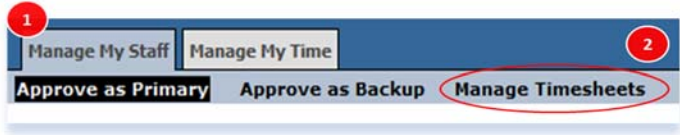
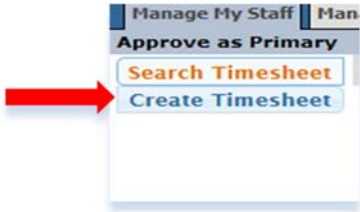
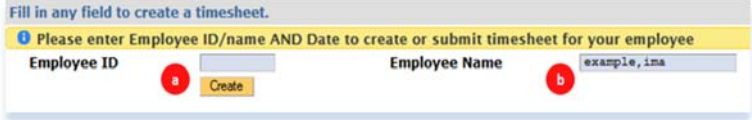
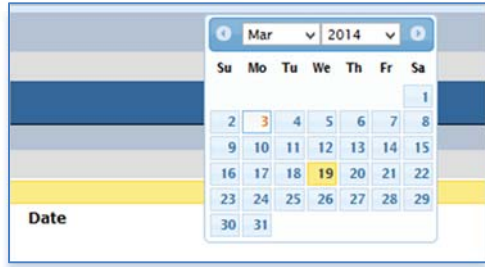
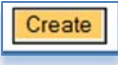
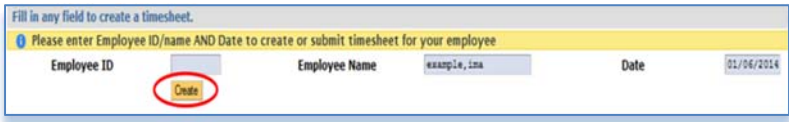


PURPOSE

This document provides instructions for supervisors to create and submit a timesheet of behalf of their employee when the employee is unable to create and submit their own timesheet. To begin, log into the **Time Reporting System (TRS)** with your UCMNetID/Password and select the **“Supervisor”** role.

<p>From the Manage My Staff tab, go to Manage Timesheets</p>	
<p>Select Create Timesheet</p>	
<p>Enter the required information to create the timesheet:</p> <ol style="list-style-type: none"> Employee ID – OR – Employee Name <p>Name format entry options:</p> <ul style="list-style-type: none"> Employee Last Name – Last name as it appears in PPS. <i>Ex. Land</i> A combination of first name and last name/last name and first name. <i>Ex. Dixie Land or Land Dixie</i> 	
<p>Enter the date of the timesheet you would like to create. A pop-up calendar will appear.</p> <p>You can find a complete list of timesheet pay periods and timesheet submission deadlines by referring to the TRS – PPS Schedule.</p>	
<p>Select Create</p> 	

Create and Submit a Timesheet on Behalf of My Employee

Created Timesheet Successfully will indicate that the timesheet has been submitted to the supervisor (you) for editing and/or approval.

Other possible messages:


- **You have successfully submitted a saved timesheet** – The employee has already entered and saved the timesheet. The timesheet will be forwarded to the supervisor status for editing.
- **Submitted_to_Supervisor status** – The timesheet has been submitted to the supervisor (you) and can be modified.
- **Submitted_to_DTA status** – The timesheet has already been submitted to the DTA. You will need to contact the DTA to have the timesheet returned in order to make modifications.




Search Timesheet
 Create Timesheet Fill in any field to create a timesheet.
 Please enter Employee ID/name AND Date to create or submit timesheet for your employee
 Employee ID: 803502306 Employee Name: Date: 02/02/2014
 Create
 Created Timesheet successfully.


Action	Employee Name	Emp ID	Pay Period	Assignment Name	Primary Supervisor	Status
	Example, Ima	803502306	02/02/14 - 02/15/14	PAYROLL / ADMIN SPEC	SUPERVISOR,IMA	SUBMITTED_TO_SUPERVISOR

Two icons will be displayed in front of the employee's name:

 **View Timesheet** – Select this icon to open and view the timesheet.

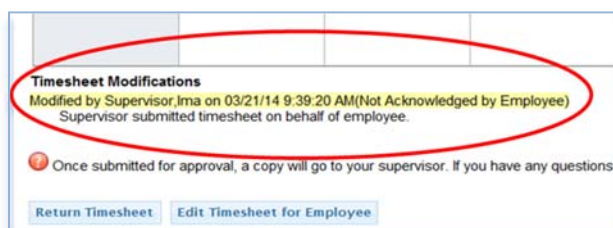
 **View Workflow** – Select this icon to open and view the timesheet workflow (tracking) information.

