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

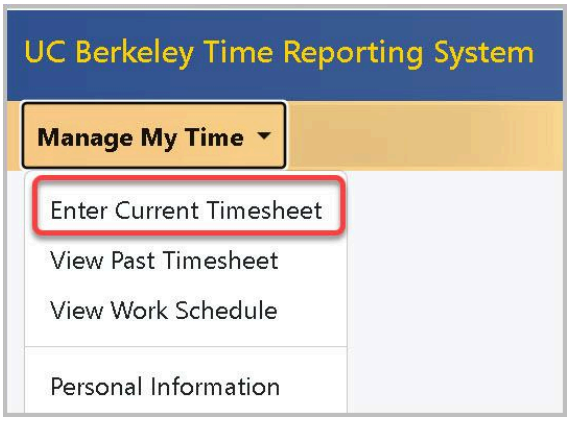
1. From timekeeping.berkeley.edu, select **Log in to TRS**.
2. Select **Employee**.



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.



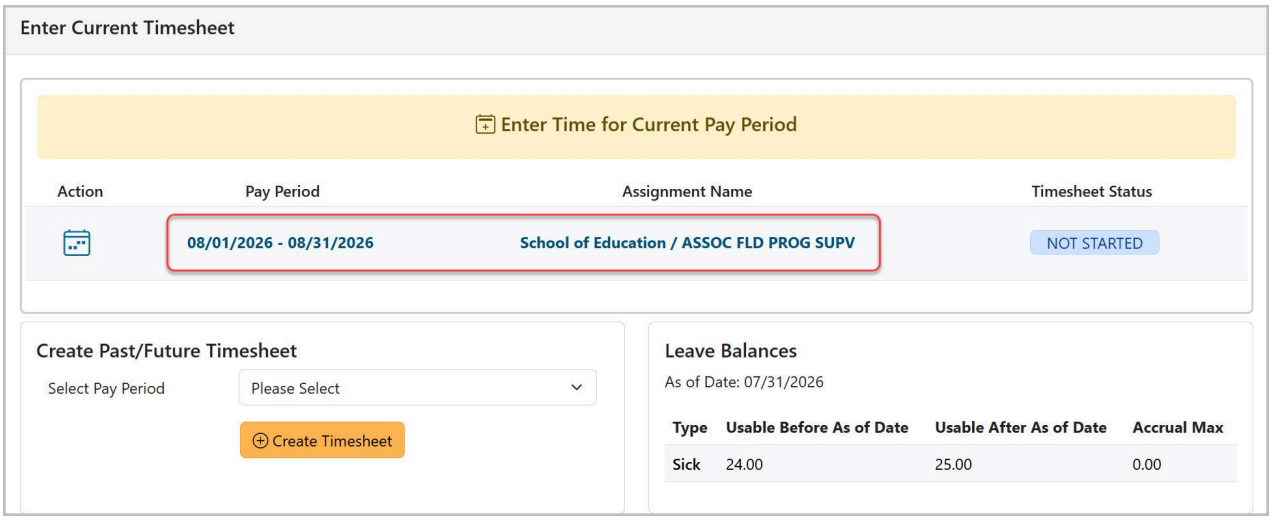
The Enter Current Timesheet window displays a link to the timesheet for the current pay period. If you have more than one job, each job is listed separately.

Below the list of timesheets:

