

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.ucdavis.edu
- Enter your campus Kerberos credentials
- 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 9, please let Sheila know.
- You will be submitting a timesheet every 2 weeks. (The TRS system will send email reminders to you.)

PAYROLL DATES THROUGH 12/31/20

Days in Pay Period	Submit By	Pay Date
09/20/20 – 10/03/20	10/02/20	October 14
10/04/20 – 10/17/20	10/16/20	October 28
10/21/20 – 10/31/20	10/30/20	November 10
11/01/20 – 11/14/20	11/13/20	November 25
11/15/20 – 11/28/20	11/27/20	December 9
11/29/20 – 12/12/20	12/11/20	December 23

YOUR FIRST TIMESHEET

- Will be due on **October 2**
- Should include the following hours:
 - September 29th, 3 hrs
- Will be paid on **October 14**

RATE OF PAY

\$13.25/hour Through 12/31/20
\$14.25/hour Beginning 1/1/21

HOW WILL YOU BE PAID?

- **DIRECT DEPOSIT**
You are strongly encouraged to enroll in **direct deposit** via **UCPath**, here is how....
 - Go to: ucpath.ucdavis.edu
 - Select the login tile
 - Choose UC Davis
 - Enter your Kerberos credentials
 - Left Menu: **Employee Actions**
 - **Income & Taxes**
 - **Direct Deposit**, then follow the prompts from there
- **PAPER CHECKS**
If you do not enroll in Direct Deposit, your check will be mailed to your home address and may take 1-2 weeks to receive.

FOR ANY QUESTIONS RELATED TO PAYROLL...

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