

TRC User Guide

for the Electronic Timesheet



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You will use the electronic timesheet to enter the hours you worked and your unpaid meal breaks.

This document explains the mechanics of completing the electronic timesheet. Key topics are covered under the following headings:

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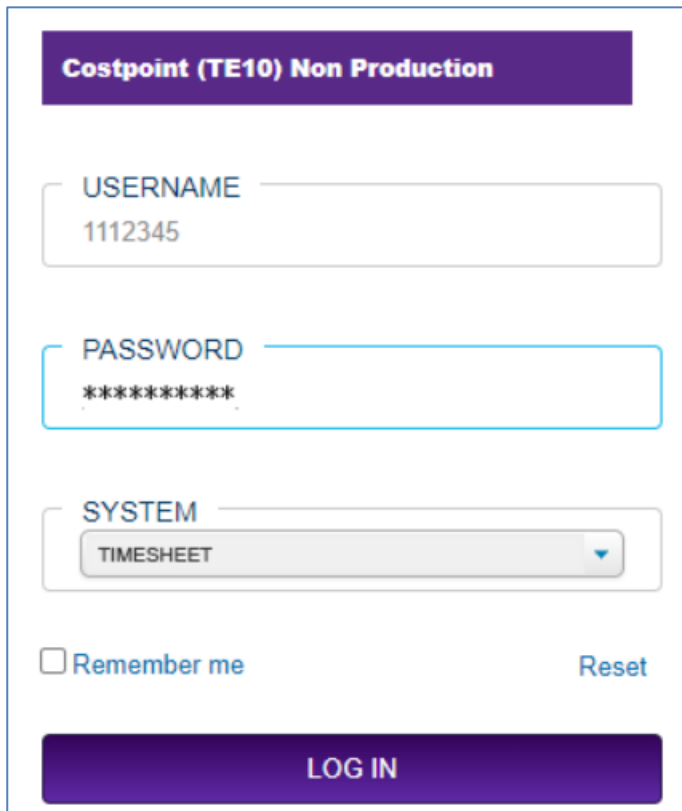
In order to complete your electronic timesheet, you need to use a computer with Internet access.

Logging In

Go to: <https://timesheet.westat.com>

Enter the following to login:

- For **USERNAME**, enter your WINS#
- For **PASSWORD** enter your TRC password
- Then, select the **LOG IN** button.



Costpoint (TE10) Non Production

USERNAME

PASSWORD

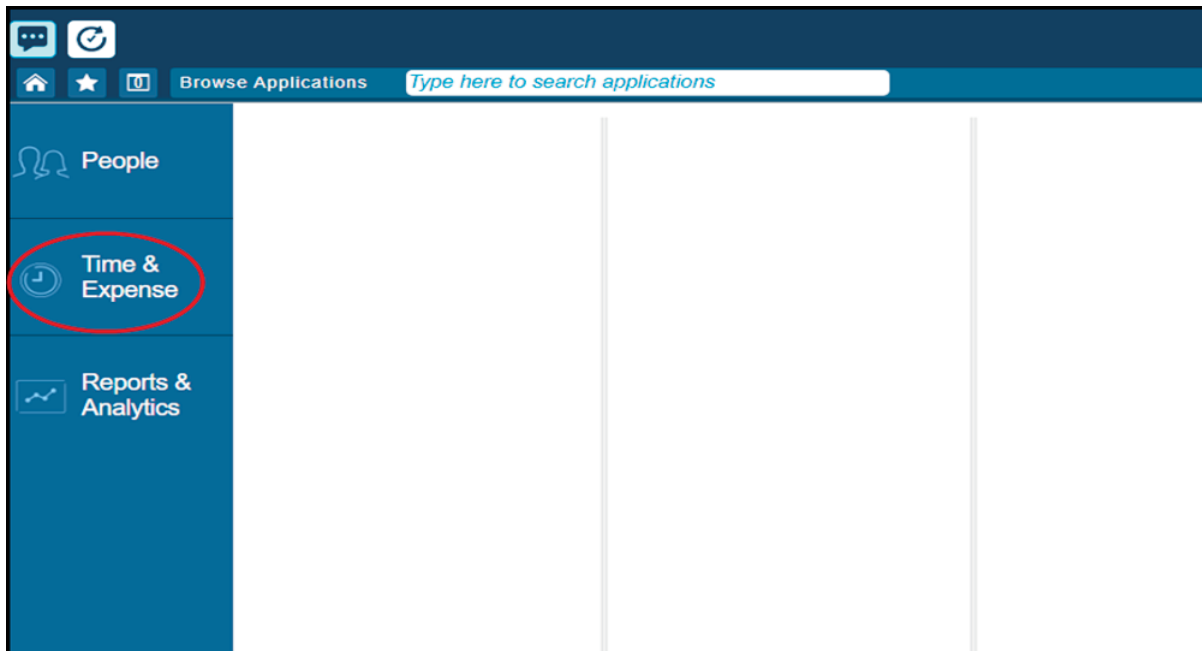
SYSTEM

Remember me [Reset](#)

