

Frequently asked Questions related to Timekeeping for GSR and ASE

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1. Why are timesheets now required?

Academics Student Employee (ASE) & Graduate Student Researchers (GSR) classifications are now provided leave under the provisions of their bargained contracts. As a result, Leave Taken or Leave Not Taken is required to be reported via timesheets.

For information regarding the type of leave and number of days allowed by employment type, please review the applicable contracts [here](#).

BR Leaves

*The new unit (BR) includes Graduate Student Researchers, Graduate Student Research Assistants, Fellows, and Trainees, who are employed by the University at all campuses and is represented by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW).

BX Leaves

The Academic Student Employee Unit (BX) is a systemwide bargaining unit (except UCSF) comprised of graduate teaching assistants, readers, tutors and other instructional assistants who work in support of faculty and lecturers.

2. Where can I find the Union Bargaining contract?

Contracts:

ASE - <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

GSR - <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html>

3. How was I notified that timesheets are now required?

Emails

There were numerous e-mails that were sent out starting during the Fall 2023 Semester from Payroll Services and the Graduate Division advising students of their new time sheet requirement.

The University also sent an all-employee communication regarding time and leave reporting on June 11th, available at: [Required time and attendance reporting reminder | UCnet \(universityofcalifornia.edu\)](#).

System-Generated Notification from TRS

Additionally, Employees are sent a notification from TRS the day after their time sheet is due, every time it is due (monthly in this instance).

(Note: Employees do **not** have the ability to stop this notification, however they don't continue to receive multiple reminders about a specific month's timesheet. If you have submitted the time sheet, you will not receive any notification.)

4. When is my timesheet due?

As a monthly FLSA exempt employee, a monthly time sheet is due the 5th of the month following the month for which an employee is reporting any leave.

5. Where do I find the link to sign into for the timekeeping system (TRS)?

You can use the following website link: <https://trs.ucmerced.edu/>

6. Is there any kind of Training available for TRS?

If you need additional TRS training, there is training available in [UC Learning Center](#). After logging into the UCLC, search for TRS Employee Training. It is an optional training in the Business and Operations Library. (*Supervisors also have a TRS Supervisors Training option in LMS*)

7. Where do I find other helpful resources for timekeeping system (TRS)?

Here are links to some information you may find helpful:

<https://bfs.ucmerced.edu/our-services/payroll-services/time-reporting-system-trs/graduate-student-time-reporting>

<https://bfs.ucmerced.edu/our-services/payroll-services/time-reporting-system-trs/trs-faq>

<https://bfs.ucmerced.edu/payroll-services/time-reporting-system-trs>

8. Where do I direct my questions about Leave Requirements?

Most commonly asked questions are answered in this document. If you have a question not addressed in this document, then you can direct questions to:

- Academic Personnel – academicpersonnel@ucmerced.edu (Policy/ Bargaining Unit - Questions)- The “Why”
- HR Labor Relations – laboranalyst@ucmerced.edu (Policy Questions/ Bargaining Unit -Questions) The “Why”
- Payroll Services – [Payroll Services Inquiry Form](#) (Leave Tracking, Pay Issues, TRS etc.)- The “How”

9. What if I am not receiving TRS Notifications?

Check to see if you have deleted or labeled the notification as junk and it is being diverted to a different folder. Perform a global e-mail search for "DONOTREPLY-UCMTRS@ucmerced.edu" and then label the notification as acceptable to ensure future notifications.

10. What if I need more help with reminders to ensure I do my timesheet?

An employee can create a repeating calendar reminder in Outlook, or several, until a habit is formed to complete and submit a monthly time sheet or as a continual personal reminder.

11. Where do I submit a question I have on TRS?

If you have any additional questions or concerns, please submit an inquiry via this link:

<https://bfs.ucmerced.edu/form/payroll-services-inquiry>

12. Do all grad student titles have to do timesheets?

GSR falling under the Fellowship, Paid Direct or Trainee titles below will not be required to complete timesheets in TRS:

003142 GSR-FELLOW-PAID DIR-NO REM

003143 GSR-FELLOW-PAID DIR-TUIT REM

003152 GSR-TRAINEE-PAID DIR-NO REM

003153 GSR-TRAINEE-PAID DIR-TUIT REM

003144 GSR-FELLOW-NO REM

003145 GSR-FELLOW-TUIT REM

003154 GSR-TRAINEE-NO REM

003155 GSR-TRAINEE-TUIT REM

3160 - GSR supplemental appointment.

