UC HASTINGS College of the Law
Time Reporting System (TRS) FAQs – Version 1.0

Following are questions were asked during the TRS Introduction and Demonstration sessions in November and December 2016. This document will be updated as the Department sessions continue in January and February 2017.

Q1. Do I have to be logged into UCH's network or be on campus to access TRS?
A1. No. You can access TRS from anywhere with internet access.

Q2. Is there a mobile app for TRS?
A2. No. TRS is not available as an app for mobile phones or tablets.

Q3. I am paid a flat rate. Do I use TRS?
A3. No. Currently, anyone paid a flat rate (sometimes described as a "stipend") will not use TRS. Your supervisor will be responsible for verifying the hours worked and for setting up the flat rate appointment with HR. Once authorized, the payments will be processed automatically.

Q4. I work for more than one department at UCH. How do I report my time worked?
A4. You will have a separate timesheet for each job that you have. Timesheets will appear in the "Open Timesheets" section in your TRS Homepage. You can identify the timesheet by the department/job title in the Assignment Name column. Supervisors are assigned for each job. This means that when you submit a completed timesheet, it will be forwarded to the appropriate supervisor for approval.

Q5. I would like to look at past timesheets that I have submitted. Where can I find them?
A5. Past timesheets that have been submitted can be found in the "Review Past Timesheet" tab. Click on the timesheet icon to view the timesheet or the workflow icon to view all actions taken on the timesheet.

Q6. I am in the Time In/Time Out Hours window. I only worked a few hours today and did not take a lunch. Do I have to enter the lunch out/in times?
A6. No. If you did not take a lunch, you can leave these boxes blank. You will just enter the time you started work and the time you ended. Please remember that, per California State Law, if you work longer than five (5) consecutive hours, you must take at least an unpaid 30 minute uninterrupted meal break.

Q7. I worked multiple periods during the day. For example, I worked from 8am-9am, went to class, and then worked from 12pm-1pm. How do I enter my time worked?
A7. You are able to log multiple work periods on one day with the New Shift button in the Time In/Out Hours window. Please see guide instructions for "How to Report Multiple Work Hour Increments in One Day".

Q8. I only worked one hour in the pay period. Should I report it or wait until I have more hours to report?
A8. You should report all hours worked in the appropriate pay period. Timesheets are created for each two-week pay period, so hours outside of that time period cannot be combined or added to the timesheet.

Q9. Can I enter more than one dropdown type on one day?
A9. Yes. You may have a day that included 6 hours of work time and 2 hours of sick time. Record each dropdown by clicking on the Add button on the day in the timesheet calendar. Please note that hours must be added for leave time reported.

Q10. How do I record my overtime?
A10. TRS calculates overtime using the Time In/Time Out data. You do not have to do anything else to submit overtime pay requests. Using UCH overtime rules, TRS automatically calculates overtime hours for the payroll system to process pay.

Q11. I do not work the regular College business hours. How is overtime calculated?
A11. Overtime is calculated when work hours are greater than 8 hours/day or 40/hours per week. When you enter your Time In/Out, TRS will calculate hours worked and apply the overtime rules, if applicable.

Q12. I am an exempt employee and do not work the regular College business schedule. Does work schedule matter for TRS?
A12. No. Exempt employees are not required to record work hours, so you are paid regardless of your work schedule.

Q13. How does the Repeat Hours dropdown work?
A13. If you have the same hours to report for a period of time, you can use the Repeat Hours dropdown. Click on the Add button on the first date in the date range and select Repeat Hours. The Repeat Hours window will appear. Click on the Add button and choose the type of hours you'd like to repeat. Enter the date range for the repeated hours. For leave time, add the number of hours for each day and for work hours, complete the time in/out window. Click Add to Timesheet and TRS will populate the total hours per day for the selected date range.

Q14. I am not a full time employee. My schedule includes some days that are not 8 hour days. What do I record for leave time on these days?
A14. You should record your scheduled number of hours as your leave time taken. For example, if you work 4 hours every Monday and you take Monday as a vacation day, you should record Vacation for 4 hours.

Q15. I would like to be compensated for my overtime with Comp Time. How do request Comp Time?
A15. Biweekly employees are able to choose the compensation method for overtime by pay period. Employees can chose to be paid at the overtime rate or can choose to receive the applicable comp hours. The default for biweekly employee is a compensation method of Payment. If you would like to receive Comp Time, please notify HR before the end of the respective pay period.

Q15. I would like use my accrued Comp Time for paid time off. How do use Comp Time?
A15. If you use accrued Comp Time for paid time off, you will record the time off with the "Comp Time (used)" dropdown. This dropdown will result in pay for the time recorded and will decrease your Comp Time balance in the Leave Balances section.