Action	Employee Name	Emp ID	Pay Period	Assignment Name	Primary Supervisor	Status
	Example, Ima	803502306	02/02/14 - 02/15/14	PAYROLL / ADMIN SPEC	SUPERVISOR,IMA	SUBMITTED_TO_SUPERVISOR

Select the **View Timesheet** icon  to open the timesheet. A new tab/window will open in the timesheet view.


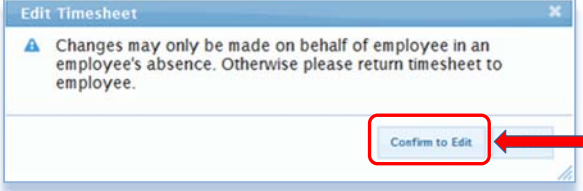
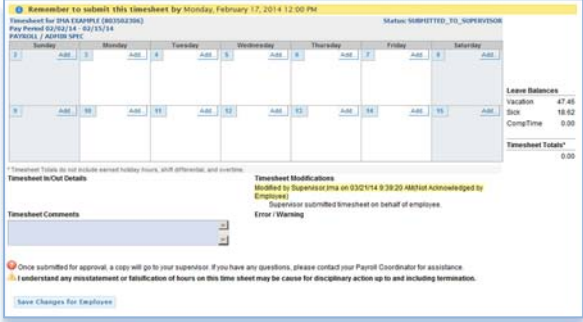
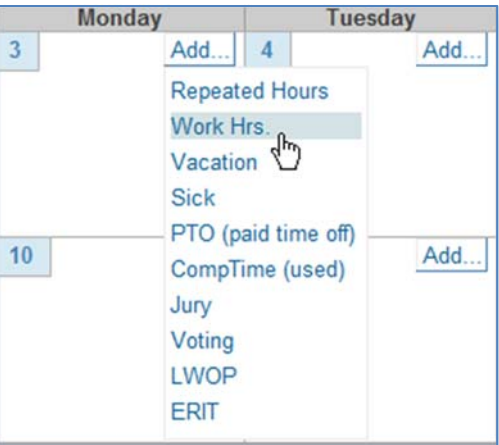
Action	Employee Name	Emp ID	Pay Period	Assignment Name	Primary Supervisor	Status
		803502306	02/02/14 - 02/15/14	PAYROLL / ADMIN SPEC	SUPERVISOR,IMA	SUBMITTED_TO_SUPERVISOR

In the timesheet view, modifications are displayed.



Timesheet Modifications
 Modified by Supervisor, Ima on 03/21/14 9:39:20 AM (Not Acknowledged by Employee)
 Supervisor submitted timesheet on behalf of employee.
 Once submitted for approval, a copy will go to your supervisor. If you have any questions,
 Return Timesheet Edit Timesheet for Employee

Create and Submit a Timesheet on Behalf of My Employee

<p>To open an editable view of the timesheet, select Edit Timesheet for Employee.</p>	
<p>A pop-up message box will appear. Select Confirm to Edit.</p>	
<p>The timesheet will open to an edit view.</p>	
<p>To enter work time on the timesheet:</p> <ol style="list-style-type: none"> 1. Select the day you want to add time to. 2. Select Add. A drop-down box will display a list of available entries. <p><u>TRS Entries:</u></p> <ul style="list-style-type: none"> ○ Repeated Hours – Use this entry to repeat hours across a range of dates ○ Work Hrs.* – Use this entry to record actual time worked ○ Vacation – Use this entry to record vacation time taken ○ Sick – Use this entry to record sick time taken ○ PTO (paid time off) – Use this entry to report paid time off ○ CompTime* – Use this entry to record comp time taken ○ Jury – Use this entry to record time off for jury duty ○ Voting – Use this entry to record time off for voting 	

Create and Submit a Timesheet on Behalf of My Employee

- **LWOP** – Use this entry to record Leave Without Pay time off. *Do not use this entry to record FMLA LWOP*
- **ERIT***– Use this entry to record time taken while on ERIT (Employee Reduction In Time)

**This entry is not available for exempt monthly timesheets.*

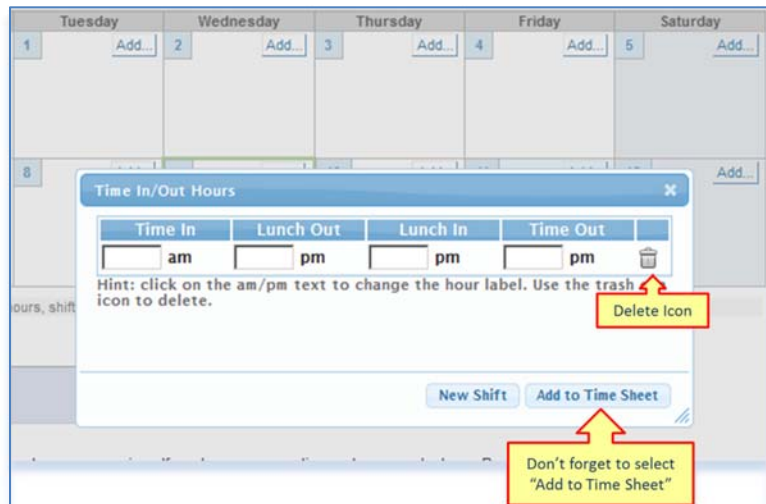
3. Select an entry.

