TRS Employee Reference Guide: TRS 101: Employee Basics

Employees can navigate to the Time Reporting System (TRS) after logging in with their UCInetID and password to ZotPortal (http://portal.uci.edu), or they can navigate directly to the TRS Landing Page (http://timesheet.uci.edu), select the “Employee” link, and log in with their UCInetID and password.

Employees may also find reviewing the TRS FAQ (http://www.accounting.uci.edu/payroll/trs/faq.html) especially helpful prior to accessing TRS for the first time.

TRS Landing Page:

**TRS Employee Deadlines:**

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**NOTE:** The TRS Employee Deadlines are determined by the Central Payroll Office and are periodically revised and reposted online: (http://apps.adcom.uci.edu/cms/public/Accounting/Payroll/TRSDeadlines.pdf).

TRS Home Page:

**Manage My Time Tab**

The only tab most Employees see on the TRS Home Page after logging into TRS is the Manage My Time tab, where by default, they can view the status of their current timesheets under the Open Timesheets heading in the Enter Current Timesheet section. Only timesheets which are still in progress and not yet submitted by the employee’s DTA will appear in their Enter Current Timesheet section. Employees can view their available open timesheets in TRS by selecting the View Timesheet icon in the Action column.
Additionally, new timesheets in “NONE” status automatically appear under the Open Timesheets heading during each pay period (see green highlighted items below).

**TRS Open Timesheets heading:**

![Image of TRS Open Timesheets](image)

**NOTE:** A few things employees should understand about timesheets in “NONE” status:
- Timesheets in “NONE” status are those timesheets which have not yet been saved or submitted by the employee (or the employee’s supervisor).
- Timesheets in “NONE” status are **temporary** until they are saved or submitted by the employee (or the employee’s supervisor).
- Timesheets that are still in “NONE” status after TRS rolls over into a new pay period will appear to “fall off” the system.

**Employee Time Entry:**

When an employee initially opens their timesheet in TRS, an employee submission deadline reminder will appear in a yellow box above their name and Employee ID (EID# XXXXXXXXX).

**BiWeekly Employees**

Most BiWeekly employees log in to TRS daily and manually input their work/leave hours. However, some units may instead require BiWeekly employees to physically clock in/out via a time clock.

![Image of BiWeekly Employee Time Entry](image)
**Monthly Employees**

Monthly employees only report exception hours (leave time—vacation, sick, jury duty, LWOP, etc.) in TRS. Thus, TRS requires all Monthly employees to first confirm whether they have exception hours to report before their timesheet will be available to edit/submit in TRS.

Monthly employees with exception hours to report should select the **Yes** option. Then, TRS will open their Monthly timesheet for time entry.

Monthly employees with **no exception hours** to report should select the **No** option and submit their timesheet.
Creating Past Pay Period Timesheets:

If the Employee submission deadline for current BiWeekly pay period timesheets has not yet passed, the timesheet for the current BiWeekly pay period will appear under the Open Timesheets heading on employees’ Manage My Time tab in TRS.

However, once a pay period’s Employee submission deadline has passed, TRS will automatically roll over to the next BiWeekly pay period, and the timesheet for the next BiWeekly pay period will appear under employees’ Open Timesheets heading.

If an employee forgets to save/submit a past timesheet and it has already “fallen off” their Open Timesheets list, they can also create past timesheets in their Enter Current Timesheet section of their Manage My Time tab in TRS. Employees need only to select an available pay period from the drop down menu or enter in any date during the desired pay period under the Create Past Pay Period Timesheet heading, and click the yellow Create button (see purple highlighted items below).

(Manage My Time tab > Enter Current Timesheet section > Create Past Pay Period Timesheet heading)

Questions about TRS?

Unless otherwise instructed, employees should direct any TRS-related questions first to their Primary Supervisor in TRS before seeking assistance from their Departmental Time Administrator (DTA).

**As a reminder, employees may find reviewing the TRS Frequently Asked Questions (FAQ) especially helpful prior to accessing TRS for the first time—or anytime they have questions or concerns about TRS, their timesheets, or time entry. (http://www.accounting.uci.edu/payroll/trs/faq.html)**

NOTE: If an employee’s Assignment Start Date is during the current pay period, there will be no prior pay periods available for selection in their drop-down menu (see above).