

## Timekeepers:

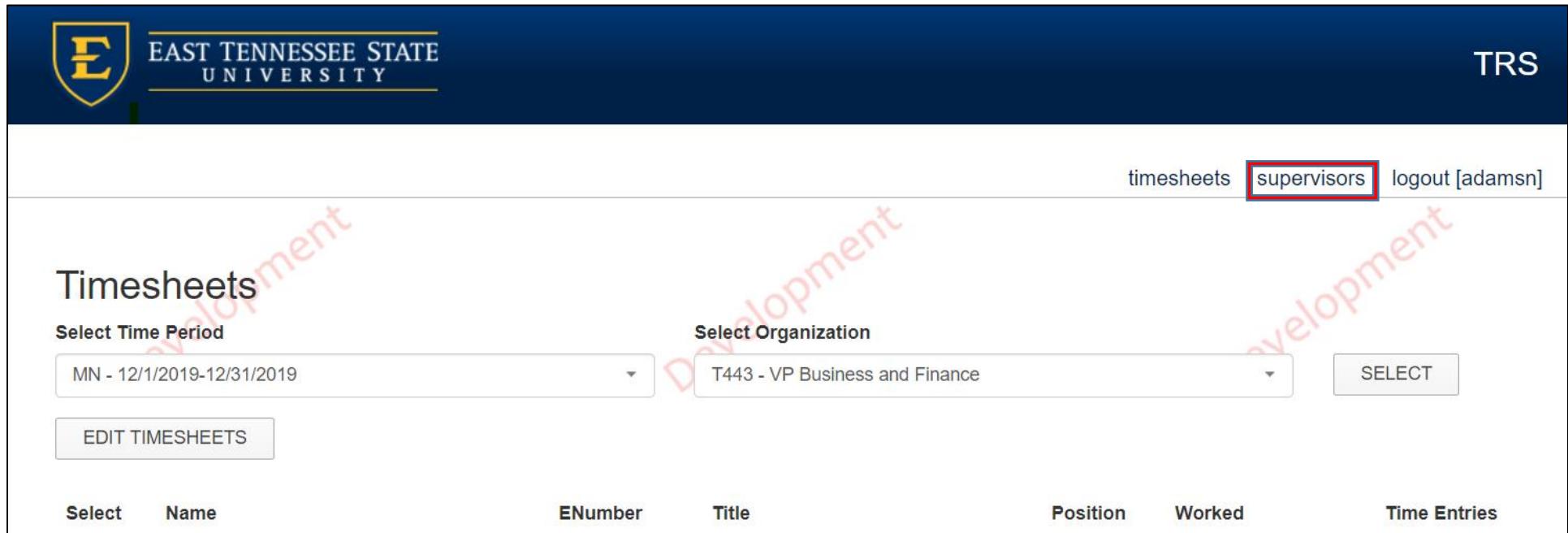
*See Page 13 For Additional Timekeeper Instructions*

Log in to TRS using your username and password.

- **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.
- **Password** – Enter your ETSU domain password. This is the password used to access your computer or email.

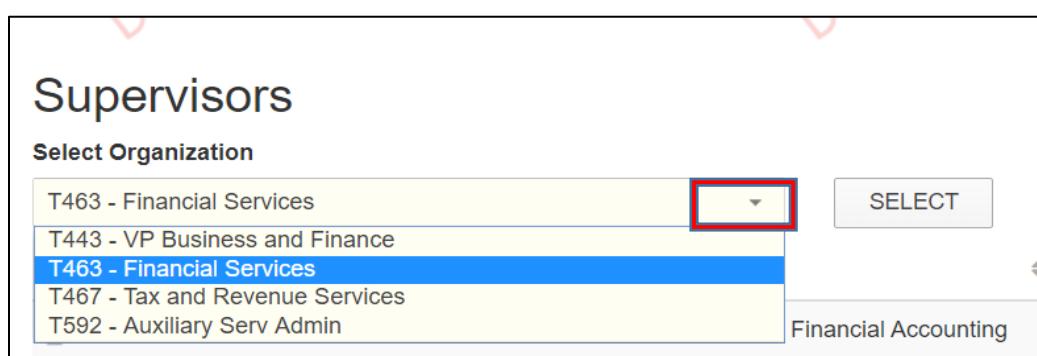
The screenshot shows the TRS login interface. At the top left is the East Tennessee State University logo and name. On the right side of the header is the acronym 'TRS'. The main area is titled 'Login'. It contains two input fields: one for 'Username\*' with the placeholder 'username' and another for 'Password\*' with placeholder dots. Below these is a 'SUBMIT' button. A large, diagonal watermark reading 'Development' is repeated across the page.

