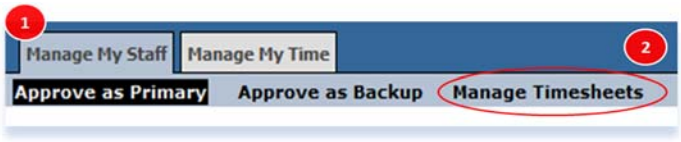
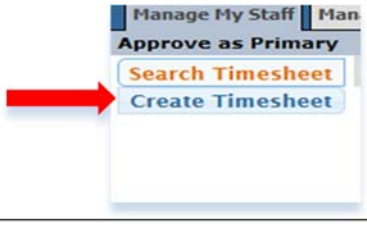
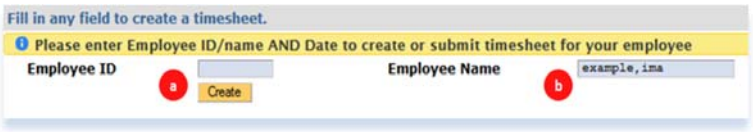
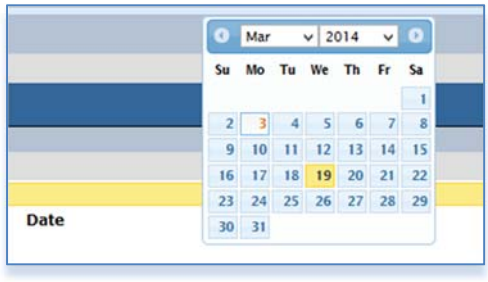
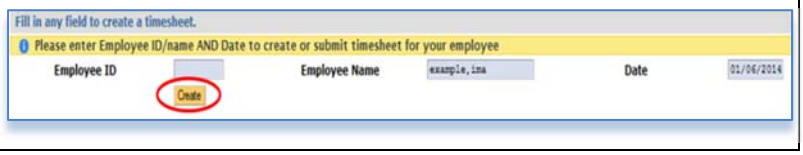
Create and Submit a Timesheet on Behalf of My Employee

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.

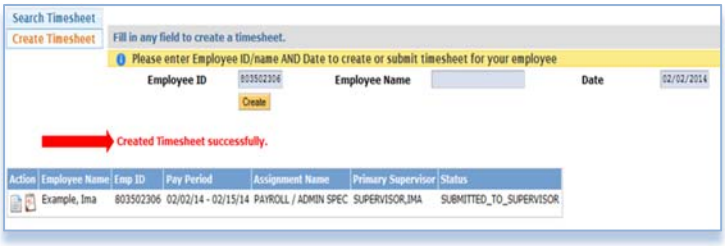
From the **Manage My Staff** tab, go to **Manage Timesheets**	
Select **Create Timesheet**	
Enter the required information to create the timesheet: a. **Employee ID** **– OR –** b. **Employee Name** Name format entry options: o Employee Last Name – Last name as it appears in PPS. *Ex. Land* o A combination of first name and last name/last name and first name. *Ex. Dixie Land or Land Dixie*	
Enter the date of the timesheet you would like to create. A pop-up calendar will appear. You can find a complete list of timesheet pay periods and timesheet submission deadlines by referring to the **TRS – PPS Schedule**.	
Select **Create** 	

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:

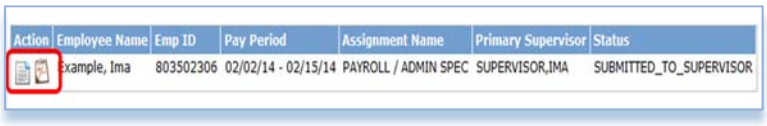
- **You have successfully submitted a saved timesheet** – The employee has already entered and saved the timesheet. The timesheet will be forwarded to the supervisor status for editing.
- **Submitted_to_Supervisor status** – The timesheet has been submitted to the supervisor (you) and can be modified.
- **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.



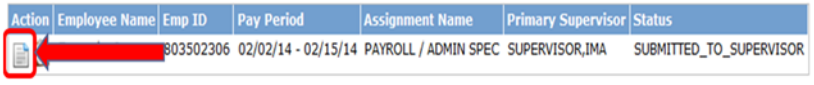
Two icons will be displayed in front of the employee's name:

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

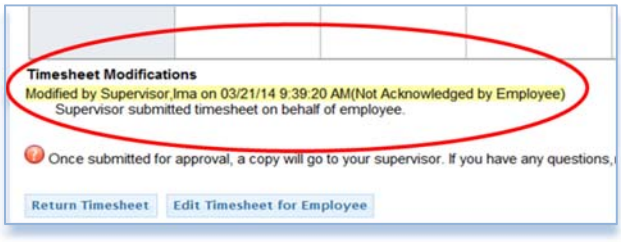
View Workflow – Select this icon to open and view the timesheet workflow (tracking) information.



