

Time Reporting & Pay

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

Days in Pay Period	Submit Timesheet By	Pay Date
09/18/22 – 10/01/22	09/30/22	10/12/22
10/02/22 – 10/15/22	10/14/22	10/26/22
10/16/22 – 10/29/22	10/28/22	11/09/22
10/30/22 – 11/12/22	11/09/22	11/23/22
11/13/22 – 11/26/22	11/22/22	12/07/22
11/27/22 – 12/10/22	12/09/22	12/21/22

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