UNIVERSITY OF CALIFORNIA
UC RIVERSIDE

FOM|UCPath Training

Intro to TARS for Academic and Staff Supervisors

Trainer Introduction

Title:

Department:

Previous Experience:

Your Questions and Input

https://tinyurl.com/ucrtraining

Housekeeping

Cell Phones

Breaks

Restrooms

Course Purpose

- Ensure 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 supervisors and Department Managers 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 review and approve timesheets

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 support 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 support 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 support 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. **Supervisor Role and Cutover Responsibilities**

2: Overview of Timesheet changes: Monthly Employees

3: Overview of Timesheet changes: Biweekly employees

4: Approving Timesheets

5: Adjustments and Corrections

6: Establishing a default Schedule

Supervisor Role: Key Points

- Supervisors are responsible for carefully reviewing and approving timesheets when they are initially submitted and after any adjustments are made.
- Since UCPath is responsible for Payroll, it is **critical** that UCR Supervisors meet the UCPath-established deadlines for submitting and approving time.
- All TAA roles will be within the Shared Service Centers. There will **not** be a departmental TAA role.
- Most timesheets will bypass the Shared Service Center TAA 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.

Please see http://accounting.ucr.edu/payroll/pay_cal.html for the updated Pay Calendar

Important Cutover Responsibilities

In December

Monthly Employees

- Ensure time is **entered** by Wednesday, 12/13/17 at 11:00 pm and **approved** by Thursday, 12/14/17 at 11:00 pm (New TARS).

Biweekly Employees

- Ensure time for 12/03/17 – 12/16/17 is **entered** by Thursday, 12/14/17 at 11:00 pm and **approved** by Friday, 12/15/17 at 11:00 pm. (Old TARS).
- Employees should project time worked and anticipated leave for 12/15 and 12/16.
- Ensure time for 12/17/17 – 12/30/17 is **entered** by Wednesday, 12/20/17 at 11:00 PM and **approved** by Friday, 12/22/17 at 11:00 PM (Old TARS).
- Employees should project time worked and anticipated leave for 12/21/17 – 12/30/17.

Important Cutover Responsibilities

Week of January 2

- **On Tuesday, 01/02/18,** verify that time entered for **biweekly** employees is correct in the New Tars System and notify your Shared Service Center of any issues
- If you supervise a biweekly employee with multiple jobs:
  - **1.** Work with your Shared Service Center to properly allocate their December time across jobs
  - **2.** Establish a default work schedule for each employee (**Note:** Each supervisor must do this for the job that they supervise)
- Note that there will be hyperlinks between the old and new versions of TARS, to allow for validation and preserve historical records.

Supervisor Assignment Using ‘Reports To’

- In the new TARS system, Supervisors will be maintained using the ‘Reports To’ field in UCPath’s Position Management feature, **NOT** in Enterprise Directory.
- This includes students.
- This change allows TARS to identify a supervisor for each job.
- If an employee’s ‘Reports To’ information is incorrect, needs to be changed, or you are not receiving the correct timesheets in TARS, **contact your department ServiceLink initiator** and request that they make an update to the ‘Reports To’ field in Position Management.

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. Supervisor Role and Cutover Responsibilities

2: Overview of Timesheet changes: Monthly Employees

3: Overview of Timesheet changes: Biweekly employees

4: Approving Timesheets

5: Adjustments and Corrections

6: Establishing a default Schedule

Timesheet Changes: Overview

All Employees

- Time cannot be allocated to FAUs. All FAU changes must be made at the Position level, using the FOM FAU Management tool.
- The ‘Pay Sources’ tab is replaced by the ‘Detailed View’ Tab.

Monthly Employees

- Monthly employees will have one timesheet per pay period.
- If an employee has multiple jobs, the supervisor for their primary job must approve their timesheet.
- Monthly employees report leave taken, not hours worked. Under certain circumstances allowed by University and departmental policy, they may split an eight-hour day among different leave types (e.g., Sick, Vacation, LWOP).

