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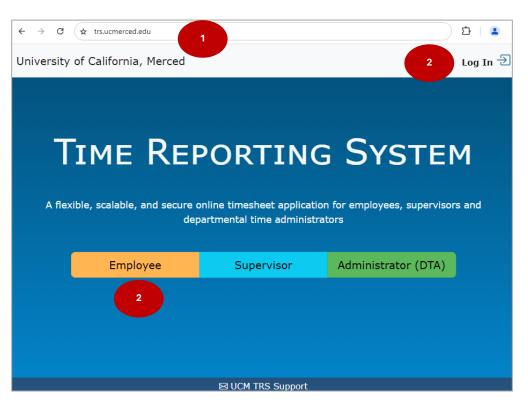
UCM Single Sign On is required to access TRS. For assistance with access issues or any other TRS question, submit an **Payroll Inquiry** to the UC Merced Payroll Services office.

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.

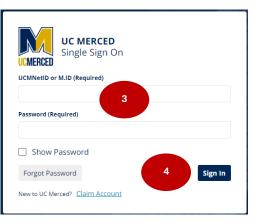**Navigation:** TRS > Employee > Manage My Time > Enter Current Timesheet

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

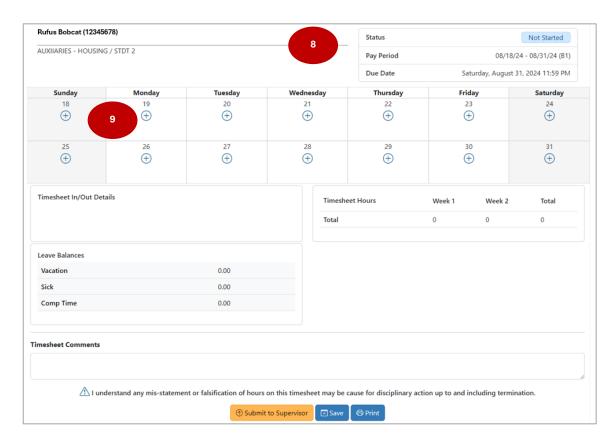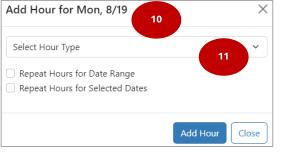Forgot Password

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).
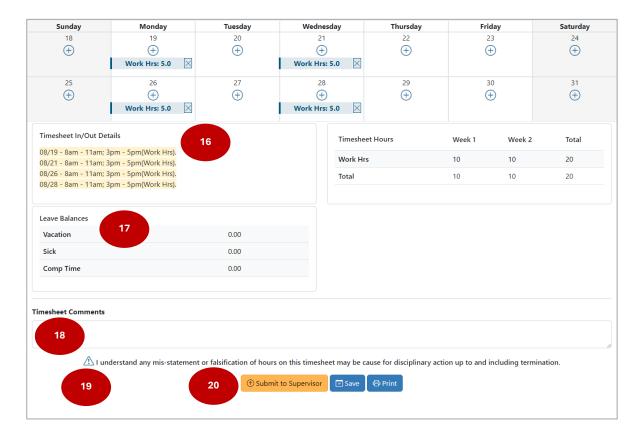15. Click **Add Hour** to populate timesheet.

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

```
       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
```

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		Run ID Schedule	Local Time Reporting System (TRS)		DTA Entry Deadline (By 1 pm)
		Begin	End		Submit to TRS Employee Deadline (By 11:59 pm)	Approval in TRS Supervisor Deadline (By 10 am)	
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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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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