Time Reporting System (TRS)

Employee 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). 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 employees (biweekly, monthly, and post docs). General instructions on navigating TRS and utilizing its many features are included. Separate TRS UCPath Guides are available for Supervisors and DTAs.

Biweekly Paid Employee

Biweekly employees are:

1. Non-exempt: eligible to claim overtime
2. Paid every two weeks: every other Wednesday
3. Report all work hours and leave time (Sick, Vacation, etc)
4. Enter time to nearest quarter of an hour (5.25, 3.50, etc.)
5. Required to report all work hours in accordance with Federal Fair Labor Standards Act (FLSA)

Worktime must be entered on the timesheet in order to get paid on time. A delay in entering and submitting work time may result in a delay of pay.

Monthly Paid Employee

Monthly employees are:

1. Exempt: not eligible to claim overtime
2. Paid once a month
3. Report time for a full Calendar Month (Jan 1-31st, August 1-31st, etc) in arrears
4. Report Leave time only
5. Work time is not entered by Monthly Employees

Post Doc Employee

Postdoctoral Scholars – Employees:

1. May be either a Biweekly or Monthly employee depending on the program
2. Remain FLSA exempt with a normal full-time work week of at least 40 hours
**Timesheet Deadlines**

**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.

**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.
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 Zot!Portal using your UCInetID and password.

The Zot!Portal will be displayed.

2. On the Applications menu, select My Applications.

3. Under My Applications menu, select the Time Reporting System (TRS).
The TRS main page will be displayed with access options.

4. Select the Employee option.

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

**NOTE:** All TRS Users must have an active employee UCI netID and password to access TRS.
MANAGE MY TIME

When an employee signs into TRS the “Manage My Time” tab will be displayed. Under this tab, the following sub-tabs are displayed:

1. Enter Current Timesheet
2. Review Past Timesheet
3. View Work Schedule

Within each sub-tab are various sections that allow the employee to view, edit, and create current and past timesheets and work schedules.

The rest of this document will discuss these sub-tabs and actions available within each.
**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 icon" /></td>
<td>Edit/Open</td>
<td>Indicates editable sections of a timesheet.</td>
</tr>
<tr>
<td><img src="image" alt="Leave Balances icon" /></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 icon" /></td>
<td>View Timesheet</td>
<td>Use to view the status of a timesheet.</td>
</tr>
<tr>
<td><img src="image" alt="View Workflow icon" /></td>
<td>View Workflow</td>
<td>Use to view the status of a timesheet.</td>
</tr>
<tr>
<td><img src="image" alt="Refresh icon" /></td>
<td>Refresh</td>
<td>Use to refresh a screen.</td>
</tr>
<tr>
<td><img src="image" alt="Search icon" /></td>
<td>Search</td>
<td>Use to search for a value within a document.</td>
</tr>
<tr>
<td><img src="image" alt="Delete icon" /></td>
<td>Delete</td>
<td>Use to delete an entry.</td>
</tr>
<tr>
<td><img src="image" alt="Recall Timesheet icon" /></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 icon" /></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 icon" /></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 icon" /></td>
<td>Acknowledge</td>
<td>For employee to acknowledge a change after supervisor adjusts timesheet.</td>
</tr>
<tr>
<td><img src="image" alt="Reminder icon" /></td>
<td>Reminder</td>
<td>Displayed as a reminder to submit a timesheet.</td>
</tr>
<tr>
<td><img src="image" alt="Electronic Signature Disclaimer icon" /></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 icon" /></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 icon" /></td>
<td>Timesheet Work Schedule</td>
<td>Indicates that employee is on an alternative work schedule.</td>
</tr>
</tbody>
</table>
Enter Current Timesheet - Subtab

The default screen displayed under “Manage My Time” is Enter Current Timesheet. Here timesheets can be reviewed, work hours entered, and edits made.

The following sections are displayed for this subtab:

1. **Timesheet Modifications** - displays timesheets that the supervisor/time approver may have modified (edited) for the employee. This section only appears if the employee has a timesheet that has been modified. Use this section to review and acknowledge supervisor timesheet modifications, before submitting.

2. **Past Unsubmitted Timesheets** - If an employee has not submitted a timesheet by the deadline or if the timesheet submitted was returned by the supervisor/DTA, the timesheet will be displayed in this section. **Please note that the system will generate alerts to remind the employee of any overdue timesheets.** This section only appears if the employee has past unsubmitted timesheets.

