

Time Reporting System (TRS)

Employee Handbook

Last update: 10/30/24

UCOP Payroll Services

Questions? Email hrpayroll@ucop.edu

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TRS OVERVIEW

Welcome to the UCOP Time Reporting System (TRS). TRS is a web-based application developed by the University of California, Irvine (UCI) in 2010 for campus time entry, tracking, and reporting. The version of TRS that is retiring with PPS was renamed to Legacy TRS. The new version referred to as TRS UCPATH or UCPATH TRS, is the University of California's comprehensive payroll, benefits, human resources and academic personnel system. This system brings efficiency with an online interface that allows employees to enter time online, supervisors to approve/edit/return timesheets, and department time administrators (DTAs) to submit timesheets electronically to the campus payroll system. New employee appointment is automatically loaded into TRS, using information from UCPATH and from the university identity management system.

This handbook provides an overview of TRS, specifically for employees (biweekly, monthly, and post docs). General instructions on navigating TRS and utilizing its many features are included. Separate TRS UCPATH Guides are available for supervisors and DTAs.

Biweekly Paid Employee

Biweekly employees are:

- (1) Non-exempt: eligible to claim overtime
- (2) Paid every two weeks: every other Wednesday
- (3) Report all work hours and leave time (Sick, vacation, etc.)
- (4) Enter time to nearest quarter of an hour (5.25, 3.50, etc.)
- (5) Required to report all work hours in accordance with Federal Fair Labor Standards Act (FLSA)

Worktime must be entered on the timesheet in order to get paid on time. A delay in entering and submitting work time may result in a delay of pay.

Monthly Paid Employee

Monthly employees are:

- (1) Exempt: not eligible to claim overtime
- (2) Paid **once a month**
- (3) Report time for a full Calendar Month (Jan 1- 31st, August 1-31st, etc.) in arrears
- (4) Report **Leave** time only
- (5) Work time is not entered by Monthly employees.

Post Doc Employee

Postdoctoral Scholars – Employees:

- (1) May be either a Biweekly or Monthly employee depending on the program
- (2) Remain FLSA exempt with a normal full-time work week of at least 40 hours

Timesheet Deadlines

Biweekly employees

Timesheets are available on the first day of the pay period and are generally due on the **last working day of the pay period by 5 PM**. System email reminders are sent the day before the timesheet is due.

Example: For the pay period of January 20-February 2, the timesheet is available on January 20.

Monthly employees

Timesheets are available on the first day of the pay period, and due on the **6th calendar day of the following month**. System email reminders are sent out the day the timesheet is due.

Timekeeping: [Time and attendance reporting | UCOP](#)

Policy and Calculations

TRS uses the UC Time and Attendance Policy to compute total hours for the day to the nearest quarter of an hour (e.g., 8:10 time is rounded up to 8:15). Applicable overtime, based on employee classification, and number of hours worked (daily, weekly), are automatically calculated, and alternate work schedules (4/40 and 9/80) accounted for.

Logging into TRS:

- 1- To Access the TRS system, log into [Time Reporting System \(TRS\)](#) via Single Sign-On (SSO).
- 2- Select the appropriate User Type.

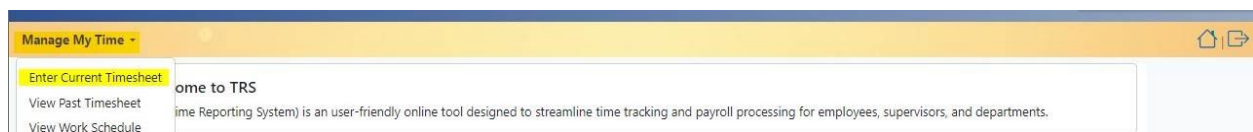


NOTE: All TRS users **must** have an active UCPATH employee ID and password to access TRS.

Manage My Time

When an employee signs into TRS the “**Manage My Time**” tab will be displayed. Under this tab, the following sub-tabs are displayed:

1. Enter Current Timesheet
2. Review Past Timesheet
3. View Work Schedule



Within each sub-tab are various sections that allow the employee to view, edit and create current and past timesheets and work schedules.

The rest of this document will discuss these sub-tabs and actions available within each.

Enter Current Timesheet

The default screen displayed under “Manage My Time” is **Enter Current Timesheet**. Here the current timesheet can be viewed and edits can be made. The following areas are displayed:

1. **Timesheet Modifications** - displays timesheets that the supervisor/time approver may have modified (edited) for the employee. **Only appears if the employee has a timesheet that has been modified by the supervisor/DTA.**
2. **Past Unsubmitted Timesheets** - displays any prior pay period timesheets that have been created by the employee but have not yet been submitted. Please note that the system will generate alerts to remind the employee of any overdue timesheets. **Only appears if the employee has past unsubmitted timesheets.**
3. **Open Timesheets** - displays the current pay period timesheets.
4. **Create Past Pay Periods Timesheet** - allows timesheets to be created for a past pay period.
5. **Leave Balances** - displays leave balances. Please note that the balances may not reflect late time adjustments, usage or accumulation since the last pay period.
6. **Current Overtime Compensation Method** - displays payment or compensation time.

Figure 1: Example of Create Past/Future Timesheet

Add Hour for Mon, 4/1

Work Hrs

Time In	Lunch Start	Lunch End	Time Out
8 am	12 pm	1 pm	5 pm

☒ Repeat Hours for Date Range
☐ Repeat Hours for Selected Dates

From: 04/01/2024
To: 04/30/2024

☒ Exclude Weekends ☒ Exclude Holidays


Figure 2: Example of adding hours for a time period

Submit Timesheet


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

Figure 3: Example of submitting timesheet to supervisor

Timesheet Modifications

If an employee’s timesheet has been modified by the supervisor, the “**Timesheet Modifications**” area will appear under “Enter Current Timesheet.” The employee will need to click on the checkmark  under the **Acknowledge** column, to acknowledge the modifications.