Click on 'supervisors' in the upper right hand corner.



The screenshot shows the TRS Timesheets interface. At the top, there's a logo for East Tennessee State University and the acronym TRS. Below the logo, a navigation bar includes links for 'timesheets', 'supervisors' (which is highlighted with a red box), and 'logout [adamsn]'. The main section is titled 'Timesheets' and contains two dropdown menus: 'Select Time Period' (set to 'MN - 12/1/2019-12/31/2019') and 'Select Organization' (set to 'T443 - VP Business and Finance'). A 'SELECT' button is next to the organization dropdown. Below these are buttons for 'EDIT TIMESHEETS' and 'CREATE NEW TIMESHEET'. A table header row is visible with columns: 'Select', 'Name', 'ENumber', 'Title', 'Position', 'Worked', and 'Time Entries'. The table body is currently empty.

Click the drop down box and select the timekeeping location for the supervisor change



This screenshot shows the 'Supervisors' selection screen. It features a 'Select Organization' dropdown menu with several options: 'T463 - Financial Services', 'T443 - VP Business and Finance', 'T463 - Financial Services' (selected and highlighted in blue), 'T467 - Tax and Revenue Services', and 'T592 - Auxiliary Serv Admin'. To the right of the dropdown is a 'SELECT' button. A tooltip or callout box labeled 'Financial Accounting' points to the selected item 'T463 - Financial Services'. The background of the dropdown menu has a light gray gradient.

This page will list the employee's name, Banner ID, Title, Position Number, Current Supervisor, and Proposed Supervisor

## Supervisors

Select Organization

T463 - Financial Services

Name	ENumber	Title	Position	Current Supervisor	Proposed Supervisor
Baker, Glenna Ranee Tittle	[REDACTED]	Director, Financial Accounting	111140	Glover, Karen D	
Brockwell, Bryan Connor	[REDACTED]	Information Research Tech 2	133390	McBee, Ashley Paige	
Browder, Kimberly Crystal	[REDACTED]	Accountant 2	132100	Proffitt, Amanda Ann	

Search for New Supervisor

A request for 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="#">McConnell, Elizabeth Ann</a>		Information Research Tech 2	135380	Douglas, Mitzi Jean	

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

**Change Supervisor**

**Employee**

<b>Name</b> McConnell, Elizabeth Ann	<b>ENumber</b> <input type="text"/>	<b>Position Number</b> 135380 (T463)	<b>Title</b> Information Research Tech 2
<b>Email</b> <a href="mailto:LIZ@ETSU.EDU">LIZ@ETSU.EDU</a>	<b>Phone</b> 423-439-5665	<b>Start &amp; End</b> 6/26/2006 - 12/31/2199	<b>Pay Id</b> MN

**Current Supervisor**

<b>Name</b> Douglas, Mitzi Jean	<b>ENumber</b> <input type="text"/>	<b>Position Number</b> 111230 (T463)	<b>Title</b> Assistant Director of Payroll
<b>Email</b> <a href="mailto:DOUGLASM@ETSU.EDU">DOUGLASM@ETSU.EDU</a>	<b>Phone</b> 423-439-6581	<b>Start &amp; End</b> 1/7/2014 - 12/31/2199	<b>Pay Id</b> MN

**New Supervisor**

**New Supervisor Search**

- Key the new supervisor name or user id in the ‘New Supervisor Search’ box. Click on the name when it pops up.

New Supervisor

New Supervisor Search

amanda proffitt

REQUEST SUPERVISOR CHANGE

Proffitt, Amanda Ann (PROFFITTA)

- The New Supervisor’s information will be displayed.
- Click on ‘Request Supervisor Change’.

New Supervisor

New Supervisor Search

Proffitt, Amanda Ann (PROFFITTA)

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

REQUEST SUPERVISOR CHANGE

- A box will pop up asking you to confirm that you wish to make the change.



- A message will be displayed that the approver has been notified of a supervisor change request

Supervisor change request for McConnell, Elizabeth Ann was made and your approver(s) was notified. Currently the supervisor is set to Douglas, Mitzi Jean and was requested to be Proffitt, Amanda Ann

- The Approver will receive an email notification stating that they have a supervisor change request to approve in TRS.

