**UCLA, Department of Economics: Employee Deal Memo**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your position is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Step \_\_\_\_\_ at \_\_\_\_\_\_\_\_\_ /hr and your supervisor is

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Your schedule is (check only one):

\_\_\_\_ Set at your request for your convenience, so there will be no shift differential payments

made if you work after 5:00 PM or before 8:00 AM or on weekends.

\_\_\_\_ Set by your supervisor, so if you are assigned to work the majority of your shift after 5:00 PM or before 8:00 AM. or on weekends you will receive a shift differential. Therefore, you may not work during these hours without prior approval of your supervisor.

You may not work on University Holidays or more than 40 hours per week without prior approval of your supervisor.

You must take an unpaid meal break of at least 30 minutes every 6 hours.

You must submit your time via the University online system, known as TRS. The time frame for the approval process is VERY short (1 ½ to 2 work days generally) so you must be certain to submit your timecard on schedule. A link to the schedule along with other links to information is below.

Your appointment is from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_. You will not be able to access the time reporting system after your end date. If you need to work beyond that date we will need an e-mail from your supervisor approving the extension of your appointment.

PLEASE NOTE:

* If your time-submission is late your hours will be submitted for the NEXT pay date.

Links:

TRS Logon:

<https://trs.it.ucla.edu>

 TRS Employee Schedule:

<https://ucla.app.box.com/pyrl-pdf-trs-pay-sched-current>

 TRS Instructions and Resources:

<https://www.finance.ucla.edu/payroll/time-reporting-system-trs-resources/>

You can download copies of your paystubs and W-2’s at <http://ucnet.universityofcalifornia.edu>. Under “Sign in to Your Accounts” click on “AYS Online” and you can create a username and password.

Other Notes:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_