



EXEMPT EMPLOYEE QUICK START GUIDE

TRS Website and Login Information

<https://timesheet.uchastings.edu>

Click on “Employees” or “Supervisors”

Username: Your UCH email address

(name portion only, do not include ‘@uchastings.edu’)

Password: Your UCH SSO password (email password)

Getting Started in TRS

Click on “Manage My Tab”

Do you see your January and February Open Timesheets?

No? Please email: timesheet@uchastings.edu

Check your Leave Balances

Issues? Please email: humanresources@uchastings.edu

Open and complete your January Timesheet

➤ Record any Paid Leave Time taken in January
(Vacation, Sick, etc.)

➤ Submit your January timesheet by **February 9, 2017**

TRS Quick Facts

✓ **TRS Go-Live:** February 1, 2017

✓ **January Timesheets due from Employee:**

Thursday, February 9, 2017 at NOON

✓ **January Timesheet Supervisor Approvals due:**

Friday, February 10, 2017 at NOON

✓ **January Paydate:** February 1, 2017

Leave Balance @ Go-Live

Sick: Final Time Out balance + January Sick Accrual

Vacation: Final Time Out balance + January Vacation Accrual

Resources and Support

TRS Info Website: www.uchastings.edu/trs

TRS Help Desk Email: timesheet@uchastings.edu