

Employee Time Entry:

Log in to Goldlink using your username and password.

Navigate to 'Administrative Staff', 'Administrative Tools', 'Time Record System'.

The link to TRS is also on the payroll website under Time Reporting System (TRS): <https://webapps.etsu.edu/TRS/>

Once logged in, you will see the calendar. You can choose between two different calendar displays by clicking the link under 'Switch Calendar Display'.

Display #1:

Director, Payroll (110910)

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	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<i>Your timesheet will need to be submitted by 6/30/2020.</i> Switch Calendar Display	31	1	2	3	4	5	6

Display #2:

Director, Payroll (110910)

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Pay Period: 6/1/2020 - 6/30/2020

Annual Leave: 390.0 h

Sick Leave: 1091.5 h

Contract Type: Primary

Worked Holiday: 0.0 h

Title: Director, Payroll

Comp: 0.0 h

Calendar - [Switch Calendar Display](#)

	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																			7.5											7.5	0.0	

This displays shows your leave balances and eligible report codes.

If you have more than one position, your primary position will be displayed. You can select the other position by clicking the drop down box and selecting the other position. For example, an employee may have a full time position and a temporary hourly position.

A new time report code was created for 'Hours Worked'. 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.

Executive Aide (132130)

Please Select Your Position You Wish To Manage

Executive Aide (132130) ▼

SELECT POSITION

NEW TIME ENTRY

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SUBMIT TIMESHEET

Your timesheet will need to be submitted by 4/30/2020.

[Switch Calendar Display](#)

Balances

Comp Time¹: 45.1
Worked Holiday²: 0.0
Annual Leave³: 260.2 / 225.0⁴
Sick Leave: 253.6
Leave Calculation Date: 7/5/2000

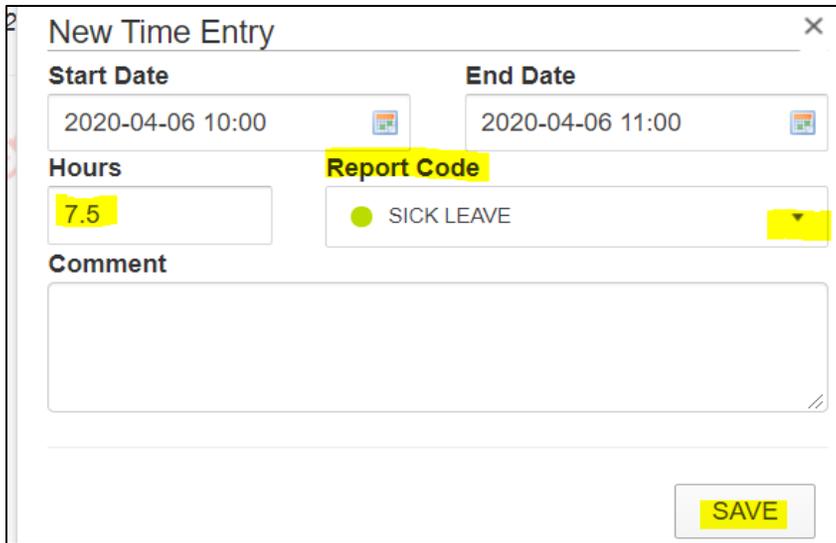
Report Codes

- Annual leave
- Sick leave
- Administrative Leave
- Banked Overtime
- Compensatory time taken
- Disaster relieve leave
- Emergency closure
- Bereavement leave

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	(H) 7.5 Hours	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

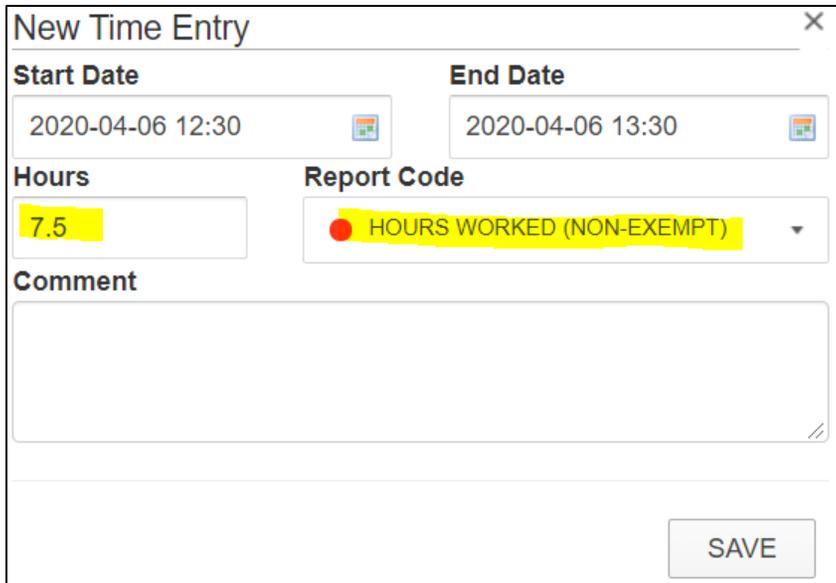
To enter time, click on the day and an entry box will pop up:

Enter the hours and click on the drop down box under 'Report Code' to select the appropriate leave code that was used. Click save.



