



Time Reporting System (TRS) Job Aid for Supervisors - Approve Timesheets

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Introduction

Supervisors are required to review and approve employee timesheets before they are signed off by the Department Time Administrator (DTA). Note that when an employee does not submit a timesheet, the system moves the timesheet to the supervisor for approval.

The image below shows who does what when in the process from timesheet submission to employees receiving their pay.

Employee	• Submits to supervisor
Supervisor	• Approves
Dept Time Admin	• Submits
System	• Sends data to Payroll
Employee	• Receives pay



Time Reporting System (TRS) Job Aid for Supervisors - Approve Timesheets

Deadlines

Submission and approval deadlines appear at the top of the Current Timesheet for employees and supervisors. You can also see the overall campus deadlines for timesheets at [Timesheet Approval Deadlines](#) on the Timekeeping web page, which includes all deadlines for all biweekly, monthly and monthly/hourly pay periods. Keep in mind though that your department may have stricter deadlines.

Types of Supervisors

Employee data from UCPATH is loaded into TRS to populate the Primary Supervisor and Backup Supervisor roles.

- Primary Supervisor: Employee's Direct Supervisor/Manager
- Backup Supervisor: Generally, the direct supervisor/manager of the primary supervisor

The Optional Supervisor field will be used for delegates. Submit a [TRS Access Request Form](#) to add a delegate.

Any of the three possible supervisors may approve an employee's timesheet.

- The Primary Supervisor is responsible for reviewing and approving their employees' timesheets.
- When the Primary Supervisor is not able to review and approve timesheets, the Backup Supervisor manages the approvals.
- The Optional Supervisor (delegate) can be called upon to manage approvals as needed.

Log in to Time Reporting System

1. From timekeeping.berkeley.edu, select **Log in to TRS**.
2. Select **Supervisor**.

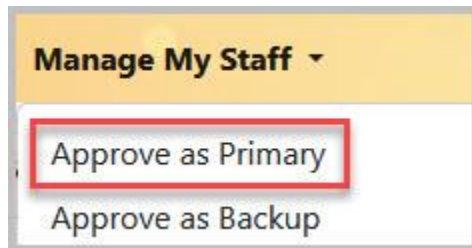




Time Reporting System (TRS) Job Aid for Supervisors - Approve Timesheets

Access Your Employees' Timesheets

Make a selection from the Manage My Staff dropdown in the top menu bar of TRS. To approve timecards for your employees, select **Approve as Primary**. To approve timecards for the employees of your employee, select **Approve as Backup**.



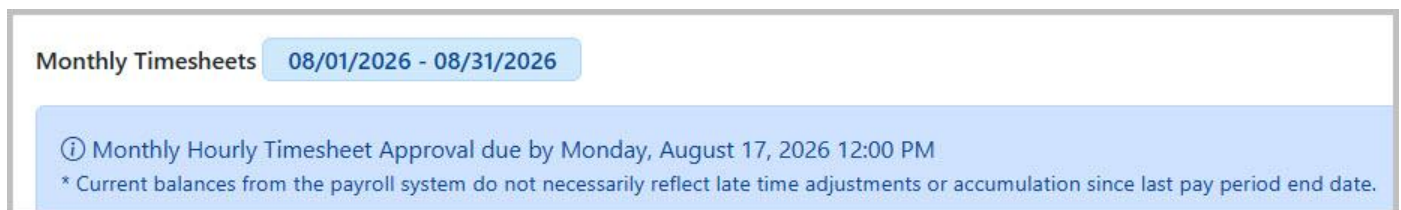
Approve as Primary - Screen Description

The Approve as Primary window presents separate sections based on how employees are paid and the pay period. Supervisors will see all sections where they have employees:

- Monthly salary
- Monthly hourly
- Biweekly

The section heading includes the pay frequency and the date range for the pay period.

The text with the blue background includes the pay frequency and how employees are paid, which is Monthly Hourly in this example. The approval due date is indicated. Finally, there is a note about when leave balances are updated.





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Each section of timesheets includes a table with one row for each combination of Employee Name, Employee ID, and Assignment Name. If an employee has multiple jobs with the same pay frequency and pay type (salary or hourly), they will have one row for each Assignment Name.

Employee Name	Employee ID	Pay Period	Assignment Name	Leave Balances*	Timesheet Hrs	Status	Approve	Return
Obisanya, Sam		08/01/26 - 08/31/26	Integrative Biology / ADMIN OFCR 2 CX	Sick: 30.42 Vac. Max: 138.0 Vacation: 19.18	Work Hrs: 168.00	SUBMITTED_TO_SUPERVISOR		

Following the identification information, the table presents Leave Balances (as of xxx) and Timesheet Hours reported.

Leave Balances*		Timesheet Hrs
Sick	30.42	Work Hrs 168.00
Vac. Max	138.0	
Vacation	19.18	

Finally, there are columns to indicate the status of the timesheet and columns to take actions including [Approve](#) and [Return \(to the employee\)](#).

Status	Approve	Return
SUBMITTED_TO_SUPERVISOR		

If an employee has a status of NOT STARTED and the deadline for submitting timesheets has passed, you will need to [create a timesheet for them](#).