Biweekly Employees

- Biweekly employees will continue to report hours worked and leave taken.
- If they have multiple jobs, the jobs will be displayed side-by-side on the same timesheet.

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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
[redacted]		VAC: 65.51 SKL: 55.61	✓	1	[redacted] ANALYST 3	D[redacted]	Cullum, Andrew	

Main Menu

Submit to Supervisor

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

Employee Information

Name:	[redacted]
Employee ID:	[redacted]
Home Department:	D[redacted]
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

* 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.

Monthly employees: TARS 'Overview' Tab

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

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Time & Attendance Reporting System

E-mail Feedback

July 16, 2017 - August 15, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted] Smith	[redacted]	VAC: [redacted] SKL: [redacted]	✔	1	ADMINISTRATIVE MANAGER 1	D0[redacted]	Cullum, Andrew	

Save
Main Menu
Submit to Supervisor

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

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

TARS Time Reporting Tab – Monthly Employees

- As is true today, monthly employees will report absences by clicking the appropriate checkbox.

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Time & Attendance Reporting System

E-mail Feedback

September 16, 2017 - October 15, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Total Hours
[redacted]		VAC: 65.51 SKL: 55.61	✔	1	[redacted]	

Save
Main Menu
Submit to Supervisor

OVERVIEW | TIME REPORTING | DETAILED VIEW | ATTACHMENTS | COMMENTS

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
○	VP	PERSONAL - VACATION
○	VE	EDUCATION - VACATION
○	VEO	ELECTION OFFICIAL - VACATION
○	VFI	FMLA (INTERMITTENT - VACATION
○	VFP	FMLA (PAID) - VACATION
○	VFF	IMMEDIATE FAMILY FML - VACATION
○	VLE	LITERACY LEAVE - VACATION
○	VMC	MILITARY CAREGIVER FML - VACATION
○	VMS	MILITARY SPOUSE/DOMESTIC PRTNR - VACATION
○	VPD	PREGNANCY DISABILITY - VACATION
○	VPD	PROFESSIONAL DEV - VACATION
○	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.

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

Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Sat: Sep 16				
Sun: Sep 17				
Mon: Sep 18				
Tue: Sep 19	☑ 8 VP			
Wed: Sep 20	☑ 8 VP			
Thu: Sep 21	☑ 8 VP			
Fri: Sep 22	☑ 8 VP			
Sat: Sep 23				
Sun: Sep 24				
Mon: Sep 25	☑ 8 VP			
Tue: Sep 26	☑ 8 VP			
Wed: Sep 27	☑ 8 VP			
Thu: Sep 28	☑ 8 VP			
Fri: Sep 29	☑ 8 VP			
Sat: Sep 30				
Sun: Oct 1				
Mon: Oct 2				
Tue: Oct 3				
Wed: Oct 4				
Thu: Oct 5				
Fri: Oct 6				
Sat: Oct 7				
Sun: Oct 8				
Mon: Oct 9				
Tue: Oct 10				
Wed: Oct 11				
Thu: Oct 12				
Fri: Oct 13		☑ 8 SP		
Sat: Oct 14				
Sun: Oct 15				
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.

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Time & Attendance Reporting System

E-mail Feedback

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted]		VAC: 65.51 SKL: 55.61	✔	1	[redacted] ANALYST 3	DC [redacted]	Cullum, Andrew	

Main Menu

Submit to Supervisor

TARS Detailed View – Monthly Employees

- Here's something new – the 'Detailed View' tab replaces the 'Pay Sources' tab
- This tab should be used to verify time before submitting a timesheet to UCPath

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

Date	Total Hours	Type	
TUESDAY SEP 19th, 2017	8	Personal - Vacation	
WEDNESDAY SEP 20th, 2017	8	Personal - Vacation	8
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**

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).

