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)

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)

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.
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.

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 pm – 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.