*(2301 -Teaching Fellow-Non GSHP and 2310 Teaching Assistant-Non GSHP Summer Session that are **only** appointed in the Summer and have **no** timekeeping requirement. Please note however: During the Academic Year these titles will require timesheets.)

13. What are the Timesheet Status Code meanings?

Employees will see their timesheet in one of the following status:

Status Code	Meaning	Employee Options
NONE	No action has been performed on this timesheet.	<ul style="list-style-type: none"> View Timesheet icon available for Employee to open timesheet and save or submit to Supervisor. <ul style="list-style-type: none"> <i>No action icons will be available to Supervisor. Supervisor can create and submit timesheet on behalf of Employee if Employee is unavailable.</i>
SAVED	Employee has saved timesheet, but not submitted.	<ul style="list-style-type: none"> View Timesheet icon available for Employee to open timesheet save or submit to Supervisor. <ul style="list-style-type: none"> <i>Only the View Timesheet action icon is available to Supervisor. Supervisor can create and submit timesheet on behalf of Employee if Employee is unavailable.</i>
SUBMITTED TO SUPERVISOR	Employee has submitted timesheet to Supervisor for review and approval.	<ul style="list-style-type: none"> View Timesheet icon and Recall timesheet available for Employee.
RECALLED BY EMPLOYEE	Employee request to have timesheet to be returned for edits/corrections.	<ul style="list-style-type: none"> View Timesheet icon available for Employee to open timesheet, edit and resubmit to Supervisor.
RETURNED BY SUPERVISOR	Supervisor reviewed timesheet and returned to Employee for edits/corrections.	<ul style="list-style-type: none"> View Timesheet icon available for Employee to open timesheet, edit and resubmit to Supervisor.
SUBMITTED TO DTA	Supervisor approved timesheet and submitted to the Department Time Administrator.	
SUBMITTED TO UCPATH	DTA reviewed timesheet and approved submission of time reported to UCPATH for processing.	



COMPLETED	Timesheet has been successfully processed.	View Timesheet icon and View Workflow icon available for Employee, but only under the “Review Past Timesheet” tab.
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14. Does my timesheet report my working time?

A monthly exempt time sheet does **not** record work hours, but rather reports any leave, or leave without pay (LWOP) used.

Time Reporting:

Timesheets are used to report leave usage or leave without pay. Hours worked are not reported, and the system will prompt the user to indicate if there are any type of leave hours to report when the timesheet is generated.

Timesheet for [redacted]	Status: None
Pay Period 12/01/23 - 12/31/23	
UCM Payroll Services / [redacted]	

Do you have any leave time to report for this pay period?

Yes No

A monthly timesheet submission is required even if no leave hours are being reported for compliance purposes.

15. One of my timesheets says “REM” or “Partial-Rem” or “No- Rem” what is “REM”?

“Rem” is a shortened description for Remission. A remission is monies paid toward your student fees reducing your tuition liability. In TRS you may have multiple appointments and an Assignment Name helps an employee distinguish between those appointments.

16. What will I see in my drop-down menu when I want to report leave time?

What you see in your dropdown menu is based on the job you are attempting to reflect leave for and is specific to the types of leave indicated in your bargained contract. This WILL differ between ASE & GSR appointments.

ASE Example

Remember to submit this timesheet by Sunday, November 5, 2023 11:59 PM

Timesheet for [Redacted] Status: SUBMITTED_TO_SUPERVISOR
Pay Period 10/01/23 - 10/31/23
Sociology / TEACHG ASST-GSHEP

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

- ✓ Add...
- Repeated Hours
- Jury
- Military
- LWOP(Leave without Pay)
- Bereavement
- Short Leave(ASE/GSR Short Term Leave)
- Long Leave(ASE/GSR Long Term Leave)

* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

Timesheet Modifications
Modified by Torrea, Christina on 11/09/23 1:36:52 PM(Not Acknowledged)
Supervisor submitted timesheet on behalf of employee.

Timesheet Comments
Created By Supervisor

Error / Warning

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

⚠ I understand any misstatement or falsification of hours on this time sheet may cause for disciplinary action up to and including termination.

