Time Reporting System

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.
- **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.

**Timekeeper Main Screen**

- **Select Time Period** – The dropdown menu shows the time periods for which you may enter time. If the time period does not appear in this list, the time period is not open for entry. Timekeepers have “view only” access for the pay periods whose time entry deadlines have passed.

Use the table below to select the correct pay period:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MN</td>
<td>Monthly</td>
</tr>
<tr>
<td>SM</td>
<td>Semi-Monthly</td>
</tr>
<tr>
<td>S1</td>
<td>Physical Plant and Public Safety</td>
</tr>
</tbody>
</table>

- **Select Organization** – This menu shows the organizations for which you are the timekeeper. Timekeepers may only edit their specific organizations. Administrators may edit any organization, while Auditors may view any organization.
- **Edit Timesheets** – Clicking this button will allow you to interact with timesheets for the selected pay period and organization.
• **Check All** – Selects all of the employees for the timekeeping location. To unselect all employees, uncheck the “Check All” box. Note that you may select employees individually by clicking the checkbox beside their names.

• **Email Blank Timesheets** – Clicking this button sends each of the checked employees a blank timesheet for the currently selected time period. The files are sent in PDF format.

• **Print Blank Timesheets** – Clicking this button will send all timesheets for the selected employees to the timekeeper’s email address in a single PDF file.

**Time Entry Screen**

- **Select Employee** – Choose the employee for whom you wish to enter time from this dropdown menu. After clicking “Select,” the employee’s information will display.

  **Note:** It is important to click “Select” after choosing each individual employee. If you do not, you will alter the information for the wrong employee. Just because you see the employee’s name in the box, you will not see his/her information until you click “Select.”

- **Information** – Contains the current information for the selected employee. Information is current and updated from Banner. This includes their Pay ID, Department, Employee ID, Name, Contract Type, Status, Position, Title, and Leave Totals. Note that leave totals are active as of the first day of the selected time period. These totals are updated when the payroll office exports time entries to Banner.
- **Calendar** – Displays the codes and hours entered for the month. The code is located in the first column. Each of the following columns contains the number of hours for the particular date. Weekends are in dark green while weekdays are in light green. To see the day of the week, use the mouse pointer to hover over the date. The day of the week will appear in a tool tip. Note that Holiday time entries are automatically created based on the calendar stored in Banner.

- **Create New Time Entry**
  - Date – Select the date for the specific time entry you are adding to the timesheet.
  - Time Report Code – Select the appropriate time reporting code for the time entry. **Note:** You will be required to select R - Student (RWSP) or V - Student (FWS) when entering a student’s time. You must make sure that you know the program for which your student worker has qualified. **Hint**—The position number for RWSP begins with a 6. The position number for FWS begins with a 4. Check the information provided for the student after clicking “Select.” Not all students who work are “student workers”. Some are classified as “temporary workers.” If the student’s job was set up through Financial Aid, then he/she is a “student worker”. If the student’s job was set up through Human Resources, then he/she is a “temporary worker.” Please see Appendix A for a Time Code Cheat Sheet.
  - Hours – Enter the number of hours for the given time entry. **Note:** Entries for the MN payroll and the S1 payroll will be hours missed using appropriate leave time and any overtime hours to be banked or paid. Entries for the SM payroll will be hours worked. This field requires a digit prior to entering a decimal. For example: to enter .5, you must enter 0.5.
  - Auto Increment Date – Select this option if you have multiple time entries to add. After clicking the “Add Time Entry” button, the Date field will automatically move to the next day. This is helpful for adding time entries for hourly employees.
  - Add Time Entry – Clicking this button will add your time entry to the timesheet. The time entry will display in the calendar and in the Time Entries section at the bottom of the page. (See screenshot below)

- **Time Entries**
  - Delete – Clicking the “Del” button will remove the specific time entry from the time sheet.
  - Hours – The Hours text box for a time entry allows you to edit a mistyped time entry quickly. Simply alter the number of hours for the time entry and press the Update button.
  - Update – Clicking the Update button will apply Hour adjustments to all modified time entries.
  - Cancel – The Cancel button reverts changes to all Hours text areas back to the last update.

