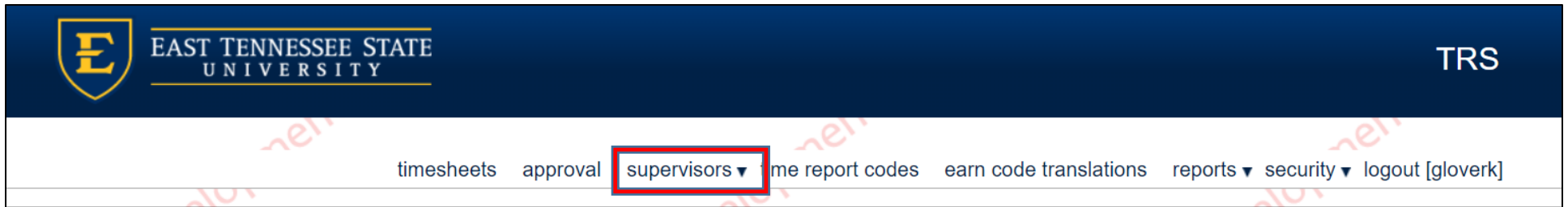


**Approvers:**

TRS approvers will receive an email notification that there is a supervisor change request in TRS.

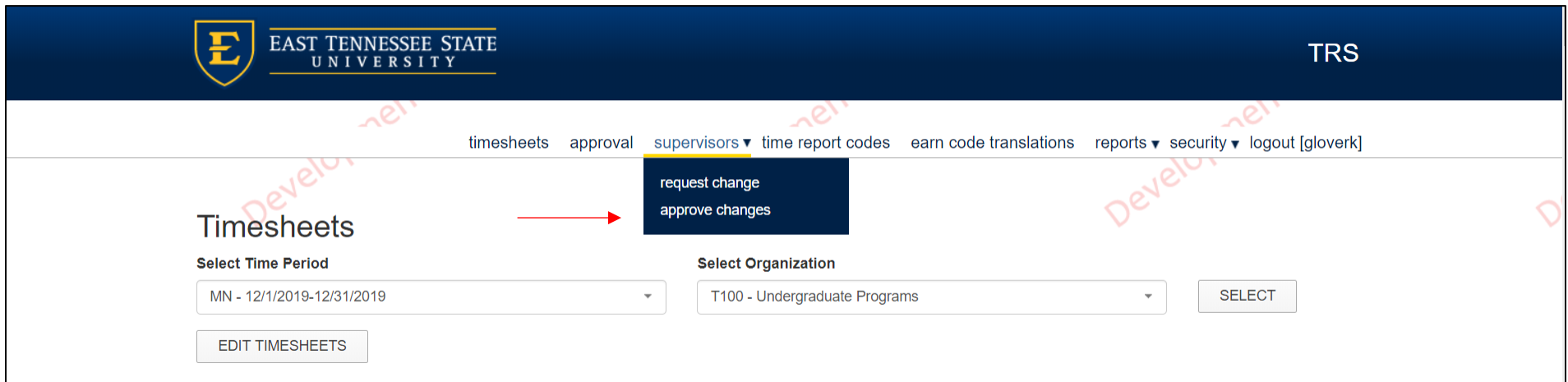
Log in to TRS using your username and password.

‘Supervisors’ is now showing on your menu



- There’s a drop down box beside ‘supervisors’
  - ‘request change’ – this will show if the approver is also a timekeeper in another location
  - ‘approve changes’ – this is for the approver who has a supervisor change to approve

Click on ‘approve changes’ from the drop down box beside ‘supervisors’



The timekeeping location that needs approval will automatically be populated. The page will list the employee's name, Banner ID, Title, Position Number, Current Supervisor, and Proposed Supervisor.

## Supervisor Change Requests

Select Organization

T463 - Financial Services

<input type="checkbox"/>	Name	ENumber	Title	Position	Current Supervisor	Proposed Supervisor
<input type="checkbox"/>	<a href="#">Browder, Kimberly Crystal</a>	<input type="text"/>	Accountant 2	132100	Proffitt, Amanda Ann	Proffitt, Amanda Ann
<input type="checkbox"/>	<a href="#">Douglas, Mitzi Jean</a>	<input type="text"/>	Assistant Director of Payroll	111230	Elliott, Jennifer Beth	Proffitt, Amanda Ann
<input type="checkbox"/>	<a href="#">Foster, Chasity Jo</a>	<input type="text"/>	Information Research Tech 2	130070	Douglas, Mitzi Jean	Proffitt, Amanda Ann
<input type="checkbox"/>	<a href="#">McConnell, Elizabeth Ann</a>	<input type="text"/>	Information Research Tech 2	135380	Douglas, Mitzi Jean	Proffitt, Amanda Ann

Showing 1 to 4 of 4 entries

< Previous **1** Next >

## Approving a supervisor change can be done in two different ways:

### Option #1

- Click on the link under the employee's name

Name	ENumber	Title	Position	Current Supervisor	Proposed Supervisor
<a href="#">Browder, Kimberly Crystal</a>		Accountant 2	132100	Proffitt, Amanda Ann	Proffitt, Amanda Ann

- Information for the employee, their current supervisor, and their pending supervisor will be listed.

