

***Time Reporting System (TRS)***  
***Departmental Time***  
***Administrator***  
***Handbook***

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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 Guide Part 1

## Access to TRS, User Roles, and Employee Profiles

Welcome to the UC Irvine Time Reporting System (TRS). As a Departmental Time Administrator (DTA), you will use TRS to submit employee timesheets for your unit(s) to **UCPath**, the University of California's comprehensive payroll, benefits, human resources and academic personnel system.

As this handbook provides a DTA-specific overview of TRS—including general instructions on navigating TRS and utilizing its many features, this information is intended only for those UCI staff members who have been designated as a DTA in the Security Access Maintenance System (KSAMS) by their Departmental Security Administrator (DSA).

### System-Access Requirements for DTAs

To become a Departmental Time Administrator (DTA) in TRS, an employee must first be assigned the **TRS DTA – Departmental Time Administrator** role in the Security Access Maintenance System (KSAMS) by their Department Security Administrator (DSA). DSAs can assign multiple DTAs to a single Department and/or multiple Departments to a single DTA.

#### Recommended Minimum Level of Access to UCPath

The following types of UCPath access are recommended for DTAs:

- **UCPath – UCP-Campus-Payroll Inquiry:** Allows users to view employee records and previously submitted employee time & attendance information in UCPath.
- **UCPath – UCP-Campus-Payroll Initiator:** Allows users to update employee information directly in UCPath.

#### Checking Your Access

Employees can view their current TRS DTA and UCPath access by logging into [KSAMS](#) with their UCInetID and password, selecting the **Reports** tab, and then selecting **My Access** section.

#### Logging into TRS:

To Access the **TRS** system, log into the using your **UCInetID** and password.

Under **My Applications** menu, select the [Time Reporting System \(TRS\)](#).

The TRS access options will be displayed. Select the **Departmental Timesheet Administrator (DTA)** link.

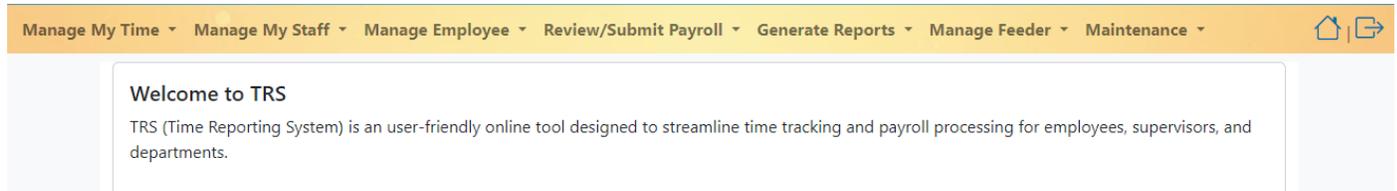


**To access TRS directly**, employees should first navigate to the main page for TRS (<https://timesheet.uci.edu>) and select the appropriate User Type. TRS will then prompt the employee to log in with their UCInetID and password.

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

## TRS Tabs

DTAs will see the following tabs in TRS:



**Manage My Time** - This tab will only appear if the DTA is responsible for entering their time as an employee in TRS. Refer to the Bi-Weekly Employee User Guide or Monthly Employee User Guide for information on how to use this tab and enter time in TRS. These guides are available on the TRS informational website.

**Manage My Staff** - This tab will only appear if the DTA is set up as a supervisor for employees in TRS. Refer to the Supervisor User Guide for information on how to use this tab and approve timesheets in TRS. These guides are available on the TRS informational website.

The following activities are available under this tab:

- Approve as Primary
- Approve as Backup
- Manage Timesheets
- Setup Notification
- Generate Reports

**Review/Submit Payroll** – The following activities are available under this tab:

- View Current Monthly
- View Current Bi-Weekly
- View Manual Transactions
- Search Timesheets

**Manage Employee** – As a DTA, you will need to be sure that each employee you are responsible for is assigned a Primary and Backup Supervisor in the Time Reporting System. Employees are unable to save or submit a timesheet in TRS, unless both a primary and a backup supervisor have been assigned to them in the system, and a work schedule is set up for those in a bargaining unit which has daily overtime. You will be responsible for ensuring that the Overtime Compensation is set correctly for each employee payment (default) or compensatory time off. Supervisor assignment and overtime compensation selections are processed on the Manage Employee tab.

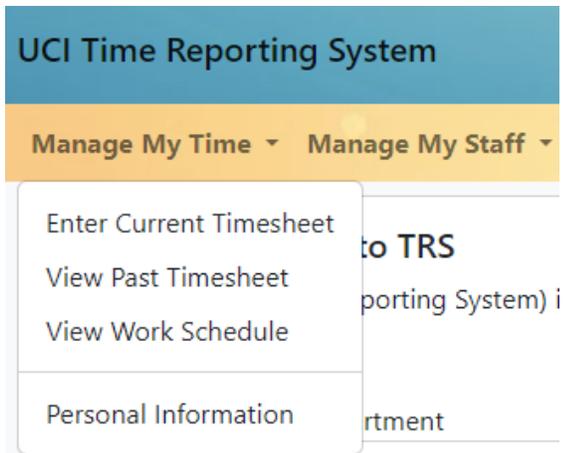
The following activities are available under this tab:

- Search Employee Profile
- Search/Replace Supervisor
- Manage Work Schedules

**Generate Reports** – Use this tab to generate the following reports:

- DTA Payroll Report
- Employee Assignment Report
- Work Schedule Report
- Active Supervisor Report
- Audit Acknowledge Report
- Compensation Method Report
- Auto Approval Report
- DTA Adjustments Report
- Timesheet Details

**Manage My Time** - This tab will only appear if the DTA is responsible for entering their time as an employee in TRS. Refer to the Bi-Weekly Employee User Guide or Monthly Employee User Guide for information on how to use this tab and enter time in TRS. These guides are available on the TRS informational website.



## TRS User Roles and Responsibilities

Employee	Supervisor	DTA	CTA
<ul style="list-style-type: none"><li>• Completes timesheet.</li><li>• Submits timesheet to Supervisor.</li></ul>	<ul style="list-style-type: none"><li>• Reviews and approves timesheet.</li><li>• Submits timesheet to DTA.</li></ul>	<ul style="list-style-type: none"><li>• Reviews and approves timesheet.</li><li>• Submits timesheet for payroll processing.</li></ul>	<ul style="list-style-type: none"><li>• Troubleshooting, DTA support, and TRS training</li></ul>

There are 4 user roles in TRS:

### Employees

Responsible for completing a timesheet for each pay period (Bi-Weekly or Monthly). Employees have the option to save, edit, submit, or recall their timesheets.

### Supervisors

**(Primary, Backup, and/or Optional Backup Supervisors)** – Responsible for reviewing and approving employee timesheets, returning incorrectly-entered timesheets for employee correction, or editing employee timesheets in situations where the employee is unable to do so.

**NOTE:** Auto-generated email notifications from TRS are sent to Primary Supervisors **only**.

### Departmental Time Administrators (DTAs)

Responsibilities include:

- Assigning Primary and Backup Supervisors to employee Assignments within their Department(s).
- Ensuring that Work Schedules (Regular/Temporary Assignment, 9/80, 4/40) and Overtime Compensation selections (Payment or Compensatory Time Off) are set up as appropriate for applicable employees.
- Submitting employee work/leave hours to UCPATH via TRS according to the deadlines established by the Payroll Division
- Returning incorrectly entered timesheets to Supervisors for adjustment.
- Providing TRS support to Supervisors and Employees within their Department(s).

### Central Time Administrators (CTAs)

Responsible for troubleshooting TRS functional issues.

## Employee Profiles, Eligibility & Exclusions

Employee Profiles in TRS are system-generated and – like employee records in UCPATH – are tied to an employee’s 8-digit Employee ID (EID# 10123456). Employee IDs are automatically assigned by UCPATH when an employee is first hired.

TRS interfaces with UCPATH ODS each morning. New hires and updates to TRS-eligible UCPATH Jobs generally appear in TRS within 24 to 48 hours.

### Which Employees can Use TRS?

If the combined attributes of an employee’s UCPATH Job comprises a **Supported Timesheet Profile**, then the employee will be able to use TRS. Since only TRS-eligible UCPATH Jobs can be loaded into TRS, most employees are able to use TRS, however, there are a few exceptions.

TRS maintains several internal lists which allow the system to automatically filter through UCPATH Job attributes to determine eligibility before loading new or updated employee or Job data. Included and excluded entities are either on the white- or blacklist. A whitelist means that the entity is eligible to be loaded into TRS and includes eligible departments and union codes. The blacklist includes ineligible job codes and groups that are not loaded into TRS.

The following chart shows which groups are included and excluded to use TRS.

AM Eligibility Group	Description	VAC / SKL Accrual	UCI
ACAYASE	Academic Student Employees- AY	None	Exclude
ACAYLLS	Senate- AY- leave in lieu	None	Exclude
ACAYNFA	Non-Faculty Academic- AY	SKL	Exclude
ACAYNFASB	AY Agronomist, Supv of PE	None	Exclude
ACAYNSF	Non-Senate Faculty- AY	None	Exclude
ACAYSABB	Senate- AY- sabbatical	None	Exclude
ACFYASE	Academic Student Employees- FY	VAC	Exclude
ACFYLLS	Senate- FY- leave in lieu	VAC	Exclude
ACFYSABB	Senate- FY- sabbatical	VAC	Exclude
ACFYU18	Non-Senate Faculty- FY- Unit 18	VAC / SKL	Exclude
ACHSLLS	HSCP Senate- FY- leave in lieu	VAC	Exclude

AM Eligibility Group	Description	VAC / SKL Accrual	UCI
ACHSNSF	HSCP Non-Senate Faculty- FY- Non-rep	VAC	Include
ACHSSTF	Medical Resident and Fellow Personal Time Off paid out.	SKL	Exclude
ACHSSTFPTO	Medical Resident and Fellow Personal Time Off not paid out	SKL	Exclude
ACFYNSF	Non-Senate Faculty- FY- Non-rep	VAC	Include
ACFYNFA	Non-Faculty Academic- FY	VAC / SKL	Include
ACAYNFA2	Non-Faculty Academic- AY- Administrative	None	Exclude
ACFYPDOG	Postdoctoral Scholar	None	Include

#### TRS PROFILES AND UCPATH PAY GROUPS:

Profile ID	Profile Name	UCPath Pay Group
1	Biweekly Non-Exempt Hourly	<b>B7</b> (Non-Exempt 7/40) - This is the BW non-exempt hourly population who work a 40 hour/week schedule, 7 days a week. <b>ST</b> (Students)
4	Biweekly Exempt Salary	<b>BE</b> (Exempt; BW: Salaried)
3	Biweekly Exempt Hourly	<b>BH</b> (Exempt; BW; Hourly) (e.g.) Readers & Tutors
2	Monthly Exempt Salary	<b>ME</b> (Exempt, MO, Salaried) <b>AC</b> (Academic Exempt MO) For academic year senate faculty – they don't accrue VL or SL. They will not use TRS. Use absence eligibility code table to exclude any employees who does not accrue any leave hour types. For fiscal year senate faculty - they accrue and report VL. TRS will extend support for this population. For non-senate faculty (Librarian, Specialist, etc.) - they accrue and report VL and SL. TRS will extend support for this population. <b>HS</b> (Academic Health Sciences) <b>SP</b> (Staff Physicians) <b>PF</b> (Post Doc Fellows) <b>PD</b> (Post Doc Paid Directs) <b>M5</b> - NRA (Non-Resident Alien) Income Code 15 <b>M7</b> - NRA (Non-Resident Alien) Income Code 17 <b>M8</b> - NRA (Non-Resident Alien) Income Code 18 <b>M9</b> - NRA (Non-Resident Alien) Income Code 19

Profile ID	Profile Name	UCPath Pay Group
5	Monthly Exempt Hourly	<b>MH</b> (Exempt; MO; Hourly)
		<p><b>Unsupported Pay Groups:</b></p> <p><b>BX</b> - Exempt; BW; Salary  <b>B8</b> - NON EXEMT 8/80 (Biweekly Non-Exempt Hourly) - Not supported. Any 2 week/80-hour work periods are excluded. This group includes police for UCI.  <b>56</b> - FIREFIGHTERS (Biweekly Non-Exempt Hourly) - Not supported. Firefighters who work a 56-hour workweek schedule.  <b>WOS</b> - Without Salary Systemwide  <b>CWR</b> - Contingent Worker Systemwide</p>

### Hard-coded UCPath Employee/Job Attributes

The following Employee/Job Attributes must be met in UCPath to load/update in TRS:

- **Per Org**
- **Position Number**
- **Action Reason**
- **FTE**
- **Multiple Profiles**
- **Eligible Pay Groups**

### Employees with Multiple UCPath Jobs:

TRS loads one Assignment per UCPath Job, so employees with multiple TRS-eligible UCPath Jobs will have multiple Assignments in TRS and thus, multiple timesheets in TRS, too.

To search for employee assignments the option is under Manage employee -> Search Employee:

The screenshot shows the 'Manage Employee' section of the UCPath interface. The navigation bar includes 'Manage My Time', 'Manage My Staff', 'Manage Employee' (highlighted), 'Review/Submit Payroll', 'Generate Reports', 'Manage Feeder', and 'Maintenance'. Below the navigation bar, there is a 'Search Employee' dropdown menu with options: 'Search Employee', 'Manage Work Schedules for All Employees', 'Mass Replace Supervisor', and 'Mass Upload Supervisor'. The 'Mass Upload Supervisor' option is currently selected. Below the dropdown, there is a text input field for 'Leave Employee ID and Name' with the placeholder 'the Selected Department.', a 'Current Department' dropdown menu set to 'Accounting & Fiscal Services (IR8009)', and two input fields for 'Employee ID' and 'Employee Name', both with the placeholder 'Blank = All Employees'. There is also a checkbox for 'Employees with Active Assignments Only' which is checked. At the bottom, there is a 'Search Employee' button with a magnifying glass icon.

**EXAMPLE:** Employee has two active UCPATH Jobs that are MO/EX/SA: Job ID 79644 and Job ID 83114 Department. Because both Jobs are TRS-eligible, TRS will load two corresponding jobs for employee.

Action	Assignment Name	Job ID	Empl Rcd	Dept Code	Job Code	Position	TU	FLSA	Pay Rep	Pay Grp	Start Date	End Date	Primary Supervisor	Backup Supervisor	Optional Supervisor
	Dance / ASSOC IN _ - AY-1/9-GSHIP	78763	6	IR8041	001506	40860510	BX	E	C	9AC	10/01/2023	03/31/2024			
	Dance / TEACHG ASST-GSHIP	78764	7	IR8041	002310	40294890	BX	E	C	9AC	10/01/2023	03/31/2024			
	Museums / STDT 4	79644	8	IR7634	004919	41031170	99	E	C	9MH	10/16/2023	06/14/2024			
	Dance / GSR-NO REM	83114	9	IR8041	003266	40719844	BR	E	C	9AC	04/01/2024	06/30/2024			

### Multiple Timesheet Profiles:

Employees with multiple Jobs belonging to more than one Timesheet Profile will not have all assignments loaded into TRS, in this scenario **only the first available job will load to TRS. Subsequently employees will only see the timesheet(s) for the job(s) that successfully loaded to TRS.**

### Example:

Employees holds 2 active jobs:

Rec 0 under Profile 2 (Monthly Exempt Salary) and Rec 1 under Profile 5 (Monthly Exempt Hourly). TRS will only load the first available job and will error out the second.

We understand that while salary jobs only need to report leave takes, hourly jobs need to report positive time worked to receive pay. If all departments involved agree to have the hourly job be the one that is loaded into TRS, please submit an EEC case to the Central Time Administration group, attaching the written agreement for assistance with manual updated to TRS.

*Note that following manual updates, takes for the salary job will need to be reported/tracked outside of TRS.*

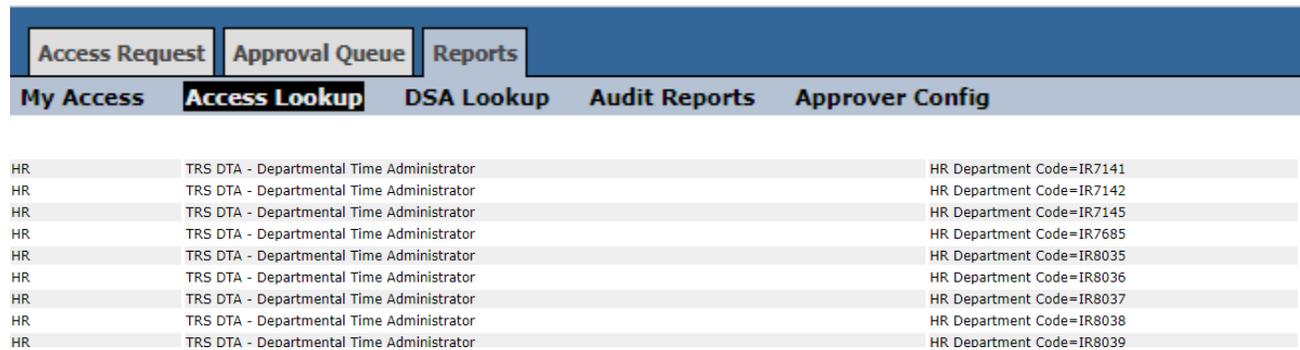
## Access to Assignments and Department Codes:

A DTA's access in TRS is strictly limited to only those Departments to which they have been granted DTA access via KSAMS. If an employee's Home Dept Code is different from their Job's Dept Code in UCPath, only the DTA for their Job's Dept Code will be able to access the employee's timesheets in TRS.

As a result, you may not always be able to access all of an employee's assignments and timesheets.

DTA access in **KSAMs** indicates the access for following departments:

<https://systems.oit.uci.edu/kfs/ksams/lookupAccess.htm>



The screenshot shows the KSAMS Access Lookup interface. At the top, there are navigation tabs: "Access Request", "Approval Queue", and "Reports". Below these are sub-tabs: "My Access", "Access Lookup" (which is highlighted), "DSA Lookup", "Audit Reports", and "Approver Config". The main content area displays a table with three columns: "HR", "TRS DTA - Departmental Time Administrator", and "HR Department Code".

HR	TRS DTA - Departmental Time Administrator	HR Department Code
HR	TRS DTA - Departmental Time Administrator	HR Department Code=IR7141
HR	TRS DTA - Departmental Time Administrator	HR Department Code=IR7142
HR	TRS DTA - Departmental Time Administrator	HR Department Code=IR7145
HR	TRS DTA - Departmental Time Administrator	HR Department Code=IR7685
HR	TRS DTA - Departmental Time Administrator	HR Department Code=IR8035
HR	TRS DTA - Departmental Time Administrator	HR Department Code=IR8036
HR	TRS DTA - Departmental Time Administrator	HR Department Code=IR8037
HR	TRS DTA - Departmental Time Administrator	HR Department Code=IR8038
HR	TRS DTA - Departmental Time Administrator	HR Department Code=IR8039

DTA only has access to Dept that are in KSAMS, and only have DTA access to those departments in TRS and employee record.

