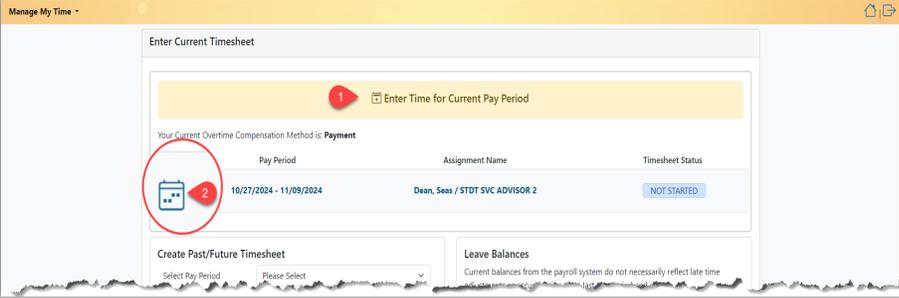
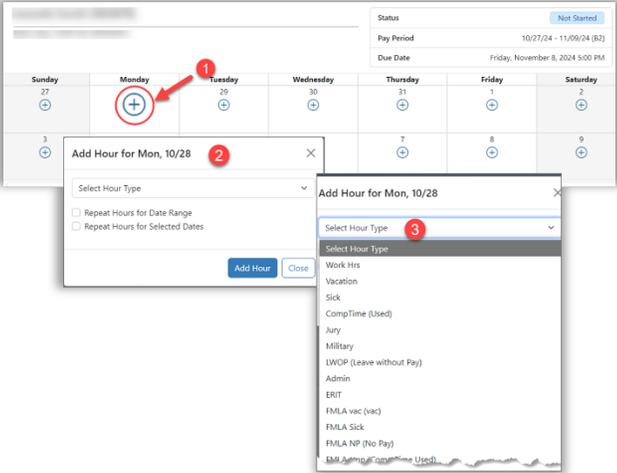
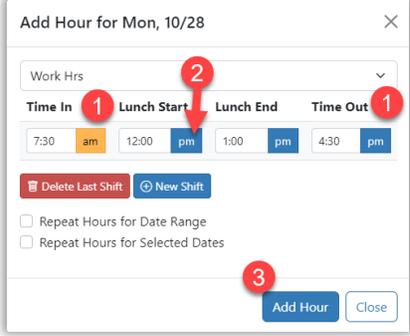
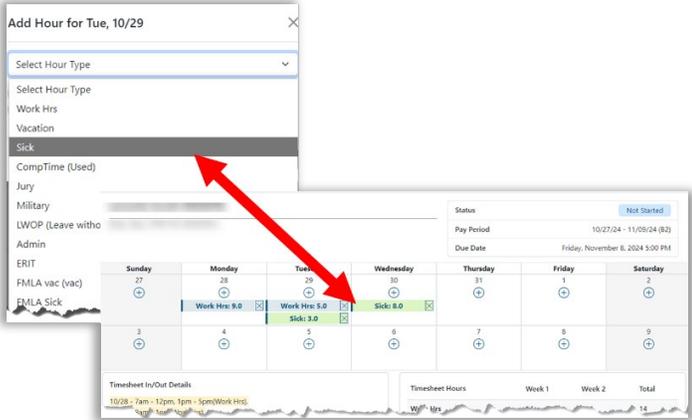
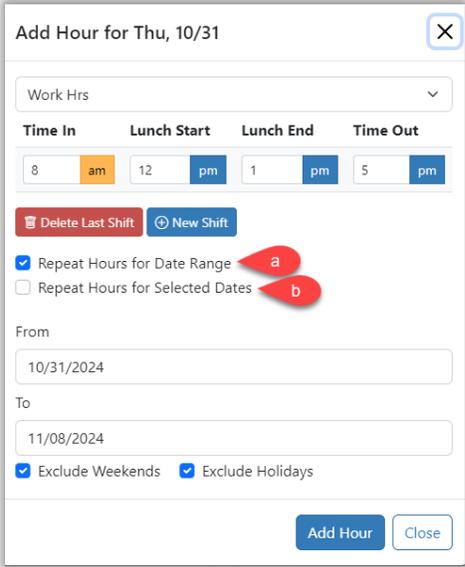


TRS Job Aid 201 – How to: Submit a Biweekly Nonexempt Hourly Timesheet

<p>1 Log in to TRS at https://uctrs.it.ucla.edu:</p> <ol style="list-style-type: none"> 1. Select UCLA. 2. Enter your Single Sign-On login information. 3. Verify login with DUO. 	
<p>2 On the Main Menu: Select Employee.</p>	
<p>3 From Manage My Time: 1. In the Enter Time for Current Pay Period section. 2. Select the View Timesheets icon.</p>	
<p>4 On the timesheet calendar view: 1. Select the add (+) icon for the day you want to add time to 2. Pop-up box for the day will appear. 3. Choose the appropriate drop-down Hour Type entry. See the Regular Timesheet Entries job aid for descriptions of the timesheet entries.</p>	

<p>5 Next, Add Hours</p> <ol style="list-style-type: none"> 1. Enter the time in and out details. Leave <i>Lunch Start/Lunch End</i> fields blank if no lunch period is taken. 2. To switch between A.M. and P.M., click on am or pm. 3. Select Add Hour to update hours to the timesheet. 	
<p>6 Reporting Time Off (vacation, sick, comp time, LWOP, etc.):</p> <ol style="list-style-type: none"> 1. Select the add (+) icon for the day you want to add time to 2. Pop-up box for the day will appear. 3. Choose the leave type from entries on the drop-down 4. Enter leave time to the nearest quarter hour (8.0, 7.5, 3.25, etc.). 5. Select Add Hour to update hours to the timesheet. 	
<p>7 Repeating Hours Entry across days:</p> <ol style="list-style-type: none"> 1. Select the add (+) icon for a day you want to add time to 2. Pop-up box for the day will appear. 3. Select Hour Type to enter the hour entry type as outlined in Step 4 above. 4. Enter the time/hours details as outlined in Step 5 or Step 6 above. 5. Choose an option: <ol style="list-style-type: none"> a. Repeat Hours for Date Range (to repeat hours across consecutive dates) b. Repeat Hours for Selected Dates (to repeat hours for non-consecutive dates) 6. Select Add Hour to update hours to the timesheet. 	

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Saving and Submitting:

1. Save the timesheet (comments are optional).
2. Submit the timesheet by the due date indicated.
3. Can elect to Print timesheet in PDF format.

A complete schedule of due dates is available on the [TRS Employee & Supervisor Schedule](#) found on the [TRS Resources](#) page.

Timesheet In/Out Details

10/28 - 7:30am - 12:00pm, 1:00pm - 5:00pm(Work Hrs).
 10/29 - 8:00am - 12:30pm(Work Hrs).
 10/31 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs).
 11/01 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs).
 11/04 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs).
 11/05 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs).
 11/06 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs).
 11/07 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs).
 11/08 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs).

Leave Balances

Vacation	57.38
Sick	44.21
Comp Time	0.00

Timesheet Hours

	Week 1	Week 2	Total
Work Hrs	29	40	69
Sick	7	0	7
Total	36	40	76

Timesheet Comments

Left early due to illness on 10/29.
 Out sick on 11/30.

I understand any mis-statement or falsification of hours on this timesheet 1 be cause for disciplinary action up to and including termination.

2 Submit to Supervisor
Save
Print
3