### Change Supervisor

Employee

<b>Name</b> Browder, Kimberly Crystal <b>Email</b> <a href="mailto:BROWDERKCC@ETSU.EDU">BROWDERKCC@ETSU.EDU</a>	<b>ENumber</b> [REDACTED] <b>Phone</b> 423-439-6163	<b>Position Number</b> 132100 (T463) <b>Start &amp; End</b> 8/8/2016 - 12/31/2199	<b>Title</b> Accountant 2 <b>Pay Id</b> MN
--	--	--	---

Current Supervisor

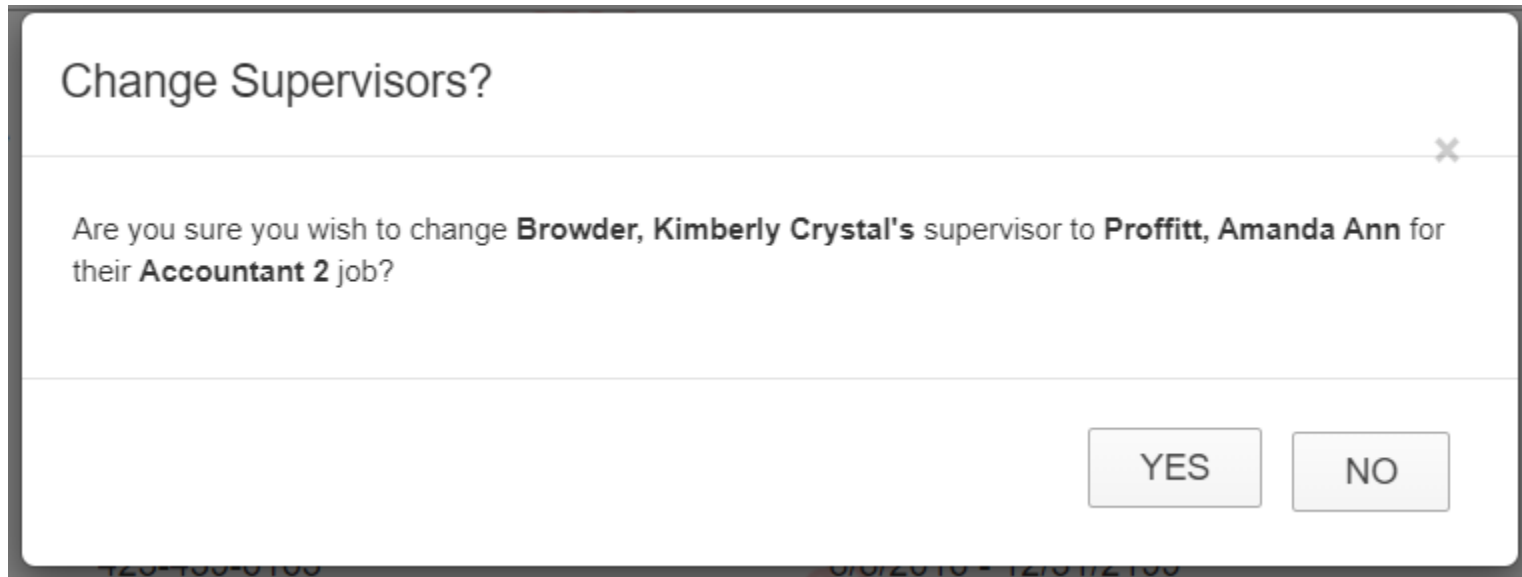
<b>Name</b> Proffitt, Amanda Ann <b>Email</b> <a href="mailto:PROFFITTAA@ETSU.EDU">PROFFITTAA@ETSU.EDU</a>	<b>ENumber</b> [REDACTED] <b>Phone</b> 423-439-6122	<b>Position Number</b> 204460 (T463) <b>Start &amp; End</b> 4/1/2014 - 12/31/2199	<b>Title</b> Accountant 2 <b>Pay Id</b> MN
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Pending Supervisor

