

# *Time Reporting System (TRS)*

# *Employee*

# *Handbook*

Last update: 06/11/24



TRS Support Desk, UCI A&FS – Payroll Division

Questions? [Employee Experience Center](#)

[timesheet.uci.edu](https://timesheet.uci.edu) | [FAQ](#)

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# TRs OVERVIEW

Welcome to the UC Irvine 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 due on the **last 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 **3<sup>rd</sup> business day of the following month**. System email reminders are sent out the day the timesheet is due.

Deadline calendar: <https://www.accounting.uci.edu/payroll/calendar.php>

## Policy and Calculations

TRIS 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.

# Accessing the TRS System

## Checking Your Access

Employees can view their current TRS and UCPath access by logging into [KSAMS](#) with their UCInetID.

## Logging into TRS:

- 1- To Access the **TRS** system, log into the using your **UCInetID** and password.
- 2- Under **My Applications** menu, select the [Time Reporting System \(TRS\)](#).
- 3- Select the **Employee** option.



**To access TRS directly**, employees should first navigate to the main page for TRS (<https://timesheet.uci.edu>) and select the appropriate User Type. TRS will then prompt the employee to log in with their UCInetID and password.

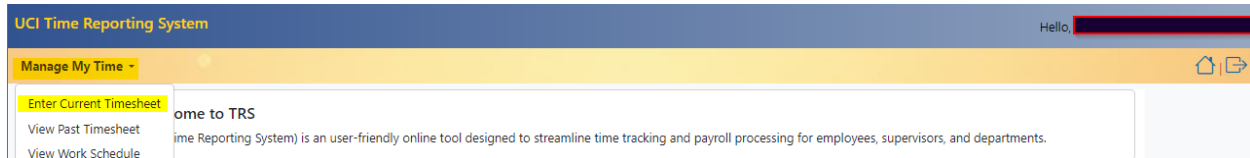
**NOTE:** All TRS Users **must** have an active employee UCInetID and password to access TRS.



# 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.



UCI Time Reporting System Hello, [User Name]

**Manage My Time**

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**Enter Current Timesheet**

Enter Time for Current Pay Period

Action	Pay Period	Assignment Name	Timesheet Status
	05/01/2024 - 05/31/2024	[Assignment Name]	NOT STARTED

**Create Past/Future Timesheet**

Select Pay Period: Please Select

Or Select Date:

- Please Select
- 04/01/2024 - 04/30/2024
- 03/01/2024 - 03/31/2024
- 06/01/2024 - 06/30/2024

**Leave Balances**

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

Vacation	[Progress Bar]
Vacation Max	[Progress Bar]
Sick	[Progress Bar]

UCI Time Reporting System

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

Add Hour for Mon, 4/1

X

Work Hrs: Please Select

Time In	Lunch Start	Lunch End	Time Out
8 <small>am</small>	12 <small>pm</small>	1 <small>pm</small>	5 <small>pm</small>

Delete Last Shift
New Shift

Repeat Hours for Date Range  
 Repeat Hours for Selected Dates

From:

To:

Exclude Weekends  Exclude Holidays

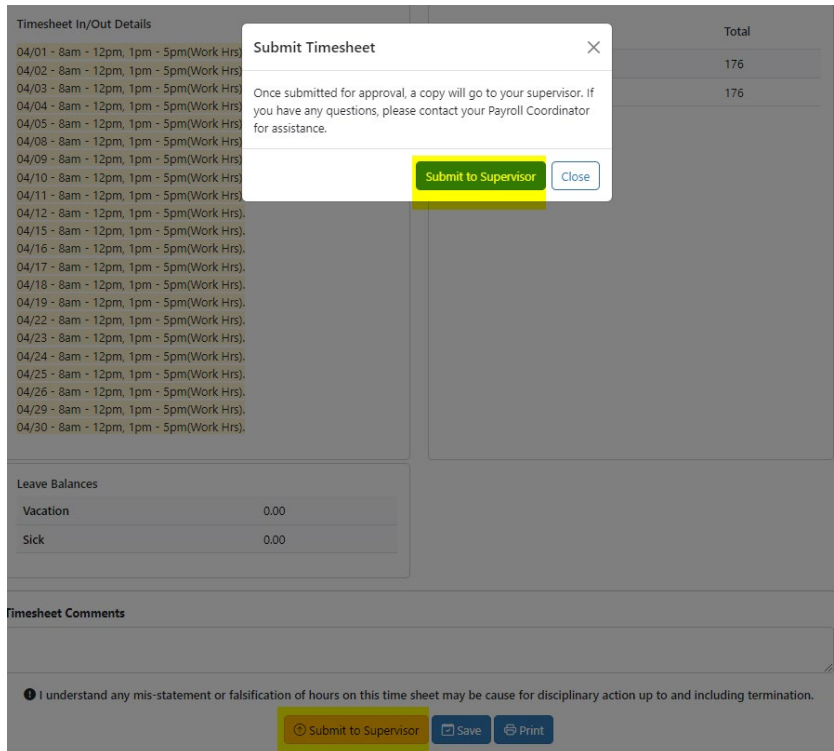
Add Hour Close

Not Started


04/01/24 - 04/30/24

Tuesday, April 16, 2024 12:00 PM


Timesheet In/Out Details	Timesheet Hours
	Total
	Total
	0



## 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.

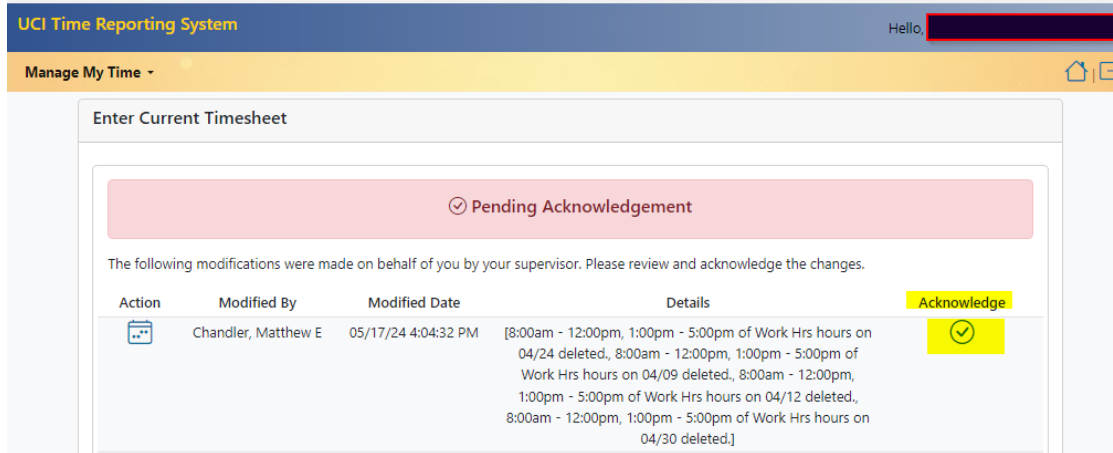
### Columns Displayed:

- 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.

Timesheet Comments  
Correction on timesheet.

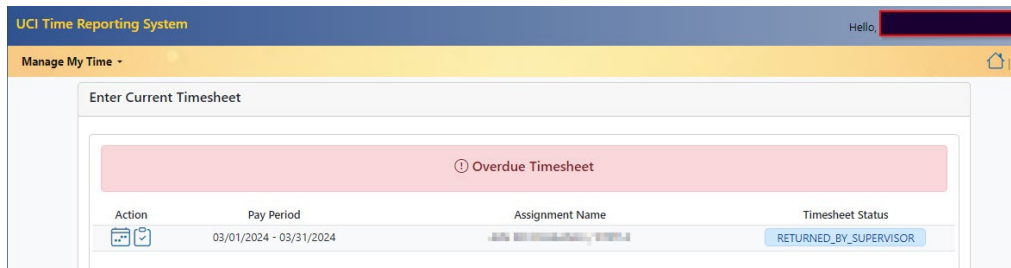
Timesheet Modifications  
Modified by Chandler, Matthew E on 05/17/24 4:04:32 PM (**Not Acknowledged**)  
8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/24 deleted.  
8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/12 deleted.  
8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/09 deleted.  
8:00am - 12:00pm, 1:00pm - 5:00pm of Work Hrs hours on 04/30 deleted.

The pending acknowledgement will appear in TRS once you login to view enter current timesheet.



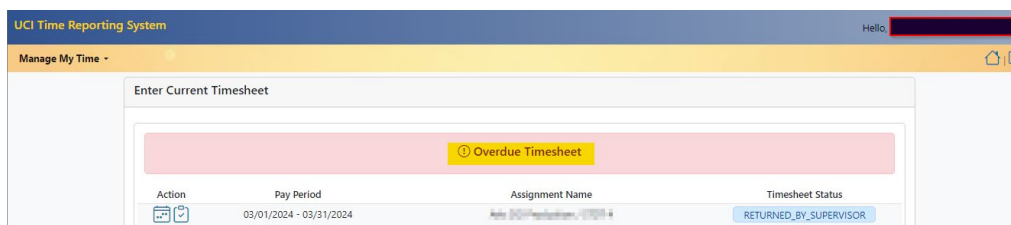
## Past Unsubmitted Timesheets

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 1-month periods.

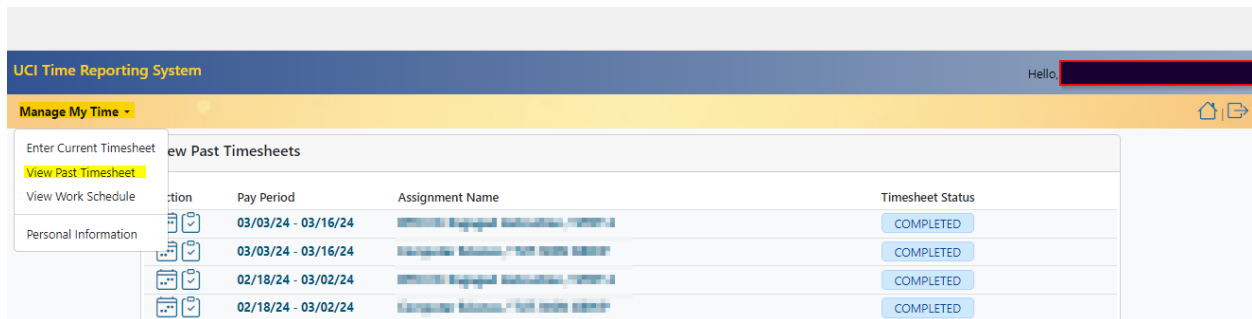
# Review Past Timesheet Tab

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

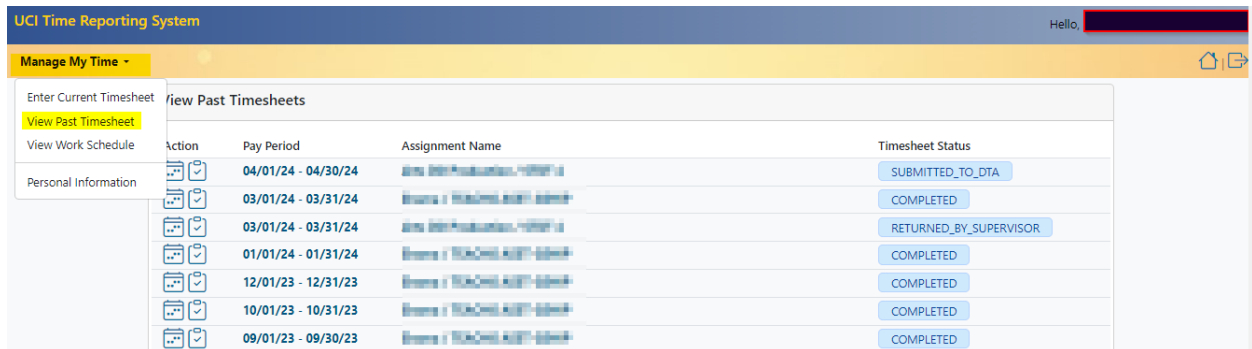
The following sections are displayed under this tab:

- (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 [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.



