




# How to Opt-In as a Primary Supervisor to Receive Employee Timesheet Submission Notifications?

Employees designated as the Primary Supervisor to employees in TRS can opt-in to receive an email notification each time employees submit their timesheet. The following are step by steps instruction on how to opt-in as a Primary Supervisor or change the option to receive this supervisor email notice.

The Timesheet submitted by (employee’s name) email notice will be generated for each employee who submits a timesheet in a timely manner.

- This email notice is only generated for the **current pay period**.
- Late submitted timesheets (past pay period) will generate the *Notification of Timesheet Submission Past Employee Deadline*.

Log into TRS	
<p>1. Go to <a href="https://trs.it.ucla.edu">https://trs.it.ucla.edu</a></p> <p>A. Click on “UC Merced”</p>	
<p>2. Enter your Single Sign</p> <p>A. Enter your “UCMNETID”</p> <p>B. Enter your “PASSWORD”</p> <p>C. Click “LOGIN”</p>	
<p>3. From the TRS home page, under “Access TRS” click on “Supervisors”</p>	

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## Set up Notification

4. Click on the “Manage My Staff” tab
  - A. Click on the “Set up Notification” subtab



5. The “Opt-in Email Notification (Primary Supervisor Only)” screen is displayed.

A screenshot of the 'Opt-in Email Notification (Primary Supervisor Only)' screen. The navigation bar at the top shows 'Set up Notification' as the active tab. The main content area has a yellow background and contains the following text: 'You will still receive an email notification on the day of your deadline if at least one of your supervisees did not initiated or submitted the timesheet.' and 'Opt in for this notification means you will receive an additional email that is triggered by the submission of timesheet that you are assigned to as the primary supervisor'. Below this is the question 'Would you like to opt-in now?' followed by two radio button options: 'YES: I also want to receive notification every time my employee submits the timesheet.' and 'NO: I do not want to receive notification every time my employee submits the timesheet. (This is your current preference.)'. A 'Submit My Preference' button is at the bottom. A red circle with the number '5' is overlaid on the screen title.

### Notices:

- You (Primary Supervisor) will receive an email notification on the day of your deadline if at least one of your supervisors did not initiated or submitted the timesheet.
- Opt in for this notification means you will receive an additional email that is triggered by the submission of timesheet that you are assigned to as the primary supervisor.

6. Would you like to opt-in now?

- A. Select the appropriate opt-in (YES/NO) option.
  - **YES:** I also want to receive notification every time my employee submits the timesheet.
  - **NO:** I do not want to receive notification every time my employee submits the timesheet. **(This is your current preference.)**

A screenshot of the 'Would you like to opt-in now?' screen. The question is highlighted in yellow. Below it are two radio button options: 'YES: I also want to receive notification every time my employee submits the timesheet.' and 'NO: I do not want to receive notification every time my employee submits the timesheet. (This is your current preference.)'. A 'Submit My Preference' button is at the bottom. A red circle with the number '6' is overlaid on the question.

7. Once an option has been chosen, select “Submit My Preference”
  - A. Upon successful submission, a green “SAVED” notice will appear at the top of your screen.

**SAVED** today at 12:03 PM

## EMAIL EXAMPLE

# How to Opt-In as a Primary Supervisor to Receive Employee Timesheet Submission Notifications?

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## Email Notification-Timesheet Submitted by (Employee's Name)

- Primary Supervisors (only) will receive this email notification for each employee who submits their timesheet for the current pay period.

Dear SUPERVISOR, IMA:

Your employee's timesheet has been submitted for approval. Please log into TRS and review this timesheet. You may approve or return the timesheet to the employee for additional corrections.

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Timesheet Details

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Employee Name: BOONE,DANIEL (580221712)  
Assignment Name: PAYROLL/CUSTODIAN, SENIOR, MC  
Pay Period: 02/28/2016 - 03/12/2016 (B2)

If you have any questions regarding this timesheet, please contact your Departmental Time Administrator.

Access TRS at: <https://ppwqa.ais.ucla.edu>

Regards,

Time Reporting System

This e-mail was auto generated. Please do not respond.

Refer to the **Time Reporting System (TRS)** under Central Payroll for other examples of *TRS Supervisor Email Notifications*.