

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

Days in Pay Period	Submit Timesheet By	Pay Date
09/19/21 – 10/02/21	10/01/21	October 13
10/03/21 – 10/16/21	10/15/21	October 27
10/17/21 – 10/30/21	10/29/21	November 10
10/31/21 – 11/13/21	11/12/21	November 24
11/14/21 – 11/27/21	11/19/21	December 8
11/28/21 – 12/11/21	12/11/20	December 22

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
 - 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