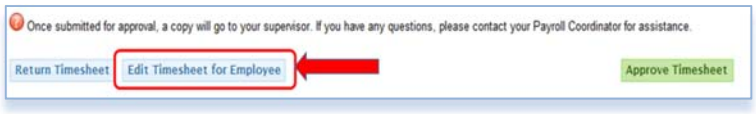
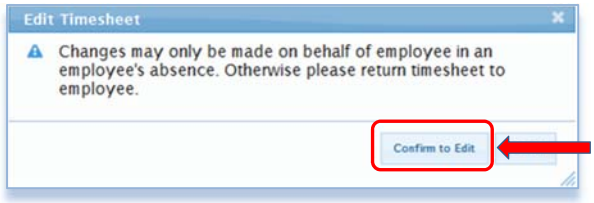
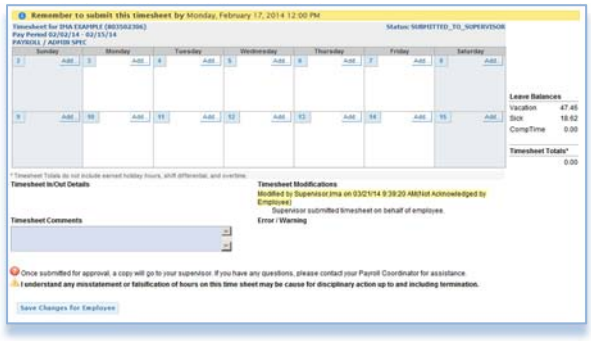
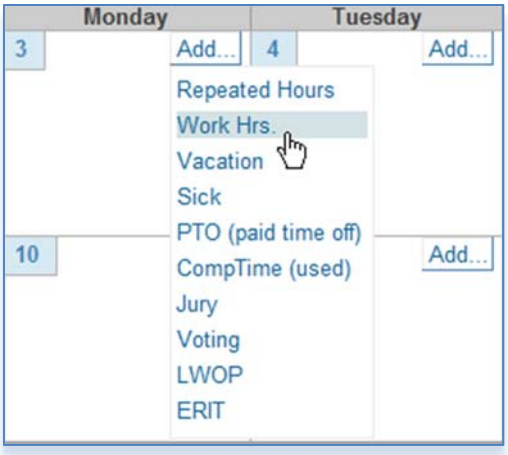
Select the **View Timesheet** icon to open the timesheet. A new tab/window will open in the timesheet view.

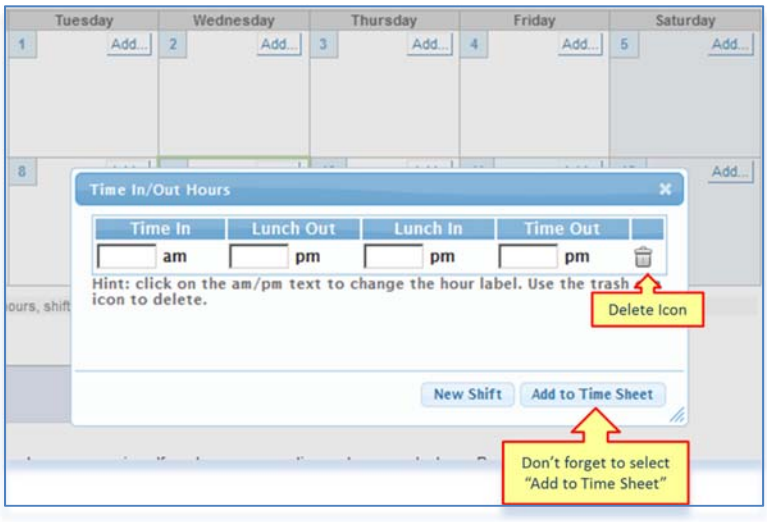


In the timesheet view, modifications are displayed.