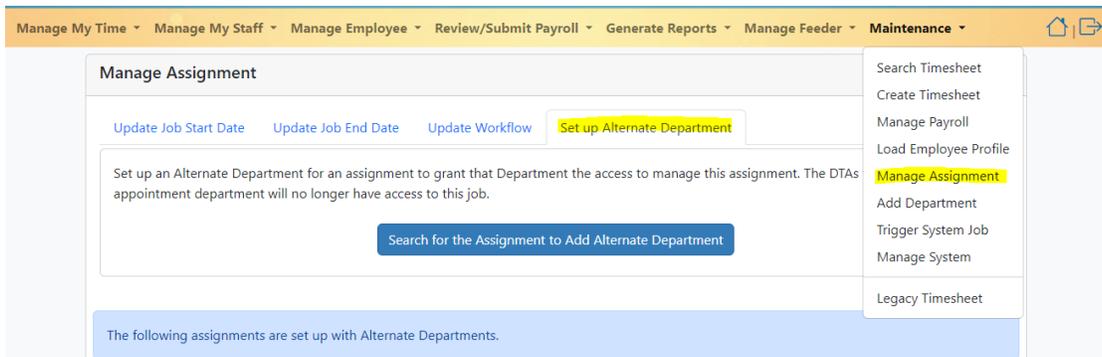
### Requesting Alternate Department Access:

In TRS, the appointment department code is used in loading the employee into TRS.

If a DTA doesn't have access to the department which is funding the appointment (or assignment), alternate department access allows a DTA from the employee's primary department to submit timesheets for the employee. The departments DSA can request access through KSAMS for individuals that need DTA access.

### After Alternate Department Access is Granted:

When Alternate Department Access is granted, access to the timesheets in TRS is transferred to the DTA(s) for the new alternate department. The DTA(s) for the department granting access will no longer be able to access those timesheets in TRS.



Please keep in mind that a department being granted alternate access in TRS will not change their DSA's or other finance/payroll staff's existing KSAMS access to UCPATH or UCPATH reports. They will remain unable to access any finance/payroll information outside of TRS for any employees whose Job Distributions roll up to Dept Cds outside the boundaries of their KSAMS access.

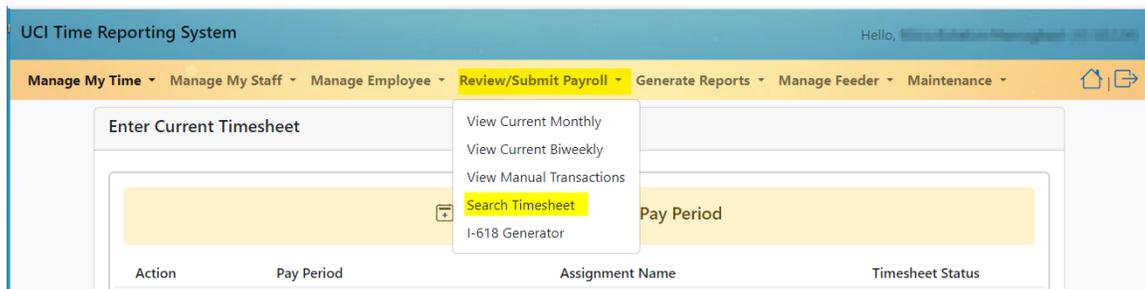
## TRS Workflow & Timesheet Status Codes:

Throughout the Time Reporting System, you may see the **workflow icon**  next to a timesheet entry. The DTA can click this icon to see the routing details of the timesheet. The **Timesheet Workflow** screen displays date and time the employee submitted the timesheet, date and time timesheet was submitted to UCPATH, timesheet status codes, and comments. **Timesheet Status Codes** identify where a timesheet is in routing and whether it has been successfully approved and submitted to UCPATH. Here are some of the most common codes:

- **None** - timesheet has not been opened, saved, or submitted.
- **Saved** - hours have been entered and timesheet saved.
- **Recalled by Employee** - request submitted that TRS returns a submitted timesheet to the employee.
- **Returned by Supervisor** - supervisor has returned the timesheet back to the employee for edits.
- **Submitted to Supervisor** - timesheet has been submitted to the supervisor for approval.
- **Completed Pending DTA ACKL** - TRS processed the timesheet successfully, but the DTA failed to submit the timesheet to UCPATH and it's pending the DTA acknowledgement.
- **Completed Pending SUP ACKL** - TRS processed the timesheet successfully, but the supervisor failed to approve the timesheet and it's pending the supervisor acknowledgement.
- **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.
- **Completed** - TRS processed the timesheet successfully without errors.

### To check the workflow status of a timesheet in TRS:

1. Navigate to the **Review/Submit Payroll** tab and complete the search fields to locate the timesheet(s).



2. Click on the View Workflow icon  next to the employee record. The **Timesheet Workflow** window will be displayed.



UCI Time Reporting System

**Timesheet Workflow**

Pay Period 03/17/24 - 03/30/24  
Timesheet Id [REDACTED]

Total Turnaround Time: 5 day(s) 15 hour(s) 49 minute(s) 40 second(s)

Status Code	Completed By	Completed Date	Comments
SUBMITTED_TO_SUPERVISOR	[REDACTED]	03/27/24 Wednesday @ 8:15 PM	
SUBMITTED_TO_DTA	[REDACTED]	04/01/24 Monday @ 7:56 AM	
SUBMITTED_TO_UCPATH	[REDACTED]	04/01/24 Monday @ 8:09 AM	Normal Submit to PS
BATCH_LOCKED	SYSTEM	04/02/24 Tuesday @ 12:04 PM	1181 BATCH LOCKED
COMPLETED <span>Current Status</span>	SYSTEM	04/02/24 Tuesday @ 12:04 PM	1181 BATCH PROCESSED

Timesheet status codes can also be seen in the *Review/Submit Payroll tab > View Current Monthly or Bi-Weekly section > Open Timesheets tab.*

UCI Time Reporting System Hello [REDACTED]

Manage My Time | Manage My Staff | Manage Employee | **Review/Submit Payroll** | Generate Reports | Manage Feeder | Maintenance

**Search Timesheet**

Employee ID: [REDACTED] Employee Name: [ ] Department: [ ] Pay Group: Select options Title Unit Code: Select options

Begin Range: [ ] End Range: [ ] Tracking Status: Select options Timesheet Identifier: [ ] Job Codes: jobCode1, jobCode2 Job Ids: Id1, Id2

Primary Supervisor: First Name and/or Last Timesheet Ids: timesheetId1, timesheetId2

Search Timesheet

View Current Monthly  
View Current Biweekly  
View Manual Transactions  
Search Timesheet  
I-618 Generator

UCI Time Reporting System Hello [REDACTED]

Manage My Time | Manage My Staff | Manage Employee | **Review/Submit Payroll** | Generate Reports | Manage Feeder | Maintenance

**View Open Monthly Timesheet**

Supervisor Approved Open Timesheets

Selected Pay Period: 04/01/2024 - 04/30/2024 (MO) Change Pay Period: 1 selected

Select Department: 1 selected Submit

Timesheet | Workflow | Weekly Hours Estimator | Pay Update Records | DTA Adjustment Feature

Showing 1 to 50 of 61 entries

Search:

Action	Employee Name	Department	Empl ID	Timesheet Hours	Empl Cl	Comp Freq	Job Cd	Timesheet Status	Primary Supervisor	Backup Supervisor
 	[REDACTED]	Accounting & Fiscal Services	[REDACTED]	Vacation 8.00 Sick 8.00 Jury 8.00	2	M	007584	SUBMITTED_TO_SUPERVISOR	[REDACTED]	[REDACTED]

### [TRS Submission Deadlines and Operating Hours](#)

The TRS/UCPath Deadlines are managed by the Payroll Division and are posted online in <https://accounting.uci.edu/payroll/trs/deadlines.php> It is important that DTAs are aware of and follow the timesheet submission deadlines to ensure that their employees are paid correctly and on time.

## TRS Guide Part 2

# Managing Employee Profiles and Assignments

This guide covers the “Manage Employee” Tab in UCI’s Time Reporting System. DTAs use this tab to search/update their employees’ General Information, Overtime Compensation Type, assigned Supervisors, Timesheet Identifiers, and/or Work Schedule.

### Searching for Employee Profiles:

The **Manage Employee** tab automatically opens to the **Search Employee Profile** section. DTAs can search for individual employees using the employee’s ID or name. You can only look up employees from departments to which you have been granted DTA access via KSAMS. These departments are shown in the Current Department drop-down menu. By default, only employees with active assignments are shown in search results. You can change this by unchecking the box “Employees with Active Assignments Only”.

### How to search for employees in a department:

1. Navigate to the **Manage Employee** tab. The **Search Employee Profile** tab will be displayed.
2. Select the **Current Department** the employee is assigned to and complete the search fields to locate an employee.

The screenshot shows the 'Manage Employee' tab in the UCI Time Reporting System. The navigation bar includes 'Manage My Time', 'Manage My Staff', 'Manage Employee' (highlighted), 'Review/Submit Payroll', 'Generate Reports', 'Manage Feeder', and 'Maintenance'. Below the navigation bar, there are several search and filter options: 'View Open Monthly Timesheet', 'Supervisor Approved', 'Open Timesheet', 'Selected Pay Period' (04/01/2024 - 04/30/2024 (MO)), 'Change Pay Period', '1 selected', 'Select Department', '1 selected', and a 'Submit' button. A dropdown menu is open under 'Search Employee', showing options: 'Search Employee', 'Manage Work Schedules for All Employees', 'Mass Replace Supervisor', and 'Mass Upload Supervisor'.

The screenshot shows the 'Search Employee' form in the UCI Time Reporting System. The navigation bar is the same as in the previous screenshot. The form includes the following fields and options: 'Leave Employee ID and Name blank to search for all employees belonging to the Selected Department.', 'Current Department' (Accounting & Fiscal Services (IR8009)), 'Employee ID' (Blank = All Employ), 'Employee Name' (Blank = All Employees), 'Employees with Active Assignments Only' (checked), and a 'Search Employee' button.

- Leave the Employee ID and Employee Name fields blank to return all employees the DTA have access to for the selected department.

UCI Time Reporting System Hello, [REDACTED]

Manage My Time ▾ Manage My Staff ▾ **Manage Employee ▾** Review/Submit Payroll ▾ Generate Reports ▾ Manage Feeder ▾ Maintenance ▾ 🏠 | 📄

**Search Employee**

Leave Employee ID and Name blank to search for all employees belonging to the Selected Department.

Current Department

Employee ID  Employee Name  Employees with Active Assignments Only

Search:

Action	Employee Name	Employee ID	Primary Supervisor	Backup Supervisor
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

UCI Time Reporting System Hello, [REDACTED]

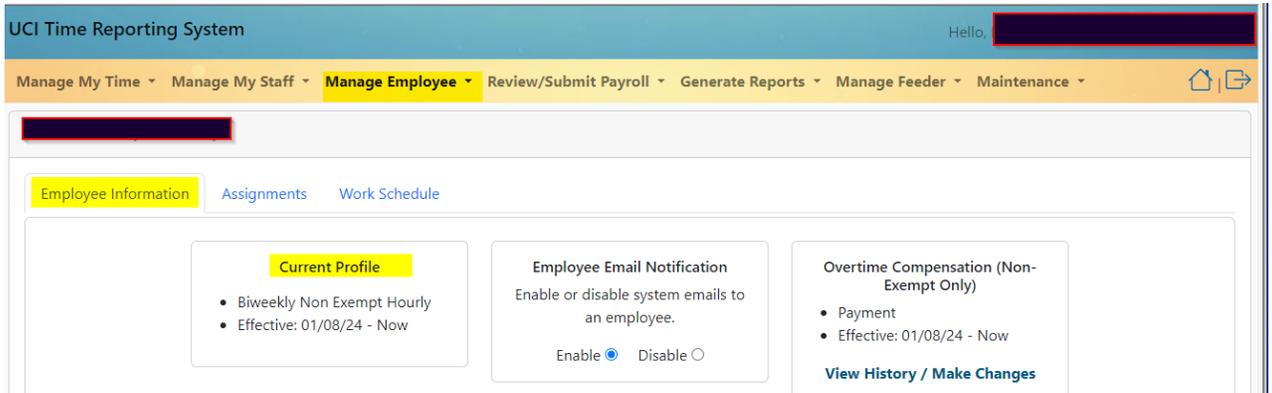
Manage My Time ▾ Manage My Staff ▾ **Manage Employee ▾** Review/Submit Payroll ▾ Generate Reports ▾ Manage Feeder ▾ Maintenance ▾ 🏠 | 📄

[REDACTED]

Employee Information Assignments Work Schedule

Action	Assignment Name	Job ID	Empl Rcd	Dept Code	Job Code	Position	TU	FLSA	Pay Rep	Pay Grp	Start Date	End Date	Primary Supervisor	Backup Supervisor	Optional Supervisor
	Accounting & RSCH ADM 4 <small>View Assigned DTAs</small>	[REDACTED]	0	IR8009	006207	[REDACTED]	99	E	C	9ME	11/16/2020				

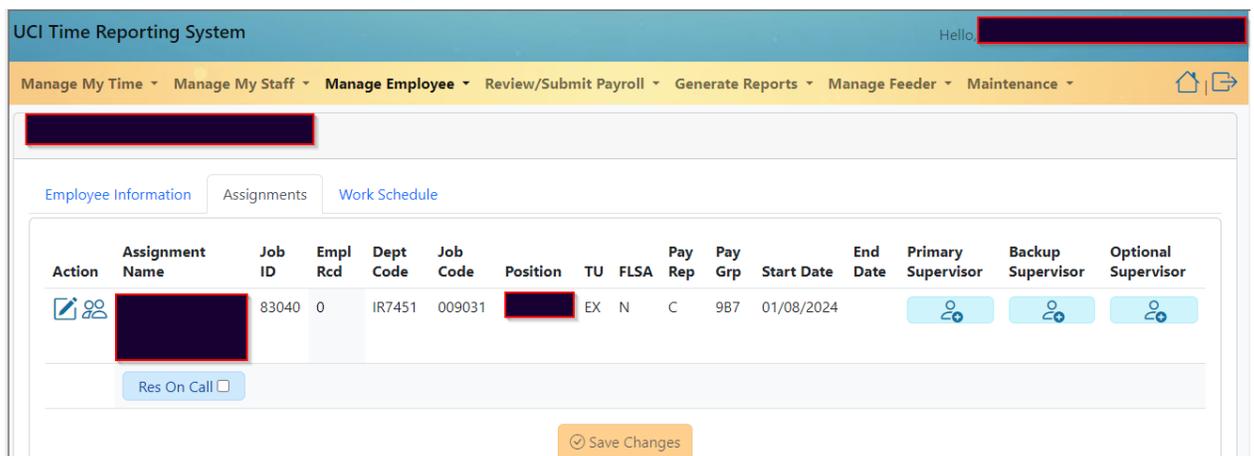
- Click on the **View Employee**  icon in the **Action** column, to view an individual employee from the search results.



- The **General** information of that employee’s profile will be displayed.

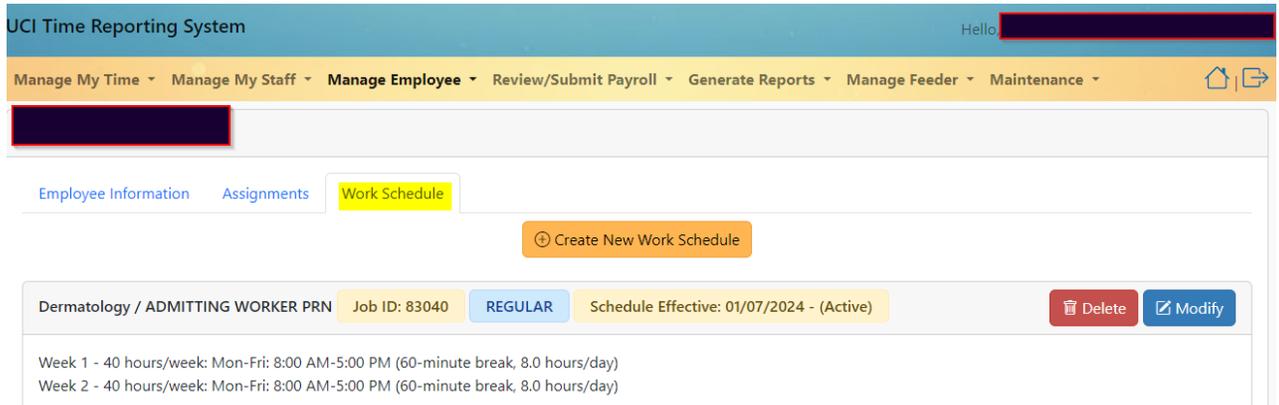
Each employee profile is broken down into three sections: General, Assignments, and Work Schedules.

- General Information:**  
 The General section of Search Employee Profile includes an individual employee’s **General Information** and their **Overtime Compensation (Nonexempt employees only)**.
- Assignments:**  
 The Assignments section of Search Employee Profile includes an individual employee’s current Assignments, Timesheet Identifiers, and Primary, Backup, & Optional Backup Supervisors under the **Assignments for EMPLOYEE NAME (EID#)** heading. If the employee has multiple current Assignments, each Assignment will have a separate entry (line). If an employee has had past Assignments in TRS, the **Past Assignments** heading will also appear.



- **Work Schedules:**

The Work Schedule section of Search Employee Profile includes an individual employee’s existing Work Schedules – if any – under the **Work Schedule for EMPLOYEE NAME (EID#)** heading. All employee Assignments are automatically loaded into TRS without a Work Schedule.



## Assigning Supervisors:

Assigning Supervisors to new employee Assignments in TRS is especially important. Employees with new Assignments cannot save or submit timesheets until they have been assigned **BOTH** a **Primary Supervisor** and a **Backup Supervisor** in TRS.

### How to Assign a Primary, Backup, and Optional Supervisor:

Navigate to the **Manage Employee** tab and search for the employee in the **Search Employee Profile** section using the employee’s **Employee ID** and/or their **first & last name** in any order.

1. Select the **View Employee**  icon to load the **General** section view for that employee.

UCI Time Reporting System Hello [redacted]

Manage My Time ▾ Manage My Staff ▾ **Manage Employee** ▾ Review/Submit Payroll ▾ Generate Reports ▾ Manage Feeder ▾ Maintenance ▾ Home | Help

---

[redacted]

Employee Information | **Assignments** | Work Schedule

Action	Assignment Name	Job ID	Empl Rcd	Dept Code	Job Code	Position	TU	FLSA	Pay Rep	Pay Grp	Start Date	End Date	Primary Supervisor	Backup Supervisor	Optional Supervisor
	[redacted]	[redacted]	0	IR7451	009031	[redacted]	EX	N	C	987	01/08/2024				

Res On Call

Save Changes

2. Select the **Assignments** Area

3. Select the Assign Supervisor icon in the Primary Supervisor field.

UCI Time Reporting System

Search User

User ID  Name   Employee  Affiliates

Search

Results are limited to 100 entries.

4. Search for a **Primary Supervisor** using their UCInetID and/or their first & last name in any order.

5. Review the search results and select the **Use This User** icon to add a Primary Supervisor to the employee's Assignment.

UCI Time Reporting System

Search User

User ID  Name   Employee  Affiliates

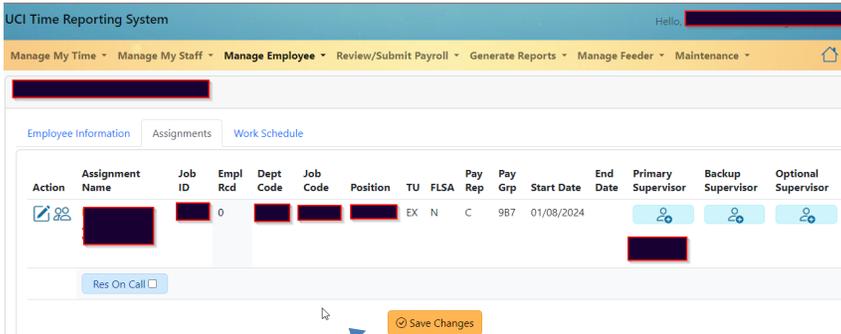
Search

Results are limited to 100 entries.

