



**FAQ's For Employees**

**1. What if I submit a TRS timesheet before the go live dates?**

**Answer:** If you submit a timesheet prior to the go live day of 9/28/14 for Bi-weekly employees and 10/1/14 for Monthly employees Central Payroll will zero out the hours submitted in error add the following annotation to your TRS timesheet to prevent it from being processed.

*Timesheet created before UC Merced TRS implementation. All hours created in error have been zeroed out. Actual hours reported for this time period are reflected in PTR. The first TRS timesheet creation for BW employees is 9/28/14 and for MO employees is 10/01/14.*

**2. When are timesheets submitted?**

**Answer:** Timesheet submission depends on your scheduled pay cycle.

- **Monthly Employees (Exempt)**-Timesheet is due by the 5th day of the following month. Employee will receive pay on the 1st of the month (if the 1st falls on a weekend then pay will be the Friday prior).
- **Bi-weekly Employees (Non-Exempt)**-Timesheets are due every other Monday and are paid every other Wednesday.

End of the year holidays may impact the deadlines for timesheet submission. Employees should refer to the TRS Payday Calendar for timesheet submission deadlines to ensure correct and timely payment since timesheet submission depends on the employee's scheduled pay cycle.

**3. What notices regarding timesheets are send by TRS?**

**Answer:** The following automated email notices will be sent to the employee for the following reminders:

- Notification of Timesheet(s) Due
- Notification of Approved Timesheet(s)
- Notification of Late Timesheet(s) Due
- Notification of Returned Timesheet From Supervisor
- Notification of Modification to Timesheet By Supervisor

Notices are sent from [trs@it.ucla.edu](mailto:trs@it.ucla.edu). Ensure that the email is not in your spam or junk mail.

**4. How do I log into the Time Reporting System (TRS)?**

**Answer:** To log into the Time Reporting System ([TRS](#)), please go to TRS, <https://trs.it.ucla.edu> and follow these steps:

1. The "UC Merced Single Sign On" page will open, enter your "UCMNETID" an "PASSWORD" then click "LOGIN"



2. The “**Time Reporting System (TRS)**” landing page will open, select on “**UC Merced**”
3. Your “**Time Reporting System (TRS)**” home page will open, under “**Access TRS**” select your designated role
4. Click “**Logout**” when you are done

#### 5. When will I receive payment?

**Answer:** Once an employee’s submits a timesheet payment will be issued according to the employees scheduled pay cycle (Monthly/Bi-weekly) and payment option:

- **Direct Deposit:**
  - Visit [At Your Service Online \(AYSO\)](#) to enroll
  - For log in assistance contact [centralpayroll@ucmerced.edu](mailto:centralpayroll@ucmerced.edu)
- **Paper Check:**
  - Contact your supervisor or [centralpayroll@ucmerced.edu](mailto:centralpayroll@ucmerced.edu) for pick up information

#### 6. Can I access TRS on my smartphone?

**Answer:** Yes, you can use any device that allows you access to the web page.

#### 7. How do I enroll in the Time Reporting System (TRS) Training for Employees?

**Answer:** To enroll in the Time Reporting System (TRS) Training for Employees go to the UC Learning Center for online classes via the [Learning Management System \(LMS\)](#), search for “pay” to find the Payroll Classes and select Time Reporting System (TRS) Training for Employees.

#### 8. What if I am a biweekly employee and I do not have any work or leave hours to report for the current pay period?

**Answer:** If you are a biweekly employee and do not have any work or leave hours to report for the current pay period do the following:

1. Under “**Open Timesheet**”, click on the icon under “**Action**” to open the timesheet
2. The timesheet should be blank if you did not work any hours for the current pay period
3. Under “**Timesheet Comments**” enter the comment “**zero work or leave hours to report for this pay period**”
4. Click “**Submit to Supervisor**”

The zero hours (blank) timesheet will be processed and you will not receive payment (zero hours). The timesheet status will be “**Completed**” and the timesheet will be part of your “**Review Past Timesheet**” tab.