Columns Displayed:

- Action:  View timesheet
- Modified By: Last, First name of the person who modified the timesheet
- Modified Date: Date the timesheet was modified
- Details: Description of modification made
- Acknowledge: Checkmark/button to accept and acknowledge timesheet modifications



<div>Timesheet Comments</div> <div>Correction on timesheet.</div>	<div>Timesheet Modifications</div> <div>Modified by Chandler, Matthew E on 05/17/24 4:04:32 PM (Not Acknowledged)</div> <div>8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/24 deleted.</div> <div>8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/12 deleted.</div> <div>8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/09 deleted.</div> <div>8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/30 deleted.</div>
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Manage My Time

Enter Current Timesheet

⏹ Pending Acknowledgement

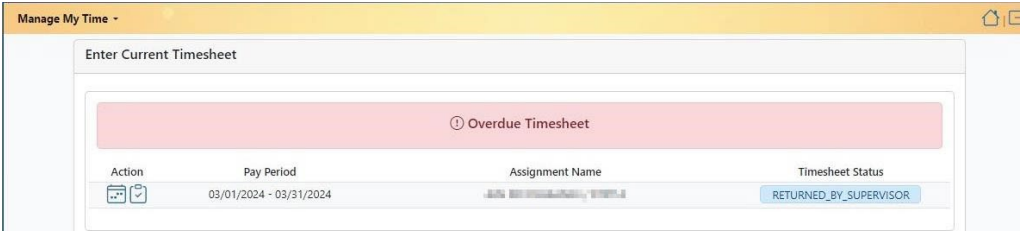
The following modifications were made on behalf of you by your supervisor. Please review and acknowledge the changes.

Action	Modified By	Modified Date	Details	Acknowledge
	Chandler, Matthew E	05/17/24 4:04:32 PM	[8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/24 deleted, 8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/09 deleted, 8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/12 deleted, 8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/30 deleted.]	

The pending acknowledgement will appear in TRS once you log in to view enter your current timesheet

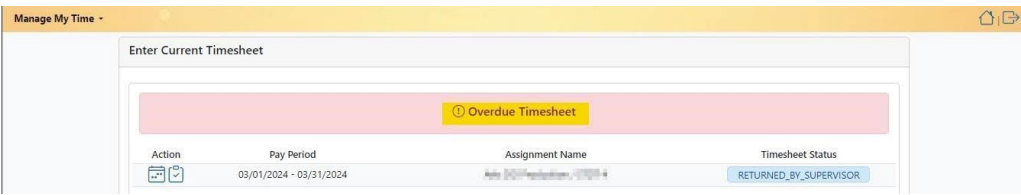
Past Unsubmitted Timesheets

Timesheets may appear in this area, if an employee has not submitted a timesheet by the deadline or if the timesheet submitted was returned by the supervisor/DTA.



Open Timesheets

Under the “**Open Timesheets**” section, the timesheet for the current pay period is automatically displayed. The employee can click on the **View Timesheet** icon to display the timesheet, update hours and add leave time before the timesheet is submitted.



For a **monthly employee**, the pay period displays one-month periods.

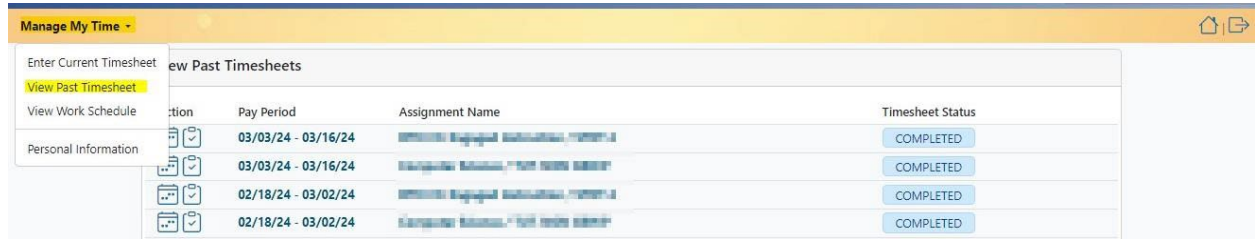
Review Past Timesheet Tab

Review Past Timesheet tab is used to view and track the status of past timesheets.

The following sections are displayed under this tab:

- (1) **Action -> Timesheet** icon – click this icon to open and view a past timesheet
- (2) **Action -> Workflow** icon – click this icon to see the workflow of a past timesheet
- (3) **Pay Period** – displays the pay period start and end dates
- (4) **Assignment Name** – displays the department job code
- (5) **Timesheet Status** – displays the current status of the timesheet. See the [Tracking a Timesheet](#) section for more information.

Past Timesheet for **Biweekly employee**



Past Timesheet window for a **Monthly employee** is the same as Biweekly, except for the pay period.

Action	Pay Period	Assignment Name	Timesheet Status
	04/01/24 - 04/30/24	John Doe Production - 100%	SUBMITTED_TO_DTA
	03/01/24 - 03/31/24	John Doe Production - 100%	COMPLETED
	03/01/24 - 03/31/24	John Doe Production - 100%	RETURNED_BY_SUPERVISOR
	01/01/24 - 01/31/24	John Doe Production - 100%	COMPLETED
	12/01/23 - 12/31/23	John Doe Production - 100%	COMPLETED
	10/01/23 - 10/31/23	John Doe Production - 100%	COMPLETED
	09/01/23 - 09/30/23	John Doe Production - 100%	COMPLETED

Timesheet Status Codes

Once hours have been entered and submitted TRS automatically tracks the status of the timesheet. See [Tracking a Timesheet](#) section.

View Work Schedule

The **View Work Schedule** tab is used to view the current work schedule. TRS work schedules identify the days of the week and times of the day an employee is scheduled to work. A traditional full-time work schedule generally includes five 8-hour days worked Monday through Friday. However, many employees hold part time and/or alternative schedules such as working a 4/10 schedule (10 hours a day, 4 days a week), or a 9/80 schedule (44 hours worked in the 1st week of the pay period, and 36 hours worked in the second week). All of these types of schedules can be managed in the TRS Work Schedule tab.

NOTE: TRS work schedules are required for certain represented employee populations, and also before 10/80 and 9/80 work schedule assignments.

REGULAR Schedule Effective: 08/06/2023 - (Active)

Week 1 - 40 hours/week: Mon-Fri: 8:00 AM-5:00 PM (60-minute break, 8.0 hours/day)
 Week 2 - 32 hours/week: Mon-Thu: 8:00 AM-5:00 PM (60-minute break, 8.0 hours/day)












ALT_NINE_EIGHTY Schedule Effective: 04/09/2017 - 08/05/2023 (Inactive)





Week 1 - 44 hours/week: Mon 8:00 AM-6:00 PM (60-minute break, 9.0 hours/day), Tue 8:00 AM-6:00 PM (60-minute break, 9.0 hours/day), Wed 8:00 AM-6:00 PM (60-minute break, 9.0 hours/day), Thu 8:00 AM-6:00 PM (60-minute break, 9.0 hours/day), Fri 8:00 AM-5:00 PM (60-minute break, 8.0 hours/day)
 Week 2 - 36 hours/week: Mon-Thu: 8:00 AM-6:00 PM (60-minute break, 9.0 hours/day)

If an employee has more than one job or schedule with UCOP, the search option can be used to locate the schedule.

