Course Purpose

• Ensure employees, supervisors, and Department Managers understand their responsibilities in the timekeeping process
• Understand impacts of transitioning to the new system-wide UCPath and Campus Shared Services environments.
• Introduce employees and supervisors to key TARS enhancements.

Please contact Timesheetfeedback@ucr.edu if you have questions or concerns!
Learning Objectives (1 of 2)

1. Understand employee/supervisor roles and responsibilities.
2. Understand the roles and responsibilities of the Campus Shared Services Centers.
3. Understand the roles and responsibilities of the new system-wide UCPath Center (UCPC).
Learning Objectives (2 of 2)

4. Understand changes to the monthly and biweekly timesheet periods, and how to submit time and absences.

5. Understand what will happen if a timesheet is rerouted or an adjustment is made.

6. Understand how to request adjustments to previously submitted timesheets.
It is the employee’s responsibility to accurately record hours worked and/or leave taken and submit to their supervisor by the published deadlines. A reminder notification email of due dates will continue to be sent to all employees.

Important:
• In the name of organizational excellence and to improve operational effectiveness, timely and accurate submission of time records will reduce rework, special handling, and late payments.
• For Biweekly employees, if hours and/or leave are not recorded and submitted by the published deadlines, pay checks or direct deposits may be delayed.
TARS FOM Process
Roles and Responsibilities

1: Employee -> TARS or feeder system

2: Supervisor \(\rightarrow\) TARS

3: Shared Services TAA \(\rightarrow\) TARS

4: UCPath Center \(\rightarrow\) UCPath

Employee (continued)

Bi-weekly employees in TARS
• Record hours worked and leave taken in TARS before the bi-weekly deadline (by job).

Monthly Employees in TARS
• Record leave in TARS before the monthly deadline.

Employees who use other time and attendance systems (Kronos, JanTek, Telestaff)
• Record time in the same system used today (by job).
It is the supervisor’s responsibility to accurately review and approve employee timesheets by the published deadlines.

**Important:**
- To prevent employee paycheck inaccuracy, pay day delays, and manual adjustments, supervisors should carefully review each of their employees timesheets before approving.
- If timesheets were not accurately reported by employees, supervisors should either route the timesheet back to the employee or correct the timesheet accordingly, depending on the circumstance.
- In the name of organizational excellence and to improve operational effectiveness, timely and accurate review and approval of time records will reduce rework, special handling, and late payments.

TARS FOM Process

Roles and Responsibilities

1: Employee → TARS or feeder system

2: Supervisor → TARS

3: Shared Services TAA → TARS

4: UCPath Center → UCPath
TARS FOM Process

Roles and Responsibilities

1: Employee \(\rightarrow\) TARS or feeder system

2: Supervisor \(\rightarrow\) TARS

3: Shared Services TAA \(\rightarrow\) TARS

4: UCPath Center \(\rightarrow\) UCPath

Supervisor (continued)

- Review and approve timesheets before the monthly and/or bi-weekly timesheet approval deadlines.
- Reject or correct timesheets with errors and communicate issues to employee.
- Promptly communicate with SSC about any issues & respond to SSC requests.
- Please note, following supervisor approval, the majority of timesheets will route directly to the UCPath Center and bypass the SSCs. Therefore, it is important that supervisors carefully review hours worked and/or leave taken.
TARS FOM Process
Roles and Responsibilities

1: Employee → TARS or feeder system

2: Supervisor → TARS

3: Shared Services TAA → TARS

4: UCPath Center → UCPath

Shared Services

With the implementation of UCPath and the Future Operating Model (FOM) initiative, the TARS Time and Attendance roles (TAA) will be assigned under the SSCs.

It is the TAA’s responsibility to review and correct timesheets that are routed due to potential errors, special handling, extended leave, final pay, prior pay period adjustments, and other issues requiring SSC review.

Important:

• In the name of organizational excellence and to improve operational effectiveness, timely and accurate submission of time records will reduce rework, special handling, and late payments.
TARS FOM Process
Roles and Responsibilities

1: Employee → TARS or feeder system

2: Supervisor → TARS

3: Shared Services TAA → TARS

4: UCPath Center → UCPath

Shared Services (continued)

• Please note, following supervisor approval, the majority of timesheets will route directly to the UCPath Center and bypass the SSCs.
• To prevent employee paycheck inaccuracy, pay day delays, and manual adjustments, SSC TAA’s should carefully review each of the timesheets routed to their queue before submitting to UCPath.
• Collaborate with supervisors and/or departments to resolve questions or concerns.
• Review and correct errors discovered at the UCPath Center (UCPC), during the limited timeframe published.
TARS FOM Process
Roles and Responsibilities

1: Employee → TARS or feeder system

2: Supervisor → TARS

3: Shared Services TAA → TARS

4: UCPath Center → UCPath

UCPath Center

It is the UCPath Center’s responsibility to publish standard time reporting deadlines that are applicable for all campuses on the UCPath System.

