

TRS Modernization: Supervisor View

Current View

Login

UC Merced Time Reporting System (TRS) is a flexible, scalable, and secure online timesheet application for employees and supervisors. TRS integrates UCM's complex pay policies and collective bargaining agreements, which will add value in the collection and computation of the time reporting process.

Implementing TRS increases campus efficiency and streamlines the time reporting process, assists in eliminating errors, and reduces risk through improved compliance.

▼ Access TRS

- Employees
- Supervisors
- Departmental Timesheet Administrator (DTA)
- TRS Resources

Contact Us: [UCM TRS Support](#) | [FAQ](#) 5.15.1

Modern View

Login

University of California, Merced Log In ↗

TIME REPORTING SYSTEM

A flexible, scalable, and secure online timesheet application for employees, supervisors and departmental time administrators

Employee Supervisor Administrator (DTA)

✉ UCM TRS Support

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6.1

Manage My Staff

UC Merced Time Reporting System Home | Logout

Ima Supervisor (12345678) October 21, 2024

[Manage My Staff](#) [Manage My Time](#)

[Approve as Primary](#) [Approve as Backup](#) [Manage Timesheets](#) [Set up Notification](#) [Generate Reports](#)

Current View

Manage My Staff

UC Merced Time Reporting System Hello, Ima Supervisor (12345678)

[Manage My Time](#) - [Manage My Staff](#)


- Approve as Primary
- Approve as Backup
- Search Timesheet
- Create Timesheet


- Supervisor Notification
- Pay Status Hour Report

Modern View

Approve as Primary/Approver as Backup

Monthly Timesheets

Approve 

Return 

Monthly Timesheets for Pay Period 10/01/2024 - 10/31/2024

Monthly Salary Timesheet Approval due by Sunday, November 10, 2024 10:00 AM

Show: 10 entries Search:

Action	Employee Name	Employee ID	Assignment Name	Leave Balances*	Timesheet Hrs	Timesheet Status	Approve	Return
			STUDENT ATHLETICS / ATH TRAINER 3	CompTime 0.00 Sick 359.14 Vac. Max 240.00 Vacation 171.23		NONE		
			STUDENT ATHLETICS / ATH TRAINER 3	CompTime 0.00 Sick 175.75 Vac. Max 240.00 Vacation 63.69	Vacation 8.00 Sick 8.00	SUBMITTED_TO_SUPERVISOR		
			STUDENT ATHLETICS / ATH TRAINER 3	CompTime 0.00 Sick 158.07 Vac. Max 240.00 Vacation 25.03	No Exception Hours Reported	RECALLED_BY_EMPLOYEE		

Showing 1 to 3 of 3 entries Previous 1 Next

Current View

Approve as Primary/Approver as Backup
Monthly Timesheets

Modern View

Approve

Return

Create

Monthly Timesheets 10/01/2024 - 10/31/2024

Monthly Salary Timesheet Approval due by Sunday, November 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
		10/01/24 - 10/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick 351.39 Vac. Max 240.0 Vacation 177.54	No Exception Hours Reported	NOT STARTED	Not Available	Not Available	
		10/01/24 - 10/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick 168.0 Vac. Max 240.0 Vacation 54.0	Vacation 8.00 Sick 8.00	SUBMITTED_TO_SUPERVISOR			
		10/01/24 - 10/31/24	STUDENT ATHLETICS / ATH TRAINER 3	Sick 150.32 Vac. Max 240.0 Vacation 15.34	No Exception Hours Reported	NOT STARTED	Not Available	Not Available	

Showing 1 to 3 of 3 entries

Previous **1** Next

Current View

View Timesheet (Monthly)

Timesheet for Pay Period 10/01/24 - 10/31/24
 STUDENT ATHLETICS / ATH TRAINER 3

Status: SUBMITTED_TO_SUPERVISOR View PDF

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3 Vacation 8.0 hrs	4	5
6	7	8	9	10 Sick 8.0 hrs	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Final Hours Submitted

Timesheet Totals
 Vacation 8.00
 Sick 8.00

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

[Return Timesheet](#) [Edit Timesheet for Employee](#) [Approve Timesheet](#)



View Timesheet (Monthly)

Modern View

STUDENT ATHLETICS / ATH TRAINER 3

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3 Vacation: 8.0	4	5
6	7	8	9	10	11	12
13	14	15	16	17 Sick: 8.0	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Status: SUBMITTED_TO_SUPERVISOR

Pay Period: 10/01/24 - 10/31/24

Due Date: Tuesday, November 5, 2024 11:59 PM

Timesheet Hours	Total
Vacation	8
Sick	8
Total	16

Approve Timesheet
Return Timesheet
Edit Timesheet for Employee
Print



View Workflow

Current View

Timesheet Workflow

Tracking Statuses for

Pay Period 10/01/24 - 10/31/24

STUDENT ATHLETICS / ATH TRAINER 3

Timesheet is still in progress. Current status is SUBMITTED_TO_SUPERVISOR.

