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 1, 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 12/31/21

<table>
<thead>
<tr>
<th>Days in Pay Period</th>
<th>Submit Timesheet By</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/19/21 – 10/02/21</td>
<td>10/01/21</td>
<td>October 13</td>
</tr>
<tr>
<td>10/03/21 – 10/16/21</td>
<td>10/15/21</td>
<td>October 27</td>
</tr>
<tr>
<td>10/17/21 – 10/30/21</td>
<td>10/29/21</td>
<td>November 10</td>
</tr>
<tr>
<td>10/31/21 – 11/13/21</td>
<td>11/12/21</td>
<td>November 24</td>
</tr>
<tr>
<td>11/14/21 – 11/27/21</td>
<td>11/19/21</td>
<td>December 8</td>
</tr>
</tbody>
</table>

YOUR FIRST TIMESHEET ......

- Will be due on **October 1**
- Include the following hours:
  - 9/20, 4 hours
  - 10/1, 1.5 hours
- Will be paid on **October 13**

RATE OF PAY

- $14.25/hour Through 12/31/21
- $15.25/hour Beginning 1/1/22

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](http://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 on file, 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](mailto:shebird@ucdavis.edu)