

## TRS Employee Quick 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:

#### BiWeekly Pay Period Dates

Pay Cycle	Pay Period Dates		CHECK DATE	TRS Deadlines
	BEGIN DATE	END DATE		Employee Deadline (12 noon)
	XX	12-01-17	12-01-17	01-08-18
B1	12-17-17	12-30-17	01-10-18	01-01-18
B2	12-31-17	01-13-18	01-24-18	01-16-18
MO	01-01-18	01-31-18	02-01-18	02-09-18

Revised 12/19/17

#### Monthly Pay Period Dates

Pay Cycle	Pay Period Dates		CHECK DATE	TRS Deadlines
	BEGIN DATE	END DATE		Employee Deadline (12 noon)
	XX	12-01-17	12-01-17	01-08-18
B1	12-17-17	12-30-17	01-10-18	01-01-18
B2	12-31-17	01-13-18	01-24-18	01-16-18
MO	01-01-18	01-31-18	02-01-18	02-09-18

Revised 12/19/17

**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/TRS\\_EmployeeDeadlineCalendar.pdf](http://apps.adcom.uci.edu/cms/public/Accounting/Payroll/TRS_EmployeeDeadlineCalendar.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:**

**UC Irvine Time Reporting System** Home | Logout  
Welcome Peter Anteater July 14, 2017

Manage My Time

Enter Current Timesheet | Review Past Timesheet

**Open Timesheets**

Action	Pay Period	Assignment Name	Timesheet Status
	07/02/2017 - 07/15/2017	ACCOUNTING OFFICE / ADMIN ANL	NONE

Create Past Pay Periods Timesheet  
select from drop down  
OR enter a date

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

Vacation	249.51	Vac. Max	288.00
Sick	182.92	Comp	0.00
PTO	0.00		

Create

**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# XXXXXXXXXX).

**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.

Remember to submit this timesheet by Monday, July 17, 2017 12:00 PM

Timesheet for PETER ANTEATER (09XXXXXXXX) Status: None  
Pay Period 07/02/17 - 07/15/17  
ACCOUNTING OFFICE / ADMIN ANL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
30	1	2				

Work Hrs. 8.0

**Repeat Hours**

Work Hrs. From Date 07/01/2017 To Date 07/03/2017 Hour 8.0

Exclude weekends  Exclude holidays

Time In	Lunch Out	Lunch In	Time Out
8 am	1 pm	2 pm	5 pm

Timesheet Totals\*  
Work Hrs. 24.00  
24.00

\* Timesheet Totals do not include earned h  
Timesheet In/Out Details  
7/1 - 8am - 12pm, 1pm - 5pm.  
7/2 - 8am - 12pm, 1pm - 5pm.  
7/3 - 8am - 12pm, 1pm - 5pm.  
Timesheet Comments

Save Submit to Supervisor

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.

### 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.

**UC Irvine Time Reporting System** Close Window

Welcome Peter Anteater August 09, 2017

**Remember to submit this timesheet by Saturday, September 9, 2017 12:00 PM**

Timesheet for PETER ANTEATER (09XXXXXXXX) Status: None

Pay Period 08/01/17 - 08/31/17 (184 Hrs)

CLS/TS/SCR43 / SRA 3

Do you have vacation, sick, jury duty and/or leave w/o pay to report for this pay period?

Yes  No

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

**UC Irvine Time Reporting System** Close Window

Welcome Peter Anteater August 09, 2017

**Remember to submit this timesheet by Saturday, September 9, 2017 12:00 PM**

Timesheet for PETER ANTEATER (09XXXXXXXX) Status: None

Pay Period 08/01/17 - 08/31/17 (184 Hrs)

CLS/TS/SCR43 / SRA 3 Reset...

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
31	1 Sick 8.0	2 PTO 8	3 Jury 8	4 Voting 8	5	6
7 LWOP 8	8 Vacation 8.0	9 Vacation 8.0	10 Repeated Hours 8.0	11 Vacation 8.0	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

**Repeat Hours**

Add... From Date 08/09/2017 To Date 08/11/2017 Hour 8.0

Sick  
 PTO  
 PTO (paid time off)  
 Jury  
 Voting  
 LWOP  
 Vacation

Is  Exclude holidays

Add to Time Sheet New Shift

Timesheet Totals*	
Vacation	32.00
Sick	8.00
PTO	8.00
Jury	8.00
Voting	8.00
LWOP	8.00

\* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

Timesheet Comments 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 Submit to Supervisor

Monthly employees with no exception hours to report should select the **No** option and submit their timesheet.

**UC Irvine Time Reporting System** Close Window

Welcome Peter Anteater August 09, 2017

Timesheet for PETER ANTEATER (09XXXXXXXX) Status: SUBMITTED\_TO\_SUPERVISOR

Pay Period 07/01/17 - 07/31/17 (168 Hrs)

CLS/TS/SCR43 / SRA 3 View PDF

No exception hours (include Vacation, Sick, Voting, Jury Duty and Leave w/o Pay) to report for this pay period.

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

**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 Periods Timesheet* heading)

**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).

**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>)\*\**