

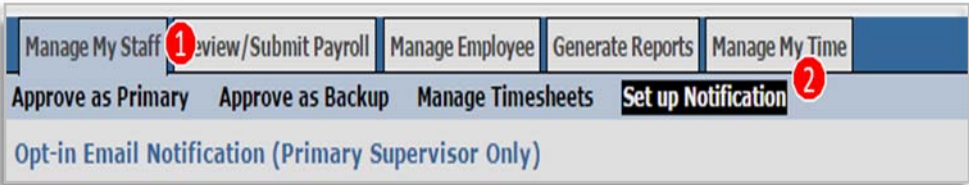
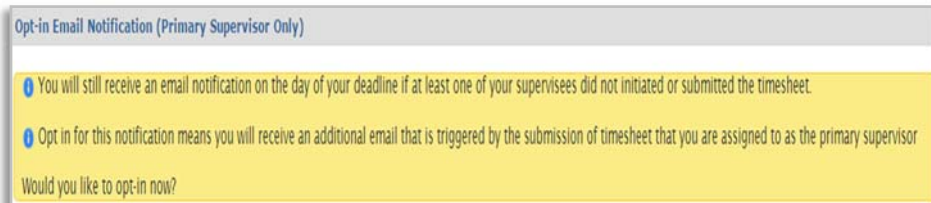
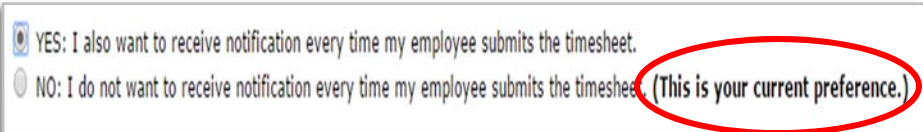
TRS Job Aid 104 - How Opt-In to Receive Employee Timesheet Submission Notifications

PURPOSE

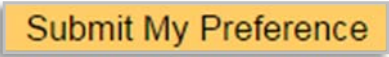
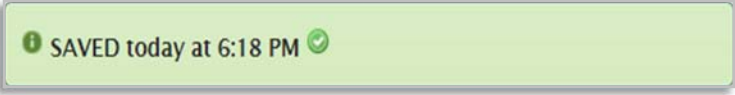
Employees designated as the primary supervisor to employees in TRS can opt-in to receive an email notification each time employees submit their timesheet. This guide provides instructions on how to opt-in or change the option to receive the supervisor email notice.

The ***Timesheet submitted by ...*** email notice will be generated for each employee who submits a timesheet in a timely* manner.

*The employee submitted email notice is only generated for the current pay period. Late submitted timesheets (past pay period) will generate the *Notification of Timesheet Submission Past Employee Deadline*.

<ol style="list-style-type: none">1. From the Manage My Staff tab2. Go to Set-Up Notification	
<ol style="list-style-type: none">3. The <i>Opt-In Email Notification (Primary Supervisor Only)</i> screen is displayed. <p>The screen will display information regarding the email notices.</p>	
<ol style="list-style-type: none">4. Select the appropriate opt-in regarding the email notification:<ol style="list-style-type: none">a. YES: I also want to receive notification every time my employee submits the timesheet.b. NO: I do not want to receive notification every time my employee submits the timesheet*. <p>TRS will display your current preference.</p> <p>*NO is the system default.</p>	

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<p>5. Once an option has been chosen, select “Submit My Preference”</p>	
<p>6. Upon successful submission, the top of the screen will change to green and display “SAVED” and the date and time.</p>	
<p>Supervisors who have opted-in will receive an email for each employee who submits their timesheet for the current pay period.</p> <p>Refer to the TRS Reference Guide-Supervisor/Time Approver Email Notification Examples for explanations and examples of the various supervisor email notices.</p>	