

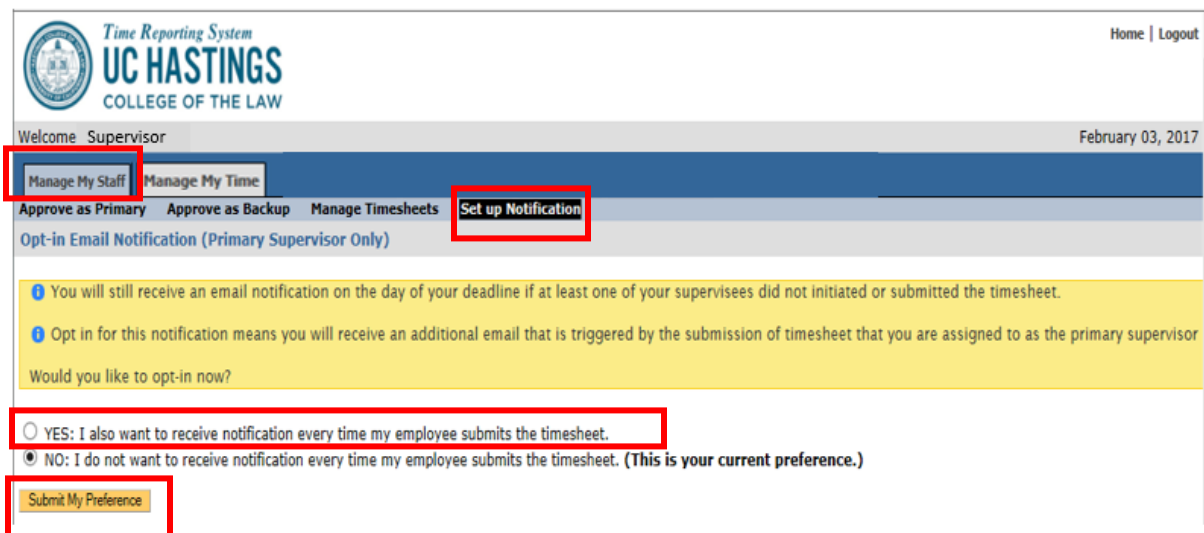
How to Opt-in for Email Notification: Employee Submits a Timesheet

TRS's email notifications are automatically received for many events. Supervisors can opt-in to receive an additional email that is triggered by the submission of timesheets from employees for which the supervisor is the **Primary** Supervisor.

Upon logging in you will click on the **Manage My Staff** tab.

Click on **Set up Notification**.

Choose **Yes** and click **Submit My Preference**.



The screenshot shows the UC Hastings Time Reporting System interface. At the top left is the UC Hastings logo and 'Time Reporting System' text. At the top right are 'Home | Logout' links. Below the header, it says 'Welcome Supervisor' and 'February 03, 2017'. A navigation bar contains 'Manage My Staff' (highlighted with a red box), 'Manage My Time', 'Approve as Primary', 'Approve as Backup', 'Manage Timesheets', and 'Set up Notification' (highlighted with a red box). Below this is the section 'Opt-in Email Notification (Primary Supervisor Only)'. A yellow box contains two informational messages: 'You will still receive an email notification on the day of your deadline if at least one of your supervisees did not initiated or submitted the timesheet.' and 'Opt in for this notification means you will receive an additional email that is triggered by the submission of timesheet that you are assigned to as the primary supervisor'. Below this is the question 'Would you like to opt-in now?'. Two radio button options are shown: 'YES: I also want to receive notification every time my employee submits the timesheet.' (highlighted with a red box) and 'NO: I do not want to receive notification every time my employee submits the timesheet. (This is your current preference.)'. At the bottom, a 'Submit My Preference' button is highlighted with a red box.