---

Showing 1 to 1 of 1 entries

Action	Name	Employee ID	User ID	Department Name	Department Code
	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]



6. Click **Save Supervisor Assignment** to save to TRS.
7. Repeat Steps 4, 5, & 6 to assign a **Backup Supervisor** and/or **Optional Backup Supervisor** to the employee's Assignment.

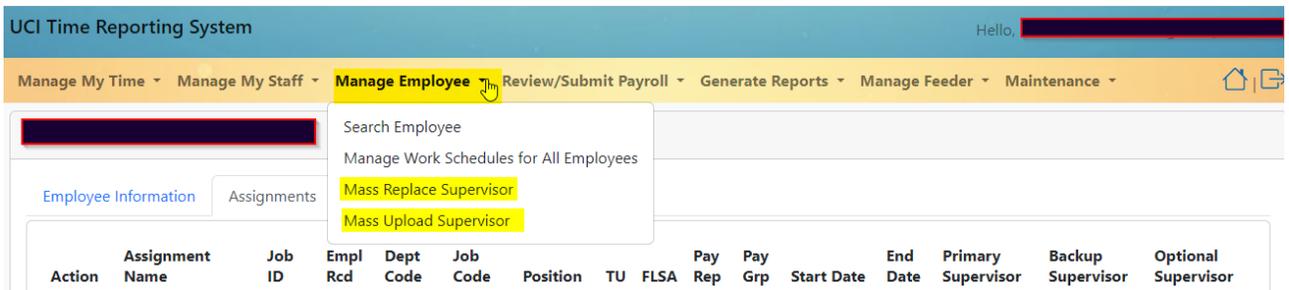
**NOTE:** It is considered a best audit practice to differentiate Supervisor approval and DTA submission of employee timesheets in TRS. However, to ensure that Departments can successfully identify and assign Supervisors to employee Assignments, it is permitted to also designate DTAs as Primary, Backup, and/or Optional Backup Supervisors in TRS.

## Searching for and Replacing Supervisors

TRS allows you to search and replace a supervisor who is responsible for approving multiple assignments. This is useful for when a supervisor leaves their position, and a new individual takes over their responsibilities. Supervisors that are assigned to multiple Assignments can be replaced in the **Search/Replace Supervisor** section of the **Manage Employee** tab.

### How to Assign a Primary, Backup, and Optional Supervisor:

1. Navigate to the **Manage Employee** tab and select the **Find Supervisor**  icon.



The screenshot shows the UCI Time Reporting System interface. The top navigation bar includes 'Manage My Time', 'Manage My Staff', 'Manage Employee' (highlighted), 'Review/Submit Payroll', 'Generate Reports', 'Manage Feeder', and 'Maintenance'. A dropdown menu is open under 'Manage Employee', showing options: 'Search Employee', 'Manage Work Schedules for All Employees', 'Mass Replace Supervisor', and 'Mass Upload Supervisor'. Below the menu is a table with columns: Action, Assignment Name, Job ID, Empl Rcd, Dept Code, Job Code, Position, TU, FLSA, Pay Rep, Pay Grp, Start Date, End Date, Primary Supervisor, Backup Supervisor, and Optional Supervisor.

2. Search for a **Supervisor**. Enter the User ID or Name of the supervisor to search for.
3. Click on the **Use This User**  icon in the Action column to select a supervisor.

UCI Time Reporting System Hello [redacted]

Manage My Time ▾ Manage My Staff ▾ **Manage Employee ▾** Review/Submit Payroll ▾ Generate Reports ▾ Manage Feeder ▾ Maintenance ▾ Home | Help

### Mass Replace Supervisor

Step #1: Identify the supervisor that you wish to replace

Supervisor Name  Search Supervisor

Step #2: Set criteria and search assignments that have been delegated to this supervisor

Supervisory Position  Active Assignments Only

Search Assignments

4. Once selected, you will be returned to the **Search/Replace Supervisor** page. The name of the supervisor selected to be replaced, will be displayed.
5. Click **Search**, to search for the assignments for this supervisor. Current assignments for this supervisor will be displayed.

Showing 1 to 1 of 1 entries 1 row selected Search:

Select	Employee Name	Employee ID	Assignment Name	Empl Rcd	Job Start Date	Job End Date	Primary Supervisor	Primary Supervisor Employee ID	Backup Supervisor	Backup Supervisor Employee ID	Optional Supervisor	Optional Supervisor Employee ID
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	1	01/03/22	05/12/24	[redacted]	10288149	[redacted]	[redacted]		

6. Repeat steps 3 and 4, by clicking on **Back up supervisor** to select the replacement supervisor.
7. **Click** on the check box, next to the employee to replace the supervisor for, then click the **Replace Selected** button at the top of the screen.

[Redacted] Search Employee  
Manage Work Schedules for All Employees  
Mass Replace Supervisor  
Mass Upload Supervisor

Employee Information Assignments

Action	Assignment Name	Job ID	Empl Rcd	Dept Code	Job Code	Position	TU	FLSA	Pay Rep	Pay Grp	Start Date	End Date	Primary Supervisor	Backup Supervisor	Optional Supervisor	
 	[Redacted]	[Redacted]	3	[Redacted]	004919	[Redacted]	0	99	E	C	9MH	05/14/2023	09/30/2024	 	 	
 	[Redacted]	[Redacted]	5	[Redacted]	002310	[Redacted]	BX	E	C	9AC	12/01/2023	06/30/2024	 	 		

Save Changes

8. Review Confirmation will be displayed.

## Adding a Timesheet Identifier:

TRS loads one Assignment per UCPATH Job and one timesheet per Assignment, so employees with multiple TRS-eligible UCPATH Jobs must also submit multiple timesheets each pay period in TRS.

To help employees differentiate between multiple timesheets, DTAs can add a unique **Timesheet Identifier** to each of the employees' individual Assignments that will appear in the **Assignment Name** field of each timesheet under the employee's **Open Timesheets** heading in their **Manage My Time** tab in TRS.

### How to Assign a Timesheet Identifier:

1. Navigate to the **Manage Employee** tab. The **Search Employee Profile** sub tab will be displayed. Enter the Employee ID and/or their first & last name to search for the employee.

The **employee** information will be displayed for the selected employee.

2. Select **Assignments**, to display jobs associated with the employee's profile.
3. Select the **Update Timesheet Identifier** icon, next to the assignment to add/update the identifier.
4. Enter up to 15 characters in the **Timesheet Identifier** field using letters, numbers, symbol, and/or spaces (*this field is not case-sensitive*) and select **Save**.
5. The timesheet identifier will be added to the Assignment Name.

UCI Time Reporting System

Manage My Time Manage My Staff **Manage Employee** Review/Submit Payroll Generate Reports Manage Feeder Maintenance

Search Employee  
Manage Work Schedules for All Employees  
Mass Replace Supervisor  
Mass Upload Supervisor

Action	Assignment Name	Job ID	Empl Rcd	Dept Code	Job Code	Position	TU	FLSA	Pay Rep	Pay Grp	Start Date	End Date	Primary Supervisor	Backup Supervisor	Optional Supervisor
	[Redacted]	72652	3	IR8101	004919	[Redacted]	99	E	C	9MH	05/14/2023	09/30/2024	[Redacted]	[Redacted]	
	[Redacted]	84883	5	IR7749	002310	[Redacted]	BX	E	C	9AC	12/01/2023	06/30/2024	[Redacted]	[Redacted]	

Timesheet Identifier is a label to add more information to an assignment (eg) Front Desk, Tech Center

Save Changes View Past Assignments

After a DTA adds the **Timesheet Identifiers** Assignments in TRS, both DTA and his Supervisor will be able better differentiate between his two timesheets each pay period.

## Changing Overtime Compensation Type

DTAs can manage the Overtime Compensation Type in TRS. There are two options. Payment is the default but when appropriate, Compensatory Time Off can also be selected in TRS.

For more information about overtime compensation, review the **Overtime** portlet in [Zot!Portal](#), the **Compensatory Time Agreement – Forms & Policies** portlet in [Zot!Portal](#), **Section III.D. – Overtime & Over-Schedule** of [UC – Policy UCPATHM-30: Compensation](#), and **Bargaining Units & Contracts** on [UCnet](#).

### Edit or Add Overtime Compensation Type:

1. The Overtime Compensation section is located in the **Manage Employee** tab, in the **General** section of the **Employee Profile**.

The screenshot shows the UCI Time Reporting System interface. At the top, there is a navigation bar with the following items: 'Manage My Time', 'Manage My Staff', 'Manage Employee' (highlighted), 'Review/Submit Payroll', 'Generate Reports', 'Manage Feeder', and 'Maintenance'. Below the navigation bar, there are three tabs: 'Employee Information' (highlighted), 'Assignments', and 'Work Schedule'. The main content area is divided into three sections: 'Current Profile' (listing 'Biweekly Non Exempt Hourly' and 'Effective: 01/03/22 - 05/12/24'), 'Employee Email Notification' (with 'Enable' selected), and 'Overtime Compensation (Non-Exempt Only)'. The 'Overtime Compensation' section shows a preference for 'Payment' with an effective range of '01/03/22 - Now'. A 'Modify' button is highlighted over the 'Payment' preference, and an 'Add New Preference' button is visible at the bottom.

2. Select the **Modify** to review the employee's **Compensation Type** and make changes.
3. Select the **Edit** icon or **Add New**.
4. Select the appropriate **Compensation Type** from the drop-down menu.
5. Select **Update Compensation Type**.

**Edit Existing Overtime Compensation** ✕

Change overtime compensation method for time period  
01/03/22 - Now

from **Payment** to:

Payment  
**Payment**  
**Compensatory Time Off**

**Update Compensation Method** Close

Enable  Disable

**View History / Make Changes**

Preference	Effective Range
Payment	01/03/22 - Now

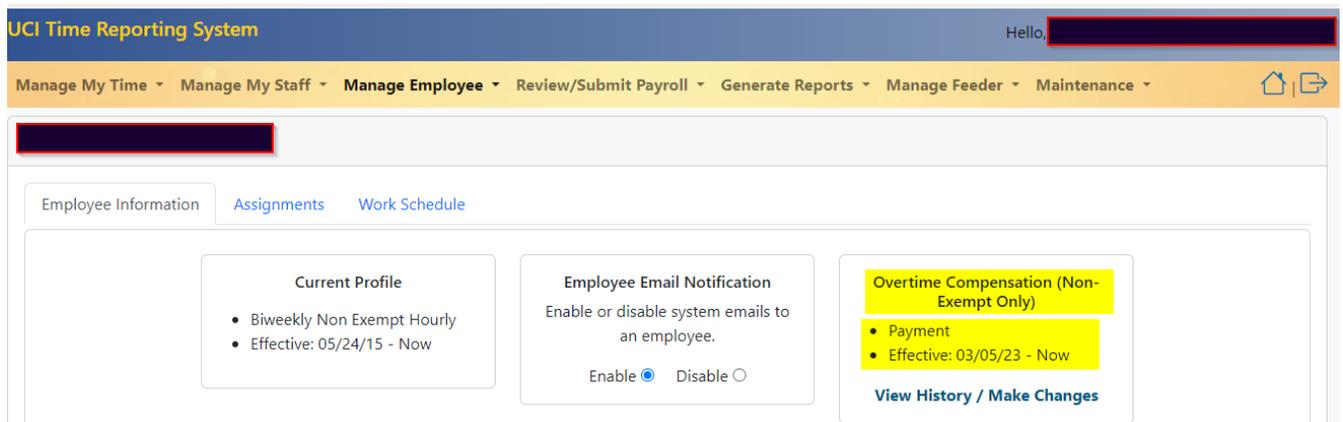
+ Add New Preference

**NOTE:** TRS will not allow a DTA to edit an employee's current **Compensation Type** if there are any submitted timesheets referencing it. The DTA must instead add a new **Compensation Type** with an Effective Date that begins after the last date on which the employee previously submitted time in TRS.

### Viewing Current overtime Compensation Type:

Nonexempt employees can view their **Current Overtime Compensation Method** in the **Enter Current Timesheet** section of their **Manage My Time** tab in TRS.

Monthly Exempt employees are not eligible for overtime, so they do not see a **Current Overtime Compensation Method** in the **Enter Current Timesheet** section of their **Manage My Time** tab.



**Monthly Exempt employees are not eligible for overtime, so they do not see a *Current Overtime Compensation Method* in the *Enter Current Timesheet* section of their *Manage My Time* tab.**

## Managing Work Schedules:

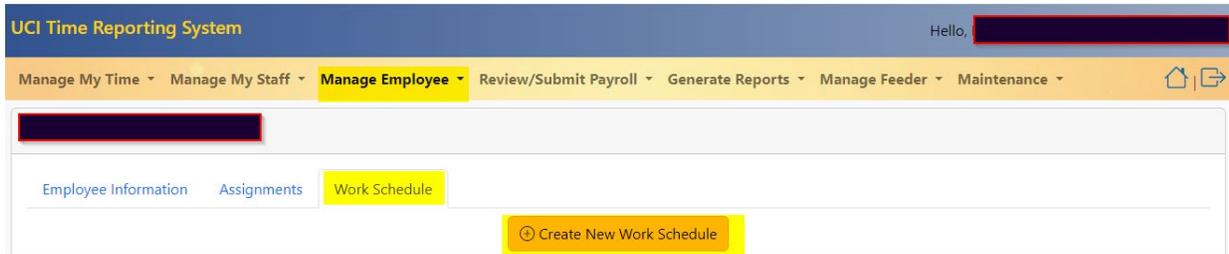
Employee Assignments are automatically loaded into TRS without a **Work Schedule**, and most employees do not require a schedule in TRS. Some unions are **required** to have an active **Work Schedule** added to their Assignments before the system will allow them to save or submit timesheets in TRS.

DTAs will be able to create a work schedule in TRS, necessary for employees eligible for daily overtime.

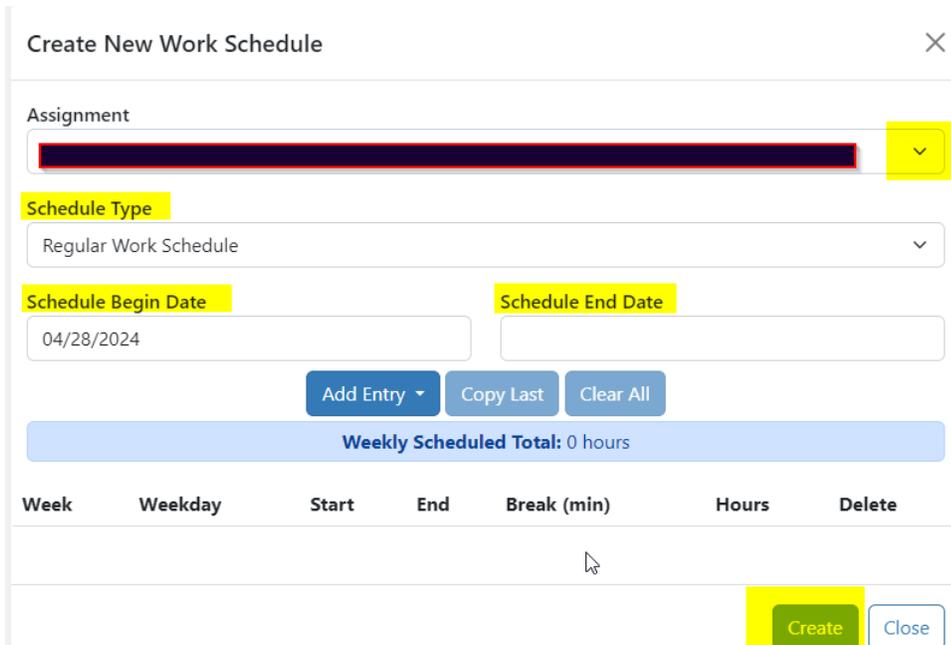
Work schedules can be found on the **Manage Employee** tab, under the **Search Employee Profile**, and **Manage Work Schedules** menus.

### How to Create Work Schedules in TRS:

1. Sign into TRS, and click on the **Manage Employee** tab.



2. Select **Create Work Schedules**. Employees you are allowed to manage work schedules for will be displayed. You also have an option to Modify the existing work schedules. Keep this in mind if there is an existing work schedule and you need to create the new one, you must end the previous work schedule.



3. To create a new schedule, you must first search for the employee to create the schedule for.
4. The work schedule window will be displayed. The **start date** for the new schedule will default to the next Sunday.
  - If the work schedule is for a **temporary assignment**, populate the end date, otherwise leave it empty and the schedule will repeat until manually turned off.

5. Select the **schedule type**, from the drop-down menu, that is applicable to the employee:
  - Regular Work Schedule – If only week 1 is defined, the schedule will repeat itself on a weekly basis.
  - ~Temporary Assignment – Temp Schedule does not repeat itself on a weekly or bi-weekly basis. For temporary changes, enter in an end date, after which the employee will return to their normal schedule.

\*Refer to the Personnel Policy for details on Alternate Work Schedules.

6. Select **Add Entry** and select a Shift from the drop down. Add Entry is a drop-down menu of shifts that have pre-defined times. The selected shift will default as Week 1, with a Monday start. This entry can be edited to fit the needs of the employee.

**Add Entry Shifts**

- Regular: 8am – 5 pm
- Day Shift: 7am – 4pm
- Evening Shift: 7pm – 12:30 am
- Night Shift: 11pm – 7:30 am

Create New Work Schedule ✕

---

Assignment ▼

Schedule Type  
Regular Work Schedule ▼

Schedule Begin Date  Schedule End Date

Add Entry ▼ Copy Last Clear All

Week	Weekday	Shift	Hours	Delete
		Regular (8am-5pm)		
		Day Shift (7am-4pm)		
		Evening Shift (7pm-12:30am)		
		Night Shift (11pm-7:30am)		

Create
Close

7. Select **Copy Last** and it will duplicate the first schedule, while populating the next day in the week.
8. **Create, Save,** and close.

**Sample work schedule:**

Create New Work Schedule ✕

---

Assignment

Schedule Type

Schedule Begin Date  Schedule End Date

Add Entry Copy Last Clear All

Weekly Scheduled Total: 16 hours

Week	Weekday	Start		End		Break (min)	Hours	Delete
1	Mor	8	am	5	pm	60	8	✕
1	Tue	8	am	5	pm	60	8	✕

Create Close

**How to Find an Employee’s Work Schedules:**

1. Sign into TRS, and click on the **Manage Employee** tab.
2. Select **Manage Work Schedules**.
3. Click on the **Search Schedules** icon (magnifying glass).