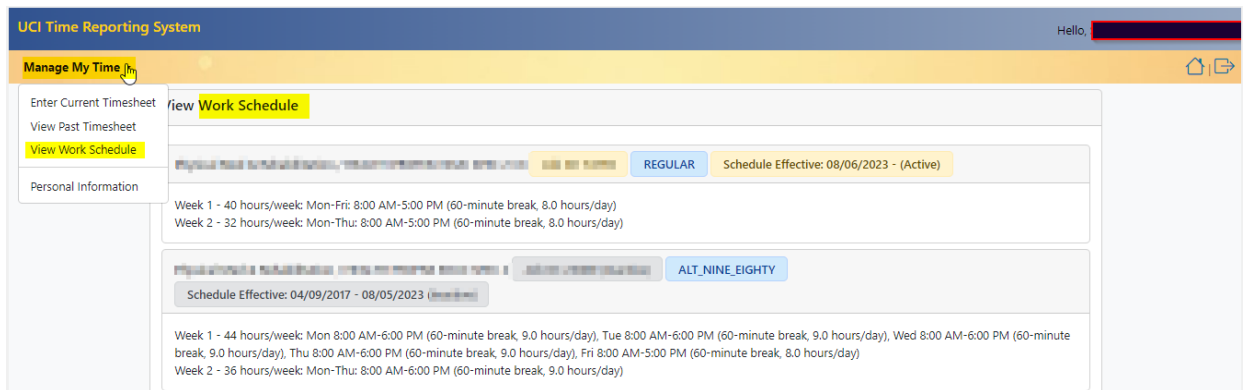
## Timesheet Status Codes

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 1<sup>st</sup> 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.



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

## TRS Icons

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

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.
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# ENTERING WORK HOURS

## Timesheet Calendar

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

### Timesheet Calendar for Biweekly employee.

The screenshot displays the UCI Time Reporting System interface. A modal window titled "Add Hour for Mon, 5/13" is open, showing a list of "Select Hour Type" options. The options include: Work Hrs, Vacation, Sick, CompTime (Used), Jury, Military, LWOP (Leave without Pay), Admin, ERIT, FMLA Vac, FMLA Sick Other, FMLA NP (No Pay), FMLA Cmp (Comp Time Used), Call Back, Cat (Catastrophic Leave), FMLA Cat (Catastrophic Leave), Cont. Pay (Continuation Pay), MC PTO (Medical Center PTO), and FMLA PTO (FMLA Med Center PTO). The background shows a calendar for the week of May 12-18, 2024, with a yellow highlight on Thursday, May 23, 2024, at 5:00 PM. Below the calendar, there are sections for "Timesheet In/Out Details", "Timesheet Hours" (Week 1, Week 2, Total), "Leave Balances" (Vacation, Sick, Comp Time), and "Timesheet Comments". A disclaimer at the bottom states: "I understand any mis-statement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination." Buttons for "Submit to Supervisor", "Save", and "Print" are visible at the bottom.

**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, Basic job assignment information – department/title code name/timesheet identifier.
- (3) **Status** – Current status of the timesheet. Visit the ‘TRS Status Codes section’ for more information.
- (4) **Timesheet Calendar** – The timesheet will display a work calendar for the two weeks’ pay period. Weekends and university holidays are shaded a different color.
- (5) **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".
- (6) **Timesheet Totals** – total hours for the pay period, broken down by type.
- (7) **Electronic Signatures** – Employee/Submitter/Supervisor name date and time.
- (8) **Timesheet In/Out Details** – work date, start and end time.
- (9) **Timesheet Work Schedule** – If setup, 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]
- (10) **Final Hours Submitted** – total regular and leave hours.
- (11) **Timesheet Modifications** – information regarding timesheet modifications and submissions.
- (12) **Timesheet Comments (optional)** – Comments entered here by an employee can be viewed by the supervisor and Department Time Administrator (DTA) or payroll processor.
- (13) **Error/Warning** – This area displays any errors and warning messages that may occur when saving or submitting the timesheet.
- (14) **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

UCI Time Reporting System

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	Total
Vacation	8
Sick	8
<b>Total</b>	<b>16</b>

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)

**UCI Time Reporting System**

Accounting (All) (Vacation) (FMLA) (Cat) (MC) (P.T.O.)

05/01/24 - 05/31/24

Thursday, June 6, 2024 12:00 PM

**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)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29				3	4
5	6				Sick: 8	
12	13				10	11
19	20	21	22	23	24	25
26	27 Memorial Day Holiday	28	29	30	31	1