TRRS Icons

TRRS icons are displayed across TRRS tabs and can be used to navigate the system. The table below summarizes the functionality of each of the icons available in TRRS.

Icon	Action / Display	Description
	Edit/Open	Indicates editable sections of a timesheet
	Leave Balances	Marks a section for dedicated calculated leave balances such as accrued vacation and sick leave
	View Timesheet	Use to view the status of a timesheet
	View Workflow	Use to view the status of a timesheet
	Refresh	Use to refresh a screen
	Search	Use to search for a value within a document
	Delete	Use to delete an entry
	Recall Timesheet	Use to recall the timesheet needing edits
	Create Past Pay Period Timesheet	Use to create a timesheet for a past pay period
	Timesheet Modification	Displayed when a timesheet has been edited by the supervisor on behalf of the employee
	Acknowledge	For employee to acknowledge a change after supervisor adjusts timesheet

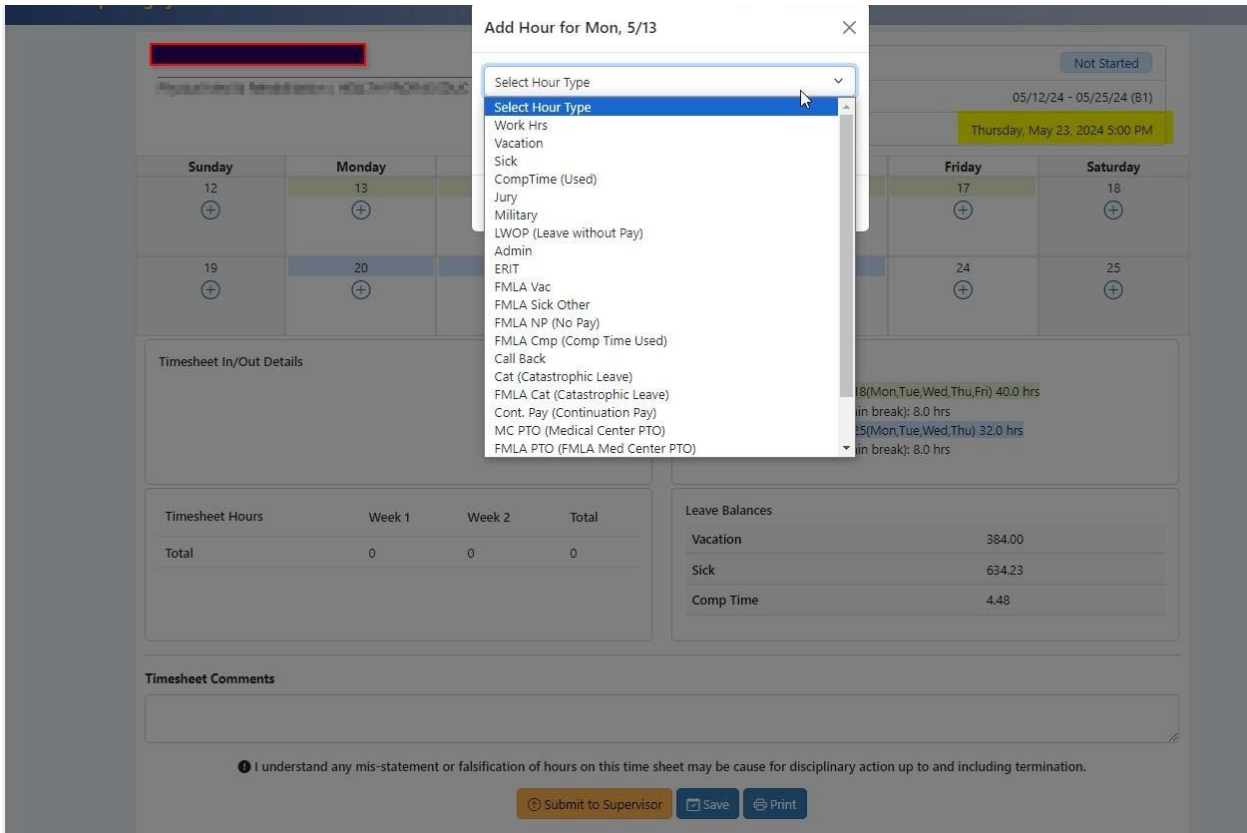
	Reminder	Displayed as a reminder to submit a timesheet
	Electronic Signature Disclaimer	I (the employee) understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.
	Notice	Displayed in the Timesheet Calendar View to draw attention to an important message
	Timesheet Work Schedule	Indicates that employee is on an alternative work schedule

ENTERING WORK HOURS

Timesheet Calendar

A timesheet calendar will appear where an employee can add work and leave hours.

Timesheet Calendar for Biweekly employee.



Note: The deadline for timesheet submission is highlighted in yellow at the top of the **Timesheet Calendar**. You must submit the timesheet on time to ensure pay processed correctly and on time.

- (1) **Reminder notification** – Reminder of when the timesheet should be submitted to the supervisor.
- (2) **Your Personal Information** – Name and ID number, Pay Period – the begin and end dates of the pay period for the timesheet,
- (3) **Basic job assignment information** – department/title code name/timesheet identifier.
- (4) **Status** – Current status of the timesheet. Visit the 'TRS Status Codes section' for more information.
- (5) **Timesheet Calendar** – The timesheet will display a work calendar for the two-week or monthly pay period, as appropriate. Weekends and university holidays are shaded a different color.
- (6) **Timesheet Totals by Week** – total hours for the timesheet separated by hour type, and week.
On Call hours are listed separately, excluded from "Total Hours."
- (7) **Timesheet Totals** – total hours for the pay period, broken down by type.
- (8) **Electronic Signatures** – Employee/Submitter/Supervisor name date and time.
- (9) **Timesheet In/Out Details** – work date, start and end time.
- (10) **Timesheet Work Schedule** – If set up, unique work schedules are displayed. Work schedules are required for employees who work a 9/80 or 4/40 Alternative Work Schedule and for certain bargaining unit members (current state EX, SX). [Applies to Biweekly]
- (11) **Final Hours Submitted** – total regular and leave hours.
- (12) **Timesheet Modifications** – information regarding timesheet modifications and submissions.
- (13) **Timesheet Comments (optional)** – Comments entered here by an employee can be viewed by the supervisor and department time administrator (DTA) or payroll processor.
- (14) **Error/Warning** – This area displays any errors and warning messages that may occur when saving or submitting the timesheet.
- (15) **Save/Submit buttons** – Users can save a timesheet to be submitted later, or just submit to the supervisor when it is ready.

