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

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

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**"