

# ASE/GSR Time Reporting

# Time Reporting System - TRS Website: trs.ucmerced.edu



View current pay period timesheets or timesheets requiring your attention in this section. You can use the Create Timesheet feature below to create a past pay period timesheet.

Action	tion Pay Period		Assignment Name	Timesheet Status		
2	11/01/2023 -	11/30/2023	Sociology / TEACHG ASST-GSHIP	SUBMITTED_TO_SUPERVISOR		

<b>Bremember to submit this timesheet by</b> Tuesday, December 5,	2023 11:59 PM				
Timesheet for Pay Period 11/01/23 - 11/30/23 Sociology / TEACHG ASST-GSHIP	Status: None				
Do you have any leave time to report for this pay period?					
	○ Yes ○ No				
	Privacy Policy   Feedback   University of California, Merced				
	5.10				

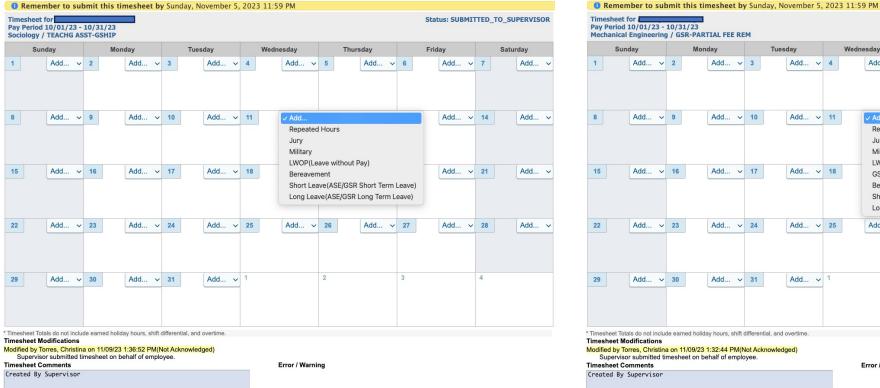
Note: Only report time if you missed the full day of work and performed no service for that job. You may work a TA and GSR job and may be able to fulfill your scheduled day for one but not the other. Report the day off for each job separately, as necessary.





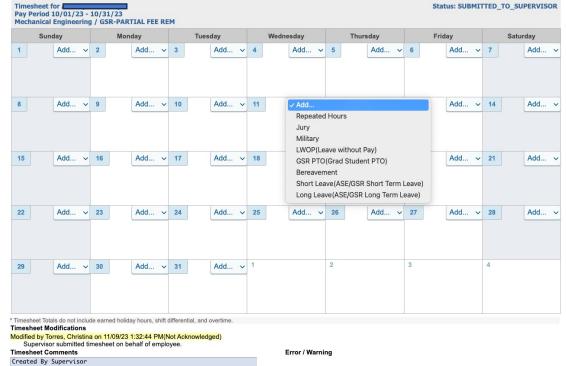
What you see in your dropdown menu is based on the job you are attempting to reflect leave for and is specific to the types of leave indicated in your bargained contract. This WILL differ between ASE & GSR appointments.

## ASE Example

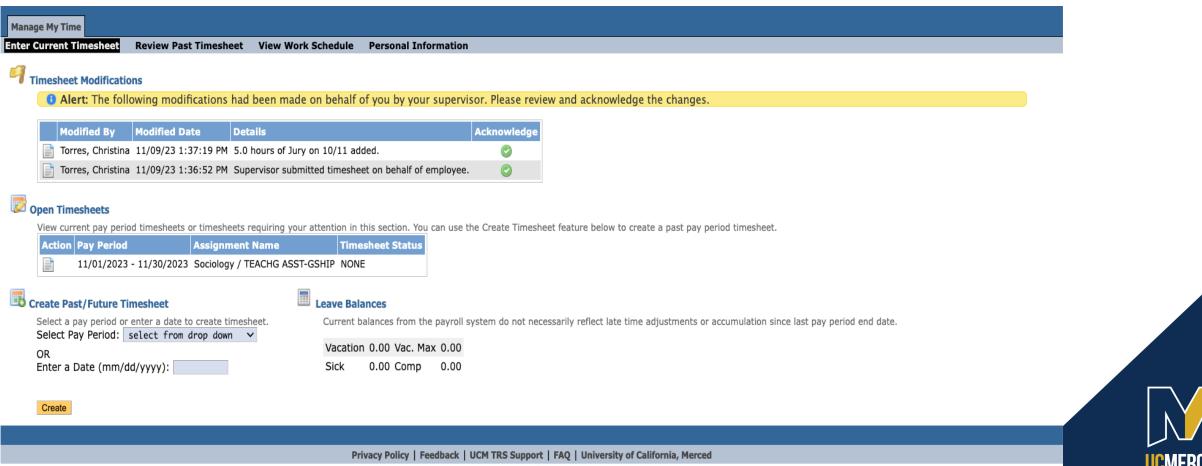


🤎 Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance. 🔺 I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

### **GSR** Example



🥝 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 be cause for disciplinary action up to and including termination. 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.





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.

#### Continuing the example from above:

	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)."

If you determine after submitting (and before it has been approved) that you need to make changes, you can "recall timesheet" using the tab at the lower left of the page.



#### **Final Hours Submitted**

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

**Recall Timesheet** 

# Resources

## **Contracts**:

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

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

## **Other Resources:**

Academic Personnel – <u>academicpersonnel@ucmerced.edu</u> (Policy Questions) HR Labor Relations – <u>laboranalyst@ucmerced.edu</u> (Policy Questions) Payroll Services – <u>academicpayroll@ucmerced.edu</u> (Leave Tracking, Pay Issues, etc.) TRS-Support - <u>TRS-Support@ucmerced.edu</u> (for technical issues related to the system functionality.





# **Questions?**