Timesheet Calendar for Monthly employee

Accounting for Payroll Services - Payroll Data - HR/CPSS II

Status

SAVED

Pay Period

05/01/24 - 05/31/24

Due Date

Thursday, June 6, 2024 12:00 PM

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

Timesheet Hours

Vacation	8
Sick	8
Total	16

Leave Balances

Vacation	
Sick	

Timesheet Comments

Created By SysAdmin

I understand any mis-statement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Submit to Supervisor

Save

Print

Note: The deadline for timesheet submission is highlighted in yellow at the top of the **Timesheet Calendar**. You must submit the timesheet on time to ensure pay processed correctly and on time.

Timesheet Calendar - > Add... (drop-down options)

Add Hour for Fri, 5/3

Select Hour Type

- Vacation
- Sick**
- Jury
- Military
- LWOP (Leave without Pay)
- Admin
- ERIT
- FMLA Vac
- FMLA Sick Other
- FMLA NP (No Pay)
- Cat (Catastrophic Leave)
- FMLA Cat (Catastrophic Leave)
- Cont. Pay (Continuation Pay)
- MC PTO (Medical Center PTO)
- FMLA PTO (FMLA Med Center PTO)
- Family Care (Family Care&Bonding)

Timesheet Hours

Timesheet Hours	Total
Vacation	8
Sick	8
Total	16

Leave Balances

Vacation: [Progress Bar]

Sick: [Progress Bar]

Timesheet Comments

Created By SysAdmin

I understand any mis-statement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Submit to Supervisor Save Print

Please note that *menu options may vary* depending on the employee policy.

Editing & Submitting Timesheets

Use the **Timesheet Calendar** to add work and leave hours. Remember the **Monthly Employee** uses TRS to report leave time only and does not enter work time. **Biweekly** employees report works and leave time.

How to enter hours:

1. Under the **Enter Current Timesheet** tab, click the **'Edit'** icon, next to the timesheet that needs to be edited.
2. Biweekly employees complete (a). Monthly employees complete steps (b) and (c) or (d).
 - a. For **Biweekly** employees, the timesheet calendar will be displayed. Select the relevant day. **Go to step 3.**

- b. For **Monthly** employees – Indicate if there are any leave hours to report by selecting.
- c. If **'Yes'** is selected, the **Timesheet Calendar** will be displayed to select the relevant day to report leave time for.
 - (1) To enter leave hours on a chosen day, click the **'Add'** button and select the appropriate **leave type** from the drop-down menu.

- (2) After entering the leave hours, **'Save'** the timesheet for later submission or click the **'Submit to Supervisor'** button.

Note: Leave hours for monthly employees must be reported in full day hour increments, based on employee's normal full day work schedule. For example, enter '8' if you normally work 8 hours a day.

3. For Biweekly employees Click **'Add'** and choose the **'Work Hrs.'** from the drop-down menu. The **'Add'** option can also be used to report **'On-call'** and **'On Call, Call Back'** hours, **'Repeated Hrs.'** and to record different types of non-productive/leave time hours to the timesheet.

Add Hour for Fri, 5/3

Select Hour Type

Select Hour Type

Vacation
Sick
Jury
Military
LWOP (Leave without Pay)
Admin
ERIT
FMLA Vac
FMLA Sick Other
FMLA NP (No Pay)
Cat (Catastrophic Leave)
FMLA Cat (Catastrophic Leave)
Cont. Pay (Continuation Pay)
MC PTO (Medical Center PTO)
FMLA PTO (FMLA Med Center PTO)
Family Care (Family Care&Bonding)

- After reporting hours, **'Save'** the timesheet for later submission, or click the **'Submit to Supervisor'** button.

Timesheet Popup Window (Time In/Out Hours)

The screenshot shows a web application interface for a timesheet. A central popup window titled "Add Hour for Mon, 5/13" is open. The popup has a "Work Hrs" dropdown menu and four input fields: "Time In", "Lunch Start", "Lunch End", and "Time Out". Each input field has a time selector with "am" and "pm" options. Below the input fields are two buttons: "Delete Last Shift" (with a trash icon) and "New Shift" (with a plus icon). At the bottom of the popup are "Add Hour" and "Close" buttons. The background shows a calendar grid with days of the week and dates. Below the calendar, there are sections for "Timesheet In/Out Details", "Leave Balances" (with rows for Vacation and Sick leave), and "Timesheet Hours" (with columns for Week 1, Week 2, and Total). At the bottom, there is a "Timesheet Comments" text area and a disclaimer: "I understand any mis-statement or falsification of hours on this time sheet may cause for disciplinary action up to and including termination." Below the disclaimer are three buttons: "Submit to Supervisor", "Save", and "Print".

- (1) **Time In** – The start time of a working shift
- (2) **AM/PM** – Click the a.m./p.m. to switch between the two options
- (3) **Lunch Out** – The start time of a lunch break. Leave it blank if you didn't take a lunch break
- (4) **Lunch In** – The time the lunch break ended. Leave it blank if you did not take a lunch break
- (5) **Time Out** – Time the work shift ended
- (6) **Delete Icon** – Use to delete any information that is not correct
- (7) **Add to Time Sheet** – After entering your hours, click this button to add your hours to the calendar.
- (8) **New Shift** – Adds a new row for you to record your hours

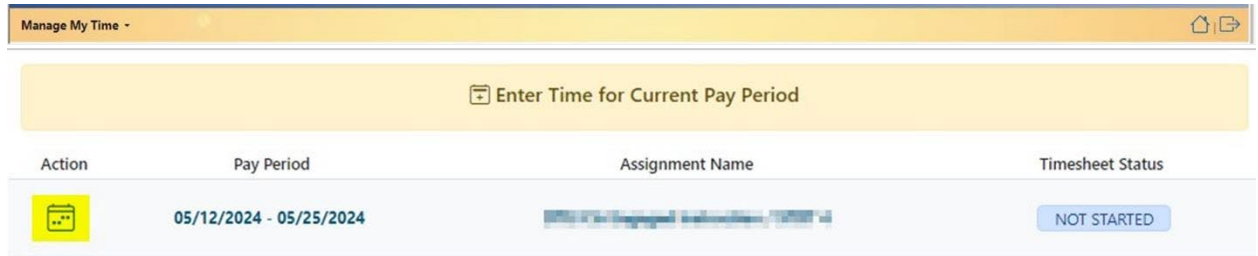
Adding Repeated Hours to a Timesheet


If a **Bi-Weekly** employee works the same shift every day and would like to report the same hours across a selected date range, then the **Repeated Hours** is a copy function that allows an employee to record repeated time for a selected date range. It can be used to report work hours and leave time. For example, when an employee wishes to report two consecutive weeks (80 hours) of vacation used in the pay period.