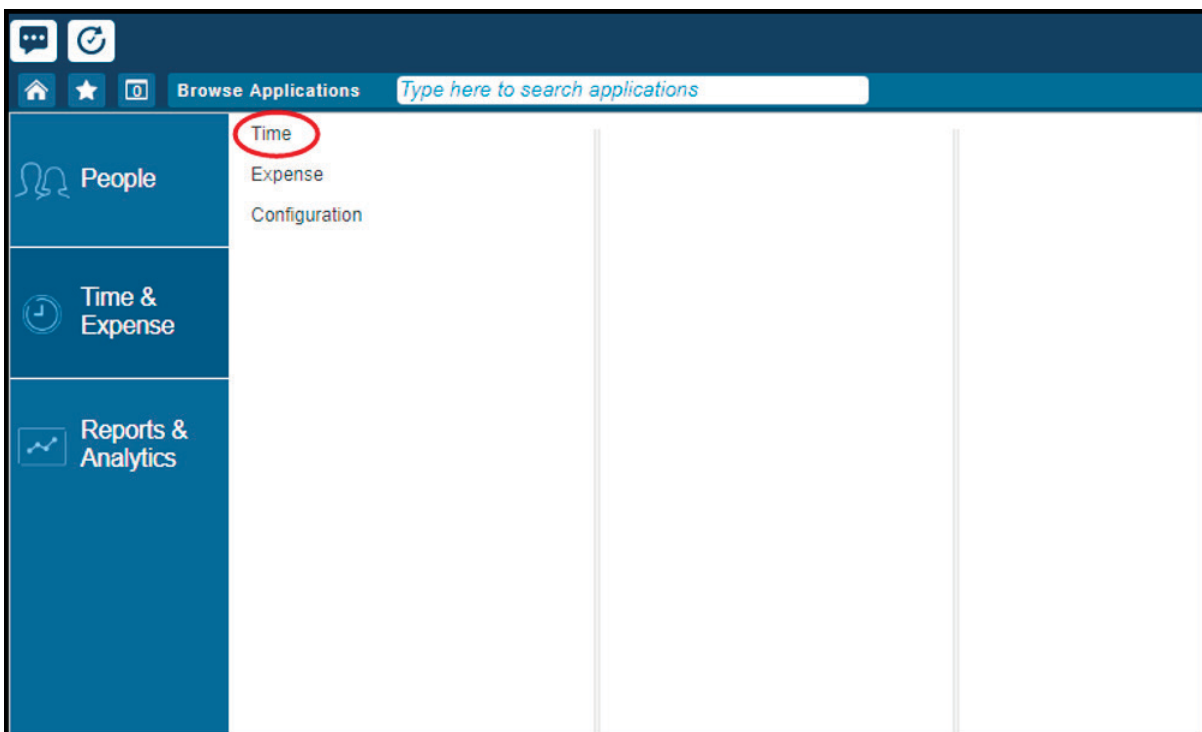
LOG IN

Opening the Current Week's Timesheet

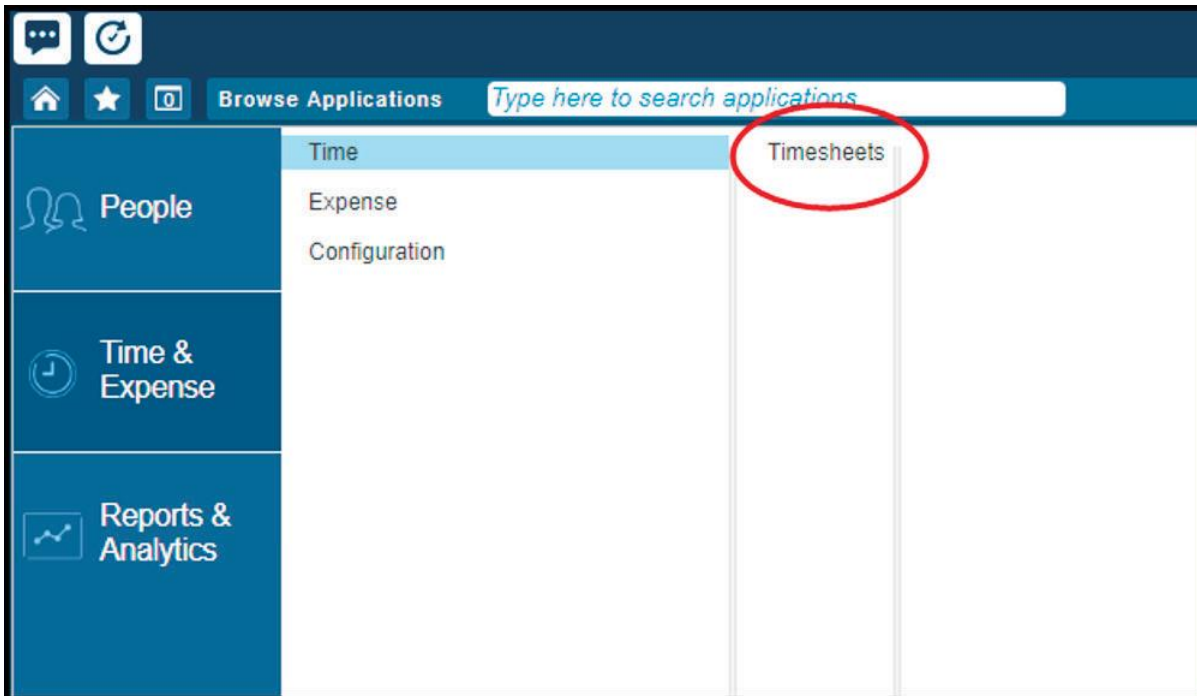
Once you log in, the Home Dashboard will open and you are ready to open your current timesheet. Select **Time & Expense**.



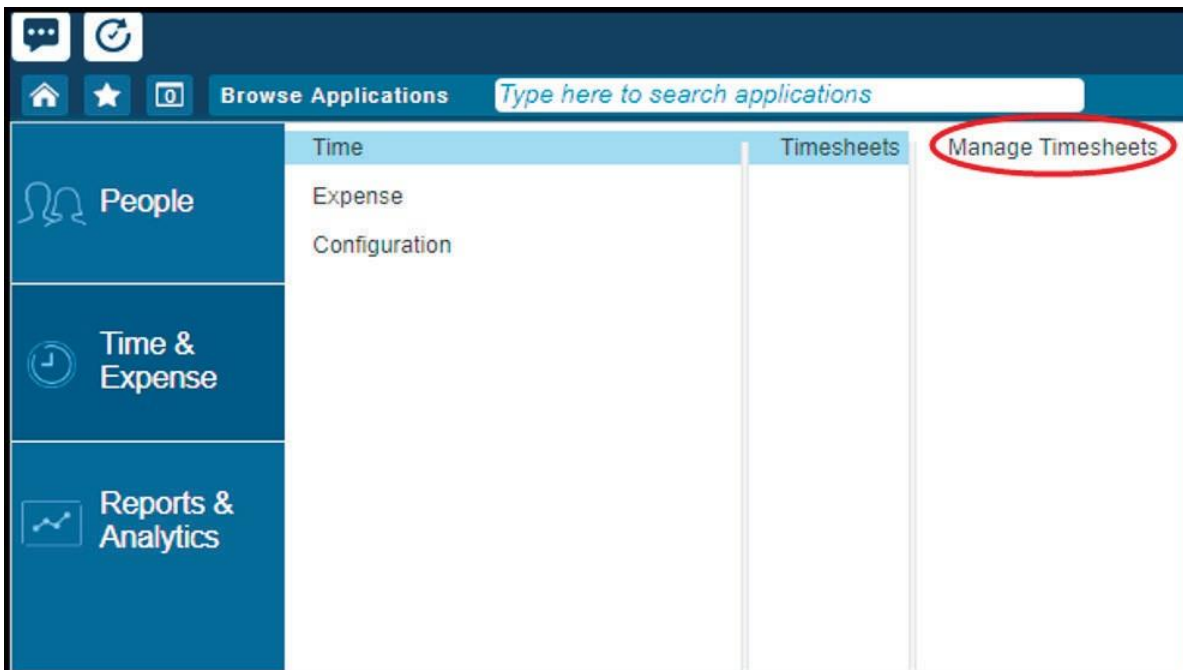
Select **Time** from the options that are displayed in the first column.



Next, select **Timesheets** in the second column.



