



UNIVERSITY OF CALIFORNIA
UC RIVERSIDE 
FOM|UCPath Training
Intro to TARS
for UCR
Employees

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 re-routed or an adjustment is made.

6

Understand how to request adjustments to previously submitted timesheets

TARS FOM Process

Roles and Responsibilities

1: Employee -> TARS or feeder system

2: Supervisor → TARS

3: Shared Services TAA → TARS

4: UCPath Center → UCPath

Employee

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 → TARS

3: Shared Services TAA → TARS

4: UCPath Center → 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).

TARS FOM Process

Roles and Responsibilities

1: Employee → TARS or feeder system

2: Supervisor → TARS

3: Shared Services TAA → TARS

4: UCPath Center → UCPath

Supervisor

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

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.

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: 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.



Time & Attendance Reporting System



September 16, 2017 - October 15, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 65.51 SKL: 55.61	✓	1	ANALYST 3		Cullum, Andrew	

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[Submit to Supervisor](#)

OVERVIEW

TIME REPORTING

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Employee Information

Name:	
Employee ID:	
Home Department:	DC
Supervisor(s):	Cullum, Andrew
Pay Schedule:	M
Premium O/T:	Not Eligible
Primary Title Code:	007584
Title Unit Code:	99

Balance Information (Current Balances Pending)

	Begin Balance	Earned	Taken	Adjustment	Lost	End Balance
Vacation	55.82	9.69	0	0		65.51
Sick Leave	55.61	0	0	0		55.61
Comp Time	0	0	0	0		0
Paid Time Off	0	0	0	0		0

Vacation Details

Maximum Vacation Limit *	240
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* Vacation leave may be accrued to a maximum of 2 times the annual full-time earning rate whether the employee holds a full- or part-time appointment. - HR.

TARS 'Overview' Tab

- Allows employees to see their job details, supervisor, and leave balances
- This tab has not changed significantly!

Time & Attendance Reporting System



July 16, 2017 - August 15, 2017 Timesheet

- [Save](#)
- [Main Menu](#)
- [Submit to Supervisor](#)

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
Smith		VAC: SKL:	<input checked="" type="checkbox"/>	1	ADMINISTRATIVE MANAGER 1	D0	Cullum, Andrew	

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- TIME REPORTING
- DETAILED VIEW
- ATTACHMENTS
- COMMENTS
- APPROVAL HISTORY

Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Sun: Jul 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Jul 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Jul 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Jul 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Jul 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Jul 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Jul 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Jul 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Jul 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Jul 25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Jul 26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Jul 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Jul 28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Jul 29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Jul 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Jul 31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Aug 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Aug 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Aug 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Aug 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

Time & Attendance Reporting System

E-mail
Feedback

September 16, 2017 - October 15, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title
		VAC: 65.51 SKL: 55.61	<input checked="" type="checkbox"/>	1	

Total Hours

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OVERVIEW

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Day of Month:

Vacation Leave:

Sat: Sep 16

Sun: Sep 17

Mon: Sep 18

Tue: Sep 19

Wed: Sep 20

Thu: Sep 21

Fri: Sep 22

Sat: Sep 23

Sun: Sep 24

Mon: Sep 25

Tue: Sep 26

Wed: Sep 27

Thu: Sep 28

Fri: Sep 29

Sat: Sep 30

Sun: Oct 1

Mon: Oct 2

Tue: Oct 3

Wed: Oct 4

Thu: Oct 5

Select Leave Type

Select Leave Type

Type	Description
<input type="checkbox"/> VP	PERSONAL - VACATION
<input type="checkbox"/> VE	EDUCATION - VACATION
<input type="checkbox"/> VEO	ELECTION OFFICIAL - VACATION
<input type="checkbox"/> VFI	FMLA (INTERMITTENT - VACATION
<input type="checkbox"/> VFP	FMLA (PAID) - VACATION
<input type="checkbox"/> VFF	IMMEDIATE FAMILY FML - VACATION
<input type="checkbox"/> VLE	LITERACY LEAVE - VACATION
<input type="checkbox"/> VMC	MILITARY CAREGIVER FML - VACATION
<input type="checkbox"/> VMS	MILITARY SPOUSE/DOMESTIC PRTRN - VACATION
<input type="checkbox"/> VPD	PREGNANCY DISABILITY - VACATION
<input type="checkbox"/> VPD	PROFESSIONAL DEV - VACATION
<input type="checkbox"/> VQE	QUALIFYING EXIGENCY - FML - VACATION

[Use more than one leave type](#)

[View Absence from Work policy](#)

Close

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.

