

How do I login to TRC Timesheets?

Use the following credentials in the blank text boxes located on the login screen:

User Name – Your First Name

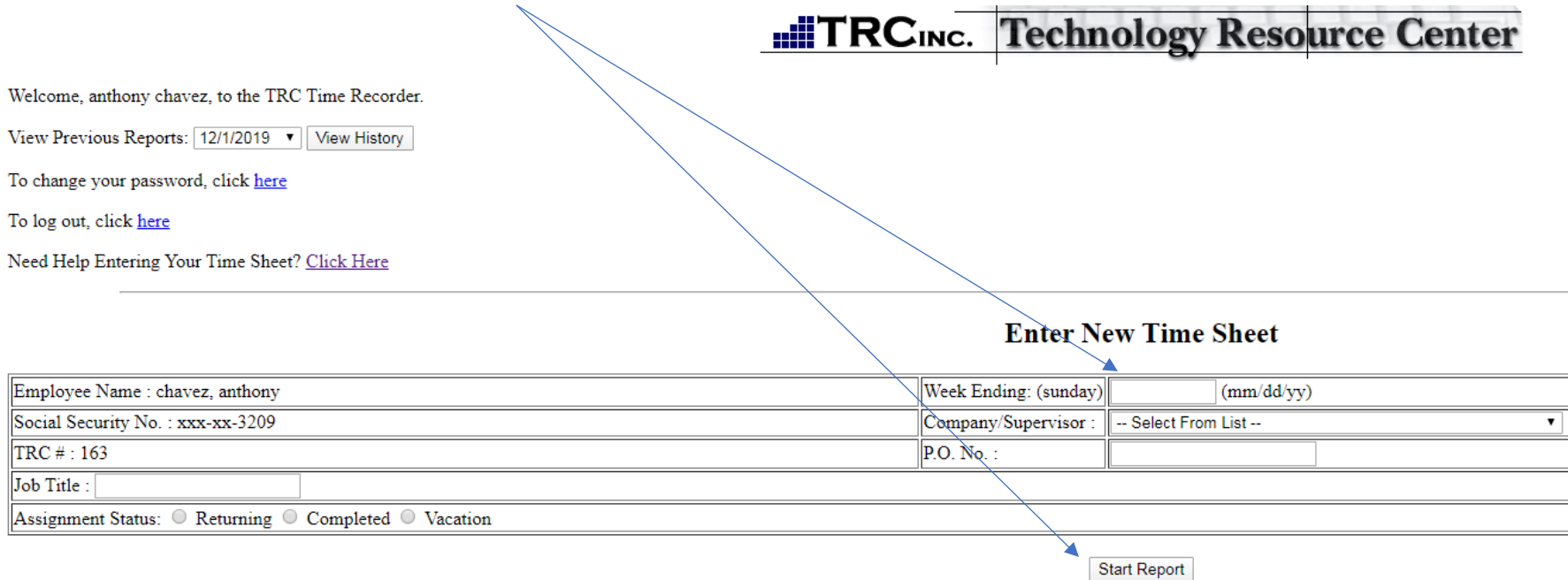
Password – The First (5) numbers of your SSN

How do I enter a timesheet?

Once you log in, fill out the Time Sheet Information on the form:

Date, Your Report to Supervisor who will be signing off on the timesheet, Job Title and Assignment Status. You may leave PO# blank.

Click Start Report. Once you have started the report you can then add new time cards and expenses.



TRC INC. Technology Resource Center

Welcome, anthony chavez, to the TRC Time Recorder.

View Previous Reports: 12/1/2019

To change your password, click [here](#)

To log out, click [here](#)

Need Help Entering Your Time Sheet? [Click Here](#)

Enter New Time Sheet

Employee Name : chavez, anthony	Week Ending: (sunday) <input type="text"/> (mm/dd/yy)
Social Security No. : xxx-xx-3209	Company/Supervisor : -- Select From List -- <input type="button" value="v"/>
TRC # : 163	P.O. No. : <input type="text"/>
Job Title : <input type="text"/>	
Assignment Status: <input type="radio"/> Returning <input type="radio"/> Completed <input type="radio"/> Vacation	

How do I edit the Time Sheet Information?

