

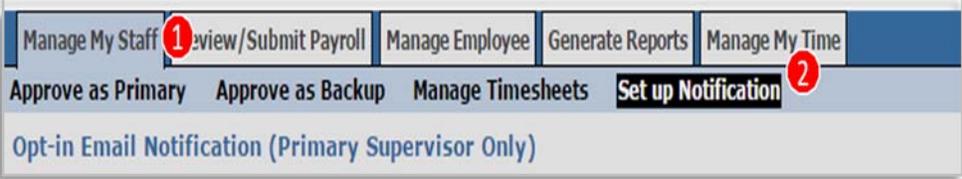
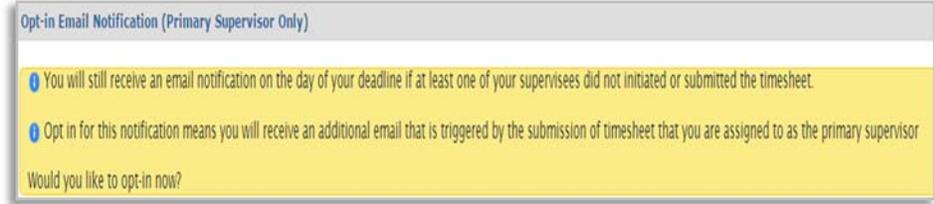
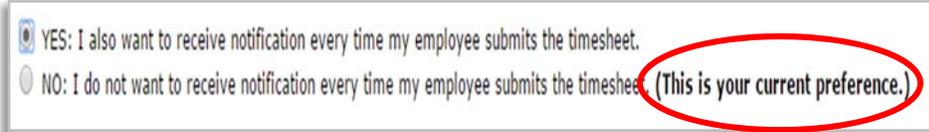
## TRS Job Aid 104 - How Opt-In to Receive Employee Timesheet Submission Notifications

### PURPOSE

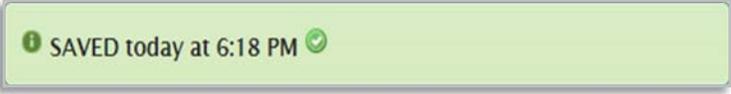
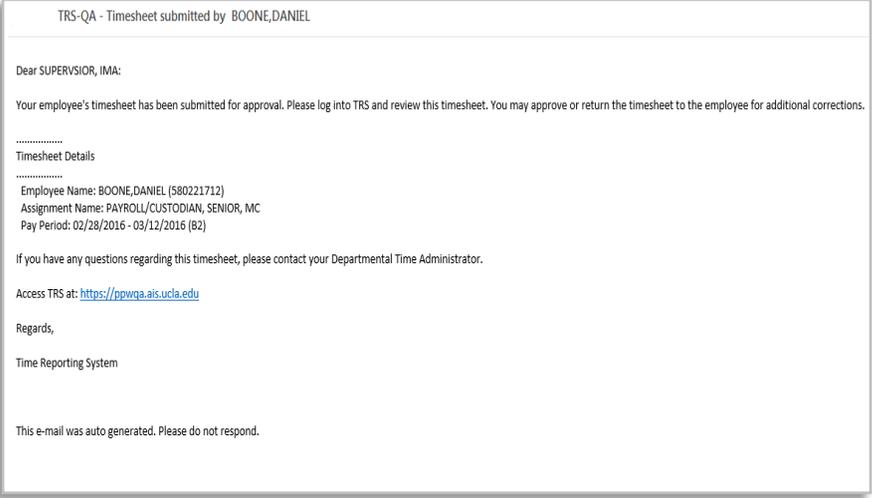
Employees designated as the primary supervisor to employees in TRS can opt-in to receive an email notification each time employees submit their timesheet. This guide provides instructions on how to opt-in or change the option to receive the supervisor email notice.

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"><li>1. From the <b>Manage My Staff</b> tab</li><li>2. Go to <b>Set-Up Notification</b></li></ol>	 <p>The screenshot shows a navigation menu with several tabs: 'Manage My Staff', 'Review/Submit Payroll', 'Manage Employee', 'Generate Reports', and 'Manage My Time'. Below these are buttons for 'Approve as Primary', 'Approve as Backup', 'Manage Timesheets', and 'Set up Notification'. The 'Set up Notification' button is highlighted with a red circle and a '2'. A red circle with a '1' is placed over the 'Review/Submit Payroll' tab. Below the menu is a link for 'Opt-in Email Notification (Primary Supervisor Only)'.</p>
<ol style="list-style-type: none"><li>3. <i>The Opt-In Email Notification (Primary Supervisor Only)</i> screen is displayed.</li></ol> <p>The screen will display information regarding the email notices.</p>	 <p>The screenshot shows the 'Opt-in Email Notification (Primary Supervisor Only)' screen. It contains two informational messages: 'You will still receive an email notification on the day of your deadline if at least one of your supervisees did not initiated or submitted the timesheet.' and 'Opt in for this notification means you will receive an additional email that is triggered by the submission of timesheet that you are assigned to as the primary supervisor'. Below these messages is the question 'Would you like to opt-in now?'.</p>
<ol style="list-style-type: none"><li>4. Select the appropriate opt-in regarding the email notification:<ol style="list-style-type: none"><li>a. <b>YES:</b> I also want to receive notification every time my employee submits the timesheet.</li><li>b. <b>NO:</b> I do not want to receive notification every time my employee submits the timesheet*.</li></ol></li></ol> <p>TRS will display your current preference.</p> <p>*<b>NO</b> is the system default.</p>	 <p>The screenshot shows the opt-in options on the 'Opt-in Email Notification (Primary Supervisor Only)' screen. There are two radio button options: 'YES: I also want to receive notification every time my employee submits the timesheet.' and 'NO: I do not want to receive notification every time my employee submits the timesheet*'. The 'NO' option is selected, and the text '(This is your current preference.)' is circled in red.</p>

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<p>5. Once an option has been chosen, select “<b>Submit My Preference</b>”</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 <a href="#">TRS Reference Guide- Supervisor/Time Approver Email Notification Examples</a> for explanations and examples of the various supervisor email notices.</p>	 <p>TRIS-QA - Timesheet submitted by BOONE,DANIEL</p> <p>Dear SUPERVISOR, IMA:</p> <p>Your employee's timesheet has been submitted for approval. Please log into TRS and review this timesheet. You may approve or return the timesheet to the employee for additional corrections.</p> <p>..... Timesheet Details .....</p> <p>Employee Name: BOONE,DANIEL (580221712) Assignment Name: PAYROLL/CUSTODIAN, SENIOR, MC Pay Period: 02/28/2016 - 03/12/2016 (B2)</p> <p>If you have any questions regarding this timesheet, please contact your Departmental Time Administrator.</p> <p>Access TRS at: <a href="https://ppwqa.ais.ucla.edu">https://ppwqa.ais.ucla.edu</a></p> <p>Regards,</p> <p>Time Reporting System</p> <p>This e-mail was auto generated. Please do not respond.</p>