Timesheet Hours	Total
Vacation	8
Sick	8
<b>Total</b>	<b>16</b>

**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

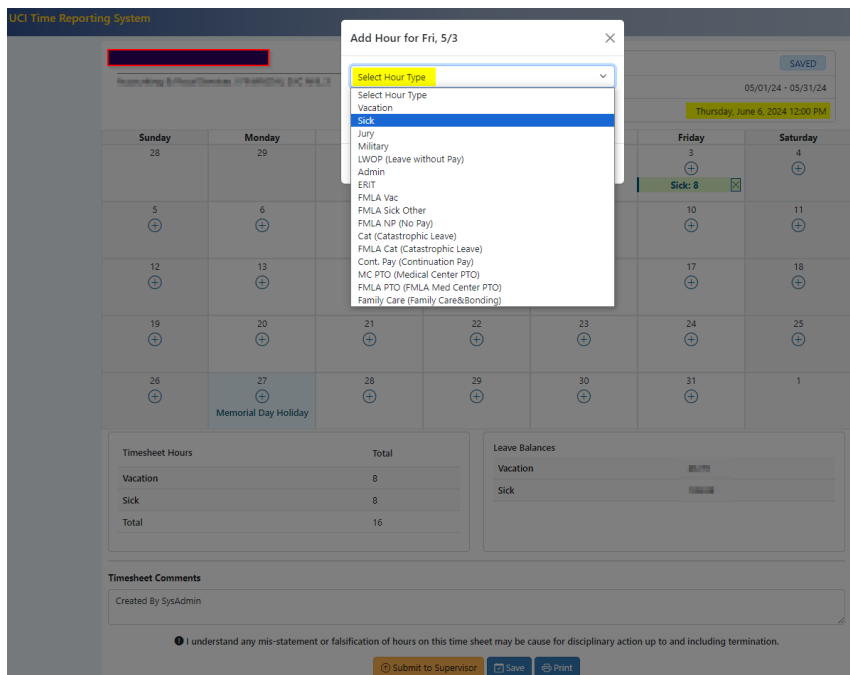
Please note that *menu options may vary* depending on the employee policy.

## 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:

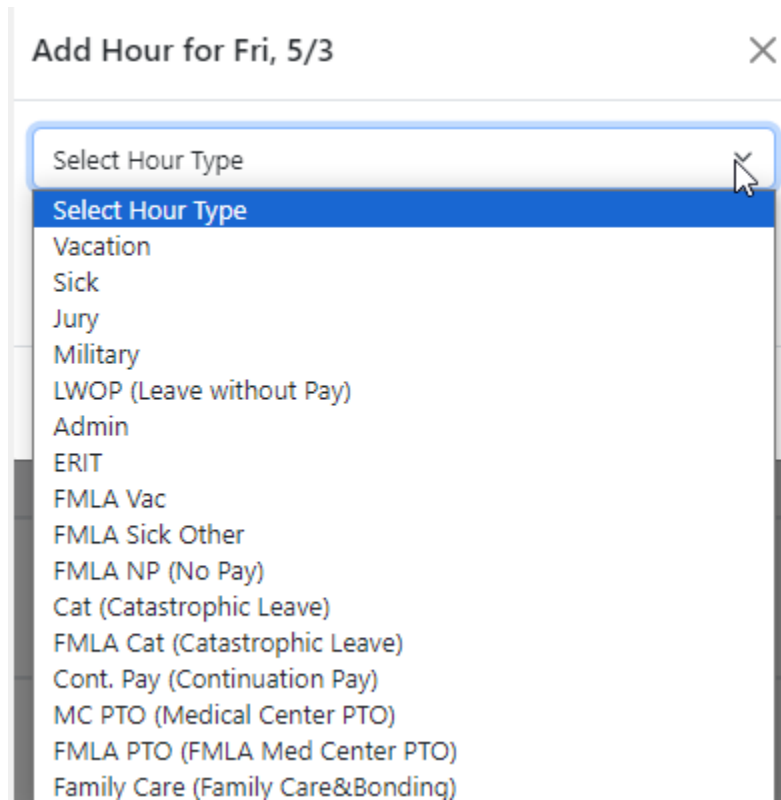
1. Under the **Enter Current Timesheet** tab, click the **'Edit'** icon, next to the timesheet that needs to be edited.
2. Biweekly employees complete (a). Monthly employees complete steps (b) and (c) or (d).
  - a. For **Biweekly** employees, the timesheet calendar will be displayed. Select the relevant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

- 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.



- 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 displays the UCI Time Reporting System interface. A modal window titled "Add Hour for Mon, 5/13" is open, allowing users to input work hours. The modal includes a "Work Hrs" dropdown menu, input fields for "Time In", "Lunch Start", "Lunch End", and "Time Out", each with "am" or "pm" selection buttons. It also features a "Delete Last Shift" button, a "New Shift" button, and checkboxes for "Repeat Hours for Date Range" and "Repeat Hours for Selected Dates". The "Add Hour" and "Close" buttons are at the bottom of the modal. The background shows a calendar grid with dates 12-25, a "Not Started" status, and a "Timesheet In/Out Details" section with "Leave Balances" for Vacation and Sick leave, both at 0.00. A "Timesheet Hours" table shows 0 hours for Week 1, Week 2, and Total. A disclaimer at the bottom states: "I understand any mis-statement or falsification of hours on this time sheet may cause for disciplinary action up to and including termination." Buttons for "Submit to Supervisor", "Save", and "Print" are also visible.

- (1) **Time In** – The start time of a working shift.
- (2) **AM/PM** – Click the am/pm 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 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.

