

Time Reporting System (TRS) for Employees

Rev. 04/10/10

Welcome to the UC Time Reporting System (TRS). This presentation is for employees who will be using TRS. It offers instructions on how to record time in TRS.

Benefits of TRS

TRS is a web-based time reporting system. It eliminates paper timesheets and automatically computes overtime, shift differential, and holiday pay.

You can use TRS to:

- Enter time
- Save time
- Edit current and past timesheets
- Submit timesheets to your supervisor.

TRS is an online web-based time reporting system approved by the Office of the President.

Some benefits of TRS:

- Eliminates paper timesheets – it can never be lost or destroyed
- Easier for you to record work time
- Easier for you to record non-productive leave time (vacation, sick, jury duty, etc.)
- Easier for your supervisor to review and approve your timesheet
- Automatically computes additional work time based upon UC time and attendance rules, such as overtime, shift differential and holiday pay.
- Can use any internet accessible device to logon (computer, smartphone, tablet, etc.)
- Since TRS is a web-based timesheet, you can access TRS anywhere, 24 hours a day, 7 days a week.

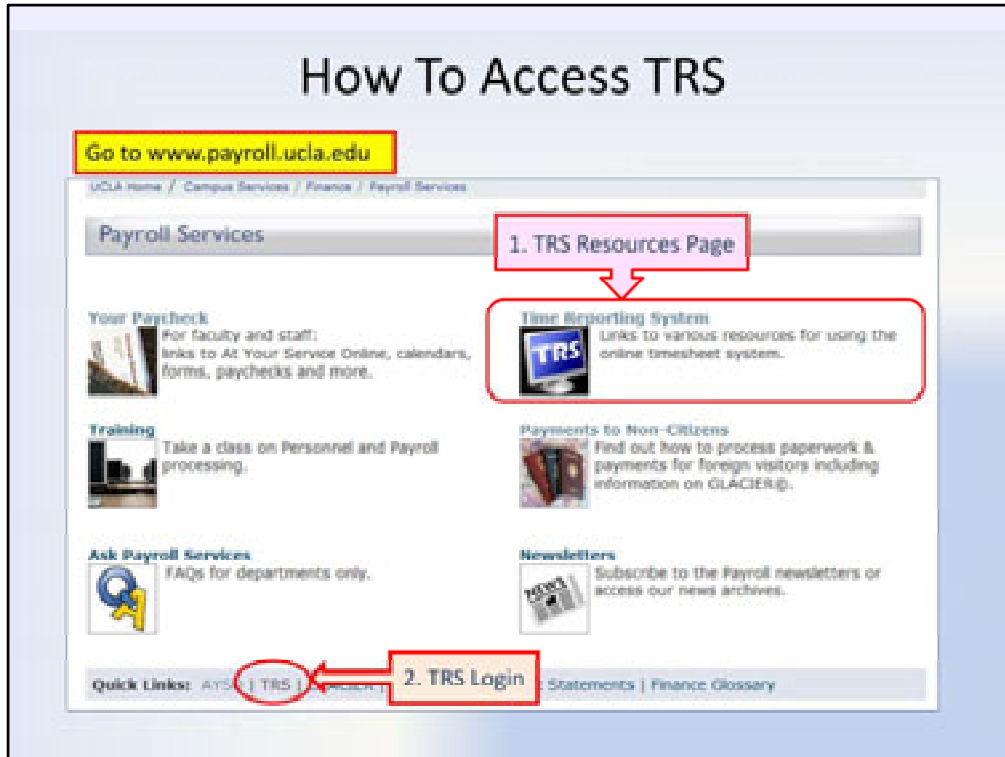
Note: If you have any questions regarding TRS, please contact your direct supervisor for assistance.

TRS User Roles

- Employees
 - Save
 - Edit
 - Submit to supervisor
- Supervisor/Time Approver (Primary and Backup)
 - Review
 - Submit to DTA
 - Return or Edit
- Departmental Time Administrator (DTA)
 - Assigns Primary and Backup Supervisors/Time Approvers
 - Return timesheet to supervisor/time approver
 - Submits time data to IDTC roster via TRS

There are 3 main identified user roles in the Time Reporting System (TRS)

1. Employee – must complete a timesheet for all time worked. The employee has the option to save, edit or submit a timesheet
2. Supervisor/Time Approver (Primary and Backup) – charged to review, submit, return, or edit timesheets.
3. Departmental Time Administrator (DTA) – responsibilities include: assigning primary and backup supervisors or time approvers for all job assignments. Submit time to the IDTC roster via TRS. Lastly they have the responsibility of returning a timesheet (as applicable) back to a supervisor/time approver for correction or changes



There are 3 ways to access the Time Reporting System (TRS) link and information.

Go to the Payroll Services main page at www.payroll.ucla.edu.

Once on the main page you can navigate to one of the following:

1. The Time Reporting System Resources page - select the TRS graphic icon.
The TRS Resources page offers you helpful information regarding TRS such as:
 - TRS logon page
 - On-demand demos of TRS
 - TRS deadline calendars
 - General information on TRS
2. Quick Links – links directly to the TRS logon page.

How To Access TRS



3. On the left navigation, select “Web Applications”. On the Web Applications page, scroll down to Employee Web Applications section, select the *Time Reporting System* “GO” button to link directly to the TRS logon page.

TRS Deadlines for Employees

1	2	3	4
Pay Period***	Pay Date	TRS Employee Deadline (12 Noon)	Last day to update by noon "At Your Service Online," & 403B at Fidelity and have change reflected for Pay Date listed in second column
12/01/11 - 12/31/11	01/03/12 Monthly	01/03/12	12/16/11
12/11/11 - 12/24/11	01/04/12 Biweekly	12/19/11	12/21/11
2011 W-2s	W-2 Address Update		01/16/12
University Holiday	01/16/12		
12/25/11 - 01/07/12	01/18/12 Biweekly	01/08/12	01/10/12
01/08/12 - 01/21/12	02/01/12	02/09/12	01/24/12
01/08/12 - 01/21/12	02/01/12	02/09/12	01/24/12
01/08/12 - 01/21/12	02/01/12	02/09/12	01/24/12
01/22/12 - 02/04/12	02/15/12 Biweekly	02/06/12	02/08/12
University Holiday	02/20/12		
02/05/12 - 02/18/12	02/28/12 Biweekly	02/20/12	02/22/12
02/05/12 - 02/18/12	02/28/12	02/20/12	02/22/12
02/19/12 - 03/03/12	03/14/12 Biweekly	03/05/12	03/07/12

Last day and time to submit your timesheet to your supervisor/time approver.