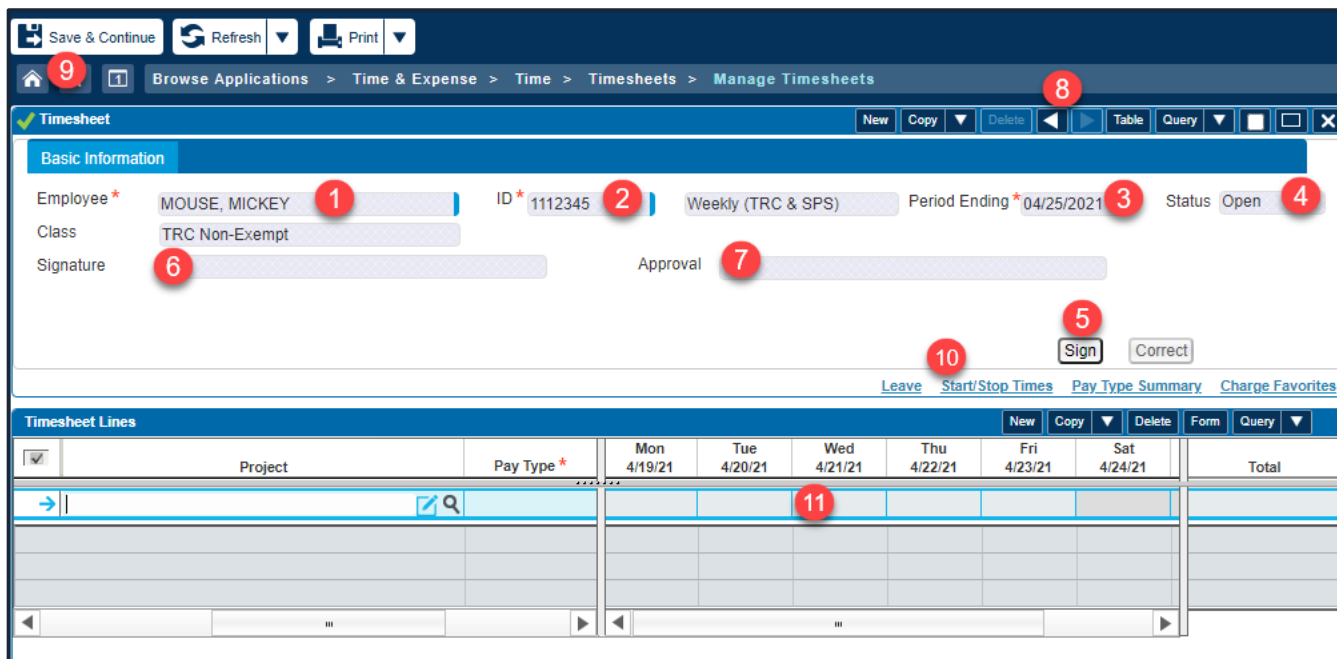
Finally, select **Manage Timesheets** in the third column to open your timesheet.



Overview of the Timesheet Screen

You will record your weekly Timesheet screen. The following describes the key fields on the Timesheet screen:

1. Your name is prefilled in the **Employee** field.
2. Your WINS# is prefilled in the **ID** field.
3. The **Period Ending** field displays the last day of the timesheet week. It is always Sunday.
4. The **Status** field displays the status of the displayed timesheet. The status will be *Missing* when you open a new timesheet and until you save it. Once you have saved the timesheet, the status will be Open. The status changes to Signed, Approved, or Processed when these actions are completed.
5. Electronically sign your timesheet using the **Sign** button
6. Your electronic signature will appear in the **Signature** field.
7. Your approver electronically signs your timesheet in the **Approval** field.
8. Selecting the  icons will display the previous week's timesheet or the next week's timesheet.
9. The  button saves your entries.
10. Enter your work and meal break times by selecting **Start/Stop Times**.
11. Hours by charge code are entered in the table section.



The screenshot shows the 'Manage Timesheets' interface. At the top, there are buttons for 'Save & Continue' (9), 'Refresh', and 'Print'. The breadcrumb trail is 'Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets' (8). The 'Basic Information' section contains the following fields: 'Employee' (MOUSE, MICKEY, 1), 'ID' (1112345, 2), 'Weekly (TRC & SPS)', 'Period Ending' (04/25/2021, 3), and 'Status' (Open, 4). Below these are 'Class' (TRC Non-Exempt), 'Signature' (6), and 'Approval' (7). At the bottom right of this section are 'Sign' (5) and 'Correct' buttons, and a 'Start/Stop Times' link (10). The 'Timesheet Lines' table has columns for 'Project', 'Pay Type', and days of the week (Mon 4/19/21, Tue 4/20/21, Wed 4/21/21, Thu 4/22/21, Fri 4/23/21, Sat 4/24/21), and a 'Total' column. A red circle (11) highlights the first row of the table.


Entering Start/Stop Times

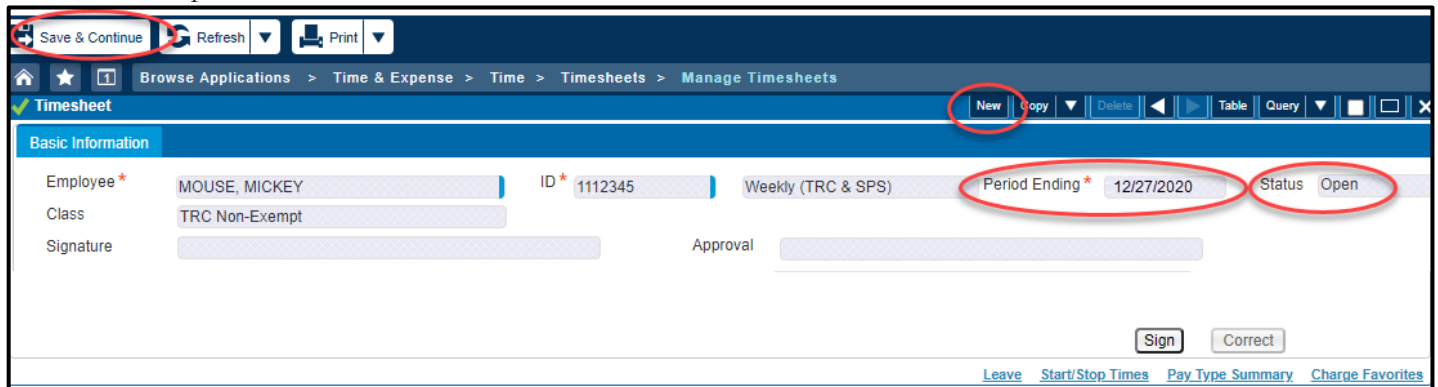
There are two parts to recording your work time in the timekeeping system: documenting start/stop times and entering hours worked for each charge code. First, you will document the time when you worked or took your unpaid meal break using the **Start/Stop Times** function. Once you have entered the times worked in the **Start/Stop Times** window, you will then enter the total work time by project charge code on the applicable timesheet line.

Note: Do not record rest breaks separately. They are included in your work time.

Getting Started

The timesheet you worked on last will display when you open your timesheet. If necessary, to advance to the next timesheet, select the **new** button. Check the **Period Ending** date to make sure you are viewing the correct timesheet before you get started.

A new timesheet will display a **Status** of Missing. Select the  button to change the status to Open.