Day of Month	Vacation Leave ⓘ	Sick Leave ⓘ	Leave Without Pay ⓘ	Other Leave ⓘ
Sat: Sep 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 19	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 20	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 21	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 22	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 25	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 26	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 27	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 28	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 29	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Oct 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Oct 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Oct 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Oct 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Oct 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Oct 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Oct 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Oct 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Oct 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Oct 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Oct 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Oct 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Oct 13	<input type="checkbox"/>	<input checked="" type="checkbox"/> 8 SP	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Oct 14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Oct 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	72	8	0	0

TARS Time Reporting Tab – Monthly Employees

- 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.

Time & Attendance Reporting System



Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 65.51 SKL: 55.61	✓	1	ANALYST 3		Cullum, Andrew	

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OVERVIEW TIME REPORTING **DETAILED VIEW** ATTACHMENTS COMMENTS APPROVAL HISTORY

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.

Date	Total Hours	Type	
TUESDAY SEP 19th, 2017	8	Personal - Vacation	
WEDNESDAY SEP 20th, 2017	8	Personal - Vacation	
THURSDAY SEP 21st, 2017	8	Personal - Vacation	8
FRIDAY SEP 22nd, 2017	8	Personal - Vacation	8
MONDAY SEP 25th, 2017	8	Personal - Vacation	8
TUESDAY SEP 26th, 2017	8	Personal - Vacation	8
WEDNESDAY SEP 27th, 2017	8	Personal - Vacation	8
THURSDAY SEP 28th, 2017	8	Personal - Vacation	8
FRIDAY SEP 29th, 2017	8	Personal - Vacation	8
FRIDAY OCT 13rd, 2017	8	Personal - Sick	8
Total Hours	80		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).



Time & Attendance Reporting System

E-mail
Feedback

September 16, 2017 - October 15, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title
		VAC: 65.51 SKL: 55.61	✓	1	

Total Hours

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Day of Month

Vacation Leave:

Sat: Sep 16

Sun: Sep 17

Mon: Sep 18

Sat: Sep 30

Sun: Oct 1

Mon: Oct 2

Tue: Oct 3

Wed: Oct 4

Thu: Oct 5

Leave Without Pay:

Other Leave:

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

Select Leave Type

Select Leave Type

Type	Description
<input type="radio"/> SP	PERSONAL - SICK
<input type="radio"/> SBX	BX OTHER
<input type="radio"/> SBM	BONE MARROW / ORGAN DON EXT
<input type="radio"/> SER	EMERGENCY RELIEF LEAVE
<input type="radio"/> SFI	FMLA (INTERMITTENT) - SICK
<input type="radio"/> SFF	IMMEDIATE FAMILY FML - SICK
<input type="radio"/> SKC	KIN CARE - SICK
<input type="radio"/> SMC	MILITARY CARE FML - SICK
<input type="radio"/> SDS	POST-DOCTORAL SCHOLAR PSL -SICK
<input type="radio"/> SPD	PREGNANCY DISABILITY - SICK
<input type="radio"/> SDV	PROFESSIONAL DEV - SICK
<input type="radio"/> SR	REHABILITATION - SICK

[Use more than one leave type](#)

[View Absence from Work policy](#)

Close

Time & Attendance Reporting System

E-mail
Feedback

September 16, 2017 - October 15, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
					ANALYST 3		Cullum, Andrew	

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.

Select Leave Type

Please enter the hours for each leave type(s) to take for this date. Leave hours must total 8

Vacation: Hours

Sick Leave: Hours

Leave With Pay: Hours

Leave Without Pay: Hours

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Thu: Sep 28
Fri: Sep 29
Sat: Sep 30
Sun: Oct 1
Mon: Oct 2
Tue: Oct 3
Wed: Oct 4
Thu: Oct 5

Time & Attendance Reporting System



September 16, 2017 - October 15, 2017 Timesheet

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Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 65.51 SKL: 55.61	<input checked="" type="checkbox"/>	1	ANALYST 3		Cullum, Andrew	

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Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Sat: Sep 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 18	<input checked="" type="checkbox"/> 2 VP	<input checked="" type="checkbox"/> 6 SP	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Oct 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Oct 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Oct 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Oct 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Oct 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.



