# The George Washington University
## Time Reporting System (TRS)
### Quick Reference Guide

Updated 5/2016

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Basic Steps to Approve Payroll

1. Log-in to Virtual Browser or timekeeper.gwu.edu
2. Go to Hours Summary
3. Select Previous Pay Period
4. Verify Employees
5. Fix Exceptions (missed punches, Long Intervals....)
6. Enter pay codes if needed
7. Make sure transfer codes are added for anyone with a job 2
8. Double check time on Totals & Schedule tab
9. Approve Timecards

Navigating the TRS

After you log on to TRS, the first screen you will see is the Manager Navigator. The following illustration describes the main areas of the Navigator:

Note: If all of your employees are not showing please contact the TRS administrator.
Accessing Other Workspaces

There are a number of different workspaces available to assist with different tasks. It uses widgets to organize these workspaces. Select the widget to perform a task. You may swap widgets into a primary position from the secondary widgets or the related items area. You can also double click on a widget from the Related Items area and it will open up another tab.

The following illustration shows some of the features of the Hours Summary screen:

- **Manager Approval:** This column will show a 1 or higher if the timecard has been approved by a manager.
- **Leave Hours:** These columns show the number of Annual, Sick, Holiday and Other Paid Leave hours for the employee.
- **Worked Hours:** This column shows the number of hours that an employee actually worked excluding any type of leave.
- **Sorting Columns:** You can sort the listing by column by clicking on the column header.
- **Missed Punch:** This column shows a check mark if the employee is missing an in or out punch.
- **Total Paid Hours:** This column shows the total number of hours the employee will get paid including any type of leave.

The Hours Summary screen is helpful because it gives hour totals for each of the employees.
Reviewing the Employee Timecard

Hourly employees are typically paid an hourly wage and are required to track start and end times to identify their worked shifts. The hourly timecard view supports the entry of start and end times for hourly employees. In addition, this view tracks transfers to different departments or jobs, automatic meal deductions and cancellations, and non-worked time.

The following table describes each of the Common Pay Codes in more detail:

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Adjusting Punches in a Timecard

An employee might forget to punch in or out for a shift. When this happens, a solid red box appears in the missed In or Out cell.

**Comments:**
The yellow sheet of paper indicates a comment. To add a comment right click on the desired cell and select Add Comment or click on Comment > Add Comment.

**Missed Punch:**
To add that punch, you click the cell and type the missed time. Many formats will work: 1800 or 6p or 600p

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**Deleting a Punch:**
It is not recommended that you delete punches. If you must delete a punch, first explain the reason by adding a comment (see Adding Comments below) to the punch. Then highlight the punch and press Delete.

**Tracking:**
Any changes that are made to the timecard are tracked in the Audits tab (see Timecard Tabs below). Please make sure that you have documentation for any changes.

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Adding Comments

Comments are predefined descriptive phrases that you attach to a punch or amount to provide additional, useful information about that transaction.

The following illustration shows the Add Comment dialog box:

- **Comments:** You can select from a list of predefined comments to describe the punch.

- **Note:** You can also add free-text notes to comments for additional clarification. Keep notes professional. All notes are stored in the audit trail.
Canceling a Meal Deduction for a Single Shift
There may be times when an employee works through his or her meal break, so you will need to cancel the automatic meal deduction to add the time worked to the timecard.

The following illustration shows a sample Edit Punch dialog box with the Cancel Deduction drop-down list highlighted:

Making a Permanent Meal Deduction Change
Occasionally you may need to change an employee’s automatic meal break. To make a permanent change, use the following steps starting from the Hours Summary screen:
Visual indicators

When you edit a timecard, the page name turns orange and an asterisk appears next to it to let you know that your data is not yet saved. A red flag also appears next to the Totals & Schedule tab to show that the totals are not up to date. The following illustration shows a sample hourly timecard with "TIMECARD" in orange and a red flag to indicate unsaved data.