UCI Time Reporting System Hello,

Manage My Time Manage My Staff Manage Employee Review/Submit Payroll Generate Reports Manage Feeder Maintenance

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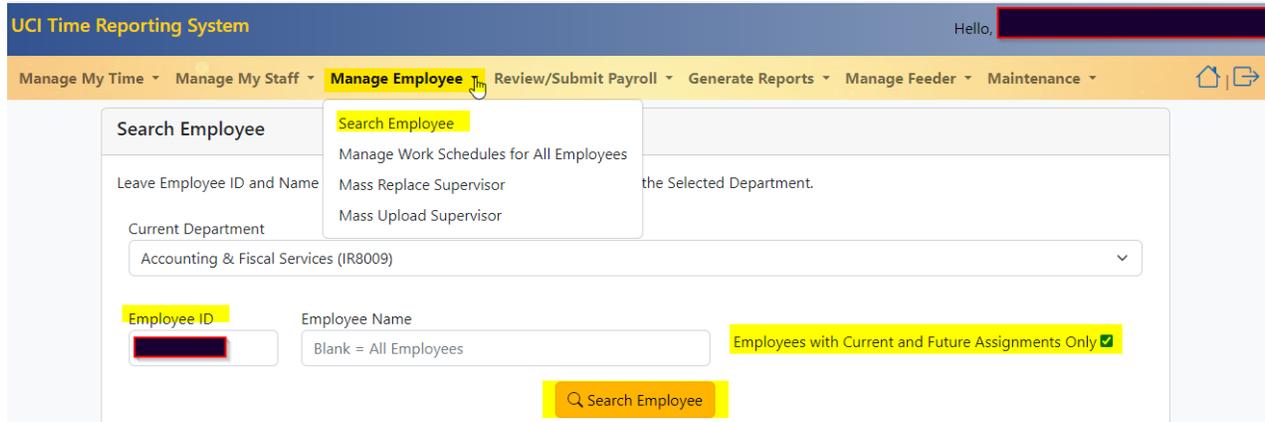
+ Create New Work Schedule

<input type="text" value=""/>	Job ID: <input type="text" value=""/>	REGULAR	Schedule Effective: 08/06/2023 - (Active)	<span>Delete</span>	<span>Modify</span>
40 hours/week: Mon-Fri: 8:00 AM-5:00 PM (60-minute break, 8.0 hours/day)					
<input type="text" value=""/>	Job ID: <input type="text" value=""/>	REGULAR	Schedule Effective: 04/04/2021 - 08/05/2023 (Inactive)	<span>Delete</span>	<span>Modify</span>

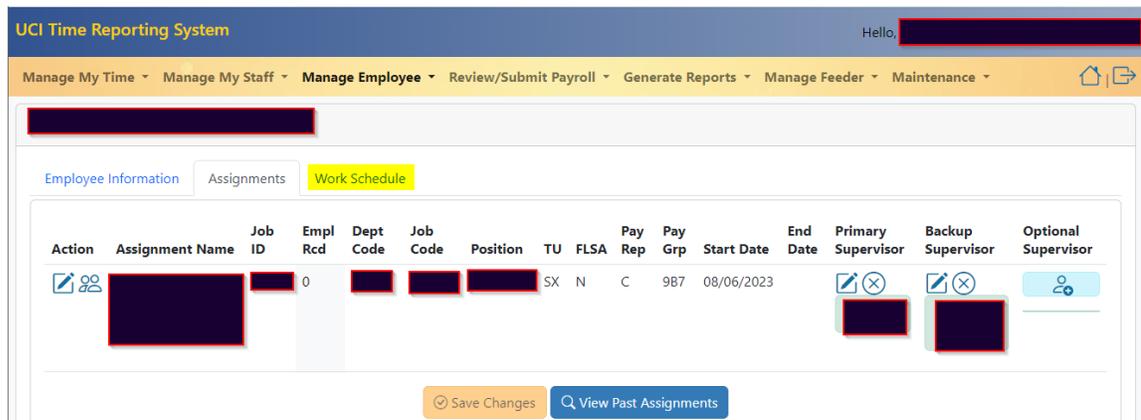
4. Type the employee id or name and date range applicable to the schedule (optional), to search for.
5. An employee’s work schedule is also available under the employee’s profile (**Search Employee Profile**).

**How to manage an employee work schedule through the Employee Profile:**

1. From the **Manage Employee** tab. Select **Search Employee Profile**, then enter the Employee ID or Employee Name to search for and click submit.



Search results may be displayed depending on the search criteria.



2. The **Employee** information of the employee's profile will be displayed.
3. Click on **Work Schedule**. The employee's work schedule will be displayed, along with the following options to specify the following:
  - Begin Date
  - End Date
  - Schedule Type

The following options are available for the existing schedule:

- Add Entry
- Copy Last
- Clear All
- Save
- Delete

**NOTE:** For more information about Work Schedules, review the **HOW TO: Implement Alternate and Flexible Work Schedules** portlet in [Zot!Portal](#), **Procedure 31: Hours of Work and Attendance Records** of [Personnel Procedures for UCI Staff Members](#), **Section III.C. – Hours of Work** of [UC – Policy UCPathM-30: Compensation](#), and **Bargaining Units & Contracts** on [UCnet](#).

#### **How to add 9/80, 4/40, Regular or Temporary Work Schedules:**

1. From the **Manage Employee** tab, select **Search Employee Profile**, and enter the Employee ID or Name, and click **submit**.
2. The **General** profile information for the employee will be displayed. Click on **Work Schedule**, to display the employees work schedule.
3. Click on the **Schedule Type** drop down to select the type of schedule.

4. Complete the following information under the “**Schedule Entries**” section:
  - a. Week
  - b. Weekday
  - c. Start Time
  - d. End Time
  - e. Break (min)
  - Hours will be automatically calculated based on the start and end times.
  - Use the Delete option to remove a schedule entry.
5. Click **Save** to save the work schedule. (For 9/80 or 4/40: Indefinite duration Alternate Schedules will display the word “**Now**” instead of a specific Effective End Date.)

**NOTE:** TRS will not allow retroactive changes to an employee’s current **Work Schedule** if there are any previously submitted timesheets referencing it. A new **Work Schedule** can only be added with an Effective Date that begins after the last date on which the employee previously submitted time in TRS.

#### How to End Work Schedules:

1. From the **Manage Employee** tab, select **Search Employee Profile**, and enter the Employee ID or Name, and click **submit**.
  - Search results may be displayed depending on the search criteria. Click on the **View Employee** action icon.
2. Click on **Work Schedule**, to display the employees work schedule.
3. Click in the **End Date** text box and enter/select an end date that matches a Pay Period End date, then click **Save**.

**NOTE:** TRS will not allow retroactive changes to an employee’s current **Work Schedule** if there are any previously submitted timesheets referencing it. A new **Work Schedule** can only be added with an Effective Date that begins after the last date on which the employee previously submitted time in TRS.

## TRS Guide Part 3

### Submitting and Managing Timesheets

After employee information is loaded into TRS from UCPATH, the appropriate timesheets (Bi-Weekly or monthly) are automatically created in TRS, and notification sent to the DTA. The DTA will assign a supervisor and does not need to do anything to create timesheets for employees.

Timesheets for monthly-paid employees appear in TRS on the 1st of each month (first day of the pay period), and timesheets for Bi-Weekly-paid employees appear the first day of their pay period (which always begins on a Sunday). Timesheets do not appear (not available for entry) until the first day of each pay period.

This guide covers the “Review/Submit Payroll” Tab in UCI’s Time Reporting System. DTAs use this tab to review and/or submit their department’s employees’ timesheets for payroll processing via UCPATH.

The **Review/Submit Payroll** tab is split into four sections:

- **View Current Monthly** – Review/Submit Monthly employee timesheets for current pay cycle.
- **View Current Bi-Weekly** – Review/Submit Bi-Weekly employee timesheets for current pay cycle.
- **View Manual Transactions (VMT)** – Review/Submit any employee timesheets routed by TRS for additional DTA review and/or manual processing via UCPATH.
- **Search Timesheets** – Search (all) and/or Release (limited) employee timesheets.

#### Viewing Current Timesheets:

Selecting the **View Current Monthly** or **View Current Bi-Weekly** sections of the **Review/Submit Payroll** tab will show you employee timesheets for the current pay cycles. These are also the screens from which you will submit timesheets. Both sections are split into two further sub-tabs: the *Supervisor Approved* sub-tab, and the *Open Timesheets* sub-tab.

#### Supervisor Approved Sub-tab:

The Supervisor Approved sub-tab displays employee timesheets that have been supervisor approved and are **ready for DTA review and submission to UCPATH** for the current pay cycles.

The screenshot shows the UCI Time Reporting System interface. At the top, there is a blue header with the text "UCI Time Reporting System" and a user greeting "Hello, [redacted]". Below the header is a yellow navigation bar with the following menu items: "Manage My Time", "Manage Employee", "Review/Submit Payroll", and "Generate Reports". The main content area is titled "View Current Monthly Timesheet". It features two sub-tabs: "Supervisor Approved" (highlighted in yellow) and "Open Timesheets". Below the sub-tabs, there are two input fields: "Selected Pay Period" with the value "04/01/2024 - 04/30/2024 (MO)" and "Select Department" with a dropdown menu showing "1 selected". A green "Submit" button with a checkmark icon is located below the input fields.

**View Current Bi-Weekly sub tab -> Supervisor Approved**

**For monthly employees, the Overtime and Shift Diff/TOC columns will not be displayed.**

From these screens, you can take the following actions and see relevant information for each timesheet:

<b>Action</b>	Each icon opens a new tab or pop-up window with employee timesheet data. <ul style="list-style-type: none"> <li>• <b>View Timesheet</b>  icon – Opens timesheet in a new tab/window.</li> <li>• <b>View Workflow</b>  icon – Opens Timesheet Workflow pop-up window.</li> <li>• <b>Weekly Hours Estimator</b>  icon – Opens Weekly Hours Estimator pop-up window.</li> <li>• <b>View Pay Update Records</b>  icon – Opens Timesheet Pay Update List pop-up window.</li> <li>• <b>View/Edit Daily Breakdown</b>  icon – Opens Approved Hours Daily Breakdown pop-up window</li> </ul>
<b>Name</b>	Employee name (Last name, First name)
<b>Dept Name</b>	Department employee is assigned to
<b>Emp ID</b>	8-digit employee ID (EID# 11234567)
<b>Timesheet Hrs.</b>	Total work/leave hours reported on the timesheet
<b>Empl Cl</b>	Employee class - an alphanumeric value indicating a job that classifies the policies under which and employment relationship is governed for pay, benefits, leave, and more. The Employee Class is equivalent to the PPS Appointment Type. Identifies the type of job the employees hold in the organization.
<b>Job Cd</b>	Job Code - an alphanumeric value indicating the value associated with a Job Title or Description, for example, Job Code "003635" is the Job Code for "LAW LIBRARIAN."
<b>Regular</b>	Total regular work hours reported on the timesheet
<b>Leave</b>	Type of leave and total leave hours reported on the timesheet
<b>Holiday</b>	Total holiday hours reported on the timesheet
<b>Overtime</b>	
<b>Shift Diff/TOC</b>	
<b>Return</b>	Selecting the <b>Return</b>  icon reverts a timesheet to <b>SUBMITTED TO SUPERVISOR</b> status
<b>Submit Timesheet</b>	Selecting the <b>submit timesheet</b>  icon gives the user the ability to submit a timesheet. They will be given the option on  how they want to hours to be processed (i.e., to be sent to PeopleSoft or not).
<b>Select All /Check Box</b>	Selecting the <b>Checkbox</b>  icon in the blue header selects all timesheets on the current page. Selecting a <b>Checkbox</b>  icon in a row selects only an individual timesheet.

**Open Timesheets Sub-tab:**

The *Open Timesheets* sub-tab displays a list of active employees for the current pay cycle (and Action Icons to open their timesheets and Timesheet Workflows, if any) for DTA review.

**View Current Monthly sub tab -> Open Timesheets**

UCI Time Reporting System Hello, [REDACTED]

Manage My Time ▾ Manage Employee ▾ **Review/Submit Payroll** ▾ Generate Reports ▾

### View Open Monthly Timesheet

Supervisor Approved Open Timesheets

Selected Pay Period: 04/01/2024 - 04/30/2024 (MO) Change Pay Period: 1 selected ▾

Select Department: 1 selected

Showing 1 to 15 of 15 entries Search:

Action	Employee Name	Department	Empl ID	Timesheet Hours	Empl Cl	Comp Freq	Job Cd	Timesheet Status	Primary Supervisor	Backup Supervisor
<input type="button" value="Calendar"/> <input type="button" value="Checkmark"/>	[REDACTED]	[REDACTED]	[REDACTED]	Vacation 8.00	2	M	007715	SUBMITTED_TO_SUPERVISOR	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]		2	M	000549	NOT STARTED	[REDACTED]	[REDACTED]

UCI Time Reporting System Hello, [REDACTED]

Manage My Time ▾ Manage Employee ▾ **Review/Submit Payroll** ▾ Generate Reports ▾

### View Current Biweekly Timesheet

Supervisor Approved Open Timesheets

Selected Pay Period: 04/28/2024 View Current Monthly  
View Current Biweekly  
View Manual Transactions  
Search Timesheet  
I-618 Generator

Select Department: 1 selected

**View Current Bi-Weekly sub tab -> Open Timesheets**

From these screens, you can take the following actions and see relevant information for each timesheet, depending on the timesheet status:



<b>Action</b>	Each icon opens a new tab or pop-up window with employee timesheet data. <ul style="list-style-type: none"> <li>• <b>View Timesheet</b> icon – Opens timesheet in a new tab/window.</li> <li>• <b>View Workflow</b> icon – Opens Timesheet Workflow window</li> </ul>
<b>Job ID</b>	Unique identification number for a job
<b>Name</b>	Employee name (Last name, First name)
<b>Dept Name</b>	Name of department employee is assigned to
<b>Employee ID</b>	8-digit employee ID (EID# 11234567)
<b>Timesheet Hrs.</b>	Total work/leave hours reported on the timesheet
<b>Empl Cl</b>	Employee class is an alphanumeric value indicating a job that classifies the policies under which and employment relationship is governed for pay, benefits, leave, and more. Identifies the type of job the employees hold in the organization.
<b>Job Cd</b>	Job Code is an alphanumeric value indicating the value associated with a Job Title or Description, for example, Job Code "003635" is the Job Code for "LAW LIBRARIAN."
<b>Timesheet Status</b>	Identifies where a timesheet is in routing/workflow
<b>Primary Supervisor</b>	Primary Supervisor's first & last name in any order
<b>Backup Supervisor</b>	Backup Supervisor's first & last name in any order

## Submitting Monthly Timesheets:

In TRS, an employee timesheet is processed in the following order:

1. The employee enters and submits a timesheet.
2. Supervisor reviews and approves/returns/edits employee timesheet.
3. DTA can view supervisor-approved employee timesheet and submit the timesheet to UCPATH. The DTA can also return timesheet to supervisor if corrections are necessary.

After a timesheet is approved by a supervisor, it will appear on the *Supervisor Approved* sub-tab of **View Current Monthly** tab.

### How to submit timesheets to UCPATH:

1. Select the **Review/Submit Payroll** Tab. The Review/Submit Payroll Tab is divided into four sections:
  - View Current Monthly – Monthly Employee Timesheets (Default) that can be reviewed and monitored for the current pay cycle.
  - View Current Bi-Weekly – Bi-Weekly Employee Timesheets that can be reviewed and submitted to UCPATH.
  - View Manual Transactions – Displays employee timesheets that are from prior cycles that need to be approved and timesheets with errors that should be reviewed. This section is also for submitting the Monthly employee timesheets for the last month’s leave time.
  - Search Timesheets – Locate timesheet(s) using the various search fields.
2. Select **View Current Monthly** tab.
3. Select the **Current department** and click **submit**.
4. Click on **Supervisor Approved** (*default selection*). Approved timesheets will be displayed.
5. Click on the **check box**, next to **Submit Timesheet** to indicate which timesheets to submit. Use the checkbox at the top to submit all timesheets, or use the check box on the employee level, to submit the timesheet for that employee only.
6. Click the **Submit Timesheet** Icon. Additional actions that can be taken are listed below:

#### **Timesheet Actions**

<b>Check Boxes and Submit to UCPATH</b>	This action indicates that an employee’s timesheet has been reviewed and is ready for payroll submission. Selecting a <b>Checkbox</b>  icon and <b>submit to UCPATH</b> will post recorded work/leave hours in the selected timesheet(s) to UCPATH.
<b>Return</b>	This action reverts an employee's timesheet to <b>SUBMITTED TO SUPERVISOR</b> status. The Supervisor can then return the timesheet to the employee for adjustments. If the employee is not available, Supervisors can also make adjustments to a returned timesheet on the employee’s behalf. This option <b>requires</b> DTAs to enter in a comment.
<b>View Timesheet</b>	Displays the timesheet calendar for the selected employee.
<b>View Workflow</b>	Displays the timesheet workflow/status popup window.
<b>Weekly Hours Estimator</b>	Displays the weekly hours estimator window showing the employees current pay period assignments, hours worked, and pay updates. Timesheet can be approved from this window.
<b>View Pay Update Records</b>	Displays the Timesheet Pay Update List, showing the timesheet creation date, submission date, pay cycle, status earn code and hours.

<b>View/Edit Daily Breakdown</b>	Shows the Approved Hours Daily Breakdown popup window showing the pay period, and assignment, and allows the hours to be modified.
----------------------------------	--

## How UCPATH Processes Monthly Timesheets

Because TRS reports Monthly timesheet data one month in arrears, by the time Monthly employees submit their timesheets in TRS for the prior Monthly pay period, they will have already received their regular earnings. Thus, leave hours reported in TRS by Monthly employees are generally processed in UCPATH.

The TRS submission process of Monthly employee timesheets follow the steps below:

1. If a Monthly employee *does not* have any exception time (i.e., VAC, SKL) to report in their timesheet for the prior Monthly pay period, the employee's timesheet will update directly to **COMPLETED** status upon DTA submission in TRS.
2. If, a Monthly employee *does* report exception time (i.e., VAC, SKL) in their timesheet for the prior Monthly pay period, the employee's timesheet will update first to the **SUBMITTED TO UCPATH** status upon DTA submission in TRS.
3. Once TRS submits the timesheet with leave hours to UCPATH for Monthly employees, the employee's timesheet will update to the **COMPLETED** status in TRS.

**NOTE:** If a Supervisor approves a timesheet in which a MO employee has reported LWOP, TRS will display a yellow warning flag  and the words **LWOP reported** underneath the MO employee's name in the **Supervisor Approved** tab of the *View Current Monthly* section in the DTA's **Review/Submit Payroll** tab. *However*, the MO employee's earnings must also be adjusted manually in UCPATH to reduce previously reported work hours and/or leave accruals. Additionally, TRS does **not** auto-route MO timesheets with only LWOP hours reported to the *View Manual Transactions* section – rather, the timesheet will update directly to **COMPLETED** status upon DTA submission in TRS.

*TRS will not reduce an employee's earnings. If a timesheet submitted via TRS will result in an RX transaction in UCPATH, the timesheet will automatically route to the DTA's Manual Transactions section in TRS, and the system will remove the timesheet's Submit to UCPATH.*

## Submitting Bi-Weekly Timesheets:

After a timesheet is approved by a supervisor, it will appear on the **Supervisor Approved** screen under the **View Current Bi-Weekly** tab.

### To view the Bi-Weekly timesheet:

1. Select the **Review/Submit Payroll** tab.
2. Click on the **View Current Bi-Weekly** sub-tab.
3. Select **Current department** associated with the employee.
4. Click **Supervisor Approved**
5. Click on the **View Timesheet** icon under the Action column.
6. Click **Submit to UCPATH**. You can also click on the **Submit timesheet** icon , next to the individual record.

**EXAMPLE:** Employee mistakenly submits his hours for PPE 11/18/2017 on his PPE 11/04/2017 timesheet. Realizing that made a mistake, employee's Primary Supervisor **returns** the timesheet.

Employee removes his hours, comments that he will resubmit his hours on the timesheet for the correct pay period, and then resubmits the problematic timesheet blank with zero hours entered.

