Time Reporting System

Job Aids / Step by Step
- Job Aid TRS Employee – Biweekly Timesheet Submission
- Job Aid TRS Employee – Biweekly Timesheet Submission (Spanish)
- Job Aid TRS Employee – Monthly Timesheet Submission
- Job Aid TRS Supervisor – Edit Timesheet for Employee
- Job Aid TRS Supervisor – Timesheet Review & Approval
- Job Aid TRS Timesheet Status & Icons

Need Help:
- Contact TRS Support via a Payroll Services Inquiry:
  https://bfs.ucmerced.edu/form/payroll-services-inquiry

- Visit the Payroll Services website:
  https://bfs.ucmerced.edu/payroll-services

- Visit the Payroll Services website – TRS page
  https://bfs.ucmerced.edu/payroll-services/time-reporting-system-trs

- Review the TRS FAQs
  https://bfs.ucmerced.edu/our-services/payroll-services/time-reporting-system-trs/trs-faq

- TRS Supervisor/Approver (Individual Change Request)
  https://bfs.ucmerced.edu/form/individual-trs-approverucpath-reports-update

- TRS Supervisor/Approver (Mass Change Request)
  https://bfs.ucmerced.edu/form/mass-trs-approver-change-request

Time Reporting System

The Time Reporting System (TRS) is a web-based tool designed to collect employee work hours, acquire supervisors' approval, and provide a platform for work time to be loaded into the UCPath system.

TRS uses the UC time and attendance business rules to capture all hour types, including work hours, vacation, sick, comp time used, leave without pay (LWOP), voting, and jury duty. TRS also computes overtime, shift differential, and holiday pay.

UCM Single Sign On is required to access TRS. For assistance with access issues or any other TRS question, submit an **Payroll Inquiry** to the UC Merced Payroll Services office.

As a Biweekly Employee, use this Employee Step-by-Step guide to walk through the processes of creating, reporting work/leave hours, submitting a timesheet, and recalling a timesheet if needed.

Navigation: TRS > Employee > Manage My Time > Enter Current Timesheet

Step-by Step:
1. Go to the Time Reporting System (TRS) at trs.ucmerced.edu
2. Click on the **Log In** icon or click **Employee**.

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3. Enter your **UC Merced Single Sign On**.
4. Click **Sign In**.

UC MERCED
Single Sign On

UCMNetID or M.ID (Required)

Password (Required)

☐ Show Password

Forgot Password

Sign In

New to UC Merced? Claim Account

5. The TRS **Manage My Time/ Enter Current Timesheet** will be the default view.
6. Go to the **Enter Time for Current Pay Period** section.
7. Under Action, click on the icon to **View Timesheet** (calendar icon).

Manage My Time ▾

Enter Current Timesheet

⊞ Enter Time for Current Pay Period

Current Overtime Compensation Method: **Payment**

Action	Pay Period	Assignment Name	Timesheet Status
📅✓	**08/18/2024 - 08/31/2024**	**STUDENT ATHLETICS / STDT 3**	COMPLETED_PENDING_SUP_ACKL
📅	**08/18/2024 - 08/31/2024**	**AUXIIARIES - HOUSING / STDT 2**	NOT STARTED

Create Past/Future Timesheet

Select Pay Period   Please Select ▾

⊕ Create Timesheet

Leave Balances

Current balances from the payroll system do not necessarily reflect late time adjustments or accumulation since last pay period end date.

Vacation	0.00
Vacation Max	0.00
Sick	0.00
Comp	0.00

8. The corresponding two week pay period calendar will open.
9. Click on the **Add** (plus sign) icon.
10. The **Add Hour** box will open.
11. Click the drop-down to **Select Hour Type**.
12. Available Hour Type menu opens.

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13. Enter the **number of hours** if reporting Leave Usage.
14. Enter the **Time In, Lunch Start, Lunch End, Time Out** if reporting Work Hours (click am/pm to change accordingly).
15. Click **Add Hour** to populate timesheet.
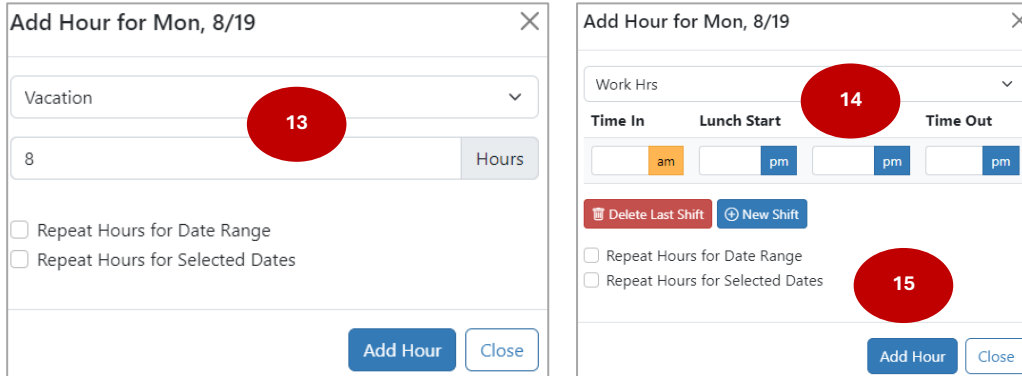
Note: You can click the **Repeat Hours for Date Range**, the **Repeat Hours for Selected Dates**, or **New Shift** button if needed.
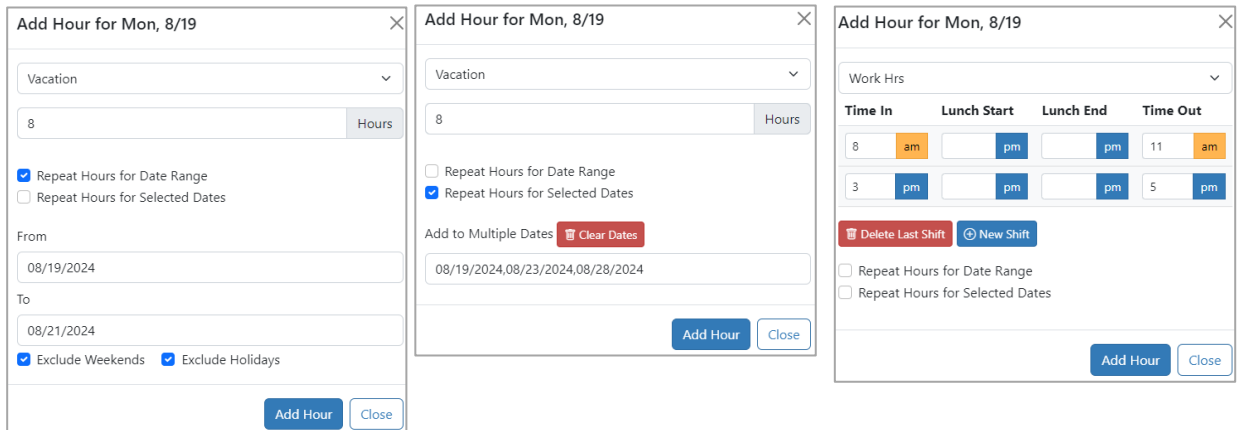
16. Review **Timesheet In/Out Details** for accuracy.
17. Review **Leave Balances** to ensure sufficient hours available if reporting leave usage.
18. Enter **Timesheet Comments** (not required).
19. Read timesheet attestation.
20. Click **Submit to Supervisor** or click **Save** if not ready to submit.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18 ⊕	19 ⊕ **Work Hrs: 5.0** ☒	20 ⊕	21 ⊕ **Work Hrs: 5.0** ☒	22 ⊕	23 ⊕	24 ⊕
25 ⊕	26 ⊕ **Work Hrs: 5.0** ☒	27 ⊕	28 ⊕ **Work Hrs: 5.0** ☒	29 ⊕	30 ⊕	31 ⊕