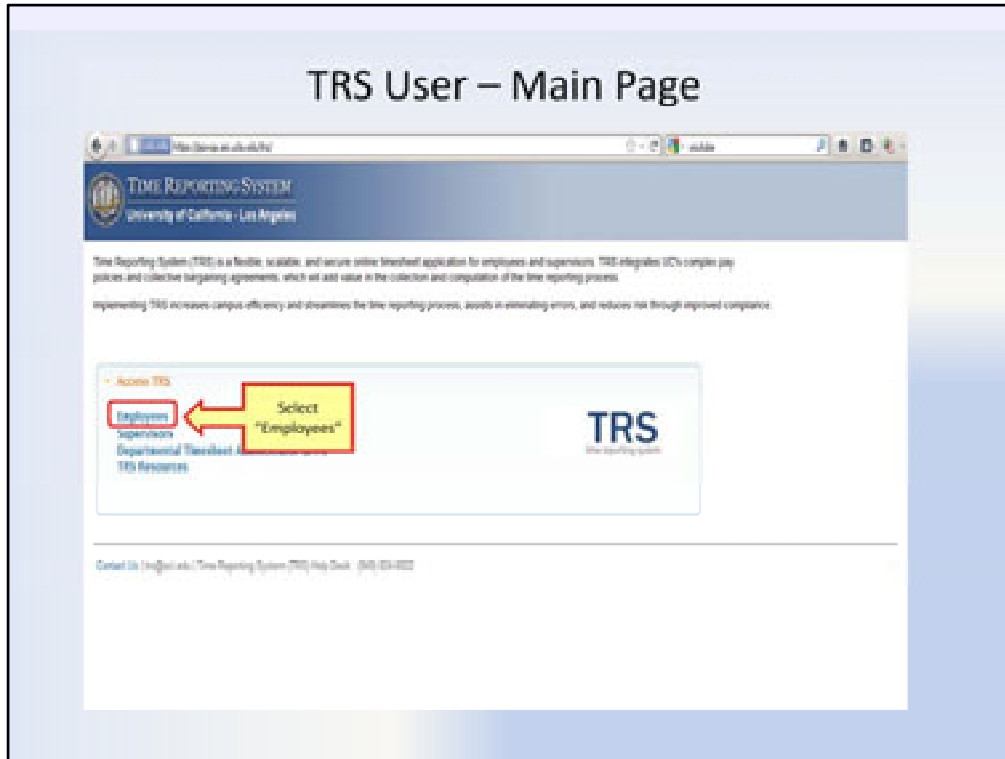
All employees should refer to the TRS Payday Calendar. The calendar lists the TRS deadlines. It is extremely important that you are aware of the timesheet submission deadlines to ensure that you are paid in a timely manner.

The calendar can be found on the TRS Resources page at www.payroll.ucla.edu.

How to interpret the calendar:

1. Pay Period – The begin and end of the period that you are being paid for. This column also includes University Holidays and the W-2 address update deadline date.
2. Pay Day – the date on which payment is received.
3. TRS Employee Deadline – the last date and time for you to submit your timesheet to your supervisor/time approver for that pay period.
4. Last day to update by noon... - the last date and time you can log into At Your Services Online (AYSO) or Fidelity (for 403B only) to make changes/updates that will be reflected in that paycheck.

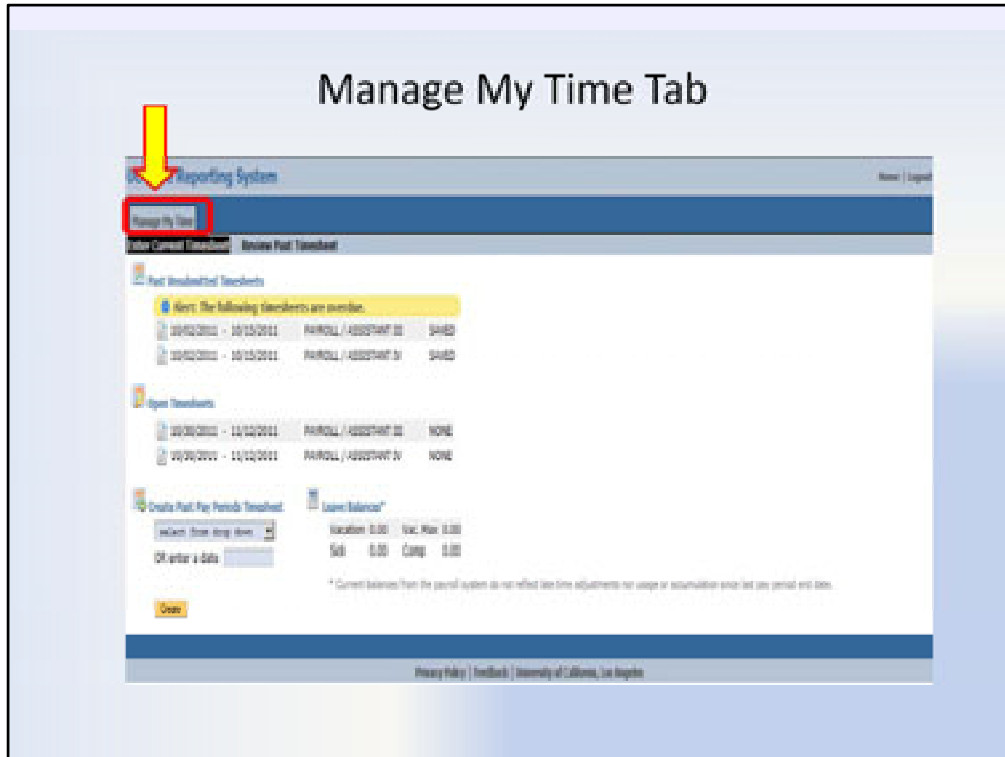
Example: Joe wants to change his tax exemptions for the 02/15/12 paycheck. He must make the change in AYSO by noon on 02/08/12 in order for the change to appear on the 02/15 paycheck.



Once on the TRS main page select the “Employees” link. This link will take you to the online timesheet.

