

Why an employee may not be in TRS?

There are several reasons why an employee may not be in TRS.

1. Employee may not be "eligible"
 - Review the types of employees that are eligible to use TRS:
 - [Eligible Employees \(With PPS\) _match website for less confusion](#)
 - [Employee Type Eligibility Current and Future State](#)
2. Employee is not properly set up in Payroll Personnel System (PPS):
 - a. Missing appointment department code –The Department Code must be present for an employee to able to use TRS. The Department Code is derived from the Home Dept Code associated with the Distribution FAU.

```
ID: Name:
Hm Dept: 030079 HUMAN ECOLOGY Empmnt Status: A Pri Pay: BW
Gen No : 0018 Total Appt/Dis: 01/01 Remaining Appt/Dis: 00/00
LOA Beg: LOA Return: LOA Type: SLCG Grade:
Appt: 10 TC: 4921 STDT 2 Grade: Pgm/Typ: 1/4
Begin Dt: 12/10/14 Ann/Hr Rt : 9.0000 %: 0.35 F/U: U Rt : H
End Dt : 03/31/15 Bas/Pd Ovr: 00/00 FLSA: NONEXEMPT Lv : F Sched: BW
Dur : Dept Cd : TUC/AREP/ASHC: 99/U/ Time : 2

Dis No. C/A/SA/O/SO/P
FTE Dis % Pay Beg Pay End Rate/Amt DOS Step/OA PRQ D W
11 3 GF001JL SUBG
0.00 0.3500 12/10/14 03/31/15 9.0000 REG
```

- b. Time code is incorrect. Please review the PPS [Time Codes](#) to ensure it is appropriate for time reporting use.

```
ID: Name:
Hm Dept: 068026 STDNT DINING SU Empmnt Status: S Pri Pay: BW
Gen No : 0002 Total Appt/Dis: 01/01 Remaining Appt/Dis: 00/00
LOA Beg: LOA Return: LOA Type: SLCG Grade:
Appt: 20 TC: 4920 STDT 3 Grade: Pgm/Typ: 1/4
Begin Dt: 09/14/14 Ann/Hr Rt : 10.0000 %: 0.25 F/U: U Rt : H
End Dt : 12/31/15 Bas/Pd Ovr: 00/00 FLSA: NONEXEMPT Lv : F Sched: BW
Dur : Dept Cd : 068026 TUC/AREP/ASHC: 99/U/ Time : N

Dis No. C/A/SA/O/SO/P
FTE Dis % Pay Beg Pay End Rate/Amt DOS Step/OA PRQ D W
22 3 7625331 SUBG
0.00 0.2500 01/04/15 12/31/15 10.0000 REG
```

- c. Appointment has ended or employee is in Inactive status (I) or Separated status (S) -see below. Employee must be in Active status (Employment Status code of A) in order to load into TRS

```
ID: Name:
Hm Dept: 030079 HUMAN ECOLOGY Empmnt Status: I Pri Pay: BW
Gen No : 0018 Total Appt/Dis: 01/01 Remaining Appt/Dis: 00/00
LOA Beg: LOA Return: LOA Type: SLCG Grade:
Appt: 10 TC: 4921 STDT 2 Grade: Pgm/Typ: 1/4
Begin Dt: 12/10/14 Ann/Hr Rt : 9.0000 %: 0.35 F/U: U Rt : H
End Dt : 03/31/15 Bas/Pd Ovr: 00/00 FLSA: NONEXEMPT Lv : F Sched: BW
Dur : Dept Cd : 030079 TUC/AREP/ASHC: 99/U/ Time : 2

Dis No. C/A/SA/O/SO/P
FTE Dis % Pay Beg Pay End Rate/Amt DOS Step/OA PRQ D W
11 3 GF001JL SUBG
0.00 0.3500 12/10/14 03/31/15 9.0000 REG
```

- d. Multiple jobs with differing policies – the employee has two different appointments with different overtime policies/contracts.

```

06/01/15 20:31:59 Appointment/Distribution Cmpct Userid: DUPAYJD
ID: Name: CHRISTY,RA
Hm Dept: 027030 UCD MONDAVI CTR Emplmt Status: A Pri Pay: BW Page 1 of 2
Gen No : 0002 Total Appt/Dis: 02/02 Remaining Appt/Dis: 01/01
LOA Beg: LOA Return: LOA Type: SLCG Grade:
Appt: 10 TC: 4920 STDT 3 Grade: Pgm/Typ: 1/4
Begin Dt: 04/18/12 Ann/Hr Rt : 9.5000 %: 0.24 F/U: U Rt : H
End Dt : 09/30/15 Bas/Pd Ovr: 00/00 FLSA: NONEXEMPT L: F Sched: BW
Dur : Dept Cd : 027030 TUC/AREP/ASH: 99/U/ Time : Z

Dis No. C/A/SA/O/SO/P
FTE Dis % Pay Beg Pay End Rate/Amt DOS Step/OA PRQ D W
12 3 PROADM1 STPAY SUBG

06/01/15 20:31:59 Appointment/Distribution Cmpct Userid: DUPAYJD
ID: Name: CHRISTY,RA
Hm Dept: 027030 UCD MONDAVI CTR Emplmt Status: A Pri Pay: BW Page 2 of 2
Gen No : 0002 Total Appt/Dis: 02/02 Remaining Appt/Dis: 00/00
LOA Beg: LOA Return: LOA Type: SLCG Grade:
Appt: 20 TC: 6333 SCENE TCHN Grade: Pgm/Typ: 1/3
Begin Dt: 05/18/15 Ann/Hr Rt : 18.3500 %: 0.38 F/U: U Rt : H
End Dt : 05/17/16 Bas/Pd Ovr: 00/00 FLSA: NONEXEMPT L: F Sched: BW
Dur : Dept Cd : 027030 TUC/AREP/ASH: TX/C/ Time : Z

Dis No. C/A/SA/O/SO/P
FTE Dis % Pay Beg Pay End Rate/Amt DOS Step/OA PRQ D W
21 3 PROADM1 SUBG

```

- 3. Multiple UC Davis computing accounts, or UC Davis computing account not set up. Visit the [Computing Accounts page](#) to confirm your account is properly set up.
- 4. Previous student with a UC Davis computing account now has a new computing account as an employee. Employees who were previously UC Davis students require a merge of UC Davis computing accounts. Use the online [UC Davis Directory](#) to confirm that the information in the directory is correct.

SEARCH UC DAVIS DIRECTORY: RESULTS

Look for: Search

[Comments?](#)

Search returned 2 results.

Name	Department	E-mail	Phone
Mindy M Flatt	TEMPORARY EMPLOYMENT SERVICES	mflatt@ucdavis.edu	
Mindy M Flatt	TEMPORARY EMPLOYMENT SERVICES		

5. The employee record (or portions of the employee's record) is missing from the **Person Lookup** (such as **Primary Department Code** and **Employee ID**) in the [Kuali Financial System \(KFS\)](#). This information comes from the UC Identity Management System.

<u>Principal Name</u>	<u>Name</u>	<u>Email Address</u>	<u>Campus Code</u>	<u>Primary Department Code</u>	<u>Employee ID</u>
ymzedan	Zedan, Youssuf Mohamed		DV		

- i. Contact [TRS Help Desk](#) for merging multiple accounts or to see why the employee is not loading into the Identity Access Management (IAM) system.
6. If you have reviewed the items above and need further assistance, please contact the TRS help desk trshelp@ucdavis.edu or 530-752-7750 and we will assist.