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Time & Attendance Reporting System

E-mail Feedback

September 16, 2017 - October 15, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Total Hours
[redacted]		VAC: 65.51 SKL: 55.61	✔	1	[redacted]	

Save
Main Menu
Submit to Supervisor

OVERVIEW | TIME REPORTING | DETAILED VIEW | ATTACHMENTS | COMMENTS

Day of Month	Vacation Leave		Leave Without Pay	Other Leave
Sat: Sep 16				
Sun: Sep 17				
Mon: Sep 18				
Mon: Oct 2				
Tue: Oct 3				
Wed: Oct 4				

Select Leave Type

Select Leave Type

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

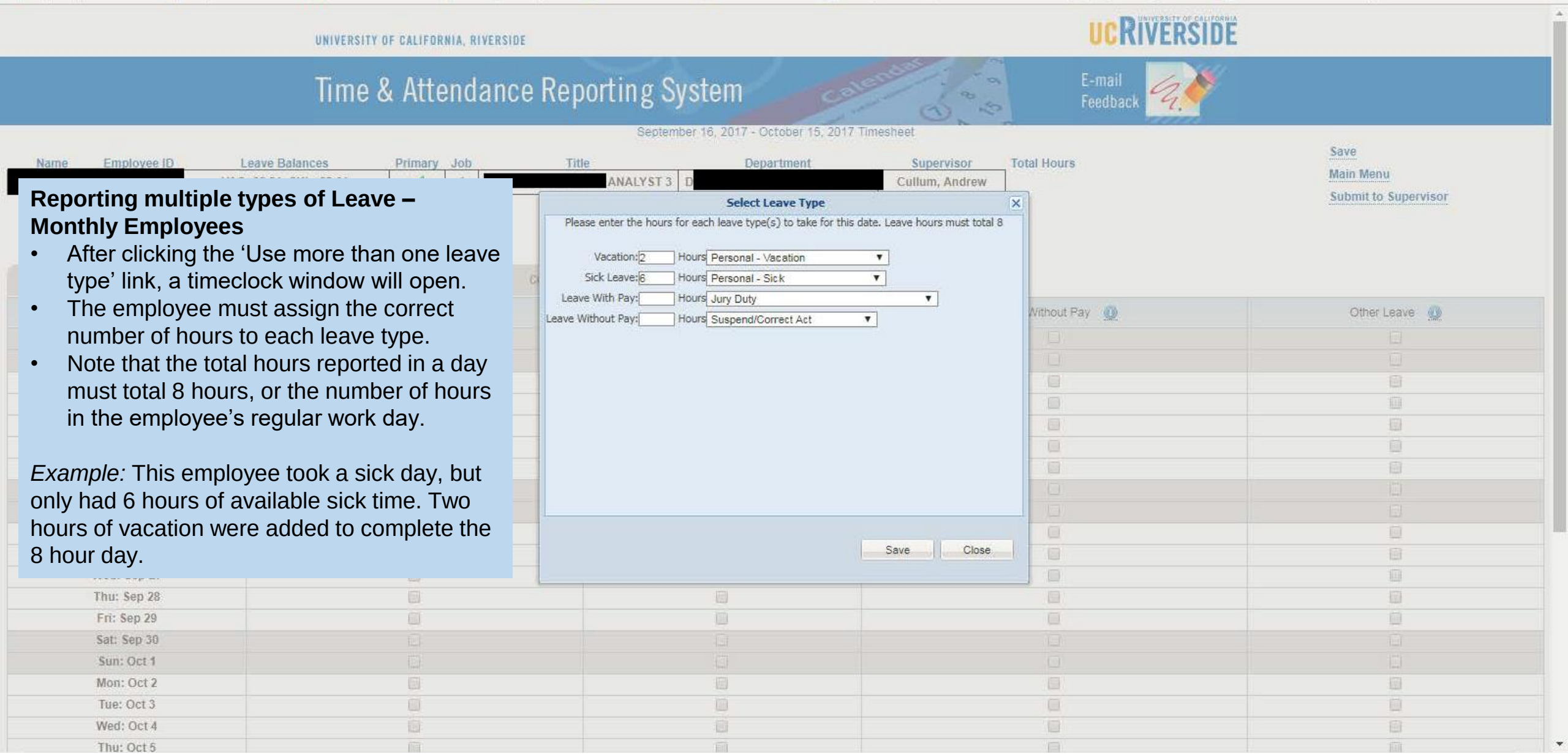
Use more than one leave type

View Absence from Work policy

Close

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: department head or email Timesheetfeedback@ucr.edu 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.
- The employee must 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 the employee's 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.