- On the left, create a past or future timesheet

- On the right, view your leave balances

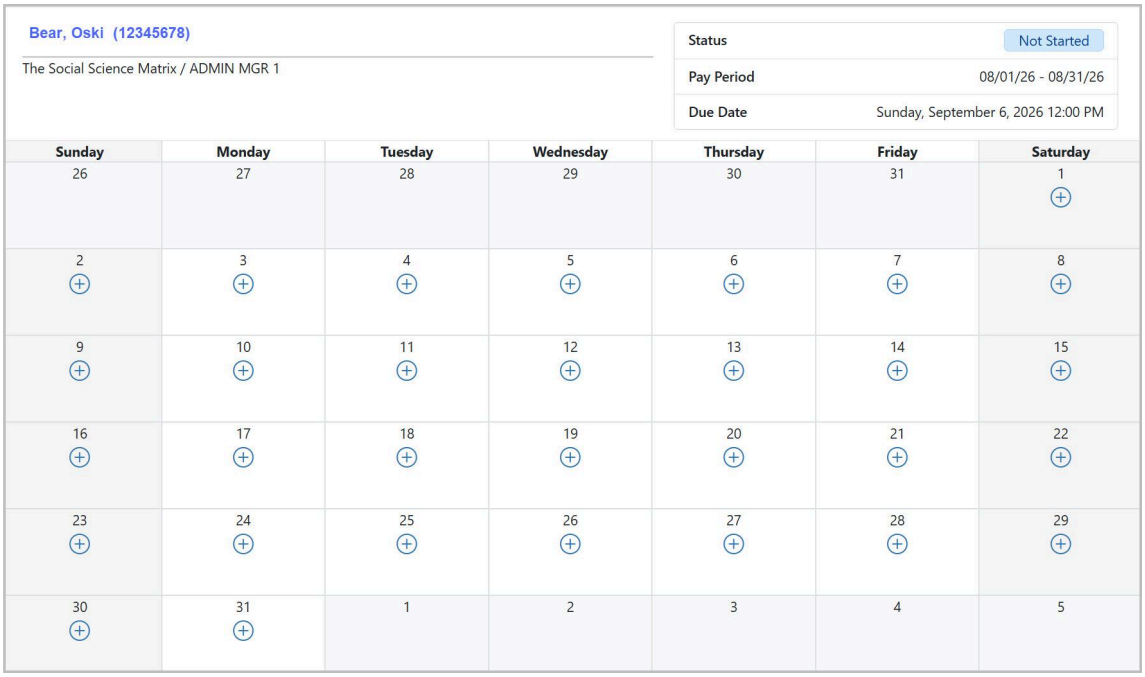
2. Select the **Action** icon or the pay period or assignment name link to open the timesheet.



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



The Edit Timesheet tab displays the timesheet.

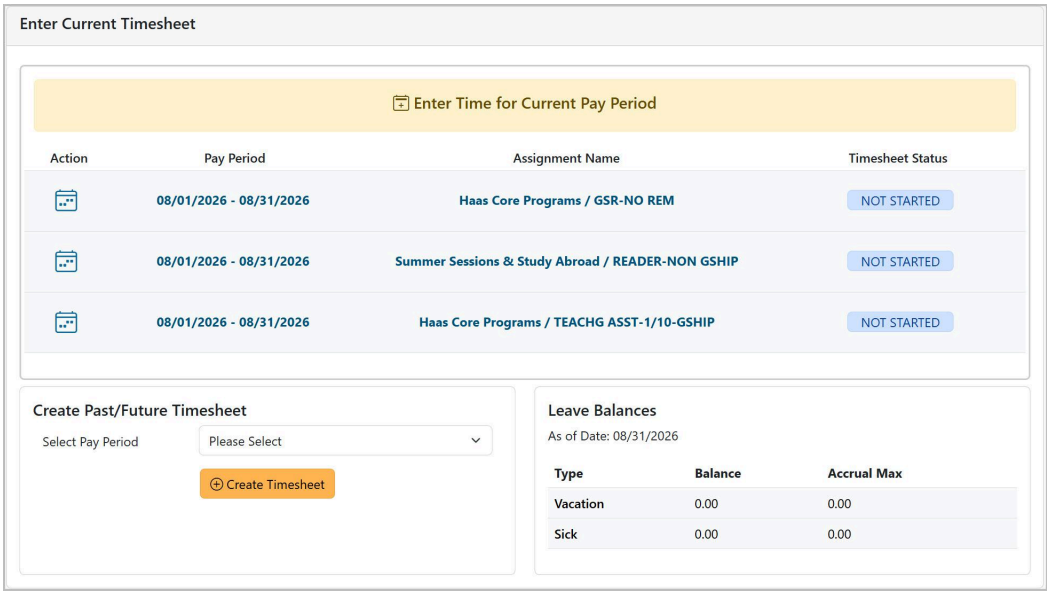


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When You Have More Than One Job

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.