Monthly employees can use the **Repeated Hours** function to report the same type of leave across multiple days.

How to add repeated hours to your BIWEEKLY timesheet:

1. Under **Manage My Time** -> **Enter Current Timesheet**, click the **View Timesheet** icon under the Action column

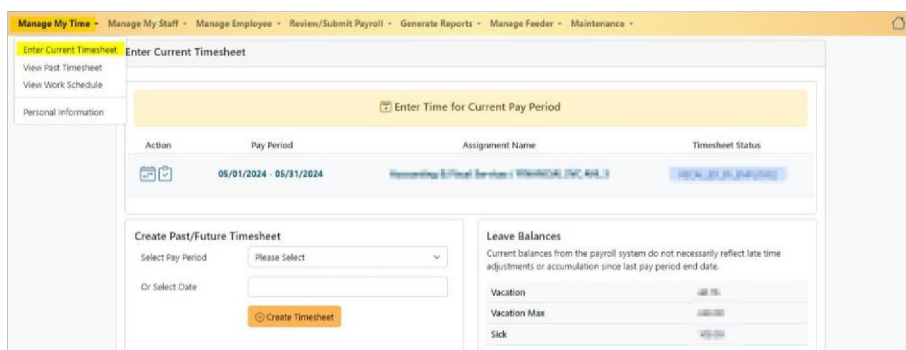



Action	Pay Period	Assignment Name	Timesheet Status
	05/12/2024 - 05/25/2024	Accounting & Financial Services - Biweekly (Sat, Sun, Mon)	NOT STARTED

2. The **Timesheet Calendar** will be displayed.
3. Click '**Add**' on the relevant day.
4. Select **Repeated Hours**. The **Repeat Hours** popup window is displayed.
5. Select the relevant work hours or leave type.
6. Select the start day of work (**From Date**) and last day of work (**To Date**) for the pay period.
7. Click the '**Add**' button to add dates to the timesheet.
8. Complete the fields with the appropriate works hours and lunch break.
9. Click the '**Add to Time Sheet**' button.

How to add repeated hours to your MONTHLY timesheet:

1. Under **Manage My Time** > **Open Timesheets**, click the **View Timesheet** icon under the Action column.



Action	Pay Period	Assignment Name	Timesheet Status
	05/01/2024 - 05/31/2024	Accounting & Financial Services - Biweekly (Sat, Sun, Mon)	NOT STARTED

2. The **Timesheet Calendar** will be displayed. Select the relevant day in the **Timesheet Calendar**. Click '**Add**'
4. Select **Repeated Hours**. The **Repeat Hours** popup window is displayed.
5. Click '**Add**' and select the relevant type of leave, and dates.

- Click the **'Add to Time Sheet'** button. The repeated leave will be added to the Timesheet Calendar.

Note:

Formatting Time

To avoid error messages please note the following format requirements for entering hours:

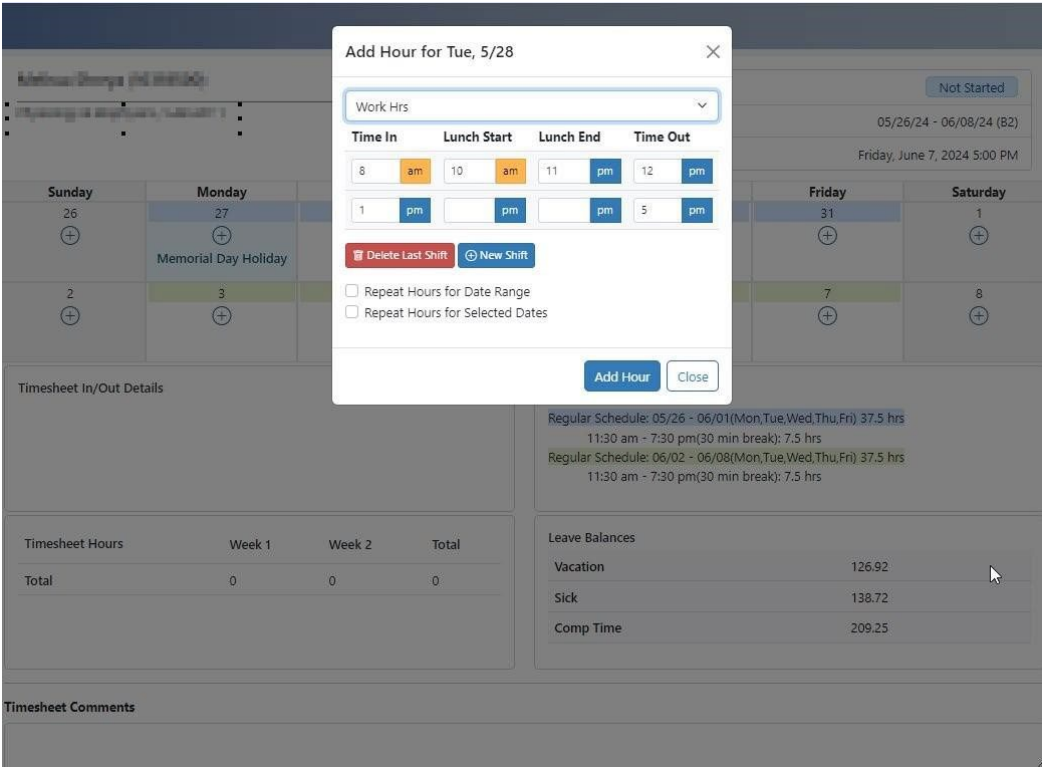
- The hours must be entered in hh:mm.
- The hours cannot be negative.