Reporting work hours for a non-exempt biweekly employee.

1. Select **Work Hrs**. A pop-up screen will appear requesting the following information:
 - **Time In:** Time the employee arrived at work
 - **Lunch Out:** Time the employee initiated a lunch break. Leave blank if no lunch period was taken.
 - **Lunch In:** Time the employee returned from a lunch break. Leave blank if no lunch period was taken
 - **Time Out:** Time the employee’s shift ended

*When you enter hours, be sure to enter in the format **hh:mm** and change the **am/pm** text as applicable. Ex: 11:27*

2. Select **Add to Time Sheet**.
3. You may also select the **Delete** icon to remove incorrect entries.



Create and Submit a Timesheet on Behalf of My Employee



Select **Save Changes for Employee** to save the timesheet entries.



Timesheet for IMA EXAMPLE (803502306) Status: SUBMITTED_TO_SUPERVISOR
 Pay Period 02/02/14 - 02/15/14
 PAYROLL / ADMIN SPEC

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	Add 3	Add 4	Add 5	Add 6	Add 7	Add 8
	Work Hrs 6.0					
9	Add 10	Add 11	Add 12	Add 13	Add 14	Add 15
		Work Hrs 4.5			Work Hrs 6.0	

Timesheet In/Out Details
 02/03 - 7:00am - 1:00pm
 02/12 - 10:00am - 2:30pm
 02/14 - 8:00am - 12:00pm

Timesheet Modifications
 Modified by Supervisor,ima on 03/21/14 9:39:20 AM(Not Acknowledged by Employee)
 Supervisor submitted timesheet on behalf of employee.

Timesheet Comments

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.
 I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Save Changes for Employee

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

1. Click **Add** for the day the employee was out.
2. Select the desired leave type from the drop-down list.
3. The leave type will be displayed on the selected date. Enter the number of hours for the leave type. Time off should be entered to the nearest quarter hour.
4. Save the timesheet.

Timesheet for IMA EXAMPLE (803502306) Status: SUBMITTED_TO_SUPERVISOR
 Pay Period 02/02/14 - 02/15/14
 PAYROLL / ADMIN SPEC

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	Add 3	Add 4	Add 5	Add 6	Add 7	Add 8
	Vacation 6.0	Vacation 6.0	Work Hrs 6.0	Work Hrs 6.0		
9	Add 10	Add 11	Add 12	Add 13	Add 14	Add 15

Leave Balances
 Vacation 47.46
 Sick 18.62
 CompTime 0.00

Timesheet Totals*
 Work Hrs 12.00
 Vacation 12.00
 24.00

Timesheet In/Out Details
 02/05 - 7am - 1pm
 02/06 - 7am - 1pm

Timesheet Modifications
 Modified by Supervisor,ima on 03/21/14 9:39:20 AM(Not Acknowledged by Employee)
 Supervisor submitted timesheet on behalf of employee.

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

Sometimes you may need to repeat work hours or leave usage across consecutive days.

Repeat Hours is a copy function that allows you to record repeated time for a consecutive date range. You can use the "Report Hours" feature to record work hours and time off.

Timesheet for IMA EXAMPLE (803502306) Status: SUBMITTED_TO_SUPERVISOR
 Pay Period 02/02/14 - 02/15/14
 PAYROLL / ADMIN SPEC

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	Add 3	Add 4	Add 5	Add 6	Add 7	Add 8
		Repeated Hours				
		Work Hrs				
		Vacation				
		Sick				
		PTO (paid time off)				
		CompTime (used)				
		Jury				
		Voting				
		LWOP				
		ERIT				
9	Add 10	Add 11	Add 12	Add 13	Add 14	Add 15

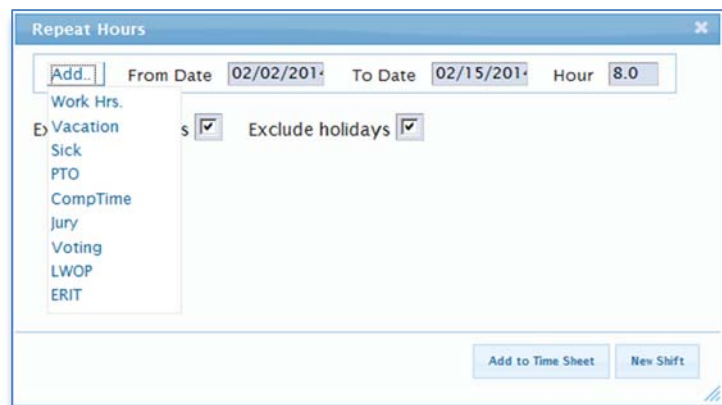
Create and Submit a Timesheet on Behalf of My Employee

To use the **Repeat Hours** function:

1. Click **Add** for the first date in the date range you want to repeat.
2. Select **Repeated Hours** from the drop-down list.
3. Go to:
 - o **Repeat Hours – Non-Productive** if you are reporting non-productive time.
 - o **Repeat Hours – Work Hours** if you are reporting work hours over consecutive dates.

