

Time Reporting System (TRS) Frequently Asked Questions

What is TRS?

The Time Reporting System, (aka TRS) is a web-based time reporting system. You will be able to record and track work hours and time taken via an electronic timesheet.

What are the benefits to using TRS?

- TRS is a web-based timesheet, so it can never get lost or destroyed.
- TRS provides a calendar format that is easy to read and navigate.
- TRS provides a drop-down menu so it is easy to record non-productive time off such as vacation, sick, jury duty, etc.
- TRS provides online workflow so it is easier for your supervisor to review and approve your timesheet.
- You will have access to past approved timesheets if needed.
- You will have secure access to TRS 24 hours a day, 7 days a week from any internet accessible device.

How do I access TRS?

You can access TRS by using your UCLA Logon ID and password.

I'm approved to work a 9/80 alternate work schedule. Will I be able to record my work hours in TRS?

Yes, approved 9/80 and 4/40 alternate work schedules can be recorded in TRS.

Sometimes I work two shifts on the same day. Can I use TRS to record my work hours?

Yes. TRS has a function that will allow you to enter multiple shifts in a work day, if needed.

I have a smartphone. Can I access TRS on it?

Yes, you can use any device that allows you access to the web page, such as smart phones (Droid, iPhone, Blackberry, etc.), or tablets (IPAD, Android, HP TouchPad, etc.).

Can I use TRS to report vacation and sick time?

Yes. You can report most non-productive time in TRS. Non-productive time includes sick, vacation, comp time off, Leave without Pay (LWOP), jury duty and voting time off.

Who should I contact if I have additional questions regarding TRS?

Please contact the HRPC-North payroll analysts at extensions 55818 & 54944 or email us at HRPCNorth@ucla.edu for additional assistance.