Time Reporting System (TRS) Job Aid for Supervisors - Approve Timesheets

Create a Timesheet

If the Status column displays NOT STARTED and the deadline for submitting timesheets has passed, you will need to create a timesheet for the employee.

1. From the Action column on the right, select the plus (+).

Status	Approve	Return	Recall	Action
NOT STARTED	Not Available	Not Available	Not Available	

2. TRS enters the Employee ID. You need to add the Employee Name and last date in the pay period.
3. Then select Create Timesheet.

Create Timesheet

Employee ID
10204688

Employee Name
Welton, Rebecca

Date
08/31/2026



Review Timesheets for Completeness and Accuracy

Select the Pay Period link for the employee timesheet you want to review. Check the timesheet to be sure that all exceptions are entered on the correct dates for the correct number of hours. If all is well, proceed to approving timesheets. Exceptions or cases where you need to do something other than approving a timesheet are covered in the following sections.

Approve Timesheets

1. Select the Primary Supervisor Approve checkmark icon in the Approve column.

Status	Approve
SUBMITTED_TO_SUPERVISOR	

2. In the Approve dialog box, add an Approve Comment if you wish.
3. Select Approve Timesheet.



Time Reporting System (TRS) Job Aid for Supervisors - Approve Timesheets

Approve a Group of Timesheets at Once

If the Timesheet Hours seem to be accurate, you can use the Select checkbox in the first column to select multiple timesheets. Then select the Approve checkmark icon in the Approve column to approve all of the selected timesheets.

Select all

Deselect all

Show 10 entries

Select	Employee Name	Employee ID	Pay Period	Assignment Name	Leave Balances*	Timesheet Hrs
☐	Rojas, Dani		08/01/26 - 08/31/26	Integrative Biology / POSTDOC-EMPLOYEE	PTO 128.0 Sick (PostDoc) 344.0	
☐	Obisanya, Sam		08/01/26 - 08/31/26	Integrative Biology / GSR-FULL FEE REM	Sick 0.0 Vac. Max 0.0 Vacation 0.0	Jury 16.00
☐	Jones, Keeley		08/01/26 - 08/31/26	Integrative Biology / POSTDOC-EMPLOYEE	PTO 8.0 Sick (PostDoc) 136.0	Sick 24.00
☐	Kent, Roy		08/01/26 - 08/31/26	Integrative Biology / GSR-NO REM	Sick 0.0 Vac. Max 0.0 Vacation 0.0	Bereavement 8.00

Approve as a Backup

The process of approving timesheets as a backup is nearly the same as approving timesheets as a primary supervisor. From the Manage My Staff dropdown, select **Approve as Backup**. Follow the steps for Primary Approvers described above.



Time Reporting System (TRS) Job Aid for Supervisors - Approve Timesheets

Return Timesheet to Employee

If you notice that some hours have not been entered by an employee, you can return the timesheet to the employee to correct.

1. From the Return column, select the **Return Timesheet to Employee** icon shaped like a left pointing arrow.

Status	Approve	Return
RECALLED_BY_EMPLOYEE	Not Available	Not Available
SUBMITTED_TO_SUPERVISOR		

2. You must add a comment when returning a timesheet to an employee.

Return Timesheet

Return timesheet to employee.

Reason for Return (Required)

You must provide a reason for the return

Return Timesheet

Close

3. Select **Return Timesheet**.



Time Reporting System (TRS) Job Aid for Supervisors - Approve Timesheets

Edit an Employee's Timesheet

If an employee's timesheet needs a correction and the employee is at work, the best practice is to return the timesheet to the [employee so they can make the correction](#). If the employee is absent and will not return prior to the timesheet deadline, you may edit the timesheet on behalf of the employee.

1. With the timesheet open, select **Edit Timesheet for Employee** from the buttons below the timesheet.

The screenshot shows a table with 'Total Exception Hours' and 'Total' columns. Below the table are four buttons: 'Approve Timesheet', 'Return Timesheet', 'Edit Timesheet for Employee' (highlighted with a red box), and 'Print'.

Total Exception Hours	Total
Sick	16
Total	16

☒ Approve Timesheet ☐ Return Timesheet ☒ Edit Timesheet for Employee ☐ Print

2. Select **Edit Timesheet for Employee**.

The dialog box contains a warning message and two buttons: 'Edit Timesheet for Employee' and 'Close'.

Edit Timesheet for Employee

Changes may only be made on behalf of employee in an employee's absence. Otherwise please return timesheet to employee.

☒ Edit Timesheet for Employee ☐ Close

3. Enter leave or hours worked as needed.
4. Select **Save Changes for Employee** after reading and understanding the attestation.

The screenshot shows a warning message with a triangle icon and a 'Save Changes for Employee' button.

☒ I understand any mis-statement or falsification of hours on this timesheet may be cause for disciplinary action up to and including termination.

☒ Save Changes for Employee ☐ Print

5. Select **Approve Timesheet**.



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Employees with Multiple Job Assignments

As a primary supervisor in TRS you see timesheets for all employees you supervise. Some employees may have another campus job in addition to the one you supervise. You will not see a timesheet for a job that you do not supervise.