

Time Reporting System




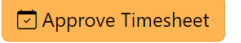

There are 11 TRS Timesheet status and various clickable icons that Employees, Supervisors, and Department Time Administrators may see while navigating TRS. The following guide will help you familiarize yourself with the status and icons in TRS.

TRS Timesheet Status






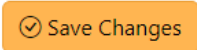
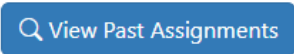
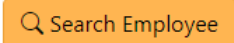
Status	Description
NOT STARTED	Employee did not open the timesheet to begin reporting hours.
SAVED	Employee has reported work hours and/or leave hours and saved the timesheet, but not Submitted to Supervisor.
SUBMITTED_TO_SUPERVISOR	Employee Submits a timesheet to Supervisor. OR DTA Returns a timesheet to Supervisor.
RECALLED_BY_EMPLOYEE	Employee recalls a submitted timesheet pending approval from the Supervisor. A recall action can only happen on a timesheet in SUBMITTED_TO_SUPERVISOR status.
RETURNED_BY_SUPERVISOR	Supervisor returns a timesheet to Employee for corrections/edits.
SUBMITTED_TO_DTA	Supervisor submits a timesheet to DTA.
SUBMITTED_TO_UCPATH	DTA submits a timesheet to UCPATH for processing of reported hours.
BATCH_LOCKED	System locks a timesheet while the UCPATH I-181 interface file is being generated.
COMPLETED	System updates a timesheet to this status when the UCPATH I-181 file for this timesheet gets generated.
COMPLETED_PENDING_SUP_ACKL	System updates an auto-approved timesheet to this status when an UCPATH I-181 file for this timesheet gets generated. Supervisor must click on the Acknowledge button to move timesheet to a completed status.
COMPLETED_PENDING_DTA_ACKL	System updates an auto-submitted timesheet to this status when UCPATH I-181 file for this timesheet gets generated. DTA must click on the Acknowledge button to move timesheet to a completed status.

TRS Icons/Buttons

Icon	Description	Name	Function
	House	Home button	Clickable icon. Allows user to return to landing page.
	Square w/Arrow pointing to the right	Logout button	Clickable icon. Allows user to logout of system.
	Yellow calendar w/plus sign	Enter Time for Current Pay Period section	None-Clickable icon. Allows user to identify the current pay period timesheet.
	Blue Calendar	View Timesheet	Clickable icon. Allows user to open the calendar view timesheet.
	Blue Clipboard w/checkmark	View Workflow	Clickable icon. Allows user to open the workflow of the timesheet progress and processing time.
	Blue Circle w/arrow pointing to the left	Recall Timesheet from Supervisor	Clickable icon. Allows user to recall timesheet from supervisor. Timesheet status will change from Submitted to Supervisor to Recalled by Employee.
	Blue Circle w/checkmark	Acknowledge timesheet	Clickable icon. Allows user to acknowledge edit/changes to a timesheet made by the supervisor.
	Blue Circle w/Plus Sign	Add Hours	Clickable icon. Allows user to add hour type to timesheet.
	Blue Box w/X mark	Delete Hours	Clickable icon. Allows user to delete hours from timesheet.
	Blue Box w/calendar	Save button	Clickable icon. Allows user to Save hours entered on a timesheet.
	Blue Box w/printer	Print/Download button	Clickable icon. Allows user to Print timesheet or download to save as a PDF.

Icon	Description	Name	Function
	Yellow Box w/circle and arrow pointing up.	Submit to Supervisor button	Clickable icon. Allows user to submit timesheet to supervisor for review and approval.
	Yellow Box w/circle and plus sign	Create Timesheet button	Clickable icon. Allows user to create a timesheet.
	Blue Triangle w/exclamation point	Attention	None-Clickable icon. Allows user to identify valuable information/notice.
	Blue Circle w/letter i	Approval Due Date	None-Clickable icon. Allows Supervisors to identify the timesheet approval due date.
	Blue Circle w/checkmark	Approve	Clickable icon. Allows Supervisors to approve timesheet after reviewing. Timesheet status will change from Submitted to Supervisor to Submitted to DTA.
	Yellow Box with calendar and checkmark	Approve Timesheet button	Clickable icon. Allows Supervisor to approve timesheet after reviewing directly from the timesheet calendar view.
	Blue Circle w/arrow pointing left	Return	Clickable icon. Allows Supervisors to return a timesheet to employee for corrections/edits. Timesheet status will change from Submitted to Supervisor to Returned by Supervisor.
	Blue Box with circle and arrow pointing left	Return button	Clickable icon. Allows Supervisors to return a timesheet to employee for corrections/edits directly from the timesheet calendar view.
	Blue box with square w/pencil	Edit Timesheet for Employee	Clickable icon. Allows Supervisors to make edits/corrections to timesheet if the employee is now available. Employee must acknowledge the edits.
	Blue Square w/pencil	Make Corrections	Clickable icon. Allows Supervisors to make corrections/edits to an employee's timesheet that was auto approved.