Timesheet In/Out Details   **(16)**

08/19 - 8am - 11am; 3pm - 5pm(Work Hrs).
08/21 - 8am - 11am; 3pm - 5pm(Work Hrs).
08/26 - 8am - 11am; 3pm - 5pm(Work Hrs).
08/28 - 8am - 11am; 3pm - 5pm(Work Hrs).

Timesheet Hours	Week 1	Week 2	Total
Work Hrs	10	10	20
Total	10	10	20

Leave Balances   **(17)**

Vacation	0.00
Sick	0.00
Comp Time	0.00

Timesheet Comments   **(18)**

⚠ I understand any mis-statement or falsification of hours on this timesheet may be cause for disciplinary action up to and including termination.

(19)   **(20)**   ⊕ Submit to Supervisor   ☐ Save   🖶 Print

21. A Submission confirmation will be displayed, and the Timesheet Status will change from NOT STARTED to **SUBMITTED TO SUPERVISOR**
22. The **Recall Timesheet button** will be available to the employee while the status remains SUBMITTED TO SUPERVISOR.

Rufus Bobcat (12345678)   **(21)**

AUXIIARIES - HOUSING / STDT 2

SUBMITTED today at 3:37 PM   ☒

Status	SUBMITTED_TO_SUPERVISOR
Pay Period	08/18/24 - 08/31/24 (B1)
Due Date	Saturday, August 31, 2024 11:59 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19 **Work Hrs: 5.0**	20	21 **Work Hrs: 5.0**	22	23	24
25	26 **Work Hrs: 5.0**	27	28 **Work Hrs: 5.0**	29	30	31

Timesheet In/Out Details

08/19 - 8:00am - 11:00am; 3:00pm - 5:00pm(Work Hrs).
08/21 - 8:00am - 11:00am; 3:00pm - 5:00pm(Work Hrs).
08/26 - 8:00am - 11:00am; 3:00pm - 5:00pm(Work Hrs).
08/28 - 8:00am - 11:00am; 3:00pm - 5:00pm(Work Hrs).

Timesheet Hours	Week 1	Week 2	Total
Work Hrs	10	10	20
Total	10	10	20

(22)   ⊕ Recall Timesheet   🖶 Print

Timesheet Due Date

The TRS timesheets display the Due Date for Employes to know by when the timesheet is to be submitted to the Supervisor for review and approval.

Rufus Bobcat (12345678)		
STUDENT ATHLETICS / STDT 3	Status	Not Started
	Pay Period	08/18/24 - 08/31/24 (B1)
	Due Date	Saturday, August 31, 2024 11:59 PM

Biweekly Paid employees submit their timesheet at the end of the two-week pay period. The pay period starts on a Sunday and ends on a Saturday. Payment is issued every other Wednesday.

Example: For the two week pay period of Sunday 08/18 – Saturday 08/31
- **Timesheet** is due by Saturday, 08/31
- **Payment** is issued Wednesday, 09/11

For timely timesheet processing, timesheets must be submitted timely. The timesheet submission deadlines for employees and supervisors are available on the **Transactional Deadline Calendar** found on the UC Merced Payroll Services website.

Pay Cycle	Check Date	Pay Period Dates			Local Time Reporting System (TRS)		
		Begin	End	Run ID Schedule	Submit to TRS Employee Deadline (By 11:59 pm)	Approval in TRS Supervisor Deadline (By 10 am)	DTA Entry Deadline (By 1 pm)
M0	Fri 11-01-24	10-01-2024	10-31-2024	241031M0X	11-05-24	11-10-24	10-24-24
B1	Wed 11-06-24	10-13-2024	10-26-2024	241026B1X	10-26-24	10-28-24	10-29-24
B2	Wed 11-20-24	10-27-2024	11-09-2024	241109B2X	11-09-24	11-11-24	11-12-24

Resources

TRS Timekeeping Job Aids
The following job aids/step by step guides are available on the Payroll Services website.
- TRS Employee – Monthly Timesheet Submission
- TRS Employee - Biweekly Timesheet Submission
- TRS Supervisor - Timesheet Review and Approval
- TRS Supervisors – Updating an Employee Timesheet

TRS Online Training
A TRS Employee Training course and a TRS Supervisor Training course are available on demand online that can be completed at your own pace.
- Log in using your UC Merced NetID at UC Learning Center
- From the home page, go to the Search Bar and Search TRS

Time Reporting System (TRS) Information
For more information about TRS visit the Payroll Services website at
https://bfs.ucmerced.edu/payroll-services/time-reporting-system-trs

Transactional Deadline Calendar
The timesheet submission deadlines for employees and supervisors are available on the Transactional Deadline Calendar found on the UC Merced Payroll Services website.
https://bfs.ucmerced.edu/our-services/payroll-services/deadlines-calendars

Pay Cycle	Check Date	Pay Period Dates		Local Time Reporting System (TRS)		DTA Entry Deadline (By 1 pm)	Campus to Payroll Services to Effect Check	UCPath Freeze Period		UCPath Center		
		Begin	End	Submit to TRS Employee Deadline (By 11:59 pm)	Approval in TRS Supervisor Deadline (By 10 am)			Begins at 5 PM	Ends at 6 AM	Pay Confirm (Up to 4:00 PM)	GL Post Confirm (Completion of GL Process for Summary Level Data)	GL Post Confirm (Completion of GL Process for Detail Labor Ledger Data)

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UCMERCED
Time Reporting System (TRS)

Time Reporting System (TRS) – Sistema de Reporte de Tiempo

Si eres un empleado quincenal, utiliza esta guía de paso por paso en cómo enviar tu hoja de tiempo a tu supervisor.