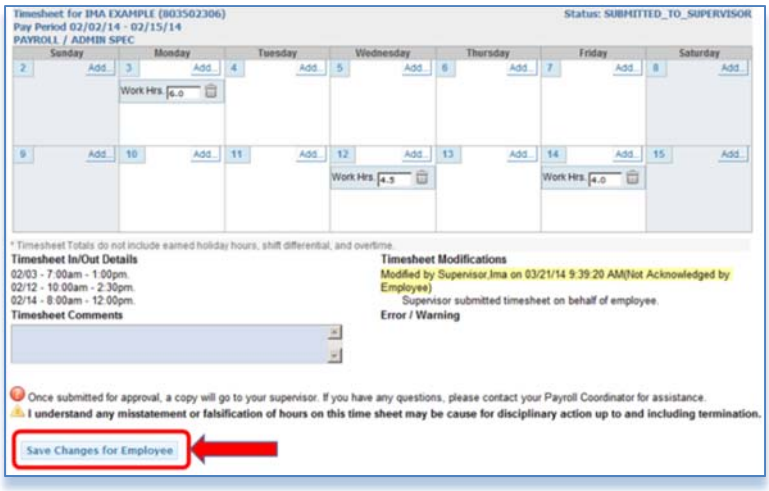
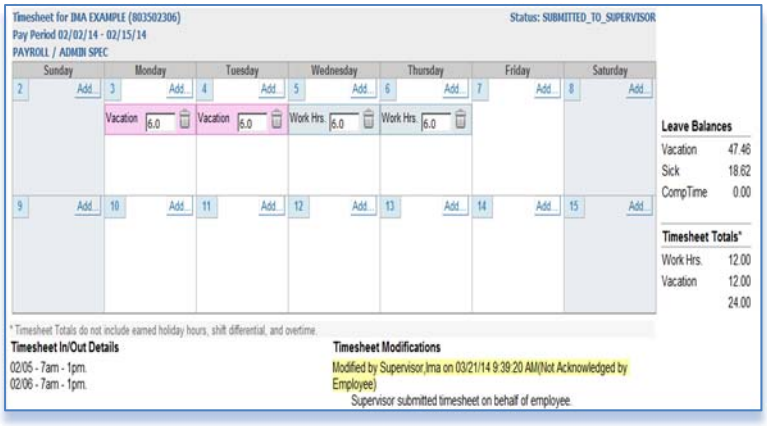
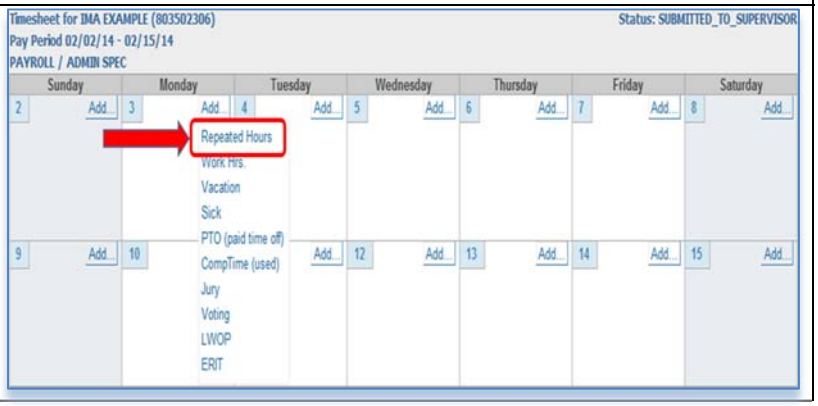


Create and Submit a Timesheet on Behalf of My Employee

To open an editable view of the timesheet, select **Edit Timesheet for Employee**.	
A pop-up message box will appear. Select **Confirm to Edit.**	
The timesheet will open to an edit view.	
To enter work time on the timesheet: 1. Select the day you want to add time to. 2. Select **Add**. A drop-down box will display a list of available entries. *TRS Entries:* o **Repeated Hours** – Use this entry to repeat hours across a range of dates o **Work Hrs.*** – Use this entry to record actual time worked o **Vacation** – Use this entry to record vacation time taken o **Sick** – Use this entry to record sick time taken o **PTO** (paid time off) – Use this entry to report paid time off o **CompTime*** – Use this entry to record comp time taken o **Jury** – Use this entry to record time off for jury duty o **Voting** – Use this entry to record time off for voting	

o **LWOP** – Use this entry to record Leave Without Pay time off. *Do not use this entry to record FMLA LWOP* o **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: o **Time In:** Time the employee arrived at work o **Lunch Out:** Time the employee initiated a lunch break. Leave blank if no lunch period was taken. o **Lunch In:** Time the employee returned from a lunch break. Leave blank if no lunch period was taken o **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. 	
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. 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.	