#### 9. Who should I contact if I have additional questions regarding TRS?

**Answer:** Please contact [centralpayroll@ucmerced.edu](mailto:centralpayroll@ucmerced.edu).

## FAQ's For Supervisors

### 1. What if my employee submitted a timesheet before the go live dates?

**Answer:** If your employee submitted a timesheet prior to the go live day of 9/28/14 for Bi-weekly employees and 10/1/14 for Monthly employees Central Payroll will zero out hours submitted in error and add the following annotation to the timesheet to prevent it from being processed.

*Timesheet created before UC Merced TRS implementation. All hours created in error have been zeroed out. Actual hours reported for this time period are reflected in PTR. The first TRS timesheet creation for BW employees is 9/28/14 and for MO employees is 10/01/14.*

### 2. Where can I get step-by-step guide to creating a timesheet on behalf of my employee?

**Answer:** This is outlined in the LMS Training for Supervisors. To enroll in the Time Reporting System (TRS) Training for Employees go to the UC Learning Center for online classes via the [Learning Management System \(LMS\)](#), search for "pay" to find the Payroll Classes and select Time Reporting System (TRS) Training for Employees.

### 3. How do I log into the Time Reporting System (TRS)?

**Answer:** To log into the Time Reporting System ([TRS](#)), please go to TRS, <https://trs.it.ucla.edu> and follow these steps:

1. The "UC Merced Single Sign On" page will open, enter your "UCMNETID" and "PASSWORD" then click "LOGIN"
2. The "Time Reporting System (TRS)" landing page will open, select on "UC Merced"
3. Your "Time Reporting System (TRS)" home page will open, under "Access TRS" select your designated role
4. Click "Logout" when you are done

### 4. The primary and/or backup supervisor information in TRS is incorrect. What should I do?

**Answer:** Please contact [centralpayroll@ucmerced.edu](mailto:centralpayroll@ucmerced.edu) with the **Primary/Backup Supervisor Change Request Form**.

### 5. How do I ensure that I or my employees do not lose accrued vacation hours?

**Answer:** As a supervisor, you should regularly check the number of vacation hours that your employee(s) have accrued and help them develop a plan to take vacation time so that they do not reach their vacation maximum and stop accruing vacation hours. As an employee, you should regularly look at your vacation balance and plan to use vacation time well before reaching your maximum. The **Vacation Leave Accruals** are posted on the Central Payroll website.

**6. How does an employee report time off that is part of the Family Medical Leave Act (FMLA)?**

**Answer:** In the Time Reporting System, there isn't a specific category for [FMLA](#) leave. FMLA leave can include Sick Leave, Vacation Leave, or Leave Without Pay (LWOP). You should select the appropriate option on your timesheet. In the “**Timesheet Comments**” section you should add a note indicating the dates on which FMLA was taken. For example, if the vacation you took on 9/22 was for FMLA purposes, you should add a comment indicating "9/22: Vacation time: FMLA."

**7. I am a supervisor and inadvertently approved an employee's timesheet. How can I get the timesheet returned to me?**

**Answer:** You should contact your Department Time Administrator (DTA) for assistance. They will be able to return the timesheet if it has not already been submitted to PPS. Once the timesheet has been returned to you, you should return it to the employee if changes need to be made. If the employee is unavailable to make the needed changes to their timesheet, you may make the changes on their timesheet. The employee will receive an email indicating what changes were made to their timesheet.

**8. What happens in TRS when an employee separates from the University?**

**Answer:** TRS retrieves active employee data from the Personnel & Payroll System (PPS). If an employee record is inactivated in PPS, they will no longer be able to access and enter timesheets in TRS. Historical data (past timesheet information) on the separated employee will continue to be available in TRS.

**9. How does TRS know which type of overtime to apply for an employee?**

**Answer:** The Time Reporting System (TRS) automatically applies the appropriate overtime (straight or premium) based on the work hours entered by the employee, the employee type and employee classification, per the applicable [Human Resources](#) and [Bargaining Union](#) agreements.

If you have questions on how overtime is calculated, we recommend that you refer to the appropriate employee contract, please contact [Labor Relations](#). When reviewing a specific contract, be aware that some of the information within the contract may **NOT** apply to **ALL** employees in that classification. Make sure that you are referring to the correct section of the policy for the employees that you supervise.