Q16. I am going to enter my hours after each day that I work. How do I make sure that my timesheet is updated?
A16. Each time you enter data on a timesheet, you must click Save to update the timesheet. The timesheet status will change from "None" to "Saved". To be paid, you must submit your timesheet to your supervisor for approval. When you submit a timesheet, the timesheet status will change to "Submitted to Supervisor".

Q17. Does TRS track the Professional Development days as outlined in the AFT agreement?
A17. No. TRS does not track these days. Library management will create a process for scheduling and tracking Professional Development Days.

Q18. What is the LWOP dropdown?
A18. The LWOP dropdown describes the short-term Leave without Pay time that exempt employees record when they need to take an unpaid day off. For example, an employee may not have enough vacation or personal holiday leave accrual to cover a portion of the holiday shutdown. The employee uses the LWOP dropdown to record this time. Payroll will process the pay deduction in the next paycheck. For this example, a LWOP day in late December will be reported in TRS with the December timesheet submitted in early January and will be deducted from the February 1st paycheck.

Q19. What do I do if I have to take a Long-Term Leave without Pay?
A19. Contact HR before the leave begins. HR will advise you on how the leave and TRS will be coordinated.

Q20. What do I do if I have an FMLA (Family and Medical Leave) situation?
A20. Contact HR before the leave begins. HR will advise you how the leave and TRS will be coordinated.

Q21. I took paid time off today but do not see the dropdown option in my timesheet. How do I record it in TRS?
A21. If you do not see a dropdown option that describes your paid time off situation, please contact HR for guidance. For unexpected College shutdown days, HR will send out TRS timesheet instructions with the shutdown message.

Q22. What do I enter in the Timesheet Comments section on my timesheet?
A22. This box is optional and can be used to provide any comment you may have for your supervisor. The comment can be seen by your supervisor and Payroll and will become a permanent part of the timesheet record.

Q23. I see a holiday on the timesheet calendar. How do make sure I receive holiday pay?
A22. TRS will record holiday pay based the UC Hastings earned holiday calculation. You do not have to enter any data.

Q24. I worked on a holiday. How do I make sure I am paid for my time worked?
A24. If you worked on a College holiday, you need to enter hours worked. You will be paid for hours worked in addition to the applicable holiday pay.

Q25. I am an exempt employee and worked on a holiday. How do I make sure I receive the Holiday Credit?
A25. Currently, TRS does not process time worked on a paid College holiday for exempt employees. If you worked on a paid College holiday, you will coordinate the holiday credit time with your supervisor.

Q26. I worked on a weekend day or holiday. I entered my hours worked and received a warning message. What do I do?
A26. The warning message is an alert to the employee that work hours were entered on a holiday or a non-standard work period to help catch data entry errors. This message is not a hard stop for the timesheet process, and the time entered can be submitted as-is. You can click on the acknowledge icon (green checkmark) to make the message disappear.

Q27. I have an emergency situation and cannot submit my timesheet by the employee deadline. What do I do?
A27. If you are unable to submit your timesheet, your supervisor will do so on your behalf. You will receive information on the supervisor's actions in the Timesheet Modification section and can acknowledge the action.

Q28. How will I know a deadline is approaching? Will I be reminded?
A28. TRS calendars are located on the Working Smarter website. In addition, employees will receive messages on the TRS home page and timesheets. Emails will also be sent to notify employees of the deadline to submit their timesheet.

Q29. I missed the timesheet deadline, and I need to report my work hours. Where can I find my timesheet?
A29. First, check with your supervisor that they did not submit your timesheet on your behalf. If not, you can find past pay period timesheets in the Create Pay Periods Timesheet section. Find timesheets by using the dropdown (will show the past two pay periods only) or entering a date (enter any date within the desired pay period).

Q30. I am submitting a late timesheet. When will I be paid?
A30. College policy prohibits employees from submitting late timesheets. If you are unable to submit your timesheet, your supervisor is required to do it on your behalf. If your supervisor is unsure of your hours worked, and you submit a late timesheet, you will be paid on the next regular pay date. Please use the Biweekly Pay Calendar to reference the Pay Period due dates and pay dates.

Q31. I am an exempt employee and submitting a late timesheet. Does this affect my pay?
A31. No. Exempt employees are paid their monthly amount regardless of the timesheet submission. However, it is the College's policy to report all leave time taken in the respective pay period. Any Leave Without Pay reported on a late timesheet will be deducted in the pay period in which the late timesheet was submitted.