The screenshot shows the 'Timesheet' application interface. At the top, there are buttons for 'Save & Continue', 'Refresh', and 'Print'. Below that is a navigation bar with 'Browse Applications > Time & Expense > Time > Timesheets > Manage Timesheets'. The main area is titled 'Timesheet' and has a 'New' button circled in red. Below this is a 'Basic Information' section with the following fields: Employee * (MOUSE, MICKEY), ID * (1112345), Weekly (TRC & SPS), Period Ending * (12/27/2020), and Status (Open). The 'Period Ending' and 'Status' fields are circled in red. At the bottom right, there are buttons for 'Sign' and 'Correct'. At the very bottom, there are links for 'Leave', 'Start/Stop Times', 'Pay Type Summary', and 'Charge Favorites'.

Recording Start/Stop Times

The Start/Stop Times function of the electronic timesheet records the actual time you started working until you stop each workday segment. Time documented in the Start/Stop Times window documents the entire work day. This includes unpaid meal time.

To begin, select the **Start/Stop Times** link to record your total daily time worked.

Timesheet [New] [Copy] [Delete] [Table] [Query] [Close]

Basic Information

Employee * MOUSE, MICKEY ID * 1112345 Weekly (TRC & SPS) Period Ending * 12/27/2020 Status Open

Class TRC Non-Exempt

Signature Approval

[Sign] [Correct]

Leave **Start/Stop Times** Pay Type Summary Charge Favorites

Timesheet Lines [New] [Copy] [Delete] [Form] [Query]

Line	Description	Project	Pay Type *	Mon 12/21/20	Tue 12/22/20	Wed 12/23/20	Thu 12/24/20	Fri 12/25/20	Sat 12/26/20	Total

The **Start/Stop Times** and **Line Details** windows will be displayed. This is where you will record the intervals of time when you worked or took a meal break.

1. In the **Start/Stop Times** section, select the day for which you want to record work or meal break times. To do this, select the box to the left of the date, and it will turn blue.
2. In the **Line Details** section, select the **New** button to create a new line item for your first interval of time.

Start/Stop Times [Close]

Timesheet Date	Complete/Incomplete
12/21/2020	
12/22/2020	
12/23/2020	
12/24/2020	

Line Details [New] [Copy] [Delete] [Form]

Charge *	Start Date	Start Time	Stop Date	Stop Time	Hours	Comment

[Close]

The **Charge** column entry indicates the type of time you are recording. Enter the category **Work** or **Meal** for this line's time interval. You can also click the magnifying glass and select Work or Meal (NEVER CHOOSE BREAK)

The screenshot displays two sections of a software interface. The top section, titled "Start/Stop Times", contains a table with columns "Timesheet Date" and "Complete/Incomplete". The bottom section, titled "Line Details", contains a table with columns "Charge *", "Start Date", "Start Time", "Stop Date", "Stop Time", "Hours", and "Comment". A red box highlights the "Charge *" field in the first row, and a magnifying glass icon is shown next to it. A "Lookup" dialog box is open, showing a list of "Charge" options: "Break", "Meal", and "Work". The "Work" option is selected. The dialog box has "Select" and "Cancel" buttons. A "Close" button is also visible in the bottom right corner of the "Line Details" section.

You are required to record your work time and a meal break (of at least 30 minutes for every 5 hours of consecutive work time).

This meal break must be taken after the first hour of work and before the last hour of work. The meal break cannot be used to arrive late/leave early from your scheduled shift.

Confirm that the charge category in the Charge column and the Start Date are correct. Select the cell under **Start Time** and type in the time you started work for the day. Be sure to type in AM or PM. Select the cell under **Stop Time** and enter the time you stopped working. Again, be sure to record AM or PM. The **Hours** will automatically be calculated and filled in to the 100th of an hour.

The screenshot shows the 'Start/Stop Times' window. The top section is a table with columns 'Timesheet Date' and 'Complete/Incomplete'. Below it is the 'Line Details' section with a table:

Charge *	Start Date	Start Time	Stop Date	Stop Time	Hours	Comment
Work	12/21/2020	08:00 AM	12/21/2020	11:35 AM	3.58	

The 'Start Time' (08:00 AM), 'Stop Time' (11:35 AM), and 'Hours' (3.58) cells are circled in red. The 'New' button in the 'Line Details' toolbar is also circled in red.

To add a line and enter another block of time, select the **New** button.

The screenshot shows the 'Start/Stop Times' window after adding a second line item. The 'Line Details' table now has two rows:

Charge *	Start Date	Start Time	Stop Date	Stop Time	Hours	Comment
Work	12/21/2020	08:00 AM	12/21/2020	11:35 AM	3.58	
Work	12/21/2020	11:35 AM	12/21/2020	11:35 AM		

The 'New' button in the 'Line Details' toolbar is circled in red.

Follow the same steps as above to add a meal break, selecting the Charge category Meal.

To add an additional block of work time after the meal break, select the **New** button.

Start/Stop Times		Timesheet Date	Complete/Incomplete
<input checked="" type="checkbox"/>		12/21/2020	
<input type="checkbox"/>		12/22/2020	
<input type="checkbox"/>		12/23/2020	
<input type="checkbox"/>		12/24/2020	

Line Details							
	Charge *	Start Date	Start Time	Stop Date	Stop Time	Hours	Comment
<input checked="" type="checkbox"/>	Work	12/21/2020	08:00 AM	12/21/2020	11:35 AM	3.58	
<input checked="" type="checkbox"/>	Meal	12/21/2020	11:35 AM	12/21/2020	12:05 PM	0.50	

Below is the completed Line Details screen for the date 12/21/2020.

The hours worked will need to be entered into the timesheet. For this example, add 3.58 and 1.58 together to obtain a total work time for the day. $3.58 + 1.58 = 5.16$ hours. The meal break of .5 hour is unpaid, so it does not get added into the total.

To return to the timesheet, select the **Close** button.

Start/Stop Times		Timesheet Date	Complete/Incomplete
<input checked="" type="checkbox"/>		12/21/2020	
<input type="checkbox"/>		12/22/2020	
<input type="checkbox"/>		12/23/2020	
<input type="checkbox"/>		12/24/2020	

Line Details							
	Charge *	Start Date	Start Time	Stop Date	Stop Time	Hours	Comment
<input checked="" type="checkbox"/>	Work	12/21/2020	08:00 AM	12/21/2020	11:35 AM	3.58	
<input checked="" type="checkbox"/>	Meal	12/21/2020	11:35 AM	12/21/2020	12:05 PM	0.50	
<input checked="" type="checkbox"/>	Work	12/21/2020	12:05 PM	12/21/2020	01:40 PM	1.58	

Entering a Project Charge Code

You will create a row for each project code and task that you worked on this week. Depending on your assignment, you may have more than one code, but only one code is entered on each line.

To create a new row, select the **New** button to create a row for the first project code and pay type.

