

## 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 an assigned TRS Primary, Backup or Optional Supervisor use this Step-by-Step guide to walk through the processes of using the Supervisor Notification in TRS.

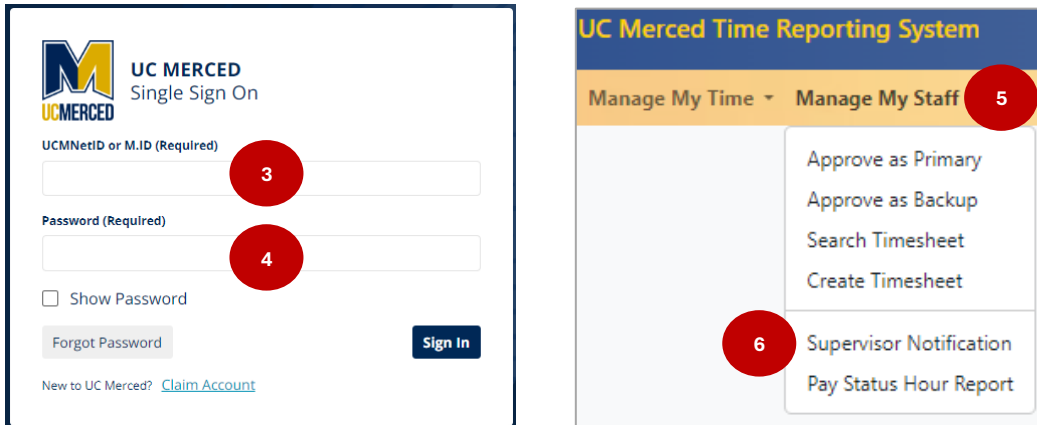
**Navigation:** TRS > Supervisor > Manage My Staff > Supervisor Notification

### Step-by Step:

1. Go to the Time Reporting System (TRS) at [trs.ucmerced.edu](https://trs.ucmerced.edu)
2. Click on the **Log In** icon or click **Supervisor**.

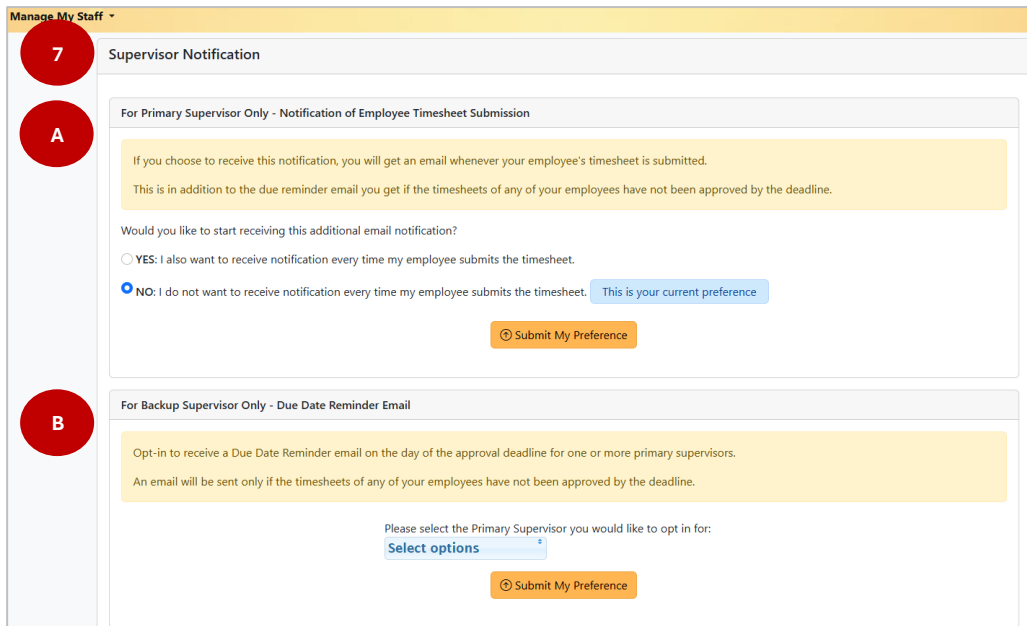


3. Enter your UC Merced Single Sign On.
4. Click **Sign In**.
5. Click on **Manage My Staff**
6. Click on **Supervisor Notification**



7. The **Supervisor Notification** will open displaying two sections:

- **For Primary Supervisor Only – Notification of Employee Timesheet Submission**
- **For Backup Supervisor Only – Due Date Reminder Email**



8. For Primary Supervisor Only – Notification of Employee Timesheet Submission click **Yes** (Opt-In) or **No** (Opt-Out), click on **Submit My Preference** to save.

