

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).





- 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).

ge My Time 🔻				
Enter Current Tir	nesheet 5			
	6	Enter Time for	Current Pay Period	
Current Overtime (Compensation Method: Payment			
Action	Pay Period	4	Assignment Name	Timesheet Status
	08/18/2024 - 08/31/2024	STUDE	COMPLETED_PENDING_SUP_ACKL	
	08/18/2024 - 08/31/2024	AUXIIAR	NES - HOUSING / STDT 2	NOT STARTED
7 Create Past/Fu	ture Timesheet		Leave Balances	
Select Pay Period	Please Select	~	Current balances from the payroll adjustments or accumulation since	system do not necessarily reflect late time e last pay period end date.
	① Create Timesheet		Vacation	0.00
			Vacation Max	0.00
			Sick	0.00
			Comp	0.00



- 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

			Pay Period 08/18/24 - 08					
UXIIARIES - HOUSIN	0/51012							
					Due Date	Sa	turday, August 31	, 2024 11:59 PM
Sunday	Monday	Tuesday	Wedne	sday	Thursday	Frie	lay	Saturday
18 (+)	9	20 (+)	21)	22 (+)	2	Ð	24 (+)
25 (+)	26 (+)	27 (+)	28 (+)		29 (+)	3	Ð	31 (+)
imesheet In/Out Det	tails			Timeshe	et Hours	Week 1	Week 2	Total
				Total		0	0	0
eave Balances								
Vacation		0.00						
Sick		0.00						
Comp Time		0.00						
esheet Comments								
•								



Add Hour for Mon, 8/19		>
Select Hour Type		~
Select Hour Type		-
Work Hrs		
Vacation		
Sick	12	
CompTime (Used)		
Jury		
Military		
LWOP (Leave without Pay)		

UC Merced Payroll Services



- 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.

Add Hour for Mon, 8/19	×	Add Hour for Mon, 8/19	×
Vacation	~	Work Hrs Time In Lunch Start	∽ Time Out
8	Hours	am pm pr	n pm
 Repeat Hours for Date Range Repeat Hours for Selected Dates 		Delete Last Shift New Shift Repeat Hours for Date Range Repeat Hours for Selected Dates	15
Add H	lour Close	Ac	d Hour Close

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.

Add Hour for Mon, 8/19	×	Add Hour for Mon, 8/19	×	Add Hour f	or Mon, 8/19			\times
Vacation	~	Vacation	~	Work Hrs				~
8	Hours	8	Hours	Time In	Lunch Start	Lunch End	Time Out	
Repeat Hours for Date Range Repeat Hours for Selected Dates From		Repeat Hours for Date Range Repeat Hours for Selected Dates Add to Multiple Dates		8 am 3 pm	pm pm	pm pm	11 an 5 pr	n
08/19/2024 To		08/19/2024,08/23/2024,08/28/2024		 Repeat Hou Repeat Hou 	irs for Date Range irs for Selected D	e ates		
08/21/2024 Exclude Weekends Exclude Holidays			Add Hour Close			Add	Hour Clos	se
Add H	our Close							_

- 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.

UC Merced Payroll Services



Sunday	Monday	Monday Tuesday Wednesday		Thursday	Thursday Friday		Saturday				
18	19	20	21		22	23		24			
\oplus	\oplus	(\pm)	\oplus		(\pm)	(\pm)		(\pm)			
	Work Hrs: 5.0 🛛 🖂		Work Hrs:	5.0 🖂							
25	26	27	28		29	3	0	31			
\oplus	\oplus	(\pm)	(\pm)		(\pm)	Θ	9	(\pm)			
	Work Hrs: 5.0 🛛		Work Hrs:	5.0 🖂							
Timesheet In/Out Det	tails	16		Timeshe	eet Hours	Week 1	Week 2	Total			
08/19 - 8am - 11am; 3	3pm - 5pm(Work Hrs).			Work H	rs	10	10	20			
08/21 - 8am - 11am; 3	3pm - 5pm(Work Hrs).			WORKT	13	10	10	20			
08/28 - 8am - 11am; 3	spm - Spm(Work Hrs).			Total		10	10	20			
Leave Balances											
Vacation	17	0.00									
Sick		0.00									
Comp Time		0.00									
Timesheet Comments											
innesiteet comments											
18											
🕂 I un	derstand any mis-stateme	nt or falsification of hours	on this timeshee	et may be	cause for disciplinary acti	on up to and i	ncluding term	ination.			
19		20 (* Submit	to Supervisor	Save 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).

UXIIARIES - HOUSI	NG / STDT 2							
				Pay Period		08/18/24	4 - 08/31/24 (B1)	
SUBMITTED toda	y at 3:37 PM		Due Date	Sa	turday, August 31	, 2024 11:59 PM		
Sunday	Monday	Tuesday	Wednesday	Thursday	Fric	lay	Saturday	
18	19	20	21	22	2	3	24	
	Work Hrs: 5.0		Work Hrs: 5.0					
25	26	27	28	29	3	0	31	
	Work Hrs: 5.0		Work Hrs: 5.0					
imesheet In/Out D	etails		Timeshee	t Hours	Week 1	Week 2	Total	
8/19 - 8:00am - 11: 8/21 - 8:00am - 11:	00am; 3:00pm - 5:00pm(Work H 00am; 3:00pm - 5:00pm(Work H	Hrs). Hrs).	Work Hrs		10	10	20	
8/26 - 8:00am - 11:	00am; 3:00pm - 5:00pm(Work I	Hrs).		10	10	20		
8/28 - 8:00am - 11:	00am; 3:00pm - 5:00pm(Work I	Hrs).						

UC Merced Payroll Services



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

	4	۹ugi	ust	2024	4	
s	м	т	w	т	F	s
				1	2	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	31

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

					Local Time Rep	orting System (TRS)			
Cycle		Pay Period Dates		Pay Period Dates					
Pay	Check Date	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)		
MO	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		