



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

The screenshot shows the 'Totals' tab in the Time Reporting System. A blue box labeled 'Totals' points to the 'Totals' button in the navigation bar. Another blue box explains that the 'Totals' section displays labor orgs and amounts, and that hovering over a string shows a description. A white box highlights a labor level string: '(x) Z:999:999:191403:40123801:999 GWU/LAW DEVELOPMENT OFFICE/Associate Director'. The table below shows columns for Account, Pay Code, and Amount.

Account	Pay Code	Amount
(x)Z:999:999:016001:999:10300200:999	REG	5.5
(x)Z:999:999:191403:999:40123801:999		5.5
(x)Z:999:999:016001:999:10300200:999		5.5
(x)Z:999:999:191403:999:40123801:999	TOTAL PAID HOURS	5.5

- 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**.

The screenshot shows the 'Totals' tab with the 'Daily' option selected in the dropdown menu. The table below shows columns for Shift, Account, Pay Code, and Amount.

Shift	Account	Pay Code	Amount
Daily	/10300200/999	REG	24.5
Period to Date	/40123801/999	REG	25.0
	(x)Z:999:999:016001:999:10300200:999	Total Paid Hours	24.5
	(x)Z:999:999:191403:999:40123801:999	Total Paid Hours	25.0