

**UCLA Library - Student Employee  
Time Reporting System (TRS) Reference Guide  
September 2014**

<p><b>What is TRS?</b></p>	<ul style="list-style-type: none"> <li>➤ The Time Reporting System (TRS) is a web-based time reporting system. TRS is designed to collect employee work hours, acquire supervisor's approval, and upload work time electronically to the Payroll Personnel System (PPS) Time Input Roster.</li> <li>➤ TRS utilizes the UC time and attendance business rules to capture all hour types including work hours, vacation, sick, compensatory (comp) time used, leave without pay (LWOP), voting, and jury duty. TRS also computes overtime, shift differential, and holiday pay.</li> </ul>
<p><b>What are the benefits to using TRS?</b></p>	<ul style="list-style-type: none"> <li>➤ TRS is a web-based timesheet, so it can never get lost or destroyed.</li> <li>➤ TRS provides a calendar format that is easy to read and navigate.</li> <li>➤ TRS provides a drop-down menu so it is easy to record non-productive time off such as vacation, sick, jury duty, etc.</li> <li>➤ TRS provides online workflow so it is easier for your supervisor to review and approve your timesheet.</li> <li>➤ You will have access to past approved timesheets if needed.</li> <li>➤ You will have secure access to TRS 24 hours a day, 7 days a week from any internet accessible device.</li> </ul>
<p><b>Am I required to use TRS?</b></p>	<ul style="list-style-type: none"> <li>➤ Yes, all Library student employees are required to use TRS to report work time and non-productive time (vacation, sick, jury duty ect.).</li> </ul>
<p><b>When must I start reporting time in TRS?</b></p>	<ul style="list-style-type: none"> <li>➤ If you are paid biweekly, you will start entering time in TRS on 09/14/14. This is for the biweekly pay period beginning 09/14/14 to 09/27/14.</li> </ul>
<p><b>How do I access TRS?</b></p>	<ul style="list-style-type: none"> <li>➤ <a href="https://trs.it.ucla.edu/">https://trs.it.ucla.edu/</a></li> <li>➤ You can access TRS by using your UCLA Logon ID and password.</li> </ul>
<p><b>I don't have a computer, how will I use TRS?</b></p>	<ul style="list-style-type: none"> <li>➤ If you do not have access to a computer at work or at home, please notify your direct supervisor or Library Human Resources. They will assist you with gaining access</li> </ul>

	<p>to TRS. Keep in mind student employees of UCLA have free access to computers at many campus libraries (Powell, Clark, etc. Also, most public libraries offer free access to computers.</p>
<p><b>I have a smartphone. Can I access TRS on it?</b></p>	<ul style="list-style-type: none"> <li>➤ Yes, you can use any device that allows you access to the web page, such as smart phones (Droid, iPhone, Blackberry, etc.), or tablets (IPAD, Android, HP TouchPad, etc.).</li> </ul>
<p><b>I'm having problems accessing the TRS?</b></p>	<ul style="list-style-type: none"> <li>➤ If an employee cannot login to TRS, please contact Araceli Bermudez, <a href="mailto:bermudez@library.ucla.edu">bermudez@library.ucla.edu</a> and/or Emoon Mar, <a href="mailto:ewmar@library.ucla.edu">ewmar@library.ucla.edu</a> or via phone, 310-825-7947, Library Human Resources for assistance.</li> </ul>
<p><b>Sometimes I work two shifts on the same day. Can I use TRS to record my work hours?</b></p>	<ul style="list-style-type: none"> <li>➤ Yes. TRS has a function that will allow you to enter multiple shifts in a work day, if needed.</li> </ul>
<p><b>I'm a work study student employee, can I use TRS?</b></p>	<ul style="list-style-type: none"> <li>➤ Yes, work study hours can be reported in TRS.</li> </ul>
<p><b>TRS Payday Calendar (Timesheet Submission Deadlines)</b></p>	<ul style="list-style-type: none"> <li>➤ All employees should refer to the TRS Payday Calendar. The calendar lists the TRS deadlines. It is extremely important that employees and supervisors are aware of the timesheet submission deadlines to ensure that an employee is paid in a timely manner.</li> <li>➤ The calendar can be found on the TRS Resources page at <a href="https://www.finance.ucla.edu/payroll/time-reporting-system-trs-resources">https://www.finance.ucla.edu/payroll/time-reporting-system-trs-resources</a></li> <li>➤ and on the UCLA Library Human Resources, Time Reporting Timesheet webpage, <a href="http://staffstage.library.ucla.edu/hr/TRS.asp">http://staffstage.library.ucla.edu/hr/TRS.asp</a></li> </ul>
<p><b>Leave Accrual Balances on TRS</b></p>	<ul style="list-style-type: none"> <li>➤ If eligible, Vacation and Sick time are displayed on TRS. Balances are pulled from the Personnel Payroll System (PPS) and may not reflect late time adjustments, usage or accumulation since the last pay period.</li> </ul>