You can also choose to select the “TRS Resources” link to find information such as:

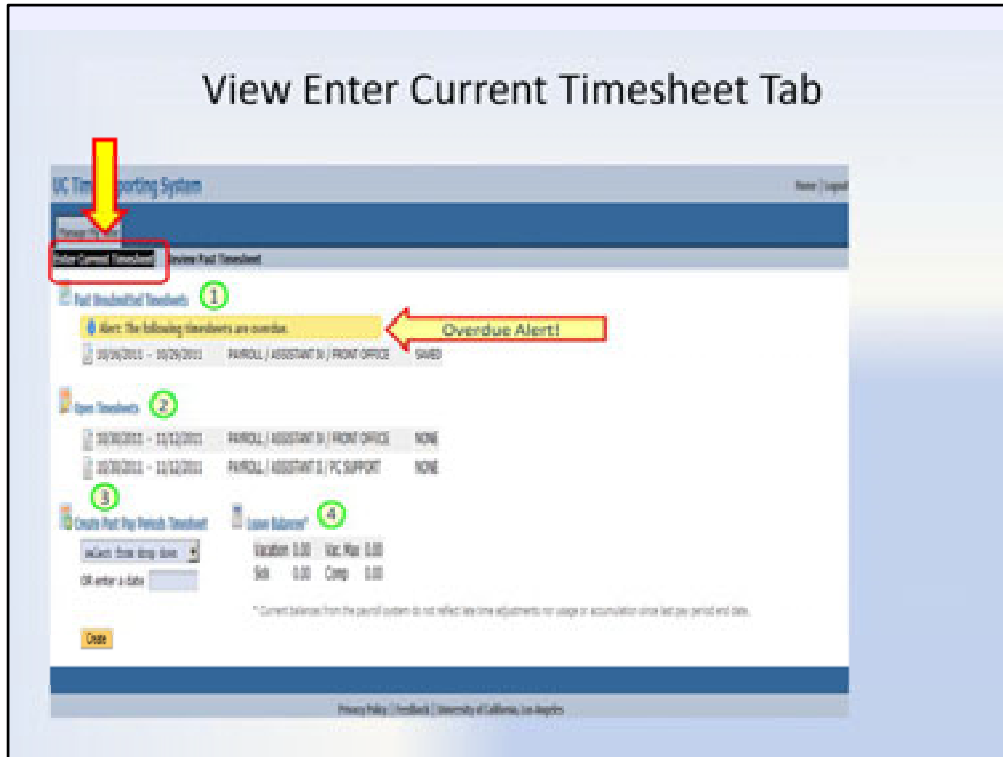
- On-demand demos of TRS
- TRS deadline calendars
- General TRS information



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 timesheets for the current pay period. If you have multiple job assignments, TRS will display multiple timesheets for each job assignment.

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




***Timesheet Identifier** – this is a description or nickname your departmental personnel (DTA) assigns to help you identify which timesheet to log hours onto. In our example this employee has two appointments, one working the front desk and the other as PC support.

Section 3: Create past pay period timesheet – When 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 “Create” to generate a new timesheet for a past pay period. See slide 25 for more details on how to create a past timesheet.

Section 4: Leave balances**- Vacation, Vacation Max, Sick and Comp time are displayed. Balances are pulled from the Personnel Payroll System (PPS) and may not reflect late time adjustments, usage or accumulation since the last pay period.

**** Balances** are pulled from the Personnel Payroll System (PPS) and may not reflect late time adjustments, usage, or accruals since the last pay period.

TRS Icons

Action Icon	When to Use
 View Timesheet (Timesheet Function)	Select this icon when you want to open and view a timesheet.
 Delete	Select this icon when you need to delete an entry.
 Tracking Function (Workflow)	Select this icon when you want to view the status of the timesheet.

TRS has several icons that will help you navigate the system.

- View Timesheet (Timesheet Function) – select this icon when you want to open and view a timesheet
- Delete – select this icon when you need to delete an entry
- Tracking Function (Workflow) – select this icon when you want to view the *status of the timesheet. The workflow will include the date and time of each status. See slide 27 for more details on the workflow.

*See slide 12 for a complete list of TRS status codes.

Timesheet Status Codes

TRS automatically track the status of your timesheet once you have created and entered time on it. Some of the most common status codes are:

- **SAVED** – you have entered time and saved the timesheet
- **RETURNED BY SUPERVISOR** – your supervisor has returned the timesheet back to you to edit
- **SUBMITTED TO SUPERVISOR** – you have submitted the timesheet to your supervisor for approval.
- **COMPLETED** – TRS processed the timesheet successfully without errors.
- **NONE** – you have not opened, saved or submitted the timesheet

Timesheet Status Codes

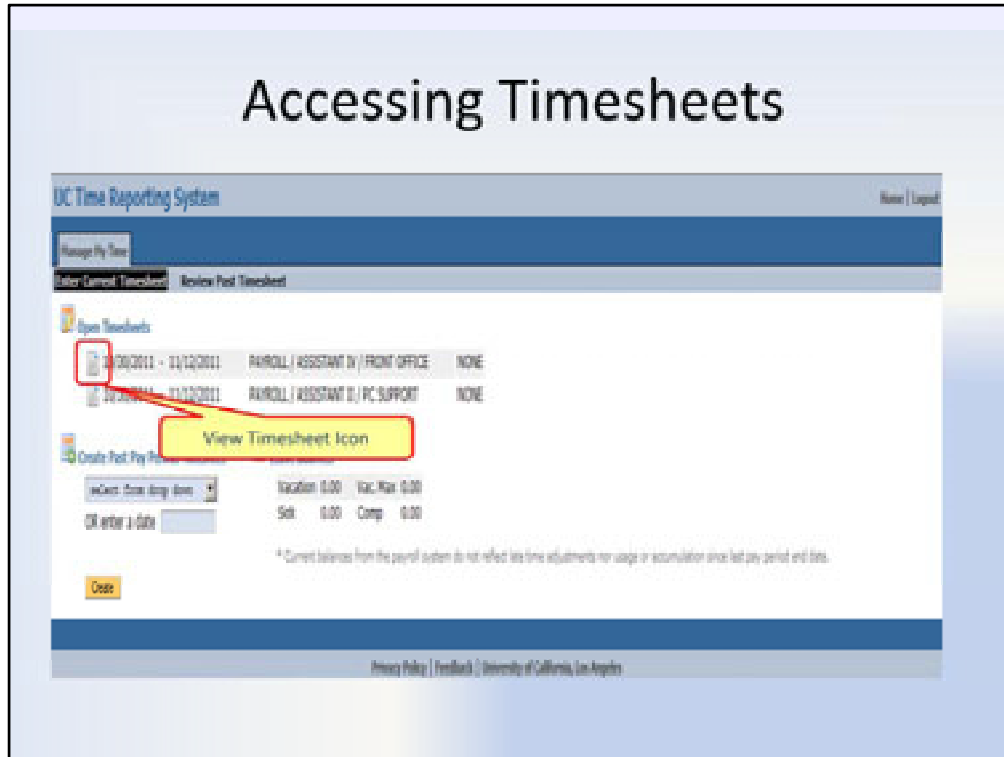
You can track the status of your timesheet once you have created and entered time (initiated) on it. The timesheet status can be found in several areas of TRS:

- On the “Manage My Time” tab.
- Timesheet - see slides 14 or 15 for an example.
- Review Past Timesheets tab – see slide 26 for an example.
- Timesheet Workflow – see slide 27 for an example.

