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](http://island.fim.ucla.edu)

   *The login page of the ISLand2 Web site appears.*

   ![Login Page](image-url)
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.

3. Click **Submit**.

*The system confirms your login.*

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.

- 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 first TRS window appears. This window contains your **Service Recognition Details** and **Emergency Contact Information**.
7. 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.
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.
Time Reporting System (TRS)

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.
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.
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:

<table>
<thead>
<tr>
<th>Time</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2008</td>
<td></td>
</tr>
<tr>
<td>Day</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>0</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
</tr>
<tr>
<td>Blood Earned</td>
<td>0</td>
</tr>
<tr>
<td>Blood Taken</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

**Balances**

<table>
<thead>
<tr>
<th></th>
<th>Current</th>
<th>Hours Taken</th>
<th>Hours Earned</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>96.00</td>
<td>0</td>
<td>0</td>
<td>96.00</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>137.05</td>
<td>0</td>
<td>0</td>
<td>137.05</td>
</tr>
<tr>
<td>Blood Donation</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.

---

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Vacation</th>
<th>Sick Leave</th>
<th>OT/CT Earned</th>
<th>OT/CT Straight</th>
<th>OT/CT Premium</th>
<th>CT Taken</th>
<th>Other</th>
<th>Blood Earned</th>
<th>Blood Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0.75</td>
<td>0</td>
<td>0.75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>0</td>
<td>1.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>0</td>
<td>1.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>1.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0.75</td>
<td>0.75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0.75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>15</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>1.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>18</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>28</td>
<td>0</td>
<td>0</td>
<td>0.25</td>
<td>0</td>
<td>0.25</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>6.5</td>
<td>3.5</td>
<td>3.85</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Balances

<table>
<thead>
<tr>
<th>Vacation</th>
<th>Sick Leave</th>
<th>OT/CT</th>
<th>OT/CT Straight</th>
<th>OT/CT Premium</th>
<th>Blood Donation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>56.00</td>
<td>0.00</td>
<td>103.75</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Hours Taken</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Hours Earned</td>
<td>0.25</td>
<td>0</td>
<td>3.5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>56.00</td>
<td>103.75</td>
<td>-1.75</td>
<td>3</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.

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.
9. 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:*

   ![Microsoft Internet Explorer dialog box](image)

   **Microsoft Internet Explorer**

   Are you sure you want to submit this to EA-HR and your supervisor?
   
   Changes cannot be made if you confirm this action.

   ![OK](image)  ![Cancel](image)

10. Click **OK**.

   *The system displays the following dialog box:*

   ![Microsoft Internet Explorer dialog box](image)

   **Microsoft Internet Explorer**

   Time Reporting - Results of Submission
   
   Your April 2008 was submitted to Human Resources and to your supervisor.
   
   If you have any questions, please contact Human Resources at extension 43496.

   ![OK](image)

   **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.

11. Click **OK**.

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

   ![Time Reporting System](image)

   **Time Reporting System**

   This timesheet was submitted on May 1, 2008. Modifications are not permitted.

   ![Summary for April 2008](image)

   4  8  0  0  0  0

   ![Cancel](image)

13. 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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Sick Balance</th>
<th>Vacation Balance</th>
<th>Standard Max Vacation</th>
<th>Max Vac Auth</th>
<th>Blood Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>JONES,MICHAEL R</td>
<td>103.75</td>
<td>56.00</td>
<td>249.08</td>
<td>201.04</td>
<td></td>
</tr>
</tbody>
</table>

1. Overtime worked and/or paid 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 must exceed balances - contact Alex Duran at ext. 49496.

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

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Time Report Submitted</th>
<th>Sick</th>
<th>Vacation</th>
<th>OTE</th>
<th>E/P/OT</th>
<th>OTE</th>
<th>OTP</th>
<th>CTT</th>
<th>OTE</th>
<th>BDE</th>
<th>BDT</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>JONES,MICHAEL R</td>
<td>✓ (05/02/08)</td>
<td>0</td>
<td>0</td>
<td>6.25</td>
<td>CT</td>
<td>3.5</td>
<td>6.25</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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 EUE and SUE employees: If reporting four or more hours worked after 5:00 p.m. and before 6:00 a.m., please contact Alex Duran at ext. 49496 as a shift differential may apply. Regardless of overtime option, any shift differential earned shall be paid.

Current Month Details

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Date</th>
<th>Sick</th>
<th>Vacation</th>
<th>OTE</th>
<th>E/P/OT</th>
<th>OTE</th>
<th>OTP</th>
<th>CTT</th>
<th>OTE</th>
<th>BDE</th>
<th>BDT</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/01/2008</td>
<td>0</td>
<td>0</td>
<td>0.75</td>
<td>CT</td>
<td>0</td>
<td>0.75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/02/2008</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>CT</td>
<td>0</td>
<td>1.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/03/2008</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>CT</td>
<td>0</td>
<td>1.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/04/2008</td>
<td>0</td>
<td>0</td>
<td>1.00</td>
<td>CT</td>
<td>0</td>
<td>1.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/05/2008</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>CT</td>
<td>0</td>
<td>0</td>
<td>5.25</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/06/2008</td>
<td>0</td>
<td>0</td>
<td>0.75</td>
<td>CT</td>
<td>0.75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/07/2008</td>
<td>0</td>
<td>0</td>
<td>0.75</td>
<td>CT</td>
<td>0.75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/08/2008</td>
<td>0</td>
<td>0</td>
<td>0.75</td>
<td>CT</td>
<td>0.75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/09/2008</td>
<td>0</td>
<td>0</td>
<td>0.75</td>
<td>CT</td>
<td>0.75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/10/2008</td>
<td>0</td>
<td>0</td>
<td>0.75</td>
<td>CT</td>
<td>0.75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/11/2008</td>
<td>0</td>
<td>0</td>
<td>0.75</td>
<td>CT</td>
<td>0.75</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/12/2008</td>
<td>0</td>
<td>0</td>
<td>0.75</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
<td>4/13/2008</td>
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<td>0</td>
<td>0.75</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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<td>4/14/2008</td>
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<td>0</td>
<td>0.75</td>
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<td>0.75</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>JONES,MICHAEL R</td>
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</tr>
</tbody>
</table>

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.