

How to Use the

Time Reporting System (TRS)

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The Time Reporting System (TRS)

The [Time Reporting System](#) (TRS) records, calculates, and tracks usage, accruals and balances for vacation, sick leave, and overtime or compensatory time (comp time). TRS also reports your submitted time to your supervisor and EA-Human Resources.

Use the Time Reporting System (TRS) to submit your monthly time report. At any time during the month, you can log in to TRS and enter any non-standard time earned or taken, such as vacation or sick leave taken, overtime or comp time earned or taken, jury duty, and blood donation time earned or taken. ***You cannot use vacation and sick leave accruals until after the month in which they are earned.***

At the beginning of each month, you will use TRS to submit your completed timesheet for the previous month, which TRS will route to your supervisor and EA-Human Resources for approval and processing. You can check TRS at any time to view your leave balances and accruals.

TRS Login

During your first week of employment, the HelpDesk will email your user name and temporary password for logging in to EA's intranet, [ISLand2](#). You will find TRS on the **ISLand2** home page under **HR Services**. If you need login help, call the HelpDesk at x43400.

To log in to TRS:

1. Go to **ISLand2** at <http://island.fim.ucla.edu>

The login page of the ISLand2 Web site appears.

About External Affairs EA Business Services HR Services Whom2Contact EA Web Mail

The mission of the **Department of External Affairs** is to build enduring relationships that promote advocacy and support for UCLA.

Headlines

- New FIM Mission and Vision Statements
- New Gift/Membership Initiative page!
- EA Employment Opportunities Bulletin
- Inside EA Newsletter
- EA Calendar
- Time Reporting System
- Learn@Lunch Calendar

Login:

User Name:

Password:

UCLA HOME

To request a content update for this page, [click here](#).
For other ISLand issues, [click here](#).

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Time Reporting System (TRS)

2. Enter your **User Name** and **Password** in the appropriate fields.

Note: If you have not yet received your username and temporary password from the EA Helpdesk, call x43400.

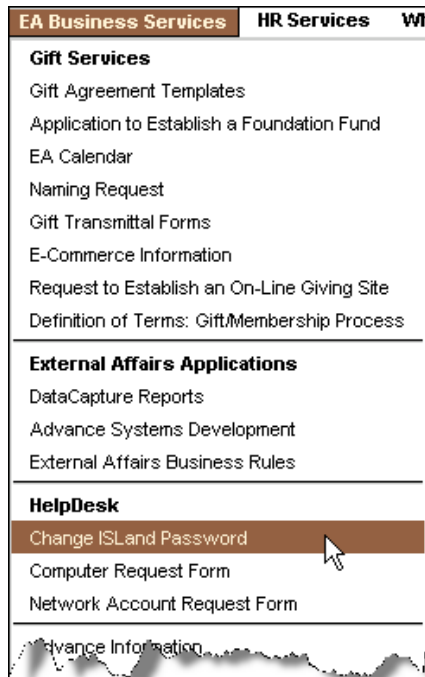
UCLA External Affairs website login page. The page displays the mission statement of the Department of External Affairs and a list of headlines. The login form is highlighted with a red box, showing the User Name field containing 'jbruin' and the Password field containing ten dots. A Submit button is visible below the password field.

3. Click **Submit**.

The system confirms your login.

UCLA External Affairs website after successful login. The page displays the mission statement and headlines. The login form is replaced by a confirmation message: 'Josephine Bruin Logged In.' which is circled in red. A Log Out button is visible below the message.

4. The first time you log in, the system will prompt you to change your password. To change your password:
 - From the menu bar across the top of the window, click **EA Business Services > Change ISLand Password**.



The Change Password window appears.

The screenshot shows a web page titled 'Change Password'. At the top, there is a navigation bar with links: 'About External Affairs', 'EA Business Services', 'HR Services', 'Whom2Contact', and 'EA Web Mail'. The main heading is 'Change Password' in a blue, italicized font. Below the heading, a message reads: 'Hello, Josephine Bruin, please enter the information below to change your password.' There are three input fields: 'Old Password:', 'New Password:', and 'Verify New Password:'. Below the fields are two buttons: 'Submit Password Change' and 'Reset'. At the bottom left is the UCLA logo with a 'HOME' button. At the bottom right, there is a user name 'Josephine Bruin' with a 'Click here to LOGOUT' link, and two other links: 'To request a content update for this page, click here.' and 'For other ISLand issues, click here.'. The footer text is '© 2004 - 2008 UCLA'.