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

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.



Time & Attendance Reporting System

E-mail Feedback



August 13, 2017 - August 26, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 33.13 SKL: 23.36	✓	1	ASSISTANT III		Cullum, Andrew	0

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OVERVIEW

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APPROVAL HISTORY

Employee Information

Balance Information (Current Balances Pending)

Name:	
Employee ID:	
Home Department:	DC
Supervisor(s):	Cullum, Andrew
Pay Schedule:	
Premium O/T:	Eligible
Primary Title Code:	
Title Unit Code:	

	Begin Balance	Earned	Taken	Adjustment	Lost	End Balance
Vacation	33.13	0	0	0		33.13
Sick Leave	23.36	0	0	0		23.36
Comp Time	1	0	0	0		1
Paid Time Off	0	0	0	0		0

Vacation Details

Maximum Vacation Limit *	240
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* Vacation leave may be accrued to a maximum of 2 times the annual full-time earning rate whether the employee holds a full- or part-time appointment. - HR.

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).

OVERVIEW **TIME REPORTING** DETAILED VIEW ATTACH

Time Reporting Screen

Date: TUE 08/22

[Apply to Date Range](#)

Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type	
8:00 AM	12:00 PM	4.00	Regular Working Hour	Regular	Remove
Job: Housing Srvc. Admin. - ASSISTANT III					
1:00 PM	5:00 PM	4.00	Regular Working Hour	Regular	Remove
Job: Housing Srvc. Admin. - ASSISTANT III					
Add					
Total Hours: 8					

[Save & Report More Time](#)
[Save & Exit](#)
[Exit Without Saving](#)
[Clear](#)

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

Day of Month	Total Hours
SUNDAY AUG 13rd, 2017	0
MONDAY AUG 14th, 2017	8
TUESDAY AUG 15th, 2017	8
WEDNESDAY AUG 16th, 2017	8
THURSDAY AUG 17th, 2017	8
FRIDAY AUG 18th, 2017	8
SATURDAY AUG 19th, 2017	0
SUNDAY AUG 20th, 2017	0
MONDAY AUG 21st, 2017	8
TUESDAY AUG 22nd, 2017	8
WEDNESDAY AUG 23rd, 2017	8
THURSDAY AUG 24th, 2017	8
FRIDAY AUG 25th, 2017	8
SATURDAY AUG 26th, 2017	0
SUNDAY AUG 27th, 2017	0
MONDAY AUG 28th, 2017	8
TUESDAY AUG 29th, 2017	8
WEDNESDAY AUG 30th, 2017	8
THURSDAY AUG 31st, 2017	8

Week 1				Week 2			
Day of Week	Wrk Hrs	Non-Wrk Hrs	SDF	Day of Week	Wrk Hrs	Non-Wrk Hrs	SDF
Sunday	0	0	0	Sunday	0	0	0
Monday	8	0	0	Monday	8	0	0
Tuesday	8	0	0	Tuesday	8	0	0
Wednesday	8	0	0	Wednesday	8	0	0
Thursday	8	0	0	Thursday	8	0	0
Friday	8	0	0	Friday	8	0	0
Saturday	0	0	0	Saturday	0	0	0
Sunday	0	0	0	Sunday	0	0	0

Time & Attendance Reporting System



Aug 13, 2017 - Aug 26, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: [redacted] SKL: [redacted]		1	ASSISTANT III [redacted]	D0 [redacted]	Cullum, Andrew	0
			✓	2	ASSISTANT III [redacted]	D0 [redacted]	Cullum, Andrew	0

- [Save](#)
- [Main Menu](#)
- [Submit to Supervisor](#)

[OVERVIEW](#)
[TIME REPORTING](#)
[DETAILED VIEW](#)
[ATTACHMENTS](#)
[COMMENTS](#)
[APPROVAL HISTORY](#)