The Primary Supervisor reviews employee's zero-hour timesheet, comments that the employee submitted the timesheet in error and approves it. Once DTA processes the zero-hour timesheet, the timesheet is updated to **COMPLETED** status in TRS.

A DTA should review the information provided and perform one of the following actions:

<b>Check Boxes and Submit to UCPATH</b>	This action indicates that an employee's timesheet has been reviewed and is ready for payroll submission. Selecting a <b>Checkbox</b> icon and <b>submit to UCPATH</b> will post recorded work/leave hours in the selected timesheet(s) to UCPATH.
<b>Return</b>	This action reverts an employee's timesheet to <b>SUBMITTED TO SUPERVISOR</b> status. The Supervisor can then return the timesheet to the employee for adjustments. If the employee is not available, Supervisors can also make adjustments to a returned timesheet on the employee's behalf. This option <b>requires</b> DTAs to enter in a comment.

## When You Want to Delete a Timesheet:

In TRS, a timesheet **cannot be deleted**. Once an employee has created and saved a timesheet (**SAVED** status), it must be submitted/approved to **COMPLETED** status. Additionally, work/leave hours entered in timesheets erroneously may occasionally need to be cleared from timesheets so that incorrect information is not submitted to UCPATH.

## Searching for and Releasing Completed Timesheets:

DTAs can search for and review all employee timesheets to which they have access in TRS in the **Search Timesheets** section of the **Review/Submit Payroll** tab. TRS also allows DTAs to release previously completed employee timesheets for a limited time after submission.

UCI Time Reporting System Hello, [REDACTED]

Manage My Time ▾ Manage My Staff ▾ Manage Employee ▾ Review/Submit Payroll ▾ Generate Reports ▾ Manage Feeder ▾ Maintenance ▾

---

**Search Timesheet**

Employee ID: [REDACTED] Employee Name: [REDACTED] Department Code: [REDACTED] Pay Schedule: All Pay Group: Select options Title Unit Code: Select options

Begin Range: [REDACTED] End Range: [REDACTED] Tracking Status: Select options Timesheet Identifier: [REDACTED] Job Codes: jobCode1, jobCode2 Job Ids: Id1, Id2

Primary Supervisor: First Name and/or Last Timesheet Ids: timesheetId1, timeshee

**Search Timesheet**

---

Timesheet Workflow Weekly Hours Estimator Pay Update Records DTA Adjustment Feature Submit Timesheet Revert Timesheet Release Timesheet

Excel Print

Showing 1 to 19 of 19 entries

Search: [REDACTED]

Action	Employee Name	Employee ID	Pay Period	Job ID	Assignment Name	Primary Supervisor	Status	Pay Group	Title Unit Cd	Job Code
[Icons]	[REDACTED]	[REDACTED]	04/28/24 - 05/11/24	75819	Transport & Distribution Svcs / STDT 4	Derham, Alyssa	SUBMITTED_TO_SUPERVISOR	9ST	99	004919
[Icons]	[REDACTED]	[REDACTED]	04/28/24 - 05/11/24	85478	Transport & Distribution Svcs / STDT 4 / SAFETY TEAM	Derham, Alyssa	SUBMITTED_TO_SUPERVISOR	9ST	99	004919
[Icons]	[REDACTED]	[REDACTED]	04/14/24 - 04/27/24	75819	Transport & Distribution Svcs / STDT 4	Derham, Alyssa	COMPLETED	9ST	99	004919

Release Completed timesheet.

DTAs can search for employee timesheets using the following search fields:

<b>Employee ID</b>	8-digit employee ID (EID# 10123456)
<b>Employee Name</b>	First and/or last name in any order
<b>Begin Range</b>	Beginning of Date Range in MM/DD/YYYY format
<b>End Range</b>	End of Date Range in MM/DD/YYYY format
<b>Department Code</b>	6-digit UCPATH Department Code (IR8000)
<b>Tracking Status</b>	(drop-down menu) – DTAs may select one
<b>Job Ids</b>	Unique identifier for the job
<b>Timesheet Identifier</b>	Job Assignment (job nickname) if assigned
<b>Pay Schedule</b>	(drop-down menu) – Bi-Weekly or Monthly
<b>Primary Supervisor</b>	Primary Supervisor’s first & last name in any order

**Releasing a Previously Completed Timesheet for Adjustment:**

TRS allows DTAs to release Bi-Weekly timesheets from up to the last **48 prior pay periods** and Monthly timesheets from up to the last **24 prior pay periods**. Corrections to previously submitted time entered on older timesheets in TRS must be adjusted manually via UCPATH.

DTAs can release prior completed employee timesheets by following the steps below:

1. Navigate to the **Review/Submit Payroll** tab.
2. Select the **Search Timesheets** sub tab.
3. In the search results, locate the employee's timesheet that needs to be adjusted. Select the **Release Prior Completed Timesheet for Adjustment**  icon in the **Action** column.

UCI Time Reporting System Hello, [redacted]

[Manage My Time](#) | 
 [Manage My Staff](#) | 
 [Manage Employee](#) | 
 [Review/Submit Payroll](#) | 
 [Generate Reports](#) | 
 [Manage Feeder](#) | 
 [Maintenance](#)

---

### Search Timesheet

Employee ID:  Employee Name:  Department Code:  Pay Group:  Title Unit Code:   
 Begin Range:  End Range:  Tracking Status:  Timesheet Identifier:  Job Codes:  Job Ids:   
 Primary Supervisor:  Timesheet Ids:  Pay Schedule:

[Search Timesheet](#)

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[Timesheet](#) | 
 [Workflow](#) | 
 [Weekly Hours Estimator](#) | 
 [Pay Update Records](#) | 
 [DTA Adjustment Feature](#) | 
 [Submit Timesheet](#) | 
 [Revert Timesheet](#) | 
 [Release Timesheet](#)

Excel | Print

Showing 1 to 18 of 18 entries

Search:

Action	Employee Name	Employee ID	Pay Period	Job ID	Assignment Name	Primary Supervisor	Status	Pay Group	Title Unit Cd	Job Code
	[redacted]	[redacted]	04/14/24 - 04/27/24	[redacted]	Urology / BLANK AST 3	[redacted]	COMPLETED	9B7	CX	004722
	[redacted]	[redacted]	03/31/24 - 04/13/24	[redacted]	Urology / BLANK AST 3	[redacted]	COMPLETED	9B7	CX	004722

4. Enter a comment regarding the need for adjustments and select **Release Timesheet** to revert the timesheet to **SUBMITTED TO SUPERVISOR** status.

Release Completed Timesheet

You can release this timesheet, which is currently in COMPLETED status, to the Supervisor or the DTA for adjustment.

To Supervisor  To DTA

Comments (Required)

[Redacted comment box]

Release Timesheet

**NOTE:** To document edits to an employee's previously submitted time, DTAs can save/print two copies of the employee's previously submitted timesheet – one copy can serve as the time originally submitted by the employee in TRS, and the other copy can be used to mark any changes to the employee's original recorded time. Additionally, any emails or other backup documentation that explain the reasoning behind the adjustment(s) to the employee's previously submitted timesheet should be included in the employee's personnel file.

## Viewing and Clearing Manual Transactions:

Any employee timesheet that TRS is unable to process via the View Current Monthly or View Current Bi-Weekly sections will automatically be routed to the **View Manual Transactions** section in the **Review/Submit Payroll** tab for DTA review and/or action.

**It is important that DTAs check this section prior to each pay cycle’s payroll processing deadline** (i.e., the UCPath Monthly or Bi-Weekly *Pay Confirm*) to ensure that all employees for whom they are responsible in TRS are paid in a timely manner.

If a Department does not have any timesheets/transactions that have been automatically routed to the **View Manual Transactions** section in TRS, the sentence, “No timesheets found.” will appear underneath the **Current Department** drop-down menu.

The screenshot shows the 'View Manual Transactions' interface. A dropdown menu is open from the 'Review/Submit Payroll' tab, with 'View Manual Transactions' selected. The main content area includes a 'Select Department' dropdown (1 selected) and a 'Submit' button. Below this is a table of 'Auto Approved Biweekly Timesheets' with one entry:

Action	Employee Name	Department	Empl ID	Pay Period	Timesheet Hours	Empl Cl	Comp Freq	Job Cd	Regular	Leave	Holiday	Overtime	Shift Diff/TOC	Return
	[Redacted]	[Redacted]	[Redacted]	04/14/24 - 04/27/24	Work Hrs 40.00	5	H	004919	REG 40.0					

TRS will display the Bi-Weekly and Monthly submission deadlines in a yellow bar underneath the **Current Department** drop-down menu.

The screenshot shows the 'View Current Biweekly Timesheet' interface. A dropdown menu is open from the 'Review/Submit Payroll' tab, with 'View Current Biweekly' selected. The main content area includes 'Supervisor Approved' and 'Open Timesheets' buttons. The 'Selected Pay Period' is 05/12/2024 - 05/25/2024 and 'Select Department' is 1 selected. A yellow bar at the bottom indicates the submission deadline: "Timesheet submission to UCPath is open between Tuesday, May 14, 2024 - Tuesday, May 28, 2024 at 12:00 PM".

Manual transaction timesheets are **grouped** as follows:

- Monthly Past Approved Timesheets
- Biweekly Past Approved Timesheets
- Manual Review Required
- Auto Approved Bi-Weekly Timesheets

One or more of the following will be displayed, **based on the timesheet status:**

- Action
- Name
- Dept Name
- Emp Id
- Pay Period
- Timesheet Hrs.
- Empl Cl
- Job Cd
- Regular
- Leave
- Holiday
- Overtime (displays for Biweekly only)
- Shift Diff/TOC (displays for Biweekly only)
- Acknowledge (displays for Auto Approved Bi-Weekly only)
- Return
- Submit Timesheet

The screenshot shows the UCI Time Reporting System interface. At the top, there is a navigation bar with 'Manage My Time', 'Manage Employee', 'Review/Submit Payroll', and 'Generate Reports'. A dropdown menu is open under 'Review/Submit Payroll', showing options: 'View Current Monthly', 'View Current Biweekly', 'View Manual Transactions', 'Search Timesheet', and 'I-618 Generator'. Below the menu, there is a search bar and a '60 s' timer. The main content area displays a table titled 'Monthly Past Approved Timesheets' with columns for Select, Action, Employee Name, Department, Empl ID, Pay Period, Timesheet Hours, Empl Cl, Comp Freq, Job Cd, Regular, Leave, Holiday, Return, and Submit. The table shows four entries for employees in the 'Criminology Law & Society' department, all with 'No Exception Hours Reported' and a status of 'Submitted'.

Select	Action	Employee Name	Department	Empl ID	Pay Period	Timesheet Hours	Empl Cl	Comp Freq	Job Cd	Regular	Leave	Holiday	Return	Submit
<input type="checkbox"/>		[Redacted]	Criminology Law & Society	[Redacted]	03/01/24 - 03/31/24	No Exception Hours Reported	11	UC_FY	003266					
<input type="checkbox"/>		[Redacted]	Criminology Law & Society	[Redacted]	03/01/24 - 03/31/24	No Exception Hours Reported	11	UC_9M	002310					
<input type="checkbox"/>		[Redacted]	Criminology Law & Society	[Redacted]	03/01/24 - 03/31/24	No Exception Hours Reported	11	UC_9M	002310					
<input type="checkbox"/>		[Redacted]	Criminology Law & Society	[Redacted]	03/01/24 - 03/31/24	No Exception Hours Reported	11	UC_FY	003282					

### Clearing Timesheets from View Manual Transactions:

To clear a timesheet/transaction from this section, a DTA must select one of the timesheet processing options displayed. The processing options available under each heading varies amongst the following three actions:

<b>Return</b> 	Reverts the timesheet to <b><i>SUBMITTED TO SUPERVISOR</i></b> status
<b>Submit to UCPATH</b> 	Posts a timesheet's hours to UCPATH

**NOTE:** *If a timesheet routes to the **View Manual Transactions** section because its submission, the DTA will be able to take the following actions: View Timesheet, View Workflow, View Weekly Hours Estimator, View Pay Update Records, and View/Edit Daily Breakdown. The DTA will also be able to select multiple timesheets to "Submit to UCPATH".*

### Explanations of Manual Transactions:

You may see the following types of transactions in the **View Manual Transactions** section of the **Review/Submit Payroll** tab.

## Early Bi-Weekly or Monthly Timesheets

**Early Bi-Weekly or Monthly Timesheets** are employee timesheets that have been submitted in TRS before the TRS/UCPath Deadlines posted in TRS. The “Early” timesheet sections are displayed under “Manual Review Required”. Only one future pay period is displayed.

The screenshot shows the UCI Time Reporting System interface. The top navigation bar includes 'Manage My Time', 'Manage My Staff', 'Manage Employee', 'Review/Submit Payroll', and 'Generate Reports'. The 'Review/Submit Payroll' menu is open, showing options like 'View Current Monthly', 'View Current Biweekly', 'View Manual Transactions' (highlighted), 'Search Timesheet', and 'I-618 Generator'. Below the menu, there's a 'Select Department' section with '1 selected' and a 'Submit' button. The main content area is titled 'Manual Review Required' and shows a table with one entry:

Action	Employee Name	Department	Empl ID	Pay Period	Timesheet Type	Timesheet Hours	Empl Cl	Comp Freq	Job Cd	Regular	Leave	Holiday	Overtime	Shift Diff/TOC
	[Redacted]	Ctr Educational Partnerships	[Redacted]	05/26/24 - 06/08/24	Early Biweekly Timesheets	72.00	5	H	004919	REG 72.0				

You will select the option submit.

## Monthly Past Approved Timesheets

The **Monthly Past Approved Timesheets** heading displays employee timesheets that have been submitted in TRS after the TRS/UCPath Deadlines that are posted online.

The screenshot shows the UCI Time Reporting System interface. The top navigation bar includes 'Manage My Time', 'Manage My Staff', 'Manage Employee', 'Review/Submit Payroll', 'Generate Reports', 'Manage Feeder', and 'Maintenance'. The 'Review/Submit Payroll' menu is open, showing options like 'View Current Monthly', 'View Current Biweekly', 'View Manual Transactions' (highlighted), 'Search Timesheet', and 'I-618 Generator'. Below the menu, there's a 'Select Department' section with '1 selected' and a 'Submit' button. The main content area is titled 'Monthly Past Approved Timesheets' and shows a table with two entries:

Select	Action	Employee Name	Department	Empl ID	Pay Period	Timesheet Hours	Empl Cl	Comp Freq	Job Cd	Regular	Leave	Holiday	Return	Submit
<input type="checkbox"/>		[Redacted]	Mathematics	[Redacted]	02/01/24 - 02/29/24	No Exception Hours Reported	11	UC_FY	003282				⊖	⊕
<input type="checkbox"/>		[Redacted]	Mathematics	[Redacted]	03/01/24 - 03/31/24	No Exception Hours Reported	11	UC_FY	003282				⊖	⊕

## Bi-Weekly Past Approved Timesheets

The **Bi-Weekly Past Approved Timesheets** heading displays employee timesheets that have been submitted in TRS after the TRS/UCPath Deadlines that are posted online.

View Manual Transactions

Select Department

1 selected

Submit

- View Current Monthly
- View Current Biweekly
- View Manual Transactions**
- Search Timesheet
- I-618 Generator

Timesheet | Workflow | Weekly Hour Estimator | Department Reports | PTA Adjustment Estimator

Biweekly Past Approved Timesheets

Excel Print Select all Deselect all

Showing 1 to 3 of 3 entries

Search:

Select	Action	Employee Name	Department	Empl ID	Pay Period	Timesheet Hours	Empl Cl	Comp Freq	Job Cd	Regular	Leave	Holiday	Overtime	Shift Diff/TOC	Return	Submit
<input type="checkbox"/>	    	[Redacted]	Mathematics	[Redacted]	04/14/24 - 04/27/24	Work Hrs 12.25	5	H	004919	REG 12.25						
<input type="checkbox"/>	    	[Redacted]	Mathematics	[Redacted]	03/31/24 - 04/13/24	Work Hrs 13.50	5	H	004919	REG 13.5						
<input type="checkbox"/>	    	[Redacted]	Mathematics	[Redacted]	03/31/24 - 04/13/24	Work Hrs 6.00	5	H	004919	REG 6.0						

## Auto Approved Bi-Weekly Timesheets

The **Bi-Weekly Auto Approved Timesheets** section displays employee timesheets that were auto approved and DTA acknowledgement is needed.

The screenshot shows the 'UCI Time Reporting System' header with a user greeting. Below the navigation bar, the 'Review/Submit Payroll' menu is active. A dropdown menu is open under 'View Manual Transactions', listing options: 'View Current Monthly', 'View Current Biweekly', 'View Manual Transactions' (highlighted), 'Search Timesheet', and 'I-618 Generator'. The main content area shows a 'Select Department' field with '2 selected' and a 'Submit' button. At the bottom, there are links for 'Timesheet', 'Workflow', 'Weekly Hours Estimator', 'Pay Update Records', and 'DTA Adjustment Feature'.

### Biweekly Past Approved Timesheets

Excel Print Select all Deselect all

Showing 1 to 3 of 3 entries

Search:

Select	Action	Employee Name	Department	Empl ID	Pay Period	Timesheet Hours	Empl Cl	Comp Freq	Job Cd	Regular	Leave	Holiday	Overtime	Shift Diff/TOC	Return	Submit
<input type="checkbox"/>		[REDACTED]	Mathematics	[REDACTED]	04/14/24 - 04/27/24	Work Hrs 12.25	5	H	004919	REG 12.25						
<input type="checkbox"/>		[REDACTED]	Mathematics	[REDACTED]	03/31/24 - 04/13/24	Work Hrs 13.50	5	H	004919	REG 13.5						
<input type="checkbox"/>		[REDACTED]	Mathematics	[REDACTED]	03/31/24 - 04/13/24	Work Hrs 6.00	5	H	004919	REG 6.0						

## Auto Approved Monthly Timesheets

The **Monthly Auto Approved Timesheets** section displays employee timesheets that were auto approved and DTA acknowledgement is needed.

The screenshot shows the 'Monthly Past Approved Timesheets' section of the UCI Time Reporting System. The interface includes a navigation menu at the top with options like 'Manage My Time', 'Manage My Staff', 'Manage Employee', 'Review/Submit Payroll', 'Generate Reports', 'Manage Feeder', and 'Maintenance'. Below the navigation, there are several tabs: 'Timesheet', 'Workflow', 'Weekly Hours Estimator', 'Pay Update Records', and 'DTA Adjustment Feature'. The main content area displays a table of timesheet entries with columns for 'Select', 'Action', 'Employee Name', 'Department', 'Empl ID', 'Pay Period', 'Timesheet Hours', 'Empl Cl', 'Comp Freq', 'Job Cd', 'Regular', 'Leave', 'Holiday', 'Return', and 'Submit'. The table shows three entries for the Department of Mathematics, with details on pay periods, hours, and submission status.