- Type your old password into the **Old Password** field.
- Type your new password into the **New Password** field.
- Type your new password into the **Verify New Password** field.
- If you make a mistake, click **Reset** and start over.
- Click **Submit Password Change**.

5. When you have logged in, click **HR Services** at the top of ISLand2.

6. Click **Time Reporting** from the drop-down menu.

The screenshot shows the UCLA External Affairs website. The navigation bar includes 'About External Affairs', 'EA Business Services', 'HR Services', 'Whom2Contact', and 'EA Web Mail'. The 'HR Services' menu is open, showing options: 'Benefits Information', 'Phone Search', 'Emergency Contact Info', 'Staff Resources Web Site', 'Employment Opportunities', 'Time Reporting' (highlighted), and 'Training and Development'. The main content area features a 'Headlines' section with a list of news items, including 'New FIM Mission and Vision Statements' and 'Time Reporting System'. A user login status 'Josephine Bruin Logged In.' is visible, along with a 'Log Out' button. The footer contains the UCLA logo and copyright information: '© 2004 - 2008 UCLA'.

The first TRS window appears. This window contains your **Service Recognition Details** and **Emergency Contact Information**.

The screenshot shows the 'Time Reporting System' window. At the top, it says 'Note: Only full-time / career employees may use this screen for processing monthly leave usage.' Below this are dropdown menus for 'Select Month: Please select month' and 'Select Year: 2008', with 'Go To Month' and 'Help' buttons. The 'Service Recognition Details' section includes a table with the following data:

Employee Name	Original UC Hire Date	Original EA Hire Date	Service Recog Milestone	Milestone Recog Date
BRUIN,JOSEPHINE A	1/3/2000	1/3/2000	10	1/1/2010

The 'Emergency Contacts' section includes a table with the following data:

Employee Name	Home Phone Number	Daytime Contact in Case of Emergency
BRUIN,JOSEPHINE A (Update)	(310) 555-0055	Harry Bruin 1st Phone: (310) 555-0066 home 2nd Phone: (310) 555-0077 cell Email: hbruin@roadrunner.com Relation: Spouse
		Roberta Grizzly 1st Phone: (310) 555-3456 home 2nd Phone: (310) 555-3456 cell Email: bertie@roadrunner.com Relation: Mother

The footer contains the UCLA logo and copyright information: '© 2004 - 2008 UCLA'.

Time Reporting System (TRS)

- If you have not already provided emergency contact information, click the **Update** link and provide contacts in case of an emergency, such as an injury to yourself on the job. You must give daytime contact information for your emergency contacts.

TRS routes the contact information you provide to EA Human Resources and your supervisor.

Supervisor's Opening Window

If you are a supervisor, your opening window has the following additional information:

- A list of your employees' time sheets that are due but have not yet been submitted.
- Service Recognition Details** for the employees who report to you. (For complete information about hire dates and service recognition, click **Help**.)
- Emergency Contact Information** for the employees who report to you.
- An additional button labeled **Supervisor's Report** that provides a report of your employees' submitted time records.

Time Reporting System

Note: Only full-time / career employees may use this screen for processing monthly leave usage.

Select Month: Select Year:

[Go To Month](#) [Supervisor's Report](#) [Help](#)

[Service Recognition](#) | [Emergency Contacts](#)

Time sheets for the following months have not been submitted:

Employee	Month
BRUIN, JOSEPHINE A	Apr 2008
JONES, MICHAEL R	Apr 2008

[Info](#) [Service Recognition Details](#) [Print](#) [Back to Top](#)

Employee Name	Original UC Hire Date	Original EA Hire Date	Service Recog Milestone	Milestone Recog Date
BRUIN, JOSEPHINE A	1/3/2000	1/3/2000	10	1/1/2010
JONES, MICHAEL R	2/11/2002	2/11/2002	10	2/1/2012

[Info](#) [Emergency Contacts](#) [Print](#) [Back to Top](#)