Once you have started a time sheet, the time sheet summary will be at the top. To edit the information in the time sheet summary, click "Edit Time Sheet Info". Once you have made the appropriate changes, click "Update Report".

Entering A Time Sheet

Need Help Entering Your Time Sheet? [Click Here](#)

This timesheet has NOT yet been approved.		
Employee Name: chavez, anthony	Week Ending:	1/26/2020
Social Security No.: xxx-xx-3209	Company:	TRC - INTERNAL
TRC #: 163	Supervisor:	Tony Chavez
Job Title: adfasdf	P.O. No. :	asdfadfa
Assignment Status: RETURNING		
<input type="button" value="Edit Time Sheet Info"/>		

--No Time Cards Found--
--No Expenses Found--
--No Mileage Found--

How do I enter a new time card?

Once you have started a timesheet, you can enter a new time card by clicking "Add New Time Card". You can then use the drop-down menus provided to select your Job Code, Work Location, Job Name and even enter relevant notes. Enter the number of hours in the appropriate cell for the Day and Rate (ST, OT and DT). Once you have entered your hours, click "Add Time Card" in the top right of the table. If you want to cancel adding the time card, simply click "Cancel" in the top right of the table. You can enter multiple time cards.

Entering A

Need Help Entering Your

This timesheet has NOT yet been	
Employee Name: chavez, anthony	
Social Security No.: xxx-xx-3209	
TRC #: 163	
Job Title: adfasdf	
Assignment Status: RETURNING	
<input type="button" value="Edit Time S"/>	

Entering A Time Sheet

Need Help Entering Your Time Sheet? [Click Here](#)

This timesheet has NOT yet been approved.		
Employee Name: chavez, anthony	Week Ending:	1/26/2020
Social Security No.: xxx-xx-3209	Company:	TRC - INTERNAL
TRC #: 163	Supervisor:	Tony Chavez
Job Title: adfasdf	P.O. No. :	asdfadfa
Assignment Status: RETURNING		
<input type="button" value="Edit Time Sheet Info"/>		

		<input type="button" value="Add Time Card"/> <input type="button" value="Cancel"/>		
Wed	Thu	Fri	Sat	Sun
<input type="button" value="Normal Shift"/>	<input type="button" value="Normal Shift"/>	<input type="button" value="Normal Shift"/>	<input type="button" value="Normal Shift"/>	<input type="button" value="Normal Shift"/>

How do I enter a new expense?

Once you have started a timesheet, click "Add New Expense". You can then enter your expense. Once you have entered the expense, click "Add Expense". If you want to cancel adding the expense, click "Cancel". You can enter multiple expenses.

Entering A Time Sheet

Need Help Entering Your Time Sheet? [Click Here](#)

This timesheet has NOT yet been approved.		
Employee Name: chavez, anthony	Week Ending:	1/26/2020
Social Security No.: xxx-xx-3209	Company:	TRC - INTERNAL
TRC #: 163	Supervisor:	Tony Chavez
Job Title: adfasdf	P.O. No. :	asdfadfa
Assignment Status: RETURNING		
<input type="button" value="Edit Time Sheet Info"/>		

Hours: 40 Job Location: 404185 Job Code: 404712
--No Expenses Found--
--No Mileage Found--

How do I edit a time card or expense I have entered?

There is a list box at the bottom of the page that has a summary of all the time cards and expenses you have entered. To edit one of those entries, select it from the list and click "Edit". Make the changes to your time card or expense and click "Update Time Card" or "Update Expense".