Select	Action	Employee Name	Department	Empl ID	Pay Period	Timesheet Hours	Empl Cl	Comp Freq	Job Cd	Regular	Leave	Holiday	Return	Submit
<input type="checkbox"/>		[Redacted]	Mathematics	[Redacted]	02/01/24 - 02/29/24	No Exception Hours Reported	11	UC_FY	003282					
<input type="checkbox"/>		[Redacted]	Mathematics	[Redacted]	03/01/24 - 03/31/24	No Exception Hours Reported	11	UC_FY	003282					
<input type="checkbox"/>		[Redacted]	Mathematics	[Redacted]	02/01/24 - 02/29/24	No Exception Hours Reported	23	UC_FY	003252					

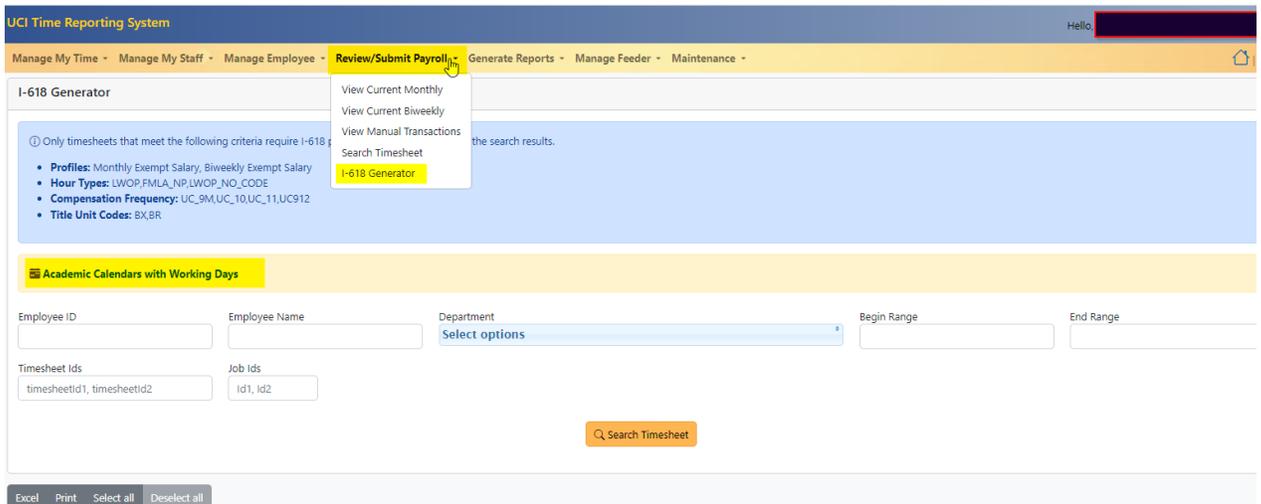
## Search Timesheet:

This report provides the option to search timesheets that was Saved, Recalled by Employee, Returned By supervisor, submitted to supervisor, Completed Pending DTA acknowledgement, completed pending supervisor acknowledgement, Submitted to DTA, Submitted to UCPATH, and Completed.

The screenshot shows the 'Search Timesheet' section of the UCI Time Reporting System. The interface includes a search form with fields for 'Employee ID', 'Employee Name', 'Begin Range', 'End Range', 'Primary Supervisor', and 'Timesheet Ids'. There are also dropdown menus for 'Pay Group' and 'Title Unit Code'. A 'Filter' dropdown menu is open, showing options for 'SAVED', 'RECALLED\_BY\_EMPLOYEE', 'RETURNED\_BY\_SUPERVISOR', 'SUBMITTED\_TO\_SUPERVISOR', 'COMPLETED\_PENDING\_DTA\_ACKL', and 'COMPLETED\_PENDING\_SUP\_ACKL'. The 'SAVED' option is currently selected.

## I-618 Generator:

This tool in TRS help DTAs generate an I-618 file for UCPATH payroll processing of pay reduction for employees meeting the following criteria as appropriate:



**Profiles:**

Monthly Exempt Salary	Biweekly Exempt Salary
-----------------------	------------------------

**Hour Types:**

LWOP (Leave without Pay)	FMLA NP (No Pay)
--------------------------	------------------

**Compensation Frequency:**

UC_9M	UC_10	UC_11	UC912
-------	-------	-------	-------

**Title Unit Codes:**

BX	BR
----	----

**Generating & Saving the I-618 File:**

When submitting timesheets for employees that meet the above-mentioned criteria, TRS will present the following message:

Click on “Proceed to Timesheet Submission”, this will submit the timesheet to UCPath for payroll processing.

UCI Time Reporting System Hello [redacted]

Manage My Time - Manage My Staff - Manage Employee - **Review/Submit Payroll** - Generate Reports - Manage Feeder - Maintenance

### I-618 Generator

① Only timesheets that meet the following criteria require I-618 processing and are included in the search results.

- **Profiles:** Monthly Exempt Salary, Biweekly Exempt Salary
- **Hour Types:** LWOP,FMLA,NP,LWOP\_NO\_CODE
- **Compensation Frequency:** UC\_9M,UC\_10,UC\_11,UC912
- **Title Unit Codes:** BX,BR

**Academic Calendars with Working Days**

Employee ID:  Employee Name:  Department:  Begin Range:  End Range:

Timesheet Ids:  Job Ids:

Excel Print Select all Deselect all

Showing 1 to 1 of 1 entries

Select	Action	Employee Name	Employee ID	Pay Period	Job ID	Assignment Name	Status	Pay Group	Title Unit Cd	Job Code	Comp Frequency	FTE	Annual Rate	Number of Working Days	Number of LWOP Days
<input type="checkbox"/>				03/01/24 - 03/31/24		SOH DO Graduate Office / TEACHG ASST-GSHIP	COMPLETED	9AC	BX	002310	UC_9M	0.50	28,000	58	19

Showing 1 to 1 of 1 entries

You will receive an email confirmation for this download. Any failed entries will be detailed in the email.

- 1- Once all Timesheets have been submitted for your assigned department(s), navigate to “Review/Submit Payroll” > “I-618 Generator”. Enter search criteria for the appropriate pay period(s) and department(s) that you need to generate an I-618 file for and click search:
- 2- Once you have identified and selected the appropriate employee/timesheet records click on “Generate I-618” button at the bottom left corner of the TRS screen:  
The I-618 Excel file will generate and save to your default file downloads repository. Access and save the file to the location of your choice on your computer so that you can email it to Central Payroll for processing, please use the following naming convention when saving your file:

**Naming Convention:** I618\_MO\_TRS\_BXBR\_*SubmitterId\_DeptId*-PEDMMDDYYYY

(text in *italics* is customizable)

**Sample:** I618\_MO\_TRS\_BXBR\_10123456\_IR7363-PED04302024

### Submitting your I-618 File to Central Payroll:

Email the file(s) to Central Payroll using the following email template:

**To:** UCI On-Cycle Payroll Support <[oncyclepayrollsuprt@uci.edu](mailto:oncyclepayrollsuprt@uci.edu)>

**Subject:** BR/BX I-618 File Submission: Dept <insert ID> PED <insert PED>

**Body:**

Attached please find the <insert dept ID & name> I-618 for BR/BX individuals with LWOP reported for Pay Period Ending <insert PPE>. The MO pay date is scheduled for 06/01/2024. The I-618 file contains <insert # of rows> rows; empty rows and filters have been removed.

Please note that I-618 files must be received by Central Payroll following the [Monthly TRS DTA Deadlines](#)

## TRS Guide Part 4

# Generating and Viewing Reports in TRS

DTAs can use the **Generate Reports** tab to create, view, and export TRS reports. They can only see employees or departments for which they have DTA access.



The following reports are available in TRS:

1. **DTA Payroll Report** – View timesheets submitted to UCPath.
2. **DTA Payroll Report- Summarized.**
3. **Employee Assignment Report** – Shows Supervisors assigned to employee Assignments.
4. **Work Schedule Report** – Shows employees with alternate work schedules
5. **Active Supervisor Report** – Shows all active Supervisors in TRS
6. **Audit Acknowledgment Report** – Shows timesheets that have been modified, created, and/or submitted on behalf of an employee.
7. **Compensation Method Report** – A report that shows the employee’s compensation method

choice.

8. **Auto Approval Report** – A report that shows auto approved timesheets on behalf of supervisor or DTA.
9. **DTA Adjustments Report** – An audit report displaying all adjustments made by a DTA using the DTA Adjustment feature.
10. **Timesheet Details** – A report that will show timesheets to which DTA did adjust.
11. **Hours Audit Report** – A report that will show specific hours exceeding for comp frequencies within pay group and title unit code.
12. **Submission Audit Report**- A report to track the status of timesheets in supervisor acknowledgement status. DTA must communicate with supervisor for completing the transaction and submit timesheets for completion to UCPath processing as appropriate.

### Exporting Reports:

Each report in the **Generate Reports** tab is contained in a separate section, and all eight reports can be exported from TRS into Excel (.xls) format by selecting the **XLS Export**.

### Making Changes to Data in Reports:

DTAs are unable to edit any data that is auto generated by reports in the Generate Reports tab. DTA can, however, update their employees' assigned Supervisor(s) and/or Alternate Work Schedule(s) in the Manage Employee tab.

## DTA Payroll Report:

The **DTA Payroll Report** is used to view timesheets submitted to UCPATH by the DTA and includes the account(s) that were expensed for each payroll transaction. There are 2 views for this report: 1) View Breakdown and 2) View Summarized.

Prompts are the same for Breakdown and Summarized Views

DTAs must select one timesheet status in the Tracking Status drop-down menu in the search fields, however, search results can also be narrowed by selecting one or more Earn codes prior to generating the DTA Payroll Report. The **Breakdown** and **Summarized** reports have the same search fields for generating the report.

### Searchable Fields

<b>Employee ID</b>	8-digit employee ID
<b>Employee Name</b>	first and/or last name in any order
<b>Department Code</b>	Select one 1 or more departments from drop-down
<b>Period Start Date</b>	Pay Period Start (PPS) date in MM/DD/YYYY format
<b>Period End Date</b>	Pay Period End (PPE) date in MM/DD/YYYY format
<b>Pay Schedule</b>	Bi-Weekly or Monthly
<b>Tracking Status</b>	DTAs must select one (Submitted to UCPATH, Completed, Completed Pending DTA Ackl, Completed Pending Sup Ackl)
<b>Earn Codes</b>	select one or more Earn codes as appropriate

Click **Generate Report** once the desired prompt data is entered/selected.

### DTA Payroll Report – View Payroll Report (Break Down):

UCI Time Reporting System

Manage My Time - Manage My Staff - Manage Employee - Review/Submit Payroll - **Generate Reports** - Manage Feeder - Maintenance

#### DTA Payroll Report (Break Down)

Employee ID:  Employee Name:  Department: **Select options**

Period Start Date: 01/01/2024 Period End Date: 04/30/2024 Tracking Status: **1 selected** Pay Schedule: All

Filter By Earn Codes

Regular  REG  ERT

Leave  JRN  CON  STL  SKL  SKP  CVN  VAC  VCN  VCU  JUR  MIL  MLN  AIN  ADM  LNP  LPN  LVC  LVN  LFN  LNF  PON  PTD

Holiday  HLN  HLP

Overtime  DES  OTS  DEP  OTP  PPP  PPS  ODH  CTA  CBM  CBP  CBS

Shift Diff/TOC  ESD  NSD  WDD  WED  WND  TOC

**Generate Report**

Excel Print

Showing 1 to 500 of 1,917 entries

Dept Code	Employee Name	Employee ID	Period End Date	Job Code	Position Number	Timesheet Identifier	Job Pay Rate	Category	Earn Code	Hours
IR7476			04/27/24	004263			30.44	Overtime	OTP	6.5
IR7546			03/16/24	007359			28.32	Overtime	OTP	0.5
IR7468			04/13/24	009203			79.12	Overtime	OTP	1.0
IR7470			01/20/24	004723			24.72	Overtime	OTP	5.0

**Note:** If no filter is selected for the Pay Schedule, both biweekly and monthly will be displayed on one report.

### DTA Payroll Report – View Summarized:

UCI Time Reporting System

Manage My Time - Manage My Staff - Manage Employee - Review/Submit Payroll - **Generate Reports** - Manage Feeder - Maintenance

#### DTA Payroll Report (Summarized)

Employee ID:  Employee Name:  Department: **1 selected**

Period Start Date:  Period End Date:  Tracking Status: **1 selected**

Pay Schedule: MONTHLY

Filter By Earn Codes

**Tracking Status**

- SUBMITTED\_TO\_UCPATH
- COMPLETED
- COMPLETED\_PENDING\_DTA\_ACKL
- COMPLETED\_PENDING\_SUP\_ACKL

**Generate Report**

Excel Print

**Monthly:**

UCI Time Reporting System Hello, [Redacted]

Manage My Time - Manage My Staff - Manage Employee - Review/Submit Payroll - **Generate Reports** - Manage Feeder - Maintenance

### DTA Payroll Report (Summarized)

Employee ID:  Employee Name:  Department: **1 selected**

Period Start Date:  Period End Date:  Tracking Status: **1 selected**

Pay Schedule: MONTHLY

Filter By Earn Codes

[Generate Report](#)

Excel Print

Showing 1 to 126 of 126 entries

Dept Code	Employee Name	Employee ID	Period End Date	Job Code	Position Number	Timesheet Identifier	Job Pay Rate	Regular	Leave	Holiday	Overtime	Shift Diff/TOC
IR8074	[Redacted]	[Redacted]	03/31/23	003252	[Redacted]	[Redacted]	[Redacted]		PTD 32.00			
IR8074	[Redacted]	[Redacted]	11/30/22	007377	[Redacted]	[Redacted]	[Redacted]		SKL 16.00			
IR8074	[Redacted]	[Redacted]	09/30/21	007377	[Redacted]	[Redacted]	[Redacted]		VAC 24.00			
IR8074	[Redacted]	[Redacted]	10/31/20	002851	[Redacted]	[Redacted]	[Redacted]	REG 28.50				

## Biweekly:

UCI Time Reporting System Hello, [Redacted]

Manage My Time - Manage My Staff - Manage Employee - Review/Submit Payroll - **Generate Reports** - Manage Feeder - Maintenance

### DTA Payroll Report (Summarized)

Employee ID:  Employee Name:  Department: **1 selected**

Period Start Date:  Period End Date:  Tracking Status: **1 selected**

Pay Schedule: BIWEEKLY

Filter By Earn Codes

[Generate Report](#)

Excel Print

Showing 1 to 500 of 2,414 entries

Dept Code	Employee Name	Employee ID	Period End Date	Job Code	Position Number	Timesheet Identifier	Job Pay Rate	Regular	Leave	Holiday	Overtime	Shift Diff/TOC
IR8074	[Redacted]	[Redacted]	02/04/23	007714	[Redacted]	[Redacted]	[Redacted]	REG 72.00	VCN 8.00			
IR8074	[Redacted]	[Redacted]	01/20/24	004919	[Redacted]	[Redacted]	[Redacted]	REG 38.00				
IR8074	[Redacted]	[Redacted]	12/11/21	002851	[Redacted]	[Redacted]	[Redacted]	REG 5.00				

# Employee Assignment Report:

The **Employee Assignment Report** is used to view the Supervisors assigned to individual employee Assignments in TRS.

DTAs may find this report useful to verify if all employees have been assigned Primary and Backup Supervisors in TRS. DTAs can also view all employee Assignments to which they have access in TRS by leaving searchable fields blank and selecting Generate Report.

## Searchable Fields

<b>Employee ID</b>	8-digit employee ID
<b>Employee Name</b>	first and/or last name in any order
<b>Active Assignment Only (check box)</b>	Click the box to view only active employees or leave blank to view ALL
<b>Department</b>	Select one 1 or more departments from drop-down
<b>Primary Supervisor Name</b>	first and/or last name in any order
<b>Backup Supervisor Name</b>	first and/or last name in any order
<b>Optional Backup Supervisor Name</b>	first and/or last name in any order
<b>Timesheet Identifier</b>	Job assignment (job nickname if assigned)
<b>Job Ends After</b>	select a date from the calendar view
<b>Job Ends Before</b>	select a date from the calendar view
<b>Pay Schedule</b>	Bi-Weekly or Monthly
<b>Job ID</b>	enter job Id

Dept Code	Employee Name	Employee ID	Pay Schedule	Assignment Name	Position Number	Job Start Date	Job End Date	Primary Supervisor	Backup Supervisor	Optional Supervisor	Pay Group	Title Unit Code	Job Code
IR8074	[Name]	[ID]	MONTHLY	Mathematics / TEACHG ASST-GSHIP	[Pos]	10/01/23	06/30/24	[Sup]	[Sup]	[Sup]	9AC	BX	002310
IR8074	[Name]	[ID]	MONTHLY	Mathematics / TEACHG ASST-GSHIP	[Pos]	10/01/23	06/30/24	[Sup]	[Sup]	[Sup]	9AC	BX	002310
IR8074	[Name]	[ID]	MONTHLY	Mathematics / TEACHG ASST-GSHIP	[Pos]	09/01/23	06/30/24	[Sup]	[Sup]	[Sup]	9AC	BX	002310

Click **Generate Report** once the desired fields are entered/selected.

# Work Schedule Report:

The **Work Schedule Report** is used to search for employees with work schedules set up in TRS.

This report allows DTA's to view employees on different work schedules, as well as if they are still active or not. These actions help with calculations on the timesheet.

Work schedules are automatically displayed. User can use search fields to filter the report.

**NOTE:** Changes to alternate work schedules are made on the Manage Employee tab.

## Searchable Fields

<b>Employee ID</b>	8-digit employee ID
<b>Employee Name</b>	First and/or last name in any order
<b>Department Code</b>	6-digit UCPath Department Code
<b>Active Schedules Only</b>	Restricts search results to <b>only</b> active work schedules
<b>Active Assignments Only</b>	Restricts search results to only active assignments

Report is automatically displayed and filtered, based on search selections.

The screenshot shows the 'Work Schedule Report' interface in the UCI Time Reporting System. The top navigation bar includes 'Manage My Time', 'Manage My Staff', 'Manage Employee', 'Review/Submit Payroll', 'Generate Reports' (selected), 'Manage Feeder', and 'Maintenance'. The search form contains the following fields and options:

- Employee ID: [Text Input]
- Employee Name: [Text Input]
- Department: 832 selected
- Pay Group: 16 selected
- Title Unit Code: Select options
- Job Starts On or After: 01/01/2024
- Job Ends On or Before: [Text Input]
- Active Assignment Only:
- Job Codes: jobCode1, jobCode2
- Job Ids: Id1, Id2
- Schedule Starts On or After: [Text Input]
- Schedule Ends On or Before: [Text Input]
- Active Work Schedule Only:
- Schedule Types: Select options
- Pay Schedule: All

A 'Generate Report' button is located below the search form. Below the form are 'Excel' and 'Print' buttons. The table below shows the results:

Dept Code	First Name	Last Name	Employee ID	Pay Schedule	Assignment Name	Job Start Date	Job End Date	Schedule Begin Date	Schedule End Date	Pay Group	Title Unit Code	Job Code	Schedule Type	Scheduled Shifts
IR7755	[Image]	[Image]	[Image]	BIWEEKLY	Health, Society & Behavior FAC / RSCH ADM 2 CX	04/01/24		03/31/24		9B7	CX	004486	Regular Work Schedule	Week 1 - 40 hours/week: Mon-Fri: 8:00 AM-5:00 PM (60-minute break, 8.0 hours/day) Week 2 - 40 hours/week: Mon-Fri: 8:00 AM-5:00 PM (60-minute break, 8.0 hours/day)
IR7646	[Image]	[Image]	[Image]	BIWEEKLY	Edu/Writing Project / K TO 12 EDUCATOR 3	04/24/24	08/03/24	04/21/24	08/03/24	9B7	99	006117	Regular Work Schedule	40 hours/week: Mon-Fri: 8:00 AM-5:00 PM (60-minute break, 8.0 hours/day)

# Active Supervisor Report:

The **Active Supervisor Report** displays the name, UCIInetID, and Email of all active Primary Supervisors in TRS. This report has no searchable fields and does not restrict results based on KSAMS DTA access.