Day of Month	Total Hours	Job 1	Job 2
Position		ASSISTANT III [redacted]	ASSISTANT III [redacted]
SUNDAY AUG 13rd, 2017	0		
MONDAY AUG 14th, 2017	0		
TUESDAY AUG 15th, 2017	0		
WEDNESDAY AUG 16th, 2017	0		
THURSDAY AUG 17th, 2017	0		
FRIDAY AUG 18th, 2017	0		
SATURDAY AUG 19th, 2017	0		
SUNDAY AUG 20th, 2017	0		
MONDAY AUG 21st, 2017	0		
TUESDAY AUG 22nd, 2017	0		
WEDNESDAY AUG 23rd, 2017	0		
THURSDAY AUG 24th, 2017	0		
FRIDAY AUG 25th, 2017	0		
SATURDAY AUG 26th, 2017	0		
Total:	0		

★ Click!

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.

[Import Default Hours](#) [Clear All Hours](#)

Overtime Calculations

Time & Attendance Reporting System

E-mail



Time Reporting Screen

Date: TUE 09/12

[Apply to Date Range](#)

Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type	
8:00 AM	12:00 PM	4.00	Regular Working Hour	Regular	Remove
1:00 PM	5:00 PM		Building Services - ASSISTANT III SERVICE INSTITUTE (LPN1/NP1)		Remove
			Building Services - ASSISTANT III SERVICE INSTITUTE (LPN1/NP1)		
			Grounds - ASSISTANT III SERVICE INSTITUTE (LPN1/NP1)		
			Building Services - ASSISTANT III SERVICE INSTITUTE (LPN1/NP1)		

Total Hours: 8

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** auto-populate in the timeclock. You **must** select the correct job for each time entry.

[Save](#)[Main Menu](#)[Submit to Supervisor](#)

OVERVIEW

TIME REPORTING

DETAILED VIEW

ATTACH

Day of Month

Total Hours

Position

SUNDAY SEP 10th, 2017	0
MONDAY SEP 11st, 2017	8
TUESDAY SEP 12nd, 2017	8
WEDNESDAY SEP 13rd, 2017	8
THURSDAY SEP 14th, 2017	8
FRIDAY SEP 15th, 2017	8
SATURDAY SEP 16th, 2017	0
SUNDAY SEP 17th, 2017	0
MONDAY SEP 18th, 2017	0
TUESDAY SEP 19th, 2017	0
WEDNESDAY SEP 20th, 2017	0
THURSDAY SEP 21st, 2017	0
FRIDAY SEP 22nd, 2017	0
SATURDAY SEP 23rd, 2017	0
Total:	40

16 REG

16 REG, 8 SP

[Import Default Hours](#) [Clear All Hours](#)

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.

Time & Attendance Reporting System

E-mail



Time Reporting Screen

Date: [Apply to Date Range](#)

Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type	
<input type="text" value="9:00"/> AM	<input type="text" value="5:00"/> PM	8	Sick Leave	Personal - Sick	Remove
<input type="text" value=""/> AM	<input type="text" value=""/> AM	.00	Regular Working Hour	Personal - Sick	Remove

Job: [Add](#)

Total Hours: 8.00

[Save & Exit](#)
[Exit Without Saving](#)
[Clear](#)

Total Hours
40

[Save](#)
[Main Menu](#)
[Submit to Supervisor](#)

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.

Name	Employee ID	Leave Balances	Prime
		VAC: 33.13 SKL: 23.36	✓

Day of Month	Total Hours
SUNDAY AUG 13rd, 2017	0
MONDAY AUG 14th, 2017	8
TUESDAY AUG 15th, 2017	8
WEDNESDAY AUG 16th, 2017	8
THURSDAY AUG 17th, 2017	8
FRIDAY AUG 18th, 2017	8
SATURDAY AUG 19th, 2017	0
SUNDAY AUG 20th, 2017	0
MONDAY AUG 21st, 2017	0
TUESDAY AUG 22nd, 2017	0
WEDNESDAY AUG 23rd, 2017	0
THURSDAY AUG 24th, 2017	0
FRIDAY AUG 25th, 2017	0
SATURDAY AUG 26th, 2017	0
Total:	40

[Import Default Hours](#) [Clear All Hours](#)

Overtime Calculations

OVERVIEW **TIME REPORTING** DETAILED VIEW ATTACH

Time Reporting Screen

Date: TUE 08/22

[Apply to Date Range](#)

Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type	
8:00 AM	12:00 PM	4.00	Regular Working Hour	Regular	Remove
Job: Housing Srvc. Admin. - ASSISTANT III					
1:00 PM	5:00 PM	4.00	Regular Working Hour	Regular	Remove
Job: Housing Srvc. Admin. - ASSISTANT III					
Add					
Total Hours: 8					

[Save & Report More Time](#)

[Save & Exit](#)

[Exit Without Saving](#)

[Clear](#)

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.