Navegación: TRS > Employee > Manage My Time > Enter Current Timesheet

Paso a Paso:
1. Vaya a Time Reporting System (TRS) en trs.ucmerced.edu
2. Haga clic en **Log In** (accesso) o **Employee** (empleado).

3. Introduzca su **UC Merced inicio de sesión único (Single Sign On)** (nombre de usuario y contraseña).

4. Haga clic en **Sign In** (iniciar sesión)

5. Asegúrese de estar en la sección **Manage My Time/ Enter Current Timesheet** (administrar mi tiempo)

6. Vaya a la sección **Enter Time for Current Pay Period** (el período de pago actual)

7. Haga clic en el icono/imagen de un calendario, **View Timesheet** (ver hoja de horas).

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8. Se abrirá el calendario quincenal
9. Haga clic el icono de signo de más, **Add**
10. Se abrirá el cuadro de diálogo para agregar horas, **Add Hour**
11. Seleccione el tipo de horas, **Select Hour Type**.
12. Se abrirá La caja de opciones disponibles

Rufus Bobcat (12345678)

AUXIIARIES - HOUSING / STDT 2

Status		Not Started
Pay Period		08/18/24 - 08/31/24 (B1)
Due Date		Saturday, August 31, 2024 11:59 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18 ⊕	19 ⊕	20 ⊕	21 ⊕	22 ⊕	23 ⊕	24 ⊕
25 ⊕	26 ⊕	27 ⊕	28 ⊕	29 ⊕	30 ⊕	31 ⊕

Timesheet In/Out Details

Timesheet Hours	Week 1	Week 2	Total
Total	0	0	0

Leave Balances

Vacation	0.00
Sick	0.00
Comp Time	0.00

Timesheet Comments

⚠ I understand any mis-statement or falsification of hours on this timesheet may be cause for disciplinary action up to and including termination.

[Submit to Supervisor] [Save] [Print]

Add Hour for Mon, 8/19 ✕

Select Hour Type ⌄

☐ Repeat Hours for Date Range
☐ Repeat Hours for Selected Dates

[Add Hour] [Close]

Add Hour for Mon, 8/19 ✕

Select Hour Type ⌄

Select Hour Type
Work Hrs
Vacation
Sick
CompTime (Used)
Jury
Military
LWOP (Leave without Pay)

Updated Date: 10/15/2024 Updated By: HCM Systems Support

13. Ingrese el número de horas de ausencia (ejemplo vacaciones, enfermedad)
14. Ingrese horas de trabajo, la hora de entrada, hora de almuerzo, y salida, **Time In, Lunch Start, Lunch End, Time Out** (presioné am/pm para cambiar).
15. Haga clic en **Add Hour** para agregar las horas.

Atención: Puede presionar **Repeat Hours for Date Range** para repetir horas para el rango de fechas, **Repeat Hours for Selected Dates** para repetir horas para fechas seleccionadas, y **New Shift** para un nuevo turno en el mismo día.

16. Revise los detalles, **Timesheet In/Out Details**
17. Revise su hora disponible de enfermedad/vacaciones **Leave Balances**
18. Ingrese un comentario (no es requerido) **Timesheet Comments**
19. El mensaje de atestación será visible
20. Haga clic **Submit to Supervisor** para enviar al supervisor o **Save** para guardar los cambios si no está listo para enviar la hoja.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18 ⊕	19 ⊕ **Work Hrs: 5.0** ☒	20 ⊕	21 ⊕ **Work Hrs: 5.0** ☒	22 ⊕	23 ⊕	24 ⊕
25 ⊕	26 ⊕ **Work Hrs: 5.0** ☒	27 ⊕	28 ⊕ **Work Hrs: 5.0** ☒	29 ⊕	30 ⊕	31 ⊕

Timesheet In/Out Details **(16)**

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Timesheet Hours	Week 1	Week 2	Total
Work Hrs	10	10	20
Total	10	10	20

Leave Balances **(17)**

Vacation	0.00
Sick	0.00
Comp Time	0.00

Timesheet Comments **(18)**

⚠ I understand any mis-statement or falsification of hours on this timesheet may be cause for disciplinary action up to and including termination.

(19) **(20)** [⬆ Submit to Supervisor] [🗎 Save] [🖶 Print]

21. Al enviar la hoja, el estatus de la hoja cambiará de **NOT STARTED** (sin iniciar) a **SUBMITTED TO SUPERVISOR (**enviado a supervisor)

22. El botón **Recall Timesheet** estará disponible para recuperar la hoja mientras el estatus esté en **SUBMITTED TO SUPERVISOR** (enviado al supervisor).

Rufus Bobcat (12345678) **(21)**

AUXIIARIES - HOUSING / STDT 2

Status	SUBMITTED_TO_SUPERVISOR
Pay Period	08/18/24 - 08/31/24 (B1)
Due Date	Saturday, August 31, 2024 11:59 PM

SUBMITTED today at 3:37 PM ✕

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19 **Work Hrs: 5.0**	20	21 **Work Hrs: 5.0**	22	23	24
25	26 **Work Hrs: 5.0**	27	28 **Work Hrs: 5.0**	29	30	31

Timesheet In/Out Details

08/19 - 8:00am - 11:00am; 3:00pm - 5:00pm(Work Hrs).
08/21 - 8:00am - 11:00am; 3:00pm - 5:00pm(Work Hrs).
08/26 - 8:00am - 11:00am; 3:00pm - 5:00pm(Work Hrs).
08/28 - 8:00am - 11:00am; 3:00pm - 5:00pm(Work Hrs).

Timesheet Hours	Week 1	Week 2	Total
Work Hrs	10	10	20
Total	10	10	20

(22) [⬅ Recall Timesheet] [🖶 Print]

Fecha de Entrega

Cada hoja tendrá la fecha de entrega, **Due Date**.

Rufus Bobcat (12345678)	Status	Not Started
STUDENT ATHLETICS / STDT 3	Pay Period	08/18/24 - 08/31/24 (B1)
	Due Date	Saturday, August 31, 2024 11:59 PM

Los empleados quincenales (Biweekly) deben mandar su hoja de tiempo al fin de la quincena. La quincena empieza el domingo y termina el sábado. El día de pago será cada otro miércoles.