Click **Generate Active Supervisor Report** to view the report.

UCI Time Reporting System Hello: [redacted]

Manage My Time - Manage My Staff - Manage Employee - Review/Submit Payroll - **Generate Reports** - Manage Feeder - Maintenance

Active Supervisor Report

[Generate Report](#)

Excel Print

Showing 1 to 500 of 2,961 entries Search:

Primary Supervisor Name	Primary Supervisor Employee ID	User ID	Email
Walter Hefner Miller	1000001	100001	wmiller@uci.edu
Alexandra Miller	1000002	100002	amiller@uci.edu
Laura Gardner	1000003	100003	lgardner@uci.edu
Thomas Anderson	1000004	100004	tanderson@uci.edu
Thomas Gardner	1000005	100005	tgardner@uci.edu

# Audit Ackl (Audit Acknowledge) Report:

The **Audit Acknowledge Report** is used to search for timesheets which have been modified, created, and/or submitted on behalf of an employee by a supervisor. Specific timesheets can be viewed by clicking on the View Timesheet icon, under the Action column.

## Searchable Fields

<b>Employee ID</b>	8-digit employee ID
<b>Employee Name</b>	First and/or last name in any order
<b>Active Assignments Only (Check box)</b>	Restricts search results to <b>only</b> active Assignments
<b>Department Code</b>	Select one 1 or more departments from drop-down
<b>Begin Range</b>	Pay Period Begin Date
<b>End Range</b>	Pay Period End Date
<b>Employee Acknowledgement</b>	<ul style="list-style-type: none"> <li>Not Acknowledged by Employee</li> <li>Acknowledged by Employee</li> </ul>
<b>Audit Type</b>	<ul style="list-style-type: none"> <li><b>Supervisor Save</b> (Supervisor changed hours on an employee’s timesheet)</li> <li><b>Supervisor Submit</b> (Supervisor submitted timesheet on behalf of the employee)</li> <li><b>Supervisor Save Past Completed Timesheet</b> (Supervisor changed hours on an employee’s previously released timesheet)</li> <li><b>Employee Save Past Completed Timesheet</b> (Employee changed hours on a previously released timesheet)</li> <li><b>Employee Modify</b> (Employee changed hours on an unlocked feeder-based timesheet)</li> </ul>

The screenshot displays the 'Audit Acknowledgement Report' form in the UCI Time Reporting System. The form includes the following fields and options:

- Employee ID:** Text input field.
- Employee Name:** Text input field.
- Department:** Drop-down menu with '1 selected'.
- Begin Range:** Text input field with '01/01/2024'.
- End Range:** Text input field with '04/30/2024'.
- Active Assignment Only:** Checked checkbox.
- Acknowledgement:**
  - Not Acknowledged
  - Acknowledged
- Audit Type:**
  - Auto Submit (Biweekly timesheet auto submitted by system)
  - Automatic Approval as DTA (System approved timesheet on behalf of DTA. Requires DTA acknowledgement.)
  - Automatic Approval as Supervisor (System approved timesheet on behalf of the supervisor. Requires supervisor acknowledgement.)
  - Employee Modify (Employee changed hours on an unlocked feeder-based timesheet. Does not require acknowledgement.)
  - Employee Save Past Completed Timesheet (Employee changed hours on a previously released timesheet. Does not require acknowledgement.)
  - Hours Removed (Hours have been removed by the system on a timesheet due to change of job begin / end dates. Does not require acknowledgement.)
  - Supervisor Save (Supervisor changed hours on an employee's timesheet. Requires employee acknowledgement.)
  - Supervisor Save Auto-Approved Timesheet (Supervisor changed hours on a timesheet after it was auto-approved. Requires employee acknowledgement.)
  - Supervisor Save Auto-Approved Timesheet Returned by DTA (Supervisor changed hours on a timesheet returned from DTA after it was auto-approved. Requires employee acknowledgement.)
  - Supervisor Save Past Completed Timesheet (Supervisor changed hours on an employee's previously released timesheet. Requires employee acknowledgement.)
  - Supervisor Submit (Supervisor submitted timesheet on behalf of the employee. Requires employee acknowledgement.)

A 'Generate Report' button is located at the bottom of the form.

Click **Generate Report** once the desired fields are entered/selected.

# Audit Ackl Report Sample

UCI Time Reporting System Hello, [Redacted]

Manage My Time ▾ Manage My Staff ▾ Manage Employee ▾ Review/Submit Payroll ▾ **Generate Reports ▾** Manage Feeder ▾ Maintenance ▾

### Audit Acknowledgement Report

Employee ID:  Employee Name:  Department:  Begin Range:  End Range:

Active Assignment Only

**Acknowledgement**  
 Not Acknowledged  
 Acknowledged

**Audit Type**

- Auto Submit (Biweekly timesheet auto submitted by system)
- Automatic Approval as DTA (System approved timesheet on behalf of DTA. Requires DTA acknowledgement.)
- Automatic Approval as Supervisor (System approved timesheet on behalf of the supervisor. Requires supervisor acknowledgement.)
- Employee Modify (Employee changed hours on an unlocked feeder-based timesheet. Does not require acknowledgement.)
- Employee Save Past Completed Timesheet (Employee changed hours on a previously released timesheet. Does not require acknowledgement.)
- Hours Removed (Hours have been removed by the system on a timesheet due to change of job begin / end dates. Does not require acknowledgement.)
- Supervisor Save (Supervisor changed hours on an employee's timesheet. Requires employee acknowledgement.)
- Supervisor Save Auto-Approved Timesheet (Supervisor changed hours on a timesheet after it was auto-approved. Requires employee acknowledgement.)
- Supervisor Save Auto-Approved Timesheet Returned by DTA (Supervisor changed hours on a timesheet returned from DTA after it was auto-approved. Requires employee acknowledgement.)
- Supervisor Save Past Completed Timesheet (Supervisor changed hours on an employee's previously released timesheet. Requires employee acknowledgement.)
- Supervisor Submit (Supervisor submitted timesheet on behalf of the employee. Requires employee acknowledgement.)

[Generate Report](#)

Excel Print

Showing 1 to 1 of 1 entries Search:

Action	Dept Code	Employee Name	Employee ID	Pay Period	Assignment Name	Audit Type	Audit Details	Modified Date	Modified By	Acknowledged
	IR7613	[Redacted]	[Redacted]	03/01/24 - 03/31/24	OIT/Data & Info Management / DATABASE ADM 4	Supervisor Save	8.0 hours of FMLA Vac on 03/28 deleted 8.0 hours of FMLA vac on 03/27 deleted 8.0 hours of FMLA Sick Other on 03/26 deleted	04/17/24	[Redacted]	No

# Compensation Method Report:

The **Compensation Method Report** shows how bi-weekly employees are compensated for overtime, either payment or Compensatory time off.

## Searchable Fields

<b>Employee ID</b>	8-digit employee ID
<b>Employee Name</b>	First and/or last name in any order
<b>Display Active Compensation Method (check box)</b>	This field is checked by default and will show all ACTIVE compensation selections for employees. If you uncheck the box, you will see a Begin Range and End Range fields where you enter the date for which you want to see when a particular compensation method was selected. For example, if you uncheck the box and enter 12/31/2018 in the End Range field, you will generate a report of employees with compensation methods that were effective and ended by 12/31/2018. You would not see any active (current) compensation methods on the report.
<b>Department</b>	The department(s) for which you are assigned as a DTA will display when you click on the field. If you are a DTA for more than one department, you can check the boxes next to the departments for which you want to see overtime compensation information.
<b>Compensation Method</b>	Base, stipend, incentive, etc.

UCI Time Reporting System

Manage My Time - Manage My Staff - Manage Employee - Review/Submit Payroll - **Generate Reports** - Manage Feeder - Maintenance

Compensation Method Report

Employee ID:  Employee Name:  Department: 1 selected Compensation Method: 2 selected

Active Compensation Method Only (Uncheck to Enter Date Range) Begin Range:  End Range:

[Generate Report](#)

Excel Print

Showing 1 to 25 of 25 entries

Department Name	Department Code	Employee Name	Employee ID	Effective Range	Compensation Method
OIT/Data & Info Management	IR7613	Magaret Hira	IR7613001	04/21/2019- Now	Payment
OIT/Data & Info Management	IR7613	Arash Ghas	IR7613002	03/08/2021- Now	Payment
OIT/Data & Info Management	IR7613	Karen Kim	IR7613003	09/06/2017- Now	Payment
OIT/Data & Info Management	IR7613	Michael Clark	IR7613004	08/22/2016- Now	Payment
OIT/Data & Info Management	IR7613	Denise Kuba	IR7613005	05/02/2012- Now	Payment
OIT/Data & Info Management	IR7613	John Kurbatov	IR7613006	10/26/2017- Now	Payment
OIT/Data & Info Management	IR7613	Robert Antonio	IR7613007	12/17/2018- Now	Payment
OIT/Data & Info Management	IR7613	Samir	IR7613008	03/09/2019- Now	Payment
OIT/Data & Info Management	IR7613	Gregory Harrison	IR7613009	07/09/2018- Now	Compensatory Time Off
OIT/Data & Info Management	IR7613	Dr. Arifuddin	IR7613010	01/04/2016- Now	Compensatory Time Off

When the “Display Active Compensation Method” check box is unchecked, a search can be performed for all active and non-active compensation methods, based on specified date range. Click **Generate Report** once the desired fields are entered/selected.

# Auto Approval Report:

The **Auto Approval Report** shows Information from timesheets that were auto approved, who didn't approve it (supervisor or DTA) and if it has been acknowledged.

## Searchable Fields

<b>Department Code</b>	Select one 1 or more departments from drop-down
<b>Employee ID</b>	8-digit employee ID
<b>Employee Name</b>	First and/or last name in any order
<b>Active Assignments Only (check box)</b>	Restricts search results to <b>only</b> active Assignments
<b>Start Date</b>	Pay Period Begin Date
<b>End Date</b>	Pay Period End Date
<b>Type</b>	<ul style="list-style-type: none"> <li>Auto Approved on behalf of Supervisor</li> <li>Auto Approved on behalf of DTA</li> </ul>
<b>Auto Approval / Submission Status</b>	<ul style="list-style-type: none"> <li>Awaiting Acknowledgement by Supervisor</li> <li>Awaiting Acknowledgement by DTA</li> <li>Acknowledged by Supervisor Only</li> <li>Acknowledged by DTA Only</li> <li>Acknowledged by Both Supervisor and DTA</li> </ul>

Click **Search** once the desired fields are entered/selected.

# DTA Adjustments Report:

The **DTA Adjustments Report** is an audit Report that displays all adjustments made by a DTA using the DTA Adjustment Feature. This report can be used by departments, central payroll and auditors to facilitate control, check and balance to the DTA adjustment process to help ensure all adjustments are property reviewed. All DTA adjustments made on a timesheet, regardless of the status of the timesheet, are displayed in this report.

Each row in the Report is a single Earn Code transaction made on a specified date. The comments field contains comments entered by the DTA on a batch transaction. Therefore, there can be multiple rows with the same comments and same created date.

Begin Range and End Range search against Pay Period Start and End Dates.

## Searchable Fields

<b>Employee ID</b>	8-digit employee ID
<b>Employee Name</b>	First and/or last name in any order
<b>Department Code</b>	Select one 1 or more departments from drop-down
<b>Begin Range</b>	Pay Period Begin Date
<b>End Range</b>	Pay Period End Date
<b>Pay Schedule</b>	Bi-Weekly or Monthly

UCI Time Reporting System
Hello, [Redacted]

Manage My Time - Manage My Staff - Manage Employee - Review/Submit Payroll - **Generate Reports** - Manage Feeder - Maintenance

**DTA Adjustment Report**

Employee ID

Employee Name

Department  
1 selected

Begin Range

End Range

Pay Schedule  
All

Generate Report

Excel Print
Showing 1 to 11 of 11 entries
Search:

Action	Employee ID	Name	Dept Code	Pay Period	Pay Schedule	Job ID	Assignment Name	Earn Code	FMLA Flag	Hours	Created By	Created Date	Comments
	[Redacted]	[Redacted]	[Redacted]	03/19/2023 - 04/01/2023	BIWEEKLY	[Redacted]	Ofc of Research Administration / STDT 4	HLN	N	-5.0	[Redacted]	04/03/23 04:25	On 04/03/2023:Student employee is ineligible for holiday pay.
	[Redacted]	[Redacted]	[Redacted]	03/17/2024 - 03/30/2024	BIWEEKLY	[Redacted]	Ofc of Research Administration / BUS SYS ANL 2	REG	N	4.0	[Redacted]	04/01/24 03:26	On 04/01/2024:removing overtime:On 04/01/2024:adjusting reg pay to 8 hours
	[Redacted]	[Redacted]	[Redacted]	03/17/2024 - 03/30/2024	BIWEEKLY	[Redacted]	Ofc of Research Administration / BUS SYS ANL 2	OTS	N	-4.0	[Redacted]	04/01/24 03:26	On 04/01/2024:removing overtime:On 04/01/2024:adjusting reg pay to 8 hours

# Timesheet Details:

The **Timesheet Details** report shows the employee’s work hours, for their assigned department, and comments regarding any schedule exceptions. From this report, the employee’s timesheet and workflow can be viewed, using the icons under the action column.

## Searchable Fields

<b>Employee ID</b>	8-digit employee ID
<b>Employee Name</b>	First and/or last name in any order
<b>Begin Range</b>	Pay Period Begin Date
<b>End Range</b>	Pay Period End Date
<b>Timesheet Ids</b>	Job assignment (job nickname if assigned)
<b>Department Code</b>	Select one 1 or more departments from drop-down
<b>Pay Period</b>	Pay Period
<b>Pay Schedule</b>	Bi-Weekly or Monthly

Click **Generate Report** once the desired fields are entered/selected.

## Sample Timesheet Details

The screenshot displays the UCI Time Reporting System interface. At the top, there is a navigation bar with options like 'Manage My Time', 'Manage My Staff', 'Manage Employee', 'Review/Submit Payroll', 'Generate Reports', 'Manage Feeder', and 'Maintenance'. The main area is titled 'Timesheet Detail Report' and contains several input fields: Employee ID, Employee Name, Department (set to '832 selected'), Begin Range, End Range, Pay Period (with a dropdown menu open showing various date ranges), Timesheet Ids (set to 'timesheetid1, timesheetid2'), and Pay Schedule (set to 'All'). A 'Generate Report' button is visible.

Below the form, there is a table showing the generated report data. The table has columns for Action, Employee Name, Employee ID, Assignment Name, Pay Period, Work Hours, and Comments. The first row shows an employee named 'Occupational & Environ Health / AST PHYSYCN' with a pay period of '05/12/24 - 05/25/24' and work hours listed as '05/13 - 8:00am - 12:00pm, 1:00pm - 5:00pm; 05/14 - 8:00am - 12:00pm, 1:00pm - 5:00pm; 05/15 - 8:00am - 12:00pm, 1:00pm - 5:00pm; 05/16 - 8:00am - 12:00pm, 1:00pm - 5:00pm; 05/17 - 8:00am - 12:00pm, 1:00pm - 5:00pm; 05/21 - 8:00am - 12:00pm, 1:00pm - 5:00pm; 05/22 - 8:00am - 12:00pm, 1:00pm - 5:00pm; 05/23 - 8:00am - 12:00pm, 1:00pm - 5:00pm; 05/24 - 8:00am - 12:00pm, 1:00pm - 5:00pm'.

# Hours Audit Details:

The report provides the detail for specific pay group and unit code with pay schedule to find timesheets containing the select hour types and the date either select from date range (1 Month, 3 Months, 6 Months, 24 Months) or have customized range.

Action	Employee ID	Name	Pay Period	Pay Schedule	Comp Frequency	Hour Type(s)	Date Reported	Hours	Exceeding
			01/21/2024 - 02/03/2024	BIWEEKLY	H	WORK	01/26/2024	8.0	1.0
			01/07/2024 - 01/20/2024	BIWEEKLY	H	WORK	01/11/2024	3.0	1.0

## Submission Audit Details:

DTAs can audit timesheet submissions for their assigned departments. Enter search criteria in all highlighted fields when running the report; note that using too broad of a search may result in the report timing out.

UCI Time Reporting System

Manage My Time - Manage My Staff - Manage Employee - Review/Submit Payroll - **Generate Reports** - Manage Feeder - Maintenance

### Submission Audit Report

Employee ID:  Employee Name:  Department: 1 selected Pay Group: 16 selected Title Unit Code: 20 selected

Begin Range: 01/01/2024 End Range: 04/30/2024 Tracking Status: 1 selected Job Codes: jobCode1, jobCode2 Pay Schedule: All

Excel Print

Showing 1 to 36 of 36 entries

Action	Employee ID	Period Start Date	Period End Date	Dept Code	Pay Group	Status	Employee Due Date	Employee Submission Date	Submitted By Employee	Employee Comments	Supervisor Due Date	Supervisor Approval Date	Approved By Supervisor	Supervisor Comments	DTA Due Date	DTA Approval Date	App: By D
		01/01/2024	01/31/2024		9M9	SUBMITTED_TO_SUPERVISOR	02/06/2024	01/30/2024 11:07 AM			02/09/2024				02/20/2024		
		01/01/2024	01/31/2024		9AC	SUBMITTED_TO_SUPERVISOR	02/06/2024	02/06/2024 07:32 AM			02/09/2024				02/20/2024		
		01/01/2024	01/31/2024		9M9	SUBMITTED_TO_SUPERVISOR	02/06/2024	02/06/2024 08:16 AM			02/09/2024				02/20/2024		

- 1- Run Submission Audit Report regularly for your assigned department(s) for all actionable statuses (see chart below).
- 2- Contact the assigned supervisor/approver for assistance with pending actions on timesheet records as appropriate.
- 3- For approved timesheets, DTA must submit timesheets for completion and UCPATH processing as appropriate.

Status	Action Requested
<b>Saved</b>	<i>Review timesheet record and contact employee's supervisor for submission as appropriate.</i>
<b>Recalled by Employee</b>	<i>Review timesheet record and contact employee's supervisor for submission as appropriate.</i>
<b>Returned by Supervisor</b>	<i>Review timesheet record and contact employee's supervisor for submission as appropriate.</i>
<b>Submitted to Supervisor</b>	<i>Contact employee's supervisor for approval/disapproval as appropriate.</i>
<b>Submitted to DTA</b>	<i>Submit timesheet to completed status and UCPATH payroll processing as appropriate.</i>

## TRS Guide Part 5

# TRS Reference Material

## TRS Auto-Generated Notification Emails:

Approaching deadlines will trigger TRS to auto-generate email notifications to employees, Supervisors, and/or DTAs. TRS also generates email notifications when certain transactions occur in the system (new employees loaded into TRS; employee timesheet approval after Supervisor deadline, etc.). **If the notification flag is disabled, the TRS system will not send email notifications.** The notifications option is located under the “Manage My Staff” tab, “Set up Notification”.