Status Code	Completed By	Completed Date	Comments
SUBMITTED_TO_SUPERVISOR		10/23/24 Wednesday @ 10:34 AM	



View Workflow

Modern View

Timesheet Workflow

STUDENT ATHLETICS / ATH TRAINER 3

Pay Period 10/01/24 - 10/31/24
Timesheet Id (375221) Job Id (23252)

Timesheet is still in progress. Current status is SUBMITTED_TO_SUPERVISOR

Status Code	Completed By	Completed Date	Comments
SUBMITTED_TO_SUPERVISOR		10/22/24 Tuesday @ 8:55 AM	

Current Status

**Approve as Primary/Approver as Backup
Biweekly Timesheets**

Current View

Bi-Weekly Timesheets for Pay Period 10/13/2024 - 10/26/2024

Approval due by Monday, October 28, 2024 10:00 AM

Show 10 entries Search:

Action	Employee Name	Employee ID	Assignment Name	Leave Balances*	Timesheet Hrs	Timesheet Status	Approve	Return						
			STUDENT ATHLETICS / STDT 3	CompTime 0.00 Sick 0.00 Vac. Max 0.00 Vacation 0.00		NONE								
			STUDENT ATHLETICS / STDT 3	CompTime 0.00 Sick 0.00 Vac. Max 0.00 Vacation 0.00	<table border="1"> <tr> <th>Week 1</th> <th>Week 2</th> </tr> <tr> <td>Work Hrs 1.75</td> <td>0.00</td> </tr> <tr> <td>TOTAL 1.75</td> <td>0.00</td> </tr> </table>	Week 1	Week 2	Work Hrs 1.75	0.00	TOTAL 1.75	0.00	SAVED		
Week 1	Week 2													
Work Hrs 1.75	0.00													
TOTAL 1.75	0.00													
			STUDENT ATHLETICS / STDT 3	CompTime 0.00 Sick 0.00 Vac. Max 0.00 Vacation 0.00	<table border="1"> <tr> <th>Week 1</th> <th>Week 2</th> </tr> <tr> <td>Work Hrs 15.00</td> <td>9.00</td> </tr> <tr> <td>TOTAL 15.00</td> <td>9.00</td> </tr> </table>	Week 1	Week 2	Work Hrs 15.00	9.00	TOTAL 15.00	9.00	SUBMITTED_TO_SUPERVISOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Week 1	Week 2													
Work Hrs 15.00	9.00													
TOTAL 15.00	9.00													

**Approve as Primary/Approver as Backup
Biweekly Timesheets**

Modern View

Biweekly Timesheets 10/13/2024 - 10/26/2024

Approval due by Monday, October 28, 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						
		10/13/24 - 10/26/24	STUDENT ATHLETICS / STDT 3	CompTime 0.00 Sick 0.00 Vac. Max 0.00 Vacation 0.00	<table border="1"> <tr> <th>Week 1</th> <th>Week 2</th> </tr> <tr> <td>Work Hrs 15.00</td> <td>15.00</td> </tr> <tr> <td>TOTAL 15.00</td> <td>15.00</td> </tr> </table>	Week 1	Week 2	Work Hrs 15.00	15.00	TOTAL 15.00	15.00	SUBMITTED_TO_SUPERVISOR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Week 1	Week 2														
Work Hrs 15.00	15.00														
TOTAL 15.00	15.00														
		10/13/24 - 10/26/24	STUDENT ATHLETICS / STDT 3 / ATH LEARN ASST	CompTime 0.00 Sick 0.00 Vac. Max 0.00 Vacation 0.00		NOT STARTED	Not Available	Not Available	<input type="checkbox"/>						

Showing 1 to 2 of 2 entries Previous 1 Next

Current View



View Timesheet

Timesheet for [Redacted]
 Pay Period 10/13/24 - 10/26/24 (B1)
 STUDENT ATHLETICS / STDT 3

Status: SUBMITTED_TO_SUPERVISOR [View PDF](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
13	14 Work Hrs 3.0 hrs	15 Work Hrs 3.0 hrs	16 Work Hrs 3.0 hrs	17	18	19
20	21 Work Hrs 3.0 hrs	22 Work Hrs 3.0 hrs	23 Work Hrs 3.0 hrs	24	25	26

	Week 1	Week 2
Work Hrs	9.00	9.00
TOTAL	9.00	9.00

Timesheet Totals
 Work Hrs 18.00

Final Hours Submitted

Timesheet In/Out Details
 10/14 - 8:00am - 11:00am(Work Hrs).
 10/15 - 8:00am - 11:00am(Work Hrs).
 10/16 - 8:00am - 11:00am(Work Hrs).
 10/21 - 8:00am - 11:00am(Work Hrs).
 10/22 - 8:00am - 11:00am(Work Hrs).
 10/23 - 8:00am - 11:00am(Work Hrs).