3. **Open Timesheets** – Use this section to view/edit timesheets for the current pay period, and submit timesheets for approval.

4. **Create Past/Future Timesheet** - allows timesheets to be created for a past or future pay period. A past period timesheet can be created, if an employee did not submit the timesheet by the deadline. A future timesheet can be created by an employee who will be taking a leave, separating.
   - An employee can submit a time sheet from two prior pay periods, and 1 future pay period.
   - Refer to the TRS Payday Calendar, for pay period dates.

5. **Leave Balances** - displays leave balances. Please note that the balances may not reflect late time adjustments, usage or accumulation since the last pay period.

6. **Current Overtime Compensation Method** - displays compensation method used for overtime: payment or compensatory time off.

See the “Enter Current Timesheet” screen on the next page
**Enter Current Timesheet – sections**

1. **Timesheet Modifications**
   - Alert: The following modifications had been made on behalf of you by your supervisor. Please review and acknowledge the changes.
   - | Modified By | Modified Date         | Details                                                                 |
     |            |                       |                                                                         |
     |            | 06/12/20 11:14:03 PM  | 8:00 PM - am of Work Hrs hours on 05/26 updated to what is currently  |
     |            |                       | displayed on your timesheet.                                            |
     |            | 05/29/20 2:42:52 PM   | 8:30pm - am of Work Hrs hours on 05/26 updated to what is currently  |
     |            |                       | displayed on your timesheet.                                            |
     |            | 05/27/20 6:46:28 PM   | 8.0 hours of Sick on 05/21 added.                                       |

2. **Past Unsubmitted Timesheets**
   - Alert: The following timesheets are overdue.
   - | Action | Pay Period       | Assignment Name | Timesheet Status |
     |        | 08/23/2020–09/05/2020 | OPHTHALMOLOGY / BLANK AST 3 | SAVED |

3. **Open Timesheets**
   - View current pay period timesheets or timesheets requiring your attention in this section. You can use the Create Timesheet feature below to create a past pay period timesheet.
   - | Action | Pay Period       | Assignment Name | Timesheet Status |
     |        | 09/06/2020–09/19/2020 | OPHTHALMOLOGY / BLANK AST 3 | NONE |

4. **Create Past/Future Timesheet**
   - Select a pay period or enter a date to create timesheet.
   - Select Pay Period: select from drop down
   - OR
   - Enter a Date (mm/dd/yyyy): [ ]
   - Create:

5. **Leave Balances**
   - Current balances from the payroll system do not necessarily reflect late time adjustments or accumulation since last pay period end date.
   - Vacation 84.96 Vac. Max 240.00
   - Sick 84.34 Comp 2.00
   - Your Current Overtime Compensation Method is: Compensatory Time Off

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**TRS Support Desk** | **UCI A&FS – Payroll Division** | [eec@uci.edu](mailto:eec@uci.edu) | timesheet.uci.edu
Review Past Timesheet - Subtab

Review Past Timesheet subtab is used to view and track the status of past timesheets. Once hours have been entered and submitted TRS automatically tracks the status of the timesheet.

The following actions are available and information displayed for past timesheets:

1. **Action -> Timesheet icon** - click this icon to open and view a timesheet.
2. **Action -> Workflow icon** - click this icon to see the workflow of a past timesheet.
3. **Pay Period** - displays the pay period start and end dates.
4. **Assignment Name** - displays the department / role employee is assigned to.
5. **Timesheet Status** - displays the current status of the timesheet.
   See [Tracking a Timesheet](#) for timesheet status codes.

Past Timesheet for **Biweekly employee**

![Image of Biweekly Past Timesheet]

Past Timesheet window for a **Monthly employee** is the same as Biweekly, except for the **pay period**.

![Image of Monthly Past Timesheet]
View Work Schedule - Subtab

The View Work Schedule subtab is used to view the current work schedule. TRS work schedules identify the days of the week and times of the day an employee is scheduled to work. A traditional full time work schedule generally includes five 8 hour days worked Monday through Friday. However many employees hold part time and/or alternative schedules such as working a 4/10 schedule (10 hours a day, 4 days a week), or a 9/80 schedule (44 hours worked in the 1st week of the pay period, and 36 hours worked in the second week). All of these types of schedules can be managed in the TRS Work Schedule tab.