Overtime Calc

Week 1				Week 2		
Day of Week	Wrk Hrs	Non-Wrk Hrs	SDF	Day of Week	Wrk Hrs	Non-Wrk
Sunday	0	0	0	Sunday	0	0
Monday	8	0	0	Monday	8	0
Tuesday	8	0	0	Tuesday	8	0
Wednesday	8	0	0	Wednesday	9	0
Thursday	8	0	0	Thursday	9	0

Overtime Remun: 0.00
Shift Differential: 0.00

OVERVIEW TIME REPORTING DETAILED VIEW ATTACH

Time Reporting Screen

Dates - From: MON 08/14 to

- SUN 08/13
- MON 08/14
- TUE 08/15
- WED 08/16
- THU 08/17
- FRI 08/18
- SAT 08/19
- SUN 08/20
- MON 08/21
- TUE 08/22
- WED 08/23
- THU 08/24
- FRI 08/25
- SAT 08/26

Apply To: S M T W T F S

Apply to Single Date

Time In 8:00 AM Time Out 12:00

Job: 1:00 PM 5:00

Add

Total Hours: 8

Time/Leave Type Regular Working Hour Time/Leave Sub-Type Regular

ASSISTANT I SERVICE INSTITUTE (LPN1/NP1)

Regular Working Hour Regular ASSISTANT I SERVICE INSTITUTE (LPN1/NP1)

Remove

Remove

Save & Report More Time

Save & Exit

Exit Without Saving

Clear

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.

Overtime Cal

Week 1				Week 2			
Day of Week	Wrk Hrs	Non-Wrk Hrs	SDF	Day of Week	Wrk Hrs	Non-Wrk Hrs	SDF
Sunday	0	0	0	Sunday	0	0	0
Monday	8	0	0	Monday	8	0	0
Tuesday	8	0	0	Tuesday	8	0	0
Wednesday	8	0	0	Wednesday	9	0	0
Thursday	8	0	0	Thursday	9	0	0

Shift Differential: 0 0 0

Time & Attendance Reporting System

E-mail Feedback



Sep 10, 2017 - Sep 23, 2017 Timesheet

- [Save](#)
- [Main Menu](#)
- [Submit to Supervisor](#)

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: [redacted] SKL: [redacted]		1	ASSISTANT III SERVICE INSTITUTE (LPN1/NP1)	D0	Cullum, Andrew	16
			✓	2	ASSISTANT III SERVICE INSTITUTE (LPN1/NP1)	D01	Cullum, Andrew	24

- OVERVIEW
- TIME REPORTING
- DETAILED VIEW
- ATTACHMENTS
- COMMENTS
- APPROVAL HISTORY

Day of Month	Total Hours	Job 1	Job 2
Position		ASSISTANT III SERVICE INSTITUTE (LPN1/NP1)	ASSISTANT III SERVICE INSTITUTE (LPN1/NP1)
SUNDAY SEP 10th, 2017	0		
MONDAY SEP 11st, 2017	8	8 REG	
TUESDAY SEP 12nd, 2017	8	8 REG	
WEDNESDAY SEP 13rd, 2017	8		8 REG
THURSDAY SEP 14th, 2017	8		8 REG
FRIDAY SEP 15th, 2017	8		8 SP
SATURDAY SEP 16th, 2017	0		
SUNDAY SEP 17th, 2017	0		
MONDAY SEP 18th, 2017	0		
TUESDAY SEP 19th, 2017	0		
WEDNESDAY SEP 20th, 2017	0		
THURSDAY SEP 21st, 2017	0		
FRIDAY SEP 22nd, 2017	0		
SATURDAY SEP 23rd, 2017	0		
Total:	40	16 REG	16 REG, 8 SP

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

[Import Default Hours](#) [Clear All Hours](#)