The UCPath Center is responsible for processing payroll and all of the related deductions, benefits, and pay check distributions for all campuses on the UCPath System.

The UCPath Center will be responsible for reaching out to UCR points-of-contact to resolve any potential issues in a timely manner.

UCR will be responsible for adhering to the UCPath-established time reporting and payroll processing deadlines.
Course Chapters

1. Monthly Employees: Overview & Timesheet changes
2. Changes to Reporting Leave
3. Biweekly Employees: Entering Time
4. Saving and Submitting Time
5. Adjustments & Corrections to Timesheets
Monthly Employees: Overview

• Monthly employees will continue to have one timesheet per pay period, even if they have multiple jobs.
• If a monthly employee has multiple jobs, the supervisor for their primary job must approve their timesheet. All other supervisors who they report to will receive an email notification when the timesheet is approved.
• Monthly employees will continue to report leave taken, not hours worked.
• Supervisors are responsible for reviewing and approving timesheets when they are initially submitted and after any adjustments are made.
• Most timesheets will bypass the Shared Service Center (SSC) and be submitted directly to UCPath.
• If the employee or supervisor fails to approve a timesheet, it must be approved in the ‘Late Approval’ window, which occurs after payroll has been processed.
TARS ‘Overview’ Tab
- Allows employees to see their job details, supervisor, and leave balances
- This tab has not changed significantly!
TARS Time Reporting Tab – Monthly Employees

- As is true today, monthly employees will report absences by clicking the appropriate checkbox.
- The columns are categorized by leave take type.
TARS Time Reporting Tab – Monthly Employees

- Once the checkbox is selected, a menu opens asking the employee to select the specific type of leave taken.
- In this case, the employee is taking regular vacation leave, so will select 'Personal – Vacation'.

Note: Leave types associated with an extended absence (e.g. FMLA Leave) will only be displayed if the employee is on an approved leave of absence.
Here's a completed monthly timesheet. In this example, the employee took nine days of vacation and one day of sick leave during the period.
TARS Detailed View – Monthly Employees

- Here’s something new – the ‘Detailed View’ tab replaces the ‘Pay Sources’ tab
- Employees should use this tab to verify leave taken before submitting the timesheet to their supervisor.

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<thead>
<tr>
<th>Date</th>
<th>Total Hours</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUESDAY SEP 19th, 2017</td>
<td>8</td>
<td>Personal, Vacation</td>
</tr>
<tr>
<td>WEDNESDAY SEP 20th, 2017</td>
<td>8</td>
<td>Personal, Vacation</td>
</tr>
<tr>
<td>THURSDAY SEP 21st, 2017</td>
<td>8</td>
<td>Personal, Vacation</td>
</tr>
<tr>
<td>FRIDAY SEP 22nd, 2017</td>
<td>8</td>
<td>Personal, Vacation</td>
</tr>
<tr>
<td>MONDAY SEP 25th, 2017</td>
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<td>Personal, Vacation</td>
</tr>
<tr>
<td>TUESDAY SEP 26th, 2017</td>
<td>8</td>
<td>Personal, Vacation</td>
</tr>
<tr>
<td>WEDNESDAY SEP 27th, 2017</td>
<td>8</td>
<td>Personal, Vacation</td>
</tr>
<tr>
<td>THURSDAY SEP 28th, 2017</td>
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<tr>
<td>FRIDAY SEP 29th, 2017</td>
<td>8</td>
<td>Personal, Vacation</td>
</tr>
<tr>
<td>FRIDAY OCT 13th, 2017</td>
<td>8</td>
<td>Personal, Sick</td>
</tr>
</tbody>
</table>

Total Hours: 80
TARS FOM Process
Course Chapters

1. Monthly Employees: Overview & Timesheet changes
2. Changes to Reporting Leave
3. Biweekly Employees: Entering Time
4. Saving and Submitting Time
5. Adjustments & Corrections to Timesheets
Monthly Employees: Changes to Reporting Leave

- Employees must still report a total of 8 hours (or the number of hours in their normal work day), but they may split their time between different types of leave -- within policy guidelines.
- If you are unsure about the policies governing which types of leave can be combined, contact your supervisor.

