

Time Reporting & Pay

THIS INFORMATION DOES NOT APPLY TO:

- Co-Chairs Paid via Stipend (not hourly)
- Ex-Officio Members Appointed - Not a paid COSAF position
- Faculty & Staff Appointed - Not a paid COSAF position
- ASUCD President Appointed - Not a paid COSAF position

ACCESS YOUR ONLINE TIMESHEET VIA THE TIME REPORTING SYSTEM:

- Trs-ucpath.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 11, please let Sheila know.
- You will be submitting a timesheet every 2 weeks. (The TRS system will send you reminders)

DUO

- In order to access the TRS system, and all campus systems that require your Kerberos ID, you will need to sign up for DUO Authentication. If you have not done so already, please reference instructions on the following pages.

PAYROLL DATES THROUGH 12/31/19

Days in Pay Period	Submit By	Pay Date
09/22/19 – 10/05/19	10/04/19	October 16
10/06/19 – 10/19/19	10/19/19	October 30
10/20/19 – 11/02/19	11/01/19	November 13
11/03/19 – 11/16/19	11/15/19	November 27
11/17/19 – 11/30/19	11/29/19	December 11
12/01/19 – 12/14/19	12/13/19	December 23

YOUR FIRST TIMESHEET

- Will be due on **October 4**
- Should include the following hours:
 - September 24th, 4 hrs
 - Any subcommittee meeting hours through October 4
- Will be paid on **October 16**

RATE OF PAY

\$12.25/hour Through 12/31/19
\$13.25/hour Beginning 1/1/20

HOW WILL YOU BE PAID?

- **DIRECT DEPOSIT**
You are encouraged to enroll in direct deposit. Once UCPATH (our new payroll system) goes live in late September, you can access the UCPATH website for more information on how to sign up: <https://ucpath.ucdavis.edu/employee-resources/training>. Under UCPATH eLearning, click on **Update Direct Deposit**.
- **PAPER CHECKS**
For those of you not signed-up for Direct Deposit, your check will be mailed to your home address, so may arrive a couple days after the pay date.

ANY QUESTIONS....

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

INSTRUCTIONS FOR ENROLLING IN DUO



UC Davis is moving to multi-factor authentication (MFA) to protect our campus accounts and information. MFA provides a second layer of security for our systems by using a pre-approved device, such as cell phone, desk phone, or tablet in addition to a passphrase.

[The DUO mandate letter from Provost Hexter is available here.](#)

To fully enable the use of DUO to protect UC Davis systems **all faculty and staff, including student and contract staff, must enroll in DUO by February 13, 2019. If you receive a paycheck from UC Davis, the deadline is February 13, 2019.** The campus will announce plans for enrolling undergraduate students in Duo soon.

Once enrolled in DUO, you will need to use it to access services protected by CAS, including email. If you are not already using DUO, please go to <https://computingaccounts.ucdavis.edu> before the dates shown above and choose the "Duo Multifactor Authentication" link (see the graphic below). Follow the on-screen instructions to register a device. The process should take less than five minutes.

UC Davis Computing Account Services

Questions? Contact [IT Express](#).

[Get your UC Davis Computing Account](#)

Use this option to create your loginID, email address, and passphrase. New users must create their accounts at UC Davis.

[Change your passphrase](#)

If you can answer your passphrase challenge questions or you know your current passphrase, you can change the passphrase here. Otherwise, you must bring a photo ID into an [IET Computer Lab that does passphrase resets](#).

[Ethernet registration](#)

Wired connections such as in the dorms and classrooms on campus require registration of your computer's MAC address. [Locate your MAC address](#) and then use this option to register.

[Duo Multifactor Authentication](#)

Enroll and manage devices for Duo Multifactor Authentication.

For greatest convenience, we recommend that you register your personal phone for DUO. You can also register multiple devices if desired, including your desk or home telephones. Just repeat the process above for each device. If you do not have access to a suitable MFA device, please talk to your supervisor and see the options explained in the Frequently Asked Questions below.

Step-by-step directions can be found here: <http://kb.ucdavis.edu/?id=2934>.

Frequently Asked Questions

Q) **Why are we doing this? Is it mandatory?**

- DUO helps protect both the University and your own data, by requiring attackers to both know your passphrase and gain access to the physical device you use with DUO. If attackers have only your passphrase, they can't get in. If they somehow obtain access to your cell phone or other device, they would still need your passphrase. In other words, one factor can fail, and the other will still protect you. By protecting everything from email accounts to Direct Deposit and other campus applications, DUO dramatically reduces the risk of phishing, identity theft, and other forms of fraud.
- Due to the strong security benefits, DUO is required system-wide for accessing the new UC Path system. Multiple other campuses and UC Davis Health have already fully adopted DUO, and it is important that UC Davis employees have it in place before UC Path comes online in March 2019.

Q) **Do I have to install DUO on my personal cell phone?**

- No. However, most people find that the free DUO smartphone app is the most convenient option because it allows a quick, one-button response. In addition, many people already carry their cell phone with them almost all the time.

Q) **What are my options if I do not want to use my personal cell phone?**

- For those that prefer not to use a cell phone, alternative device options for DUO include using a desk or home phone, VOIP phone number, or tablet.
- You can also enroll a cell phone without installing the DUO app. Used this way, DUO will simply text or call your cell phone rather than using the app. It is slightly less convenient, but it is an option for those who would rather not install anything on their phone.
- As a last resort, (and for this, please check with your supervisor or director) the campus Bookstore will also have "hard tokens" (small security devices) available for department purchase. The hard tokens work by generating code numbers for use with DUO, and you would need to have the token with you each time you authenticate with DUO. The cost per device is \$29.99. Based on experience of early adopters, many employees who initially chose a token soon decided to use their cell phone instead, so that they don't have to carry a second device.

Q) **Does DUO work with my preferred email client?**

- In most cases, yes, but there are exceptions. For Android and older iOS or MacOS devices, you may need to install the free Outlook app instead of your native mail app. iOS 11 or later works fine with DUO, as does Apple Mail on MacOS 10.14 or later. For more information, please see:
 - For users on Office 365 (faculty and staff): <http://kb.ucdavis.edu/?id=2431>
 - For users on DavisMail (graduate and undergraduate students): <http://kb.ucdavis.edu/?id=3261>

Q) **How often will I have to use DUO?**

- Once you authenticate with DUO, your DUO session can last up to 14 days on that device.

q) **How do I get help if my MFA device is not available for authentication?**

- Contact the campus IT Express Help Desk (530) 754-HELP (4357). They will be able to provide a single-use access code. There is some research being done to give access to LOCAL IT staff so that they can give that that single-use access code. We will keep you posted if this comes to pass.

q) **Will all students have to use DUO?**

- Yes, the student population has a deadline of June 2019.

q) **Why aren't ALL students enrolled at the same time.**

- The campus is moving to a new payroll system (UCPath) in April which requires Dual Factor Authentication. Thus anyone that received a paycheck (student employees, staff and faculty) need to be on DUO before that UCPath goes live.

If you have enrollment issues, please go to <https://movetoduo.ucdavis.edu> for more information,,. stop by during our clinic hours, or contact the CRUSI-IT help desk at 754-2165 or via email at crusit@ucdavis.edu. You can also go directly to campus support at 530-754-4357.