

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

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

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 atyourserviceonline.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