Overtime Calculations

Day of Month	Total Hours	Job 1
Position		ASSISTANT III [REDACTED]
SUNDAY AUG 13rd, 2017	0	
MONDAY AUG 14th, 2017	8	8 REG
TUESDAY AUG 15th, 2017	8	8 REG
WEDNESDAY AUG 16th, 2017	8	8 REG
THURSDAY AUG 17th, 2017	8	8 REG
FRIDAY AUG 18th, 2017	8	8 REG
SATURDAY AUG 19th, 2017	0	
SUNDAY AUG 20th, 2017	0	
MONDAY AUG 21st, 2017	8	8 REG
TUESDAY AUG 22nd, 2017	8	8 REG
WEDNESDAY AUG 23rd, 2017	9	9 REG
THURSDAY AUG 24th, 2017	9	9 REG
FRIDAY AUG 25th, 2017	9	9 REG
SATURDAY AUG 26th, 2017	0	
Total:	83	83 REG

[Import Default Hours](#) [Clear All Hours](#)

Overtime Calculations

Week 1				Week 2							
Day of Week	Wrk Hrs	Non-Wrk Hrs	SDF	Day of Week	Wrk Hrs	Non-Wrk Hrs	SDF	Work Hours	Week 1	Week 2	Total
Sunday	0	0	0	Sunday	0	0	0	Non-Work Hours	0	0	0
Monday	8	0	0	Monday	8	0	0	Overtime Straight:	0	0	0
Tuesday	8	0	0	Tuesday	8	0	0	Overtime Premium:	0	3	3
Wednesday	8	0	0	Wednesday	9	0	0	Shift Differential:	0	0	0
Thursday	8	0	0	Thursday	9	0	0				
Friday	8	0	0	Friday	9	0	0				
Saturday	0	0	0	Saturday	0	0	0				
Total:	40	0	0	Total:	43	0	0				

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.

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 46.62 SKL: 37.29		1	ASSISTANT I SERVICE INSTITUTE		Cullum, Andrew	46
			✓	2	ASSISTANT I SERVICE INSTITUTE		Cullum, Andrew	36

[Save](#)
[Main Menu](#)
[Submit to Supervisor](#)

[OVERVIEW](#) |
 [TIME REPORTING](#) |
 [DETAILED VIEW](#) |
 [ATTACHMENTS](#) |
 [COMMENTS](#) |
 [APPROVAL HISTORY](#)

Date	Total Hours Per Day	Time In/Out	Type	ASSISTANT I SERVICE INSTITUTE	ASSISTANT I SERVICE INSTITUTE
SUNDAY SEP 10th, 2017					
MONDAY SEP 11th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular	4	
TUESDAY SEP 12th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular	4	
WEDNESDAY SEP 13th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular	4	
THURSDAY SEP 14th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular	4	
FRIDAY SEP 15th, 2017	9	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 6:00 PM	Regular	5	
SATURDAY SEP 16th, 2017					
SUNDAY SEP 17th, 2017					
MONDAY SEP 18th, 2017	9	7:00 AM - 12:00 PM	Regular	5	
		1:00 PM - 5:00 PM	Regular		4
TUESDAY SEP 19th, 2017	8	8:00 AM - 12:00 PM	Regular		4
		1:00 PM - 5:00 PM	Regular		4
WEDNESDAY SEP 20th, 2017	8	8:00 AM - 12:00 PM	Regular		4
		1:00 PM - 5:00 PM	Regular		4
THURSDAY SEP 21st, 2017	8	8:00 AM - 12:00 PM	Regular		4
		1:00 PM - 5:00 PM	Regular		4
FRIDAY SEP 22nd, 2017	8	8:00 AM - 12:00 PM	Regular		4
		1:00 PM - 5:00 PM	Regular		4
SATURDAY SEP 23rd, 2017					
Total Hours	82			46	36

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

Time & Attendance Reporting System



Aug 13, 2017 - Aug 26, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 33.13 SKL: 23.36	✓	1	ASSISTANT III	D0	Cullum, Andrew	83

- [Save](#)
- [Main Menu](#)
- [Submit to Supervisor](#)

timesheettest.ucr.edu says:
Submit Timesheet to Supervisor?