NOTE: TRS work schedules are required for certain represented employee populations, and also before 10/80 and 9/80 work schedule assignments.
Employee Work Schedule sample

![Employee Work Schedule sample](image-url)
ENTERING WORK HOURS

Timesheet Calendar

A timesheet calendar will appear where an employee can add work and leave hours. The timesheet calendar is displayed using the View Timesheet icon.

Timesheet Calendar for Biweekly employee.

Note: The deadline for timesheet submission is highlighted in yellow at the top of the Timesheet Calendar. You must submit the timesheet on time to ensure pay processed correctly and on time.

Note: Not all data elements and controls listed below are displayed on the timesheet examples.

1. Reminder notification – Reminder of when the timesheet should be submitted to the supervisor.
2. Your Personal Information – Name and 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
(4) **Timesheet Calendar** – The timesheet will display a work calendar for the two week pay period. Weekends and university holidays are shaded a different color.

(5) **Timesheet Totals By Week** – total hours for the timesheet separated by hour type, and week. On Call hours are listed separately, excluded from "Total Hours"

(6) **Timesheet Totals** – total hours for the pay period, broken down by type.

(7) **Electronic Signatures** – Employee/Submitter/Supervisor name date and time.

(8) **Timesheet In/Out Details** – work date, start and end time.

(9) **Timesheet Work Schedule** – If setup, unique work schedules are displayed. Work schedules are required for employees who work a 9/80 or 4/40 Alternative Work Schedule and also for certain bargaining unit members (current state EX, SX). [Applies to Biweekly]

(10) **Final Hours Submitted** – total regular and leave hours

(11) **Timesheet Modifications** – information regarding timesheet modifications and submissions.

(12) **Timesheet Comments (optional)** – Comments entered here by an employee can be viewed by the supervisor and Department Time Administrator (DTA) or payroll processor.

(13) **Error/Warning** – This area displays any errors and warning messages that may occur when saving or submitting the timesheet.

(14) **Save/Submit buttons** – Users can save a timesheet to be submitted at a later date, or just submit to the supervisor when it is ready.

### Timesheet Calendar for Monthly Employee

![Timesheet Calendar](timesheet_calendar.png)

- **Timesheet In/Out Details**
  - 09/01: 9:00am - 5:00pm (Work Hrs)
  - 09/02: 9:00am - 5:00pm (Work Hrs)

- **Timesheet Totals**
  - Work Hrs: 42.00

- **Timesheet Comments**
  - Created by Unit Testing
  - Submitted by: On approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

**Pay Period**: 09/01/19 - 09/30/19

**OIT Central Services Operations / Exec Asst 3/90**

**Position Number**: 000002290

**Status**: SUBMITTED TO DTA

**Error/Warning**: No errors or warnings present.

**Save/Submit**: Button available for submission.
Editing & Submitting Timesheets

Use the Timesheet Calendar to add work and leave hours. Remember the Monthly Employee uses TRS to report leave time only, and does not enter work time. Biweekly employees report work and leave time.

How to enter hours:

1. Under Manage My Time -> Open Timesheets, click the View Timesheet icon under the Action column, next to the timesheet to be edited.

2. Biweekly employees complete (a). Monthly employees complete steps (b) and (c) or (d).
   a. For Biweekly employees, the timesheet calendar will be displayed. Select the relevant day. Go to step 3.
   b. For Monthly employees – Indicate if there are any leave hours to report by selecting ‘Yes’ or ‘No’ on the screen.
   c. If ‘Yes’ is selected, the timesheet calendar will be displayed to select the relevant day to report leave time for.
      (1) To enter leave hours on a chosen day, click the ‘Add’ button and select the appropriate leave type from the drop-down menu.
      (2) After entering the leave hours, the employee is able to ‘Save’ the timesheet for later submission, or click the ‘Submit to Supervisor’ button.
   d. If ‘No’ is selected, a screen will appear to confirm no exception hours need to be reported, and allow the employee to save or submit the timesheet to the supervisor.

Note: Leave hours for monthly employees must be reported in full day hour increments, based on employee’s normal full day work schedule. For example, enter ‘8’ if you normally work 8 hours a day.
3. For Biweekly employees Click ‘Add’ and choose the ‘Work Hrs’ from the drop-down menu. The ‘Add’ option can also be used to report ‘On-call’ and ‘On Call Call Back’ hours, ‘Repeated Hrs’ and to record different types of non-productive/leave time hours to the timesheet.

