

TRS – Time Reporting System

Understanding your Timesheet

Presented by Anne Marie Scott

UC ANR Payroll Manager

November 16th, 2023

Discussion Points

- What TRS does and what it doesn't do
- Employee timesheet information
- Approver/Supervisor information
- Timesheet submission and approval deadlines

TRS – What does it do?

- TRS is a time reporting system, developed originally by UCI, that is used to record work hours for bi-weekly, nonexempt employees and also non-work hours for both bi-weekly, nonexempt employees and monthly, exempt employees.
- It has the complex UC pay policies and collective bargaining agreements built in so that the correct rates and hours for overtime and holidays are calculated.
- It does not calculate pay checks or leave accruals. UCPath is the system that calculates pay checks and leave accruals. Information is shared back and forth between TRS and UCPath by file transfer.

TRS – Timesheets Types

- 2 main types of employees –
- Hourly, non-exempt (eligible for overtime), and paid on the biweekly cycle:
 - Employee enters actual hours worked and/or hours of vacation or sick time taken on their timesheet. These timesheets **must be submitted in order for these employees to be paid** and this info is sent to UCPath to calculate pay.
- Salaried, exempt (not eligible for overtime), and paid on the monthly cycle:
 - Employee only enters their leave time usage on these timesheets. The employee will automatically be paid their salary by UCPath, but it takes the vacation and sick time reported on the timesheet to adjust the employee's leave balances.

TRS – Non-exempt Timesheets


- Hourly, non-exempt (eligible for overtime), and paid on the biweekly cycle:
 - Based on the number of hours worked per day/week and any bargaining unit the employee belongs to, and the employee's FTE %, TRS figures out if the employee is due any overtime or holiday pay and calculates the total number of these hours.
 - These hours are then sent to UCPath to be included in the calculation of the employee's pay check and their leave accrual.

TRS – Timesheets Deadlines

- Both types of employees are required to submit their timesheets by the deadline posted in the yellow header at the top of their timesheet:

 Remember to submit this timesheet by Thursday, December 7, 2023 5:00 PM

- The Approver/Supervisor of both types of employees are required to approve these timesheets by the deadline posted in the yellow header at the top of their timesheet roster:

 Approval due by Monday, November 27, 2023 12:00 PM

TRS – Tips for Employees Entering Time

- Save data entry time! Non-Exempt Employees working a fixed schedule may want to click the *Add* button on one of the days of the pay period and select the *Repeated Hours* option to enter their work time once and apply it to other working days of the pay period. This Repeated Hours option can also be used for non-work time reporting (multiple vacation days, jury duty, etc).
- Notice a mistake on your timesheet after you submitted it to your supervisor? No problem! Use the Recall Timesheet button to return the timesheet for editing.
 - *Note:* Once your supervisor has taken action on your timesheet, the Recall option is no longer available. *But, you may ask the Supervisor to return the timesheet to you still.*
 - *Note:* Non-exempt employees must enter all time worked and all non-work time. Exempt employees enter their non-work time ONLY.
- Are you an exempt employee who answered the question "Do you have vacation, sick, jury duty and/or leave without pay to report for this pay period incorrectly?" No problem! Simply click on the Reset link, and you will get the chance to answer the question again.
- Submit the timesheet to your supervisor before the [deadline](#).

TRS – Tips for Supervisors Approving Timesheets

- Return timesheets to employees for correction instead of directly making the changes on the timesheet. You should only edit the timesheet for the employee if the employee is unavailable to do so. This should really only be the case if the person is on an approved leave of absence.
- Click the workflow icon on a timesheet to see routing comments.
- Submit the timesheet to the Department Time Administrator (DTA) before the [deadline](#).

Live Demo

TRS – Resources, Deadlines, and FAQs

- <https://financeandbusiness.ucdavis.edu/systems/trs/training>
- <https://financeandbusiness.ucdavis.edu/systems/trs/deadlines>
- <https://financeandbusiness.ucdavis.edu/systems/trs/faqs>

UC ANR Payroll – Departmental TRS Administrators

What do we do as DTAs?

- Manage TRS for all UC ANR staff and academics in order to ensure timely and accurate pay and leave time accruals are calculated and posted correctly by UCPath.
- Troubleshoot and resolve TRS, pay, and accrual issues directly with employees and supervisors.
- Provide policy and procedure guidance for employees, supervisors, and senior leadership.

UC ANR Payroll

UC ANR Payroll, anrpayroll@ucanr.edu

Who makes up our team?

- Anne Marie Scott, Manager, ascott@ucanr.edu
- Raj Dhindsa, Payroll Assistant, rkdhindsa@ucanr.edu
- Dorrel Chand, Payroll Analyst, dachand@ucanr.edu
- Leticia Barba, Sr. Payroll Analyst, labarba@ucanr.edu

Please reach out to us at our team email whenever possible so that we can ensure your request is addressed. But, you may also reach out to me directly as well.

General Questions?