The screenshot shows the 'Timesheet' application interface. The 'Basic Information' section includes fields for Employee (MOUSE, MICKEY), ID (1112345), Weekly (TRC & SPS), Period Ending (04/25/2021), and Status (Open). The 'Timesheet Lines' section is a table with columns for Line, Description, Project, Pay Type, and days of the week (Mon to Sat). The 'New' button in the Timesheet Lines header is circled in red.

In the **Project** column, select the cell and enter your assigned project charge code. Be sure to type all of the decimals in the code.

Your project(s) will provide you with the charge code(s) that you will use for your electronic timesheet.


The screenshot shows the 'Timesheet' application interface. The 'Basic Information' section includes fields for Employee (MOUSE, MICKEY), ID (1112345), Weekly (TRC & SPS), Period Ending (12/27/2020), and Status (Open). The 'Timesheet Lines' section is a table with columns for Line, Description, Project, Pay Type, and days of the week (Mon to Sat). The 'Project' column in the first row is circled in red and contains the value '1157.11'.

Entering a Pay Type

Note that, after you enter the project charge code and press **Tab** on your keyboard, a description of the charge code appears in the **Description** column, and the default pay type, chosen by your project, is in the **Pay Type** column. Confirm that the Description matches the project you are working on.

The screenshot shows the 'Timesheet' application interface. The 'Basic Information' section includes fields for Employee (MOUSE, MICKEY), ID (1112345), Weekly (TRC & SPS), Period Ending (12/27/2020), and Status (Open). The 'Timesheet Lines' section is a table with columns for Line, Description, Project, Pay Type, and days of the week (Mon to Sat). The first line is selected, showing Line 1, Description '1157.11 - Unit Operations - TRC', Project '1157.11', and Pay Type 'R'. The 'Pay Type' cell is circled in red.

Line	Description	Project	Pay Type *	Mon 12/21/20	Tue 12/22/20	Wed 12/23/20	Thu 12/24/20	Fri 12/25/20	Sat 12/26/20	Total
1	1157.11 - Unit Operations - TRC	1157.11	R							
	Regular									
	Overtime									
	Total									

If you need to change the pay type, select the cell in the **Pay Type** column and the  icon will appear. Select the icon to see a list of the pay types in the **Pay Type Lookup** window.

This screenshot is identical to the previous one, but the magnifying glass icon is now visible over the 'Pay Type' cell in the 'Timesheet Lines' table, indicating that the cell is selected and ready for a lookup.

Line	Description	Project	Pay Type *	Mon 12/21/20	Tue 12/22/20	Wed 12/23/20	Thu 12/24/20	Fri 12/25/20	Sat 12/26/20	Total
1	1157.11 Unit Operations - TRC	1157.11	R							
	Regular									
	Overtime									
	Total									

Choose the appropriate pay type from the list by selecting the box to the left of the pay type. The box will turn blue, as shown below. Select the **Select** button at the bottom and the appropriate pay type will appear on the timesheet.

Pay Type ID	Name
AD	Administrative Leave
ND	Night Differential - SPS/TRC
<input checked="" type="checkbox"/>	R Regular
SCA	Service Contract Act
SK	Sick Leave

Repeat these steps to add additional projects worked during the pay period.

NIGHT DIFFERENTIAL

If the hours you worked were on the weekend or late evening, currently defined as after 9:00pm in your time zone, you are paid at a higher rate. To communicate this higher pay rate to Payroll, click New and type the same project number on the line below. In Pay Type, enter ND or click on the binocular icon under the 'Pay Type' and Select 'ND - Night Differential.' Now 'ND' is the listed as the 'Pay Type'

Basic Information	
Employee *	MOUSE, MICKEY ID * 1112345 Weekly (TRC & SPS) Period Ending * 12/27/2020 Status Open
Class	TRC Non-Exempt
Signature	Approval

Timesheet Lines										
Line	Description	Project	Pay Type *	Mon 12/21/20	Tue 12/22/20	Wed 12/23/20	Thu 12/24/20	Fri 12/25/20	Sat 12/26/20	Total
1	1157.11 - Unit Operations - TRC	1157.11	R							
2	1157.11 - Unit Operations - TRC	1157.11	ND							
	Regular									
	Overtime									
	Total									

Entering Hours by Charge Code

Enter the total hours worked for each charge code/pay type row in the column that corresponds to the day you worked. Enter the hours you worked on the project to the nearest 100th of an hour. Use decimals to record your time.

Totals for each charge code will be displayed at the end of the row. Totals hours for the day will calculate at the bottom of the day column.

The screenshot shows the 'Timesheet' application interface. At the top, there is a 'Basic Information' section with fields for Employee (MOUSE, MICKEY), ID (1112345), Weekly (TRC & SPS), Period Ending (04/25/2021), and Status (Open). Below this is the 'Timesheet Lines' table.

Project	Pay Type*	Mon 12/21/20	Tue 12/22/20	Wed 12/23/20	Thu 12/24/20	Fri 12/25/20	Sat 12/26/20	Total
1157.11	R	1.00						1.00
1234.11	R	4.16						4.16
Regular		5.16						5.16
Overtime		0.00						0.00
Total		5.16						5.16

Remember that the total hours worked in your Start/Stop times should equal the amount of hours in the day total on the timesheet lines. The hours in the Start/Stop times are calculated to the 100th of an hour.

The screenshot shows the 'Start/Stop Times' application interface. It features a table for 'Line Details' with columns for Charge, Start Date, Start Time, Stop Date, Stop Time, Hours, and Comment.

Charge*	Start Date	Start Time	Stop Date	Stop Time	Hours	Comment
Work	12/21/2020	08:00 AM	12/21/2020	11:35 AM	3.58	
Meal	12/21/2020	11:35 AM	12/21/2020	12:05 PM	0.50	
Work	12/21/2020	12:05 PM	12/21/2020	01:40 PM	1.58	

$$3.58 + 1.58 = 5.16$$

Adding Notes

To leave a note about the time that you worked, click the note icon that will appear when you are entering the number of hours worked.

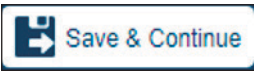
Timesheet Lines											New	Copy	▼	Delete	Form	Query	▼
Line	Description	Project	Pay Type *	Mon 4/19/21	Tue 4/20/21	Wed 4/21/21	Thu 4/22/21	Fri 4/23/21	Sat 4/24/21	Sun 4/25/21	Total						
1	1157.11 - Unit Operations - TRC	1157.11	R	1.00							1.00						
2	1234.11 - GENERAL SURVEY	1234.11	R	4.16							4.16						
	Regular			5.16							5.16						
	Overtime																
	Total			5.16							5.16						

Some examples of appropriate messages you might type to your supervisor:

- “Attended refusal avoidance session Monday”
- “Received 2 coaching sessions Friday”
- “Time includes system problems, telephony disconnects”
- “Out of ID’s during the evening after 9pm”
- “Charged hours to training by mistake instead of production.”