The timekeeper will now see the proposed supervisor under the timekeeping location

Name	ENumber	Title	Position	Current Supervisor	Proposed Supervisor
McConnell, Elizabeth Ann		Information Research Tech 2	135380	Douglas, Mitzi Jean	Proffitt, Amanda Ann

## Option #2

- Click the box beside an employee name.
- Key new supervisor's name or user id in the 'Search for New Supervisor' box.

Name	ENumber	Title	Position	Current Supervisor	Proposed Supervisor
<input checked="" type="checkbox"/> McConnell, Elizabeth Ann		Information Research Tech 2	135380	Douglas, Mitzi Jean	

- Click on the name when it pops up.

New Supervisor

New Supervisor Search

amanda proffitt

REQUEST SUPERVISOR CHANGE

Proffitt, Amanda Ann (PROFFITTA)

- The information for the new supervisor will be displayed.
- Click on 'Request Supervisor Change'

New Supervisor

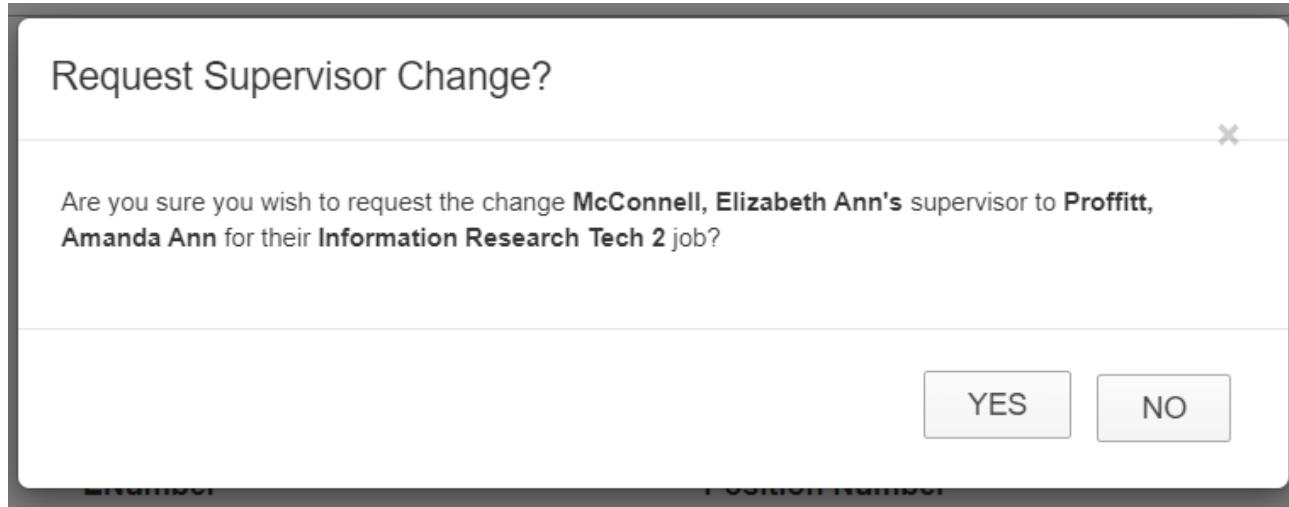
New Supervisor Search

Proffitt, Amanda Ann (PROFITTA)

REQUEST SUPERVISOR CHANGE

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

- A box will pop up asking you to confirm that you wish to make the change.



- A message will be displayed that the approver has been notified of a supervisor change request

Supervisor change request for McConnell, Elizabeth Ann was made and your approver(s) was notified. Currently the supervisor is set to Douglas, Mitzi Jean and was requested to be Proffitt, Amanda Ann

- The Approver will receive an email notification stating that they have a supervisor change request to approve in TRS.

The timekeeper will now see the proposed supervisor under the timekeeping location

Name	ENumber	Title	Position	Current Supervisor	Proposed Supervisor
McConnell, Elizabeth Ann		Information Research Tech 2	135380	Douglas, Mitzi Jean	Proffitt, Amanda Ann

To delete the supervisor change request before approved by the TRS approver:

- Click on the link under the employee's name

Name	ENumber	Title	Position	Current Supervisor	Proposed Supervisor
<a href="#">McConnell, Elizabeth Ann</a>		Information Research Tech 2	135380	Douglas, Mitzi Jean	Proffitt, Amanda Ann

- Click on 'Delete Change Request'

### Change Supervisor

Employee

Name McConnell, Elizabeth Ann	ENumber <input type="button" value=""/>	Position Number 135380 (T463)	Title Information Research Tech 2
Email <a href="mailto:LIZ@ETSU.EDU">LIZ@ETSU.EDU</a>	Phone 423-439-5665	Start & End 6/26/2006 - 12/31/2199	Pay Id MN

