Reviewing Labor Charge - Totals Tab

Before timekeepers approve the bi-weekly time in TRS, please confirm the time is charging to the correct labor level string. To do this please follow the steps below.

1) Log into the Time Reporting System
2) Open up employees time card for single employee OR
3) For multiple employees
   a. Select "**All Rows**" to select all employees
   b. Select **GoTo** button
   c. Select **timecards**
   d. Arrow through time cards
4) Select **Totals** at the bottom of the time card
5) Confirm the labor level split is correct. You can hover over the string to display a labor string description

6) To view the labor charge per day. Select the day of the week. Then under **Totals** you can select **Daily** instead of the default setting **ALL**.