See Appendix B for a list of shortcuts. These shortcuts are provided for you to be able to manipulate the system in the manner most comfortable to you.
Summary Screen

- Once entries have been made, click on “Timesheets” to go back to the timekeeper main screen.
- The hours entered for each employee will appear under the “Time Entries” column.
- The column entitled “Worked” contains Yes and No buttons.
  - The timekeeper should check Yes or No for each of the employees that do not have entries on their timesheets in TRS.
  - The timekeeper will need to continue to enter leave hours for employees on extended leave such as Workers Comp or FMLA.
  - Since holiday time is populated by TRS, the timekeeper will need to choose Yes or No for the employees that have holiday time only.
  - The timekeeper can choose to check Yes or No for every employee if they want to make sure that they have not missed anyone.
  - The Yes or No buttons are not used on the SM payroll.

This option is a tool to help the payroll office to know if an employee should be removed from payroll. If ‘No’ is checked, the employee will not automatically be removed from payroll. The payroll office will investigate the employees marked ‘No’ to see if they should be removed from payroll.
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](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:

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Deadline Due in Human Resources or Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>15th of the month</td>
<td>25th of the prior month</td>
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<tr>
<td>End of the month</td>
<td>10th of the current month</td>
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</tbody>
</table>

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:*

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<th>21</th>
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<th>24</th>
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<th>26</th>
<th>27</th>
<th>28</th>
<th>29</th>
<th>30</th>
<th>31</th>
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</tr>
</tbody>
</table>
• 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 charged 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 11th 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 12th 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 15th 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 16th 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

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

### Administrative, 12-Month Faculty

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Annual</td>
<td>M</td>
<td>Military Leave</td>
</tr>
<tr>
<td>E</td>
<td>Emergency Closure</td>
<td>S</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>F</td>
<td>Bereavement Leave (Funeral Leave)</td>
<td>U</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>H</td>
<td>Holiday (No data entry required)</td>
<td>W</td>
<td>Worked Holiday</td>
</tr>
<tr>
<td>J</td>
<td>Jury Duty</td>
<td>Y</td>
<td>Worked Holiday Taken</td>
</tr>
<tr>
<td>K</td>
<td>Family Medical Leave</td>
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### 9-Month Faculty

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<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>E</td>
<td>Emergency Closure</td>
<td>M</td>
<td>Military Leave</td>
</tr>
<tr>
<td>F</td>
<td>Bereavement Leave (Funeral Leave)</td>
<td>S</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>H</td>
<td>Holiday (No data entry required)</td>
<td>U</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>J</td>
<td>Jury Duty</td>
<td>W</td>
<td>Worked Holiday</td>
</tr>
<tr>
<td>K</td>
<td>Family Medical Leave</td>
<td>Y</td>
<td>Worked Holiday Taken</td>
</tr>
</tbody>
</table>

### Medical Residents

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>Annual Leave (MR Only)</td>
<td>SM</td>
<td>Sick Leave (MR Only)</td>
</tr>
<tr>
<td>KM</td>
<td>Family Medical Leave (MR Only)</td>
<td>U</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>LM</td>
<td>Administrative Leave (MR Only)</td>
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</tbody>
</table>

### University School

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>E</td>
<td>Emergency Closure</td>
<td>M</td>
<td>Military Leave</td>
</tr>
<tr>
<td>F</td>
<td>Bereavement Leave (Funeral Leave)</td>
<td>Q</td>
<td>Personal Day (US Only)</td>
</tr>
<tr>
<td>H</td>
<td>Holiday (No data entry required)</td>
<td>S</td>
<td>Sick Leave</td>
</tr>
<tr>
<td>J</td>
<td>Jury Duty</td>
<td>U</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>K</td>
<td>Family Medical Leave</td>
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</tbody>
</table>
Timesheet Entry Screen Shortcuts

Use the Tab and Enter keys to navigate rather than using the mouse.

Selecting an Employee
1. ALT+L moves you to the Select Employee block.
2. Down Arrow to select the next employee, then Tab and Enter to Select.

Entering Time
1. Tab to the Date box and type in the date with time to be entered.
2. Tab to the Code box and type in the letter of the leave code (e.g. type A for Annual Leave).
3. Tab to the Enter Hours box and key in the hours of leave.
4. Tab twice to highlight the “Add Time Entry” button and push the Enter to continue data entry for this employee OR
5. Tab to the Update button and push the Enter to save the data entry for this employee.
6. Return to Selecting an Employee instructions.

Continue to use the ALT+L to get to the employee box and use the Tab, Enter, and Down Arrow or Up Arrow keys to move around the data entry form for each employee.