



Time Reporting System (TRS) Job Aid for Salaried Employees - Submit a Timesheet

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Introduction

This job aid contains instructions for completing and submitting a timesheet in the Time Reporting System (TRS). These instructions are intended for employees that are paid a salary regardless of hours or leave taken. You must report leave taken in each pay period.

Student Employees with Multiple Jobs

If you are a Graduate Student Instructor (GSI) or Graduate Student Resident (GSR) who is paid a monthly salary, this job aid covers what you need to know to enter time for your GSI or GSR role. If you **also** work as a Reader, Tutor, or Student Assistant, you will need to follow the instructions in the [TRS Job Aid for Employees Paid Based on Hours Worked - Submit a Timesheet](#) to enter time worked at that job.

Access Your Timesheet

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

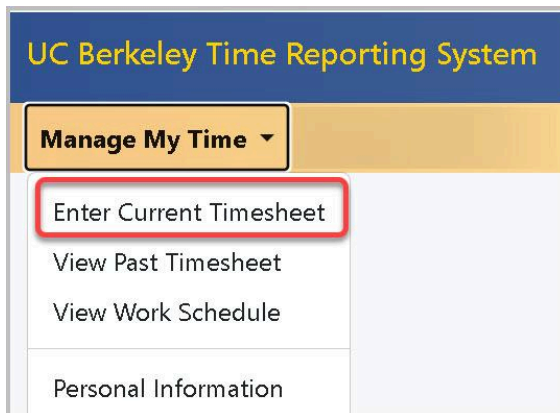




Time Reporting System (TRS) Job Aid for Salaried Employees - Submit a Timesheet

Open Timesheet

1. From the Manage My Time dropdown in the upper left, select **Enter Current Timesheet**.



As a salaried employee, you are not required to enter hours worked. TRS will prompt you to enter hours for leave or allow you to go directly to [Submit](#) if there are no leave hours to report.

A screenshot of a window titled "Time Reporting for Exempt Salary Employee". It contains a question: "Do you have vacation, sick, jury duty, PTO and/or leave w/o pay to report for this pay period?". Below the question are two buttons: "Yes, enter hours" (in blue) and "No, proceed to submit" (in light blue).

The Enter Current Timesheet window displays a link to the timesheet for the current pay period. If you have more than one job, each job is listed separately.

Below the list of timesheets:

- On the left, create a past or future timesheet



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- On the right, view your leave balances
2. Select the **Action** icon or the pay period or assignment name link to open the timesheet.

Enter Current Timesheet

Enter Time for Current Pay Period

Action	Pay Period	Assignment Name	Timesheet Status
	08/01/2026 - 08/31/2026	School of Education / ASSOC FLD PROG SUPV	NOT STARTED

Create Past/Future Timesheet

Select Pay Period Please Select

Create Timesheet

Leave Balances

As of Date: 07/31/2026

Type	Usable Before As of Date	Usable After As of Date	Accrual Max
Sick	24.00	25.00	0.00

Result: The timesheet opens in a new browser tab separate from the Access Current Timesheet tab.



The Edit Timesheet tab displays the timesheet.

Bear, Oski (12345678)

The Social Science Matrix / ADMIN MGR 1

Status Not Started

Pay Period 08/01/26 - 08/31/26

Due Date Sunday, September 6, 2026 12:00 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2 	3 	4 	5 	6 	7 	8
9 	10 	11 	12 	13 	14 	15
16 	17 	18 	19 	20 	21 	22
23 	24 	25 	26 	27 	28 	29
30 	31 	1	2	3	4	5



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When You Have More Than One Job

When you have more than one job, each of your assignments will be shown. Each job has its own timesheet. To open a timesheet, select the assignment line.

You must report leave time separately for each of your jobs. Supervisors only see timesheets for employees they supervise. If you have multiple jobs with different supervisors, supervisors will not see the hours on other timesheets. However, TRS flags an error for any overlap of time that is reported in timesheets for the same employee.

Enter Current Timesheet

Enter Time for Current Pay Period

Action	Pay Period	Assignment Name	Timesheet Status
	08/01/2026 - 08/31/2026	Haas Core Programs / GSR-NO REM	NOT STARTED
	08/01/2026 - 08/31/2026	Summer Sessions & Study Abroad / READER-NON GSHIP	NOT STARTED
	08/01/2026 - 08/31/2026	Haas Core Programs / TEACHG ASST-1/10-GSHIP	NOT STARTED

Create Past/Future Timesheet

Select Pay Period

Please Select

Create Timesheet

Leave Balances

As of Date: 08/31/2026

Type	Balance	Accrual Max
Vacation	0.00	0.00
Sick	0.00	0.00



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Report Time Off

1. When you need to report time off work (sick, vacation, LWOP, etc.), select the **plus (+)** icon for the relevant date, or the first date for a multiple day entry.
2. Select the correct pay code from the drop-down menu.