Timesheet Status Codes:

- **COMPLETED** – TRS processed the timesheet successfully without errors.
- **NONE** – you have not opened, saved time on, or submitted the timesheet.
- **PPS ERROR** – one or more of the entries submitted to TRS failed with an error response
- **SAVED** – you have entered time and saved the timesheet
- **RETURNED BY SUPERVISOR** – your supervisor has returned the timesheet back to you to edit
- **SUBMITTED TO SUPERVISOR** – you have submitted the timesheet to your supervisor for approval.
- **SUBMITTED TO DTA** – your supervisor has approved the timesheet and submitted it to the DTA
- **SUBMITTED TO PPS** – the DTA has reviewed the timesheet and submitted it to the IDTC roster for processing
- **SUBMITTED TO PPS (LX)** – the DTA indicated that the time was processed via EDLR (LX) transaction

Accessing Timesheets



To access a timesheet click on the “View Timesheet” icon.

In our example, the employee has two job assignments. The Time Reporting System will recognize if you have multiple job assignments and will automatically create timesheets for each job. It is important for you to communicate with your supervisor or Departmental Time Administrator (DTA) to understand which timesheet to log hours onto.

Non-Exempt Timesheet Layout – Biweekly Employee View

The screenshot shows the UC Time Reporting System interface. At the top, a yellow banner contains a reminder: "Remember to submit this timesheet by Monday, November 14, 2011 12:00 PM". Below this, the employee's name "JACK TOPPER (00100000)" and pay period "09/16/11 - 11/14/11" are displayed. A status indicator shows "Status: 3". The main area is a calendar grid for two weeks, with days of the week as columns and dates as rows. A "Timesheet Total" section shows "0.00". Below the calendar is a "Timesheet In/Out Details" section, a "Timesheet/Comments" text area, and an "Error/Warning" section. At the bottom, there are "Save" and "Submit/Approve" buttons. A footer contains "Privacy Policy | Feedback | University of California, Los Angeles".

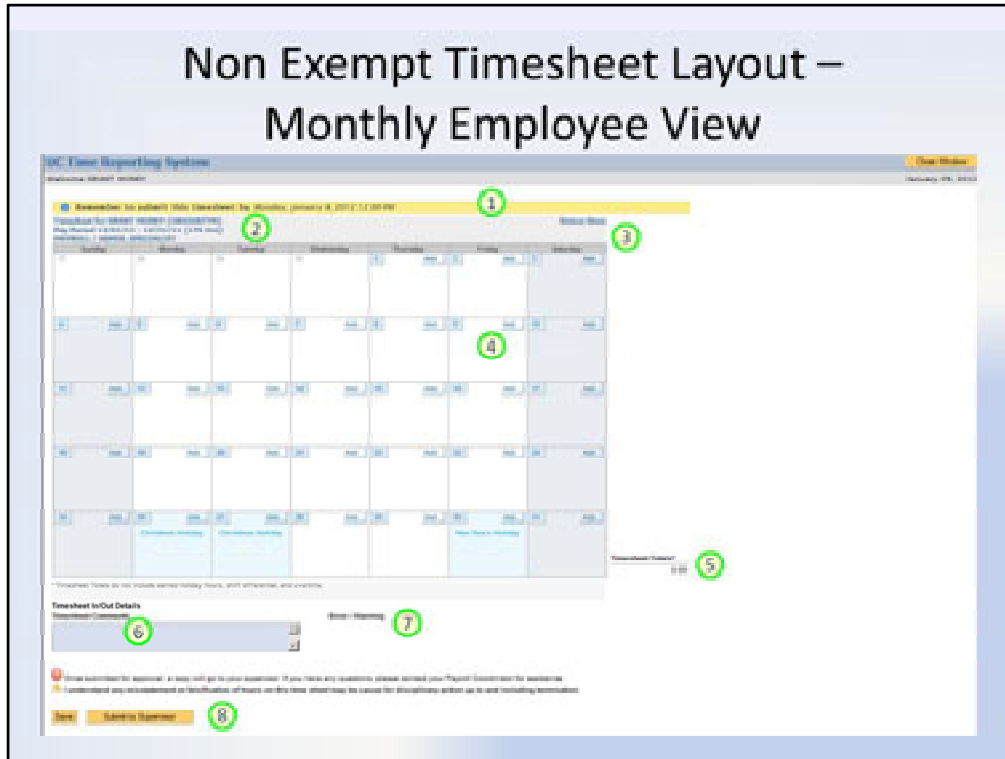
Non-Exempt Timesheet - Biweekly

If you are paid biweekly, a biweekly timesheet calendar is displayed.

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 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 (job nick name)
3. Status – current status of the timesheet. See slide 12 for a complete list of the status codes.
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 – displays productive (work hours) and non-productive hours (i.e. vacation and sick)
6. Timesheet comments – You can enter comments. Comments entered will be viewed by your supervisor and DTA. See slide 24 for more details.
7. Error/Warning – this area displays any errors and warning messages
8. Save/Submit buttons. See slide 24 for more details.