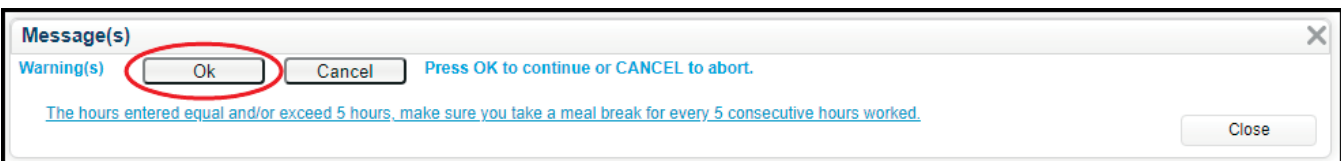
Saving Your Timesheet

Before exiting the timesheet, you must save your entries.

Save your timesheet by selecting the  button at the top of the timesheet. This will allow you to save your entries and also add more information on the timesheet, if necessary.



If you have entered five consecutive work hours anytime during the pay period, the following warning will be displayed, at the bottom of the screen, to remind you to also record your 30 minute meal break. You may need to scroll down to see the warning. To continue, select **OK**.



If the Work hours recorded on the timesheet lines do not match Work hours recorded in the Start/Stop Time table, an error message will appear. Correct the error on the timesheet, then click Save & Continue

The screenshot shows a 'Timesheet Lines' table with columns for Line, Project, Description, Pay Type, Location, and days of the week (Sat 1/16/21 to Sun 1/24/21). A message dialog box is open with the following text:

Message(s)
 Error(s)
 The work hours entered for the following days do not agree with start/stop times: Date - 1/19/21 - Timesheet Hours - 6.79 - Versus Start/Stop Time Hours 6.77

Reviewing and Signing Your Timesheet

Enter hours, start and stop times and meal breaks every day that you work. At the end of the work day, review your timesheet to make sure all information is correctly entered.

Check:

1. Project charge codes and descriptions
2. Pay types
3. Correct hours per day and total for the week
4. Correct work time and unpaid meal breaks have been entered in the Start/Stop Times section

When you are ready to sign your timesheet, select the **Save & Continue** button. Then, select the **Sign** button.

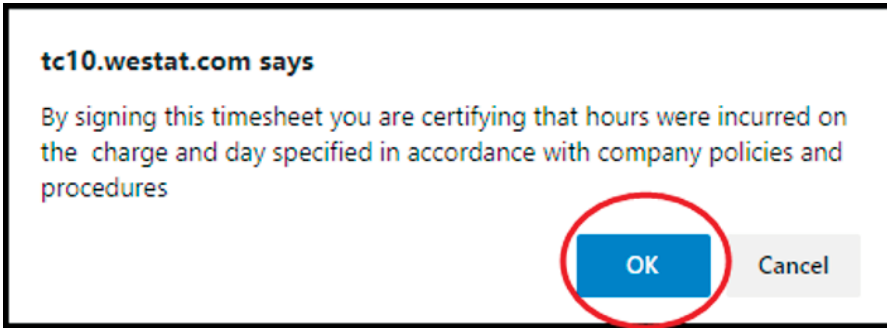
The screenshot shows the 'Timesheet' form with the following fields:

- Employee*: MOUSE, MICKEY
- ID*: 1112345
- Weekly (TRC & SPS)
- Period Ending*: 04/25/2021
- Status: Open
- Class: TRC Non-Exempt
- Signature: [Empty field]
- Approval: [Empty field]

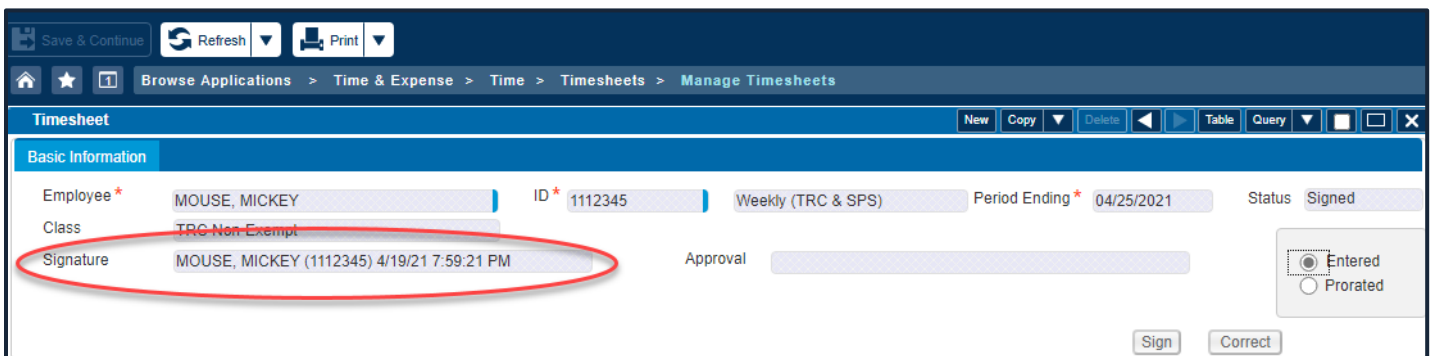
Buttons for 'Save & Continue' and 'Sign' are circled in red. Below the form is a 'Timesheet Lines' table:

Line	Description	Project	Pay Type *	Mon 4/19/21	Tue 4/20/21	Wed 4/21/21	Thu 4/22/21	Fri 4/23/21	Sat 4/24/21	Total
1	1157.11 - Unit Operations - TRC	1157.11	R	1.00						1.00
2	1234.11 - GENERAL SURVEY	1234.11	R	4.16	7.50		6.50			18.16

A pop-up appears next. After reading the statement in the box, select **OK**.

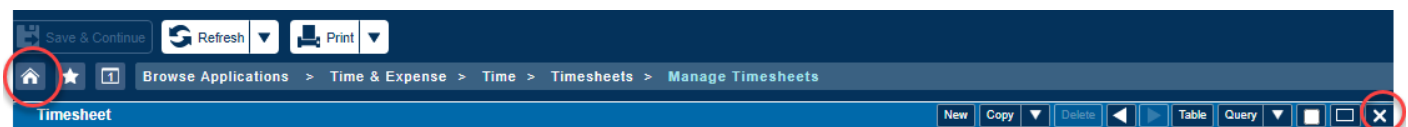


Your electronic signature will appear automatically.



Returning to the Home Dashboard/Exiting the Timesheet

Return to the Home Dashboard by selecting the  icon in the upper left corner. Exit the timesheet, and return to the login screen, by selecting the  icon in the upper right corner.



Correcting a Timesheet

If you make a mistake on your timesheet before you sign it, you can correct it by selecting the cell that needs to be corrected and then entering the correct information.

If, after signing your timesheet, you realize you have made a mistake, you can go back and correct it. You should make the correction, save the correction, and re-sign the timesheet. Send an email to julie.manley@westat.com, notifying her of the change.