- OVERVIEW
- TIME REPORTING**
- DETAILED VIEW
- ATTACHMENTS
- COMMENTS
- APPROVAL HISTORY

Day of Month	Total Hours	Job 1
Position		ASSISTANT III
SUNDAY AUG 13rd, 2017	0	
MONDAY AUG 14th, 2017	8	8 SP
TUESDAY AUG 15th, 2017	8	8 REG
WEDNESDAY AUG 16th, 2017	8	8 REG
THURSDAY AUG 17th, 2017	8	8 REG
FRIDAY AUG 18th, 2017	8	8 REG
SATURDAY AUG 19th, 2017	0	
SUNDAY AUG 20th, 2017	0	
MONDAY AUG 21st, 2017	8	8 REG
TUESDAY AUG 22nd, 2017	8	8 REG
WEDNESDAY AUG 23rd, 2017	9	9 REG
THURSDAY AUG 24th, 2017	9	9 REG
FRIDAY AUG 25th, 2017	9	9 REG
SATURDAY AUG 26th, 2017	0	
Total:	83	75 REG, 8 SP

[Import Default Hours](#) [Clear All Hours](#)

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

Overtime Calculations				
Week 1	Week 2	Week 1	Week 2	Total

Time & Attendance Reporting System



Aug 13, 2017 - Aug 26, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 33.13 SKL: 23.36	✓	1	ASSISTANT III		Cullum, Andrew	83

- [Save](#)
- [Main Menu](#)
- [Return Timesheet to Employee](#)
- [Submit to Time & Attendance Administrator](#)
- [Back to List](#)

APPROVE REJECT

OVERVIEW **TIME REPORTING** DETAILED VIEW ATTACHMENTS COMMENTS APPROVAL HISTORY

Day of Month	Total Hours	Job 1
Position		ASSISTANT III
SUNDAY AUG 13rd, 2017	0	
MONDAY AUG 14th, 2017	8	8 SP
TUESDAY AUG 15th, 2017	8	8 REG
WEDNESDAY AUG 16th, 2017	8	8 REG
THURSDAY AUG 17th, 2017	8	8 REG
FRIDAY AUG 18th, 2017	8	8 REG
SATURDAY AUG 19th, 2017	0	
SUNDAY AUG 20th, 2017	0	
MONDAY AUG 21st, 2017	8	8 REG
TUESDAY AUG 22nd, 2017	8	8 REG
WEDNESDAY AUG 23rd, 2017	9	9 REG
THURSDAY AUG 24th, 2017	9	9 REG
FRIDAY AUG 25th, 2017	9	9 REG
SATURDAY AUG 26th, 2017	0	
Total:	83	75 REG, 8 SP

[Import Default Hours](#) [Clear All Hours](#)

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.

Time & Attendance Reporting System

E-mail Feedback



[Main Menu](#)

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[REDACTED]	[REDACTED]	VAC: 33.13 SKL: 23.36	✓	1	ASSISTANT III	[REDACTED]	Cullum, Andrew	83

- OVERVIEW
- TIME REPORTING
- DETAILED VIEW
- ATTACHMENTS
- COMMENTS
- APPROVAL HISTORY**

Timesheet Approval History (August 13, 2017 - August 26, 2017)



18992

Action	Name	Date
Employee Saved Timesheet	[REDACTED]	11/29/2017
Submitted to Supervisor	[REDACTED]	11/29/2017
Submitted to Time & Attendance Administrator - Job 1	Andrew Cullum	11/29/2017
Submitted to Payroll	Andrew Cullum	11/29/2017

Approval History Tab

- 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

5: **Adjustments & Corrections to Timesheets**

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.



Time & Attendance Reporting System



Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 75.67 SKL: 63.73	✓	1		DO	Cullum, Andrew	

- [Main Menu](#)
- [Return Timesheet to Employee](#)
- [Submit to Time & Attendance Administrator](#)
- [Back to List](#)

OVERVIEW
TIME REPORTING
DETAILED VIEW
COMMENTS
APPROVAL HISTORY

Please click on the "Save Comments" button to store your comments prior to moving away from this tab.

New Comments

(To preserve the text formatting, please hit "return" after each line. [Limit 2000 chars])

[Save Comments](#)

Comment	User NetID	Date

Supervisor View

- Before returning a prior pay period timesheet, your supervisor will write a comment with specific instructions and click "Save Comments".