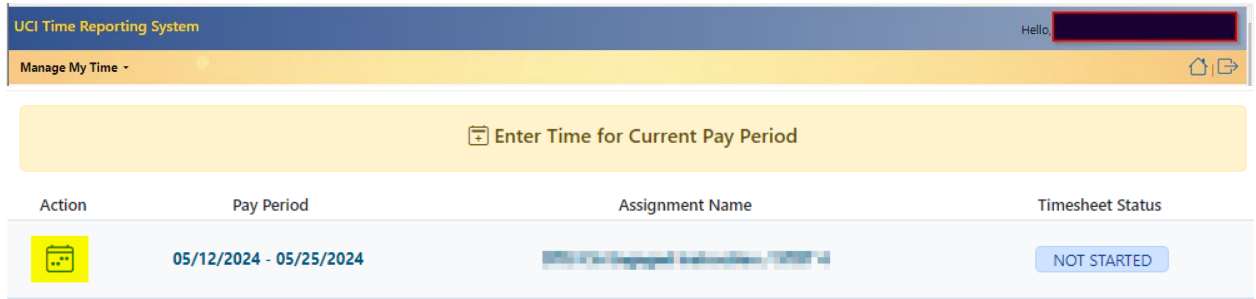
## Adding Repeated Hours to a Timesheet

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:**

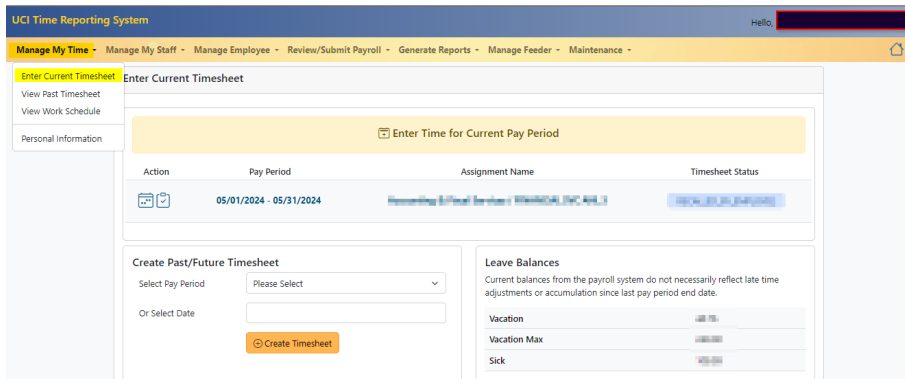
1. Under **Manage My Time** -> **Enter Current Timesheet**, click the **View Timesheet** icon under the Action column



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.

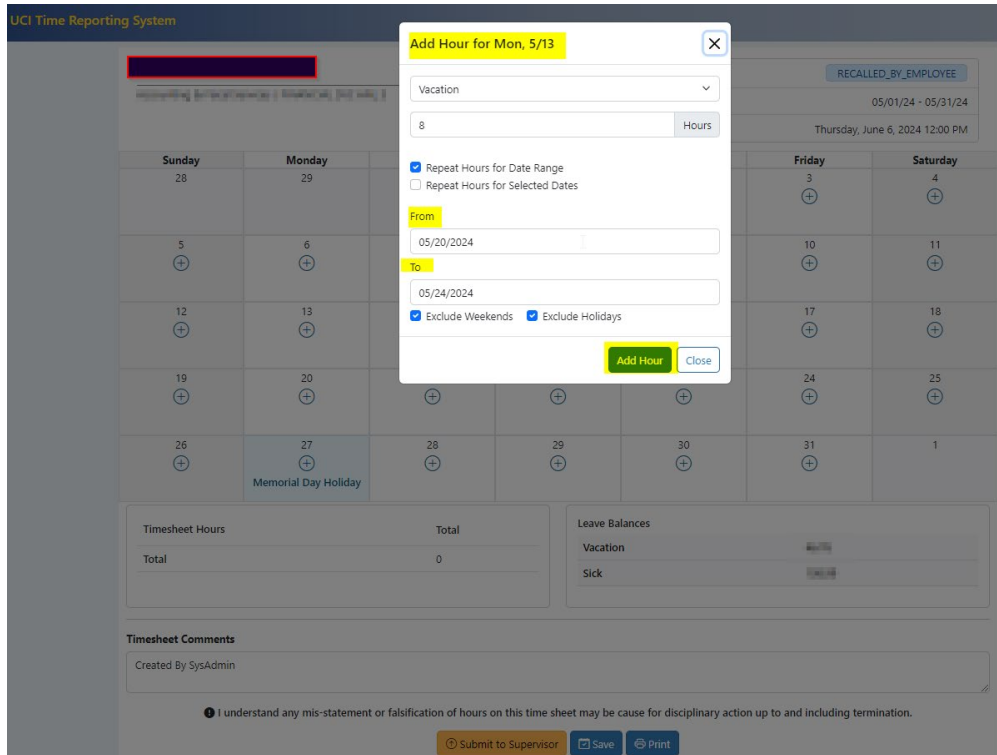
**How to add repeated hours to your MONTHLY timesheet:**

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



2. The Timesheet Calendar will be displayed. Select the relevant day in the **Timesheet Calendar**
3. 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.
6. 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