Click Save when you are satisfied with your changes. If you close the employee’s timecard or navigate to another workspace before you save the information, your changes are not saved.
Timecard Tabs

Located at the bottom of the page, the timecard tabs display additional information about employee hours. The following tabs always appear in the Timecard Tab section:

- Totals & Schedule
- Audits

The following additional tabs might appear if they apply to that employee’s timecard:

- Comments
- Sign-offs & Approvals

Check your Totals & Schedule Tab: This tab is split into three sections: Account, Pay Code, and Amount. You can use this tab to confirm that your department is being charged correctly.
Approving Employee Time

After you finish editing your employees' timecards, you need to approve them to indicate to payroll that they are ready for processing. After you approve a timecard, you cannot make any edits to it for the approved time period unless you remove your approval. A manager's approval at the end of the pay period lets Payroll know that the timecards are ready for processing.

Removing your approval

If the need arises to edit an employees' timecard after approval and you have the appropriate permissions, you can remove your approval using the Approvals menu from a timecard or from the Hours Summary screen. After you remove your approval, you can make the necessary timecard edits and then reapprove the timecards.

Sign-Off:

After the TRS Administrator signs-off, the timecard is no longer editable for that time period. Contact your TRS Administrator if you have adjustments.
Running reports

Accessing Reports Workspace

In the Reports workspace you can generate reports to review your employees' time and attendance information. You can print reports or view them on the screen. The following screen shows how to access the Reports workspace:

Step 1: Settings

From the Hours Summary screen, make sure that the correct group and the correct time period are selected.

Step 2: Selecting Employees

To approve timecards for all employees who appear in the Genie, Select Actions > Select All.

To approve timecards for specific employees, press the Ctrl key (Command key on Mac) and select those employees.

Step 3: Reports

Select the Reports quick link to access the Reports workspace.

This workspace is also accessible through General > Reports.

Using the Reports Workspace

The TRS has a wide variety of reports. The Reports workspace organizes the reports by categories. Here are the steps to run a report:

Step 1: Click the Select Report tab, expand a category and select a report.

Step 2: Click Run Report. You will automatically be taken to the Check Run Status Tab.

Categories:

- Detail: Click on the main category to view associated reports.
- Pay: Displays detailed information about each employee's wage information, hours worked, and hours by pay code per day and per week. Summary data displays pay period totals by pay code, and labor level distribution by pay code.

Other Tabs:

- Options Tab: Allows you to select desired options.
- Check Run Status: Allows you to see previously run reports.

Selecting Reports:

When you click on the name of a report, a description will appear on the right side of the workspace.
Using the Check Run Status Tab

The Check Run Status tab shows recently run reports. The report name is listed along with the status of the report.

**View Report:**
Double-click the report name to view the report or highlight the report and click View Report.

**Status:**
This column shows the status of the report. This column must show as complete in order for the report to be viewed, if it is not showing as complete click Refresh Status.
Other Features

Understanding Transfer Codes

The Transfer field in the TRS indicates the Department and Position number to which hours are charged. When the employee is recording time for a primary job (job 1) there does not need to be an entry in the transfer column. The TRS will always charge the time to the primary account. When an employee is recording time for a secondary job (job 2…), there needs to be an entry in the transfer field to indicate where the time worked should be charged. One way to enter in the transfer code is to have the employee clock in using the phone, do a clock code two, and enter in the transfer code. The TimeKeeper can also enter the Department and Position number into the Transfer column for an employee by following the instructions below.

Step 1:
Click on the black arrow in the Transfer field

Step 2:
Click on Search

Step 3:
Click on the circle next to Department. Then in the Name and Description box type in the Department number and select Search

Step 4:
Click on the entry under Available Entries. The Department Number will now appear in the box to the right.

Step 5:
Do the same for position. Make sure you put 2 zeros after the 6 digit position number. If they are colonial temps the last 2 digits will be supplied to you.

Step 6:
Click OK when you are done and the Labor Account numbers will appear in the Transfer field