Current Supervisor

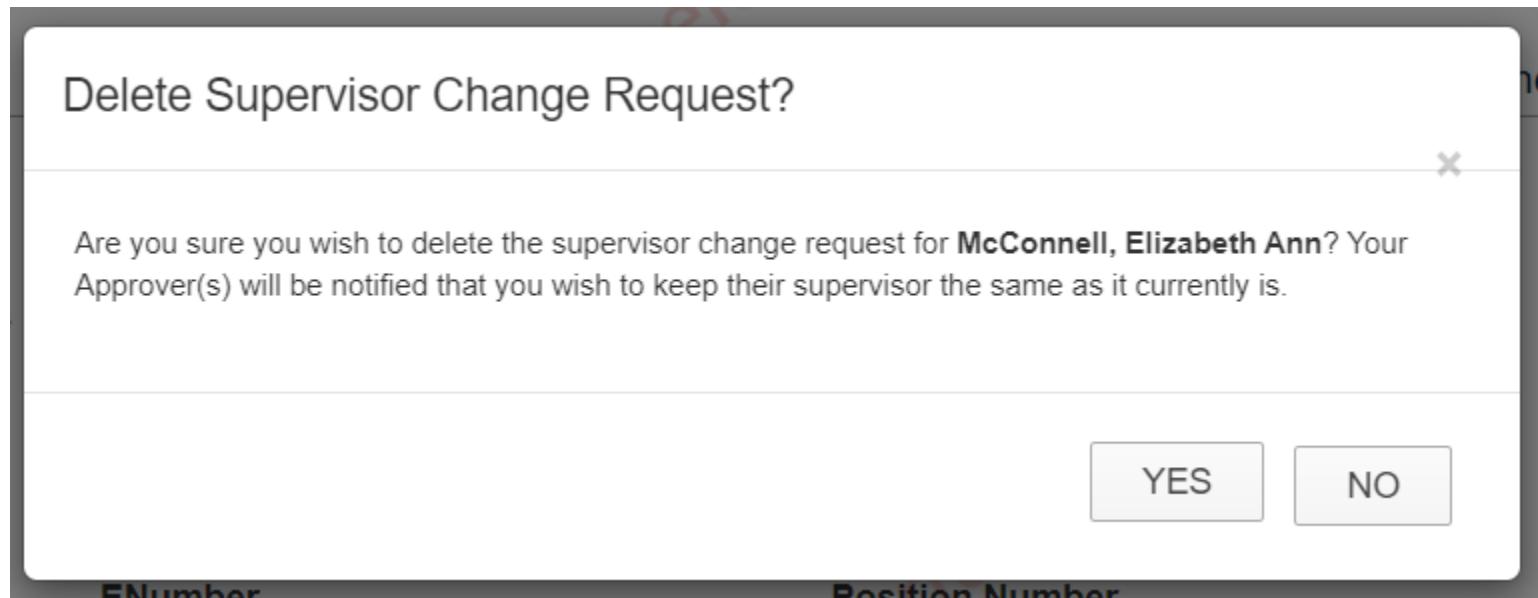
Name Douglas, Mitzi Jean	ENumber <input type="button" value=""/>	Position Number 111230 (T463)	Title Assistant Director of Payroll
Email <a href="mailto:DOUGLASM@ETSU.EDU">DOUGLASM@ETSU.EDU</a>	Phone 423-439-6581	Start & End 1/7/2014 - 12/31/2199	Pay Id MN

Pending Supervisor

Name Proffitt, Amanda Ann	ENumber <input type="button" value=""/>	Position Number 204460 (T463)	Title Accountant 2
Email <a href="mailto:PROFFITTA@ETSU.EDU">PROFFITTA@ETSU.EDU</a>	Phone 423-439-6122	Start & End 4/1/2014 - 12/31/2199	Pay Id MN

[DELETE CHANGE REQUEST](#)

- A box will pop up asking you to confirm that you wish to delete the supervisor change request.



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

The supervisor change for McConnell, Elizabeth Ann was deleted and their supervisor will remain as Douglas, Mitzi Jean

- The approver will receive an email that the change request was removed.

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

- Click the box beside an employee name.
- Key new supervisor's name or user id in the 'Search for New Supervisor' box.