<b>Name</b> Proffitt, Amanda Ann <b>Email</b> <a href="mailto:PROFFITTAA@ETSU.EDU">PROFFITTAA@ETSU.EDU</a>	<b>ENumber</b> [REDACTED] <b>Phone</b> 423-439-6122	<b>Position Number</b> 204460 (T463) <b>Start &amp; End</b> 4/1/2014 - 12/31/2199	<b>Title</b> Accountant 2 <b>Pay Id</b> MN
---	--	--	---

- An Approver can approve the change, deny the change, or delete the change request from this screen.
  - Approving the change will change the supervisor to the proposed supervisor.
  - Denying the change will leave the supervisor as it was.
  - Deleting the change request – only a few approvers will see this option. Deleting the change request is only for timekeepers but employees who are both a timekeeper and approver will see this option. This will be removed at a later date for approvers.

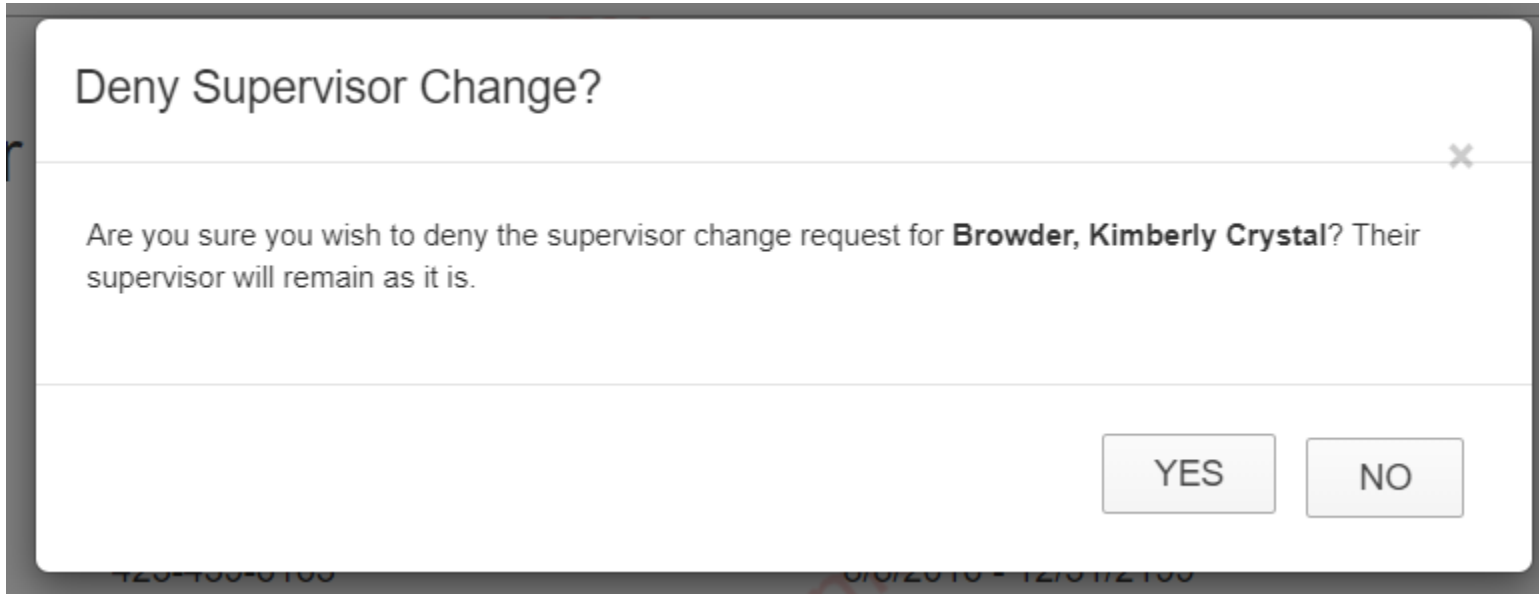
When approving the change, a box will pop up asking you to confirm that you wish to make the change.



- A message will be displayed that the supervisor change was approved.

The supervisor change for Browder, Kimberly Crystal was approved and Proffitt, Amanda Ann will replace Proffitt, Amanda Ann as their supervisor.

When denying the change, a box will pop up asking you to confirm that you wish to deny the supervisor change.



A message will be displayed that the supervisor change was denied and the supervisor will remain as it was previously.