Employee Name	Home Phone Number	Daytime Contact in Case of Emergency
BRUIN, JOSEPHINE A Update	(310) 555-0055	Harry Bruin 1st Phone: (310) 555-0066 home 2nd Phone: (310) 555-0077 cell Email: hbruin@roadrunner.com Relation: Spouse
		Roberta Grizzly 1st Phone: (310) 555-3456 home 2nd Phone: (310) 555-4563 cell Email: bertie@roadrunner.com Relation: Mother
JONES, MICHAEL R Update	(310) 555-3350	Gail Jones 1st Phone: (310) 555-4444 home 2nd Phone: (310) 555-6633 cell Email: gjones@gmail.com Relation: Mother

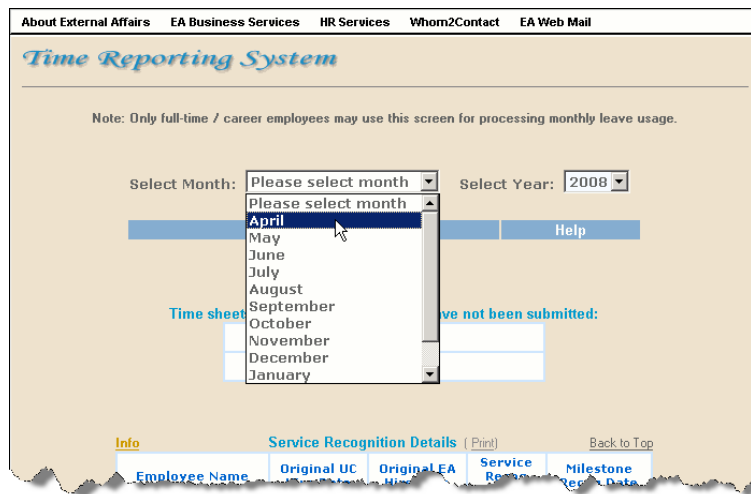
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Reporting Your Time

All full-time career employees use the TRS to report their time. TRS assumes you worked standard days throughout the month; therefore, you need to log time only if you made exceptions in your working hours. Enter vacation and sick leave taken, time spent away from work for jury duty, blood donation time earned or taken, and (if non-exempt) any overtime or comp time earned or taken. (The system automatically calculates and adds the vacation and sick leave you earn.)

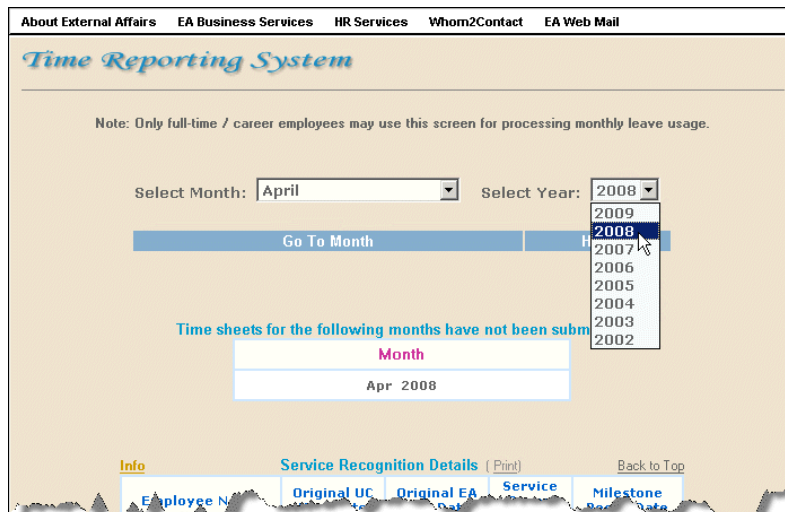
To access your time sheet for reporting:

1. Select the month for which you are logging time.

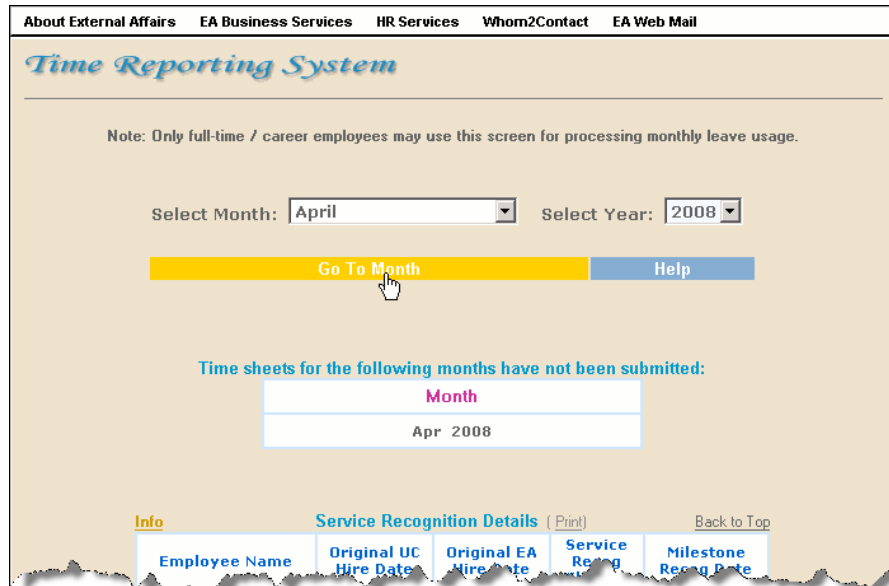


2. Confirm that the current year is already entered into the **Select Year** field. If not, use the drop-down menu in the **Select Year** field to select and enter the appropriate year.

Note: The year that appears in the **Select Year** column defaults to the current year. You will need to specify the year only when you are viewing or submitting a time report from a previous year. Each January, you will have to reset the year to view or submit a report for December.



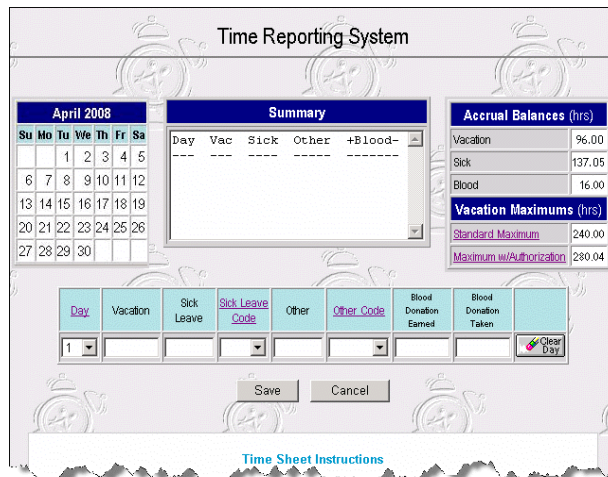
3. Click **Go To Month**.



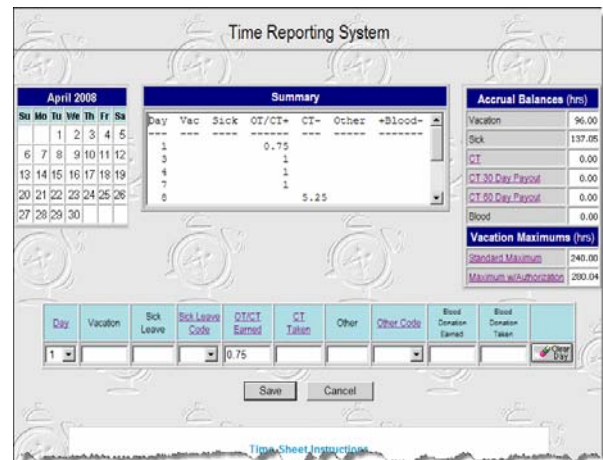
TRS displays the main work area, the screen in which employees log their time.

Exempt and non-exempt employees have different reporting requirements; therefore, TRS displays a slightly different screen for exempt than it does for non-exempt employees.

Exempt Time Reporting Sheet



Non-Exempt Time Reporting Sheet



The reporting screen for non-exempt employees has columns for logging overtime (OT) earned and comp time (CT) earned and taken; the reporting screen for exempt employees does not. Only non-exempt employees are eligible for overtime and comp time.

Time Reporting System (TRS)

The bottom of the time logging screen contains these instructions:

NOTE: You cannot use Vacation and Sick Leave accruals until the month after they are earned.

Time Sheet Instructions

1. Report overtime earned and taken in actual hours. Exempt employees report full day absences only. Non-Exempt employees report time to the nearest one-quarter hour (e.g., 4.00, 5.25).
NOTE: Overtime must be approved in advance by your supervisor.
2. Identify all entries by appropriate Reporting Codes. A Sick Leave Code of PSL, FSL, or DSL must be designated.
3. Vacation and Sick Leave accruals may not be used during the month in which they are earned; they may first be used the month *after* they are earned. Vacation and Sick Leave used cannot exceed balances – contact Alex Duran at ext. 43498.
4. Vacation time must be approved in advance by your supervisor and should not be used as sick leave.
5. Comp time and blood donation time should be used before vacation time.
6. Report blood donation time on this report and also send the blood donation certificate to EA-HR Payroll.
7. If you are on an alternate work schedule, call Alex Duran at ext. 43498 for special instructions.