4. After reporting hours, ‘Save’ the timesheet for later submission, or click the ‘Submit to Supervisor’ button.

Timesheet popup window (Time In/Out Hours)

(1) **Time In** – The start time of a working shift.
(2) **AM/PM** – Click the am/pm to switch between the two options.
(3) **Lunch Out** – The start time of a lunch break. Leave it blank if you didn’t take a lunch break.
(4) **Lunch In** – The time the lunch break ended. Leave it blank if you did not take a break.
(5) **Time Out** – Time the work shift ended.
(6) **Delete Icon** – Use to delete any information that is not correct.
(7) **Add to Time Sheet** – After entering your hours, click this button to add your hours to the calendar.
(8) **New Shift** – Adds a new row for you to record your hours.
Adding Repeated Hours to a Timesheet

If a biweekly employee works the same shift every day and would like to report the same hours across a selected date range, then the Repeated Hours is a copy function that allows an employee to record repeated time for a selected date range. It can be used to report work hours and leave time. For example, when an employee wishes to report two consecutive weeks (80 hours) of vacation used in the pay period.

Monthly employees can use the Repeated Hours function to report the same type of leave across multiple days.

How to add repeated hours to your BIWEEKLY timesheet:

1. Under Manage My Time -> Enter Current Timesheet, click the View Timesheet icon under the Action column

   ![View Timesheet Icon]

2. The Timesheet Calendar will be displayed.
3. Click ‘Add’ on the relevant day
4. Select Repeated Hours. The Repeat Hours popup window is displayed.

   ![Repeat Hours Popup]

5. Select the relevant work hours or leave type
6. Select the start day of work (From Date) and last day of work (To Date) for the pay period
7. Click the ‘Add’ button to add dates to the timesheet
8. Complete the fields with the appropriate works hours and lunch break
9. Click the ‘Add to Time Sheet’ button
How to add repeated hours to your MONTHLY timesheet:

1. Under Manage My Time -> Open Timesheets, click the View Timesheet icon under the Action column.

2. The Timesheet Calendar will be displayed. Select the relevant day in the Timesheet Calendar.
3. Click ‘Add’.
4. Select Repeated Hours. The Repeat Hours popup window is displayed.

5. Click ‘Add’ and select the relevant type of leave, and dates.
6. Click the ‘Add to Time Sheet’ button. The repeated leave will be added to the Timesheet Calendar.

Note:

Formatting Time

To avoid error messages please note the following format requirements for entering hours:

- The hours must be entered in hh:mm
- The hours cannot be negative
Adding Additional Shifts

Additional shifts may be added to a timesheet if multiple shifts are worked on the same day for the same department and job assignment.

How additional shifts may be added to a timesheet:

1. In the timesheet calendar, click ‘Add’ on the relevant day
2. Select ‘Work Hrs’ from the drop down
3. In the ‘Time In/Out Hours’ popup window, enter the arrival and departure times
4. Add a new shift by clicking on the ‘New Shift’ button
5. Enter the second arrival and departure times
6. After entering all the hours, click the ‘Add to Time Sheet’ button

7. Observe that the hours have been added to the calendar
Reporting On-Call Hours

To report On Call, and On Call/Call Back hours (On Call CB) follow the steps below.

How to:

1. Click ‘Add’ in timesheet Calendar View
2. Select On-Call or On Call CB (call back if you were called back to work during your On Call hours)
3. Enter the On Call, On Call/Call Back hours worked
4. Click Add to timesheet

Once all hours have been saved the shifts will be displayed in timesheet Calendar View.

Format Requirements

To avoid error messages please note the following format requirements for entering hours:

- The hours must be entered in hh:mm
- The hours cannot be negative
- Enter Time In hours before entering Time Out hours
- Time In of Shift 2 must be later than the Time Out of the previous shift
- Time Out hours must be entered for each Time In hours entered
- Time In/Out must be in chronological order. Can cross mid-night
- The combination of hours reported must be under 24 hours, i.e., Leave hour + Work hour + Call back cannot exceed 24 hours
- You cannot enter lunch hours on a job if you do not clock into the job, for example, lunch start time cannot be at 7 am if your shift starts at 8 am
- Lunch Out must be entered before Lunch In and it must be on the same day
- No more than 8 hours of lunch break can be reported on one day
- Lunch In/Out hours cannot be reported after an employee has clocked out from a shift
Note: 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.

