UCMERCED
Time Reporting System (TRS)

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 Monthly 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.
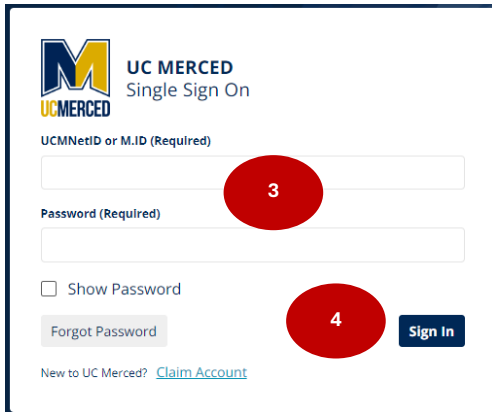
Navigation: TRS > Employee > Manage My Time > Enter Current Timesheet
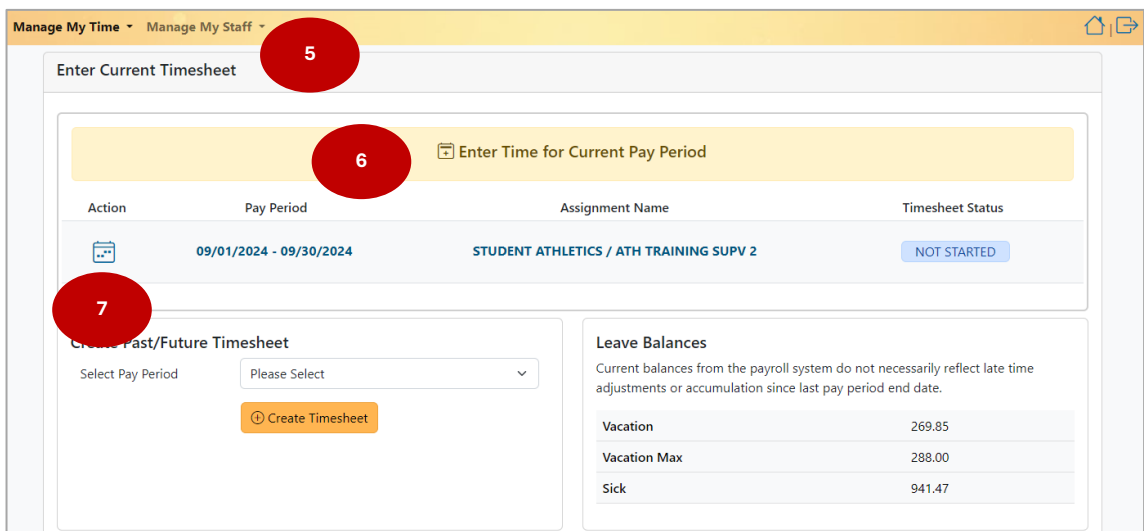
Step-by Step:

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)

③

Password (Required)

☐ Show Password

Forgot Password   ④   **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 ▾   Manage My Staff ▾   ⑤

Enter Current Timesheet

⑥   🗓 Enter Time for Current Pay Period

Action	Pay Period	Assignment Name	Timesheet Status
🗓	09/01/2024 - 09/30/2024	STUDENT ATHLETICS / ATH TRAINING SUPV 2	NOT STARTED

⑦

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	269.85
Vacation Max	288.00
Sick	941.47

8. The **Time Reporting for Exempt Salary Employees** box will open.
9. Click **Yes, enter hours** to report any leave hours used (Go to Step 10) OR click **No, proceed to submit** if no leave hours usage to report (Go to Step 24).

Time Reporting for Exempt Salary Employee **8**

Do you have vacation, sick, jury duty, PTO and/or leave without pay to report for this pay period?

9 Yes, enter hours | No, proceed to submit

10. If **Yes, enter hours** the corresponding full month calendar timesheet will open.
11. Click the **Add (+)** icon.

STUDENT ATHLETICS / ATH TRAINING SUPV 2 **10**

Status	Not Started
Pay Period	09/01/24 - 09/30/24
Due Date	Saturday, October 5, 2024 11:59 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ⊕	2 ⊕ Labor Day Holiday	3 ⊕	4 ⊕	5 ⊕ **11**	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 ⊕	1	2	3	4	5

Timesheet Hours	Total
Total	0

Leave Balances	
Vacation	269.85
Sick	941.47

Timesheet Comments

⚠ I understand any mis-statement or falsification of hours on this timesheet may be cause for disciplinary action up to and including termination.

