How Do I Open & Submit My TRS Biweekly Timesheet?



- 1. Log into TRS
- 2. From under "Manage My Time" you will see the "Enter Current Timesheet"
- 📕 "Open Timesheet" 3. Locate 4. Under "Action" click **UC Time Reporting System** Home | Logout icon on the Welcome Bobcat, Rufus (123456789) September 18, YYYY Manage My Time Enter Current Timesheet Review Past Timesheet 🕎 Open Timesheets 🖉 Action Pay Period Assignment Name **Timesheet Status** 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 0.00 Comp PTO 0.00 Create Current Overtime Compensation Method: Payment
- 5. A biweekly timesheet will reflect two weeks for the current pay period.

elcome	BOBCAT, RUF	US													Sept	ember 18,YYY
🔒 Rei	nember to	subm	it this tim	esheet	by Monday,	Septen	nber 29,YY	YY 12	00 PM							
Fimeshe Pay Peri PAYROL	et for RUFUS od 09/14/YY SERVICES /	BOBCA - 09/2 PAYRO	T (1234567) 7/YY DLL ANL 2	9)									Status: None			
S	unday	N	londay	J	Tuesday	We	dnesday	Т	hursday		Friday		Saturday			
14	Add	15	Add	16	Add	17	Add	18	Add	19	Add	20	Add		22.2	
21	Add	22	Add	23	Add	24	Add	25	Add	26	Add	27		Vacation Sick CompTime	68.93 300.08 0.00	
														Timesheet T	otals*	
															0.00	
Timeshee	t Totals do not t In/Out Deta	include e	earned holiday	hours, s	hift differential, ar	d overtim	θ.									
imeshee	t Comments						Error / Wa	ning								
Once	submitted for	approva	II, a copy will	go to yo	our supervisor. I n of hours on t	f you hav	e any questions heet may b	ons, plea	se contact you	r Payr	oll Coordinator fo	or ass	sistance.			
- i unu	i stand any n	nootate		incutio			Sheet may a	e euro	ior disciplini	ing ac		orara	ing termination.			
ave	Submit to Su	perviso	or													

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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"

lcome														Sept	ember 10,
 Remember to 	o submit this time	sheet	by Mo	nday,	Septem	ber 15,	1	2:00 PM							
imesheet for ay Period AYROLL SERVICES	esheet for Status: None Period ROLL SERVICES / PAYROLL ANL 2 Sunday Manday Transfer Ordereday														
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31 Add	1 Add	2	6	Add	3	Add	4	Add	5	Add	6	Add			
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Add	8 Add	9		off)	id time	Add	11	Add	12	Add	13	Add	Vacation	68.93	
				CompTi	me (used)								Sick	300.08	
				Jury									CompTime	0.00	
				Voting									Timesheet 1	fotals*	
				ERIT										0.00	
nesheet In/Out Det nesheet Comment	o include earned holiday tails IS	hours, si	hift differe	muai, am	overume.	Error / War	ning								
Once subn Once subn I understa	nitted for approval, a c and any misstatemen Supervisor	opy will t or fals	go to yo ification	ur super a of hou	rvisor. If y	ou have any s time shee	ques t may	tions, please co be cause for d	ntact y liscipli	our Payroll Coor nary action up	dinato to and	or for assistance. d including tern	nination.		