> **Ejemplo:** Para la quincena (dos Semanas) domingo 08/18 – sábado 08/31
> - **La Fecha de Entrega** es sábado, 08/31
> - **Dia de pago** es el miércoles, 09/11

August 2024								September 2024						
S	M	T	W	T	F	S		S	M	T	W	T	F	S
				1	2	3		1	2	3	4	5	6	7
4	5	6	7	8	9	10		8	9	10	11	12	13	14
11	12	13	14	15	16	17		15	16	17	18	19	20	21
18	19	20	21	22	23	24		22	23	24	25	26	27	28
25	26	27	28	29	30	31		29	30					

El calendario de fecha de entrega de hojas de tiempo está disponible en la página web de la oficina de nómina, **Payroll Services**:

Transactional Deadline Calendar

Pay Cycle	Check Date	Pay Period Dates		Run ID Schedule	Local Time Reporting System (TRS)		
		Begin	End		Submit to TRS Employee Deadline (By 11:59 pm)	Approval in TRS Supervisor Deadline (By 10 am)	DTA Entry Deadline (By 1 pm)
M0	Fri 11-01-24	10-01-2024	10-31-2024	241031M0X	11-05-24	11-10-24	10-24-24
B1	Wed 11-06-24	10-13-2024	10-26-2024	241026B1X	10-26-24	10-28-24	10-29-24
B2	Wed 11-20-24	10-27-2024	11-09-2024	241109B2X	11-09-24	11-11-24	11-12-24

Time Reporting System

The Time Reporting System (TRS) is a web-based tool designed to collect employee work hours, acquire supervisors' approval, and provide a platform for work time to be loaded into the UCPath system.

TRS uses the UC time and attendance business rules to capture all hour types, including work hours, vacation, sick, comp time used, leave without pay (LWOP), voting, and jury duty. TRS also computes overtime, shift differential, and holiday pay.

UCM Single Sign On is required to access TRS. For assistance with access issues or any other TRS question, submit an **Payroll Inquiry** to the UC Merced Payroll Services office.

As a Monthly Employee, use this Employee Step-by-Step guide to walk through the processes of creating, reporting work/leave hours, submitting a timesheet, and recalling a timesheet if needed.
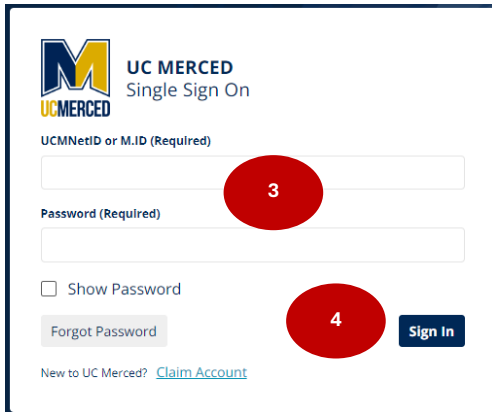
Navigation: TRS > Employee > Manage My Time > Enter Current Timesheet
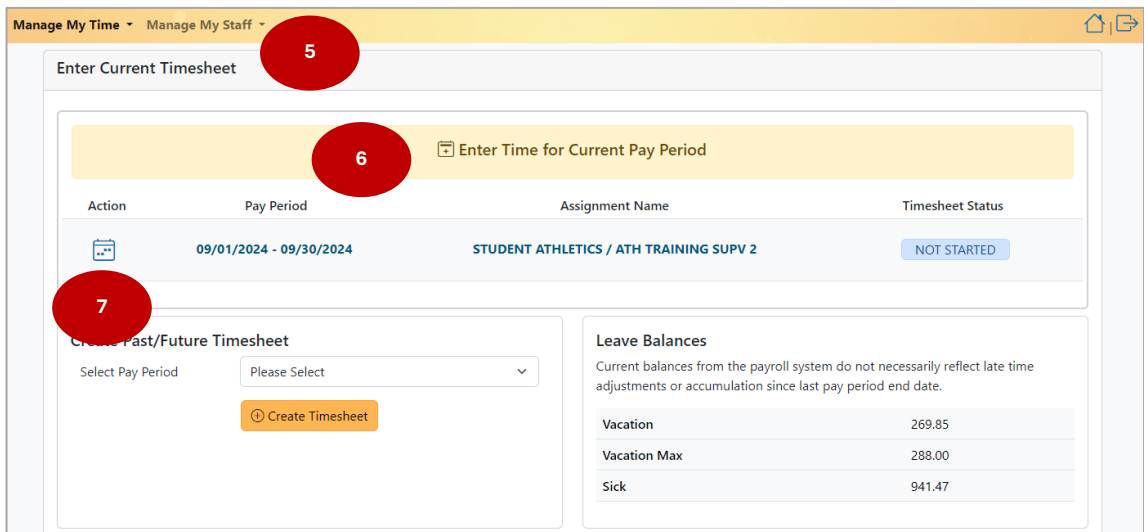
Step-by Step:
1. Go to the Time Reporting System (TRS) at trs.ucmerced.edu
2. Click on the **Log In** icon or click **Employee**.

3. Enter your **UC Merced Single Sign On**.
4. Click **Sign In.**

5. The TRS **Manage My Time/ Enter Current Timesheet** will be the default view.
6. Go to the **Enter Time for Current Pay Period** section.
7. Under Action, click on the icon to **View Timesheet** (calendar icon).

8. The **Time Reporting for Exempt Salary Employees** box will open.
9. Click **Yes, enter hours** to report any leave hours used (Go to Step 10) OR click **No, proceed to submit** if no leave hours usage to report (Go to Step 24).

Time Reporting for Exempt Salary Employee **8**

Do you have vacation, sick, jury duty, PTO and/or leave without pay to report for this pay period?

9 [Yes, enter hours] [No, proceed to submit]

10. If **Yes, enter hours** the corresponding full month calendar timesheet will open.
11. Click the **Add (+)** icon.

	Status	Not Started
STUDENT ATHLETICS / ATH TRAINING SUPV 2 **10**	Pay Period	09/01/24 - 09/30/24
	Due Date	Saturday, October 5, 2024 11:59 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ⊕	2 ⊕ Labor Day Holiday	3 ⊕	4 ⊕	5 ⊕ **11**	6 ⊕	7 ⊕
8 ⊕	9 ⊕	10 ⊕	11 ⊕	12 ⊕	13 ⊕	14 ⊕
15 ⊕	16 ⊕	17 ⊕	18 ⊕	19 ⊕	20 ⊕	21 ⊕
22 ⊕	23 ⊕	24 ⊕	25 ⊕	26 ⊕	27 ⊕	28 ⊕
29 ⊕	30 ⊕	1	2	3	4	5

Timesheet Hours	Total
Total	0

Leave Balances	
Vacation	269.85
Sick	941.47

Timesheet Comments

⚠ I understand any mis-statement or falsification of hours on this timesheet may be cause for disciplinary action up to and including termination.