Form Entry Help

You may select multiple days to report. You don't have to report one day and press 'Save'.

To change the day of the month, press the down arrow to the right of the day number and either enter the value or scroll to the number.

Save – saves the current month's data to the personnel database.

Cancel – cancels changes and returns to previous page.

4. If you worked a standard day, do not report anything for the day. You are required to report only exceptions, as follows:
 - Time you took for vacation or sick leave.
 - Time you took for jury duty or military leave.
 - Time you took without pay.
 - Time you earned or took for blood donation.
 - Time you earned or took for overtime and comp time (non-exempt only).
5. To report time, follow these instructions for each non-standard day:
 - Select the date from the Day drop-down list.

Time Reporting System (TRS)

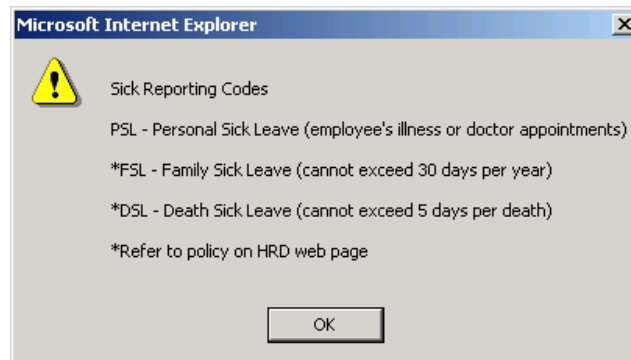
Exempt Time Reporting Sheet

Non-Exempt Time Reporting Sheet

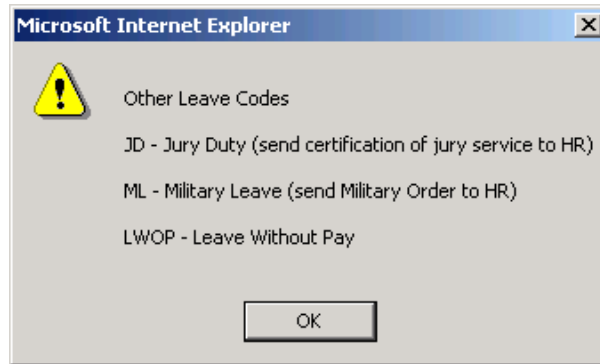
- Enter the number of hours into the appropriate fields. For example, if you took one sick day, enter the number 8 into the **Sick Leave** field. If you donated blood, enter the number 4 into the **Blood Donation Earned** field.

NOTE: Don't forget to submit to EA-HR your blood donation certificate from the Blood and Platelet Center!

- When you are reporting **Sick Leave**, select the appropriate code from the drop-down menu in the **Sick Leave Code** field. To review the options, click the link in the **Sick Leave Code** column heading, and the system displays the following information:



- When you are reporting **Other** time taken, select the appropriate code from the drop-down menu in the **Other** field. To review the options, click the link in the **Other Code** column heading, and the system displays the following information:



6. Repeat step 5 for each non-standard working day for which you are reporting time.
7. If you make an error, select the date from the **Day** drop-down menu and click the **Clear Day** button.
8. When you have finished reporting your time for all non-standard days, click **Save**.

The system displays one of the following summary screens, depending on whether you are an exempt or non-exempt employee.

Exempt Time Reporting Confirmation

Time Reporting System

The following has been saved:

April 2008					
Day	Vacation	Sick Leave	Other	Blood Earned	Blood Taken
4	0	PSL 8.00	0	0	0
Total	0	8	0	0	0

Balances			
	Vacation	Sick Leave	Blood Donation
Current¹	96.00	137.05	
Hours Taken	0	8	0
Hours Earned			0
Total	96.00	137.05	.00

¹ Accrual balance is based upon your submission of all prior time reports. Balances may include current month's accruals which can only be used in the following month.

Make Corrections
Submit to Supervisor
Help
Time Report Menu
Island 2 Home

Note: The *Submit to Supervisor* button, circled in red, appears on this screen only when a time report is due. Once you have submitted your time report for the month, TRS suppresses this button until the next time report is due.

