

TRS Supervisor’s (Approvers) Role & Responsibilities

Supervisor Role	Supervisor Responsibilities
<p>All employees in TRS require a Primary Supervisor and a Backup Supervisor. In the context of TRS a supervisor is assigned as a:</p> <ul style="list-style-type: none"> • Primary Supervisor is the individual most familiar with an employee’s work schedule and is generally the one that will review and approve the employee’s timesheet. • Backup Supervisor is the individual that can approve the employee’s timesheet in the Primary Supervisor’s absence. • Secondary Backup Supervisor is an individual that can approve the employee’s timesheet in the Primary Supervisor and Backup Supervisor’s absence. 	<p>All supervisors have key responsibilities. In the context of the TRS they are:</p> <ul style="list-style-type: none"> • Timesheet Management: <ul style="list-style-type: none"> ○ Responsible for managing, reviewing, returning, editing and approving timesheets. ○ Responsible for monitoring timesheets that require action or awaiting approval and processing (Job Aids). • Correction and Approval: <ul style="list-style-type: none"> ○ Responsible for ensuring timesheets compliance and have accurate time reporting and any errors are corrected and approved for timely submission to Payroll Services for processing (Transactional Deadlines). • Communication and Coordination: <ul style="list-style-type: none"> ○ Communicating with employees, backup supervisors, and Payroll Services to resolve issues or address issues promptly to ensure accuracy and timely timesheet processing. ○ Ensuring that a timesheet is created and submitted for unavailable employees (i.e. leave of absence) to ensure timely processing and payment scheduling.

ATTENTION:

Failure to approve employee timesheet by the established deadline can result in the employee not getting paid or getting paid late ([UC Systemwide HR](#)).

Timekeeping Periods

To meet compliance standards (FLSA) we (UC Merced) need timekeeping records to cover the employees’ period of employment.

Biweekly Employees (Hourly Non-Exempt): Report time worked, or no time worked, Leave Taken or No Leave Taken

Monthly Employees (Exempt): Report Leave Taken or No Leave Taken

Review, Approve, Return, Edit, or Create Timesheet for Employee

1. Log into TRS trs.ucmerced.edu as a *Supervisor* using your UCM Single Sign On
2. Click on **Manage My Staff** to **Approve as Primary** or **Approve as Backup**
3. Go to the **Biweekly Timesheets** and/or **Monthly Timesheets** to review and *Approve*, *Return*, or *Edit Timesheet for Employee*.
4. Timesheets with NOT STARTED status indicate that the employee has not created a timesheet. As a supervisor you click on **Create Timesheet for Employee** icon or go to **Manage My Staff** and click on **Create Timesheet**.

Monthly Timesheets 08/01/2024 - 08/31/2024									
<div> Monthly Salary Timesheet Approval due by Tuesday, September 10, 2024 10:00 AM * Current balances from the payroll system do not necessarily reflect late time adjustments or accumulation since last pay period end date </div>									
Show	10	entries	Search:						
Employee Name	Employee ID	Pay Period	Assignment Name	Leave Balances*	Timesheet Hrs	Status	Approve	Return	Action
		08/01/24 - 08/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick Vac. Max Vacation 327.39 240.0 227.54	No Exception Hours Reported	SUBMITTED_TO_SUPERVISOR	✓	←	📄
		08/01/24 - 08/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick Vac. Max Vacation 144.0 240.0 128.0	Vacation 8.00 Sick 8.00	RECALLED_BY_EMPLOYEE	Not Available	Not Available	📄
		08/01/24 - 08/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick Vac. Max Vacation 126.32 240.0 57.34	No Exception Hours Reported	SUBMITTED_TO_DTA	Not Available	Not Available	📄
Showing 1 to 3 of 3 entries									
								Previous	1 Next

STUDENT ATHLETICS / ATH TRAINER 3							<div>Status</div> <div>SUBMITTED_TO_SUPERVISOR</div>							
							<div>Pay Period</div> <div>08/01/24 - 08/31/24</div>							
							<div>Due Date</div> <div>Thursday, September 5, 2024 11:59 PM</div>							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday								
28	29	30	31	1 Vacation: 8.0	2	3								
4	5	6	7	8	9	10								
11	12	13	14	15	16	17								
18	19	20	21	22	23	24								
25	26	27	28	29 Sick: 8.0	30	31								
<table> <tr> <th>Timesheet Hours</th><th>Total</th></tr> <tr> <td>Vacation</td><td>8</td></tr> <tr> <td>Sick</td><td>8</td></tr> <tr> <td>Total</td><td>16</td></tr> </table>							Timesheet Hours	Total	Vacation	8	Sick	8	Total	16
Timesheet Hours	Total													
Vacation	8													
Sick	8													
Total	16													
<div> <div>Approve Timesheet</div> <div>Return Timesheet</div> <div>Edit Timesheet for Employee</div> <div>Print</div> </div>														

TRS Supervisors (Approvers) Tips

- Primary and/or Backup Supervisors who believe to have been erroneously assigned as a TRS Supervisor, should contact their department representative to report the update via a [Payroll Services TRS Approver Update Form](#)
- Primary Supervisors who are going to be out of office and unable to approve timesheet, should communicate and make arrangements with the Backup Supervisors to review and approve timesheets ([Transactional Deadlines](#)).
- Primary and Backup Supervisors should return timesheets requiring corrections to the employees. Edit timesheets for the employee only if the employee is unavailable to do so (i.e. leave of absence).
- Backup Supervisors should communicate with the employee’s Primary Supervisor before acting on any employee timesheet.
- Current Supervisors may need to act on behalf of employees for periods of time where they were not Supervisor of record. When this occurs, a current Supervisor must act and can add a comment to timesheet to explain any extenuating circumstances.
- Primary Supervisors should ensure they are receiving the TRS automatically generated emails that assist supervisors in meeting deadlines and alert supervisors of changes that may be needed on a timesheet. These emails come from DONOTREPLY-UCMTRS@ucmerced.edu, please check email spam/junk folders to ensure emails are not being delivered there.
- Primary and Backup Supervisors should review the [TRS Timekeeping Job Aids](#) if guidance is needed after business hours and/or weekends.
 - Frequently Asked Questions
 - Timesheet Status & Icons
 - How to Review and Approve Timesheets
 - How to Edit an Employee’s Timesheet
 - How to use the Supervisor Notification (Opt-In)