Welcome, [REDACTED]

General Options

[Edit/Complete Current Timesheet \(5\)](#)[Review Previous Timesheet\(s\)](#)[Edit Previous Timesheet\(1\)](#)[Help](#)[View Payroll Calendar](#)[Exit Application](#)

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.

Time & Attendance Reporting System



Aug 13, 2017 - Aug 26, 2017 Timesheet

- [Save](#)
- [Main Menu](#)
- [Submit to Supervisor](#)

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 25.82 SKL: 13.26	<input checked="" type="checkbox"/>	1			Cullum, Andrew	80

- OVERVIEW
- TIME REPORTING**
- DETAILED VIEW
- ATTACHMENTS
- COMMENTS
- APPROVAL HISTORY

Day of Month	Total Hours	Job 1
Position		
SUNDAY AUG 13th, 2017	0	/
MONDAY AUG 14th, 2017	8	8 REG /
TUESDAY AUG 15th, 2017	8	8 REG /
WEDNESDAY AUG 16th, 2017	8	8 REG /
THURSDAY AUG 17th, 2017	8	8 REG /
FRIDAY AUG 18th, 2017	8	8 REG /
SATURDAY AUG 19th, 2017	0	/
SUNDAY AUG 20th, 2017	0	/
MONDAY AUG 21st, 2017	8	8 REG /
TUESDAY AUG 22nd, 2017	8	8 REG /
WEDNESDAY AUG 23rd, 2017	8	8 REG /
THURSDAY AUG 24th, 2017	8	8 REG /
FRIDAY AUG 25th, 2017	8	8 REG /
SATURDAY AUG 26th, 2017	0	/
Original/Adjusted	80	80 REG / 80 REG

Re-opened Prior Timesheet

- The returned timesheet will be the same as what you submitted...

[Import Default Hours](#) [Clear All Hours](#)
 Error! ORA-01403: no data found

Time & Attendance Reporting System



Aug 13, 2017 - Aug 26, 2017 Timesheet

- [Save](#)
- [Main Menu](#)
- [Submit to Supervisor](#)

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 25.82 SKL: 13.26	<input checked="" type="checkbox"/>	1		D0	Cullum, Andrew	80

- OVERVIEW
- TIME REPORTING**
- DETAILED VIEW
- ATTACHMENTS
- COMMENTS
- APPROVAL HISTORY

Day of Month	Total Hours	Job 1
Position		
SUNDAY AUG 13th, 2017	0	/
MONDAY AUG 14th, 2017	8	8 REG / -8 REG, 8 SP
TUESDAY AUG 15th, 2017	8	8 REG /
WEDNESDAY AUG 16th, 2017	8	8 REG /
THURSDAY AUG 17th, 2017	8	8 REG /
FRIDAY AUG 18th, 2017	8	8 REG /
SATURDAY AUG 19th, 2017	0	/
SUNDAY AUG 20th, 2017	0	/
MONDAY AUG 21st, 2017	8	8 REG /
TUESDAY AUG 22nd, 2017	8	8 REG /
WEDNESDAY AUG 23rd, 2017	8	8 REG /
THURSDAY AUG 24th, 2017	8	8 REG /
FRIDAY AUG 25th, 2017	8	8 REG /
SATURDAY AUG 26th, 2017	0	/
Original/Adjusted	80	80 REG / 72 REG, 8 SP

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.

[Import Default Hours](#) [Clear All Hours](#)
 Error! ORA-01403: no data found

Time & Attendance Reporting System

E-mail
Feedback[Review Previous Timesheets](#)[Main Menu](#)

Timesheet	Employee Name	Status	Last Updated	Updated By
August 13, 2017 - August 26, 2017 modified	[REDACTED]	Submitted to Supervisor	12/05/2017 06:50:50 PM	[REDACTED]
August 13, 2017 - August 26, 2017	[REDACTED]	Submitted to Payroll	10/10/2017 01:50:22 PM	Cullum, Andrew
July 30, 2017 - August 12, 2017	[REDACTED]	Submitted to Payroll	09/27/2017 02:06:41 PM	Cullum, Andrew

Re-opened Prior Timesheets – History

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

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|UCPath 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