[⊙ Submit to Supervisor] [🖫 Save] [🖶 Print]

12. The **Add Hour** box will open.
13. Click the drop-down to **Select Hours Type**.
14. Available Hour Type menu opens.
15. Select the **leave type** and enter the **number of hours** in full day increments.
16. Click **Add Hour**
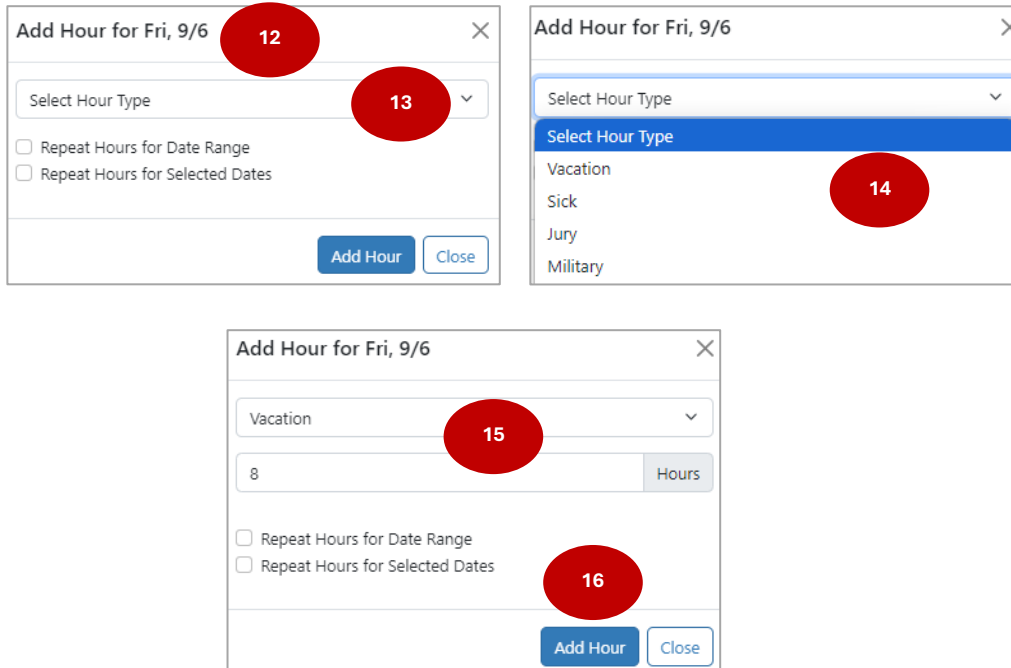
Note: You can click the **Repeat Hours for Date Range,** the **Repeat Hours for Selected Dates** button if needed.

Updated Date: 09/20/2024 Updated By: HCM Systems Support
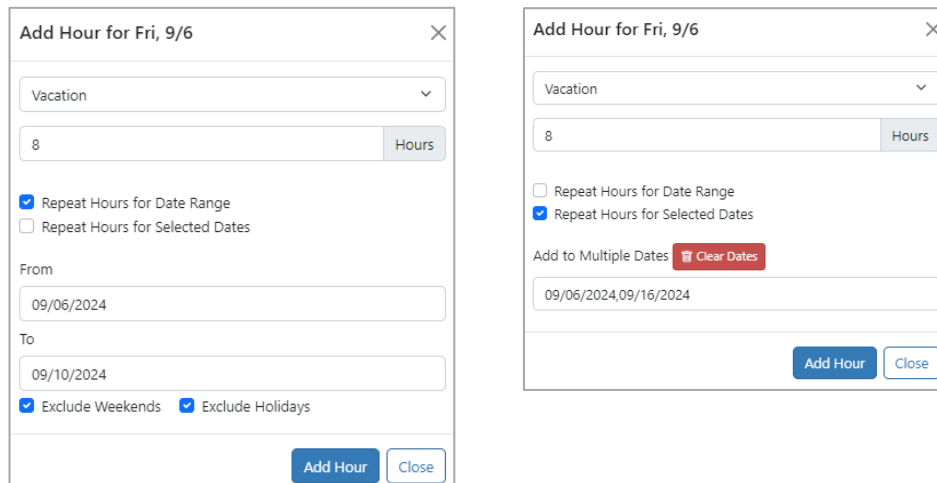
17. The selected **leave type and hours** will be populated on Timesheet
18. Review **Timesheet Hours** and **Leave Balances** to ensure you have sufficient hours to use.
19. Enter **Timesheet Comments** (not required).
20. Read the timesheet **attestation**.
21. Click **Submit to Supervisor** or **Save** if not ready to submit.

Monday	Tuesday	Wednesday	Thursday	Friday
2 ⊕ Labor Day Holiday	3 ⊕	4 ⊕	5 ⊕ **17**	6 ⊕ Vacation: 8 ☒

Timesheet Hours	Total		Leave Balances	
Vacation	8	**18**	Vacation	269.85
Total	8		Sick	941.47

Timesheet Comments

19

⚠ I understand any mis-statement or falsification of hours on this timesheet may be cause for disciplinary action up to and including termination.

20   **21**   ⊕ Submit to Supervisor   ☑ Save   🖶 Print

22. A Submission confirmation will be displayed, and the Timesheet Status will change from
NOT STARTED to **SUBMITTED TO SUPERVISOR.**
23. The Recall Timesheet button will be available to the employee while the status remains
SUBMITTED TO SUPERVISOR.

	Status	SUBMITTED_TO_SUPERVISOR
STUDENT ATHLETICS / ATH TRAINING SUPV 2	Pay Period	09/01/24 - 09/30/24
SUBMITTED today at 1:12 PM ☒ **22**	Due Date	Saturday, October 5, 2024 11:59 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day Holiday	3	4	5	6 Vacation: 8.0	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Timesheet Hours	Total
Vacation	8
Total	8 **23**

⊕ Recall Timesheet   🖶 Print

Updated Date: 09/20/2024 Updated By: HCM Systems Support

24. If **No, proceed to submit** timesheet will not show a calendar view.
25. Enter **Timesheet Comments** (not required).
26. Read **timesheet attestation.**
27. Click on **Submit to Supervisor.**

Timesheet Submission Deadlines

The TRS timesheets display a reminder for Employes to know when the timesheet is due.

Monthly Employees report leave usage in arrears. Therefore, Employees have until the 5th of the following month to submit the timesheet to their supervisor for approval.

Example: For the month of August 08/01 – 08/31
- Timesheet is due September 5th.
- Payment is issued September 1st.
- If the 1st falls on a Saturday or Sunday, payment is issued the Friday prior.
- Any leave hours reported in August would be reflected in the October pay statement.

Resources

TRS Timekeeping Job Aids
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https://bfs.ucmerced.edu/our-services/payroll-services/deadlines-calendars

Pay Cycle	Check Date	Pay Period Dates		Local Time Reporting System (TRS)			Campus to Payroll Services to Effect Check	UCPath Freeze Period		UCPath Center		
		Begin	End	Submit to TRS Employee Deadline (By 11:59 pm)	Approval in TRS Supervisor Deadline (By 10 am)	DTA Entry Deadline (By 1 pm)		Begins at 5 PM	Ends at 6 AM	Pay Confirm (Up to 4:00 PM)	GL Post Confirm (Completion of GL Process for Summary Level Data)	GL Post Confirm (Completion of GL Process for Detail Labor Ledger Data)

Time Reporting System

The Time Reporting System (TRS) is a web-based tool designed to collect employee work hours, acquire supervisors' approval, and provide a platform for work time to be loaded into the UCPath system.

