TRS DTA Email Notifications

In the Time Reporting System (TRS), approaching deadlines will trigger the system to auto-generate email notifications. Individuals who have been designated as a **Department Time Administrator (DTA)** will receive notices that special attention *may* be required. The email notifications will be sent from "**Time Reporting System (DO NOT REPLY)**" <TRS@IT.UCLA.EDU> with a corresponding subject in the subject line. Please ensure that these notices are not setup to spam or junk mail.

- For the "**Submit to TRS DTA Deadlines**", please refer to the **TRS-PPS Schedule**.
- For questions or concerns about TRS, please contact centralpayroll@ucmerced.edu.

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TRS DTA Email Notifications

New Assignment(s) Added in TRS

A system email notice is generated the day after a new appointment(s) is entered into the Personnel/Payroll System (PPS) that qualify for TRS and therefore the Assignment is added to TRS. The DTA must go into the ***Manage Employee*** tab to assign the Primary Supervisor and Backup Supervisor (mandatory) and Optional Backup (optional, if any) to the employee's new assignment.

Note: This email notice indicates new employees and current employees whose appointments have been changed/updated, which will generate a new timesheet profile.

Email Example

Time Reporting System (DO NOT REPLY) <TRS@IT.UCLA.EDU>

New Assignment(s) Added in TRS

Dear BOBCAT, RUFUS:

Attention DTA AGUILAR,NERINELLY AGUILAR:

Please assign supervisors for the following new assignment(s) created in TRS.

New Job Assignment Created with TitleUnitCode: 99 for employee ID: 000000000(LAST NAME, FIRST NAME) for ApptDept: M35000 and ApptNum: 10

New Job Assignment Created with TitleUnitCode: 99 for employee ID: 000000000(LAST NAME, FIRST NAME) for ApptDept: M40000 and ApptNum: 10

New Job Assignment Created with TitleUnitCode: 99 for employee ID:000000000 (LAST NAME, FIRST NAME) for ApptDept: M41000 and ApptNum: 10

New Job Assignment Created with TitleUnitCode: 99 for employee ID: 000000000(LAST NAME, FIRST NAME) for ApptDept: M51200 and ApptNum: 10

New Job Assignment Created with TitleUnitCode: SX for employee ID: 000000000(LAST NAME, FIRST NAME) for ApptDept: M52300 and ApptNum: 10

TRS DTA Email Notifications

Notification of DTA Deadline

A system email reminder that timesheets for the current pay period may be awaiting submission to PPS. The notice is sent the morning of the DTA's submission deadline for the corresponding pay period.

This reminder is only sent once and is generated regardless of whether or not there are timesheets awaiting submission. The DTA should review the ***Review/Submit Payroll*** tab to ensure all timesheets on the "*View Current Bi-Weekly*", "*View Current Monthly*" and "*View Manual Transactions*" are processed.

Email Example

Time Reporting System (DO NOT REPLY) <TRS@IT.UCLA.EDU>

Notification of DTA deadline

Dear BOBCAT, RUFUS:

Today is your deadline for submitting Biweekly TRS transactions to PPS. Please log into the Time Reporting System (TRS) to submit transactions.

Access TRS at: https://trs.it.ucla.edu

Regards,

Time Reporting System

This e-mail was auto generated. Please do not respond.

Notification of Adjustment Entries Affecting TRS Timesheet

A system email notice generated when a submitted timesheet generates an adjustment entry. Adjustment entries may be generated in two situations:

1. When a prior "**COMPLETED**" timesheet is released/returned (unlocked) back to the supervisor for edits and the timesheet is re-approved OR
2. When the approval of a timesheet for an employee with multiple assignments (appointments) require s changes to the employee's already-submitted timesheet entries.

The DTA must go to the ***View Manual Transactions (VMT)*** tab and review the entries listed in this section.

Email Example

Time Reporting System (DO NOT REPLY) <TRS@IT.UCLA.EDU>

Notification of Adjustment Entries Affecting TRS Timesheet

Dear BOBCAT, RUFUS

Adjustment entries have been generated for your employee's timesheet. Please access the "View Manual Transaction" section of TRS to view the transaction details and process appropriately. Adjustment entries may be generated under two situations: when a prior completed timesheet is released and re-approved, or when the approval of a timesheet for an employee with multiple assignments introduces required changes to the already pps updated entries.

.....
Timesheet Details
.....
Employee Name: LAST NAME, FIRST NAME (000000000)
Assignment Name: CUSTODIAL SERVICES / CUSTODIAN SR
Pay Period: 04/24/YYYY - 05/07/YYYY (B2)

If you have any questions please contact the TRS Central Time Reporting Office..

Access TRS at: https://trs.it.ucla.edu

Regards,

Notification of Timesheet Approval Past DTA Deadline

A system email notice generated when a supervisor approves and submits a timesheet past the "**Submit to TRS DTA Deadline**" for the corresponding pay period. This notice is usually generated when a supervisors approve and submit a timesheet from a prior pay period.

The DTA must review the ***View Manual Transactions (VMT)*** tab to review and process the timesheet.

Email Example:

Time Reporting System (DO NOT REPLY) <TRS@IT.UCLA.EDU>
Notification of Timesheet Approval Past DTA Deadline

Attention: BOBCAT, RUFUS

A Timesheet has been approved later than your TRS DTA deadline. Please log into the Time Reporting System and review the past pending timesheets section in order to process this timesheet.

.....
Timesheet Details
.....
Employee Name: LAST NAME, FIRST NAME (000000000)
Assignment Name: CUSTODIAL SERVICES / CUSTODIAN SR
Pay Period: 04/24/YYYY - 05/07/YYYY (B2)

If you have any questions please contact the TRS Central Time Reporting Office.

Comments:
Supervisor Name: IMA, SUPERVISOR

Access TRS at: https://trs.it.ucla.edu

Regards,

Time Reporting System

Notification of Blocked TRS Entry Due to EDB Update

A system email notice generated when an employee's appointment in the Personnel/Payroll System (PPS) has been changed/updated and caused a new timesheet profile to be generated. If appointment changes affect a current (un submitted) timesheet, TRS will delete the timesheet entries and create a new blank timesheet with the new timesheet profile data. The DTA must instruct the employee to re-enter the deleted time entries on the new timesheet.

Email Example

Time Reporting System (DO NOT REPLY) <TRS@IT.UCLA.EDU>
Notification of Blocked TRS Entry Due to EDB Update

Dear BOBCAT, RUFUS:

Recent updates to your employee's EDB appointment record have resulted in the blocking of hours from a timesheet. Hours previously entered on the timesheet past the new assignment end date have been removed and may need to be re-entered on a different timesheet as needed..

.....
Timesheet Details
.....
Employee Name:LAST NAME, FIRST NAME (000000000)
Assignment Name: AUXILIARIES-HOUSING/DINING / STDT 2
Pay Period: 04/24/YYYY - 05/07/YYYY (B2) .
Removed Time Data as Follows:
->Time Data Changed time: Sat May 07 05:31:04 PDT 2016(Acknowledge:N)

->DateWorked: YYYY-MM-DD
-->ClockIn: 0945
-->LunchStart:
-->LunchEnd:
-->Clockout: 1300
-->ChangeType: (Delete From)

->DateWorked: YYYY-MM-DD
-->ClockIn: 0700
-->LunchStart:
-->LunchEnd:
-->Clockout: 1000
-->ChangeType: (Delete From)

Regards,

Time Reporting System

This e-mail was auto generated. Please do not respond.