Time Reporting & Pay

This Information Does Not Apply To:
- Co-Chairs . . . . . . . . . . . . Paid via Stipend (not hourly)
- Ex-Officio Members . . . . Not a paid COSAF position
- Faculty & Staff . . . . . . . . . . Not a paid COSAF position
- ASUCD President . . . . . . . . . Not a paid COSAF position

Access Your Online Timesheet Via The Time Reporting System:
- trs.ucdavis.edu
- Enter your campus Kerberos credentials (User name and password)
- It may take up to a week for your timesheet to appear in TRS.
  If you are unable to access your timesheet through TRS by our next meeting date of October 5, please let Sheila know.
- You will be submitting a timesheet every 2 weeks. (The TRS system will send you reminders)

Payroll Dates Through 12/31/18

<table>
<thead>
<tr>
<th>Days in Pay Period</th>
<th>Submit By</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/23/18 – 10/06/18</td>
<td>10/05/18</td>
<td>October 17</td>
</tr>
<tr>
<td>10/07/18 – 10/20/18</td>
<td>10/19/18</td>
<td>October 31</td>
</tr>
<tr>
<td>10/21/18 – 11/03/18</td>
<td>11/02/18</td>
<td>November 14</td>
</tr>
<tr>
<td>11/04/18 – 11/17/18</td>
<td>11/16/18</td>
<td>November 28</td>
</tr>
<tr>
<td>11/18/18 – 12/01/18</td>
<td>11/30/18</td>
<td>December 12</td>
</tr>
<tr>
<td>12/02/18 – 12/15/18</td>
<td>12/14/18</td>
<td>December 26</td>
</tr>
</tbody>
</table>

Your First Timesheet
- Will be due on October 5
- Should include the following hours:
  - September 24th, 4 hrs
  - Any subcommittee meeting hours through October 5
- Will be paid on October 17

Rate of Pay
- $11.25/hour Through 12/31/18
- $12.25/hour Beginning 1/1/19

How Will You Be Paid?
- DIRECT DEPOSIT
  You are encouraged to enroll in direct deposit. You can set this up at atyourseviceonline.ucop.edu using your campus Kerberos credentials (User name and password) to login
- PAPER CHECKS
  For those of you receiving paper checks, you will be able to pick them up at the Activities & Recreation Center, 2nd Floor, Administrative Offices

Any Questions…
Please contact me: Sheila Bird, (530) 752-3565, shebird@ucdavis.edu