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

[Return Timesheet](#) [Edit Timesheet for Employee](#) [Approve Timesheet](#)

Modern View



View Timesheet

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

Approve Timesheet Return Timesheet Edit Timesheet for Employee Print

Current View



View Workflow

Timesheet Workflow

Tracking Statuses for [Redacted]
 Pay Period 10/13/24 - 10/26/24
 STUDENT ATHLETICS / STDT 3

Timesheet is still in progress. Current status is SUBMITTED_TO_SUPERVISOR.

Status Code	Completed By	Completed Date	Comments
SUBMITTED_TO_SUPERVISOR	[Redacted]	10/23/24 Wednesday @ 9:40 AM	



View Workflow

Modern View

Timesheet Workflow

STUDENT ATHLETICS / ATH TRAINER 3 Pay Period 10/01/24 - 10/31/24
Timesheet Id (375221) Job Id (23252)

Timesheet is still in progress. Current status is **SUBMITTED_TO_SUPERVISOR**

Status Code	Completed By	Completed Date	Comments
SUBMITTED_TO_SUPERVISOR		10/22/24 Tuesday @ 8:55 AM	

[Current Status](#)

Current View

Approve as Primary/ Approve as Backup

Past Pending Timesheets

Past Pending Biweekly Timesheets

⚠ Past pending timesheets requiring your immediate attention.

Show 10 entries Search:

Action	Employee Name	Employee ID	Pay Period	Assignment Name	Timesheet Hrs	Timesheet Status	Approve	Return
			09/29/24 to 10/12/24	STUDENT ATHLETICS / STDT 3 / LEARNING ASSIST		NONE		
			09/29/24 to 10/12/24	STUDENT ATHLETICS / STDT 3 / LEARNING ASSIST		NONE		
			09/29/24 to 10/12/24	STUDENT ATHLETICS / STDT 3		NONE		

Modern View

Approve as Primary/ Approve as Backup

Past Pending Timesheets

Past Pending Monthly Timesheets

⚠ Past pending timesheets requiring your immediate attention.

Show 10 entries Search:

Employee Name	Employee ID	Pay Period	Assignment Name	Timesheet Hrs	Status	Approve	Return	Action
		09/01/24 - 09/30/24	STUDENT ATHLETICS / ATH TRAINER 3		NOT STARTED	Not Available	Not Available	+
		09/01/24 - 09/30/24	STUDENT ATHLETICS / ATH TRAINER 3		NOT STARTED	Not Available	Not Available	+
		09/01/24 - 09/30/24	STUDENT ATHLETICS / ATH TRAINER 3		NOT STARTED	Not Available	Not Available	+

Showing 1 to 3 of 3 entries Previous 1 Next

Past Pending Biweekly Timesheets

⚠ Past pending timesheets requiring your immediate attention.

Show 10 entries Search:

Employee Name	Employee ID	Pay Period	Assignment Name	Timesheet Hrs	Status	Approve	Return	Action
		09/29/24 - 10/12/24	STUDENT ATHLETICS / STDT 3		NOT STARTED	Not Available	Not Available	+
		09/29/24 - 10/12/24	STUDENT ATHLETICS / STDT 3 / ATH LEARN ASST		NOT STARTED	Not Available	Not Available	+

Showing 1 to 2 of 2 entries Previous 1 Next

Manage Timesheets > Search Timesheet

Current View

[Approve as Primary](#)
[Approve as Backup](#)
[Manage Timesheets](#)
[Set up Notification](#)
[Generate Reports](#)

[Search Timesheet](#)
[Create Timesheet](#)

Please enter at least one search criteria to perform search.

Employee ID
Employee Name
Begin Range
End Range

Department Code
Tracking Status
Timesheet Identifier

Job Ids
Pay Schedule
Primary Supervisor

Pay Group
Title Unit Code
Job Codes

31 Items found, displaying all items.

Action	Employee Name	Emp ID	Pay Period	Assignment Name	Primary Supervisor	Status	Pay Group	Title Unit Cd	Job Code
			10/13/24 - 10/26/24	STUDENT ATHLETICS / STDT 3		SUBMITTED_TO_SUPERVISOR	OST	99	004920
			09/29/24 - 10/12/24	STUDENT ATHLETICS / STDT 3		COMPLETED	OST	99	004920
			09/15/24 - 09/28/24	STUDENT ATHLETICS / STDT 3		COMPLETED	OST	99	004920
			09/01/24 - 09/14/24	STUDENT ATHLETICS / STDT 3		COMPLETED	OST	99	004920
			08/18/24 - 08/31/24	STUDENT ATHLETICS / STDT 3		COMPLETED	OST	99	004920
			08/04/24 - 08/17/24	STUDENT ATHLETICS / STDT 3		COMPLETED	OST	99	004920