TRS uses the UC time and attendance business rules to capture all hour types, including work hours, vacation, sick, comp time used, leave without pay (LWOP), voting, and jury duty. TRS also computes overtime, shift differential, and holiday pay.

UCM Single Sign On is required to access TRS. For assistance with access issues or any other TRS question, submit an **Payroll Inquiry** to the UC Merced Payroll Services office.

As an assigned TRS Primary, Backup or Optional Supervisor use this Step-by-Step guide to walk through the processes editing a timesheet on behalf of an employee.

Navigation: TRS > Employee > Manage My Time > Enter Current Timesheet

Step-by Step:
1. Go to the Time Reporting System (TRS) at trs.ucmerced.edu
2. Click on the **Log In** icon or click **Supervisor.**

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3. Enter your UC Merced Single Sign On.
4. Click **Sign In**.
5. Click on **Manage My Staff**,
6. Click on **Approve as Primary** if you are the Primary Supervisor, click on **Approve as Backup** if you are a Backup or Optional Backup Supervisor.

7. Go to the **Biweekly Timesheets** and/or **Monthly Timesheets** section.
8. Open and Review timesheet by clicking the **View Timesheet** (calendar icon) under Action

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9. Timesheet will open, click on the **Edit Timesheet for Employee** button.
10. The Edit Timesheet for Employee dialog box opens, click **Edit Timesheet for Employee**.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19 Work Hrs: 3.0	20 Work Hrs: 3.0	21 Work Hrs: 3.0	22	23	24
25	26 Work Hrs: 3.0	27 Work Hrs: 3.0	28 Work Hrs: 3.0	29	30	31

Timesheet In/Out Details

08/19 - 8:00am - 11:00am(Work Hrs).
08/20 - 8:00am - 11:00am(Work Hrs).
08/21 - 8:00am - 11:00am(Work Hrs).
08/26 - 8:00am - 11:00am(Work Hrs).
08/27 - 8:00am - 11:00am(Work Hrs).
08/28 - 8:00am - 11:00am(Work Hrs).

Timesheet Hours	Week 1	Week 2	Total
Work Hrs	9	9	18
Total	9	9	18

9

☑ Approve Timesheet   ⟲ Return Timesheet   ✎ Edit Timesheet for Employee   🖨 Print

Edit Timesheet for Employee   ✕

Changes may only be made on behalf of employee in an employee's absence. Otherwise please return timesheet to employee.

10

Edit Timesheet for Employee   Close

11. Timesheet will become editable allowing Supervisor to **Add (+)** and/or **Delete (X)** hours.
12. Enter **Timesheet Comments** (if any).
13. Click **Save Changes for Employee**.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18 ⊕ **11**	19 ⊕ Work Hrs: 3.0 ⊠	20 ⊕ Work Hrs: 3.0 ⊠	21 ⊕ Work Hrs: 3.0 ⊠	22 ⊕	23 ⊕	24 ⊕
25 ⊕	26 ⊕ Work Hrs: 3.0 ⊠	27 ⊕ Work Hrs: 3.0 ⊠	28 ⊕ Work Hrs: 3.0 ⊠	29 ⊕	30 ⊕	31 ⊕

Timesheet Comments

12

⚠ I understand any mis-statement or falsification of hours on this timesheet may be cause for disciplinary action up to and including termination.

13   ☑ Save Changes for Employee   🖨 Print

14. A **SAVED** confirmation banner is displayed
15. Timesheet will have a **Timesheet Modifications** section with the edits made and who made them.
16. Click on **Approve Timesheet**.

17. Please be aware that the employee will receive a **TRS Notification of Modification of Timesheet by Supervisor** email as well as a **Pending Acknowledgment** alert notice on their TRS dashboard. Employees must click on the **Acknowledge** icon. Employee will need to review and click **Acknowledge** (checkmark) icon.

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Resources

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As an assigned TRS Primary, Backup or Optional Supervisor use this Step-by-Step guide to walk through the processes of reviewing and approving employee timesheets, editing on behalf of an employee and creating a timesheet on behalf of an employee.

Navigation: TRS > Supervisor > Manage My Staff > Approve as Primary or Approve as Backup

Step-by Step:
1. Go to the Time Reporting System (TRS) at trs.ucmerced.edu
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UC MERCED
Single Sign On

UCMNetID or M.ID (Required)

Password (Required)

☐ Show Password

Forgot Password   **Sign In**

New to UC Merced? Claim Account

UC Merced Time Reporting System

Manage My Time ▾   Manage My Staff ▾

Approve as Primary
Approve as Backup
Search Timesheet
Create Timesheet

Supervisor Notification
Pay Status Hour Report

7. Go to the **Biweekly Timesheets** and/or **Monthly Timesheets** section.
8. Open and Review timesheet by clicking the **View Timesheet** (calendar icon) under Action

Biweekly Timesheets   08/18/2024 - 08/31/2024

ⓘ Approval due by Monday, September 2, 2024 10:00 AM
* Current balances from the payroll system do not necessarily reflect late time adjustments or accumulation since last pay period end date.

Show 10 ▾ entries   Search:

Employee Name	Employee ID	Pay Period	Assignment Name	Leave Balances*		Timesheet Hrs			Status	Approve	Return	Action
		08/18/24 - 08/31/24	STUDENT ATHLETICS / STDT 3	CompTime Sick Vac. Max Vacation	0.0 0.0 0.0 0.0		Week 1 Week 2 Work Hrs 9.00 9.00 TOTAL 9.00 9.00		SUBMITTED_TO_SUPERVISOR	✓	←	
		08/18/24 - 08/31/24	STUDENT ATHLETICS / STDT 3 / LEARNING ASST	CompTime Sick Vac. Max	0.0 0.0 0.0				NOT STARTED	Not Available	Not Avail...	

Monthly Timesheets   08/01/2024 - 08/31/2024

ⓘ Monthly Salary Timesheet Approval due by Tuesday, September 10, 2024 10:00 AM
* Current balances from the payroll system do not necessarily reflect late time adjustments or accumulation since last pay period end date.