Reporting Leave Time

In TRS, leave time is reported in the timesheet calendar.

Types of Leave:
The drop-down options may vary according to the employee policy.
- 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 leave time.
- 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
- Comp Time (Used) - use this entry to record comp time taken
- Jury - use this entry to record time off for jury duty
- Military - use this entry to record military time off for duty
- LWOP - use this entry to record Leave Without Pay time off
- Admin - to be determined by the Service Channel (paid time)
- ERIT - use to report time-related to Employee Reduction in Time Program
- FMLA Vac - use to report FMLA vacation time (with pay)
- FMLA Sck (Sick) - use to report FMLA sick leave (with pay)
- FMLA NP (no pay) - use to report FMLA time without pay
- FMLA Cmp (comp) - Comp Time (used) for FMLA leave (used hours from employees comp blank in UCPa
- Call Back - use to report call back hours after your scheduled work shift
- Cat (Catastrophic Leave)
- FMLA Cat (Catastrophic Leave)
- Paid Leave (COVID19)
- Emerg EE (Emerg Sick Leave Emp) - Emergency Paid Sick Leave
- Emerg FM (Emerg Sick Family) - Emergency Paid Sick Leave - Family
- Exp FML (Expanded FML) - Expanded Family Medical Leave
- Cont. Pay (Continuation of Pay)
- MC PTO (Medical Center PTO)
- FMLA PTO (FMLA Med Center PTO)
How to report leave time:

1. Go to the relevant day, click the ‘Add’ and choose the appropriate leave type from a drop-down menu.
2. The selected leave type will be displayed on the relevant date. Enter the leave hours in the pop-up box.

Note: To avoid error messages please note the following format requirements when entering hours:
- Hours cannot be negative.
- Hours must be in quarter hour increments (i.e. 8.0, 7.75, 6.5 etc.)
Administrative Leave Time

Sometimes an employee may take departmental approved administrative leave time away from the job to attend a seminar, conference, or class.

Approved leave should be reported as Admin and indicated in the comments section, in the ‘Timesheet Calendar View’.

How to enter Administrative Leave Time:

1. In the Timesheet Calendar View, go to the relevant day and click ‘Add’
2. Select ‘Admin’ from the dropdown menu
3. In the ‘Timesheet Comments’ box indicate the type, date and time of the non-productive leave taken.
Submitting the Timesheet to Supervisor

Click ‘Submit to Supervisor’ when all hours have been entered and the timesheet is ready for submission to the supervisor for review and approval. Use the comments section to enter any additional information in relation to your timesheet that the supervisor should see.

Updating the Timesheet

Updates and edits can be made to a saved timesheet until it’s submitted.

How to update a Timesheet:

1. Navigate to the ‘Enter Current Timesheet’ tab
2. Locate the appropriate timesheet under the ‘Open Timesheets’ section
3. Click ‘View timesheet’ icon under the ‘Action column’, to make changes to the saved timesheet
ALTERNATE WORK SCHEDULES

Time Reporting System (TRS) can currently accommodate alternate work schedules such as:

- Recurring Work Schedule
- 9/80 Work Schedule
- 4/80 Work Schedule
- On Call Restricted
- On Call Unrestricted
- On Call Skilled Craft
- Temporary Assignment

Any of these alternate work schedules will be set up for you ahead of time. If you work an alternate schedule, and it’s not noted on your timesheet, contact your Department Time Administrator (DTA) for assistance.

9/80 Alternate Work Schedule

If an employee has been approved to work a 9/80 Alternate Work Schedule (aka flexible work schedule or AWS) the timesheet calendar view will display additional information below the timesheet. The 9/80 schedule is set up in TRS by the DTA.

Employees designated to work a 9/80 AWS, usually work 44 hours in Week 1 and 36 hours with one day off in Week 2.

To help identify which work week an employee is working in for the 9/80 schedule, the date fields are color coded:

Week 1 – Green
Week 2 – Blue
4/40 Alternate Work Schedule

If an employee is approved to work a 4/40 Alternate Work Schedule (aka flexible work schedule or AWS) the timesheet calendar view will display additional information below the timesheet. The 4/40 schedule is set up in TRS by the supervisor or DTA.