Non Exempt Timesheet Layout – Monthly Employee View

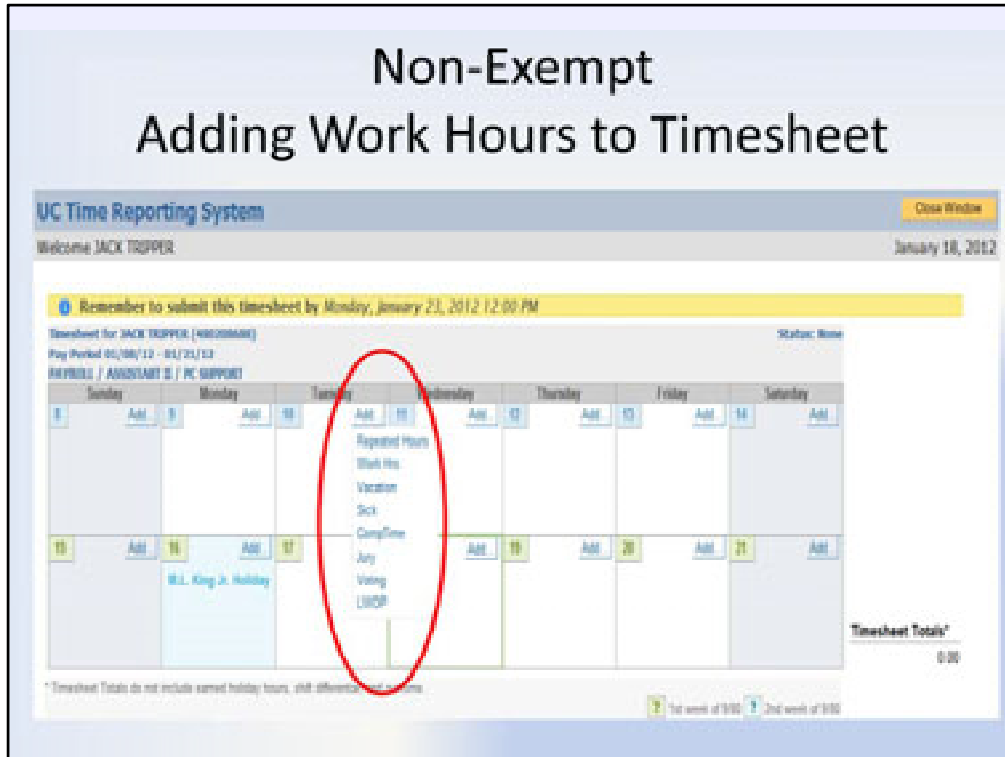


Non-Exempt Timesheet - Monthly

If you are paid monthly, a monthly timesheet calendar is displayed.

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 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 (job nick name)
3. Status – current status of the timesheet. See slide 12 for a complete list of the status codes.
4. Timesheet Calendar – the timesheet will display a work calendar for the entire month. Weekends and university holidays are shaded a different color.
5. Timesheet totals – displays productive (work hours) and non-productive hours (i.e. vacation and sick)
6. Timesheet comments – You can enter comments. Comments entered will be viewed by your supervisor and DTA. See slide 24 for more details.
7. Error/Warning – this area displays any errors and warning messages
8. Save/Submit buttons. See slide 24 for more details.



Non-Exempt Timesheet

How to Add Work Hours to Timesheet

1. To enter work time onto the timesheet, select the day you want to add time to.
2. Click on "Add"

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

TRS Entries:

Repeated Hours – use this entry to repeat hours across a selected range of dates. See slide 22 and 23 for more details.

Work Hrs. – use this entry to record actual time worked. Displayed for non-exempt employees only.

Vacation * – use this entry to record vacation time taken.

Sick * – use this entry to record sick time taken.

CompTime* – use this entry to record comp time taken. Displayed for non-exempt employees only.

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.

* See slide for details on how to report time off.

Non-Exempt Entering Time Worked

Non-Exempt Timesheet

How to Add Work Hours to Timesheet continued:

3. A pop-up screen will appear requesting the following information:
 - Clock In: Time you arrived at work
 - Lunch Out: Time you initiated a **lunch break**
 - Lunch In: Time you returned to work from the **lunch break**
 - Clock Out: Time your shift ended

*When you enter hours be sure to enter in the format **hh:mm** and change the **am/pm** text as applicable. Example: 11:27*
4. Select “Add to Time Sheet” to add the reported time to the timesheet.
5. Save the timesheet.

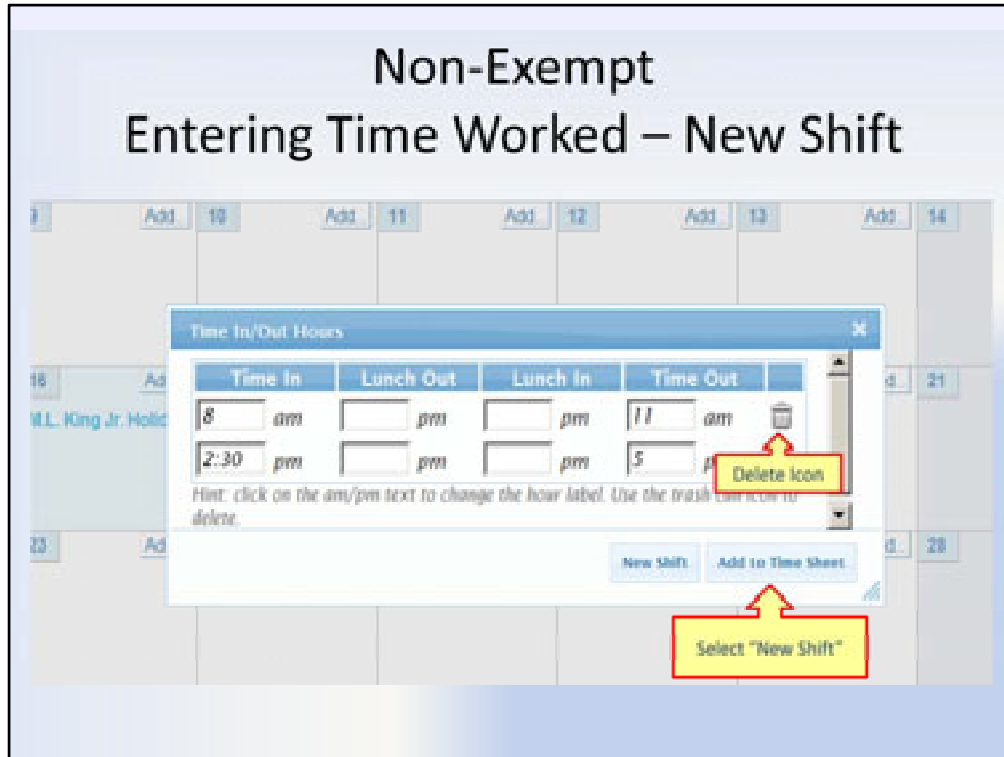
You may also click on the “Delete” icon to remove any information that might have been entered in error.

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.*

* Refer to slides 22-23 for instructions on how to report work time for consecutive days.

Non-Exempt Entering Time Worked – New Shift



Non-Exempt Timesheet

How to Add a New Shift (additional shifts):

You can include additional shifts to a time sheet if you work multiple shifts on the same day for the same department and job assignment*.