The screenshot shows a dialog box titled "Add Hour for Wed, 8/5". Inside, there is a dropdown menu labeled "Select Hour Type". The menu is open, displaying a list of options: "Select Hour Type" (the header), "Work Hrs", "Vacation", "Vacation FML", "Sick", and "Sick FML". The "Vacation" option is currently selected and highlighted in blue.

3. Enter in the number of hours used in the **Hours** text box. Full-time salary employees can only take leave in full day or eight hours per day increments. Employees with FTE less than 1.0 should prorate their hours for a full day.

The screenshot shows the same dialog box, but now the "Vacation" option is selected in the dropdown. Below the dropdown is a text box labeled "Hours" containing the number "8". Underneath the text box are two checkboxes: "Repeat Hours for Date Range" (which is checked) and "Repeat Hours for Selected Dates" (which is unchecked). Below these are two date fields: "From" (08/05/2026) and "To" (08/07/2026). At the bottom, there are two more checkboxes: "Exclude Weekends" (checked) and "Exclude Holidays" (checked). At the very bottom are two buttons: "Add Hour" (highlighted in blue) and "Close".



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4. If you need to add the same pay code for a range of dates, check **Repeat Hours for Date Range**. If you need to add the same pay code for selected dates that are not in a contiguous range, skip ahead to step 7.

The screenshot shows a dialog box titled 'Add Hour'. It contains two radio buttons: 'Repeat Hours for Date Range' (which is selected) and 'Repeat Hours for Selected Dates'. Below these are two text input fields labeled 'From' and 'To'. At the bottom, there are two checked checkboxes: 'Exclude Weekends' and 'Exclude Holidays'. At the very bottom right are two buttons: 'Add Hour' and 'Close'.

5. In the **From** and **To** boxes select from the appropriate dates from the calendar.
6. Select the **Add Hour** button to complete the process.

Entering Multiple, Separate Dates

7. To enter multiple dates that are not in a range, check the **Repeat Hours for Selected Dates** box.
8. Enter the number of hours per day for the leave. If you generally work an eight hour day, enter eight for the hours. Salaried employees must take leave in full day increments; the only exception is for intermittent FMLA.

The screenshot shows a dialog box titled 'Add Hour for Mon, 8/3'. It has a dropdown menu set to 'Sick'. Below it is a text input field for 'Hours' with a red box around it. There are two radio buttons: 'Repeat Hours for Date Range' (unchecked) and 'Repeat Hours for Selected Dates' (checked). Below these are two buttons: 'Add to Multiple Dates' and 'Clear Dates'. At the bottom is a text input field containing the dates '08/03/2026,08/04/2026,08/07/2026'. At the very bottom right are two buttons: 'Add Hour' and 'Close'.



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9. Select the dates on the calendar. Selected dates appear in orange. If you need to remove a date from your selection, select it and it will no longer be selected.

The screenshot shows a dialog box titled "Add Hour for Mon, 8/3". Inside, there is a calendar for August 2026. The days of the week are listed at the top: Su, Mo, Tu, We, Th, Fr, Sa. The calendar grid shows dates from 1 to 31. Dates 3, 4, 7, and 8 are highlighted in orange. To the right of the calendar is a "Hours" input field. At the bottom of the dialog are two buttons: "Add Hour" and "Close".

10. Select **Add Hour** to complete the process.

Review Your Timesheet

- The timesheet presents the hours and hour types on each day of the calendar. If you need to remove hours for a specific day, select the X to the right of the hours.
- **Total Exception Hours** are presented below the calendar on the left.
- **Leave Balances** are presented below the calendar on the right. Note that Leave Balances are shown as of a specific date. Leave time taken after that date must be subtracted for your current balance.



Time Reporting System (TRS) Job Aid for Salaried Employees - Submit a Timesheet

Bear, Oski (12345678)
The Social Science Matrix / ADMIN MGR 1

Status

Not Started

Pay Period

08/01/26 - 08/31/26

Due Date

Sunday, September 6, 2026 12:00 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26 +	27 +	28 +	29 +	30 +	31 +	1 +
2 +	3 + Sick: 8 X	4 + Sick: 8 X	5 +	6 +	7 + Sick: 8 X	8 +
9 +	10 +	11 +	12 +	13 +	14 +	15 +
16 +	17 +	18 +	19 +	20 +	21 +	22 +
23 +	24 +	25 +	26 +	27 +	28 +	29 +
30 +	31 +	1	2	3	4	5

Total Exception Hours

Total

Sick

24

Total

24

Leave Balances as of 07/31/2026

Vacation

384.00

Sick

1,473.80

Timesheet Comments

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

Submit to Supervisor

Save

Print

If all of the timesheet hours look correct, you are ready to submit your timesheet.