Q32. **How do I find out who is listed as my supervisor in TRS?**
A32. Your supervisor is the person who authorizes the work authorization for non-exempt employees. Please contact HR for a copy of this form.

Q33. My supervisor will be on vacation when the timesheet is due. How will my timesheet be approved?
A33. Supervisors should make arrangements for the backup supervisor to approve timesheets in his/her absence.

Q34. I see a Timesheet Modification section on my TRS Homepage. What does this mean?
A34. If a timesheet was modified by your supervisor, you will receive information regarding the modification on your TRS Homepage. This section will display who made the timesheet change, when the change was made, and details regarding the change. You can acknowledge the change by clicking on the Acknowledge icon (green checkmark), and the modified timesheet section will disappear from your TRS Homepage. Acknowledging a modified timesheet is an optional task but suggested as a best practice.

Q35. I just submitted my timesheet but realized I made a mistake. How can fix it?
A35. You can recall your timesheet if your supervisor has not yet taken action on it. If your timesheet status is "Submitted to Supervisor", you are able to recall the timesheet for edits. If your timesheet status is "Submitted to DTA" or "Completed", you must contact Payroll to resolve.

Q36. I have worked all my scheduled hours and recorded all my work timed for the current pay period but the employee submit due date isn't until next week. Can I submit my timesheet before the due date?
A36. Yes. The best practice is to submit the timesheet after the pay period days have passed and by the employee submit due date. However, you can submit your timesheet before the due date if you feel confident that you will not work additional hours. You will still be paid on the scheduled pay day for the pay period (not earlier). If edits are necessary after you submit your timesheet, you can recall the timesheet (if your supervisor has NOT approved) or contact Payroll to coordinate the edit.

Q37. I will be on vacation when the timesheets are due. Since I know I'll be reporting my leave time, can I submit my timesheet before the due date?
A37. Yes. The best practice is to submit the timesheet after the pay period days have passed and by the employee submit due date. However, you can submit your timesheet before the due date if you feel confident that you will not change the time reported. You will still be paid on the scheduled pay day for the pay period. If edits are necessary after you submit your timesheet, you can recall the timesheet (if your supervisor has NOT approved) or contact Payroll to coordinate the edit.

Q38. I am tracking the workflow of my timesheet. I see the status "Submitted to DTA". Who is the DTA?
A38. DTA stands for Departmental Time Administrator. At UCH, this is the Payroll department.

Q39. We request time off in Time Out. How do we request it in TRS?
A39. TRS will not be used to request time off. Please contact your supervisor to confirm how he/she prefers employees in your department to request time off.

Q40. Will balances from Time Out be transferred to TRS?
A40. Yes. The balances from Time Out will be transferred to TRS. Information regarding the transition will be communicated soon.

Q41. Where can I see the leave balances for my employees?
A41. In the "Manage My Staff" page, you can see the timesheet summary for all of your employees. This section also includes the Leave balances. Please note balances do not include late timesheet adjustments or accruals/usage since the last pay period end date.

Q42. Can I see previously processed timesheets for my employees?
A42. Yes. A supervisor can view past timesheets for their employees. Click on the "Manage My Staff" tab and choose "Manage Timesheets". Enter the appropriate data and click Search. Timesheets fitting the criteria will appear. Click on the timesheet icon to view the timesheet details.

Q43. Can a supervisor return a timesheet to an employee if an error is found?
A43. Yes. Supervisors are expected to return the timesheet to the employee for correction if an error is found. The supervisor can click on Return to Employee to return a timesheet to an employee. Best practice is for the supervisor to note the error in the comments section. The employee will receive an email notification about the returned timesheet. The employee must now correct the error and submit to the supervisor. The supervisor must review the edited timesheet and submit to Payroll.

Q44. Will there be a warning message if an employee does not enter time out/in for lunch?
A44. No. There is no warning message to alert the employee that they did not enter time out/in for lunch. It is the supervisor's responsibility to monitor the lunch time logged.

Q45. What are the provisions of the Transition Assistance plan for employees converting to the new bi-weekly pay cycle?
A45. Please refer to the FAQ on the Biweekly Pay Conversion. There is also information about the Transition Assistance Plan on the TRS website.

Q46. How will transit deductions be taken out for BW employees?
A46. Transit deductions will be split, half taken in the first BW paycheck and the remaining taken in the second BW paycheck.

Q47. How often is a TRS backup done?
A47. TRS and the redundant system is hosted by UC Irvine. Each time an action is taken on TRS, a mirror of action is written on a redundant system. If the primary TRS system fails, the secondary system will be made available to employees.

TRS Implementation Team