[Save Changes for Employee](#)

ASE TRS Monthly Timesheet Drop Down Menu

GSR Example

Remember to submit this timesheet by Sunday, November 5, 2023 11:59 PM

Timesheet for [Redacted] Status: SUBMITTED_TO_SUPERVISOR
Pay Period 10/01/23 - 10/31/23
Mechanical Engineering / GSR-PARTIAL FEE REM

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

- ✓ Add...
- Repeated Hours
- Jury
- Military
- LWOP(Leave without Pay)
- GSR PTO(Grad Student PTO)
- Bereavement
- Short Leave(ASE/GSR Short Term Leave)
- Long Leave(ASE/GSR Long Term Leave)

* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

Timesheet Modifications
Modified by Torrea, Christina on 11/09/23 1:32:44 PM(Not Acknowledged)
Supervisor submitted timesheet on behalf of employee.

Timesheet Comments
Created By Supervisor

Error / Warning

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

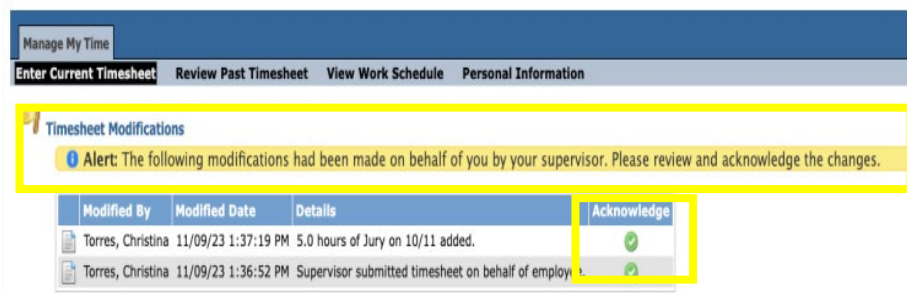
⚠ I understand any misstatement or falsification of hours on this time sheet may cause for disciplinary action up to and including termination.

[Save Changes for Employee](#)

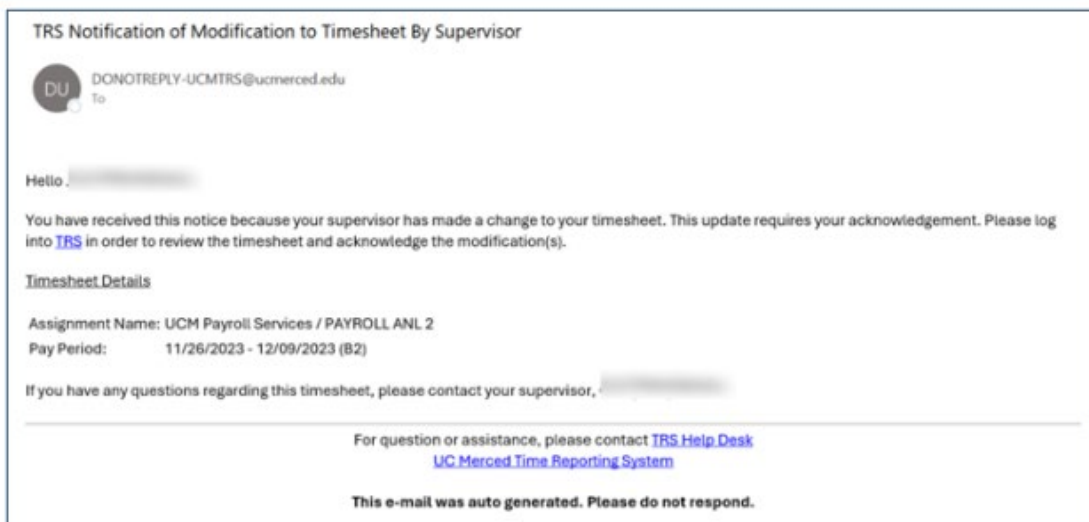
GSR TRS Monthly Timesheet Drop Down Menu