The supervisor change for Browder, Kimberly Crystal was denied and their supervisor will remain as Proffitt, Amanda Ann

## Option #2

- Click the box beside an employee name.
- Click the box to 'Approve selected changes' or the box to 'Deny selected changes'

<input type="checkbox"/>	Name	ENumber	Title	Position	Current Supervisor	Proposed Supervisor
<input checked="" type="checkbox"/>	Douglas, Mitzi Jean		Assistant Director of Payroll	111230	Elliott, Jennifer Beth	Proffitt, Amanda Ann

APPROVE SELECTED CHANGES      DENY SELECTED CHANGES

When approving the change, a box will pop up asking you to confirm that you are approving the change.

### Change Supervisors?

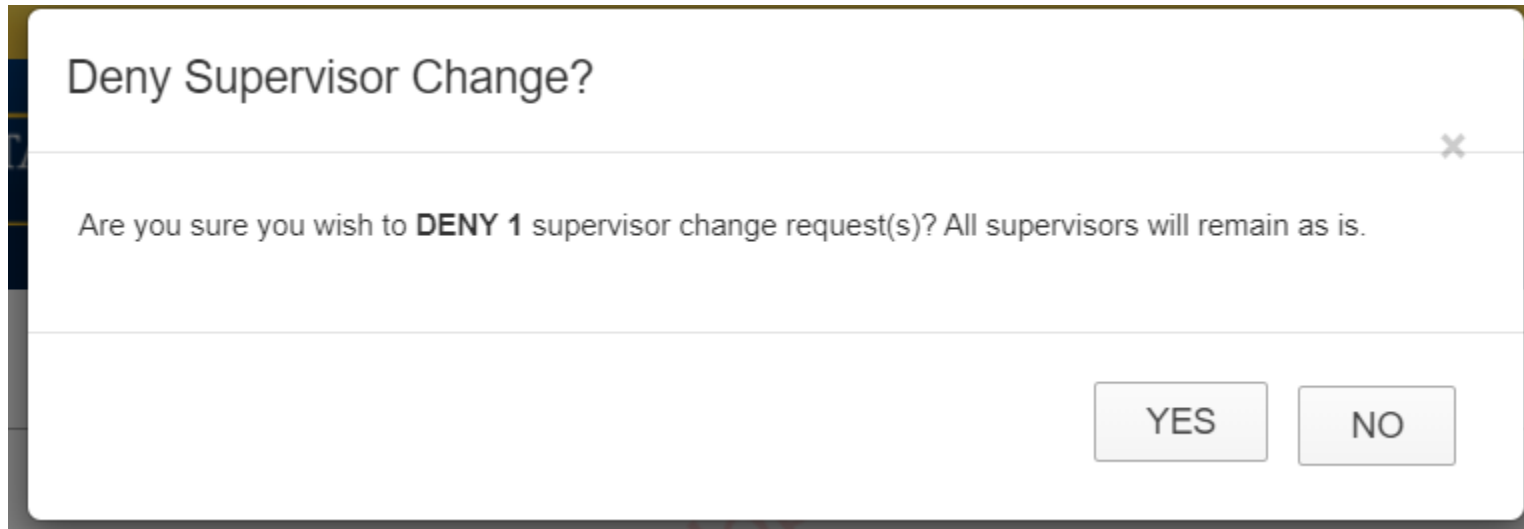
Are you sure you wish to approve 1 supervisor change request(s)?

YES      NO

- A message will be displayed that the supervisor change was approved.

The supervisor change for Douglas, Mitzi Jean was approved and Proffitt, Amanda Ann will replace Elliott, Jennifer Beth as their supervisor.

When denying a change, a box will pop up asking you to confirm that you are denying the supervisor change.



A message will be displayed that the supervisor change was denied and the supervisor will remain as it was previously.

The supervisor change for Browder, Kimberly Crystal was denied and their supervisor will remain as Proffitt, Amanda Ann

**To approve a supervisor change for more than one employee:**

- Click the box beside each employee's name.
- Click the box to 'Approve selected changes' or the box to 'Deny selected changes'

<input type="checkbox"/>	Name	ENumber	Title	Position	Current Supervisor	Proposed Supervisor
<input checked="" type="checkbox"/>	<a href="#">Foster, Chasity Jo</a>		Information Research Tech 2	130070	Douglas, Mitzi Jean	Proffitt, Amanda Ann
<input checked="" type="checkbox"/>	<a href="#">McConnell, Elizabeth Ann</a>		Information Research Tech 2	135380	Douglas, Mitzi Jean	Proffitt, Amanda Ann

Showing 1 to 2 of 2 entries

< Previous 1 Next >

APPROVE SELECTED CHANGES    DENY SELECTED CHANGES

When approving the change, a box will pop up asking you to confirm that you wish to approve the change request.

