

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 reviewing and approving employee timesheets, editing on behalf of an employee and creating a timesheet on behalf of an employee.

Navigation: TRS > Supervisor > Manage My Staff > Approve as Primary or Approve as Backup

Step-by Step:

1. Go to the Time Reporting System (TRS) at 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 **Approve as Primary** if you are the Primary Supervisor, click on **Approve as Backup** if you are a Backup or Optional Backup Supervisor.

UC MERCED
Single Sign On

UCMNetID or M.ID (Required)

Password (Required)

Show Password

[Forgot Password](#) **Sign In**

New to UC Merced? [Claim Account](#)

UC Merced Time Reporting System

Manage My Time Manage My Staff

Approve as Primary

Approve as Backup

Search Timesheet

Create Timesheet

Supervisor Notification

Pay Status Hour Report

7. Go to the **Biweekly Timesheets** and/or **Monthly Timesheets** section.
8. Open and Review timesheet by clicking the **View Timesheet** (calendar icon) under Action

Biweekly Timesheets 08/18/2024 - 08/31/2024

Approval due by Monday, September 2, 2024 10:00 AM
* Current balances from the payroll system do not necessarily reflect late time adjustments or accumulation since last pay period end date.

Show 10 entries Search:

Employee Name	Employee ID	Pay Period	Assignment Name	Leave Balances*	Timesheet Hrs	Status	Approve	Return	Action
		08/18/24 - 08/31/24	STUDENT ATHLETICS / STDT 3	CompTime 0.0 Sick 0.0 Vac. Max 0.0 Vacation 0.0	Week 1 Week 2 Work Hrs 9.00 9.00 TOTAL 9.00 9.00	SUBMITTED_TO_SUPERVISOR	✓	←	📅
		08/18/24 - 08/31/24	STUDENT ATHLETICS / STDT 3 / LEARNING ASST	CompTime 0.0 Sick 0.0 Vac. Max 0.0		NOT STARTED	Not Available	Not Available	📅

Monthly Timesheets 08/01/2024 - 08/31/2024

Monthly Salary Timesheet Approval due by Tuesday, September 10, 2024 10:00 AM
* Current balances from the payroll system do not necessarily reflect late time adjustments or accumulation since last pay period end date.

Show 10 entries Search:

Employee Name	Employee ID	Pay Period	Assignment Name	Leave Balances*	Timesheet Hrs	Status	Approve	Return	Action
		08/01/24 - 08/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick 327.39 Vac. Max 240.0 Vacation 227.54	No Exception Hours Reported	SUBMITTED_TO_SUPERVISOR	✓	←	📅
		08/01/24 - 08/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick 144.0 Vac. Max 240.0 Vacation 128.0	Vacation 8.00 Sick 8.00	RECALLED_BY_EMPLOYEE	Not Available	Not Available	📅
		08/01/24 - 08/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick 126.32 Vac. Max 240.0 Vacation 57.34	No Exception Hours Reported	SUBMITTED_TO_DTA	Not Available	Not Available	📅

Showing 1 to 3 of 3 entries Previous 1 Next

9. Click on the **Approve Timesheet button** within the timesheet or click on the **Approve icon** (checkmark) from the roster to approve a timesheet.
10. Click on the **Return Timesheet button** within the timesheet or click on the **Return icon** (minus) from the roster to return a timesheet.
11. Click on **Edit Timesheet for Employee**, if you need to edit the timesheet on behalf of the employee before approving

STUDENT ATHLETICS / STDT 3

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: 3.0	20 Work Hrs: 3.0	21 Work Hrs: 3.0	22	23	24
25	26 Work Hrs: 3.0	27 Work Hrs: 3.0	28 Work Hrs: 3.0	29	30	31

Timesheet In/Out Details

08/19 - 8:00am - 11:00am(Work Hrs).
 08/20 - 8:00am - 11:00am(Work Hrs).
 08/21 - 8:00am - 11:00am(Work Hrs).
 08/26 - 8:00am - 11:00am(Work Hrs).
 08/27 - 8:00am - 11:00am(Work Hrs).
 08/28 - 8:00am - 11:00am(Work Hrs).

Timesheet Hours	Week 1	Week 2	Total
Work Hrs	9	9	18
Total	9	9	18

9

Approve Timesheet

10

Return Timesheet

11

Edit Timesheet for Employee

Print

STUDENT ATHLETICS / ATH TRAINER 3

Status: SUBMITTED_TO_SUPERVISOR

Pay Period: 08/01/24 - 08/31/24

Due Date: Thursday, September 5, 2024 11:59 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 Vacation: 8.0	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 Sick: 8.0	30	31

Timesheet Hours

	Total
Vacation	8
Sick	8
Total	16

Timesheet Hours	Week 1	Week 2	Total
Vacation	8	0	8
Sick	0	8	8
Total	8	8	16

9

Approve Timesheet

10

Return Timesheet

11

Edit Timesheet for Employee

Print

12. Click on **Submit Timesheet on Behalf of Employee** if you need to submit a **SAVED** timesheet on behalf of the employee allowing supervisor to report hours (if any) on behalf of the employee before approving. If there are no hours to report, the blank timesheet must be approved in order to close it out (complete status).

Rufus Bobcat (12345678)
STUDENT ATHLETICS / STD T 3

Status: SAVED

Pay Period: 09/15/24 - 09/28/24 (B1)

Due Date: Saturday, September 28, 2024 11:59 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Timesheet Hours	Week 1	Week 2	Total
Total	0	12	0

James Bond (0071234)
STUDENT ATHLETICS / ATH TRAINER 3

Status: SAVED

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	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	12

13. Timesheets with NOT STARTED status indicate that the employee has not created a timesheet. As a supervisor you click on **Create Timesheet for Employee** icon (or go to **Manage My Staff** and click on **Create Timesheet**)
14. Enter the **Employee ID** or Employee Name and the **Pay Period Start** or Pay Period End Date for the timesheet that needs to be created and click **Create**.
15. Notice the message indicating **Created Timesheet Successfully**. The created timesheet will go from a **NOT STARTED** status to a **SUBMITTED_TO SUPERVISOR** status allowing the supervisor (or employee) to report work hours or leave hours.

Biweekly Timesheets 08/18/2024 - 08/31/2024

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		08/18/24 - 08/31/24	STUDENT ATHLETICS / STDT 3 / LEARNING ASST	CompTime 0.0 Sick 0.0 Vac. Max 0.0		NOT STARTED	Not Available	Not Available	+

13

Create Timesheet

Employee ID Employee Name Date

14

Created Timesheet successfully.

Action	Employee Name	Empl ID	Pay Period	Assignment Name	Primary Supervisor	Status
📄			09/01/24 - 09/14/24	STUDENT ATHLETICS / STDT 3 / LEARNING ASST		SUBMITTED_TO_SUPERVISOR

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Timesheet Submission Deadlines

The TRS timesheets display a reminder for Supervisors to know when the timesheet approvals are due.

Biweekly Timesheets 08/18/2024 - 08/31/2024

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Monthly Timesheets 08/01/2024 - 08/31/2024

ⓘ Monthly Salary Timesheet Approval due by Tuesday, September 10, 2024 10:00 AM
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Showing 1 to 3 of 3 entries Previous 1 Next

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			Local Time Reporting System (TRS)		
		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)
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

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	GL Post Confirm (Completion of GL Process for Summary Level Data)	GL Post Confirm (Completion of GL Process for Detail Labor Ledger Data)