Once your timesheet is processed at Westat, you cannot make corrections. You must contact julie.manley@westat.com about errors you discover after your timesheet has been processed.

It is your responsibility to complete your electronic timesheet accurately, honestly, and on schedule each week. Failure to do so may result in disciplinary action.

Correcting Start/Stop Times

If you need to change a time in the Start/Stop Times function, simply highlight the time you wish to change, delete it, and enter the correct time.

However, there may be instances when you need to delete the whole line. For example, if you entered time on the wrong day. First, select the box to the far left of the line. It will turn blue. Next, select the **Delete** button.

Timesheet Date	Complete/Incomplete
10/19/2020	
10/20/2020	
10/21/2020	
10/22/2020	

Charge *	Start Date	Start Time	Stop Date	Stop Time	Hours	Comment
Work	10/19/2020	09:00 AM	10/19/2020	12:00 PM	3.00	work
Meal	10/19/2020	12:00 PM	10/19/2020	12:30 PM	0.50	meal
Work	10/19/2020	12:30 PM	10/19/2020	02:45 PM	2.25	work

Charge *
X Work
X Meal
X Work

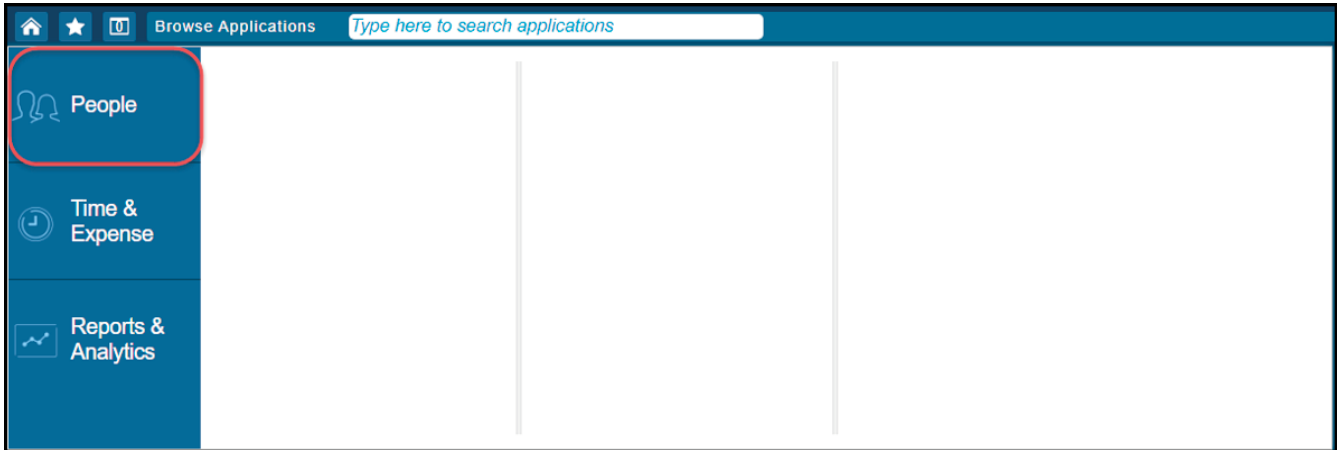
A red X will display in the box. The example above shows that the three lines have been marked for deletion. Now the correct date can be selected and the times reentered.

Select the  **Save & Continue** button when all changes have been made.

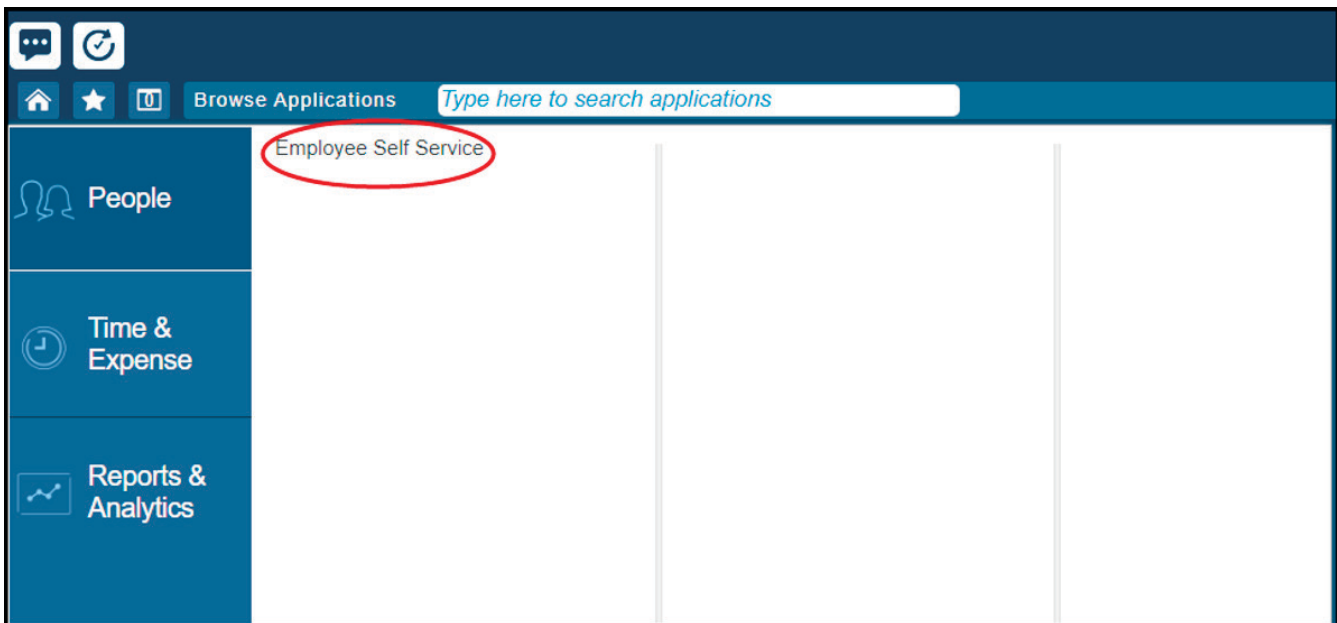
Accessing Payroll and Expense Paystubs

The **People** feature found on the home page gives you access to a view of payroll and expense notifications (paystubs) and W-2 forms, which you will be able to print or save in PDF format.