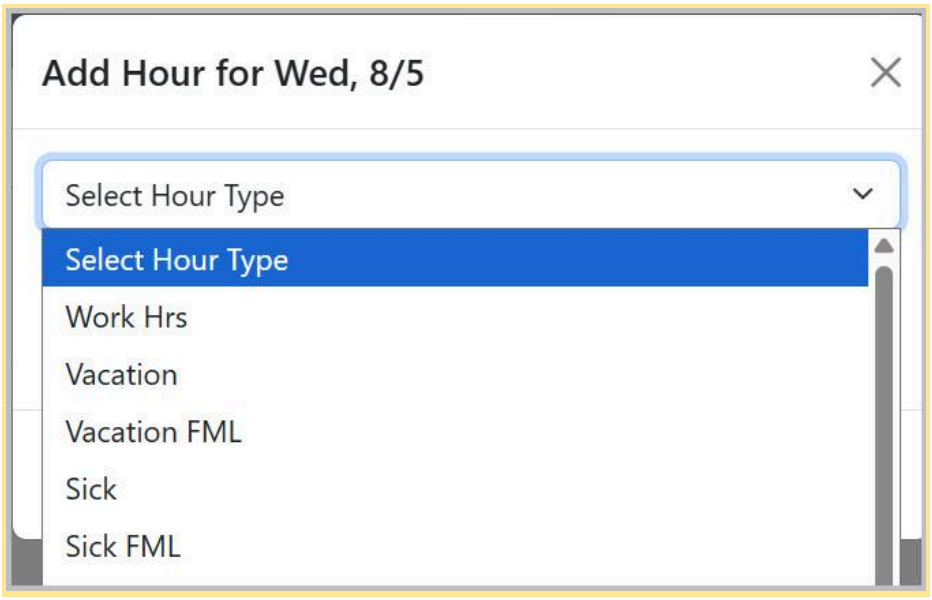
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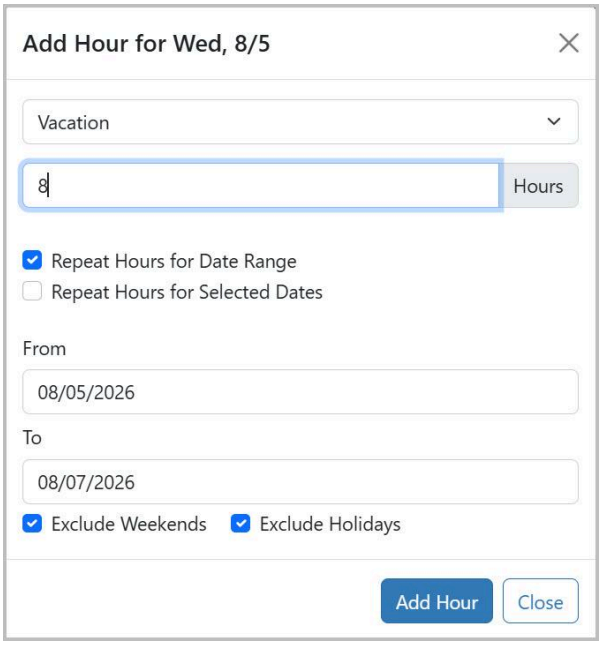
Report Time Off

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.

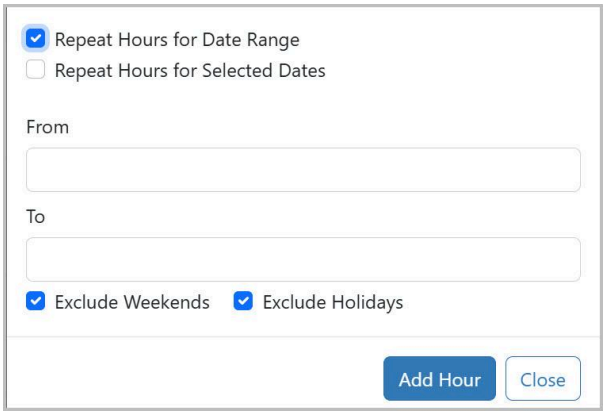
2. Select the correct pay code from the drop-down menu.



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.



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.



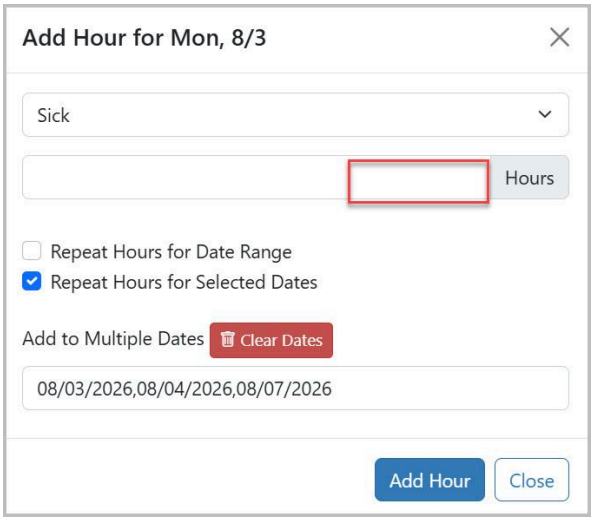
5. In the **From** and **To** boxes select from the appropriate dates from the calendar.