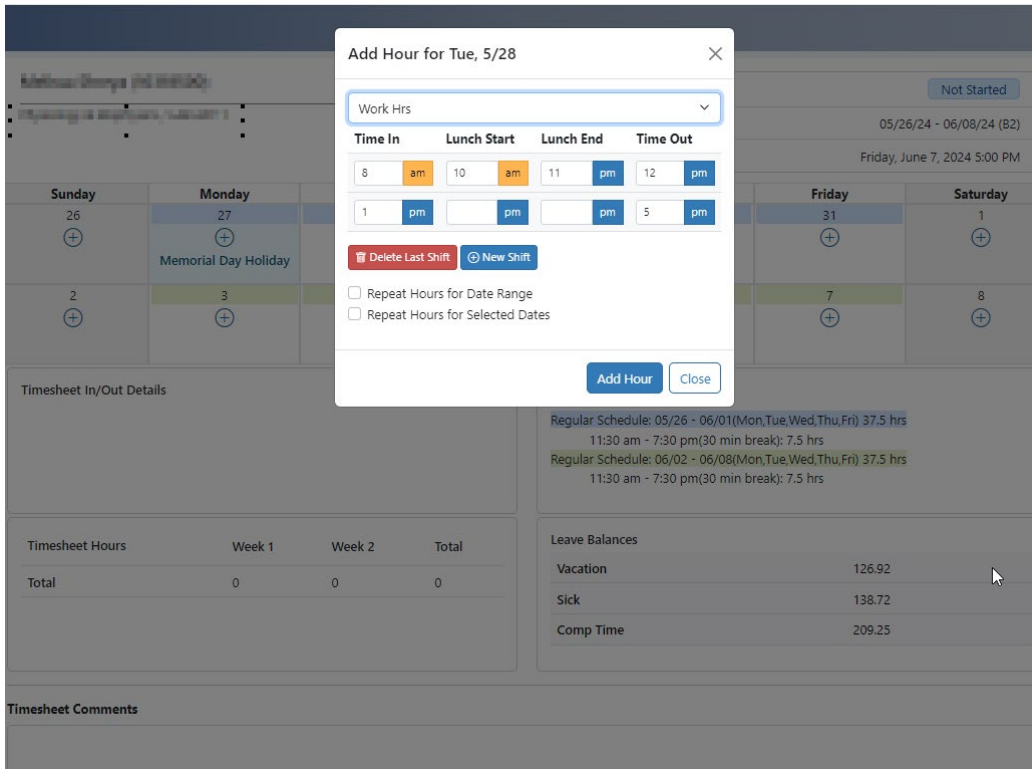
## Adding Additional Shifts

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

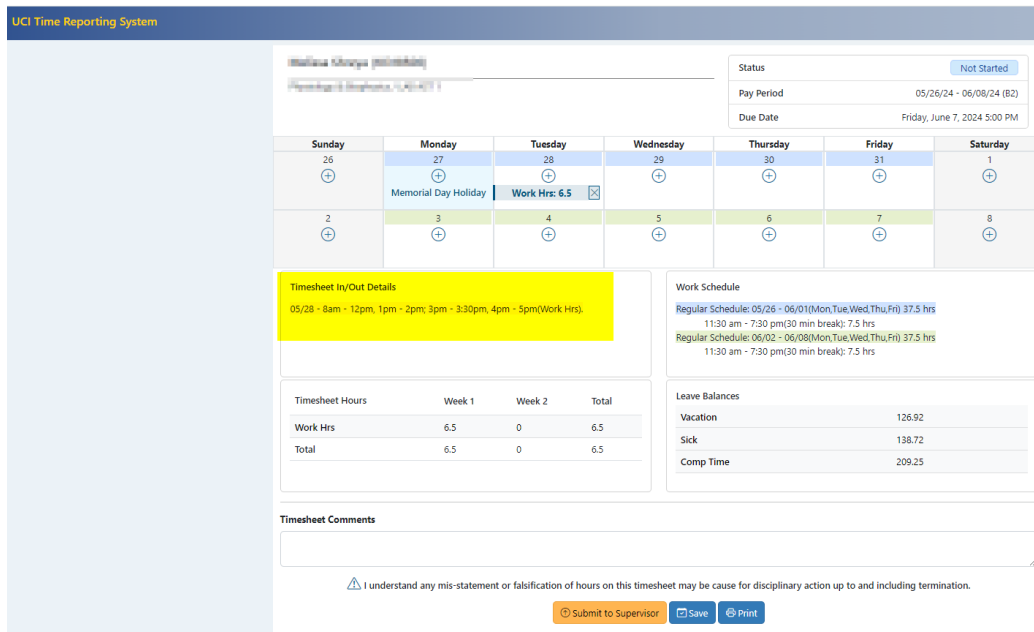
### How additional shifts may be added to a timesheet:

1. In the timesheet calendar, click **'Add'** on the relevant day.
2. Select **'Work Hrs.'** from the drop down.
3. In the **'Time In/Out Hours'** popup window, enter the arrival and departure times.
4. Add a new shift by clicking on the **'New Shift'** button.

5. Enter the second arrival and departure times.
6. After entering all the hours, click the 'Add to Time Sheet' button.



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





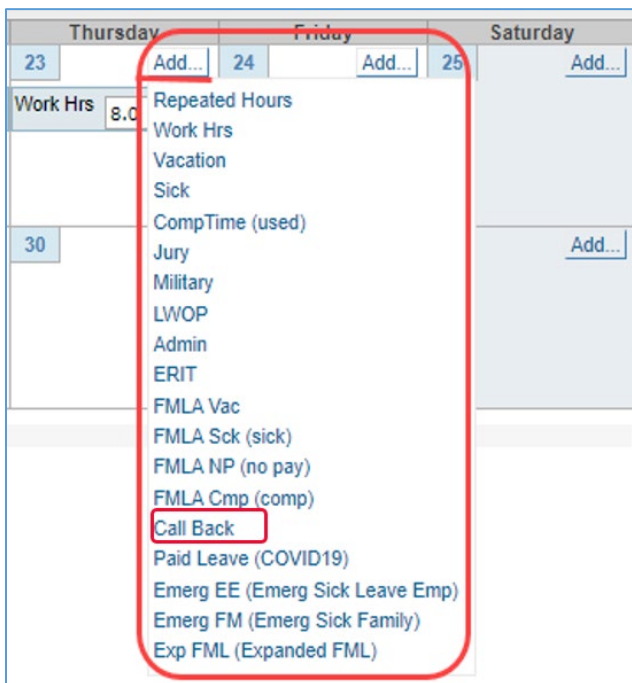
## Reporting On-Call Hours

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.



## 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 mid-night.
- 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 am if your shift starts at 8 am
- 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 am*

*Lunch Out: 12:00 pm*

*Lunch In: 1:00 pm*

*Time Out: 5:00 pm*

*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).
- **Emerg EE (Emerg Sick Leave Emp)** - Emergency Paid Sick Leave.
- **Emerg FM (Emerg Sick Family)** - Emergency Paid Sick Leave – Family.
- **Exp FML (Expanded FML)** - Expanded Family Medical Leave.
- **Cont. Pay (Continuation of Pay)**.
- **MC PTO (Medical Center PTO)**.
- **FMLA PTO (FMLA Med Center PTO)**.