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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
[redacted]		VAC: 65.51 SKL: 55.61	✔	1	[redacted]	ANALYST 3	D[redacted]	Cullum, Andrew	

Save
Main Menu
Submit to Supervisor

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

Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Sat: Sep 16				
Sun: Sep 17				
Mon: Sep 18	☑ 2 VP	☑ 6 SP		
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				

Reporting multiple types of Leave – Monthly Employees

- Here is the timesheet from the previous example.
- Note that TARS records six hours of sick leave and two hours of vacation on the same day.

TARS FOM Process

Course Chapters

1. Supervisor Role and Cutover Responsibilities

2: Overview of Timesheet changes: Monthly Employees

3: Overview of Timesheet changes: Biweekly employees

4: Approving Timesheets

5: Adjustments and Corrections

6: Establishing a default Schedule

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, an employee cannot work 8:00 am – noon on Friday at two different jobs.

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Time & Attendance Reporting System

E-mail Feedback

August 13, 2017 - August 26, 2017 Timesheet

Main Menu

Submit to Supervisor

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted]		VAC: 33.13 SKL: 23.36	✔	1	____ ASSISTANT III [redacted]	D[redacted]	Cullum, Andrew	0

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

Employee Information

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

Balance Information (Current Balances Pending)

	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

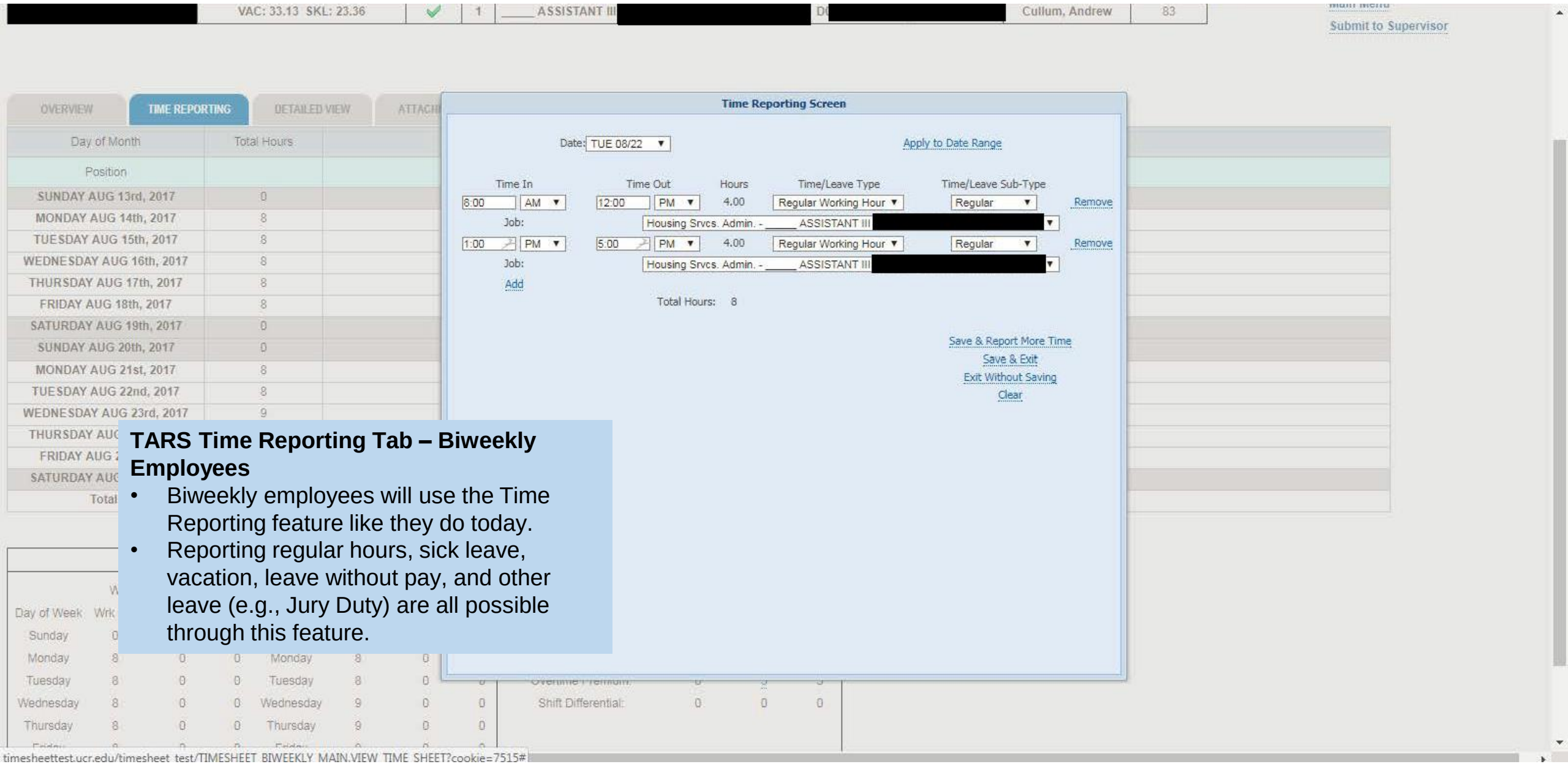
Vacation Details

Maximum Vacation Limit *	240

* 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)



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.

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Time & Attendance Reporting System

E-mail Feedback

Aug 13, 2017 - Aug 26, 2017 Timesheet

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

Save

Main Menu

Submit to Supervisor

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

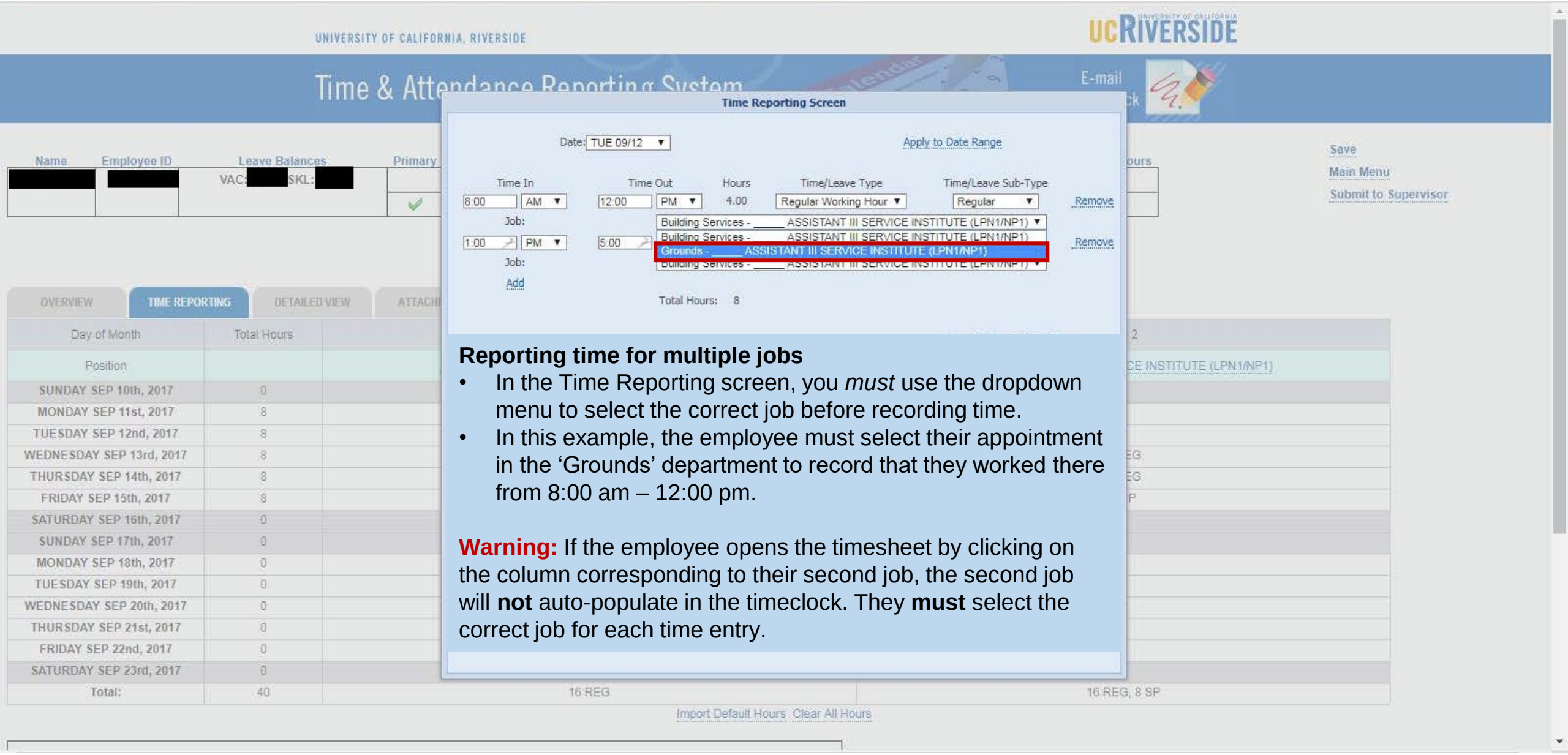
Day of Month	Total Hours	Job 1	Job 2
Position		____ ASSISTANT III [redacted]	____ ASSISTANT III [redacted]
SUNDAY AUG 13rd, 2017	0		
MONDAY AUG 14th, 2017	0	★ Click!	
TUESDAY AUG 15th, 2017	0		
WEDNESDAY AUG 16th, 2017	0		
THURSDAY AUG 17th, 2017	0		
FRIDAY AUG 18th, 2017	0		
SATURDAY AUG 19th, 2017	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		