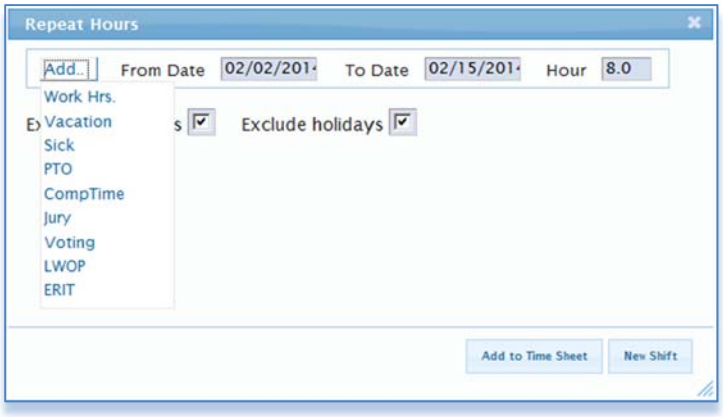
Updated 2/10/2017

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:
   - **Repeat Hours – Non-Productive** if you are reporting non-productive time.
   - **Repeat Hours – Work Hours** if you are reporting work hours over consecutive dates.

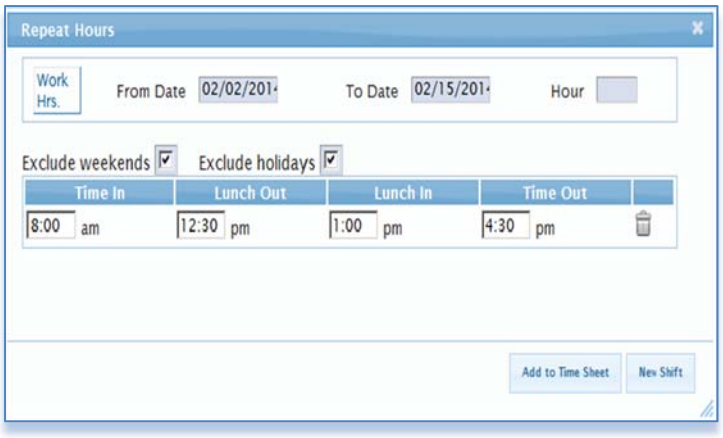
Repeat Hours – Non-Productive Time

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.

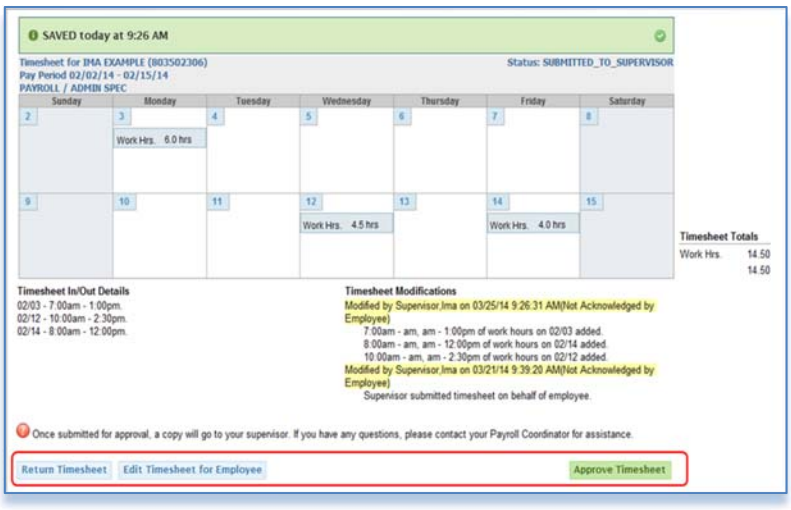
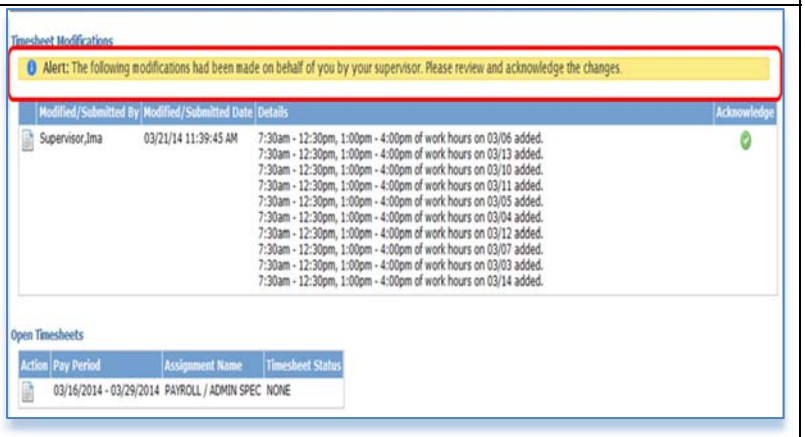


Repeat Hours – Work Hours

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.



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.