Repeat Hours – Non-Productive Time

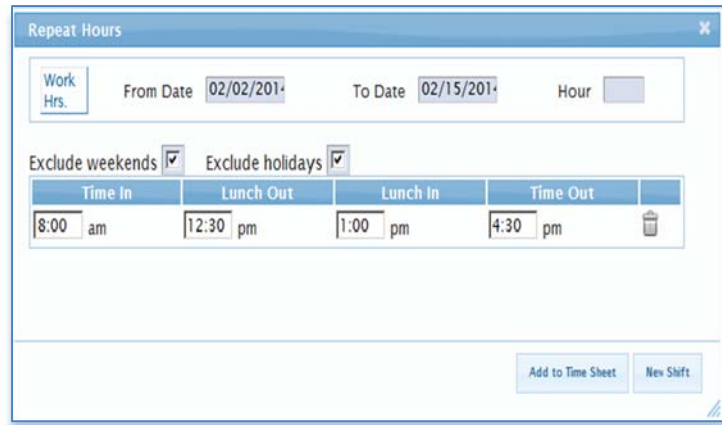
1. The Repeat Hours pop-up box will appear.
2. Click **Add** and select from the drop-down list the type of leave hours to be reported (vacation, sick, Comp Time, etc.).
3. Click inside the **From Date** box to generate a calendar for the pay period. Select the first date in the date range.
4. Click inside the **To Date** box to generate a calendar for the pay period. Select the end date in the date range.
5. Enter the number of leave hours to report for each day in the **Hour** field. Format = N.NN (Ex. 8.00, 6.50, 4.25)
6. Select **Save Changes for Employee**.
7. TRS will populate the total hours per day for the selected date range to the timesheet.



Create and Submit a Timesheet on Behalf of My Employee

Repeat Hours – Work Hours

1. The Repeat Hours pop-up box will appear.
2. Click **Add** and select **Work Hrs** from the drop-down list.
3. Click inside the **From Date** box to generate a calendar for the pay period. Select the first date in the date range.
4. Click inside the **To Date** box to generate a calendar for the pay period. Select the end date in the date range.
5. Skip the **Hour** field.
6. Complete the fields requesting the Time In/Time Out details.
 - **Time In:** Time the employee arrived at work.
 - **Lunch Out:** Time the employee initiated a lunch break. Leave blank if no lunch period was taken.
 - **Lunch In:** Time the employee returned from a lunch break. Leave blank if no lunch period was taken.
 - **Time Out:** Time the employee's shift ended.
7. Select **Save Changes for Employee**.
8. TRS will populate the total hours per day for the selected date range on the timesheet.



The screenshot shows a 'Repeat Hours' dialog box with the following fields and options:

- Work Hrs.** (selected in a dropdown)
- From Date:** 02/02/2017
- To Date:** 02/15/2017
- Hour:** (empty field)
- Exclude weekends:**
- Exclude holidays:**
- Time In:** 8:00 am
- Lunch Out:** 12:30 pm
- Lunch In:** 1:00 pm
- Time Out:** 4:30 pm
- Buttons:** Add to Time Sheet, New Shift

Create and Submit a Timesheet on Behalf of My Employee



Once saved, the time entries will be added to the timesheet and the regular supervisor buttons will be available:

Approve Timesheet – Select this action to complete and forward the timesheet to the DTA.

Return Timesheet – Select this action to return the timesheet to the employee for correction/update.

Edit Timesheet for Employee – Select this action to return to the edit view of the timesheet.

1. Select **Approve Timesheet**. A confirmation box will appear.
2. Enter comments (optional).
3. Select **Approve Timesheet** to complete and forward the timesheet to the DTA.
4. Select **Cancel** to return to the timesheet view without approval.

Once approved, close the tab/window. You will be brought back to the **Manage Timesheets** sub-tab to enter another employee or to search timesheets.

Notifications: Please note that the employee will receive several email notifications indicating that you have created and submitted a timesheet on his/her behalf.

The employee will be asked to log on to TRS to acknowledge the changes or updates.

For questions or concerns regarding TRS, please contact Central Payroll at centralpayroll@ucmerced.edu or call (209) 228-2729.