



ASE/GSR Time Reporting



Time Reporting System - TRS

Website: trs.ucmerced.edu



Open Timesheets

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

Remember to submit this timesheet by Tuesday, December 5, 2023 11:59 PM

Timesheet for [redacted]
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

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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

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-GSHIP

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...	14 Add...	15 Add...	16 Add...
17 Add...	18 Add...	21 Add...	22 Add...	23 Add...	24 Add...	25 Add...
26 Add...	27 Add...	28 Add...	29 Add...	30 Add...	31 Add...	1 Add...
2 Add...	3 Add...	4 Add...	5 Add...	6 Add...	7 Add...	8 Add...

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 Torres, 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 be cause for disciplinary action up to and including termination.

Save Changes for Employee

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...	14 Add...	15 Add...	16 Add...
17 Add...	18 Add...	21 Add...	22 Add...	23 Add...	24 Add...	25 Add...
26 Add...	27 Add...	28 Add...	29 Add...	30 Add...	31 Add...	1 Add...
2 Add...	3 Add...	4 Add...	5 Add...	6 Add...	7 Add...	8 Add...

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 Torres, 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 be cause for disciplinary action up to and including termination.

Save Changes for Employee



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.

Manage My Time

Enter Current Timesheet Review Past Timesheet View Work Schedule Personal Information


 **Timesheet Modifications**

Alert: The following modifications had been made on behalf of you by your supervisor. Please review and acknowledge the changes.

Modified By	Modified Date	Details	Acknowledge
 Torres, Christina	11/09/23 1:37:19 PM	5.0 hours of Jury on 10/11 added.	<input checked="" type="checkbox"/>
 Torres, Christina	11/09/23 1:36:52 PM	Supervisor submitted timesheet on behalf of employee.	<input checked="" type="checkbox"/>

 **Open Timesheets**

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.

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	11/01/2023 - 11/30/2023	Sociology / TEACHG ASST-GSHIP	NONE

 **Create Past/Future Timesheet**

Select a pay period or enter a date to create timesheet.

Select Pay Period:

OR

Enter a Date (mm/dd/yyyy):

Create

 **Leave Balances**

Current balances from the payroll system do not necessarily reflect late time adjustments or accumulation since last pay period end date.

Vacation 0.00 Vac. Max 0.00

Sick 0.00 Comp 0.00



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.

19	20	21	22	23 Thanksgiving Holiday	24 Thanksgiving Holiday	25
26	27	28	29	30	1	2

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 – academicpersonnel@ucmerced.edu (Policy Questions)

HR Labor Relations – laboranalyst@ucmerced.edu (Policy Questions)

Payroll Services – academicpayroll@ucmerced.edu (Leave Tracking, Pay Issues, etc.)

TRS-Support - TRS-Support@ucmerced.edu (for technical issues related to the system functionality.)



Questions?