

# TRS Supervisor's (Approvers) Role & Responsibilities

### **Supervisor Role**

All employees in TRS require a Primary Supervisor and a Backup Supervisor. In the context of TRS a supervisor is assigned as a:

- 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.

## **Supervisor Responsibilities**

All supervisors have key responsibilities. In the context of the TRS they are:

#### Timesheet Management:

- 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:

 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 (<u>Transactional Deadlines</u>).

#### Communication and Coordination:

- 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 (<u>UC Systemwide HR</u>).

#### **Timekeeping Periods**

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

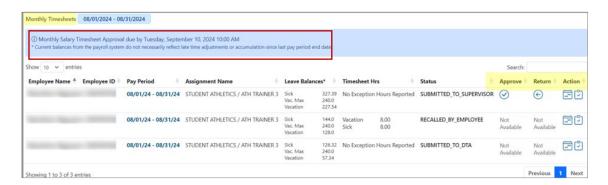
**Biweekly Employees (Hourly Non-Exempt):** Report time worked, or no time worked, Leave Taken or No Leave Taken

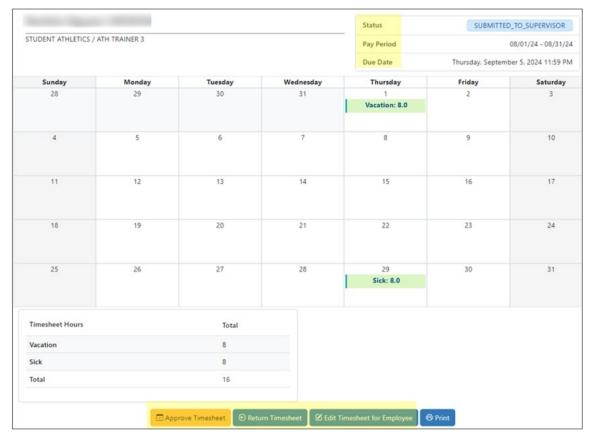
Monthly Employees (Exempt): Report Leave Taken or No Leave Taken



### 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**.







## **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 (<u>Transactional Deadlines</u>).
- 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 <u>DONOTREPLY-</u>
  <u>UCMTRS@ucmerced.edu</u>, please check email spam/junk folders to ensure emails are not
  being delivered there.
- Primary and Backup Supervisors should review the <u>TRS Timekeeping Job Aids</u> if guidance is needed after business hours and/or weekends.
  - Frequently Asked Questions
  - o Timesheet Status & Icons
  - How to Review and Approve Timesheets
  - How to Edit an Employee's Timesheet
  - How to use the Supervisor Notification (Opt-In)