The screenshot shows a 'New Time Entry' window. The 'Start Date' is 2020-04-06 10:00 and the 'End Date' is 2020-04-06 11:00. The 'Hours' field contains 7.5. The 'Report Code' dropdown menu is open, showing 'SICK LEAVE' with a green dot next to it. A 'SAVE' button is located at the bottom right.

Clerical/Support Staff and Administrative non-exempt employees must enter hours worked each day:



The screenshot shows a 'New Time Entry' window. The 'Start Date' is 2020-04-06 12:30 and the 'End Date' is 2020-04-06 13:30. The 'Hours' field contains 7.5. The 'Report Code' dropdown menu is open, showing 'HOURS WORKED (NON-EXEMPT)' with a red dot next to it. A 'SAVE' button is located at the bottom right.

Multiple days can be entered by clicking the calendar icon under end date and then select the end date. Weekends cannot be selected using this method. Weekends must be entered separately.

Enter the total hours that was taken during that time.

Select the appropriate report code. Save.

New Time Entry

Start Date 2020-04-20 09:30

End Date 2020-04-24 10:30

Hours 37.5

Report Code ANNUAL LEAVE

Comment

SAVE

Entries can be changed or deleted by clicking on the entry and then click on edit or delete.

	(S) 7.5 Hours 04/06/2020 ● Sick leave Duration: 7.5 Hours Comment: Approval Approved: Pending Review
6	
(S) 7.5 Hours	
13	

EDIT **DELETE**

Note: The hours can be edited but not the report code. If the wrong report code was entered then the whole entry must be deleted and the right entry rekeyed. For example, the entry should've been annual leave instead of sick leave. The sick leave entry must be deleted and then rekeyed as annual leave.

More than one entry can be made on the same day. For example, 2.5 hours of sick leave was taken and 5.0 hour of annual leave was take on the 27th.

The entries will be displayed on the calendar:

04/01 - 04/30 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6 (S) 7.5 Hours	7	8	9	10 (H) 7.5 Hours	11
12	13	14	15	16	17	18
19	20 (A) 37.5 Hours	21	22	23	24	25
26	27 (A) 5 Hours (S) 2.5 Hours	28	29	30	1	2

Once all the time has been entered, the timesheet will need to be submitted to the supervisor for approval.

Click on 'Submit Timesheet'

Director, Payroll (110910)

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Your timesheet will need to be submitted by 4/30/2020.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4

A box will pop up asking you to confirm that you wish to submit your timesheet to your supervisor. Click Yes and then click OK.

Confirm Submit Timesheet

Are you sure you wish to submit your Timesheet to your supervisor? Once submitted you will no longer be able to make changes. Your timesheet will need to be submitted by 4/30/2020.

Information

Your Timesheet has been submitted to your supervisor.

If you notice a mistake after the timesheet is submitted to the supervisor, the timesheet can be recalled up until the time entry deadline. TRS dates are published on the payroll website at <https://www.etsu.edu/bf/documents/trstimesheetschedule.pdf>

To recall the timesheet, click on 'Recall Timesheet For Edits'.

Make any necessary changes and resubmit the timesheet to the supervisor.

Director, Payroll (110910)

RECALL TIMESHEET FOR EDITS

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[Switch Calendar Display.](#)

Balances

Comp Time¹: 0.0
 Worked Holiday²: 0.0
 Annual Leave³: 367.5 / 315.0⁴
 Sick Leave: 1086.5
 Leave Calculation Date: 2/28/2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6 (S) 7.5 Hours	7	8	9	10 (H) 7.5 Hours	11

If a timesheet needs to be revised after TRS has closed for entry:

- Print the timesheet screen and draw a line through the incorrect information. Do NOT use whiteout.
- Write the correct information above or below the incorrect information.
- Both the supervisor and the employee must initial the change.
- The corrected timesheet can be faxed to the payroll office at 439-6550 or emailed to payroll@etsu.edu

Here is an example of a revised timesheet shown in both calendar displays. Either display is fine to revise.

Employee is revising annual leave to sick leave.

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05/01 - 05/31 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
				<div style="background-color: purple; color: white; padding: 2px;">(A) 7.5 Hours</div> JE AP S 7.5		

OR

Director, Payroll (110910) Next

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05/01 - 05/31 2020

Pay Period: 5/1/2020 - 5/31/2020 Contract Type: Primary Title: Director, Payroll
 Annual Leave: 390.0 h Sick Leave: 1091.5 h Worked Holiday: 0.0 h Comp: 0.0 h

Calendar - [Switch Calendar Display](#)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	App	Una	
A							7.5																										7.5	0.0
H																										7.5							7.5	0.0
S							7.5																										0.0	0.0

JE AP

Things to note:

- 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 or timekeeper. If the time is not entered at all, then the timesheet can still be printed from TRS. The original timesheet will need to be sent to the payroll office and there will be a \$10.00 charge.
- 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.