

TRS Training for Employees & Supervisors

Please find below the registration links for the upcoming Time Reporting System training sessions for new users (employees and supervisors) to TRS. Designated supervisors who will also submit a timesheet in TRS should also attend a *TRS for Employees* session.

Employees and Supervisors can download class materials starting on July 16th from the *TRS Resources* page for either the instructor-led or webinar sessions. It is recommended that attendees review materials before the training session in preparation for the Open Q&A Forum which will occur immediately after each session.

To select a session, click on or copy and paste the link into an internet browser.

Training Sessions for New Users:

Instructor-led Training Sessions

TRS for Employees

Tuesday, July 17, 2012: 9:00 am – 10:30 am

Semel Institute Auditorium, Room C8-183 (Formerly NPI Auditorium)

<https://app.conductnow.com/event/1018/Time-Reporting-System-TRS-for-Employees-Session-301>

TRS for Supervisors

Tuesday, July 17, 2012: 10:30 am – 12:00 pm

Semel Institute Auditorium, Room C8-183 (Formerly NPI Auditorium)

<https://app.conductnow.com/event/1027/Time-Reporting-System-TRS-for-SupervisorsTime-Approvers-Session-302>

TRS for Employees

Wednesday, July 25, 2012: 1:00 pm – 2:30 pm

Semel Institute Auditorium, Room C8-183 (Formerly NPI Auditorium)

<https://app.conductnow.com/event/1026/Time-Reporting-System-TRS-for-Employees-Session-309>

TRS for Supervisors

Wednesday, July 25, 2012: 2:30 pm – 4:00 pm

Semel Institute Auditorium, Room C8-183 (Formerly NPI Auditorium)

<https://app.conductnow.com/event/1019/Time-Reporting-System-TRS-for-SupervisorsTime-Approvers-Session-310>

Webinar Training Sessions

TRS for Employees

Thursday, July 19, 2012: 9:00 am – 10:30 am

System Requirements will be forwarded after registration.

<https://app.conductnow.com/event/1020/TRS-for-Employees-Supervisors-Session-303>

TRS for Supervisors

Thursday, July 19, 2012: 10:30 am – 12:00 pm

System Requirements will be forwarded after registration.

<https://app.conductnow.com/event/1028/Time-Reporting-System-TRS-for-SupervisorsTime-Approvers-Session-304>

TRS for Employees

Friday, July 20, 2012: 9:00 am – 10:30 am

System Requirements will be forwarded after registration.

<https://app.conductnow.com/event/1021/Time-Reporting-System-TRS-for-Employees-Session-305>

TRS for Supervisors

Friday, July 20, 2012: 10:30 am – 12:00 pm

System Requirements will be forwarded after registration.

<https://app.conductnow.com/event/1029/Time-Reporting-System-TRS-for-SupervisorsTime-Approvers-Session-306>

TRS for Employees

Monday, July 23, 2012: 1:00 pm – 2:30 pm

System Requirements will be forwarded after registration.

<https://app.conductnow.com/event/1022/Time-Reporting-System-TRS-for-Employees-Session-307>

TRS for Supervisors

Monday, July 23, 2012: 2:30 am – 4:00 pm

System Requirements will be forwarded after registration.

<https://app.conductnow.com/event/1030/Time-Reporting-System-TRS-for-SupervisorsTime-Approvers-Session-308>

Training for Employees and Supervisors (Current Users)

TRS has several new employee and supervisor system features that will be of interest to current users. Self-paced on-demand demos of the new features will be available on 07/20/12 for current users to view.