Show 10 ▾ entries   Search:

Employee Name	Employee ID	Pay Period	Assignment Name	Leave Balances*		Timesheet Hrs		Status	Approve	Return	Action
		08/01/24 - 08/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick Vac. Max Vacation	327.39 240.0 227.54	No Exception Hours Reported		SUBMITTED_TO_SUPERVISOR	✓	←	
		08/01/24 - 08/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick Vac. Max Vacation	144.0 240.0 128.0	Vacation 8.00 Sick 8.00		RECALLED_BY_EMPLOYEE	Not Available	Not Avai...	
		08/01/24 - 08/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick Vac. Max Vacation	126.32 240.0 57.34	No Exception Hours Reported		SUBMITTED_TO_DTA	Not Available	Not Available	

Showing 1 to 3 of 3 entries   Previous 1 Next

9. Click on the **Approve Timesheet button** within the timesheet or click on the **Approve icon** (checkmark) from the roster to approve a timesheet.
10. Click on the **Return Timesheet button** within the timesheet or click on the **Return icon** (minus) from the roster to return a timesheet.
11. Click on **Edit Timesheet for Employee**, if you need to edit the timesheet on behalf of the employee before approving

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12. Click on **Submit Timesheet on Behalf of Employee** if you need to submit a **SAVED** timesheet on behalf of the employee allowing supervisor to report hours (if any) on behalf of the employee before approving. If there are no hours to report, the blank timesheet must be approved in order to close it out (complete status).

Rufus Bobcat (12345678)

STUDENT ATHLETICS / STDT 3

Status	SAVED
Pay Period	09/15/24 - 09/28/24 (B1)
Due Date	Saturday, September 28, 2024 11:59 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Timesheet Hours	Week 1	Week 2	Total
Total	0		0

12

⊕ Submit Timesheet on Behalf of Employee   ☑ Edit Timesheet for Employee   🖶 Print

James Bond (0071234)

STUDENT ATHLETICS / ATH TRAINER 3

Status	SAVED
Pay Period	09/01/24 - 09/30/24
Due Date	Saturday, October 5, 2024 11:59 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day Holiday	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Timesheet Hours	Total
Total	0

12

⊕ Submit Timesheet on Behalf of Employee   ☑ Edit Timesheet for Employee   🖶 Print

13. Timesheets with NOT STARTED status indicate that the employee has not created a timesheet. As a supervisor you click on **Create Timesheet for Employee** icon (or go to **Manage My Staff** and click on **Create Timesheet**)

14. Enter the **Employee ID** or Employee Name and the **Pay Period Start** or Pay Period End Date for the timesheet that needs to be created and click **Create**.

15. Notice the message indicating **Created Timesheet Successfully**. The created timesheet will go from a **NOT STARTED** status to a **SUBMITTED_TO SUPERVISOR** status allowing the supervisor (or employee) to report work hours or leave hours.

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Timesheet Submission Deadlines

The TRS timesheets display a reminder for Supervisors to know when the timesheet approvals are due.

For timely timesheet processing, timesheets must be submitted timely. The timesheet submission deadlines for employees and supervisors are available on the **Transactional Deadline Calendar** found on the UC Merced Payroll Services website.

Pay Cycle	Check Date	Pay Period Dates			Local Time Reporting System (TRS)		
		Begin	End	Run ID Schedule	Submit to TRS Employee Deadline (By 11:59 pm)	Approval in TRS Supervisor Deadline (By 10 am)	DTA Entry Deadline (By 1 pm)
M0	Fri 11-01-24	10-01-2024	10-31-2024	241031M0X	11-05-24	11-10-24	10-24-24
B1	Wed 11-06-24	10-13-2024	10-26-2024	241026B1X	10-26-24	10-28-24	10-29-24
B2	Wed 11-20-24	10-27-2024	11-09-2024	241109B2X	11-09-24	11-11-24	11-12-24

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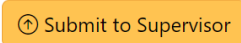Updated Date: 09/20/2024 Updated By: HCM Systems Support

Time Reporting System

There are 11 TRS Timesheet status and various clickable icons that Employees, Supervisors, and Department Time Administrators may see while navigating TRS. The following guide will help you familiarize yourself with the status and icons in TRS.

TRS Timesheet Status
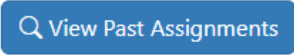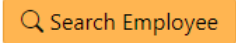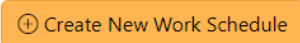
Status	Description
NOT STARTED	Employee did not open the timesheet to begin reporting hours.
SAVED	Employee has reported work hours and/or leave hours and saved the timesheet, but not Submitted to Supervisor.
SUBMITTED_TO_SUPERVISOR	Employee Submits a timesheet to Supervisor. OR DTA Returns a timesheet to Supervisor.
RECALLED_BY_EMPLOYEE	Employee recalls a submitted timesheet pending approval from the Supervisor. A recall action can only happen on a timesheet in SUBMITTED_TO_SUPERVISOR status.
RETUREND_BY_SUPERVISOR	Supervisor returns a timesheet to Employee for corrections/edits.
SUBMITTED_TO_DTA	Supervisor submits a timesheet to DTA.
SUBMITTED_TO_UCPATH	DTA submits a timesheet to UCPath for processing of reported hours.
BATCH_LOCKED	System locks a timesheet while the UCPath I-181 interfacefile is being generated.
COMPLETED	System updates a timesheet to this status when the UCPath I-181 file for this timesheet gets generated.
COMPLTED_PENDING_SUP_ACKL	System updates an auto-approved timesheet to this status when an UCPath I-181 file for this timesheet gets generated. Supervisor must click on the Acknowledge button to move timesheet to a completed status.
COMPLTED_PENDING_DTA_ACKL	System updates an auto-submitted timesheet to this status when UCPath I-181 file for this timesheet gets generated. DTA must click on the Acknowledge button to move timesheet to a completed status.

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TRS Icons/Buttons

Icon	Description	Name	Function
House icon	House	**Home button**	Clickable icon. Allows user to return to landing page.
Square w/arrow icon	Square w/Arrow pointing to the right	**Logout button**	Clickable icon. Allows user to logout of system.
Yellow calendar icon	Yellow calendar w/plus sign	**Enter Time for Current Pay Period section**	None-Clickable icon. Allows user to identify the current pay period timesheet.
Blue Calendar icon	Blue Calendar	**View Timesheet**	Clickable icon. Allows user to open the calendar view timesheet.
Blue Clipboard icon	Blue Clipboard w/checkmark	**View Workflow**	Clickable icon. Allows user to open the workflow of the timesheet progress and processing time.
Blue Circle w/arrow left icon	Blue Circle w/arrow pointing to the left	**Recall Timesheet from Supervisor**	Clickable icon. Allows user to recall timesheet from supervisor. Timesheet status will change from Submitted to Supervisor to Recalled by Employee.
Blue Circle w/checkmark icon	Blue Circle w/checkmark	**Acknowledge timesheet**	Clickable icon. Allows user to acknowledge edit/changes to a timesheet made by the supervisor.
Blue Circle w/Plus Sign icon	Blue Circle w/Plus Sign	**Add Hours**	Clickable icon. Allows user to add hour type to timesheet.
Blue Box w/X mark icon	Blue Box w/X mark	**Delete Hours**	Clickable icon. Allows user to delete hours from timesheet.
Save button	Blue Box w/calendar	**Save button**	Clickable icon. Allows user to Save hours entered on a timesheet.
Print button	Blue Box w/printer	**Print/Download button**	Clickable icon. Allows user to Print timesheet or download to save as a PDF.

