## How Do I Open & Submit My TRS Biweekly Timesheet?



- 1. Log into Time Reporting System (TRS)
- 2. From under "Manage My Time" you will see the "Enter Current Timesheet"
- 📕 "Open Timesheet" 3. Locate 4. Under "Action" **UC Time Reporting System** Home | Logout click on Welcome Bobcat, Rufus (123456789) September 18, YYYY the icon Manage My Time Enter Current Timesheet Review Past Timesheet 😰 Open Timesheets 🙋 Action Pay Period **Timesheet Status** Assignment Name 09/14/YYYY - 09/27/YYYY PAYROLL SERVICES / PAYROLL ANL 2 NONE Leave Balances 🖽 Create Past Pay Periods Current balances from the payroll system do not reflect late Timesheet time adjustments nor usage or accumulation since last pay select from drop down 🔹 period end date. OR enter a date Vacation 68.93 Vac. Max 280.04 300.08 Sick Comp 0.00 ρτο 0.00 Create Current Overtime Compensation Method: Payment
- 5. A biweekly timesheet will reflect two weeks for the current pay period.

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🔒 Ren	nember to	sub	mit this time	shee	t by Monday,	Sept	ember 29,YY	YY 1	2:00 PM							
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Once s	submitted for rstand any Submit to S	appro missta	isor	go to y ficatio	our supervisor. I on of hours on t	lf you I this tir	nave any question ne sheet may b	ons, p le cau	lease contact you ise for discipline	r Payı ıry ac	roll Coordinator f tion up to and i	for as	sistance. ding termination	0		

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- 6. Click "Add" to open the drop down menu and make your selection and report hours worked and/or leave time.
- 7. On the "Timesheet Comments" enter your comments, if any
- 8. Read the disclaimers
- 9. Click "Submit to Supervisor"

JC Time Repo	ting System													Close Window
Velcome													Sept	ember 10,
📵 Remember to	submit this time	sheet by Mor	nday, S	eptembe	er 15,	- 12	2:00 PM							
Timesheet for Pay Period PAYROLL SERVICES /	PAYROLL ANL 2										Status: None			
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7 Add	8 Add	9	off) CompTim Jury Voting LWOP	e (used)	Add	11	Add	12	Add	13	<u>Add</u>	Vacation Sick CompTime Timesheet 1	68.93 300.08 0.00 Totals*	
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Once subm I understar Save Submit to Submit	itted for approval, a co nd any misstatement upervisor	opy will go to you a or falsification	ur superv of hours	risor. If you s on this t	i have any time shee	quest t may	ons, please co be cause for d	ntact y iscipli	our Payroll Coor nary action up	rdinato to and	r for assistance. I including term	ination.		