Adding Additional Shifts

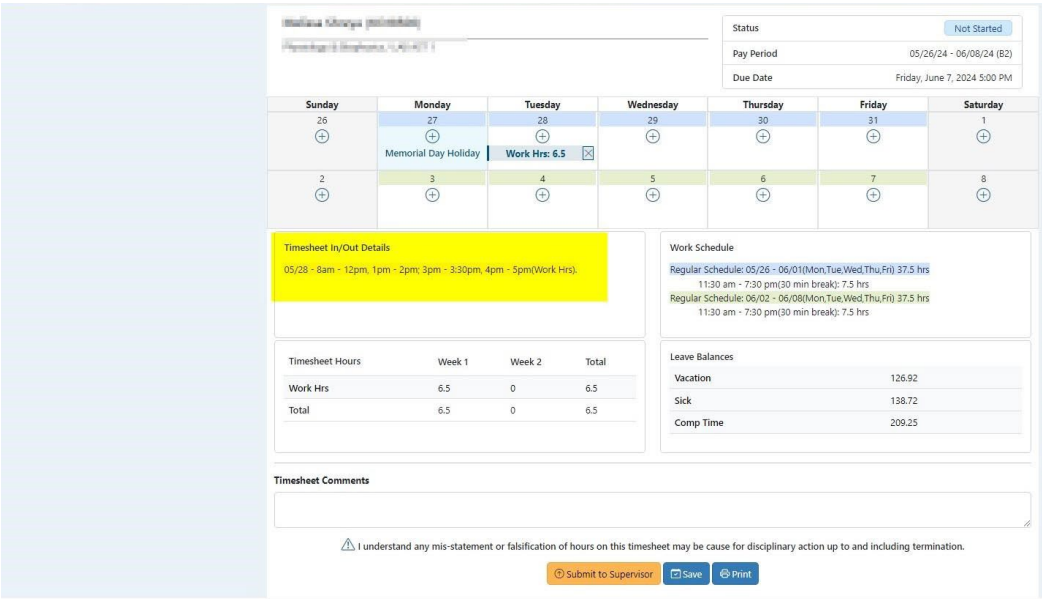
Additional shifts may be added to a timesheet if multiple shifts are worked on the same day for the same department and job assignment.

How additional shifts may be added to a timesheet:

- In the Timesheet Calendar, click **'Add'** on the relevant day.
- Select **'Work Hrs.'** from the drop down.
- In the **'Time In/Out Hours'** popup window, enter the arrival and departure times.
- Add a new shift by clicking on the **'New Shift'** button.
- Enter the second arrival and departure times.
- After entering all the hours, click the **'Add to Time Sheet'** button.



7. Observe that the hours have been added to the calendar.



Reporting On-Call Hours

To report On Call, and On Call/Call Back hours (On Call CB) follow the steps below.

How to:

1. Click 'Add' in timesheet Calendar View
2. Select On-Call or On Call CB (call back If you were called back to work during your On Call hours)
3. Enter the On Call, On Call/Call Back hours worked.
4. Click Add to timesheet.

Once all hours have been saved the shifts will be displayed in Timesheet Calendar View.

The screenshot shows a calendar interface with columns for Thursday (23), Friday (24), and Saturday (25). Each column has an 'Add...' button. A dropdown menu is open from the Friday 'Add...' button, listing various time categories. The 'Call Back' option is highlighted with a red rectangular box. Other options include Repeated Hours, Work Hrs, Vacation, Sick, CompTime (used), Jury, Military, LWOP, Admin, ERIT, FMLA Vac, FMLA Sck (sick), FMLA NP (no pay), FMLA Cmp (comp), Paid Leave (COVID19), Emerg EE (Emerg Sick Leave Emp), Emerg FM (Emerg Sick Family), and Exp FML (Expanded FML).

Format Requirements

To avoid error messages please note the following format requirements for entering hours:

- The hours must be entered in hh:mm.
- The hours cannot be negative.
- Enter Time In hours before entering Time Out hours.
- Time In of Shift 2 must be later than the Time Out of the previous shift.
- Time Out hours must be entered for each Time In hours entered.
- Time In/Out must be in chronological order. Can cross midnight.
- The combination of hours reported must be under 24 hours, i.e., Leave hour + Work hour + Call back cannot exceed 24 hours.
- You cannot enter lunch hours on a job if you do not clock into the job, for example, lunch start time cannot be at 7 a.m. if your shift starts at 8 a.m.
- Lunch Out must be entered before Lunch In and it must be on the same day.

- No more than 8 hours of lunch break can be reported on one day.
- Lunch In/Out hours cannot be reported after an employee has clocked out from a shift.

Note: Using the UC Time and Attendance policy, TRS will compute the total hours for the day to the nearest quarter of the hour.

Example:

Time In: 8:08 a.m.

Lunch Out: 12:00 p.m.

Lunch In: 1:00 p.m.

Time Out: 5:00 p.m.

TRS will calculate the total work hours as 7.75 hours.

Reporting Leave Time

In TRS, leave time is reported in the timesheet calendar.

TYPES OF LEAVE:

The drop-down options may vary according to the employee policy.

- **Repeated Hours** - use this entry to repeat hours across a selected range of dates. This can be used for ANY type of hours, including work and leave time.
- **Work Hrs.** - use this entry to record actual hours worked.
- **Vacation** - use this entry to record vacation time taken.
- **Sick** - use this entry to record sick time taken.
- **Comp Time (Used)** - use this entry to record comp time taken.
- **Jury** - use this entry to record time off for jury duty.
- **Military** - use this entry to record military time off for duty.
- **LWOP** - use this entry to record Leave Without Pay time off.
- **Admin** - to be determined by the Service Channel (paid time).
- **ERIT** - use to report time-related to Employee Reduction in Time Program.
- **FMLA Vac** - use to report FMLA vacation time (with pay).
- **FMLA Sck (Sick)** - use to report FMLA sick leave (with pay).
- **FMLA NP (no pay)** - use to report FMLA time without pay.
- **FMLA Cmp (comp)** - Comp Time (used) for FMLA leave (used hours from employees comp blank in UCPATH).
- **Call Back** - use to report call back hours after your scheduled work shift.
- **Cat** (Catastrophic Leave).
- **FMLA Cat** (Catastrophic Leave).

• **Family Care** (Family Care & Bonding)

How to report leave time:

1. Go to the relevant day, click the 'Add' and choose the appropriate leave type from a dropdown menu.
2. The selected leave type will be displayed on the relevant date. Enter the leave hours in the popup box.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 (+)	13 (+)	14 (+)	15 (+)	16 (+)	17 (+)	18 (+)
	Work Hrs: 8.0	Vacation: 8				
19 (+)	20 (+)	21 (+)	22 (+)	23 (+)	24 (+)	25 (+)

Timesheet Hours	Week 1	Week 2	Total
Work Hrs	8	0	8
Vacation	8	0	8
Total	16	0	16

Leave Balances	
Vacation	0.00
Sick	0.00

Timesheet Comments

I understand any mis-statement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Submit to Supervisor Save Print

If the hour that was entered needs to be corrected, use X next to the hour type in timesheet.