<p><b>How to Report Time in TRS?</b></p>	<ul style="list-style-type: none"> <li>➤ Employees must use TRS to report work time and/or non-productive time. Non-productive time may include sick, vacation, comp time off, Leave without Pay (LWOP), jury duty and voting time off.</li> <li>➤ <b>Non-Exempt</b> employees are required to record actual work time. The TRS system will round hours worked to the nearest ¼ hour. For example, if an employee arrives at 8:08 A.M. and enters this time on TRS, TRS will record the arrival time as 8:15 A.M. am based on standard rounding rules. <b>The standard workweek for non-exempt bi-weekly employees is Sunday, 12:01 a.m. through Saturday, 12:00 a.m.</b></li> <li>➤ <b>Employees are <u>required</u> to access and complete their timesheet(s) on a daily basis. However, timesheets can be completed and submitted to supervisors up until the employee TRS timesheet submission deadline.</b></li> </ul>
<p><b>What if an employee works on a Holiday?</b></p>	<ul style="list-style-type: none"> <li>➤ Employees should only report holiday hours on TRS timesheets when scheduled /approved to work that day.</li> <li>➤ TRS will automatically compute Holiday pay when applicable.</li> </ul>
<p><b>If an employee is approved to work overtime (OT), how is this time recorded on TRS?</b></p>	<ul style="list-style-type: none"> <li>➤ Employees may not work overtime without the approval of their supervisor and Unithead. Unitheads are responsible for requesting approval for overtime from their supervisory AULs and for making staff assignments regarding overtime.</li> <li>➤ Unitheads must notify Library Human Resources when an employee has been approved to work overtime. An email should be sent to LHR in advance of the overtime being worked. Non-exempt employees should record actual work time on their TRS timesheets.</li> <li>➤ TRS is programmed to calculate the business rules for overtime.</li> </ul>
<p><b>If an employee Donates Blood and/or takes Blood Donation Time Off?</b></p>	<ul style="list-style-type: none"> <li>➤ Employees must submit original "Certificates of Donation" to their supervisor.</li> <li>➤ Student supervisors will keep a record of all blood donations and administrative leave taken by students and make such records available to student employees.</li> <li>➤ Supervisors should forward certificates</li> </ul>

	<p>issued to student employees to Library Human Resources as soon as certificates are issued to employees.</p> <ul style="list-style-type: none"> <li>➤ Employees must reflect Blood Donation EARNED and Blood Donation Time Off in the comments section of TRS timesheets in the pay period in which the donation occurred and the administrative time was taken as follows: <ul style="list-style-type: none"> <li>○ <b>Example:</b> <b>Blood Time Earned on 09/01/14. Certificate of Donation mailed to LHR on 10/06/14.</b></li> <li>○ <b>Example:</b> <b>4 hours of Blood Time Off taken on 10/06/14.</b></li> </ul> </li> <li>➤ Please note, blood donation paid administrative leave must be used within 12 months of date of donation, otherwise time is lost. If an employee terminates employment or transfers to another department with administrative leave acquired through blood donations on record, such time is not transferable or payable to the employee.</li> </ul>
<p><b>If an employee is eligible for Shift Differential (SDF) Payment?</b></p>	<ul style="list-style-type: none"> <li>➤ TRS will automatically process/pay an employee SDF whenever applicable.</li> </ul>
<p><b>Can employees make changes/corrections to timesheets after they have been submitted to a supervisor?</b></p>	<ul style="list-style-type: none"> <li>➤ Yes, employees can recall their own timesheet and make necessary changes/corrections.</li> <li>➤ If the timesheet status shows “Submitted to Departmental Time Administrator (DTA)”, the employee should contact his/her supervisor and inform him/her that the timesheet needs to be corrected. The employee’s supervisor will contact the DTA and request the timesheet be returned to him/her. The supervisor</li> </ul>
<p><b>Before Submitting a TRS Timesheet</b></p>	<ul style="list-style-type: none"> <li>➤ Verify that timesheet(s) totals for all work time and/or non- productive time off are accurate.</li> <li>➤ Provide necessary/required comments in the timesheet comments section.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Note that these are official timesheets. Employees should read the disclaimer before submitting the timesheet to their supervisor: <b>“I understand any misstatement of hours on this time sheet may be cause for disciplinary action up to and including termination”</b>.</li> </ul>
<p><b>Primary Supervisor Responsibilities / TRS Supervisor /Time Approver Schedule</b></p>	<ul style="list-style-type: none"> <li>➤ Each employee is assigned a Primary Supervisor. The Primary Supervisor is assigned on TRS by the DTA and is the person directly responsible for overseeing an employee’s work schedule, making sure the hours reported by an employee are accurate, and for approving the timesheet.</li> <li>➤ Supervisors will have the ability to log on to the TRS system at any time, enabling them to perform these functions while away from the office if necessary.</li> </ul>
<p><b>Employee Email Notifications</b></p>	<ul style="list-style-type: none"> <li>➤ Employees receive several TRS system auto-generated emails. Emails come from: <b>Time Reporting System [TRS@it.ucla.edu]</b>. Please ensure that these email notices are not set up to go to spam or junk mail.</li> <li>• <b>Notification of Timesheet(s) Due:</b> An automatically generated reminder that your timesheet is due for submission to your supervisor. Biweekly timesheet reminders are sent the morning of the biweekly timesheet deadline (Monday).</li> <li>• <b>Notification of Approved Timesheet(s):</b> Notice sent once your supervisor has approved your submitted timesheet(s).</li> <li>• <b>Notification of Late Timesheet(s) Due</b> Reminder that you have an overdue timesheet. This notice is sent the day after the timesheet due date.</li> <li>• <b>Notification of Returned Timesheet From Supervisor</b> Notice sent if your supervisor has reviewed the timesheet and has returned the timesheet to you to update or correct. The Comments section in the email notice will indicate the reason(s) why the timesheet is being returned.</li> <li>• <b>Notification of Modification to Timesheet By Supervisor</b> Notice you will receive if your supervisor has made a change to your submitted timesheet. You will be prompted to log in to TRS to review and acknowledge the change(s).</li> </ul>

- **Notification of Supervisor Submitted/Created Timesheet on Behalf of the Employee**

Notice you will receive if your supervisor has created and submitted a timesheet on your behalf. You will be prompted to log in to TRS to review and acknowledge the change(s).