Icon	Description	Name	Function
⊕ Submit to Supervisor	Yellow Box w/circle and arrow pointing up.	**Submit to Supervisor button**	Clickable icon. Allows user to submit timesheet to supervisor for review and approval.
⊕ Create Timesheet	Yellow Box w/circle and plus sign	**Create Timesheet button**	Clickable icon. Allows user to create a timesheet.
⚠	Blue Triangle w/exclamation point	**Attention**	None-Clickable icon. Allows user to identify valuable information/notice.
ⓘ	Blue Circle w/letter i	**Approval Due Date**	None-Clickable icon. Allows Supervisors to identify the timesheet approval due date.
✓	Blue Circle w/checkmark	**Approve**	Clickable icon. Allows Supervisors to approve timesheet after reviewing. Timesheet status will change from Submitted to Supervisor to Submitted to DTA.
☑ Approve Timesheet	Yellow Box with calendar and checkmark	**Approve Timesheet button**	Clickable icon. Allows Supervisor to approve timesheet after reviewing directly from the timesheet calendar view.
←	Blue Circle w/arrow pointing left	**Return**	Clickable icon. Allows Supervisors to return a timesheet to employee for corrections/edits. Timesheet status will change from Submitted to Supervisor to Returned by Supervisor.
← Return Timesheet	Blue Box with circle and arrow pointing left	**Return button**	Clickable icon. Allows Supervisors to return a timesheet to employee for corrections/edits directly from the timesheet calendar view.
☑ Edit Timesheet for Employee	Blue box with square w/pencil	**Edit Timesheet for Employee**	Clickable icon. Allows Supervisors to make edits/corrections to timesheet if the employee is now available. Employee must acknowledge the edits.
✎	Blue Square w/pencil	**Make Corrections**	Clickable icon. Allows Supervisors to make corrections/edits to an employee's timesheet that was auto approved.

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Icon	Description	Name	Function
Flag icon	Flag	**Supervisor Flags**	None-Clickable icon. Allows Supervisor and Department Time Administrators to identify timesheets that need additional review. For example, "Vacation Usage Exceeds Balance" flag.
Red circle with i	Red Circle w/letter i	**Past Pending Timesheets**	None-Clickable icon. Allows Supervisors to identify the section of past timesheets pending their approval.
Red triangle with exclamation	Red Triangle w/exclamation point	**Overdue Timesheet**	None-Clickable icon. Allows employees to identify timesheets that are overdue.
Blue calculator	Blue Calculator	**Weekly Hours Estimator**	Clickable icon. Allows DTAs to view and manage employee's work hours across multiple jobs, ensuring accurate overtime calculations and approvals.
Blue sheet	Blue Sheet	**View Pay Update Records**	Clickable icon. Allows DTA to view and manage pay update records, ensuring that all necessary updates are made to the payroll system, including updating transaction origin flags and generating appropriate notifications.
Blue box with pencil	Blue Box w/pencil	**DTA Adjustment Feature**	Clickable icon. Allows DTAs to adjust/correct hours in a timesheet. Visible, but not used by UCM DTAs. Best practice is for the employee or supervisor to make any necessary timesheet corrections.
Blue circle with arrow	Blue Circle w/arrow pointing top right	**Submit Timesheet**	Clickable icon. Allows DTAs to submit timesheet hours to UCPath for payment processing and/or decrement leave hours from balance.
Blue square with arrow	Blue Square w/arrow pointing left	**Revert Timesheet for Adjustment**	Clickable icon. Allows DTAs to revert a timesheet from the Submitted to PS (UCPath PeopleSoft) status to Submitted to DTA status.

Icon	Description	Name	Function
	Blue Open Lock	**Release Completed Timesheet for Adjustment**	Clickable icon. Allows DTAs to Release (return) a timesheet in a Completed status to the Supervisor for adjustments/edits.
	Blue Box w/person and plus sign	**Assign Supervisor**	Clickable icon. Allows DTAs to assign the required Primary Supervisor, Backup Supervisor, and if needed an Optional Supervisor to an employee's TRS profile.
	Blue Circle w/X	**Remove Supervisor**	Clickable icon. Allows DTAs to remove an assigned supervisor and replace with a new assigned supervisor.
	Blue Box w/letter I	**More Information**	Clickable icon. Allows DTAs to see more information on an employee assignment such as Job FTE and Job Pay Rate.
	Blue Box w/pencil	**Timesheet Identifier**	Clickable icon. Allows DTAs to add a timesheet identifier/nickname (under Manage Employee).
⊘ Save Changes	Yellow Box w/circle and checkmark	**Save Changes button**	Clickable icon. Allows DTAs to save supervisor changes or timesheet identifier changes.
🔍 View Past Assignments	Blue Box w/magnifying glass	**View Past Assignments button**	Clickable icon. Allows DTAs to view an employee's past assignments (assignments that have ended).
🔍 Search Employee	Yellow Box w/magnifying glass	**Search Employee button**	Clickable icon. Allows DTAs to search for a specific employee.
⊕ Create New Work Schedule	Yellow Box w/circle and plus sign	**Create New Work Schedule button**	Clickable icon. Allows DTAs to create a work schedule for an employee.

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Icon	Description	Name	Function
🗑 Delete	Red Box w/trashcan	**Delete button**	Clickable icon. Allows DTAs to delete a work schedule when appropriate.
✏ Modify	Blue Box w/square and pencil	**Modify button**	Clickable icon. Allows DTAs to modify/update a work schedule.
👤⁺ Search Supervisor	Blue Box w/person and plus sign	**Search Supervisor button**	Clickable icon. Allows DTAs to search for a specific user and assigned as a supervisor for various employees.
👤✓	Blue Person w/checkmark	**Assign User**	Clickable icon. Allows DTAs to select user from a search list to assign as supervisor for various employees.
⇄ Replace Supervisor	Yellow Box w/an arrow pointing left and arrow pointing right	**Replace Supervisor for Selected Assignments**	Clickable icon. Allows DTAs to mass replace a supervisor for various employees at one time.
⬆ Upload	Yellow Box/w circle and arrow pointing up	**Upload**	Clickable icon. Allows DTAs to upload an excel or csv template for a mass upload of supervisors.
🗎 X	Blue sheet with an X	**Excel Template**	Clickable icon. Allows DTAs to download the Excel template for completion to make a mass upload of supervisors.
🗎 CSV	Blue sheet with CSV	**CSV Template**	Clickable icon. Allows DTAs to download the CSV template for completion to make a mass upload of supervisors.
🔍 Generate Report	Yellow Box w/magnifying glass	**Generate Report**	Clickable icon. Allows DTAs to generate the available reports for review.

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