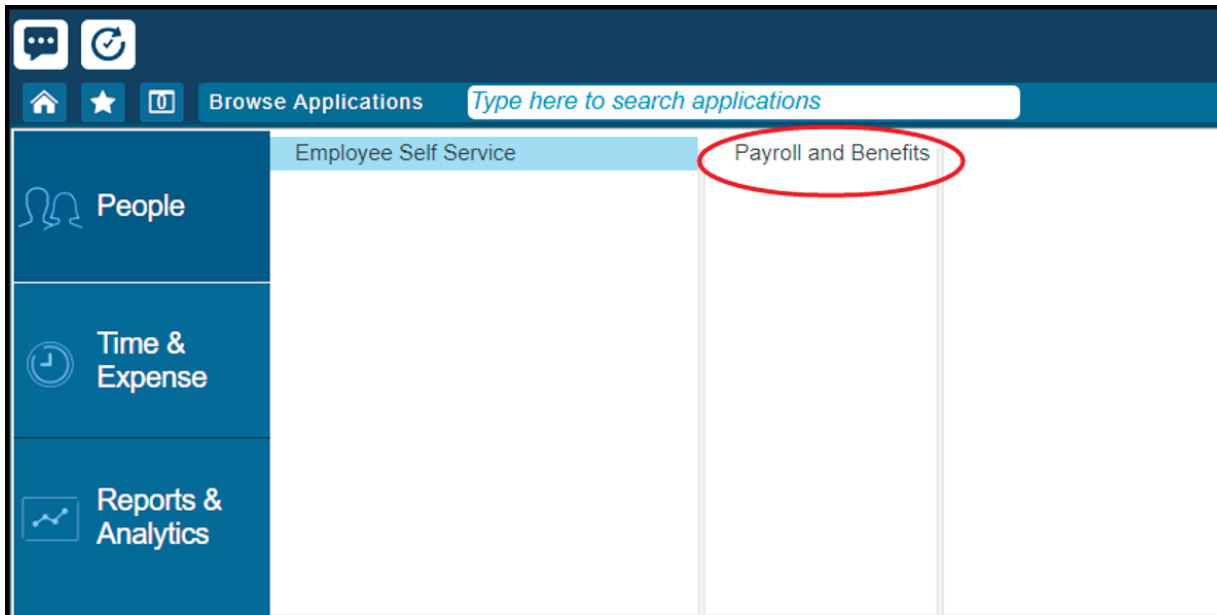
Select the **People** tab on the Home Dashboard.



Select **Employee Self Service** in the first column.

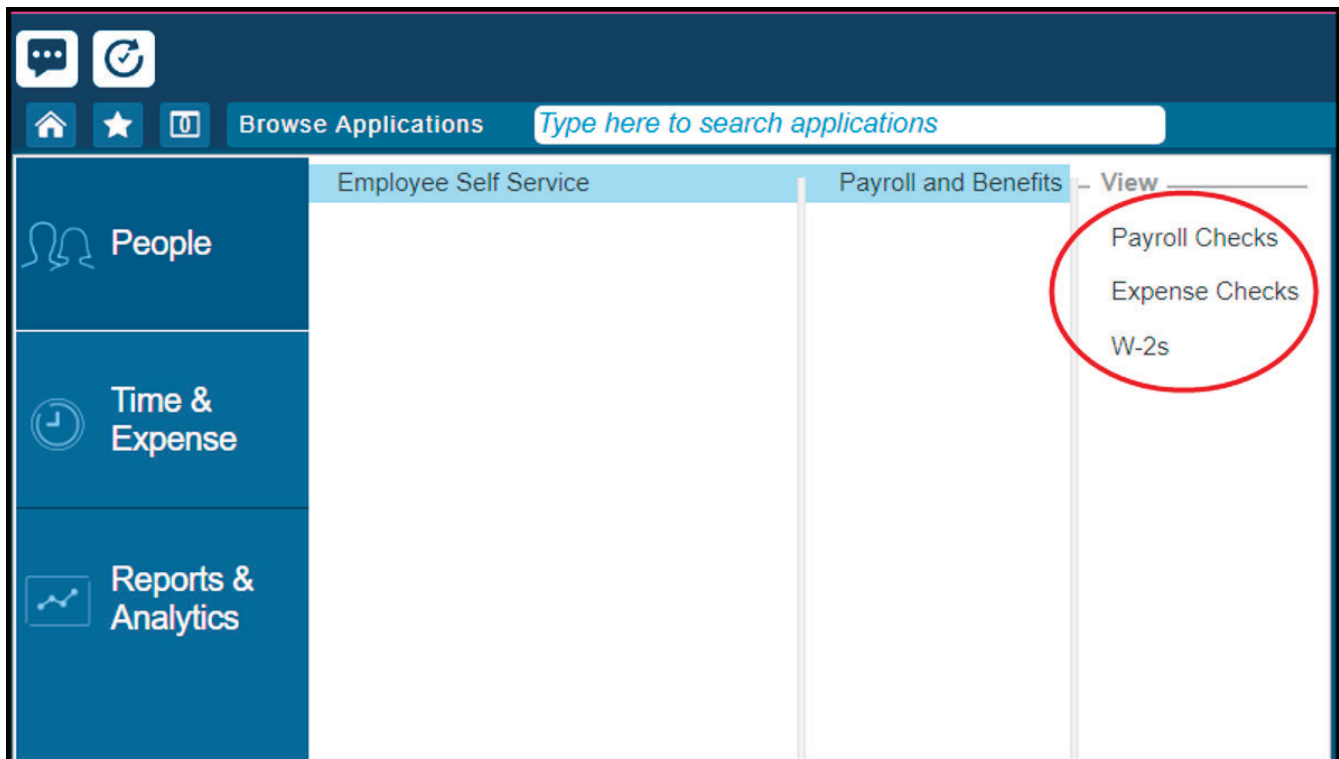


Select **Payroll and Benefits** in the third column.



The third column now displays links to your pay documents.

You can select the **Payroll Checks**, **Expense Checks**, or **W-2s** link to display your most current paystub, expense check, or W-2 form. Note that W-2 forms are only distributed annually.



Below is an example of a paystub. Follow the instructions on the screen to view previous paystubs or to print or save the displayed document.

Page 1 of 1

WESTAT
 1600 Research Blvd.
 ROCKVILLE, MD 20850
 301-251-1500

Pay Date: 01/03/20

Check/Advice#: 714601

Type: Regular

Control Number	Pay Period Start Date	Pay Period End Date	Rate Type	FLSA	Pay Frequency		
[REDACTED]	12/23/19	12/29/19	Hourly	Non-Exempt	Weekly		

Earnings	Hours	Amount	Year-to-Date	Deduction	Amount	Year-to-Date
Field Interviewer	24.00	310.80	310.80	No Deductions		

	Gross	Fed Tax	Soc Sec	Medicare	State Tax	Other Tax	Deductions	Net Pay
Current	310.80	15.50	19.27	4.51	6.02	0.00	0.00	265.50
Year-to-Date	310.80	15.50	19.27	4.51	6.02	0.00	0.00	265.50

State Tax ID (if required)	Current	Year-to-Date
AR	6.02	6.02

Routing Number	Bank Name	Direct Deposit Account Number	Account Type	Account Amount
[REDACTED]	[REDACTED]	XXXX [REDACTED]	Checking	265.50

Earnings	Earnings Week	Hourly Rates			Additional Amount	Amount
		Hours	Hourly Rate			
Field Interviewer	12/29/2019 - 12/29/2019	24.00	12.95	0.00	310.80	