Icon	Description	Name	Function
	Flag	Supervisor Flags	None-Clickable icon. Allows Supervisor and Department Time Administrators to identify timesheets that need additional review. For example, “Vacation Usage Exceeds Balance” flag.
	Red Circle w/letter i	Past Pending Timesheets	None-Clickable icon. Allows Supervisors to identify the section of past timesheets pending their approval.
	Red Triangle w/exclamation point	Overdue Timesheet	None-Clickable icon. Allows employees to identify timesheets that are overdue.
	Blue Calculator	Weekly Hours Estimator	Clickable icon. Allows DTAs to view and manage employee’s work hours across multiple jobs, ensuring accurate overtime calculations and approvals.
	Blue Sheet	View Pay Update Records	Clickable icon. Allows DTA to view and manage pay update records, ensuring that all necessary updates are made to the payroll system, including updating transaction origin flags and generating appropriate notifications.
	Blue Box w/pencil	DTA Adjustment Feature	Clickable icon. Allows DTAs to adjust/correct hours in a timesheet. Visible, but not used by UCM DTAs. Best practice is for the employee or supervisor to make any necessary timesheet corrections.
	Blue Circle w/arrow pointing top right	Submit Timesheet	Clickable icon. Allows DTAs to submit timesheet hours to UCPath for payment processing and/or decrement leave hours from balance.
	Blue Square w/arrow pointing left	Revert Timesheet for Adjustment	Clickable icon. Allows DTAs to revert a timesheet from the Submitted to PS (UCPath PeopleSoft) status to Submitted to DTA status.

Icon	Description	Name	Function
	Blue Open Lock	Release Completed Timesheet for Adjustment	Clickable icon. Allows DTAs to Release (return) a timesheet in a Completed status to the Supervisor for adjustments/edits.
	Blue Box w/person and plus sign	Assign Supervisor	Clickable icon. Allows DTAs to assign the required Primary Supervisor, Backup Supervisor, and if needed an Optional Supervisor to an employee's TRS profile.
	Blue Circle w/X	Remove Supervisor	Clickable icon. Allows DTAs to remove an assigned supervisor and replace with a new assigned supervisor.
	Blue Box w/letter I	More Information	Clickable icon. Allows DTAs to see more information on an employee assignment such as Job FTE and Job Pay Rate.
	Blue Box w/pencil	Timesheet Identifier	Clickable icon. Allows DTAs to add a timesheet identifier/nickname (under Manage Employee).
	Yellow Box w/circle and checkmark	Save Changes button	Clickable icon. Allows DTAs to save supervisor changes or timesheet identifier changes.
	Blue Box w/magnifying glass	View Past Assignments button	Clickable icon. Allows DTAs to view an employee's past assignments (assignments that have ended).
	Yellow Box w/magnifying glass	Search Employee button	Clickable icon. Allows DTAs to search for a specific employee.
	Yellow Box w/circle and plus sign	Create New Work Schedule button	Clickable icon. Allows DTAs to create a work schedule for an employee.

Icon	Description	Name	Function
	Red Box w/trashcan	Delete button	Clickable icon. Allows DTAs to delete a work schedule when appropriate.
	Blue Box w/square and pencil	Modify button	Clickable icon. Allows DTAs to modify/update a work schedule.
	Blue Box w/person and plus sign	Search Supervisor button	Clickable icon. Allows DTAs to search for a specific user and assigned as a supervisor for various employees.
	Blue Person w/checkmark	Assign User	Clickable icon. Allows DTAs to select user from a search list to assign as supervisor for various employees.
	Yellow Box w/an arrow pointing left and arrow pointing right	Replace Supervisor for Selected Assignments	Clickable icon. Allows DTAs to mass replace a supervisor for various employees at one time.
	Yellow Box/w circle and arrow pointing up	Upload	Clickable icon. Allows DTAs to upload an excel or csv template for a mass upload of supervisors.
	Blue sheet with an X	Excel Template	Clickable icon. Allows DTAs to download the Excel template for completion to make a mass upload of supervisors.
	Blue sheet with CSV	CSV Template	Clickable icon. Allows DTAs to download the CSV template for completion to make a mass upload of supervisors.
	Yellow Box w/magnifying glass	Generate Report	Clickable icon. Allows DTAs to generate the available reports for review.

Resources

TRS Timekeeping Job Aids

The following job aids/step by step guides are available on the Payroll Services website.

- [TRS Employee – Monthly Timesheet Submission](#)
- [TRS Employee - Biweekly Timesheet Submission](#)
- [TRS Supervisor - Timesheet Review and Approval](#)
- [TRS Supervisors – Updating an Employee Timesheet](#)

TRS Online Training

A TRS Employee Training course and a TRS Supervisor Training course are available on demand online that can be completed at your own pace.

- Log in using your UC Merced NetID at [UC Learning Center](#)
- From the home page, go to the Search Bar and Search TRS

Time Reporting System (TRS) Information

For more information about TRS visit the Payroll Services website at <https://bfs.ucmerced.edu/payroll-services/time-reporting-system-trs>

Transactional Deadline Calendar

The timesheet submission deadlines for employees and supervisors are available on the Transactional Deadline Calendar found on the UC Merced Payroll Services website.

<https://bfs.ucmerced.edu/our-services/payroll-services/deadlines-calendars>

Pay Cycle	Check Date	Pay Period Dates		Local Time Reporting System (TRS)			Campus to Payroll Services to Effect Check	UCPath Freeze Period		UCPath Center		
		Begin	End	Submit to TRS Employee Deadline (By 11:59 pm)	Approval in TRS Supervisor Deadline (By 10 am)	DTA Entry Deadline (By 1 pm)		Begins at 5 PM	Ends at 6 AM	Pay Confirm to 4:00 PM)	(Up	GL Post Confirm (Completion of GL Process for Summary Level Data)