**How to report leave time:**

1. Go to the relevant day, click the ‘Add’ and choose the appropriate leave type from a drop-down menu.
2. The selected leave type will be displayed on the relevant date. Enter the leave hours in the pop-up box.

The screenshot shows the UCI Time Reporting System interface. At the top, there's a header with the system name and a status box indicating 'Not Started'. Below this is a calendar grid for the week of May 12-18, 2024. The grid shows work hours for Monday (8.0) and vacation for Tuesday (8). To the right of the calendar is a summary table for Timesheet Hours, and below that is a table for Leave Balances. At the bottom, there are buttons for 'Submit to Supervisor', 'Save', and 'Print', along with a disclaimer.

Day	12	13	14	15	16	17	18
Sunday	12	13	14	15	16	17	18
Monday		Work Hrs: 8.0					
Tuesday			Vacation: 8				
Wednesday				15			
Thursday					16		
Friday						17	
Saturday							18

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 need 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.

The screenshot displays the UCI Time Reporting System interface. At the top, it shows the user's name (redacted) and the status 'SUBMITTED\_TO\_SUPERVISOR'. The pay period is 05/12/24 - 05/25/24 (B1) and the due date is Thursday, May 23, 2024 5:00 PM. A notification indicates the timesheet was submitted today at 3:42 PM. The main calendar view shows a grid for the week of May 12th to 18th, with May 19th highlighted and showing 'Work Hrs: 8.0'. Below the calendar, the 'Timesheet In/Out Details' section shows the entry for 05/19 from 8:00am to 12:00pm and 1:00pm to 5:00pm (Work Hrs.). The 'Timesheet Hours' summary table shows 0 hours for Week 1 and 8 hours for Week 2, totaling 8 hours. The 'Timesheet Comments' section contains the text: 'On May 19, I attended a conference in San Francisco.' At the bottom, there are buttons for 'Recall Timesheet' and 'Print'.

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

## 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. .

The screenshot displays the UCI Time Reporting System interface. At the top, there is a header for the system and a status bar. Below this, a notification states "Timesheet RECALLED today at 3:44 PM". The main area features a grid for entering hours, with columns for days of the week (Sunday through Saturday) and rows for dates (12-18 and 19-25). Each cell in the grid shows "Work Hrs: 8.0" and includes a plus icon for adding hours and a minus icon for subtracting. To the right of the grid is a summary table:

Timesheet Hours	Week 1	Week 2	Total
Work Hrs	40	40	80
Total	40	40	80

Below the grid, there are sections for "Timesheet In/Out Details" (listing dates and times), "Leave Balances" (showing 0.00 for Vacation and Sick), and "Timesheet Comments" (a text input field). At the bottom, a disclaimer states: "I understand any mis-statement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination." Below the disclaimer are three buttons: "Submit to Supervisor" (highlighted in yellow), "Save", and "Print".

## Updating the Timesheet

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

### How to update a Timesheet:

1. Navigate to the **'Enter Current Timesheet'** tab.
2. Locate the appropriate timesheet under the **'Open Timesheet's** section.
3. Click **'View timesheet'** icon under the **'Action column'**, to make changes to the saved timesheet.

# ALTERNATE WORK SCHEDULES

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

- Recurring Work Schedule
- 9/80 Work Schedule
- 4/80 Work Schedule
- On Call Restricted
- On Call Unrestricted
- On Call Skilled Craft
- 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

UCI Time Reporting System

Physical Therapist Rehabilitation ->GALT-REHAB/UCI/PT/PC | 01

Status: Not Started

Pay Period: 05/12/24 - 05/25/24 (81)

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

---

Timesheet Hours

	Week 1	Week 2	Total
Total	0	0	0

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

---

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 Patient Care Technical Unit (EX) or the Service Unit (SX) they are subject to daily overtime rules. For those employees who are subject to daily overtime 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.

## Regular & Temporary Work Schedules

The calendar image below shows an example of a Regular Work Schedule (first row) and a Temporary Assignment (second row).



# ADDITIONAL TIMESHEET ACTIONS

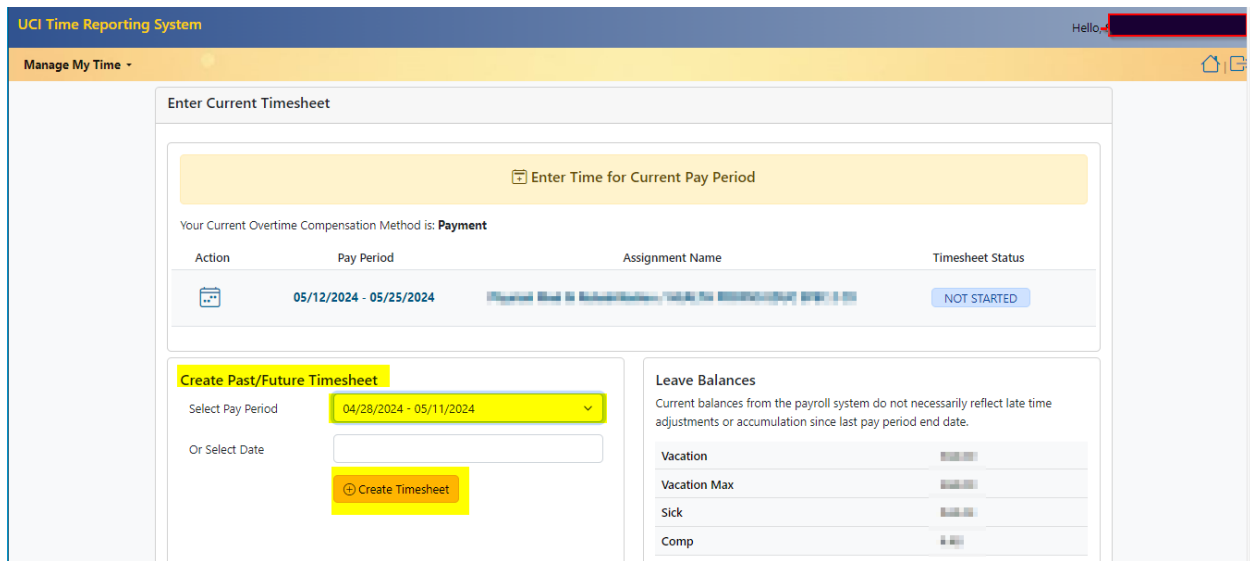
## After Submissions

- 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.



