




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.

<p>1 Log in to UCPath TRS at https://uctrs.it.ucla.edu:</p> <ol style="list-style-type: none"> 1. Select UCLA 2. Enter your Single Sign-On login information 	
<p>2 On the Main Menu:</p> <ol style="list-style-type: none"> 1. Select Employees 	
<p>3 On Enter Current Timesheet Tab:</p> <ol style="list-style-type: none"> 1. From Open Timesheets 2. Select the View Timesheets icon <p><i>To submit a past Timesheet view "Create Past/Future Timesheet".</i></p>	
<p>4 From the Timesheet Calendar View:</p> <ol style="list-style-type: none"> 1. Select the day you want to add time to 2. Select Add 3. Choose the appropriate drop-down entry <p>See the</p>	