Name	ENumber	Title	Position	Current Supervisor	Proposed Supervisor
<input checked="" type="checkbox"/> Foster, Chasity Jo	[REDACTED]	Information Research Tech 2	130070	Douglas, Mitzi Jean	
<input type="checkbox"/> France, Kristin Gail	[REDACTED]	Accountant 2	249010	Myers, Lynn Cecil	
<input type="checkbox"/> Hayworth, Edward Paul	[REDACTED]	Accountant 2	245950	Baker, Glenna Ranee Tittle	
<input type="checkbox"/> Hobbs, Brooke Avery	[REDACTED]	College Work Study Program	402490		
<input type="checkbox"/> McBee, Ashley Paige	[REDACTED]	Assistant Dir Financial Acct	236290	Baker, Glenna Ranee Tittle	
<input checked="" type="checkbox"/> McConnell, Elizabeth Ann	[REDACTED]	Information Research Tech 2	135380	Douglas, Mitzi Jean	

- Click on the name when it pops up.

New Supervisor

New Supervisor Search

amanda proffitt

REQUEST SUPERVISOR CHANGE

Proffitt, Amanda Ann (PROFFITTA)

- The information for the new supervisor will be displayed.
- Click on 'Request Supervisor Change'

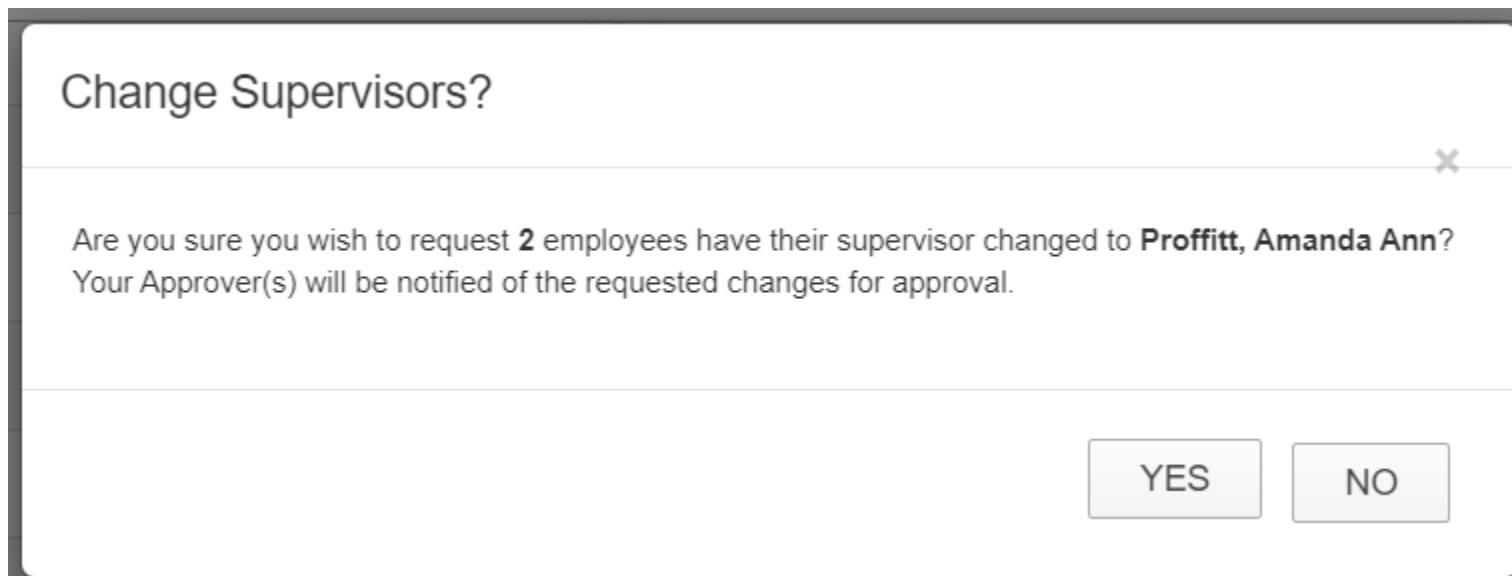
New Supervisor

New Supervisor Search

Proffitt, Amanda Ann (PROFFITTA)	<b>REQUEST SUPERVISOR CHANGE</b>		
Name Proffitt, Amanda Ann	ENumber <input type="text"/>	Position Number 204460 (T463)	Title Accountant 2
Email PROFFITTA@ETSU.EDU	Phone 423-439-6122	Start & End 4/1/2014 - 12/31/2199	Pay Id MN

Development

- A box will pop up asking you to confirm that you wish to make the change.



