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 (https://www.accounting.uci.edu/payroll/trs/faq.php) especially helpful prior to accessing TRS for the first time.

TRS Employee Deadlines:

https://www.accounting.uci.edu/payroll/trs/deadlines.php

Biweekly Pay Period Dates:

TRS Biweekly Deadlines 2024

Pay Cycle	Begin	End	Employee 5 p.m. Deadline	Supervisor 12 p.m. Deadline	DTA 12 p.m. Deadline	Payday
B3	01/07/2024	01/20/2024	01/19/2024	01/22/2024	01/23/2024	01/31/2024
B1	01/21/2024	02/03/2024	02/02/2024	02/05/2024	02/06/2024	02/14/2024
B2	02/04/2024	02/17/2024	02/15/2024	02/16/2024	02/20/2024	02/28/2024

Monthly Pay Period Dates:

Monthly TRS Deadlines 2024

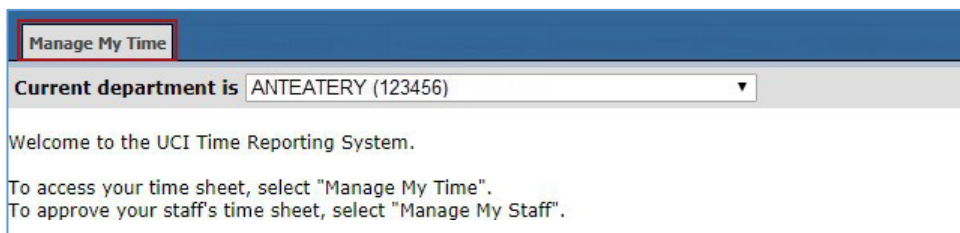| Pay Cycle	Begin	End	Employee 12 p.m. Deadline	Supervisor 12 p.m. Deadline	DTA 12 p.m. Deadline	Payday
MO	01/01/2024	01/31/2024	02/06/2024	02/09/2024	02/16/2024	02/01/2024
MO	02/01/2024	02/28/2024	03/06/2024	03/09/2024	03/18/2024	03/01/2024
MO	03/01/2024	03/31/2024	04/06/2024	04/09/2024	04/18/2024	03/30/2024

Monthly Hourly Pay Period Dates:

Monthly Hourly TRS Deadlines 2024

Pay Cycle	Begin	End	Employee 12 p.m. Deadline	Supervisor 12 p.m. Deadline	DTA 12 p.m. Deadline	Payday
MO	01/01/2024	01/31/2024	01/16/2024	01/17/2024	01/18/2024	02/01/2024
MO	02/01/2024	02/28/2024	02/14/2024	02/15/2024	02/16/2024	03/01/2024
MO	03/01/2024	03/31/2024	03/16/2024	03/17/2024	03/18/2024	03/30/2024

NOTE: *The TRS Employee Deadlines are determined by the Central Payroll Office and are periodically revised and reposted online:* **https://www.accounting.uci.edu/payroll/trs/deadlines.php**.

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:

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.

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 <u>no exception hours</u> 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 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. (https://www.accounting.uci.edu/payroll/trs/faq.php)