Non-Exempt Time Reporting Confirmation

Time Reporting System

The following has been saved:

April 2008									
Day	Vacation	Sick Leave	OT/CT Earned	OT/CT Straight	OT/CT ² Premium	CT Taken	Other	Blood Earned	Blood Taken
1	0	0	0.75	0	0.75	0	0	0	0
3	0	0	1.00	0	1.00	0	0	0	0
4	0	0	1.00	0	1.00	0	0	0	0
7	0	0	1.00	1.00	0	0	0	0	0
8	0	0	0	0	0	5.25	0	0	0
10	0	0	0.75	0.75	0	0	0	0	0
11	0	0	0.75	0.75	0	0	0	0	0
15	0	0	1.00	1.00	0	0	0	0	0
18	0	0	0	0	0	3.00	0	0	0
28	0	0	0.25	0	0.25	0	0	0	0
Total	0	0	6.5	3.5	3	8.25	0	0	0

Balances						
	Vacation	Sick Leave	OT/CT	OT/CT Straight	OT/CT ² Premium	Blood Donation
Current ¹	56.00	103.75	0.00			
Hours Taken	0	0	8.25			0
Hours Earned			6.5	3.5	3	0
Total	56.00	103.75	-1.75		3	0.00

¹ Accrual balance is based upon your submission of all prior time reports. Balances may include current month's accruals which can only be used in the following month.

² If the week in which you earned OT/CT spans two consecutive months, the calculation of premium time cannot be made until the timesheet for the second month is submitted.

- Overtime must have supervisor's prior approval.

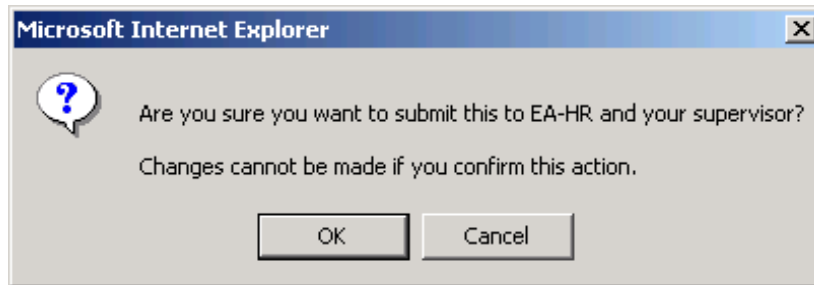
Make Corrections
Submit to Supervisor
Help
Time Report Menu
Island 2 Home

Note: The *Submit to Supervisor* button, circled in red, appears on this screen only when a time report is due. Once you have submitted your time report for the month, TRS suppresses this button until the next time report is due.

Time Reporting System (TRS)

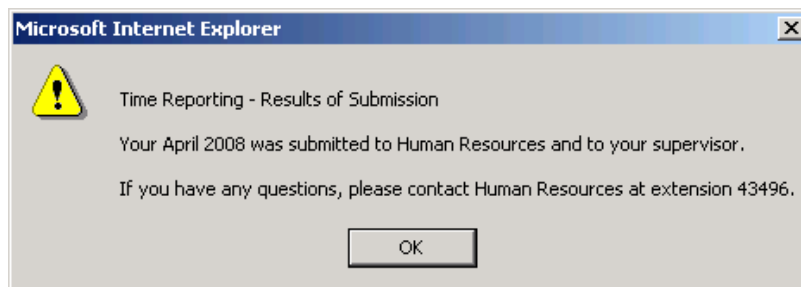
- Your time report is due to your supervisor on the first business day of the month and no later than the fifth business day of the month following the month on which you are reporting. For example, April's time sheet is due on May 1 and no later than May 5. To submit your time report to your supervisor, click **Submit to Supervisor**.

The system displays the following dialog box:



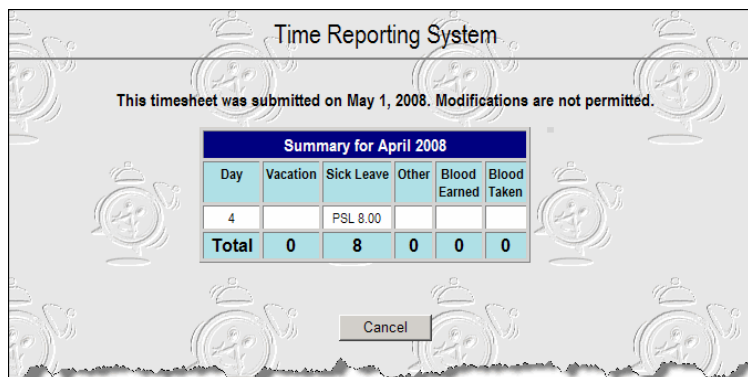
- Click **OK**.

