



STUDENT/TEMP 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

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

➤ Record Work Hours beginning 2/26

➤ Submit your 2/26-3/11 timesheet by [March 13, 2017](#)

Complete your Final **Paper Timesheet** for 2/1-2/25

➤ Report hours worked for 2/1-2/25

➤ Paper timesheet is due to Payroll 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:**

Tuesday, March 14, 2017 at NOON

✓ **2/1-2/25 Paydate (Paper timesheet):** March 7

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

Resources and Support

TRS Info Website: www.uchastings.edu/trs

TRS Help Desk Email: timesheet@uchastings.edu