

WHEN WILL I GET PAID? You will be paid based on your scheduled pay cycle.

- **Biweekly employees** are paid every other Wednesday.
Exception: December earnings are paid on the first banking day of the upcoming year on which the Federal Reserve is open for business.
- **Monthly employees** are paid on the first of the month.
Exceptions: If the 1st falls on a weekend then pay will be the Friday prior. December earnings are paid on the first banking day of the upcoming year on which the Federal Reserve is open for business.

WHEN IS MY TIMESHEET DUE? Your timesheet due date is based on your scheduled pay cycle.

- **Biweekly employee** timesheet is due every other **Monday** in order to receive payment for the corresponding pay period every other **Wednesday** (the timesheet is due before the payment is received).
- **Monthly employee** timesheet is due by the **5th of the following month** (the timesheet is due after the payment is received).

WHERE DO I GO TO SUBMIT MY TIMESHEET? Submit your timesheet via the Time Reporting System (TRS).

1. Go to <https://trs.it.ucla.edu>
2. The “**Time Reporting System (TRS)**” landing page will open, select on “**UC Merced**”
3. The “**UC Merced Single Sign On**” page will open, enter your “**UCMNETID**” and “**Password**” then click “**Login**”
4. Your “**Time Reporting System (TRS)**” home page will open, under “**Access TRS**” select “**Employee**”
5. Under “**Open Timesheets**”, click on the icon to open the timesheet to report hours worked and leave time taken
6. Click on “**Save**” to save the information or “**Submit to Supervisor**” to submit to your supervisor for review and approval.
7. Remember to click “**Logout**” when done.

Please Note: If you are in the following bargaining units you are *not in TRS*.

- **PA-FUPOA**
 - *Police Officers:* Contact your supervisor for information on time keeping requirements.
 - *Dispatch:* Please log into the Payroll Time Reporting (PTR) System at <ptr.ucmerced.edu>.
- **KM-SETC (Skilled Trade):** Please log into the Payroll Time Reporting (PTR) System at <ptr.ucmerced.edu>.

Please Note: If you are an academic employee or an academic student employee, please consult with [Academic Personnel](#) about your time keeping requirements if applicable.

WHERE DO I GO FOR TRS TRAINING? To enroll go to <payroll.ucmerced.edu>, under “**Quick Links**” click on “**Payroll Training**”.

WHERE DO I GO TO SIGN UP FOR DIRECT DEPOSIT? You can sign up for direct deposit via At Your Service Online (AYSO).

1. Go to <https://atyourserviceonline.ucop.edu>
2. Click on “**New to UC and have a temporary password?**”
3. The “**Sign in Notification**” will open, read the notice and click “**Continue**”
4. The “**Sign In-Identify Yourself**” will open
5. Enter your **Social Security number**, no hyphens (**000000000**)
6. Enter your **Day of Birth** as your “**Password**”, no hyphens (**MMDDYYYY**)
7. Click “**Sign in**” and follow the prompts to create your permanent “**Username**” and “**Password**”

WHAT IS AYSO? At Your Service Online (AYSO) is a secured online system that allows employees and student employees to view and update their personal information such as:

- Enroll/Update your **Direct Deposit**
- View your **Earning Statement**
- View/Update your **Tax Withholdings**
- View/Print your **Form W-2**
- View/Print your **Employment Verification Letter**
- Update your **Contact Information**

CONTACT PAYROLL SERVICES IF YOU HAVE ADDITIONAL QUESTIONS OR NEED LOG IN ASSISTANCE TO TRS, PTR, AND AYSO.

Visit Payroll
<payroll.ucmerced.edu>
Kolligian Library (KL201) every Friday

Contact Payroll
payroll@ucmerced.edu
209-228-2729