>Return</td>
<td>Returns timesheet from <strong>SUBMITTED TO DTA</strong> status to <strong>SUBMITTED TO SUPERVISOR</strong></td>
</tr>
<tr>
<td>📱</td>
<td>Computer</td>
<td>EDLR</td>
<td>Opens the Process Timesheet dialog box to select EDLR timesheet processing options</td>
</tr>
<tr>
<td>📜 &amp; 🎨</td>
<td>Paper &amp; Pencil</td>
<td>Submit to PPS</td>
<td>Submits timesheet to PPS via a Late-Time (LX) transaction</td>
</tr>
<tr>
<td>🔴</td>
<td>Red Circle</td>
<td>Release</td>
<td>Approves timesheet from <strong>SUBMITTED TO SUPERVISOR</strong> status to <strong>SUBMITTED TO DTA</strong></td>
</tr>
<tr>
<td>🔴</td>
<td>Red Circle</td>
<td>Return</td>
<td>Returns timesheet from <strong>SUBMITTED TO SUPERVISOR</strong> status to <strong>RETURNED BY SUPERVISOR</strong></td>
</tr>
<tr>
<td>🗑️</td>
<td>Garbage Can</td>
<td>Delete</td>
<td>Deletes item (i.e. hours on timesheet)</td>
</tr>
<tr>
<td>🔵</td>
<td>Round Arrow</td>
<td>Recall</td>
<td>Recalls timesheet from <strong>SUBMITTED TO SUPERVISOR</strong> status to <strong>RECALLED BY EMPLOYEE</strong></td>
</tr>
<tr>
<td>🔵</td>
<td>Green Circle</td>
<td>Acknowledge</td>
<td>Acknowledges Supervisor timesheet modifications</td>
</tr>
<tr>
<td>📑</td>
<td>Excel Page</td>
<td>XLS Export</td>
<td>Exports TRS report into a Microsoft Excel XLS (eXceL Spreadsheet) file</td>
</tr>
<tr>
<td>📑</td>
<td>PDF Page</td>
<td>PDF Export</td>
<td>Exports TRS report into an Adobe Acrobat PDF (Portable Document Format) file</td>
</tr>
</tbody>
</table>