- A message will be displayed that the approver has been notified of a supervisor change request

Supervisor change request for Foster, Chasity Jo was made. Currently the supervisor is set to Douglas, Mitzi Jean and was requested to be Proffitt, Amanda Ann  
Supervisor change request for McConnell, Elizabeth Ann was made. Currently the supervisor is set to Douglas, Mitzi Jean and was requested to be Proffitt, Amanda Ann

- The Approver will receive an email notification stating that they have a supervisor change request to approve in TRS.

## **Timekeeper Instructions:**

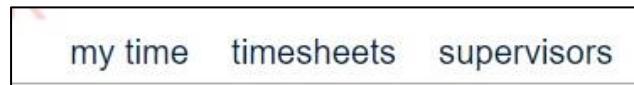
TRS Website: <https://webapps.etsu.edu/TRS/>

Log in to TRS using your username and password.

- **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.
- **Password** – Enter your ETSU domain password. This is the password used to access your computer or email.

Once logged in, you will automatically see your timesheet and a new link that says ‘my time’ at the top of the page. This is where you will key your own timesheet. See the instructional video for Employee Time Entry on how to key your own time entries into TRS.

Instructional videos for the employee, supervisor, and timekeeper are located on the payroll website at <https://www.etsu.edu/bf/payroll/trs.php>



Click on ‘timesheets’ to see the timesheets

Select the Time Period and the Organization that you want to see from the drop-down boxes.

Timesheets

Select Time Period

MN - 6/1/2020-6/30/2020

Select Organization

T463 - Financial Services

SELECT

EDIT TIMESHEETS

Time entries that have been approved by the supervisor and any time entries that have not been approved by the supervisor will be shown.

Select	Name	ENumber	Title	Position	Approved	Unapproved
<input type="checkbox"/>	Baker, Glenna Ranee Tittle 	[REDACTED]	Director, Financial Accounting	111140	S-2.0	
<input type="checkbox"/>	Beeler, Cheyenne Nicole 	[REDACTED]	Information Research Tech 2	135380	S-5.0	A-7.5
<input type="checkbox"/>	Brockwell, Bryan Connor 	[REDACTED]	Information Research Tech 2	133390		
<input type="checkbox"/>	Browder, Kimberly Crystal 	[REDACTED]	Accountant 2	132100		
<input type="checkbox"/>	Byrd, Christa Graybeal 	[REDACTED]	Financial Reporting Manager	238200	L-7.5	

Timekeepers can approve time entries **only** if the supervisor is unable to do so by clicking on 'edit timesheets'

Click the drop-down box under Change Employee and select the employee's name

The timesheet will be displayed and the entries that have not been approved by the supervisors will be shown in yellow

## Edit Timesheet

**Change Employee**

**User Information**

<b>Pay Id:</b> MN	<b>Department:</b> Financial Services	<b>Pay Period:</b> 6/1/2020 - 6/30/2020
<b>Employee Id:</b> [REDACTED]	<b>Employee Name:</b> Beeler, Cheyenne Nicole	<b>Contract Type:</b> Primary
<b>Position Number:</b> 135380	<b>Title:</b> Information Research Tech 2	<b>Annual Leave:</b> 0.0 h (225.0)
		<b>Worked Holiday:</b> 0.0 h
		<b>Active:</b> True
		<b>Sick Leave:</b> 0.0 h
		<b>Comp:</b> 0.0 h

**Calendar**

	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	App	Una	
A								7.5																								0.0	7.5
S																															5.0	0.0	

Entries can be approved, denied, or deleted

To approve the entry, click on Approve

Time Entries

Click the trash can to remove a time entry. Re-enter the hour and use the Update button to modify a time entry. **Note: All updates and deletes will email Cheyenne Beeler of the change.**

Delete	Date	Code	Comment	Approval	Hours
Delete	6/5/2020 8:30 AM 6/5/2020 9:30 AM	S (Sick leave)		Approved By: Proffitt, Amanda Ann Approved On: 06/12/2020 09:00:39 <input type="button" value="DENY"/>	5.0
Delete	6/8/2020 8:30 AM 6/8/2020 9:30 AM	A (Annual leave)		<input type="button" value="APPROVE"/> <input type="button" value="DENY"/>	7.5

The entry will now show in the approved column

The timesheet will also need to be approved by clicking Approve Timesheet

It is very important that timesheets are approved or the entries will not feed into the Banner Payroll System

	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	App	Una	
A																															7.5	0.0	
S								5.0																								5.0	0.0

Timekeepers can still enter time for an employee

Click on the calendar icon and select the date. Proceed by entering the hours, select the Time Report Code, and click Add Time Entry

Calendar		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	App	Una
A																																0.0	0.0
S																																0.0	0.0

**APPROVE TIMESHEET**

New Time Entry Note: All new entries will email Elizabeth McConnell with the details and any comments you enter.

