



TIME REPORTING SYSTEM
UC HASTINGS
COLLEGE OF THE LAW
...because your time counts

TRS Training Opportunities for Student Employees (Supervisors Welcome Too!)

Beginning on March 1, 2017, all student employees* will use the College's new Time Reporting System (TRS) to record hours worked. The paper timesheet will be discontinued. To learn how to use TRS, please join us for an online webinar or drop by the TRS Lounge. Details below.

Online 30 Minute Webinars

Call in number: 800-832-0736; conference room: 8542838

Web meeting link: <https://uchastings.adobeconnect.com/ucop-pps/>

1. February 21, 2017 12:00 PM-12:30 PM
2. February 21, 2017 3:00 PM-3:30 PM
3. February 23, 2017 9:30 AM-10:00 AM
4. February 23, 2017 4:00 PM-4:30 PM
5. February 24, 2017 11:30 AM-12:00 PM
6. February 24, 2017 1:00 PM-1:30 PM

TRS Lounge

Dates: Opens March 1, 2017 thru March 14, 2017 (except weekends and holidays)

Time: 9-4pm (Spring break hours will be 10-2pm)

Location: Dining Commons/Law Café

TRS Trainers will be on hand to answer questions and walk you through the new TRS software. Drop in throughout the day, grab a snack and log into your TRS account, record hours worked and submit your timesheet to your Supervisor.

*Students working off-campus will continue to submit hours using the paper timesheet until further notice. Students being paid a flat amount at the end of the semester will not use TRS; they should contact their supervisor for employment and payment information.

Have questions? Email: timesheet@uchastings.edu