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

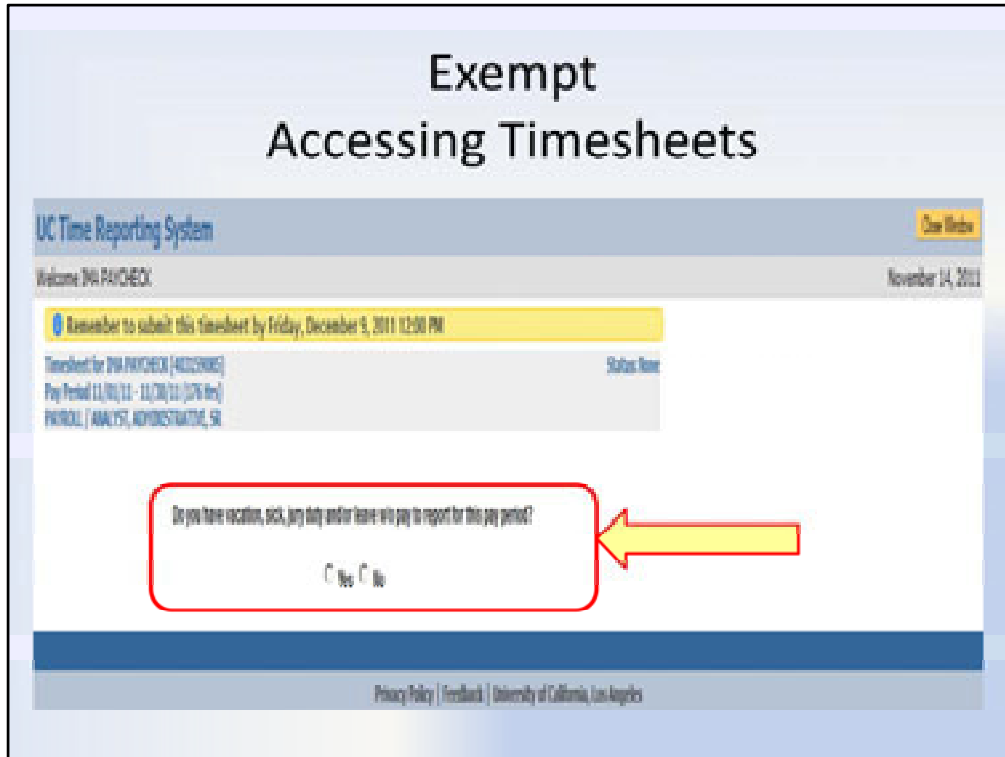
To add an additional shift(s):

1. Record the 1st shift as normal and add to the time sheet. See slides 16 and 17 for details.
2. Select “Add” again on the same day.
3. A drop down box with the available TRS entries will appear. Select “Work Hrs”.
4. To add a new Time In/Out Hours row, select “New Shift”
5. Enter the new shift time. When you enter hours be sure to enter in the format **hh:mm** and change the *am/pm* text as applicable.
6. Click “Add to Time Sheet” to add the new shift time to the timesheet.
7. Save the timesheet.

The total hours for all shifts for the day will appear on the timesheet. You should review the **Time In/Out Details** to ensure that all shifts are recorded properly.

* Do not use the “New Shift” feature if you work for multiple departments or have job assignments. You will have a separate timesheet for each department/job assignment and should record the time accordingly. The “New Shift” feature should only be used if you work an additional shift(s) in the same department with the same job assignment.

You may also click on the delete icon to remove any information that might have been entered in error.



Exempt Timesheet

Upon selecting the “View Timesheet” icon you will be asked if you have any exception hours to report for the period.

Exception hours (aka non-productive time) includes:

- Vacation
- Sick
- Jury duty
- Leave Without Pay (LWOP)

If you have no exception hours to report for the month, select “**No**” and continue on to the next screen

Exempt- Accessing Timesheets No Exception Time to Report

The screenshot displays the UC Time Reporting System interface. At the top, it says "UC Time Reporting System" and "Welcome JIM PATRICK". A yellow banner at the top of the main content area reads "Remember to submit this timesheet by Friday, December 3, 2011 12:00 PM". Below this, the user's name "JIM PATRICK (40221940)", pay period "11/29/11 - 12/03/11 (207 hrs)", and department "PERKINS | HEALTH ADMINISTRATION, SA" are listed. A "Reset" button is highlighted with a red box and a red arrow pointing to it. Below the user information, there is a text box containing the message: "No exception hours (include location, Sick, Injury, Jury Duty and Leave with Pay) to report for this pay period." Underneath is a "Timesheet Comments" section with a text area containing the text: "I worked the entire month of November. No exception hours to report." At the bottom of the form, there are "Save" and "Submit Supervisor" buttons. The footer of the page includes "Privacy Policy | Feedback | University of California, Los Angeles".

Exempt Timesheet

When you select “No” on the previous screen TRS will take you to this screen and you will be asked to finalize the selection by saving or submitting the timesheet.*

If at anytime you wish to change your selection and change the answer to the question, you can click on the reset button to reset the response. Clicking on the reset button will take you back to the previous screen.

*See slide 24 for instructions on how to save or submit a timesheet.

Timesheet Actions - Reporting Non-Productive Time (i.e. vacation, sick, etc.)

Remember to submit this timesheet by Monday, January 23, 2012 12:00 PM

SAVED today at 10:45 AM

Timesheet for JACK KAPPA (100000000)
Pay Period 01/06/12 - 01/13/12
Employee / empid: 10 / 100000000

Day	Aug 8	Aug 13	Aug 14	Aug 15	Aug 16	Aug 20	Aug 21	Aug 27
Work Hrs				Vacation 8.0		Work Hrs 8.0	Sick 4.0	
10	Add	16	Add	17	Add	18	Add	21
		M.A. King Jr. Holiday	Work Hrs 8.0					

Timesheet Totals*

Work hrs	16.50
Vacation	8.00
Sick	4.00
Total	28.50

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

Timesheet In/Out Details
01/06 - 8am - 10pm, 12:30pm - 3pm
01/13 - 8:00am - 11:00pm
01/17 - 8am - 12pm, 1pm - 6pm

Timesheet Comments

Error / Warning

How to Report Non-Productive Time (Time Off)

You can report non-productive time off on the timesheet. Non-productive time includes: vacation, sick, comp time taken, jury duty, voting time off, and LWOP.

To report non-productive time off:

1. Click on "Add..." for the day you were out
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. Save the timesheet.

The Timesheet Totals - will display a running totals of all hours worked and time off types and totals.

Refer to slides 22-23 for instructions on how to repeat time off for consecutive days.

You may also click on the delete icon to remove any information that might have been entered in error.

Timesheet Actions - Repeat Hours

Tuesday		Wednesday		Thursday	
10	Add...	11	Add...	12	Add...
Work Hrs. 5.5		Vacation 8.0		Work Hrs. 4.0	
				Sick 4.0	
17	Add...	18	Add...	19	Add...
Work Hrs. 9.0					

urs, shift differential, and overtime.

