Viewing the Supervisor’s Report

Supervisors, you are responsible for the accurate submission of Time Reports from those employees reporting to you. Your supervisor’s report contains the most recent information and is updated as employees submit their time reports. However, on the 10th of each month, you will receive an e-mail from TRS prompting you to login and review the report. Note: If you believe you should have access to the Supervisor’s Report but currently do not, please call External Affairs’ Human Resources at x43498.
Even before you click on the Supervisor’s Report button, you should notice information further down the page about your employees. Supervisors have access to their employees’ Emergency Contact information, which includes names, phone numbers, and e-mail addresses, supplied by the employee.

Once you have clicked the Supervisor Report button, the report itself displays for the month and year indicated. You can go back as far as needed to view old Supervisor Reports. A sample Supervisor Report is illustrated on the next page:
At the bottom of the Supervisor’s Report is the Print button. You may wish to make a hard copy of the report periodically to have should electronic access not be available.