6. Select the **Add Hour** button to complete the process.

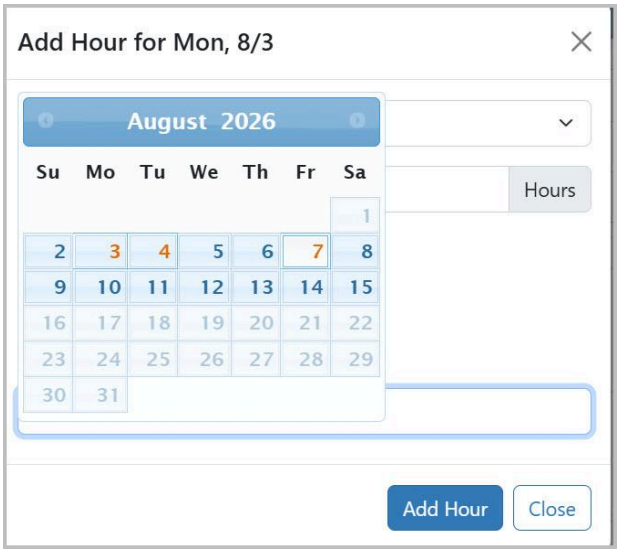
Entering Multiple, Separate Dates

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.



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.

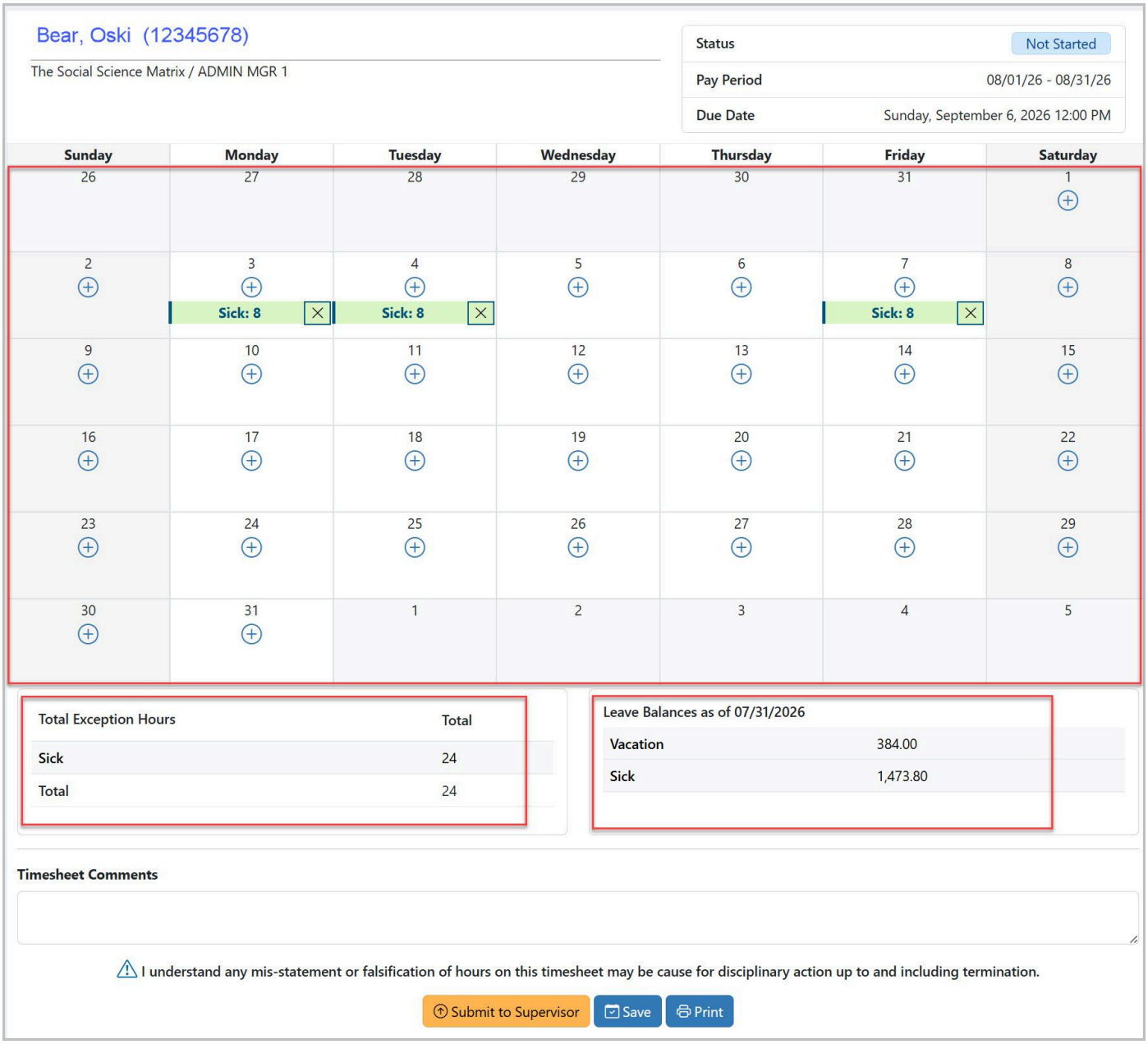


10. Select **Add Hour** to complete the process.

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.