<b>Start Date</b> 06-03-2020 08:00 AM	<b>End Date</b> 	<b>Hours*</b> 5.0	<b>Time Report Code</b> S - Sick leave	<b>Comment</b> <input type="text"/>
<input type="checkbox"/> Increment Date*				
<b>ADD TIME ENTRY</b>				

The entry will then show on the timesheet.

The Increment Date can still be used by clicking on the calendar icon for the Start Date and selecting the date. Enter the hours, select the Time Report Code, enter comments if necessary, click the Increment Date box, and click Add Time Entry

<b>Start Date</b> 06-08-2020 08:00 AM	<b>End Date</b> 	<b>Hours*</b> 7.5	<b>Time Report Code</b> A - Annual leave	<b>Comment</b> <input type="text"/>
<input checked="" type="checkbox"/> Increment Date*				
<b>ADD TIME ENTRY</b>				

The entries will be shown on the calendar.

## Click Approve Timesheet

When you are finished, go back to the main page by clicking on the Timesheets link

Make sure all entries are showing in the Approved column

# Timesheets

Select Time Period

Select Organization

**SELECT**

**EDIT TIMESHEETS**

Select	Name	ENumber	Title	Position	Approved	Unapproved
<input type="checkbox"/>	<a href="#">Baker, Glenna Ranee Tittle</a> 		Director, Financial Accounting	111140	S-2.0	
<input type="checkbox"/>	<a href="#">Beeler, Cheyenne Nicole</a> 		Information Research Tech 2	135380	S-5.0, A-7.5	

## **Things to note:**

- It is the responsibility of the supervisor to approve time entries for their employees but the timekeeper can approve the time entries as well as approve the timesheet in the event that the supervisor is unable to do so.
- The Worked Yes/No buttons have been removed. They are no longer being used.
- 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.
- Graduate Assistants do not have an Employee tab in Goldlink. They will need to log in directly to TRS using the below link. The link can also be found on the payroll website and then clicking on 'Time Reporting System (TRS)'.

TRS link: <https://webapps.etsu.edu/TRS/>

Payroll website link: <https://www.etsu.edu/bf/payroll/>

- Adjuncts, Post retirees, VA Academic Track, and Temporary Monthly employees 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.
- The timesheets for Medical Residents will still need to be entered by their timekeeper until further notice.
- 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.



# 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

 A screenshot of the ETSU Time Record System login page. The header bar is dark blue with the text "EAST TENNESSEE STATE UNIVERSITY". Below the header, the main content area has a white background. At the top of this area, centered, is the text "Please Login to the ETSU Time Record System". Below this text are three input fields: "Domain" with the value "ETSU", "Username" with the placeholder "username", and "Password" with the placeholder "\*\*\*\*\*". At the bottom of the input area is a blue "Login" button. At the very bottom of the page, in small gray text, is "ETSU Time Record System © Copyright 2008".

- **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	Name	E Number	Title	Position	Worked	Time Entries
<input type="checkbox"/>	Ash, James Patrick		Senior Database Administrator	238360	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Bennett, Brian Todd		Analyst 3	225490	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Beverly-Rutherford, Ruth E		Telecommunications Director	225500	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Brown, Leisa R		Switchboard Operator	247150	<input type="radio"/> Yes <input type="radio"/> No	H-5.0
<input type="checkbox"/>	Buck, Francis K		Network Technician	240370	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Church, Stephen Glenn		Computer Laboratory Technicia	131050	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Cox, Donna Gail		Switchboard Operator	161210	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Dixon, Tam S		Analyst 3	111360	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Engle, Bradley C		Analyst 3	205360	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Fayver, Dustin B		Computer Laboratory Technicia	225510	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Ferguson, Timothy Allen		Manager	219420	<input type="radio"/> Yes <input type="radio"/> No	H-7.5

- **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:

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

- **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.