### Change Supervisors?

Are you sure you wish to approve **2** supervisor change request(s)?

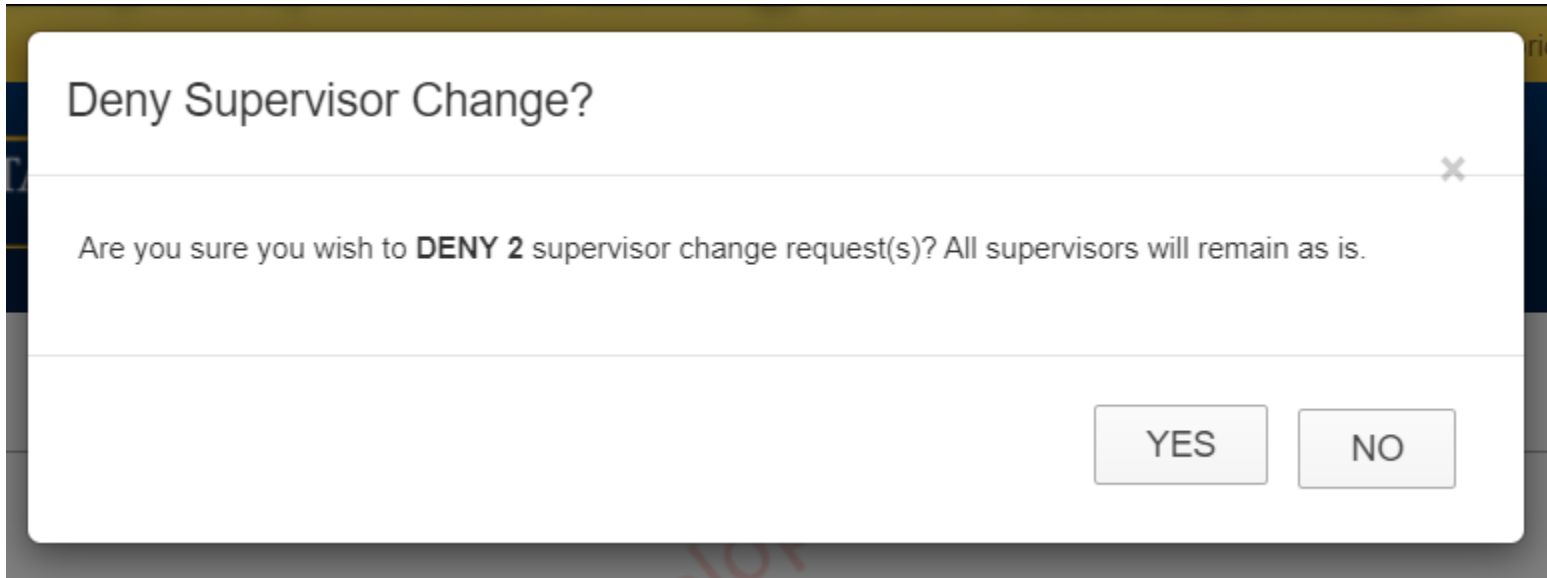
YES    NO



- A message will be displayed that the supervisor change was approved.

The supervisor change for Foster, Chasity Jo was approved and Proffitt, Amanda Ann will replace Douglas, Mitzi Jean as their supervisor.  
The supervisor change for McConnell, Elizabeth Ann was approved and Proffitt, Amanda Ann will replace Douglas, Mitzi Jean as their supervisor.

When denying the change, a box will pop up asking you to confirm that you wish to deny the change request.



A message will be displayed that the supervisor change was denied and the supervisor will remain as it was previously.

The supervisor change for Browder, Kimberly Crystal was denied and their supervisor will remain as Proffitt, Amanda Ann  
The supervisor change for Douglas, Mitzi Jean was denied and their supervisor will remain as Proffitt, Amanda Ann

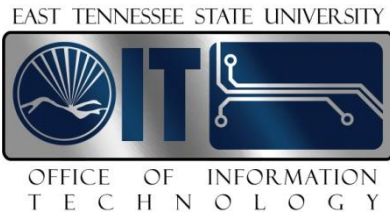
Click the drop down box and select the timekeeping location if there's another supervisor change to be approved.

## Supervisors

Select Organization

T463 - Financial Services	▼	SELECT
T443 - VP Business and Finance		
T463 - Financial Services		
T467 - Tax and Revenue Services		
T592 - Auxiliary Serv Admin		

Financial Accounting



# Time Reporting System

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## *Technical Documentation*

TRS Website:

<https://etsuul.etsu.edu/TRS/Login>

## **Background**

### **Purpose**

The system was upgraded in 2009 at the request of Internal Audit following a State Audit investigation on the recording of annual leave. The system was upgraded to allow Approver and Audit functionality in addition to Timekeeping and Payroll functions.