**Note** – TARS will produce an error if an employee tries to submit more or less hours than they work on a normal day. For example, a 100% employee must submit 8 hours, and a 50% employee must submit 4 hours.

**Note** – TARS will calculate the correct number of Holiday hours for employees, based on their appointment percentage (FTE).
Reporting multiple types of Leave – Monthly Employees

- The link ‘Use more than one leave type’ can be used to split a day between multiple leave types (e.g., Sick & Vacation)
- This is only permitted in certain circumstances: please speak with your supervisor if you are unsure of the policy
Reporting multiple types of Leave – Monthly Employees

- After clicking the ‘Use more than one leave type’ link, a timeclock window will open.
- Assign the correct number of hours to each leave type.
- Note that the total hours reported in a day must total 8 hours, or the number of hours in your regular work day.

**Example:** This employee took a sick day, but only had 6 hours of available sick time. Two hours of vacation were added to complete the 8 hour day.
### Reporting multiple types of Leave – Monthly Employees

- Here is the timesheet from the previous example.
- Note that TARS records two hours of vacation and six hours of sick leave on the same day.
All Employees: Special Routing - Employees on a Leave of Absence

**Extended Leave**
- All Timesheets for employees on an Extended Leave of Absence will be routed to the SSC Leave Administrator.
- The Leave Administrator can enter time or make adjustments as necessary.

**Intermittent Leave**
- Employees on intermittent leave can report leave taken in 15 minute (or greater) intervals. Leave taken does not need to total 8 hours.
- All timesheets for employees on Intermittent Leave will be routed to the SSC Leave Administrator before being submitted to UCPath.
1. Monthly Employees: Overview & Timesheet changes
2. Changes to Reporting Leave
3. Biweekly Employees: Entering Time
4. Saving and Submitting Time
5. Adjustments & Corrections to Timesheets
Bi-weekly Employees: Overview

- Every bi-weekly employee will receive one timesheet.
- If an employee has multiple jobs, their timesheet will display each job side-by-side on the timesheet.
- The employee should enter their hours worked and/or leave taken for each day & each job.
- TARS will prevent submitting overlapping hours on multiple jobs: For example, you cannot work 8:00 am – noon on Friday at two different jobs.
TARS Overview Tab – Biweekly Employees

- Note that this biweekly employee, who has one job, is eligible for overtime and has earned one hour of comp time off (CTO).
TARS Time Reporting Tab – Biweekly Employees

- Biweekly employees will use the Time Reporting feature like they do today.
- Reporting regular hours, sick leave, vacation, leave without pay, and other leave (e.g., Jury Duty) are all possible through this feature.
TARS Time Reporting Tab– Biweekly Employees

- Biweekly employees with multiple jobs will see them displayed side-by-side on their timesheet.
- It is very important to report hours worked and leave taken for each job where this applies.
- Start by clicking on the row corresponding to the first day you want to report time.
Reporting time for multiple jobs

• In the Time Reporting screen, you must use the dropdown menu to select the correct job before recording time.
• In this example, the employee must select their appointment in the ‘Grounds’ department to record that they worked there from 8:00 am – 12:00 pm.

Warning: If you open the timesheet by clicking on the column corresponding to your second job, your second job will not autopopulate in the timeclock. You must select the correct job for each time entry.
Approval for bi-weekly employees with multiple jobs

- The supervisor for each job must approve their portion of the timesheet.
- If one of the supervisors rejects the timesheet or makes changes, it will be returned to the employee for adjustments and sign-off.
TARS Time Reporting Tab – Leave

- When reporting leave, ensure to select the correct ‘Time/Leave Sub-Type’.
- For example, choose ‘Bereavement’ leave for time off related to the death of a family member.
TARS Time Reporting Tab – Apply to Date Range

- Biweekly employees will still have the ability to apply their time entries to a date range.
- Start this by clicking the “Apply to Date Range” link.
TARS Time Reporting Tab – Apply to Date Range

- When entering hours, the “From” selection will be the start of the range.
- Choose the end of the date range by selecting a date in the “To” dropdown.
Completed Biweekly Timesheet with two jobs:

- This employee has reported time for the first week in the period
- They worked 8 hours at Job 1 on Monday and Tuesday, 8 hours at Job 2 on Wednesday and Thursday, and took a sick day on Friday
Completed Biweekly Timesheet with one job:

- Note that the employee worked 9 hours on Wed – Friday during the second week of the period
- TARS calculated three hours of premium overtime
- TARS will continue to display other overtime calculations, as it does today.
TARS Detailed View – Biweekly Employees