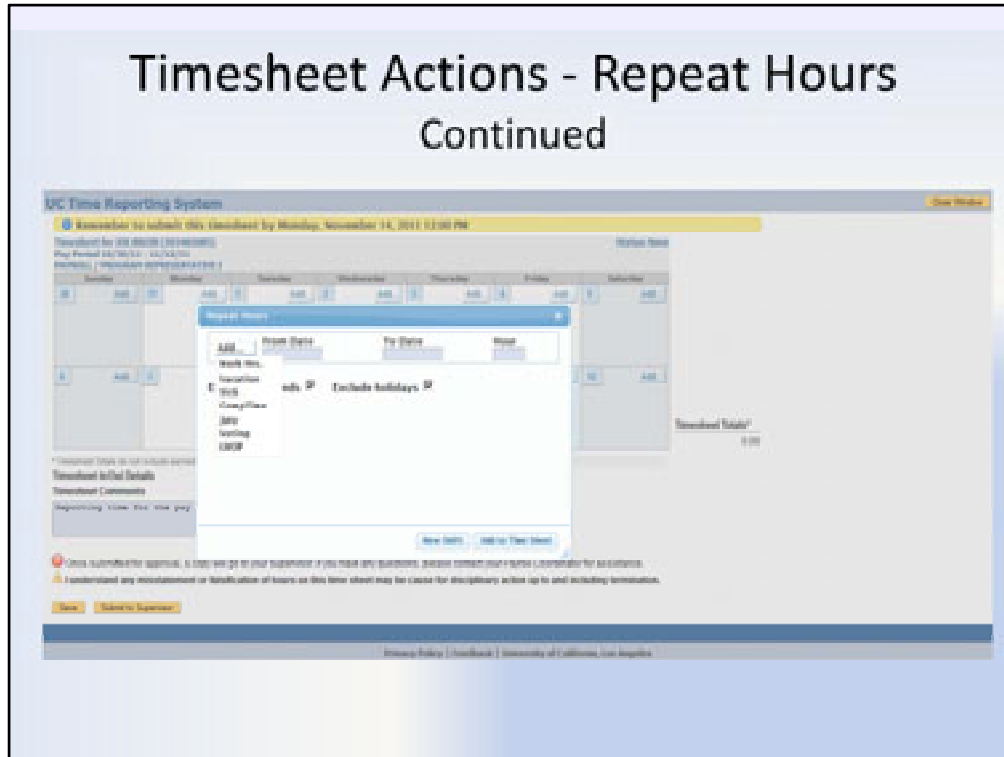
How to Repeat Hours for a Selected Date Range

You may work the same shift everyday and would like to copy these hours across a selected date range. "Repeat Hours" is a copy function that allows you to record repeated time for a selected date range. You can use the "Report Hours" feature to record work hours and non-productive time off. *For example, you need to report two consecutive weeks (80 hours) of vacation 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 "Repeat Hours" from the drop-down list.
3. A pop-up box will appear.

Timesheet Actions - Repeat Hours Continued

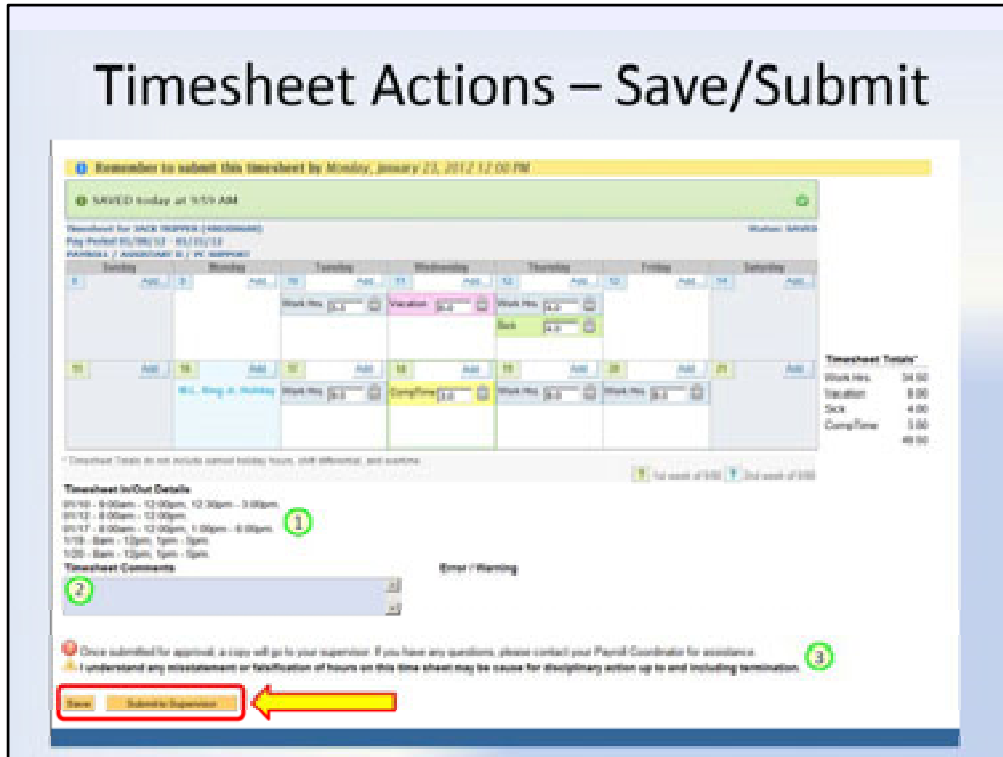


How to Repeat Hours for a Selected Date Range continued

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 inside of the "From Date" box to generate a calendar for the pay period. Select the first date in the date range
3. Click inside of the "To Date" box to generate a calendar for the pay period. Select the end date in the date range
4. Skip the "Hour" field
5. A pop-up screen will appear requesting the following information:
 - Clock In: Time you arrived at work
 - Lunch Out: Time you initiated a **lunch break**, if taken
 - Lunch In: Time you returned to work from **lunch break**, if taken
 - Clock Out: Time the shift ended
6. Click on "Add to Time Sheet"
7. Save the timesheet.

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

Timesheet Actions – Save/Submit



How to Save or Submit a Timesheet

Once you have completed a timesheet entry you can perform one of the following actions:

- **Timesheet Comments** – enter comments in the “Timesheet Comments” section. Comments will be viewed by your supervisor and DTA. All final comments will become a permanent part of the timesheet record.
- **Save** - This allows you to save the entries. You can log back into TRS at a later time in order to update and or make edits to the saved timesheet.
- **Submit** - This function submits the timesheet to your supervisor for review and approval.

Note: Once you have submitted your timesheet, you cannot make any changes or updates unless your supervisor returns the timesheet back to you.

Before submitting a timesheet:

1. Verify timesheet data:
 - Non-Exempt - verify that the timesheet clock in/out details are accurate.
 - Exempt - Verify the timesheet totals for all non-productive time off are accurate
2. Provide comments, if needed, in the timesheet comments box
3. **Note that this is your official timesheet.** Please read the disclaimer before submitting the timesheet to your supervisor.