<input type="checkbox"/>	Peters, George M	Network Support Specialist	135700	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Pleasant, Gary Martin	Programmer/Analyst 2	204510	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Quisenberry, Malora Veronica	Customer Support Specialist	230290	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Reed, Jeffrey Daryl	Network Technician	223130	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Seale, Ryan D	Systems Administrator	110360	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Standifer, Brandon Harold	Customer Support Specialist	228850	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Schoeler, Erik J	Analyst 3	111020	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Sturdivant, Elizabeth A	Coordinator	206350	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Sturdivant, W Reed	Analyst 3	113090	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Thompson, Vincent L	Manager	223380	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Tucci, Gabriel	Analyst 3	111260	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Walters, Michael T	Analyst 3	223530	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Webb, Ray E	Sr. Personal Computer Analyst	204410	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Webb, Steven E	Senior Systems Administrator	111130	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	White, Timothy N	Network Technician	113850	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	Whitbeck, Joshua Lee	Database Administrator	224540	<input type="radio"/> Yes	<input type="radio"/> No	H-7.5
<input type="checkbox"/>	<input type="checkbox"/> Check All					
<input type="button" value="Update Timesheets"/>		<input type="button" value="Email Blank Timesheets"/>	<input type="button" value="Print Blank Timesheets"/>			
ETSU Time Record System © Copyright 2008						

- 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:	Bennett, Brian Todd - Analyst 3	<input type="button" value="Select"/>
<b>Information</b> Pay ID: MN Employee ID: [REDACTED] Position Number: 225490      Department: Information Technology Employee Name: Bennett, Brian Todd Title: Analyst 3      Pay Period: 5/1/2011 - 5/31/2011 Contract Type: Primary      Status: Active Annual Leave: 286.3h      Sick Leave: 348.6h Worked Holiday: 0h      Comp: 0h		

- 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	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	Tot		
A																																		0
S																																		0
H																																		7.5
																																		7.5

**Create New Time Entry**

Date: 1-May Time Report Code: A - Annual leave Hours: 7.5  
 Auto Increment Date

**Time Entries**  
 Press Del to remove a time entry. Retype the hours and press the Update button to modify a time entry.

Delete	Date	Code	Hours	Delete	Date	Code	Hours
<input type="checkbox"/> Del	5/30/2011	H	7.5				

- **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)

The screenshot shows the ETSU Time Record System interface. At the top, there is a calendar for February. The 6th is highlighted in blue, indicating it is the current date for a new entry. Below the calendar is a 'Create New Time Entry' form. It includes fields for Date (6-Feb), Time Report Code (A - Annual leave), Hours (7.5), and an Auto Increment Date checkbox. A 'Create New Time Entry' button is present. Below the form is a 'Time Entries' section with a table showing one entry: Date 2/6/2009, Code A, Hours 7.5. Buttons for Delete, Update, and Cancel are available. The footer of the page reads 'ETSU Time Record System © Copyright 2008'.

- **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

**EAST TENNESSEE STATE UNIVERSITY**

[Timesheets](#) | [Logout \[elliotjb\]](#)

Select Time Period:	<input type="button" value="MN - 5/1/2011-5/31/2011"/>					
Select Organization:	<input type="button" value="TS20 - Information Technology"/>					
<input type="button" value="Edit Timesheets"/>						
Select	Name	ENumber	Title	Position	Worked	Time Entries
<input type="checkbox"/>	Bahe, James Patrick		Senior Database Administrator	238360	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Bennett, Brian Todd		Analyst, 3	225490	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Beverly-Rutherford, Beth E.		Telecommunications Director	225500	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Brown, Leisa R.		Switchboard Operator	247150	<input type="radio"/> Yes <input type="radio"/> No	H-3.0
<input type="checkbox"/>	Buck, Francis K.		Network Technician	240370	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Church, Stephen Glenn		Computer Laboratory Technicia	131050	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Cox, Donna Gail		Switchboard Operator	161210	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Dillon, Jan S.		Analyst, 3	111360	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Engle, Bradley C.		Analyst, 3	209360	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Fawver, Dustin B.		Computer Laboratory Techesia	225510	<input type="radio"/> Yes <input type="radio"/> No	H-7.5
<input type="checkbox"/>	Ferguson, Timothy Allen		Manager	219420	<input type="radio"/> Yes <input type="radio"/> No	H-7.5

- 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>  
*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:

*JF 4.0 R7*

20	21	22	23	24	25	26	27	28	29	30	31	Tot	
		7.5	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, E000XXXX
  - 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, E000XXXX
  - 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 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.

Ref: Financial Procedures #15

**Payroll Time Report Codes****Clerical and Support**

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
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**

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
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**

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
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**

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
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**

<b>Code</b>	<b>Description</b>	<b>Code</b>	<b>Description</b>
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		

## 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.