### **Users**

#### *Timekeepers*

Timekeepers are users who enter information from the timesheets into TRS. Each timekeeper is assigned to one or more timekeeping locations. A given timekeeping location must have two or more active timekeepers so that timesheets can be entered by the posted deadline for each payroll period. One timekeeper is required to be scheduled to work when the data entry will take place.

#### *Approvers*

Approvers are users who review time entries and approve that they were entered correctly. An approver must be a permanent, budgeted employee in a supervisory capacity. This person must be aware of and have responsibility for the employees' schedules. Only one approver is allowed per timekeeping location but the approver may approve multiple timekeeping locations. An approver cannot approve his/her own timesheet.

#### *Auditors*

Auditors are users who have the ability to view any timesheet in the system and run reports for auditing purposes.

#### *Payroll Users*

Payroll users are TRS administrators. They may set up timekeepers, approvers, and auditors. In addition, they may view and adjust time entries and administer time reporting codes. Payroll users may run reports used for balancing and export time entries to Banner.

## Screen Shots

### Login Screen

- **Domain** – This value is set by OIT. You should always see ETSU here, as that is the domain you use to log into your accounts.
- **Username** – Your account username is the same name used to log into your computers and use for email but without the @etsu.edu. Do not include “ETSU\” in front of your username because it is already provided in the Domain text box.
- **Password** – Enter your ETSU domain password. This is the password used to access your computer or email.

If your login attempt is unsuccessful, you will see “Invalid username or password!” above the domain text box. Try to log in again. Note that too many unsuccessful login attempts will lock your ETSU account. TRS will automatically reset your account in 30 minutes.

### Approval Main Screen

Select	Organization	PayID	StartDate	EndDate	Approved	Comments
Select	T520 - Information Technology	MN	2/1/2011	2/28/2011	Yes	
Select	T520 - Information Technology	MN	3/1/2011	3/31/2011	Yes	
Select	T520 - Information Technology	MN	4/1/2011	4/30/2011	Yes	
Select	T520 - Information Technology	SM	2/16/2011	2/28/2011	Yes	
Select	T520 - Information Technology	SM	3/1/2011	3/15/2011	Yes	
Select	T520 - Information Technology	SM	3/16/2011	3/31/2011	Yes	
Select	T520 - Information Technology	SM	4/1/2011	4/15/2011	Yes	
Select	T520 - Information Technology	SM	4/16/2011	4/30/2011	Yes	
Select	T520 - Information Technology	SM	5/1/2011	5/15/2011		

- **Select Time Period** – Choose a range of pay periods from the drop down list. The three options are:
  - **Last 3 Months** – Lists all pay periods during the last three months.
  - **Last 12 Months** – Lists all pay periods during the last twelve months.
  - **All Time** – Lists all pay periods.

*Note that only pay periods whose time entry deadlines have passed will appear in these lists.*
- **Select Organization** – The dropdown list contains organizations for which the approver has access to approve timesheets.
- **Select** – Clicking on one of these links will display timesheets for the selected pay period and organization. *The Approved column allows you to know if that period has been approved.*

Use the table below to select the correct pay period:

Code	Title
MN	Monthly
SM	Semi-Monthly
S1	Physical Plant and Public Safety

## Approval Screen

EAST TENNESSEE STATE UNIVERSITY
Approval    Logout [elliotjb]

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Pay ID: SM
Department: Information Technology
Pay Period: 5/1/2011 - 5/15/2011

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**46**    Employee ID: [REDACTED]    Employee Name: [REDACTED]    Annual Leave: 0h    Sick Leave: 0h  
 Position Number: 602850    Title: Regular Student Work Program    Contract Type: Primary    Status: Terminated

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Tot
A																0
S																0
R					6											6

---

**47**    Employee ID: [REDACTED]    Employee Name: [REDACTED]    Annual Leave: 0h    Sick Leave: 0h  
 Position Number: 602850    Title: Regular Student Work Program    Contract Type: Primary    Status: Terminated

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Tot
A																0
S																0
R	5															5

---

Comments (Optional)

I have reviewed these timesheets and confirm they are correct.
  I have reviewed these timesheets and confirm that they are correct with the exception of my notations in the comment field above. I understand that payroll must be notified to process these corrections.
  I have reviewed these timesheets and confirm that they are NOT correct.