8 For Primary Supervisor Only - Notification of Employee Timesheet Submission

If you choose to receive this notification, you will get an email whenever your employee's timesheet is submitted.

This is in addition to the due reminder email you get if the timesheets of any of your employees have not been approved by the deadline.

Would you like to start receiving this additional email notification?


**YES:** I also want to receive notification every time my employee submits the timesheet. This is your current preference

**NO:** I DO NOT want to receive notification every time my employee submits the timesheet.

Submit My Preference

- If **Yes (Opt-In)** the Primary Supervisor will receive the TRS Notification “**TRS Timesheet submitted by [FirstName LastName]**” when each of their employees submits a timesheet before the timesheet due date (see [Transactional and Time Reporting & Attendance Deadlines](#)).

TRS Timesheet Submitted by [Redacted]

 DONOTREPLY-UCMTRS@ucmerced.edu  
To: [Redacted] Fri 11/22/2024 9:55 AM

Hello [Redacted]

Your employee's timesheet has been submitted for approval. Please log into [TRS](#) and review this timesheet. You may approve or return the timesheet to the employee for additional corrections.

**Timesheet Details**

Employee Name: [Redacted]  
Assignment Name: STUDENT RECREATION / STDT 1  
Pay Period: 11/24/2024 - 12/07/2024 (B2)

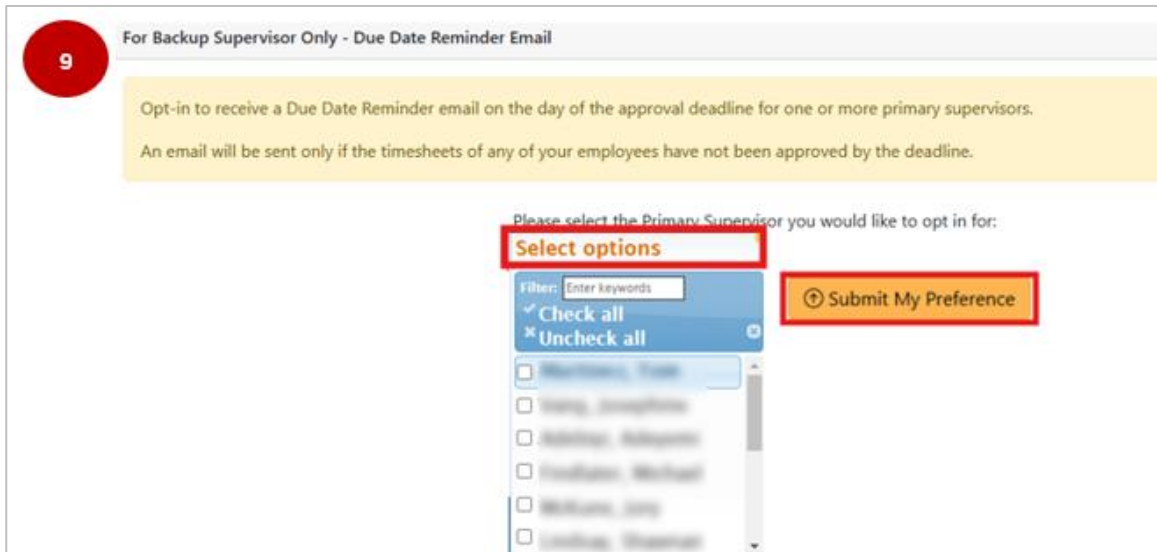
If you have any questions regarding this timesheet, please contact your Departmental Time Administrator.

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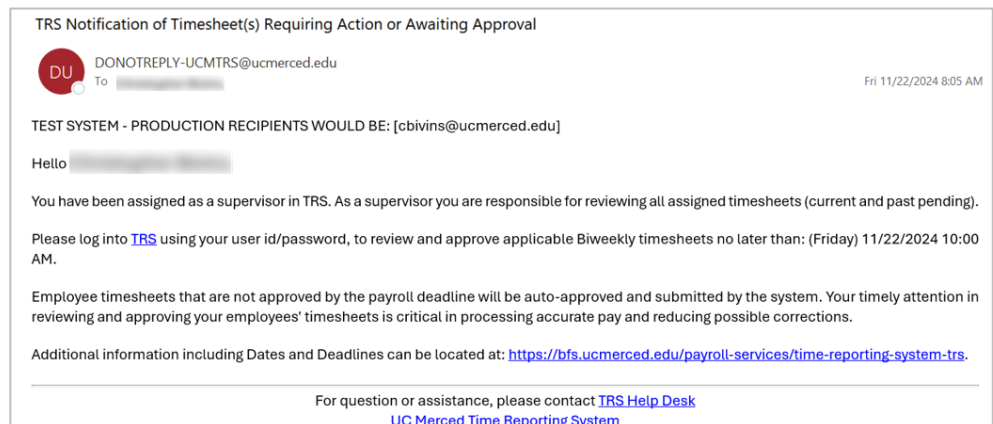
For question or assistance, please contact [TRS Help Desk](#)  
[UC Merced Time Reporting System](#)