Note: To avoid error messages please note the following format requirements when entering hours:

- Hours cannot be negative.
- Hours must be in quarter hour increments (i.e., 8.0, 7.75, 6.5, etc.)

Administrative Leave Time

Sometimes an employee may take departmental approved administrative leave time away from the job to:

- Telecommute
- Attend a seminar, conference, or class.

TRS does not have entry codes for these types of administrative leave time, however, approved leave should be reported as work hours and indicated in the comments section, in the ‘Timesheet Calendar View.’

How to enter Administrative Leave Time:

- 1. In the Timesheet Calendar View, go to the relevant day and click ‘Add.’
- 2. Select ‘Work Hrs.’ from the dropdown menu.
- 3. In the ‘Timesheet Comments’ box indicate the type, date and time of the non-productive leave taken.

SUBMITTED today at 3:42 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13	14	15	16	17	18
19	20	21	22	23	24	25
Work Hrs: 8.0						

Timesheet In/Out Details

05/19 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs).

Timesheet Comments

On May 19, I attended a conference in San Francisco.

Status

SUBMITTED_TO_SUPERVISOR

Pay Period

05/12/24 - 05/25/24 (B1)

Due Date

Thursday, May 23, 2024 5:00 PM

Timesheet Hours	Week 1	Week 2	Total
Work Hrs	0	8	8
Total	0	8	8

Recall Timesheet

Print

Submitting the Timesheet to Supervisor

Click ‘Submit to Supervisor’ when all hours have been entered and the timesheet is ready for submission to the supervisor for review and approval. Use the comments section to enter any additional information in relation to your timesheet that the supervisor should see.

Updates and edits can be made to a saved timesheet until it's submitted.

How to update a Timesheet:

The Time Reporting System (TRS) can currently accommodate alternate work schedules such as:

- 4/80 Work Schedule (For both monthly-paid and biweekly-paid employees)
- Temporary Assignment

Any of these alternate work schedules will be set up for you ahead of time. If you work an alternate schedule, and it's not noted on your timesheet, contact your department time administrator (DTA) for assistance.

9/80 Alternate Work Schedule

If an employee has been approved to work a 9/80 Alternate Work Schedule (aka flexible work schedule or AWS) the Timesheet Calendar View will display additional information below the timesheet. The 9/80 schedule is set up in TRS by the DTA.

Employees designated to work a 9/80 AWS, usually work 44 hours in Week 1 and 36 hours with one day off in Week 2.

To help identify which work week an employee is working in for the 9/80 schedule, the date fields are color coded:

Week 1 – Green

Week 2 – Blue

Status: Not Started

Pay Period: 05/12/24 - 05/25/24 (B1)

Due Date: Thursday, May 23, 2024 5:00 PM

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 (+)	13 (+)	14 (+)	15 (+)	16 (+)	17 (+)	18 (+)
19 (+)	20 (+)	21 (+)	22 (+)	23 (+)	24 (+)	25 (+)

Timesheet In/Out Details

Work Schedule

Regular Schedule: 05/12 - 05/18(Mon,Tue,Wed,Thu,Fri) 40.0 hrs
8:00 am - 5:00 pm(60 min break): 8.0 hrs

Regular Schedule: 05/19 - 05/25(Mon,Tue,Wed,Thu) 32.0 hrs
8:00 am - 5:00 pm(60 min break): 8.0 hrs

Timesheet Hours	Week 1	Week 2	Total
Total	0	0	0

Leave Balances

Vacation	384.00
Sick	634.23
Comp Time	4.48

Timesheet Comments

I understand any mis-statement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Submit to Supervisor Save Print

4/40 Alternate Work Schedule

If an employee is approved to work a 4/40 Alternate Work Schedule (aka flexible work schedule or AWS) the timesheet calendar view will display additional information below the timesheet. The 4/40 schedule is set up in TRS by the supervisor or DTA.

Employees designated to work a 4/40 AWS, normally work 10 hours per day, 4 days a week.

If the employee's title belongs to the Clerical & Allied Services Unit (CX), Technical Unit (TX) or the Service Unit (SX) they are subject to daily overtime rules. For those employees who are subject to daily overtime rules and normally work a fixed weekly work schedule, their Timesheet Calendar View will display additional information below the timesheet. The fixed schedule is set up in TRS by your supervisor or DTA.

ADDITIONAL TIMESHEET ACTIONS

After Submission

- You can recall your timesheet if the supervisor has not taken any action on it.
- Your supervisor can return timesheet for correction. The employee will receive a system email with the supervisor comments.
- The supervisor can make edits in case of an emergency. The employee will be notified by email.

If there is an error on timesheet after it was approved, contact your supervisor.

How to submit a Late Timesheet:

1. On the **Manage My Time > Enter Current Timesheet** tab, go to **Create Past Pay Period Timesheets**.
2. Select the relevant pay period from the drop down, or enter a date in the text box.
3. Click the **Create** button. The timesheet calendar will be displayed.
4. Enter your working hours, then click **Add to Time Sheet**.
5. Click the **Submit to Supervisor** button.

The screenshot shows the 'Enter Current Timesheet' interface. At the top, there's a yellow bar with 'Manage My Time' and a home icon. Below it, the main heading is 'Enter Current Timesheet'. A yellow box contains the text 'Enter Time for Current Pay Period'. Below this, it states 'Your Current Overtime Compensation Method is: Payment'. There's a table with columns: Action, Pay Period, Assignment Name, and Timesheet Status. The first row shows a calendar icon, the pay period '05/12/2024 - 05/25/2024', a blurred assignment name, and a 'NOT STARTED' button. Below the table, there's a section titled 'Create Past/Future Timesheet' with a yellow highlight. It has a 'Select Pay Period' dropdown menu showing '04/28/2024 - 05/11/2024' and an 'Or Select Date' text input field. A yellow 'Create Timesheet' button is below. To the right, there's a 'Leave Balances' section with a note: 'Current balances from the payroll system do not necessarily reflect late time adjustments or accumulation since last pay period end date.' Below this are four rows: 'Vacation', 'Vacation Max', 'Sick', and 'Comp', each with a corresponding input field.

Recalling a Timesheet

At times, an employee may wish to make an update or an adjustment to the timesheet that has already been submitted to the supervisor. This can be achieved by requesting TRS to return the timesheet back to the employee in order to make adjustments.

There are two methods for recalling a timesheet.

How to Recall a Timesheet:

- 1. From the **Review Past Timesheet** tab, select the relevant timesheet.
- 2. The **Timesheet Calendar** will be displayed. Click the **Recall Timesheet** button.