⊙ Submit to Supervisor | ☑ Save | 🖶 Print

12. The **Add Hour** box will open.
13. Click the drop-down to **Select Hours Type**.
14. Available Hour Type menu opens.
15. Select the **leave type** and enter the **number of hours** in full day increments.
16. Click **Add Hour**
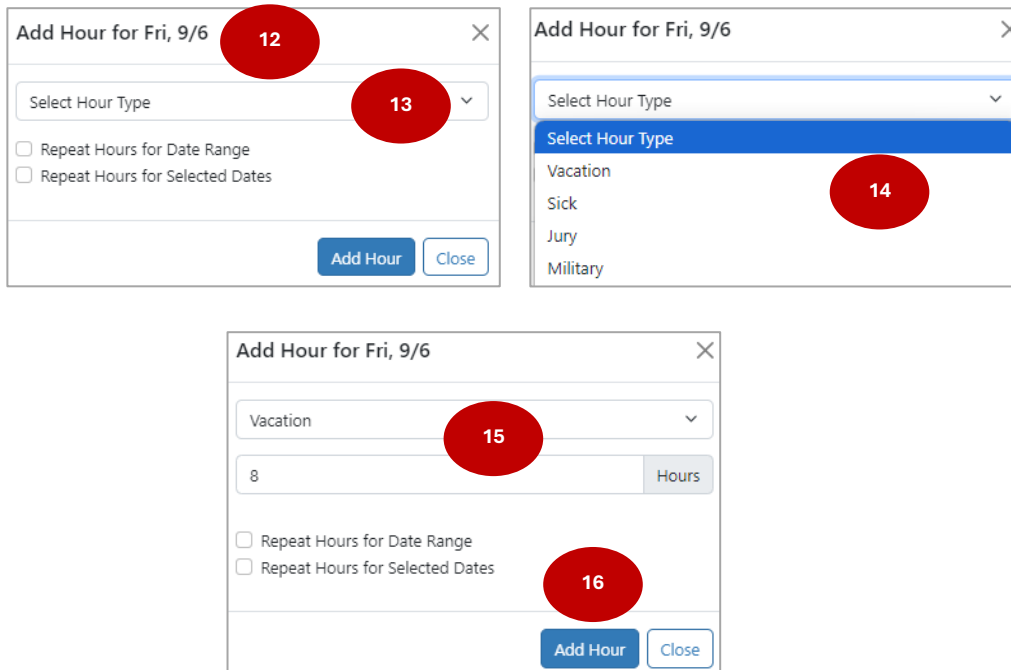
Note: You can click the **Repeat Hours for Date Range**, the **Repeat Hours for Selected Dates** button if needed.
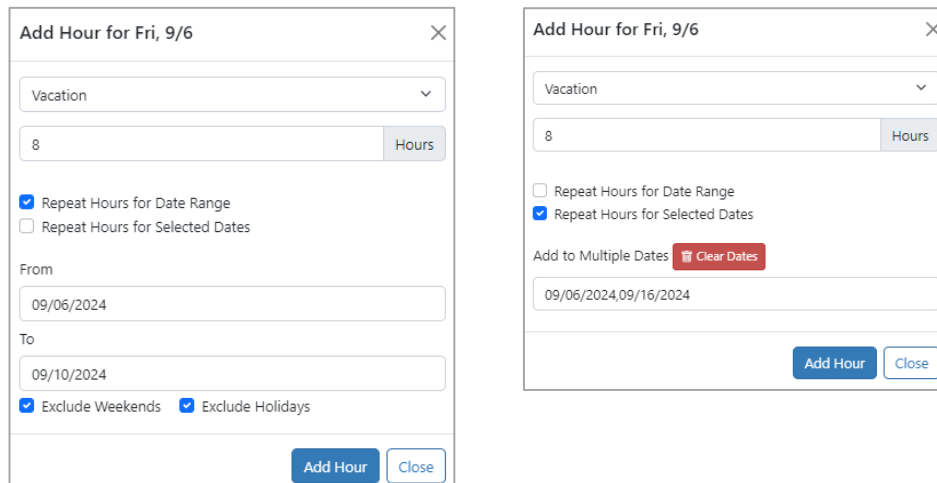
17. The selected **leave type and hours** will be populated on Timesheet
18. Review **Timesheet Hours** and **Leave Balances** to ensure you have sufficient hours to use.
19. Enter **Timesheet Comments** (not required).
20. Read the timesheet **attestation**.
21. Click **Submit to Supervisor** or **Save** if not ready to submit.

22. A Submission confirmation will be displayed, and the Timesheet Status will change from **NOT STARTED** to **SUBMITTED TO SUPERVISOR.**
23. The Recall Timesheet button will be available to the employee while the status remains SUBMITTED TO SUPERVISOR.

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24. If **No, proceed to submit** timesheet will not show a calendar view.
25. Enter **Timesheet Comments** (not required).
26. Read **timesheet attestation.**
27. Click on **Submit to Supervisor.**

Timesheet Submission Deadlines

The TRS timesheets display a reminder for Employes to know when the timesheet is due.

Monthly Employees report leave usage in arrears. Therefore, Employees have until the 5th of the following month to submit the timesheet to their supervisor for approval.

Example: For the month of August 08/01 – 08/31
- Timesheet is due September 5th.
- Payment is issued September 1st.
- If the 1st falls on a Saturday or Sunday, payment is issued the Friday prior.
- Any leave hours reported in August would be reflected in the October pay statement.

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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) | | | 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)	DTA Entry Deadline (By 1 pm)		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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