Employees designated to work a 4/40 AWS, normally work 10 hours per day, 4 days a week.

If the employee’s title belongs to the Patient Care Technical Unit (EX) or the Service Unit (SX) they are subject to daily overtime rules. For those employees who are subject to daily overtime and normally work a fixed weekly work schedule, their timesheet calendar view will display additional information below the timesheet. The fixed schedule is set up in TRS by your supervisor or DTA.

Regular & Temporary Work Schedules

The calendar image below shows an example of a Regular Work Schedule (first row) and a Temporary Assignment (second row).
ADDITIONAL TIMESHEET ACTIONS

After Submissions

After a timesheet has been submitted:

- You can recall your timesheet if the supervisor has not taken action on it
- Your supervisor can return timesheet for correction. The employee will receive a system email with the supervisor comments
- The supervisor can make edits in case of an emergency. The employee will be notified by email.

If there is an error on timesheet after it was approved, contact your supervisor.

Recalling a Timesheet

At times, an employee may wish to make an update or an adjustment to the timesheet that has already been submitted to the supervisor. This can be achieved by requesting TRS to return the timesheet back to the employee in order to make adjustments.

There are 2 methods for recalling a timesheet.

How to Recall a Timesheet:

1. From the Review Past Timesheet tab, select the relevant timesheet
2. The Timesheet Calendar will be displayed. Click the Recall Timesheet button.

OR

1. From the Enter Current Timesheet tab, select the relevant timesheet
2. Click the Recall Timesheet button

Note: The recall function can only be used if the timesheet has the status of “Submitted to Supervisor”. If the timesheet has been already edited or approved by the supervisor and submitted to the DTA for processing (status of “Submitted to DTA”), the employee must contact the supervisor or the DTA to have the timesheet returned to them.

Tracking a Timesheet
Once submitted, the timesheet processing status can be tracked in the system. An employee can see the dates when the timesheet was submitted, approved by the supervisor and processed by the DTA.

To track the status of a timesheet follow the steps below. Please review the Timesheet Status Codes table below for definitions of different timesheet statuses.

Here are some of the most common **Timesheet Status Codes**:

- **None** - timesheet has not been opened, saved or submitted
- **Saved** - hours have been entered and timesheet saved
- **Submitted to Supervisor** - timesheet has been submitted to the supervisor for approval
- **Recalled by Employee** - returns a submitted timesheet to the employee
- **Returned by Supervisor** - supervisor has returned the timesheet back to the employee for edits
- **Submitted to DTA** - supervisor has approved the timesheet and submitted to DTA
- **Submitted to UCPath** - the DTA has reviewed the timesheet and submitted it to UCPath for processing
- **Batch_locked** - timesheet is locked while the system is processing it
- **Completed** - TRS processed the timesheet successfully without errors
- **Completed Pending Sup Ackl** - TRS processed the timesheet successfully but the supervisor failed to approve the timesheet and its pending the supervisor acknowledgment
- **Completed Pending DTA Ackl** - TRS processed the timesheet successfully but the DTA failed to submit the timesheet and its pending the DTA acknowledgment

**How to track the status of a Timesheet:**

1. Navigate to **Manage My Time > Review Past Timesheet Tab**.

2. Click on the 'View Workflow' icon, next to the timesheet that you would like to track. The Timesheet Workflow will be displayed.
(1) **Status Code** – Workflow status of the timesheet.
(2) **Completed By** – Individual that performed the action on the timesheet.
(3) **Completion Date** – The date and time the action was performed.
(4) **Comments** – All comments (if any) will be listed for review.
(5) **Total turnaround time** – The total time it took to process the timesheet from time it was submitted to the supervisor to when it was COMPLETED. This field will only be displayed if the timesheet has reached the COMPLETED status. (*See screen shot below showing completed workflow*)

![Screen shot showing completed workflow](image-url)
RESOURCES

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.

Troubleshooting

Contact your supervisor if you are unable to save or submit a timesheet due to errors that indicate that you don’t have a supervisor or work schedule set up in TRS.

Your supervisor will contact your Department Time Administrator (DTA) who will make sure that you are correctly set up in TRS.

TRS FAQ


TRS Help


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