- **Header** – The report header shows the Pay ID, Department Name, and Pay Period.
- **Timesheets** – Each completed timesheet is displayed alphabetically by last name. It displays all time entries for each person in the calendar format. Weeks are separated by a thick vertical line. Note that annual and sick leave totals are correct as of the beginning of the selected pay period.
- **Comments** – This optional field allows you to enter a comment regarding the timesheets. For example: “I approve of all timesheets except Jane Doe. She entered too much sick leave, and we will process a corrected timesheet.”
- **Checkbox** – Each approver must check one of the three checkboxes before moving forward.
  - **Option 1** – “I have reviewed these timesheets and confirm they are correct.” Select this option if all timesheets have been entered correctly.
  - **Option 2** – “I have reviewed these timesheets and confirm that they are correct with the exception of my notations in the comment field above. I understand that payroll must be notified to process these corrections.” Select this option if one or more timesheets were entered incorrectly. List the errors in the comments box. Contact the payroll office concerning errors.
  - **Option 3** – “I have reviewed these timesheets and confirm that they are NOT correct.” Select this option if you do not agree with the entries. Explain why you do not agree in the comment box and contact the payroll office.
- **Update** – Commits comments and checkbox status to the database.

**Note:** Please understand that, as the approver, you are responsible for the accuracy of all entries. If there are inaccuracies, it is important to list the error(s) in the comment box AND notify the payroll office immediately.

# ETSU Payroll Information and Guidelines

1. **Approved Timesheets** All offices should be using the approved ETSU timesheet created by the Time Reporting System. ***Timesheets created using a different format will not be acceptable.*** If you need a blank timesheet for a new employee, click on 'time report' from the following link:

<http://www.etsu.edu/fa/fs/payroll/payroll.aspx>

*Note: APS Student workers will continue to use the Financial Aid timesheet.*

2. **Start Date** Employees should not begin work until they have been approved to work by either the Human Resources Office or the Financial Aid Office.
3. **Deadlines** For an employee to receive a paycheck, all paperwork must be received, completed and signed, by all parties by the deadlines below:

Pay Date	Deadline Due in Human Resources or Financial Aid
15 <sup>th</sup> of the month	25 <sup>th</sup> of the prior month
End of the month	10 <sup>th</sup> of the current month

4. **Timesheet Guidelines** A timesheet is a legal document. A correctly completed timesheet should have all of the following:

- Completed in pen (never pencil).
- **The following recordkeeping is required by the Fair Labor Standards Act:**
  - Clerical and support employees must record all time worked and time away from work with leave reason.
  - Administrative employees and Faculty must record time away from work with leave reason.
- Signed by the employee.
- Signed by the supervisor—A signature stamp cannot be used. If someone must sign for the supervisor when he/she is unavailable, there must be a form on file in the payroll office stating approval of the substitute signature.
- Enter the total for each line.
- Errors must be corrected properly. (See #5)

5. **Timesheet Corrections** If a timesheet needs correcting, use the following procedures:

- **DO NOT USE "WHITE OUT"**
- Draw a line or an "X" through the incorrect information.
- Write the correct information above or below the incorrect information.
- The supervisor and the employee should initial the change.
- Example:

*JE 4.0 R7*

20	21	22	23	24	25	26	27	28	29	30	31	Tot	
		<del>7.5</del>	7.5	7.5								19.0	Ann
													Sick
													HW

- If the TRS system is still open, the changes should be made by the timekeeper.
  - If the TRS system has already closed, the payroll office needs to be notified and the corrected timesheet faxed to 439-6550.
6. **Timekeepers and Backups** Every timekeeping location should have an actively employed timekeeper and at least one backup. It is possible to have more than one backup.
7. **Requesting Timekeeper Changes** To request a timekeeper change for a particular location, an email needs to be sent to Amanda Proffitt with a **copy** to Mitzi Douglas from **the person responsible for the departmental budget** containing:
- Name and E# of the person to be added. Example: Mitzi Douglas, E000XXXXX
  - Timekeeping location. Example: T463-Comptroller’s Office
  - Whether timekeeper is primary or secondary
  - Name of person to be deleted (if applicable).
8. **Requesting Approver Changes** Each timekeeping location will have one approver. To request an approver change for a particular location, an email needs to be sent to Amanda Proffitt with a **copy** to Mitzi Douglas from **the Dean** containing:
- Name and E# of the person to be added. Example: Mitzi Douglas, E000XXXXX
  - Timekeeping location. Example: T463-Comptroller’s Office
  - Beginning date of the pay period that the Approver should be set up. (This can be a date in the past.)