**This e-mail was auto generated. Please do not respond.**

- For Backup Supervisor Only – Due Date Reminder Email**, click on **Select options** drop down to elect the Primary Supervisor you are the **Backup/Optional Backup** to and click on **Submit My Preference** to save.



- If **Opt-In**, the **Backup/Optional Supervisor** would receive the **“Notification of Timesheet(s) Requiring Action or Awaiting Approval”** only if the timesheets of any of your employees have not been approved by the supervisor deadline (see [Transactional and Time Reporting & Attendance Deadlines](#)).
  - The Backup/Optional may be backups to more than one Primary Supervisor. Therefore, they can Opt-In to receive this notification for one or more Primary Supervisors.



## Pay Status Hour Report

From the **Manage My Staff** tab, TRS Supervisor can run the **Pay Status Hour Report**. This Supervisor report includes all active assignments and their pay status hours for a specific pay period.

The Pay Status Hour Report includes hours worked and paid leave hours, excluding without pay, and earned holiday hours. It is used to determine pay status hours, which are capped at 80 hours for a pay period.

- Example of a Pay Status Hour Report for a **BW (Biweekly) Pay Period**. Total Pay Status Hours for a Biweekly will be the total number of worked hours and paid leave hours. In the example below, there was a Holiday during the pay period. Therefore, the Total Pay Status Hours is 72.0 (as it is not counting the 8 hours of Holiday pay).

Pay Status Hour Report

Employee ID: [ ] Employee Name: [ ] Pay Period: 11/10/2024 - 11/23/2024 (BW) View Option: View as Primary Timesheet Ids: timesheetid1, timesheetid2

Begin Range: [ ] End Range: [ ]  Feeder-Based Assignment Only  Auto-Lunch Assignment Only

Pay Schedule: All

[Generate Report](#)

Excel Print

Showing 1 to 1 of 1 entries

Action	Employee Name	Employee ID	Pay Period	Job ID	Assignment Name	Primary Supervisor Name	Total Pay Status Hours
[ ] [ ]	[ ]	[ ]	11/10/24 - 11/23/24	29029	UCM PAYROLL SERVICES / BUS SYS ANL 2 / NEW DEPT	[ ]	72.0

Showing 1 to 1 of 1 entries

Previous 1 Next

- Example of a Pay Status Hour Report for a **MO (Monthly) Pay Period**. Total Pay Status Hours for a Monthly will be the total number of reported leave hours used.

Pay Status Hour Report

Employee ID: [ ] Employee Name: [ ] Pay Period: 09/01/2024 - 09/30/2024 (MO) View Option: View as Primary Timesheet Ids: timesheetid1, timesheetid2

Begin Range: [ ] End Range: [ ]  Feeder-Based Assignment Only  Auto-Lunch Assignment Only

Pay Schedule: All

[Generate Report](#)

Excel Print

Showing 1 to 3 of 3 entries

Action	Employee Name	Employee ID	Pay Period	Job ID	Assignment Name	Primary Supervisor Name	Total Pay Status Hours
[ ] [ ]	[ ]	[ ]	09/01/24 - 09/30/24	30710	UCM PAYROLL SERVICES / BUS SYS ANL 4	[ ]	8.0
[ ] [ ]	[ ]	[ ]	09/01/24 - 09/30/24	29025	UCM PAYROLL SERVICES / BUS SYS ANL 4	[ ]	0.0
[ ] [ ]	[ ]	[ ]	09/01/24 - 09/30/24	30665	UCM PAYROLL SERVICES / BUS SYS ANL 4	[ ]	0.0

Showing 1 to 3 of 3 entries

Previous 1 Next

## 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 to 4:00 PM) (Up	GL Post Confirm (Completion of GL Process for Summary Level Data)	GL Post Confirm (Completion of GL Process for Detail Labor Ledger Data)