After you have submitted your final 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.

Create Past Pay Periods Timesheet

The screenshot displays the 'Manage My Time' interface. At the top, there are tabs for 'Enter Current Timesheet' and 'Review Past Timesheet'. Below this, there are sections for 'Open Timesheets' and 'Leave Balances*'. The 'Open Timesheets' section contains a table with columns for dates, job titles, and status. The 'Leave Balances*' section shows fields for 'Vacation', 'Sick', and 'Comp' with their respective values and maximums. A red box highlights the 'Create Past Pay Periods Timesheet' form, which includes a date range selector (11/11/2011 - 11/14/2011), a text input field labeled 'OR enter a date', and a 'Create' button. A yellow arrow points to the 'OR enter a date' field. A footnote at the bottom states: '* Current balances from the payroll system do not reflect late time adjustments nor usage or accumulation since last pay period'.

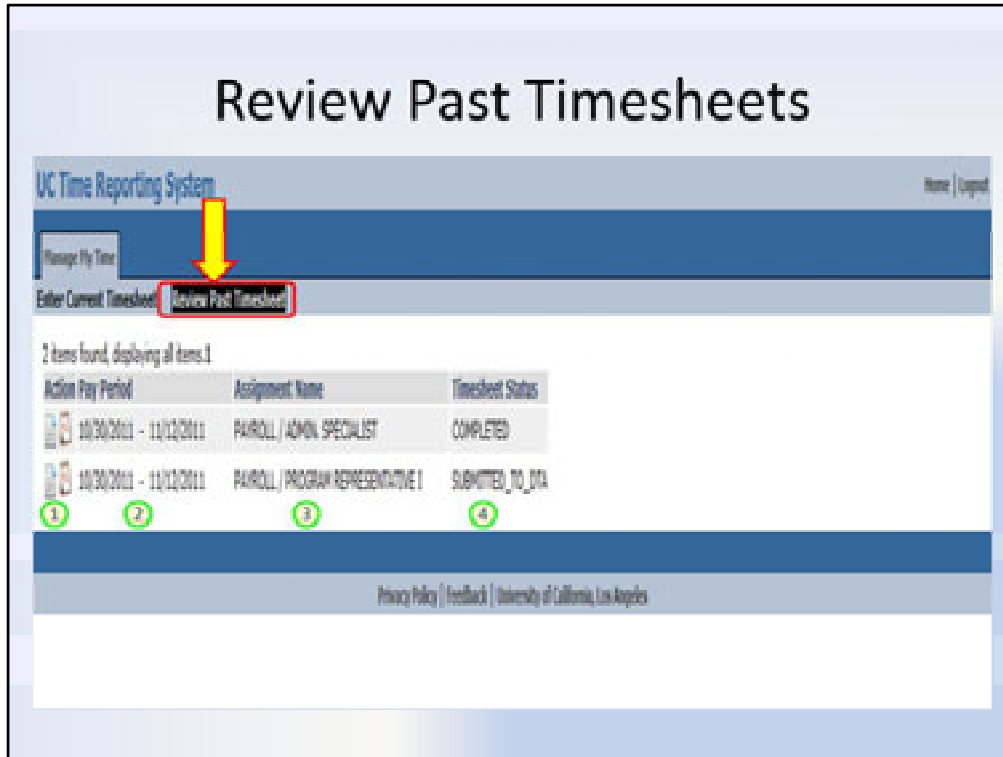
You may discover that you did not submit a timesheet for a past period and need to create the timesheet.

To create a timesheet you need to enter the begin **or** end date of the pay period you need to create the timesheet for. You can determine the pay period dates by referring to column 1 of the TRS Payday Calendar.

*To create and submit a past pay period time sheet, do the following:

1. On the "Manage My Time" tab go to "Create Past Pay Period Timesheets".
2. You can choose to select the begin or the end date of the pay period by using the calendar in the drop down box
OR enter the begin or end date of the pay period by entering the date in the "Or enter a date" field.
3. Select "Create".
4. The timesheet is created and you can enter and submit time as normal.

* If you need to edit or correct a previously submitted or completed timesheet, contact your supervisor/time approver so that the timesheet can be returned to you for editing purposes.



The second sub tab available on the “Manage My Time” tab is “Review Past Timesheet” You can refer to the Review Past Timesheet to track the status of past created timesheets.

This section displays 4 main columns

1. Action –displaying up to two icons,
 - a. the first is the “View Timesheet” icon
 - b. the second is the * “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

* Refer to slide 12 for a completed description of the Timesheet Status codes.

Timesheet Workflow

Timesheet Workflow

Tracking Statuses for
JOE BRUIN (203481085)

Pay Period 10/30/11 - 11/12/11
PAYROLL / ADMIN SPECIALIST

Status Code	Completed By	Completed Date	Comments
SUBMITTED_TO_SUPERVISOR	Joe Bruin	11/03/11 Thursday @ 3:53 PM	Dummy for class.
SUBMITTED_TO_DTA	Josephine Bruin	11/07/11 Monday @ 1:44 PM	t/s looks good.
COMPLETED	Irene Shipkova	11/10/11 Thursday @ 3:04 PM	Performed Final Pay. The following hours are reported. Dist 21: REG:60.00, OTP: 14.0

Total turnaround time: 6 day(s) 22 hour(s) 8 minute(s) 27 second(s)

When you select the workflow icon the “Timesheet Workflow” pop-up box will appear. The Timesheet Workflow 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:

1. Name/ Employee ID Number
2. Pay Period/Title/Job Assignment
3. Status Code – location of timesheet (see slide 12 for more details)
4. Completed by – individual that performed the action on the timesheet
5. Completion date – the date and time the action was performed
6. Comments – all comments will be listed for review
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 it was COMPLETED. This field will only be displayed if the timesheet has reached the COMPLETED status.

Email Notices

You will receive an email notice if one of the following events occur:

- Your supervisor has returned the timesheet to you to update or correct.
- Your supervisor has edited the timesheet for you and the edited timesheet requires your review and approval.

Email Notifications

When certain transactions occur TRS will generate an email notification to notify you of the event. The email notice is sent to the email address your department has on file in TRS (usually uploaded from the Enterprise Messaging directory). You should read all email notices carefully to ensure that any actions required by you are completed properly.

- **Notification of Returned Timesheet From Supervisor** - your supervisor has reviewed the timesheet and has returned the timesheet to you to update or correct. The email notice will indicate the reason(s) why the timesheet is being returned.
- **Notification of Modification of Timesheet By Supervisor** - you will receive this notice if your supervisor has made a change to your submitted timesheet. You will be prompted to login to TRS to review and acknowledge the change(s).