**10. If an employee transitions from one department to another in the middle of an active pay period, which department is responsible for the holiday/sick leave/vacation pay reported in that pay period?**

**Answer:** The responsible department is the one for which the employee was officially working when the sick leave/vacation was reported or when the holiday occurred. For example, if Sam has an end date of 4/12 in Dept. A and begins work in Dept. B on 4/13, any sick leave/vacation or holiday on or after 4/13 is the responsibility of Dept. B. The department may need to make adjustments in OPTRS to ensure that the leave and holiday times are reported correctly.

## 11. Can an employee delete a timesheet entered in error?

**Answer:** It is not possible to delete a timesheet in TRS. If a timesheet was submitted in error and should not have been, it should be returned to the employee.

Employee should then resubmit the timesheet with 0 (zero) hours entered and add a comment that the timesheet is being resubmitted to clear a timesheet submitted in error.

Supervisor should then approve the timesheet and add a comment indicating that they are approving a timesheet submitted in error in order to clear the timesheet.

The DTA should then select the option EDLR-NO, adding a comment that they are not processing an EDLR but trying to clear the timesheet from TRS with no pay. This will clear the timesheets but not add any time to the current rosters. This will also create an audit trail with the timesheet.

## 12. Can a supervisor create a timesheet on behalf of an employee?

**Answer:** Yes, a Supervisor is able to Create/Submit a timesheet on behalf of an employee. A supervisor should not regularly create a timesheet on behalf of an employee, but this option may be useful if an employee is unable to create and/or submit their own timesheet due to a medical/other situation that does not allow the employee to create/submit their own timesheet. This option is available for Primary and Backup/Optional Backup supervisors. Under the “**Manage the Staff**” tab, there is a “**Manage Timesheets**” sub-tab. Under this tab, there are two options, “**Search Timesheets**” and “**Create Timesheet**.”

- I. Click “**Create Timesheet**”.  
Enter either the Employee ID number or Employee Name, and Payroll Period Start Date; if more than one result appears, click on the icon for the employee for whom you wish to create a timesheet.
- II. Once the timesheet has been created, click on the timesheet icon to open timesheet and then click on “**Edit Timesheet for Employee**” button.
- III. Once changes have been made, click on the “**Save Changes for Employee**” button and then “**Approve Timesheet**”, add comments indicating why the timesheet was created on behalf of the employee, and confirm edit.

*Comments will now appear on timesheet. Employee will receive an email notice advising that a timesheet has been created on their behalf with a link to the timesheet and an acknowledgement button. The employee is required to acknowledge that they received this notification.*

**NOTE:** The Supervisor can create the timesheet even if there is an existing timesheet in the employee's queue (SAVED, RETURNED BY SUPERVISOR, RECALLED BY EMPLOYEE). The existing timesheet will not be erased or replaced.

**NOTE:** Supervisor cannot create a timesheet for an employee if the employee has already completed a timesheet for the pay period with one of the following statuses:

- SUBMITTED\_TO\_SUPERVISOR
- SUBMITTED\_TO\_DTA
- SUBMITTED\_TO\_PPS
- SUBMITTED\_TO\_PPS (EDAT) COMPLETED



**13. What if my biweekly employee does not have any work or leave hours to report for the current pay period?**

**Answer:** If your biweekly employees does not have any work or leave time hours to report for the current pay period the employee should submit a timesheet with zero hours and the Primary or Backup Supervisor is to do the following:

1. From the “**Manage My Staff**” click on the icon under “**Action**” next to the employee name
2. Review and if the employee did not work any hours click on “**Approve Timesheet**”
  - a. If the employee did work hours, return the timesheet for the employee to report the corresponding hours and resubmit timesheet
3. Enter the comment “**confirming that employee has zero work or leave hours to report for this pay period**”
4. Submit the timesheet to the Department Time Administrator (DTA)

The zero hours (blank) timesheet will be processed with no pay to the employee. The timesheet status will be “**Completed**” and the timesheet will be part of the employee’s “**Review Past Timesheet**” tab.