17. How will I know if my Supervisor created a timesheet on my behalf or modified my timesheet?

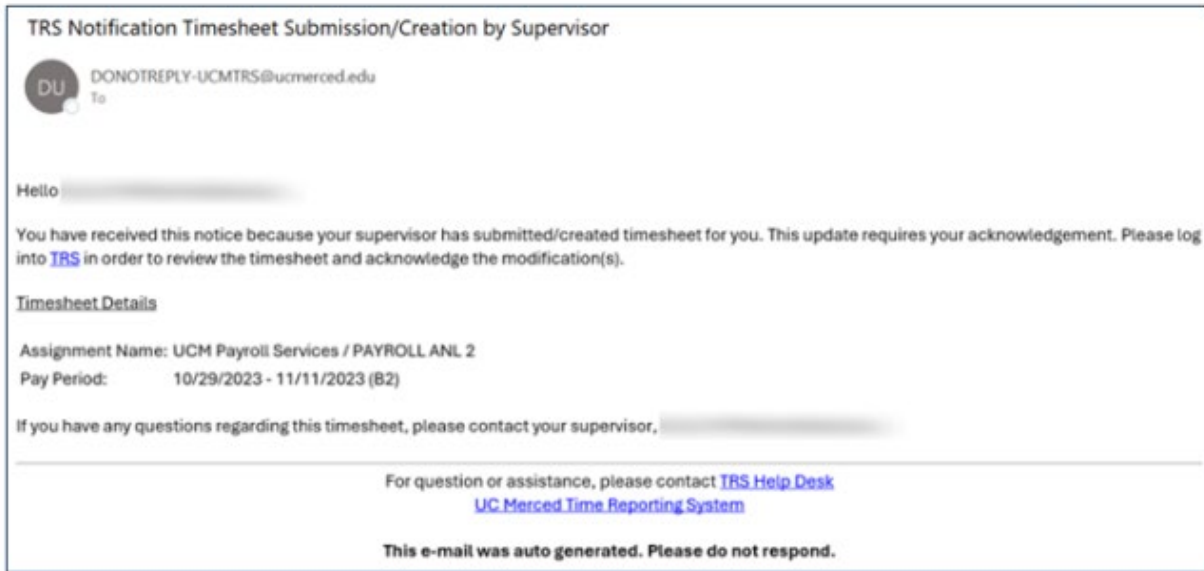
If a supervisor/approver creates or modifies a timesheet on your behalf or after you've submitted it for approval, **the system will alert you** and ask you to acknowledge these changes when you next log in. If you disagree with updates/changes, please contact the individual who modified the timesheet. The name is found under the **"Modified By"** section. **If you agree, please select the green check under the "acknowledge" field heading.**



Screenshot TRS Timesheet Modification Alerts



Example Email sent to Employee from TRS-Modify



Example Email sent to Employee from TRS-Create/Submit by Supervisor

18.I was told to submit a timesheet, but I don't have any time off to report. Do I really have to submit a timesheet?

All Academic Student Employees, Graduate Student Researchers, Post-Doctoral Scholars, and Academic Researchers are required to submit their absences or acknowledgment of no absences via Time Reporting System (TRS) to reflect time and attendance for the month. This includes reporting leave without pay, other approved leaves, or that no leave was taken. **Even if you do not take any leave during the month, you must still submit acknowledgment that you have no absences to report.**



19. How do I report GSR PTO?

GSRs should report their PTO day(s) as the hours they were **scheduled** to work on any given day, regardless of FTE.

Example:

A 50% GSR who has a 20-hour work week, may have the following schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours of Work Scheduled	2 hrs.	3 hrs.	5 hrs.	5 hrs.	5 hrs.

If the GSR takes Monday through Wednesday as PTO, they will report the following PTO hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours of PTO to report	PTO - 2 hrs.	PTO - 3 hrs.	PTO - 5 hrs.		

The time will be recorded as one day of use for each day reported.

	Monday	Tuesday	Wednesday	Thursday	Friday
PTO Days Taken	1 day	1 day	1 day		

The GSR should NOT report any PTO hours for the day if:

- ***They worked a partial scheduled day.***
- ***They were not normally scheduled to work on that day.***

Note: Per section C of Article 23: "C. CAMPUS CLOSURE 1. During a campus closure that results in a closure of an individual lab/unit, GSRs in that lab/unit shall have the option to use personal time off in order to be paid for the closure days. 2. If GSRs are required to work during a closure, they shall be paid for each day worked and not be required to use personal time off (PTO)."

20. How do I know which timesheet is which if I have a multiple-appointments?

Timesheet Profiles have **Assignment Names** to help employees identify their timesheets:

Examples: "Dept-GSR-No Rem" "Dept- GSR-Partial Fee Rem" "Dept- Teachg-Asst-GSHP"

Examples Displayed in TRS:

Assignment Name ▲
COGNITIVE SCIENCE / GSR-NO REM

COGNITIVE SCIENCE / GSR-PARTIAL FEE REM

Assignment Name
Sociology / TEACHG ASST-GSHIP :

21. When do I need to report time not worked? For example, I have two appointments and I was able to perform my services for one, but not the other.