If an entry is missing or something needs to be edited, take care of that before submitting.



Time Reporting System (TRS) Job Aid for Salaried Employees - Submit a Timesheet

Submit Your Timesheet

Before submitting your timesheet, you can:

- Add comments to the timesheet, if needed.
- Use the **Save** button to save the timesheet if you are not ready to submit it.
- Use the **Print** button to print the timesheet for your records.

A screenshot of the 'Timesheet Comments' section in the TRS interface. It shows a text input field for comments, a warning message with a triangle icon stating 'I understand any mis-statement or falsification of hours on this timesheet may be cause for disciplinary action up to and including termination.', and three buttons: 'Submit to Supervisor' (orange), 'Save' (blue), and 'Print' (blue).

Assertion

When submitting your timesheet, you are asserting,

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

Select **Submit to Supervisor** to send your timesheet to your supervisor for approval. No further action is required from you for the pay period unless the timesheet is sent back for corrections.

Recall a Timesheet

You can recall a timesheet after you submitted it if a supervisor has not taken any action on it. Once the supervisor has taken action, you cannot recall the timesheet.

1. From the **Manage My Time** menu, select **Enter Current Timesheet**.
2. Select **Recall Timesheet** at bottom of timecard. Message will appear, *“Your timesheet has already been submitted to your supervisor, but you have the option to recall it for corrections. Please provide the reason for recalling the timesheet.”*
3. Enter a **Comment**.
4. Select **Recall Timesheet**.



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Timesheet Not Submitted

If you do not submit a timesheet by the timesheet submission due date, your supervisor will submit one on your behalf. You will be informed that your supervisor submitted/created the timesheet on your behalf and you are asked to acknowledge that you are aware of the submission.

Enter Current Timesheet

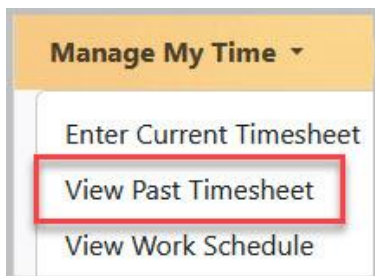
ⓘ Pending Acknowledgement

The following modifications were made on your behalf. Please review and acknowledge the changes.

Action	Modified By	Modified Date	Details	Acknowledge
	SYSTEM	07/18/26 1:15:00 PM	The timesheet was automatically submitted to the supervisor to meet payroll deadlines.	

View Past Timesheets

1. To view your past timesheets, select **View Past Timesheet** from the **Manage My Time** drop-down menu.



2. From there, select the first icon under the **Action** column on the page.

View Past Timesheets				
Action	Pay Period	Assignment Name	Timesheet Status	
	08/01/26 - 08/31/26	Integrative Biology / ADMIN OFCR 2 CX	SUBMITTED_TO_DTA	
	08/01/26 - 08/31/26	Public Health Administration / ADMIN OFCR 2 CX	SUBMITTED_TO_DTA	
	08/01/26 - 08/31/26	Hum Res & Teaching Support / PROJECT POLICY ANL 3 RP	SUBMITTED_TO_DTA	
	07/01/26 - 07/31/26	Integrative Biology / ADMIN OFCR 2 CX	SUBMITTED_TO_SUPERVISOR	



Time Reporting System (TRS) Job Aid for Salaried Employees - Submit a Timesheet

Select Name or Legal Name to appear on timesheet

By default, TRS presents your name on your Timesheet. To display your legal name:

1. From the **Manage My Time** dropdown, select **Personal Information**.

The screenshot shows a dropdown menu titled "Manage My Time" with a downward arrow. The menu is open, displaying four options: "Enter Current Timesheet", "View Past Timesheet", "View Work Schedule", and "Personal Information". The "Personal Information" option is highlighted with a red rectangular border.

2. Select the name to appear on your timesheet.

The screenshot shows the "Employee Personal Information" section. It contains a text box with the instruction: "You have the option to display your Name or Legal Name on your timesheet. This selection is only applicable to the timesheet page." Below this text are two radio button options: "Name: Betsy Turner" (which is selected) and "Legal Name: Josephine Elizabeth Turner".

Contact Us

For more information, see [Contact Us](#) on the Timekeeping web page.