The screenshot shows the 'Supervisor Notification' settings page in the UCI Time Reporting System. The page is titled 'Supervisor Notification' and has a breadcrumb trail: 'Manage My Time > Manage My Staff > Manage Employee > Review/Submit Payroll > Generate Reports'. The page is divided into two sections:

- For Primary Supervisor Only - Notification of Employee Timesheet Submission:** This section contains a yellow box with the text: 'If you choose to receive this notification, you will get an email whenever your employee's timesheet is submitted. This is in addition to the due reminder email you get if the timesheets of any of your employees have not been approved by the deadline.' Below this is a question: 'Would you like to start receiving this additional email notification?'. There are two radio button options: 'YES: I also want to receive notification every time my employee submits the timesheet.' (which is selected and has a blue highlight) and 'NO: I DO NOT want to receive notification every time my employee submits the timesheet.' Below the options is a blue button labeled 'Submit My Preference'.
- For Backup Supervisor Only - Due Date Reminder Email:** This section contains a yellow box with the text: 'Opt-in to receive a Due Date Reminder email on the day of the approval deadline for one or more primary supervisors. An email will be sent only if the timesheets of any of your employees have not been approved by the deadline.' Below this is a question: 'Please select the Primary Supervisor you would like to opt in for:'. There is a dropdown menu labeled 'Select options' and a blue button labeled 'Submit My Preference'.

Sample notification email:

The sample notification email is from the UCI Time Reporting System, dated Mon 4/10/2017 8:18 AM. The sender is 'UCI Time Reporting System <timesheet@uci.edu>'. The subject is 'Notification of Late Timesheet(s) Due'. The recipient is 'Peter Anteater'. The email body contains the following text:

Dear ANTEATER, PETER :

This is a reminder that your Monthly timesheet was due YESTERDAY, (Sunday) 04/09/2017 12:00 PM. Please log into the Time Reporting System to complete and submit your timesheet. Failure to submit your timesheets may result in not being paid or loss of accrued leave.

If you have any questions regarding your timesheet in general then please contact your supervisor AARDVARK, PAUL

Access TRS at: <https://timesheet.uci.edu//>

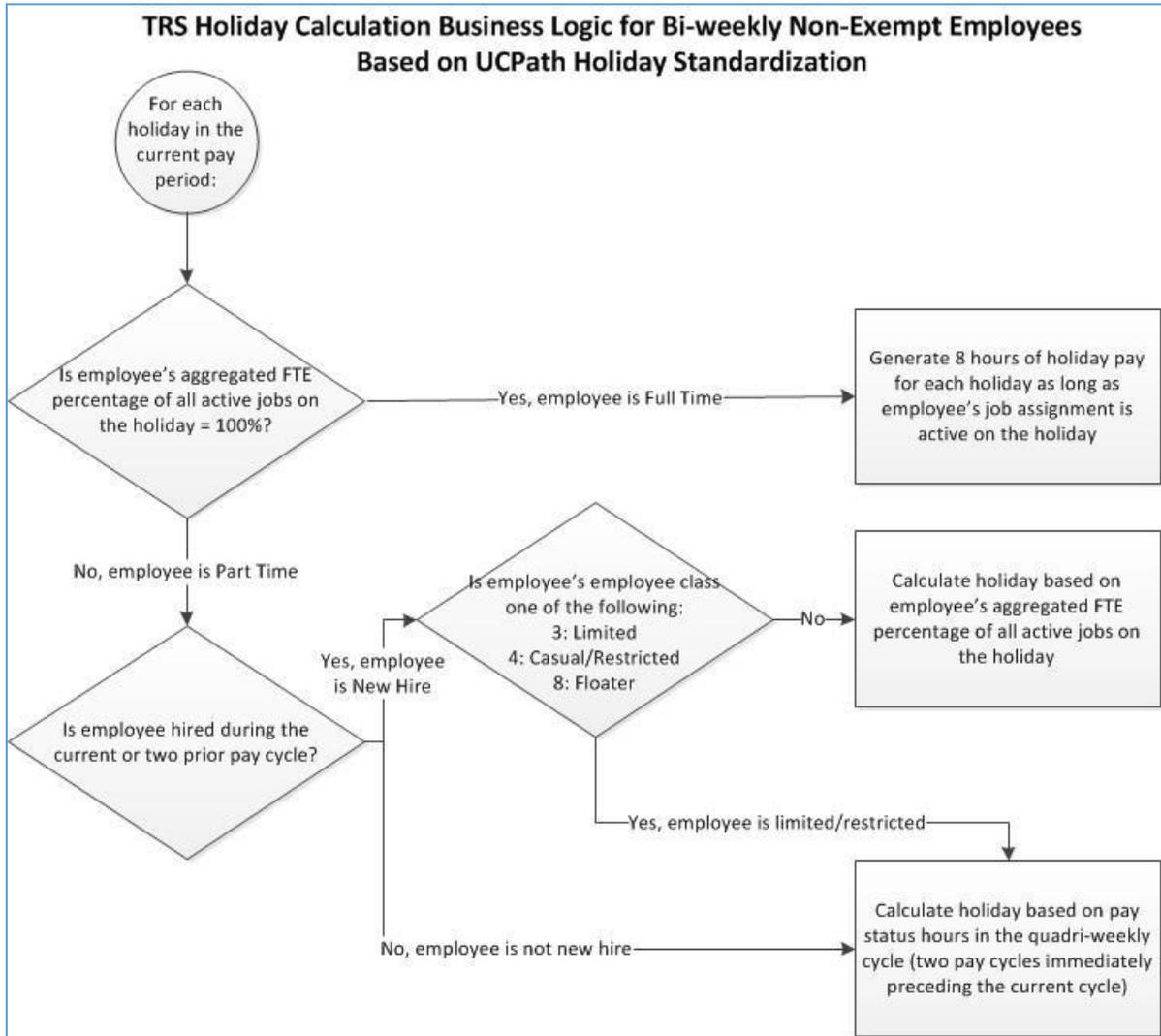
Regards,  
UCI Time Reporting System

This e-mail was auto generated. Please do not respond.

# TRS Holiday Pay Eligibility & Calculation

Holiday Pay is automatically assessed by TRS **after** a Departmental Time Administrator (DTA) submits an eligible employee's timesheet in TRS.

TRS Holiday Calculation Logic



- TRS auto-calculates 8.0 hours of Holiday Pay if an employee's aggregated **Percent Fulltime** rate of all their active UCPATH Jobs totals 100% on the holiday.
- TRS auto-calculates Holiday Pay for Part-time New Hire employees that are NOT Limited, Casual/Restricted, or Floater based on their aggregated **Percent Fulltime** rate of all their active UCPATH Jobs (Jobs) on the holiday.
- TRS auto-calculates Holiday Pay for existing Part-time employees based on the number of pay status hours reported during the Quadri weekly pay cycle preceding the pay cycle in which the holiday occurred (see the [Holiday Pay Table](#))

TRS includes an employee's Holiday Pay information in their timesheet's **Weekly Hours Estimator** 

beneath the **Holiday Calculator** heading.

**Weekly Hours Estimator (dta view)**  
 Pay Period 12/29/2019 - 01/11/2020 (B2)  
 Timesheet Profile BW-NE-HR (1) / Pay Schedule (1) / FLSA (N)

Current Pay Period Assignments

Job	Start	End	BU	Rep	TUC	EmpRec	PayGrp	EmpCl	FTE %	Status
LIB/ACCESS SERVICES / LIBRARY AST 3 / ACCESS SERVICES/ 19684 CX TimesheetPolicy	07/08/19		IRCOMP	C	CX	0	9B7	2	1.0000	COMPLETED

Weekly Overtime  
 Premium Holidays (Actual): New Year's Day, M.L. King Jr., Holiday, Memorial Day Holiday, Independence Day Holiday, Labor Day Holiday, Thanksgiving Holiday, Christmas Eve, Christmas Day  
 On Call Call Back Rate: REGULAR, Minimum Hour: 0.0  
 After Hour Call Back Rate: REGULAR, Minimum Hour: 4.0

**LIB/ACCESS SERVICES / LIBRARY AST 3 / ACCESS SERVICES ( 19684 )**  
 Shift Differential and TOC Eligibility: ESD, NPE, NPN, NSD  
 Hour Summary: {VCN=8.0, REG=50.0, HLN=16.0, S1L=6.0}

Week	Earnings Hours	Work Hrs	Max Hrs	Comp Type	Overtime Rule
Week: 12/29 VCN=8.0, HLN=16.0, REG=16.0		16.0	40.0	Payment	Weekly Overtime
Week: 01/05 REG=34.0, S1L=6.0		34.0	40.0	Payment	Weekly Overtime

**Earned Holiday Calculator**

**2019-12-31**  
 Pay Status Hours (Prev. Pay Period 1 / Prev. Pay Period 2): 64.0 / 80.0

**Biweekly Non Exempt Hourly**  
 Hired on: 2019-07-08 (not new hire) / Full Time Employee (Combined FTE is 1.0000)

Job ID: 19684  
 [ HLN=8.0 / 2019-12-31]

**2020-01-01**  
 Pay Status Hours (Prev. Pay Period 1 / Prev. Pay Period 2): 64.0 / 80.0

**Biweekly Non Exempt Hourly**  
 Hired on: 2019-07-08 (not new hire) / Full Time Employee (Combined FTE is 1.0000)

Job ID: 19684  
 [ HLN=8.0 / 2020-01-01]

**In and Out Details**

**LIB/ACCESS SERVICES / LIBRARY AST 3 / ACCESS SERVICES**

Timesheet In/Out Details	Total Hours
01/06/20: 08:00 AM-12:00 AM , 01:00 PM-05:00 PM	8.0
01/07/20: 08:00 AM-12:00 AM , 01:00 PM-05:00 PM	8.0
01/02/20: 08:00 AM-12:00 AM , 01:00 PM-05:00 PM	8.0
01/03/20: 08:00 AM-12:00 AM , 01:00 PM-05:00 PM	8.0
01/10/20: 08:00 AM-12:00 AM , 01:00 PM-05:00 PM	8.0
01/09/20: 08:00 AM-10:00 AM	2.0
01/08/20: 08:00 AM-12:00 AM , 01:00 PM-05:00 PM	8.0

If a DTA finds that TRS has reported earned HLN erroneously for an employee, they may need to adjust the employee's reported hours manually in UCPath.

# Shift Differentials (SDF)

An employee in an eligible job title who is required by management to work an assigned evening or night shift or who works four or more hours of a shift after 5:00 p.m. and before 8:00 a.m. will be paid a shift differential for all hours of that shift.

## Definitions

**Evening Shift:** An evening shift differential applies to a shift that includes four or more hours worked after 5:00 p.m. and before 12:00 a.m. (midnight).

**Night Shift:** A night shift differential applies to a shift that includes four or more hours worked after 12:00 a.m. (midnight) and before 8:00 a.m.

**Weekend Shift:** A weekend shift differential applies to all hours actually worked between 12:01 a.m. Saturday and 11:59 p.m. Sunday. Weekend differentials shall not be included in payments for paid leave.

## Earnings Code

Shift Type	Shift Differential Window (Default)	Earnings Code
Night	4 or more hours are worked after <u>12:00 a.m.</u> and before 8am.	NSD
Weekend Day	All hours worked between 12:01 AM Saturday and 12:00 midnight Sunday.	WDD
Weekend Evening	On weekend - 4 or more hours are worked after 5pm and before <u>12:00 a.m. midnight.</u>	WED
Weekend Night	On weekend - 4 or more hours are worked after 12am and before 8am.	WND

## Guidelines

### Eligibility

Designated non-exempt classes eligible to receive shift and weekend differential are listed in UCI Job Titles and Salaries along with the applicable rates.

### Overtime

An employee in an eligible class regularly assigned to a day shift of eight hours or longer shall be paid a shift differential for overtime hours when the overtime hours are worked after 5:00 p.m. and before 8:00 a.m., the total overtime equals at least four hours, and the overtime is not compensated at the premium rate.

### On-Call and Call-Back

Actual hours of work performed during an on-call or call-back period are subject to shift differential. Shift differential is not included in computing payment for time spent in on-call status that is not counted as hours of work.

## Applicability

Non-exempt staff members, except employees who are in a bargaining unit that has an exclusive representative (union) and are covered by the applicable provisions of the collective bargaining agreement.

TRS Shift Differential Table in UCPATH

<b>EARN Code</b>	<b>Previous DOS Code Used</b>	<b>Description</b>
ESD	SDF, S2B, S20, SBO, SH2	Evening Shift Differential
NSD	NDF, NSD, S3B, S30, SDR SDM, SH3, S03	Night Shift Differential
TOC	TOC, TMC, OCT	Time On Call
WDD	SDW, WDF, WSD	Weekend Day Shift Differential
WED	SDF	Weekend Evening Shift Differential
WND	NEW-PS	Weekend Night Shift Differential

## Earn Codes

The UCPATH system utilizes Earn Codes for Payroll transactions and reporting work and leave hours in TRS.

### Earn Codes grouped by category:

Category	Earn Code	Description
Holiday	HLN	Holiday-Regular Hourly
Holiday	HLP	Holiday-Premium
Leave	JRN	Jury Duty - Regular Hourly
Leave	JUR	Jury Duty - Salaried
Leave	S1L	Sick Leave - Paid Hourly
Leave	SKL	Sick Leave Paid - Salaried
Leave	SKP	PD Sick (no differentiation between Hourly and Salaried)
Leave	VCN	Vacation Leave - Used Hourly
Leave	VAC	Vacation Leave - Used Salaried
Leave	MLN	Military Pay-Hourly
Leave	MIL	Military Pay-Salaried
Leave	A1N	Administrative Leave - Hourly
Leave	ADM	Administrative Leave -Salaried
Leave	LEC	Emergency Leave
Leave	CON	Compensatory Time - Used Hourly
Leave	LPN	Leave - No Pay Hourly
Leave	LNP	Leave - No Pay Salaried
Leave	LVN	Leave-No Pay-Curtailment Hourly
Leave	LVC	Leave-No Pay-Curtailment Salaried
Leave	LFN	Leave-No Pay-FMLA - Hourly
Leave	LNF	Leave-No Pay-FMLA Salaried
Leave	PTD	Post Doc PTO (no differentiation between Hourly and Salaried)

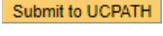
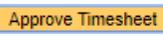
Category	Earn Code	Description
Leave	RGC	Expanded Paid Administrative Leave (EPAL) [COVID19]. Exempt employees – Profile 2(MO/Exempt/Salary), Profile 3 (BW/Exempt/Hourly), Profile 4 (BW/Exempt/Salary), Profile 5 (MO/Exempt/Hourly) [Earnings Program SAL
Leave	RVN	Expanded Paid Administrative Leave (EPAL) [COVID19]. Non-Exempt employees – Profile 1 (BW/Non-Exempt/Hourly) [Earnings Program HRL]
Leave	EPS	Salaried - Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave - EE
Leave	ESN	Hourly - Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave - EE
Leave	ESF	Salaried - Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave – Family
Leave	EFN	Hourly - Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave – Family
Leave	EFL	Salaried - Families First Coronavirus Response Act (FFCRA) Expanded Family Medical Leave
Leave	EMN	Hourly - Families First Coronavirus Response Act (FFCRA) Expanded Family Medical Leave (new FML Code F)
Overtime	OTS	Overtime Pay-Straight
Overtime	OTP	Overtime Pay-Premium (Regular Pay NOT Included)
Overtime	PPS	Overtime Pay-Premium (Regular Pay NOT Included)
Overtime	ODH	Overtime Pay-Double (Regular Pay NOT Included)
Overtime	CTA	Compensatory Time-Accrued
Overtime	CBM	Call Back - Minimum
Overtime	CBP	Call Back - Premium
Overtime	CBS	Call Back - Straight
*Overtime	DES	Dual Employment-Straight
*Overtime	DEP	Dual Employment-Premium
Regular	REG	Regular Pay
Regular	ERT	ERIT-Regular

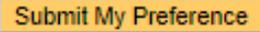
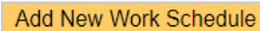
Category	Earn Code	Description
Shift Differential	ESD	Evening Shift Differential
Shift Differential	NSD	Night Shift Differential
Shift Differential	WDD	Weekend Day Shift Differential
Shift Differential	WED	Weekend Evening Shift Differential
Shift Differential	WND	Weekend Night Shift Differential
Shift Differential	TOC	Time On Call
Vacation Pay Out	VPO	Additional information to be provided
Continuation Pay	RPC	Reg. Paid Continuation –Salary, as a result of COVID-19 related activities.
Continuation Pay	RPN	Reg. Paid Continuation –Hourly, as a result of COVID-19 related activities.

\* DTA Adjustment Only

## TRS Action Icons and Buttons

There are several icons in TRS that Employees, Supervisors, and DTAs must select icons to navigate and/or perform various actions in TRS.

TRS Timesheet Icons			
Icon / Button	Description	Name	Function
	Button	Create	Create Time Sheet
	Person	View Employee	Opens Employee Profile Search
	Person & Pencil	Edit Supervisor	Opens Employee Search
	Person & Red Circle	Remove Supervisor	Opens remove supervisor. confirmation box
	Person & Green Circle	Assign Supervisor	Opens Employee Search
	Page	View Timesheet	Opens a timesheet in a new tab/window
	Clipboard	View Workflow	Opens the Timesheet Workflow pop-up window
	Calculator	Weekly Hours Estimator	Opens the Weekly Hours Estimator pop-up window
	Folder & Paper	View Pay Update Records / Timesheet Pay Update List	Opens Timesheet Pay Update List
	Lined Paper & Pencil	View/Edit Daily Breakdown	Opens Approved Hours Daily Breakdown
	Yellow Padlock	Release Prior Completed Timesheet for Adjustment	Releases <b>COMPLETED</b> status timesheet back to <b>SUBMITTED TO SUPERVISOR</b>
	Red Circle	Return	Returns timesheet from <b>SUBMITTED TO DTA</b> status to <b>SUBMITTED TO SUPERVISOR</b>
	Computer	Submit Timesheet	Opens the Submit Timesheet to PeopleSoft dialog box to select normal, final, off cycle or do not process
	Button	Submit to UCPath	Submits timesheet to UCPath
	Green Flag	Edited by Supervisor	Information only icon
	Yellow Flag	LWOP reported	Information only icon.
	Red Flag	Sick/Vacation/Comp/PTO Usage Exceeds Balance	Information only icon.
	Blue Flag	Multiple Assignments	Information only icon.
	Button	Approve Timesheet	Approves timesheet from <b>SUBMITTED TO SUPERVISOR</b> status to <b>SUBMITTED TO DTA</b>
	Yellow Tag	Exempt Timesheets	Information only icon.

TRS Timesheet Icons			
Icon / Button	Description	Name	Function
	Green Tag	Non-Exempt Timesheets	Information only icon.
	Button	Modify Hour	Allows timesheet hours to be modified.
	Clock	Overtime Compensation (non-exempt employees only)	Information only icon.
	Calendar with arrow	View/Edit/Add... View Less...	Displays / Hides Compensation Type History to edit and add new
	Paper & Pencil	Edit	Opens Edit Existing Overtime Compensation box. Assignments: Update Timesheet Identifier
		Add New	Opens Add New Overtime Compensation Box
	Red Circle	Return	Returns timesheet from <b>SUBMITTED TO SUPERVISOR</b> status to <b>RETURNED BY SUPERVISOR</b>
	Garbage Can	Delete	Deletes item ( <i>i.e., hours on timesheet</i> )
	Round Arrow	Recall	Recalls timesheet from <b>SUBMITTED TO SUPERVISOR</b> status to <b>RECALLED BY EMPLOYEE</b>
	Green Circle	Acknowledge	Acknowledges Supervisor timesheet. modifications
	Button	Submit My Preference	Set up email notification
	Button	Add New Work Schedule	Opens Add New Work Schedule box
		Work Schedule	Information only.
	Excel Page	XLS Export	Exports TRS report into a Microsoft Excel XLS ( <i>Excel Spreadsheet</i> ) file
	PDF Page	PDF Export	Exports TRS report into an Adobe Acrobat PDF ( <i>Portable Document Format</i> ) file