



FACULTY APPROVERS: TRS QUICK START GUIDE

TRS Website and Login Information

<https://timesheet.uchastings.edu>

LOGIN

- ❑ Click on “Supervisors”



Enter Username: Your UCH email address (do not include ‘@uchastings.edu’)

Password: Your UCH email password

TRS Quick Facts

- ✓ **TRS Go-Live:** March 1, 2017
- ✓ **2/26-3/11 Timesheet due from Student:** Monday, March 13, 2017 at NOON
- ✓ **2/26-3/11 Timesheet Supervisor Approval due:** **Tuesday, March 14, 2017 at NOON**
- ✓ 2/26-3/11 Paydate (TRS): March 22
- ✓ Pay Period: two week period with a pay day every other Wednesday.

Approve Timesheets in 4 Easy Steps

- ❑ **Step 1:** Click on “Manage My Staff” tab.
Do you see your students’ in the Bi-Weekly Timesheet window? If yes, go to Step 2. No? Please contact [HR](#) .
- ❑ **Step 2:** Review the “Timesheet Hrs” submitted for each student in the “Bi-Weekly Timesheets...” window.
- ❑ **Step 3:** If hours are correct, click  . If hours are incorrect, Click on “Return”  , add a comment to the student and click “return timesheet”.
- ❑ **Step 4:** Click on “Log Out” in the top right hand corner.
- ❑ Opt in for **Email Notifications:** receive an email when student submits a timesheet to you for approval.
 - Click: *Manage My Staff* -> *Set Up Notification*
 - Choose: “**YES** I want to receive a notification”

Resources and Support

- **Biweekly Pay Schedule:** [click here](#)
- **Short Tutorial/Video:** [click here](#)
- **TRS Info Website:** www.uchastings.edu/trs
- **TRS Help Desk Email:** timesheet@uchastings.edu