The system displays the following dialog box:



Note: You are allowed to submit each time report electronically only once. To submit a corrected time report or to get other information pertaining to your reporting status or accruals, contact EA-HR at x43496.

- Click **OK**.
- If you reopen a time report that you have already submitted to your supervisor and Human Resources, the system displays the following dialog box:



- Click **Logout** from the lower right corner of the ISLand2 window.

Supervisor's Report

If you are a supervisor, you will receive access to monthly time reports for employees who report to you. After the fifth business day of each month, supervisors must review their Supervisor's Reports to make sure that all time reports are submitted and accurate.

If a time report contains errors, the supervisor:

- Contacts HR to request that the timesheet be reset.
- Notifies the employee to correct the time report and resubmit it.

Supervisor's Time Reports for April 2008

Employee Time Report Balances

Employee Name	Sick Balance	Vacation Balance	Standard Max Vacation	Max Vac w/Auth	Blood Balance
JONES, MICHAEL R	103.75	56.00	240.00	280.04	

1. Overtime worked and taken is reported in actual hours. Exempt employees report full day absences only. Non-Exempt employees report time to the nearest one-quarter hour (e.g., 4.00, 5.25).
 2. All balances reflect time earned and submitted as of the last month.
 3. Vacation and Sick Leave accruals may only be used after the month in which they are earned. Vacation and Sick Leave used cannot exceed balances - contact Alex Duran at ext. 43498.
 4. Vacation time must be approved in advance, and should not be used as sick leave.
 5. Comp Time and Blood Donation Time should be used before vacation time.
 6. All balances reflect time earned and submitted as of the last month. If timesheets are not submitted, the balances may be invalid.

Current Month Summary

Employee Name	Time Report Submitted	Sick	Vacation	OTE	E/P/CT	OTS	OTP	CTT	BDE	BDT	OTHER
JONES, MICHAEL R	✓ (05/02/08)	0	0	6.25	CT	3.5	3	8.25	0	0	0

E: Exempt employee - not eligible for overtime.
 P: Employee has elected to be paid for overtime (OT); payout will be in the next pay period.
 CT: Employee has elected to receive compensatory time off (CT) in lieu of OT.
 For CUE and SX employees: If reporting four or more hours worked after 5:00 p.m. and before 8:00 a.m., please contact Alex Duran at ext. 43498 as a shift differential may apply. Regardless of overtime option, any shift differential earned shall be paid.

Current Month Details

Employee Name	Date	Sick	Vacation	OTE	E/P/CT	OTS	OTP	CTT	BDE	BDT	OTHER
JONES, MICHAEL R	4/01/2008	0	0	0.75	CT	0	0.75	0	0	0	0
JONES, MICHAEL R	4/03/2008	0	0	1.00	CT	0	1.00	0	0	0	0
JONES, MICHAEL R	4/04/2008	0	0	1.00	CT	0	1.00	0	0	0	0
JONES, MICHAEL R	4/07/2008	0	0	1.00	CT	1.00	0	0	0	0	0
JONES, MICHAEL R	4/08/2008	0	0	0	CT	0	0	5.25	0	0	0
JONES, MICHAEL R	4/10/2008	0	0	0.75	CT	0.75	0	0	0	0	0
JONES, MICHAEL R	4/11/2008	0	0	0.75	CT	0.75	0	0	0	0	0
JONES, MICHAEL R	4/15/2008	0	0	1.00	CT	1.00	0	0	0	0	0
JONES, MICHAEL R	4/18/2008	0	0	0	CT	0	0	3.00	0	0	0
JONES, MICHAEL R	4/28/2008	0	0	0.25	CT	0	0.25	0	0	0	0

E: Exempt employee - not eligible for overtime.
 P: Employee has elected to be paid for overtime (OT); payout will be in the next pay period.
 CT: Employee has elected to receive compensatory time off (CT) in lieu of OT.

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