

## **New Time Reporting System (TRS)**

Effective 6/30/2013, the current time reporting system will be retired, which will mean a move to a new system.

[http://accounting.ucdavis.edu/projects/time\\_reporting\\_system/](http://accounting.ucdavis.edu/projects/time_reporting_system/)

The move to the new Time Reporting System (TRS) will occur in two stages:

Bi-Weekly Employees    pay period 5/12 – 5/25/2013

Monthly Employees    pay period 5/1 – 5/31/2013

### **BI-WEEKLY EMPLOYEES**

- 5/15                      New timesheet available to report time for 5/12-5/25/2013
- 5/25                      Employee submits timesheet
- 5/28                      Supervisor reviews and approves timesheet**
- 6/05                      Pay statement will reflect hours worked and absences for 5/12-5/25/2013

*\*\*Some changes on how you report your time:*

Report hours in and out on a daily basis. For example:

in 8:00am-out 12:00 noon

in 1:00pm-out 5:00pm

No Hours to Report? Do not submit timesheet with zero hours.

**We recommend you take the time to read the BW Tutorial**

[http://accounting.ucdavis.edu/projects/time\\_reporting\\_system/help/TRS-BW-Employee.pdf](http://accounting.ucdavis.edu/projects/time_reporting_system/help/TRS-BW-Employee.pdf)

### **MONTHLY EMPLOYEES**

- 4/16-4/30                Use old system to report absences for 4/16-4/30/2013
- 5/3                        Employee Submits timesheet – **DO NOT ENTER TIME FOR MAY**
- 5/10                      Supervisor reviews and approves timesheet
- 5/11                      New timesheet system available to report time for 5/1-5/31/2013
- 05/31                    Pay statement will reflect vacation/sick leave used for 4/16-4/30/2013
- 6/4                        Employee submits TRS timesheet
- 6/11                      Supervisor reviews and approves TRS timesheet
- 7/1                        Pay statement will reflect vacation/sick leave used for 5/1-5/31/2013

**We recommend you take the time to read the Monthly Tutorial**

[http://accounting.ucdavis.edu/projects/time\\_reporting\\_system/help/TRS-Monthly\\_Employee.pdf](http://accounting.ucdavis.edu/projects/time_reporting_system/help/TRS-Monthly_Employee.pdf)

### **SUPERVISORS**

In TRS, there is a primary supervisor, a backup supervisor, and an optional backup supervisor. The backup supervisor may approve timesheets in the absence of the primary supervisor; however, backup supervisors do not receive email notifications as to when timesheets are ready for approval. ***It is important that the primary supervisor inform their backup when the backup needs to approve the timesheet.***

Only supervisors can return timesheets for correction. It will be more important than in the past, that supervisors be knowledgeable of the time reporting policies, such as overtime eligibility, sick and vacation use, including maximum vacation accruals and working with the employee to develop a vacation plan to use accrued vacation.

An employee will not be paid if the timesheet is not timely approved. It is extremely important that the supervisor be aware of the submission deadlines.

**We recommend you take the time to read the Supervisor Tutorial**

[http://accounting.ucdavis.edu/projects/time\\_reporting\\_system/help/TRS-Supervisor.pdf](http://accounting.ucdavis.edu/projects/time_reporting_system/help/TRS-Supervisor.pdf)