SUBMITTED today at 4:20 PM

28

29

30

1

2

3

4

5

6

7

8

9

10

11

Work Hrs: 8.0

Work Hrs: 8.0

Work Hrs: 8.0

Work Hrs: 8.0

Work Hrs: 8.0

Work Hrs: 8.0

Work Hrs: 8.0

Timesheet In/Out Details

04/29 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs),
05/01 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs),
05/02 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs),
05/03 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs),
05/06 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs),
05/07 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs),
05/08 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs),
05/09 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs),
05/10 - 8:00am - 12:00pm, 1:00pm - 5:00pm(Work Hrs).

Work Schedule

Regular Schedule: 04/28 - 05/04(Mon,Tue,Wed,Thu,Fri) 40.0 hrs
8:00 am - 5:00 pm(30 min break): 8.0 hrs
Regular Schedule: 05/05 - 05/11(Mon,Tue,Wed,Thu) 32.0 hrs
8:00 am - 5:00 pm(30 min break): 8.0 hrs

Status

SUBMITTED_TO_SUPERVISOR

Pay Period

04/28/24 - 05/11/24 (82)

Due Date

Friday, May 10, 2024 5:00 PM

Timesheet Hours

Week 1

Week 2

Total

Work Hrs

32

40

72

Total

32

40

72

Recall Timesheet

Print

OR

- 1. From the **Enter Current Timesheet** tab, select the relevant timesheet.
- 2. Click the **Recall Timesheet** button.

Note: The recall function can only be used if the timesheet has the status of “Submitted to Supervisor.” If the timesheet has been already edited or approved by the supervisor and submitted to the DTA for processing (status of “Submitted to DTA”), the employee must contact the supervisor or the DTA to have the timesheet returned to them.

Tracking a Timesheet

Once submitted, the timesheet processing status can be tracked in the system. An employee can see the dates when the timesheet was submitted, approved by the supervisor and processed by the DTA.

To track the status of a timesheet follow the steps below. Please review the Timesheet Status Codes table below for definitions of different timesheet statuses.

Here are some of the most common **Timesheet Status Codes**:

- **None** - timesheet has not been opened, saved or submitted
- **Saved** - hours have been entered and timesheet saved
- **Submitted to Supervisor** - timesheet has been submitted to the supervisor for approval
- **Recalled by Employee** - returns a submitted timesheet to the employee
- **Returned by Supervisor** - supervisor has returned the timesheet back to the employee for edits
- **Submitted to DTA** - supervisor has approved the timesheet and submitted to DTA
- **Submitted to UCPATH** - the DTA has reviewed the timesheet and submitted it to UCPATH for processing
- **Batch locked** - timesheet is locked while the system is processing it
- **Completed** - TRS processed the timesheet successfully without errors
- **Completed Pending Sup Ackl** - TRS processed the timesheet successfully but the supervisor failed to approve the timesheet and its pending the supervisor acknowledgment
- **Completed Pending DTA Ackl** - TRS processed the timesheet successfully but the DTA failed to submit the timesheet and its pending the DTA acknowledgment

How to track the status of a Timesheet:

1. Navigate to **Manage My Time > Review Past Timesheet Tab.**

Action	Pay Period	Assignment Name	Timesheet Status
	04/28/24 - 05/11/24	Assignment Name: [truncated]	SUBMITTED_TO_SUPERVISOR
	04/14/24 - 04/27/24	Assignment Name: [truncated]	COMPLETED
	03/31/24 - 04/13/24	Assignment Name: [truncated]	COMPLETED
	03/17/24 - 03/30/24	Assignment Name: [truncated]	COMPLETED
	03/03/24 - 03/16/24	Assignment Name: [truncated]	COMPLETED
	02/18/24 - 03/02/24	Assignment Name: [truncated]	COMPLETED

2. Click on the **'View Workflow'** icon, next to the timesheet that you would like to track. The **Timesheet Workflow** will be displayed.

Manage My Time -			
View Past Timesheets			
Action	Pay Period	Assignment Name	Timesheet Status
	04/28/24 - 05/11/24	Physician Med to Residency Review - 1181 Batch Locked	SUBMITTED_TO_SUPERVISOR
	04/27/24	Physician Med to Residency Review - 1181 Batch Locked	COMPLETED
	03/31/24 - 04/13/24	Physician Med to Residency Review - 1181 Batch Locked	COMPLETED

- (1) **Status Code** – Workflow status of the timesheet.
- (2) **Completed By** – Individual that performed the action on the timesheet.
- (3) **Completion Date** – The date and time the action was performed.
- (4) **Comments** – All comments (if any) will be listed for review.
- (5) **Total turnaround time** – The total time it took to process the timesheet from time it was submitted to the supervisor to when it was COMPLETED. This field will only be displayed if the timesheet has reached the COMPLETED status. *(See screen shot below showing completed workflow)*

Timesheet Workflow

Pay Period 04/14/24 - 04/27/24

Timesheet Id Job Id

Total Turnaround Time: 1 day(s) 3 hour(s) 49 minute(s) 36 second(s)

Status Code	Completed By	Completed Date	Comments
SUBMITTED_TO_SUPERVISOR	<div></div>	04/29/24 Monday @ 8:17 AM	Prep for 2024-2025 AY and meeting with LBVA
SUBMITTED_TO_DTA	<div></div>	04/29/24 Monday @ 8:29 AM	
SUBMITTED_TO_UCPATH	<div></div>	04/29/24 Monday @ 2:11 PM	Normal Submit to PS
BATCH_LOCKED	SYSTEM	04/30/24 Tuesday @ 12:06 PM	I181 BATCH LOCKED
COMPLETED	SYSTEM	04/30/24 Tuesday @ 12:07 PM	I181 BATCH PROCESSED

RESOURCES

TRS Deadlines

All employees should refer to the TRS Payday Calendar. The calendar lists the TRS deadlines. It is extremely important to be aware of the timesheet submission deadlines to ensure a timely payment.

The TRS Deadlines are managed by the Payroll department and are posted online at <https://www.ucop.edu/local-human-resources/op-life/payroll/time-reporting.html>.

Troubleshooting

Contact your supervisor if you are unable to save or submit a timesheet due to errors that indicate that you don't have a supervisor or work schedule set up in TRS.

Your supervisor will contact your department time administrator (DTA) who will make sure that you are correctly set up in TRS.

TRS Help

Visit our website <https://www.ucop.edu/local-human-resources/op-life/payroll/time-reporting.html> for TRS help.

Contact your supervisor if you have questions on how you should report your time in TRS.