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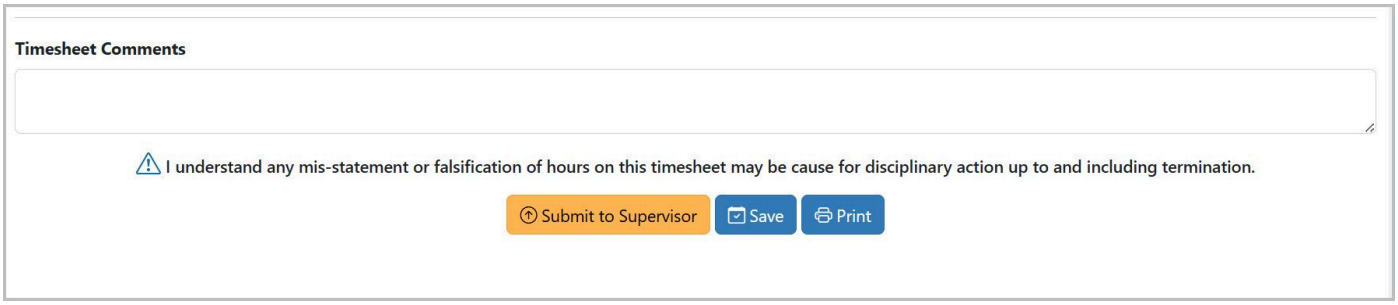
If all of the timesheet hours look correct, you are ready to submit your timesheet.

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

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.



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

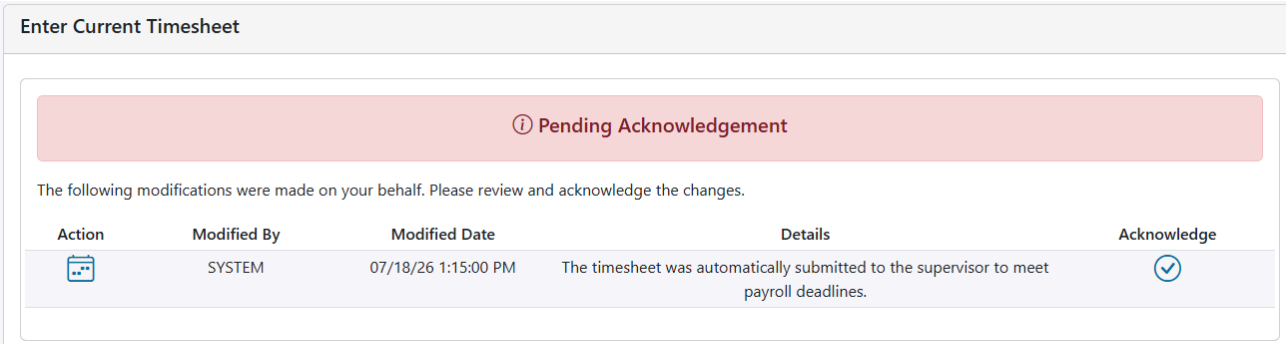
You can recall a timesheet after you submitted it if a supervisor has not taken any action on it. Once the supervisor has taken action, you cannot recall the timesheet.

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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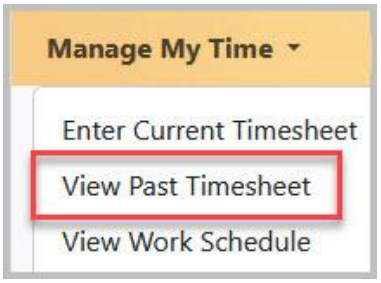
Timesheet Not Submitted

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.



View Past Timesheets

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



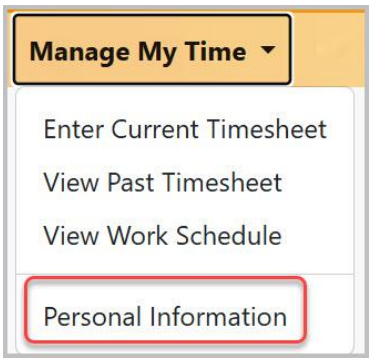
2. From there, select the first icon under the **Action** column on the page.



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.**



2. Select the name to appear on your timesheet.



Contact Us

For more information, see Contact Us on the Timekeeping web page.