## After Submissions

After a timesheet has been submitted:

- You can recall your timesheet if the supervisor has not taken 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.

## 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 2 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.

The screenshot shows the 'UCI Time Reporting System' interface. At the top, it indicates the status is 'SUBMITTED\_TO\_SUPERVISOR'. The pay period is '04/28/24 - 05/11/24 (82)' and the due date is 'Friday, May 10, 2024 5:00 PM'. A green notification bar says 'SUBMITTED today at 4:20 PM'. Below this is a calendar grid showing work hours for each day from Sunday to Saturday. The grid shows work hours of 8.0 for Monday through Friday. Below the calendar, there are sections for 'Timesheet In/Out Details' listing specific time intervals, and 'Work Schedule' listing regular schedules for two periods. At the bottom, there are buttons for 'Recall Timesheet' and '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.

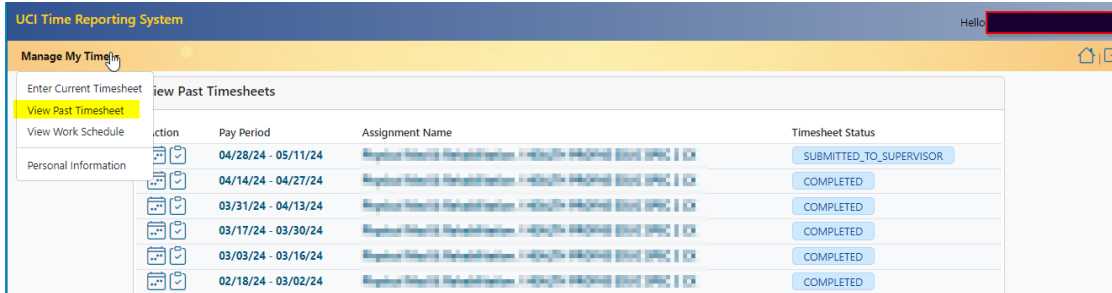
To track the status of a timesheet follow the steps below. Please review the Timesheet Status Codes table below for definitions of different timesheet statuses.

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

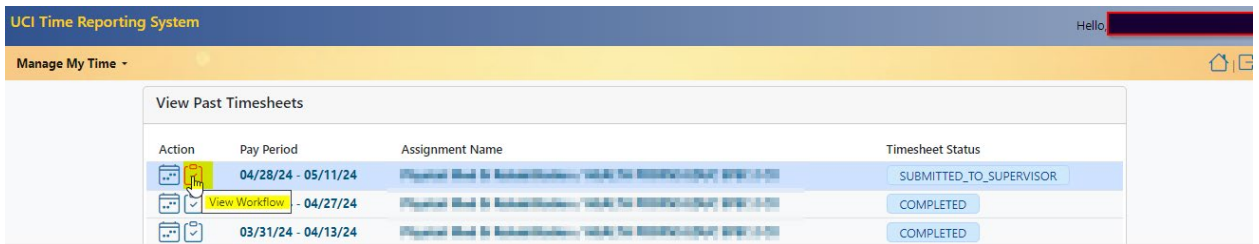
- **None** - timesheet has not been opened, saved or submitted
- **Saved** - hours have been entered and timesheet saved
- **Submitted to Supervisor** - timesheet has been submitted to the supervisor for approval
- **Recalled by Employee** - returns a submitted timesheet to the employee
- **Returned 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:

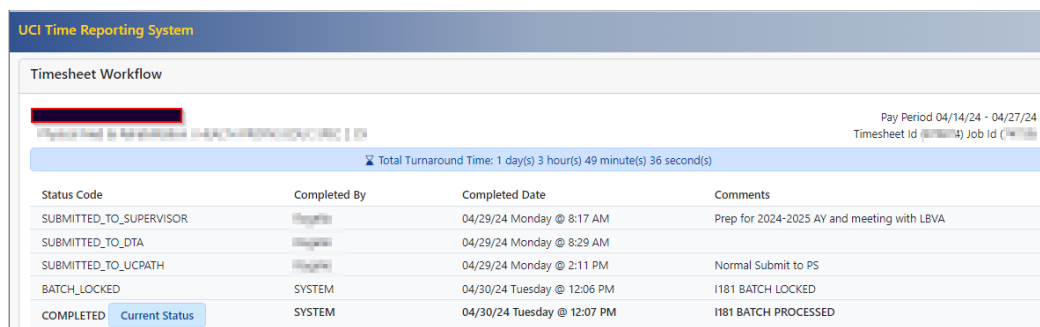
1. Navigate to **Manage My Time > Review Past Timesheet Tab**.



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



- (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)



# RESOURCES

## TRIS Deadlines

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

The TRIS Deadlines are managed by the Payroll Division and are posted online at <https://accounting.uci.edu/payroll/trs/guides/trs-deadlines.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 TRIS.

Your supervisor will contact your Department Time Administrator (DTA) who will make sure that you are correctly set up in TRIS.

## TRIS FAQ

For Frequently Asked Questions please visit our dedicated web pages available at <https://accounting.uci.edu/payroll/trs/faq.html>.

## TRIS Help

Visit our website <https://accounting.uci.edu/payroll/trs/index.html> for guides, best practices, scheduled automated emails, and system downtimes.

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