## **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: <u>https://webapps.etsu.edu/TRS/Login</u>

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.

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Leave: 186.0   Sick Leave: 14     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     1   1   1   11   12   13   14   15   16   17   18   19   20   21   22   23   24   25   26   27   28     1</th><th>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     1   1   1   11   12   13   14   15   16   17   18   19   20   21   22   23   24   25   26   27   28   29   21   21   21   22   23   24   25   26   27   28   29   25   26   27   28   29   25   26   27   28   29   25   26   27   28   29   25   26   27   28   29   26   27   28   29   26   27   28   29   26   27   28   29   26   27   28   29   26   27   28   29   26   27   28   29<th>Norked 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     1   1   1   11   12   13   14   15   16   17   18   19   20   21   22   23   24   25   26   27   28   29   30     1   1   1   12   13   14   15   16   17   18   19   20   21   22   23   24   25   26   27   28   29   30     1<!--</th--><th>Norked Holday: 0.0   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     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&lt;</th><th>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     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     1   1   1   1   1   1   1   1   1   1   10   1   12   13   14   15   16   17   18   19   20   21   21   21   21   25   26   27   28   29   30   31   App   30   30   30   30   30   30   30   30</th></th></th></th></th></th></thi<> | I   2   3   4   5   6   7   8   9     I | I   2   3   4   5   6   7   8   9   10     I | I   2   3   4   5   6   7   8   9   10   11     I <th>I   2   3   4   5   6   7   8   9   10   11   12     I<th>I   2   3   4   5   6   7   8   9   10   11   12   13     I<!--</th--><th>I   2   3   4   5   6   7   8   9   10   11   12   13   14     I&lt;</th><th>I   2   3   4   5   6   7   8   9   10   11   12   13   14   15     I</th><th>I   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16     I</th><th>Worked Holiday: 0.0   An     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17     1   <th1< th="">   1   1</th1<></th><th>Worked Holiday: 0.0   Annual     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18     1   1   1   1   12   13   14   15   16   17   18     1</th><th>I   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19     I   &lt;</th><th>Worked Holiday: 0.0   Annual Leave: 18     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20     1</th><th>Worked Holiday: 0.0   Annual Leave: 186.0     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21     1   1   1   1   12   13   14   15   16   17   18   19   20   21     1   1   1   1   12   13   14   15   16   17   18   19   20   21     1   1   1   1   12   13   14   15   16   17   18   19   20   21     1   1   1   1   1   1   1   1   1   10   1   10   10   3.0     1   1   1   1</th><th>Worked Holiday: 0.0   Annual Leave: 186.0     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21   22     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21   22     1   1   1   1   12   13   14   15   16   17   18   19   20   21   22     1   1   1   1   12   13   14   15   16   17   18   19   20   21   22     1</th><th>I   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21   22   23     I   I   I   I   I   I   II   III   III   IIII   IIIII   IIIIIII   IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII</th><th>Morked Holiday: 0.0   Annual Leave: 186.0     1   2   3   4   5   6   7   8   9   10   11   12  
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  14   15   16   17   18   19   20   21   22   23   24   25   26   27   28   29   30     1   1   1   11   12   13   14   15   16   17   18   19   20   21   22   23   24   25   26   27   28   29   30     1   1   1   12   13   14   15   16   17   18   19   20   21   22   23   24   25   26   27   28   29   30     1<!--</th--><th>Norked Holday: 0.0   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     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&lt;</th><th>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     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   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10   11   12   13   14   15   16   17   18     1   1   1   1   12   13   14   15   16   17   18     1</th><th>I   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19     I   &lt;</th><th>Worked Holiday: 0.0   Annual Leave: 18     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20     1</th><th>Worked Holiday: 0.0   Annual Leave: 186.0     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21     1   1   1   1   12   13   14   15   16   17   18   19   20   21     1   1   1   1   12   13   14   15   16   17   18   19   20   21     1   1   1   1   12   13   14   15   16   17   18   19   20   21     1   1   1   1   1   1   1   1   1   10   1   10   10   3.0     1   1   1   1</th><th>Worked Holiday: 0.0   Annual Leave: 186.0     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21   22     1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21   22     1   1   1   1   12   13   14   15   16   17   18   19   20 
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17   18   19   20   21   22   23   24   25   26     I</th><th>Annual Leave: 186.0   Sick Leave: 186.0     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     1   1   1   11   12   13   14   15   16   17   18   19   20   21   22   23   24   25   26   27     1   1   1   11   12   13   14   15   16   17   18   19   20   21   22   23   24   25   26   27     1</th><th>Annual Leave: 186.0   Sick Leave: 14     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     1   1   1   11   12   13   14   15   16   17   18   19   20   21   22   23   24   25   26   27   28     1</th><th>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     1   1   1   11   12   13   14   15   16   17   18   19   20   21   22   23   24   25   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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 Emplo	v <mark>yee</mark> <u>Timesheets My Team</u>		DE
Add Time Entr	ies For You	<sup>-</sup> Employees			
Select an employee th	at you manage alo	ng with their position.			
McConnell, Elizabeth	Ann - Information Re	esearch Tech 2	Ŧ		
Start Date	Å	End Date	Time Report Code	Hours	Comment X
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
1 [					

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 Cry	stal 🗠	Accountant 2	132100 (00)	8/8/2016		No
Douglas, Mitzi Jean		Assistant Director of Payroll	111230 (00)	1/7/2014		Noop
Proffitt, Amanda Ann		Accountant 2	204460 (00)	4/1/2014		Yes - View Team
V <sup>-</sup>		$\nabla^{-}$			V	

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 Timesheet	ts to review.
Future Time Entries Past Time Entries	Add Time Entry For Employe	e Timesheets Amanda	Proffitt's Team	evel

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
N 17	N 17			N 17	

## 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.