



NON EXEMPT CAREER EMPLOYEE QUICK START GUIDE

TRS Website and Login Information

<https://timesheet.uchastings.edu>

Click on “Employees”

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 2/26-3/11 Open Timesheet?

No? Please email: timesheet@uchastings.edu

Check your Leave Balances

Issues? Please email: humanresources@uchastings.edu

Open and begin your 2/26-3/11 Timesheet

➤ Record Work Hours and Paid Leave Time taken

➤ Submit your January timesheet by **March 13, 2017**

Complete your **Final PO-1** for Overtime thru 2/25 or Paid Leave Taken thru 2/25 (time not reported in Time Out)

➤ Submit your **Final PO-1** to HR by **February 27, 2017**

TRS Quick Facts

✓ **TRS Go-Live:** March 1, 2017

✓ **2/26-3/11 Timesheet due from Employee:**
Monday, March 13, 2017 at NOON

✓ **2/26-3/11 Timesheet Supervisor Approval due:**
Monday, March 14, 2017 at NOON

✓ **2/1-2/25 Paydate:** March 1

✓ **2/26-3/11 Paydate (TRS):** March 22

Leave Balance @ Go-Live

Sick: Final Time Out balance + 2/1-2/25 Sick Accrual

Vacation: Final Time Out balance + 2/1-2/25 Vacation Accrual

Comp: Final Time Out balance + Comp earned (2/17 PO-1)

Resources and Support

TRS Info Website: www.uchastings.edu/trs

TRS Help Desk Email: timesheet@uchastings.edu