



# 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**”
3. Locate  “**Open Timesheet**”
4. Under “**Action**” click on the  icon

**UC Time Reporting System** Home | Logout  
 Welcome Bobcat, Rufus (123456789) September 18, YYYY

**1** Manage My Time

**Enter Current Timesheet** Review Past Timesheet

**2** Open Timesheets

Action	Pay Period	Assignment Name	Timesheet Status
<b>3</b> 	09/14/YYYY - 09/27/YYYY	PAYROLL SERVICES / PAYROLL ANL 2	NONE

**Create Past Pay Periods Timesheet**  
 select from drop down  
 OR enter a date  
  
 Create

**Leave Balances**  
 Current balances from the payroll system do not reflect late time adjustments nor usage or accumulation since last pay period end date.

Vacation	68.93	Vac. Max	280.04
Sick	300.08	Comp	0.00
PTO	0.00		

Current Overtime Compensation Method: **Payment**

5. A biweekly timesheet will reflect two weeks for the current pay period.

**UC Time Reporting System** Close Window  
 Welcome BOBCAT, RUFUS September 18, YYYY

**Remember to submit this timesheet by Monday, September 29, YYYY 12:00 PM**

Timesheet for RUFUS BOBCAT (123456789) Status: None  
 Pay Period 09/14/YY - 09/27/YY  
 PAYROLL SERVICES / PAYROLL ANL 2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14 Add...	15 <b>4</b> Add...	16 Add...	17 Add...	18 Add...	19 Add...	20 Add...
21 Add...	22 Add...	23 Add...	24 Add...	25 Add...	26 Add...	27 Add...

**Leave Balances**  
 Vacation 68.93  
 Sick 300.08  
 CompTime 0.00

**Timesheet Totals\***  
 0.00

\* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

**Timesheet In/Out Details**  
 Timesheet Comments  
 Error / Warning

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.  
 I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Save Submit to Supervisor

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



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”**

**UC Time Reporting System** Close Window

Welcome September 10,

**Remember to submit this timesheet by Monday, September 15, 12:00 PM**

Timesheet for **PAYROLL SERVICES / PAYROLL ANL 2** Status: None

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Add...	1 Add... Labor Day Holiday	2 Add... 5	3 Add...	4 Add...	5 Add...	6 Add...
7 Add...	8 Add...	9 Add...	10 Add...	11 Add...	12 Add...	13 Add...

**Leave Balances**

Vacation	68.93
Sick	300.08
CompTime	0.00

**Timesheet Totals\***  
0.00

\* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

**Timesheet In/Out Details**

**Timesheet Comments**

**6** [Text input field]

**7** ? Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.  
! I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Save **Submit to Supervisor** **8**