

LEGACY (PPS) TRS TIMESHEET REQUEST FORM

The purpose of this form is to request copies of legacy (PPS) TRS timesheets.

What is the purpose of this request?

Employee Request

Department Audit

UC Audit

Employee Information:

Last Name: _____ First Name: _____

Email address: _____ Send records here? Yes No

ID Number: _____ **Select which ID Number provided:** Empl ID Campus UID*

Dept Code: _____

Please provide date range:

Timesheet Begin Date: _____ Timesheet End Date: _____

**The 9-digit Campus UID is required if the employee was not issued an UCPath Empl ID.*

DTA Information:

Last Name: _____ First Name: _____

Email address: _____ Contact Number: _____

Important Information:

- Save the pdf to your computer or network drive by selecting the "Save" button.
- Submit the completed form by [creating a case](#) and under *Topics*, select *TRS Support* and attach the form to the case.
- Timesheets requested are sent via email to the individual who submitted the case, unless otherwise indicated.
- Delivery of timesheet/s can take up to 5 business days.

TRS Support Internal Use Only

Completed By: _____ Date Delivered: _____