Entering A Time Sheet

Need Help Entering Your Time Sheet? [Click Here](#)

This timesheet has NOT yet been approved.		
Employee Name: chavez, anthony	Week Ending:	1/26/2020
Social Security No.: xxx-xx-3209	Company:	TRC - INTERNAL
TRC #: 163	Supervisor:	Tony Chavez
Job Title: adfasdf	P.O. No. :	asdfadfa
Assignment Status: RETURNING		
<input type="button" value="Edit Time Sheet Info"/>		

Hours: 40 Job Location: 404185 Job Code: 404712
--No Expenses Found--
--No Mileage Found--

How do I delete a time card or expense I have entered?

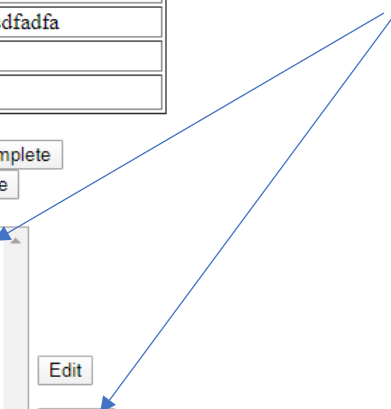
There is a list box at the bottom of the page that has a summary of all the time cards and expenses you have entered. To delete a time card or expense, select it from the list and click "Delete".

Entering A Time Sheet

Need Help Entering Your Time Sheet? [Click Here](#)

This timesheet has NOT yet been approved.		
Employee Name: chavez, anthony	Week Ending:	1/26/2020
Social Security No.: xxx-xx-3209	Company:	TRC - INTERNAL
TRC #: 163	Supervisor:	Tony Chavez
Job Title: adfasdf	P.O. No. :	asdfadfa
Assignment Status: RETURNING		
<input type="button" value="Edit Time Sheet Info"/>		

Hours: 40 Job Location: 404185 Job Code: 404712 --No Expenses Found-- --No Mileage Found--
--



How do I submit the time sheet?

Once all of your hours and expenses have been entered, click "Preview And Complete". Here you can see what will be submitted for your hours and expenses. If everything looks ok, click "Save Time Sheet". If you have to change anything on the time sheet, click Go Back or click the back button on your browser.

Entering A Time Sheet

Need Help Entering Your Time Sheet? [Click Here](#)

This timesheet has NOT yet been approved.		
Employee Name: chavez, anthony	Week Ending:	1/26/2020
Social Security No.: xxx-xx-3209	Company:	TRC - INTERNAL
TRC #: 163	Supervisor:	Tony Chavez
Job Title: adfasdf	P.O. No. :	asdfadfa
Assignment Status: RETURNING		
<input type="button" value="Edit Time Sheet Info"/>		

Hours: 40 Job Location: 404185 Job Code: 404712
--No Expenses Found--
--No Mileage Found--

[Go Back](#)

Save Time Sheet (NOTE: This time sheet is not saved until you click Save Time Sheet)

This timesheet has NOT yet been approved.

Employee Name: chavez, anthony	Week Ending: 1/26/2020
Social Security No.: xxx-xx-3209	Company: TRC - INTERNAL
TRC #: 163	Supervisor: Tony Chavez
Job Title: adfasdf	P.O. No. : asdfadfa
Assignment Status: RETURNING	

Job Code:404712 Work Location: 404185

Job Name:ACCOUNT RECON Notes:

Day	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
ST	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	8 Normal Shift	0	0	40
OT	0	0	0	0	0	0	0	0
DT	0	0	0	0	0	0	0	0

Total For Week:

Day	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Total
ST	8	8	8	8	8	0	0	40
OT	0	0	0	0	0	0	0	0
DT	0	0	0	0	0	0	0	0

Date (mm/dd/yy)	Billable Status	Job Code	Mileage					Other Expenses				Amount	Total	
			Job Name	Miles	\$0.58	Airfare	Lodging	Meals	W.D.P.D.	Per Diem	Details			
There are no expenses for this time sheet														

Date (mm/dd/yy)	Job Code	Job Name	A.M. Odometer Reading	P.M. Odometer Reading	Total Miles	Vehicle Type	Expense
There are no mileage reports for this time sheet							

Save Time Sheet