Only report time if you missed the full day of work and performed no service for that job. You may work a TA and GSR job and may be able to fulfill your scheduled day for one but not the other. Report the day off for each job separately, as necessary.

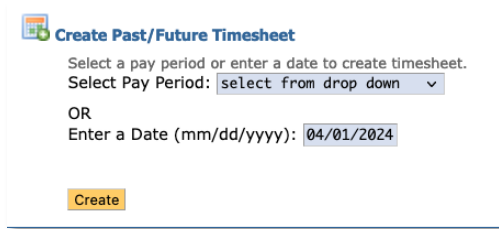
22. I was told I need to create an old timesheet (for a prior month). How do I do that?

To create a past period time sheet:

In TRS, under the *Manage My Time* tab, in the *Enter a Date* field under *Create Past/Future Timesheet*, select any date that fell during the period for which you are trying to create the timesheet.

For Example:

Enter in 4/1/2024 to create a time sheet for April. Select the *Create* button. It will generate that timesheet. Enter any Leave used and Submit for approval. **Note: If you navigate from the time sheet before saving or submitting, you will have to redo this action.** You will need to repeat for each separate month and each appointment for which you are creating a time sheet as each appointment may have its own timekeeping requirements and timesheets are due each month.



TRS Create Past Timesheet Screenshot

23. What if I have more than one appointment?

Each appointment has to be reviewed for its own timekeeping requirements.

Example 1: Two appointments: GSR (with remission) placed on Short Work Break, while also appointed for summer (No Remission)

Appointment 1: GSR (with remission) placed on Short Work Break:

The TRS system will continue to ask for a time sheet submission during the period Short Work Break period (5/17 through 8/15) until you are reappointed for the fall.

- Since you are not working during that period, you will not be eligible to utilize or record leave during that period in this appointment.

Appointment 2: GSR (NO remission) Summer Appointment

As an appointment as a Summer GSR (NO REMission*) for the period 5/17/24 through 8/15/24. **There is a Timesheet requirement for the GSR (NO-REMISSION) through the summer until 8/15/24.**

Example 2: Two appointments: GSR (with remission), while also appointed for summer (No Remission) during the month of May- An employee would have a dual time sheet requirement for May.

Appointment 1: GSR (with remission)

One timesheet for the spring GSR (Partial Fee Remission) for the period 5/1/24 through 5/16/24

Appointment 2: GSR (NO remission) Summer Appointment

One timesheet for the summer GSR (NO-REmission) for the period 5/17/24 through 5/31/24.

Each timesheet will show the entire months period. Only report leave used during the active appointment period for which you are scheduled.

24. I am an Academic Year GSR why am I out on Short Work Break over the summer and what does that mean for me overall for payroll forms and timekeeping?

For an academic year appointment as a spring GSR (Partial Fee Remission *remission eligible) that is on short work break for the period from End of Spring Semester to Start of Fall Semester (example: 5/17/24 through 8/16/24):

Impact to Paperwork:

- If you are reappointed in the fall, this appointment being active, but on a short work break, **will preclude you from having to complete re-hire documents in August.**

Impact to TRS Timekeeping:

- The TRS system will continue to ask for a time sheet submission during the period Short Work Break period (5/17 through 8/15) until you are reappointed for the fall.
 - Since you are not working during that period, you will not be eligible to utilize or record leave during that period in this appointment.

25. What happens when I record Leave Without Pay on my timesheet?

If you have taken leave time greater than the amount of time allotted per your respective bargaining unit agreements, record Leave Without Pay on your timesheet. Those days that are coded as Leave No Pay will be deducted from your next pay check.

For information regarding the type of leave and number of days allowed by employment type, please review the applicable contracts [here](#).

BR Leaves

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BX Leaves

The Academic Student Employee Unit (BX) is a systemwide bargaining unit (except UCSF) comprised of graduate teaching assistants, readers, tutors and other instructional assistants who work in support of faculty and lecturers

26. When creating a timesheet, I received an error message that My Supervisors have not been assigned. What do I need to do?

If you have received an Error message, wait 24 hours and attempt again. If you still receive the same error then reach out to Payroll Services via our [Payroll Inquiry Form](#).