• Here’s something new – the ‘Detailed View’ tab replaces the ‘Pay Sources’ tab
• Employees should use this tab to verify hours worked and leave taken before submitting to the supervisor
• A benefit of this tab is that it displays punch-in/punch-out times for each day. Note that this employee takes a one-hour lunch at noon everyday.
TARS FOM Process
Course Chapters

1. Monthly Employees: Overview & Timesheet changes
2: Monthly Employees: Changes to Reporting Leave
3: Biweekly Employees: Entering Time
4: Saving and Submitting Time
5: Adjustments & Corrections to Timesheets
Submitting Timesheets for Approval

- The following example uses a bi-weekly timesheet, but the process is very similar for monthly employees
Submitting Timesheet to Supervisor

- Once all time has been entered, submit your timesheet to your supervisor by clicking the ‘Submit to Supervisor’ link and confirming in the pop-up window that appears.
Supervisor View

- This is what your supervisor will see once you submit a timesheet.
- Your supervisor can approve your timesheet, modify it if necessary, or return it to you for edits.
- It is very important for supervisors to carefully review employee timesheets before approving.
The Approval History tab records the timesheet's location in the approval process.
- The current step is highlighted in white.
- Actions taken by you, your supervisor, or the TAA are recorded in the list below.

- In most cases, timesheets are automatically submitted to UCPath once your supervisor approves it.
- If you are on leave or there is a problem with your timesheet, it will be routed to the TAA at your Shared Service Center for a final check.
TARS FOM Process Course Chapters

1. Monthly Employees: Overview & Timesheet changes
2. Monthly Employees: Changes to Reporting Leave
3. Biweekly Employees: Entering Time
4. Saving and Submitting Time
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Adjustments & Changes to timesheets

If the Shared Service Center corrects a time sheet during a payroll cycle (usually due to a data error) both the employee and supervisor(s) will be able to view the original data and the correction in historical time sheets.

Prior Period Adjustments – If required, an employee may request that their supervisor re-open and route their previous timesheet to them for adjustments.
- The previous monthly timesheet and the previous two bi-weekly timesheets may be re-routed.
- The supervisor must record a reason for each adjustment. The original timesheet and the adjusted version are available in history.
- Please note, in the name of organizational excellence and to improve operational effectiveness, this feature should only be used in rare circumstances. Employees and Supervisors are responsible for ensuring timesheet accuracy prior to submitting/approving timesheets.
Before returning a prior pay period timesheet, your supervisor will write a comment with specific instructions and click “Save Comments”.
Accessing Re-opened Prior Timesheet(s)

- To access re-opened prior timesheet(s), click the 'Edit Previous Timesheet' link.
- Note that a number will appear next to the link if you have returned timesheets to edit.
Re-opened Prior Timesheet

- The returned timesheet will be the same as what you submitted…
Re-opened Prior Timesheet

- … but once you make changes the edits are recorded next to the original time.
- Add a comment explaining your changes before submitting the timesheet to your supervisor.
### Re-opened Prior Timesheets – History

- Both your original timesheet and the modified version will be available in the ‘Review Previous Timesheets view.

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<tr>
<th>Timesheet</th>
<th>Employee Name</th>
<th>Status</th>
<th>Last Updated</th>
<th>Updated By</th>
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<td></td>
<td>Submitted to Payroll</td>
<td>09/27/2017 02:06:41 PM</td>
<td>Culkin, Andrew</td>
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<td>Submitted to Payroll</td>
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<td></td>
</tr>
</tbody>
</table>
Summary
Key Points

• The UCPath Center will be responsible for all time and attendance and payroll processes.

• Only Shared Services Centers will have TAA roles.

• The majority of timesheets will bypass the Shared Services, so timesheets must be thoroughly reviewed and approved for accuracy.

• Monthly employees will continue to enter leave taken on their timesheets.

• Biweekly employees will have the ability to record hours worked and/or leave taken for multiple jobs on a single timesheet.
Your Questions and Input

https://tinyurl.com/ucrtraining
FOM\UCPPath Training Team Email

FOMUCPathtraining@ucr.edu
Resources

UCPC Payroll Calendar 2018:
http://accounting.ucr.edu/payroll/pay_cal.html

Please visit the UCR Payroll Website for information regarding payroll and timesheet deadlines.
Training Resources

http://fomucpath.ucr.edu/training/resources.html
Your Feedback Please

https://tinyurl.com/ucrfomucpathfeedback
Thank You