This Information Does Not Apply To:

- Co-Chairs ............... Paid via Stipend
- 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 7, please let Sheila know.

You will be submitting a timesheet every 2 weeks. (The TRS system will send reminders to you via email.)

Payroll Dates Through 12/31/22:

<table>
<thead>
<tr>
<th>Days in Pay Period</th>
<th>Submit Timesheet By</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/18/22 – 10/01/22</td>
<td>09/30/22</td>
<td>10/12/22</td>
</tr>
<tr>
<td>10/02/22 – 10/15/22</td>
<td>10/14/22</td>
<td>10/26/22</td>
</tr>
<tr>
<td>10/16/22 – 10/29/22</td>
<td>10/28/22</td>
<td>11/09/22</td>
</tr>
<tr>
<td>10/30/22 – 11/12/22</td>
<td>11/09/22</td>
<td>11/23/22</td>
</tr>
<tr>
<td>11/13/22 – 11/26/22</td>
<td>11/22/22</td>
<td>12/07/22</td>
</tr>
<tr>
<td>11/27/22 – 12/10/22</td>
<td>12/09/22</td>
<td>12/21/22</td>
</tr>
</tbody>
</table>

Your First Timesheet ....

- Will be due on September 30
- Include the following hours:
  - 9/19, 4 hours - orientation
  - 9/30, 1.5 hours - if you are on a subcommittee that meets this day
- Will be paid on October 12

Rate of Pay

$15.25/hour

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 with the university. It may take 1-2 weeks to arrive.

For Any Questions Related To Payroll...

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