Search Timesheet

Modern View

Search Timesheet

Employee ID
Employee Name
Department Code
Pay Group
Title Unit Code

Begin Range
End Range
Tracking Status
Timesheet Identifier
Job Codes
Job Ids

Primary Supervisor
Timesheet Ids
Pay Schedule

Showing 1 to 30 of 30 entries

Action	Employee Name	Employee ID	Pay Period	Job ID	Assignment Name	Primary Supervisor	Status	Pay Group	Title Unit Cd	Job Code
			10/13/24 - 10/26/24	25638	STUDENT ATHLETICS / STDT 3		SUBMITTED_TO_SUPERVISOR	OST	99	004920
			09/15/24 - 09/28/24	25638	STUDENT ATHLETICS / STDT 3		COMPLETED	OST	99	004920
			09/01/24 - 09/14/24	25638	STUDENT ATHLETICS / STDT 3		COMPLETED	OST	99	004920
			08/18/24 - 08/31/24	25638	STUDENT ATHLETICS / STDT 3		COMPLETED	OST	99	004920
			08/04/24 - 08/17/24	25638	STUDENT ATHLETICS / STDT 3		COMPLETED	OST	99	004920

Manage Timesheets > Create Timesheet

Current View

[Approve as Primary](#)
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[Manage Timesheets](#)
[Set up Notification](#)
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[Search Timesheet](#)
[Create Timesheet](#)

Fill in any field to create a timesheet.

Please enter Employee ID/name AND Date to create or submit timesheet for your employee

Employee ID
Employee Name
Date

Created Timesheet successfully.

Action	Employee Name	Emp ID	Pay Period	Assignment Name	Primary Supervisor	Status
			10/27/24 - 11/09/24	STUDENT ATHLETICS / STDT 3		SUBMITTED_TO_SUPERVISOR

Modern View

Create Timesheet

Create Timesheet

Employee ID Employee Name Date

[Create Timesheet](#)

Created Timesheet successfully.

Action	Employee Name	Empl ID	Pay Period	Assignment Name	Primary Supervisor	Status
	<input type="text"/>	<input type="text"/>	10/27/24 - 11/09/24	STUDENT ATHLETICS / STDT 3	<input type="text"/>	SUBMITTED_TO_SUPERVISOR

[List All Timesheets for This Employee](#)

Current View

Set up Notification

Approve as Primary Approve as Backup Manage Timesheets **Set up Notification** Generate Reports

Opt-in Email Notification

For Primary Supervisor Only

i Opt in for this notification means you will receive an additional email that is triggered by the submission of timesheet that you are assigned to as the primary supervisor. *You will continue to receive a notification on the day of your deadline if at least one of your direct reports did not initiate or submit the timesheet.* Would you like to opt-in now?

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](#)

For Backup Supervisor Only

You are not a backup supervisor for any primary supervisor.

Modern View

Supervisor Notification

Supervisor Notification

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.

NO: I do not want to receive notification every time my employee submits the timesheet. This is your current preference

[Submit My Preference](#)

For Backup Supervisor Only - Due Date Reminder Email

You are not designated as a backup supervisor for any primary supervisor. This option is not available for you.

Generate Reports > Pay Status Hour Report

Current View

Approve as Primary Approve as Backup Manage Timesheets Set up Notification **Generate Reports**

Pay Status Hour Report

Employee ID: Employee Name: Begin Range: End Range:

Pay Period: Pay Schedule: View Option:

Feeder-Based Assignment Only
 Auto-Lunch Assignment Only

Pay Status Hour Report Search Results

Show entries Filter Records:

Action	Employee ID	Employee Name	Pay Period	TRS Job ID	Assignment Name	Primary Supervisor Name	Total Pay Status Hours
<input type="button" value="PDF"/> <input type="button" value="Excel"/>	<input type="text"/>	<input type="text"/>	10/13/24 - 10/26/24	25638	STUDENT ATHLETICS / STDT 3	<input type="text"/>	18.0

Showing 1 to 1 of 1 entries Previous Next

Modern View

Pay Status Hour Report

Pay Status Hour Report

Employee ID: Employee Name: Pay Period: View Option: Timesheet Ids:

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

Pay Schedule:

Showing 1 to 1 of 1 entries Search:

Action	Employee Name	Employee ID	Pay Period	Job ID	Assignment Name	Primary Supervisor Name	Total Pay Status Hours
<input type="button" value="PDF"/> <input type="button" value="Excel"/>	<input type="text"/>	<input type="text"/>	10/13/24 - 10/26/24	25638	STUDENT ATHLETICS / STDT 3	<input type="text"/>	30.0

Showing 1 to 1 of 1 entries Previous Next