***Approver Requirements: An approver must be a permanent, budgeted employee in a supervisory capacity. The person approving must be aware of and have responsibility for the employees’ schedules.***

9. **Payroll Entry of Timesheets** Timesheets that are not entered by the department will need to be sent to the payroll office. If the employee’s position was available for entry in the TRS system, the department will be charge a fee of \$10 for each timesheet not entered. If the employee’s position was not available, write “NOT IN TRS” on each timesheet and forward to payroll. These timesheets will be entered at no charge. All timesheets forwarded to payroll must be the **ORIGINAL** timesheet unless the department is located off-campus. Off-campus offices can fax in timesheets to be followed by the **ORIGINAL** in the mail. (Quillen Campus is NOT considered off-campus.) All timesheets sent to payroll must be completed correctly containing:
- Employee’s Name
  - Employee’s Banner E-Number
  - Department’s Name
  - Position Title Example: Temporary Worker
  - Pay Period
  - Employee’s Signature
  - Supervisor’s Signature
  - Totals

***Timesheets containing incorrect information (ex. Student Worker instead of Temp) may cause the employee’s paycheck to be delayed.***

***Timekeepers may enter time for the current pay period only. Time must be entered for the date worked. It is considered falsification of records (also known as illegal) to report time worked on the incorrect day. Payroll must enter time worked for prior periods.***

10. **Automatic Email Notification** TRS has an automatic email notification system for all timekeepers and approvers. The emails are automatically generated based on the following criteria:

- An email is sent to the primary timekeeper each month around the 11<sup>th</sup> of the month that states, *“The cutoff date for entry of time for the preceding month has passed. Please provide your approver with timesheets for all payroll periods for the prior month.”*

The primary timekeepers will still receive this email whether or not the timesheets have been entered. It is simply a monthly reminder.

- An email is sent to the approver each month around the 12<sup>th</sup> of the month that states, *“Your primary timekeeper was reminded yesterday to provide you with all timesheets from last month. Please approve these timesheets in TRS.”*

The approver will still receive this email whether or not the timesheets have been approved. It is simply a monthly reminder.

- An email is sent to the Approver and the Primary Timekeeper for a location that have lapsed over 60 days around the 15<sup>th</sup> of the month that states, *“The approval for this timekeeping location and pay period is lapsed 60 days or more. A notification will be sent to your Vice President designee if not completed in the next 30 days. If you think you have received this email in error, please contact Mitzi Douglas in Payroll at 9-6581.”*

These emails will only be sent when the timesheets have not been approved within 60 days of entry.

- An email is sent to the Approver and Vice President for a location that has approvals that have lapsed over 90 days around the 16<sup>th</sup> of the month that states, *“We are requesting approval for timesheets that are lapsed 90 days or more. Please approve the timesheets for this period in TRS. A copy of this email has been sent to your VP’s office.”*

These emails will only be sent when the timesheets have not been approved within 90 days of entry.



Payroll Time Report Codes

**Clerical and Support**

Code	Description	Code	Description
A	Annual	IP	Worked Inclement Weather Paid
B	Banked Overtime	J	Jury Duty
C	Compensatory Time Taken	K	Family Medical Leave
E	Emergency Closure	M	Military Leave
F	Bereavement Leave (Funeral Leave)	P	Paid Overtime
H	Holiday (No data entry required)	S	Sick Leave
IB	Worked Inclement Weather Banked	U	Leave Without Pay

**Administrative, 12-Month Faculty**

Code	Description	Code	Description
A	Annual	M	Military Leave
E	Emergency Closure	S	Sick Leave
F	Bereavement Leave (Funeral Leave)	U	Leave Without Pay
H	Holiday (No data entry required)	W	Worked Holiday
J	Jury Duty	Y	Worked Holiday Taken
K	Family Medical Leave		

**9-Month Faculty**

Code	Description	Code	Description
E	Emergency Closure	M	Military Leave
F	Bereavement Leave (Funeral Leave)	S	Sick Leave
H	Holiday (No data entry required)	U	Leave Without Pay
J	Jury Duty	W	Worked Holiday
K	Family Medical Leave	Y	Worked Holiday Taken

**Medical Residents**

Code	Description	Code	Description
AM	Annual Leave (MR Only)	SM	Sick Leave (MR Only)
KM	Family Medical Leave (MR Only)	U	Leave Without Pay
LM	Administrative Leave (MR Only)		

**University School**

Code	Description	Code	Description
E	Emergency Closure	M	Military Leave
F	Bereavement Leave (Funeral Leave)	Q	Personal Day (US Only)
H	Holiday (No data entry required)	S	Sick Leave
J	Jury Duty	U	Leave Without Pay
K	Family Medical Leave		