## Supervisor Timesheet Approval Process:

Supervisors will receive an automatic email from TRS when an employee has entered time on their timesheets in TRS that needs to be approved. The link to TRS is provided in the email.

TRS Website: https://webapps.etsu.edu/TRS/Login

Log in to TRS using your username and password.

Once logged in, you should see 'my team' in the tool bar at the top of the page.

my time	my team	timesheets	approval	supervisors ▼
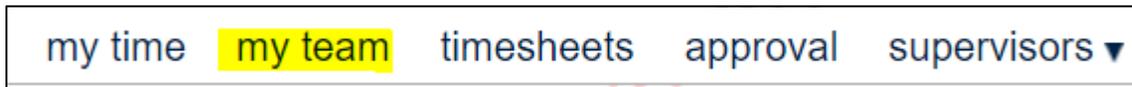
Under 'My Team', you will see:

- Messages that there are time entries and timesheets to review.
- Future Time Entries – shows future entries that need to be approved.
- Past Time Entries – shows past entries that need to be approved.
- Add Time Entry for Employee – will allow the supervisor to key time for an employee in an event that the employee is unable to put in their time.
- Timesheets – the screen where a timesheet is approved. Will also show entries that have been approved and still need to be approved.
- My Team – shows the employees who they manage.

Click on the 'Timesheet Link'. This shows entries that have been approved and entries that still need to be approved.

Comp Time: 0.0   Worked Holiday: 0.0   Annual Leave: 186.0   Sick Leave: 141.3

	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	App	Una
A																					3.0								7.5			0.0	10.5
H																								7.5								7.5	0.0
S																																0.0	0.0

Click on the Future Time Entry link and also the Past Time Entry Link to approve, deny, or delete time entries. If the timesheet is denied or deleted, the employee will receive an email so they can make any changes and resubmit it.

All entries must be approved before the timesheet can be approved.

Both the time entries and the timesheet must be approved.

Once all entries are approved, click on the 'Timesheets' link to approve the timesheet. Simply approve or deny the timesheet.

Entries can be added for an employee by clicking on the 'Add Time Entry For Employee' link.

Future Time Entries   Past Time Entries   Add Time Entry For Employee   Timesheets   My Team

Add Time Entries For Your Employees

Select an employee that you manage along with their position.

McConnell, Elizabeth Ann - Information Research Tech 2

Start Date	End Date	Time Report Code	Hours	Comment
04-04-2020 08:00 AM	04-04-2020 04:30 PM	B - Banked Overtime	2.0	Elizabeth had to work 2 hrs on a Saturday to complete a project.

ADD TIME ENTRY

Click on 'My Team' to see your employees. You can also view the team of anyone in your area who manages others.

Click 'Yes-View Team' to see their employees

Future Time Entries	Past Time Entries	Add Time Entry For Employee	Timesheets	My Team

My Team

Name	Title	Position #	Start	End	Manages Others
Browder, Kimberly Crystal ✉	Accountant 2	132100 (00)	8/8/2016		No
Douglas, Mitzi Jean ✉	Assistant Director of Payroll	111230 (00)	1/7/2014		No
Proffitt, Amanda Ann ✉	Accountant 2	204460 (00)	4/1/2014		Yes - View Team

Click on 'Amanda Proffitt's team

Amanda Proffitt's Team [BACK TO MY TEAM]

Amanda has 0 Pending Time Entries to review.   Amanda has 2 pending Timesheets to review.

Future Time Entries	Past Time Entries	Add Time Entry For Employee	Timesheets	Amanda Proffitt's Team

The detail for their employees will be displayed

Name	Title	Position #	Start	End	Manages Others
McConnell, Elizabeth Ann ✉	Information Research Tech 2	135380 (00)	6/26/2006		No

Things to note:

- A new time report code was created for Hours Worked (HW). This is for clerical/support and administrative non-exempt employees only. They are required by the Fair Labor Standards Act to record their hours worked each day.

- Graduate Assistants can now enter hours worked in TRS for tracking purposes only. This is optional. They still need to submit their timesheet to their supervisor who will then approve the timesheet.

- Adjuncts, Post retirees, VA Academic Track, Temporary Monthly employees can also now enter hours worked in TRS for tracking purposes only. This is optional. These employees will still need to submit their timesheet to their supervisor who will then approve the timesheet.

- In the event that the employee is unable to enter their time, the time can be entered by their supervisor, their supervisor's supervisor or timekeeper.

- If the Time Entry is created / updated / deleted by anyone other than the employee, the employee will get an email stating this with the date, hours, time code, and any comments entered.

- If the Time Entry is created / updated / deleted by the employee then their direct supervisor will get an email stating the employee has requested the time entry with the date, hours, time code and any comments entered.