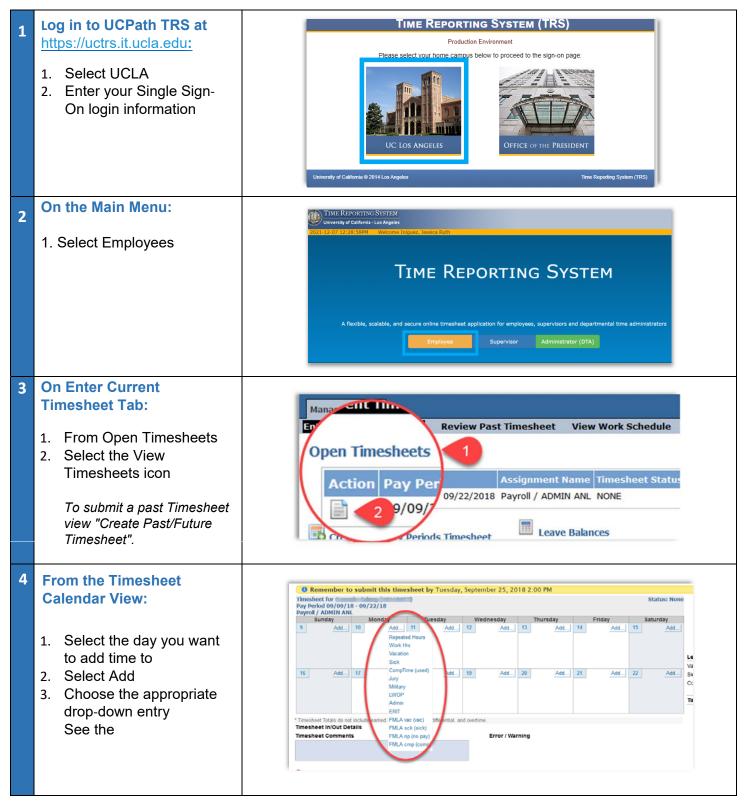
## **UCPATH TRS**

## How to: SUBMIT A BIWEEKLY WORK-STUDY TIMESHEET

Work-study students employed with an Off-Campus employer will need to submit their timesheet by the biweekly pay period deadline on TRS. Once submitted online, the student must print out or screenshot the timesheet and have an authorized agency representative (a supervisor) sign off for approval. Signed timesheets must be emailed to the work-study representative (offcampustimesheets@fas.ucla.edu) by the TRS deadline for each pay period.



## **UCPATH TRS**

5	<ol> <li>Next, Add Work Hours:</li> <li>Enter the time in and out details</li> <li>To change between A.M. and P.M., click on A.M. or P.M</li> <li>Select Add to Timesheet</li> </ol>	e in/Out Hours       2       1       Time Out         Time In       Lunch Oux       Lunch In       Time Out         7:30       am       12:00 pm       1:00 pm       4:30 pm         Hint: click on the am/pm text to change the hour label. Use the trash can icon to delete.       3       Add to Time Sheet       New Shift
6	<ol> <li>Saving and Submitting:</li> <li>Save the timesheet (comments are optional)</li> <li>Submit the timesheet by the due date indicated</li> </ol>	* Timesheet Totals do not include earned holiday hours, shift differential, and overtime. Timesheet In/Out Details 11/29 - 10am - 2pm(Work Hrs). 12/03 - 12pm - 4pm(Work Hrs). 12/03 - 12pm (Work Hrs). 12/10 - 10am - 12pm(Work Hrs). 12/10 - 10am - 12pm(Work Hrs). 12/10 - 10am - 12pm(Work Hrs). Did not work 12/8/21 due to midterms.  Frror / Warning Did not work 12/8/21 due to midterms.  Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.  I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.  Save Submit to Supervisor!
7	<ol> <li>Save and Email:</li> <li>Save a copy of your submitted timesheet</li> <li>Email the copy to your supervisor. Include your name and UCLA 9 digit UID on the subject line.</li> </ol>	Subject       Bruin, Joe (123456789) Timesheet         Attached       Bruin, Joe (UID) Timesheet.pdf         Bruin, Joe (UID) Timesheet.pdf       Hello,         Hello,       Please see attached for my submitted timesheet for the pay period (11/28/21 - 12/11/21).         Thank you,       Thank you,

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- Payroll Calendar
- Ú|^æ^Á;}•`¦^Á[ Ázzàãa^Áà^Áz@Ázī] ^•@^^Áa^zaå|3] ^•KÁ
  - ∇ WÔÚæ@Á/ÜÙÁÔ{ ] [ ^^^Áæ) å Supervisor Deadline
- Ø[ ¦ Off Campus Work-StudyÁÔ{ ] |[ ^^¦•KÁ<u>U~ÁÔæ{ ] ` ÁÔ{ ] |[ ^^¦ÁÕ`ãa</u>Á