Import Default Hours Clear All Hours

Overtime Calculations

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 the employee opens the timesheet by clicking on the column corresponding to their second job, the second job will **not** auto-populate in the timeclock. They **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.

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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Time & Attendance Reporting System

E-mail

Name | Employee ID | Leave Balances | Prima

VAC: 33.13 SKL: 23.36

Total Hours: 40

Save
Main Menu
Submit to Supervisor

OVERVIEW | TIME REPORTING | DETAILED VIEW | ATTACH

Day of Month	Total Hours
Position	
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

Time Reporting Screen

Date: MON 08/21

Apply to Date Range

Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type	
9:00 AM	5:00 PM	8	Sick Leave	Personal - Sick	Remove
Job:	Housing Srvcs. Admin. - _____ ASSISTANT III SE				
AM	AM	.00	Regular Working Hour		Remove
Job:	Housing Srvcs. Admin. - _____ ASSISTANT III SE				

Add

Total Hours: 8.00

Personal - Sick
- Personal - Sick
- Bone Marrow / Organ Don Ext
- BX Other
- Emergency Relief Leave
- Post-Doctoral Scholar PSL -Sick
- Professional Dev - Sick
- Rehabilitation - Sick
- Kin Care - Sick
- Sick - Bereavement
- Sick - Parental Bonding

Save & Exit
Exit Without Saving
Clear

Import Default Hours | Clear All Hours

Overtime Calculations

TARS Time Reporting Tab – Leave

- When reporting leave, employees should select the correct 'Time/Leave Sub-Type'
- For example, choose 'Bereavement' leave for time off related to the death of a family member

UCR Enterprise Directory | UCR Time & Attendance | Job Data

Not secure | timesheettest.ucr.edu/timesheet_test/TIMESHEET_BIWEEKLY_MAIN.VIEW_TIME_SHEET?cookie=7515

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

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

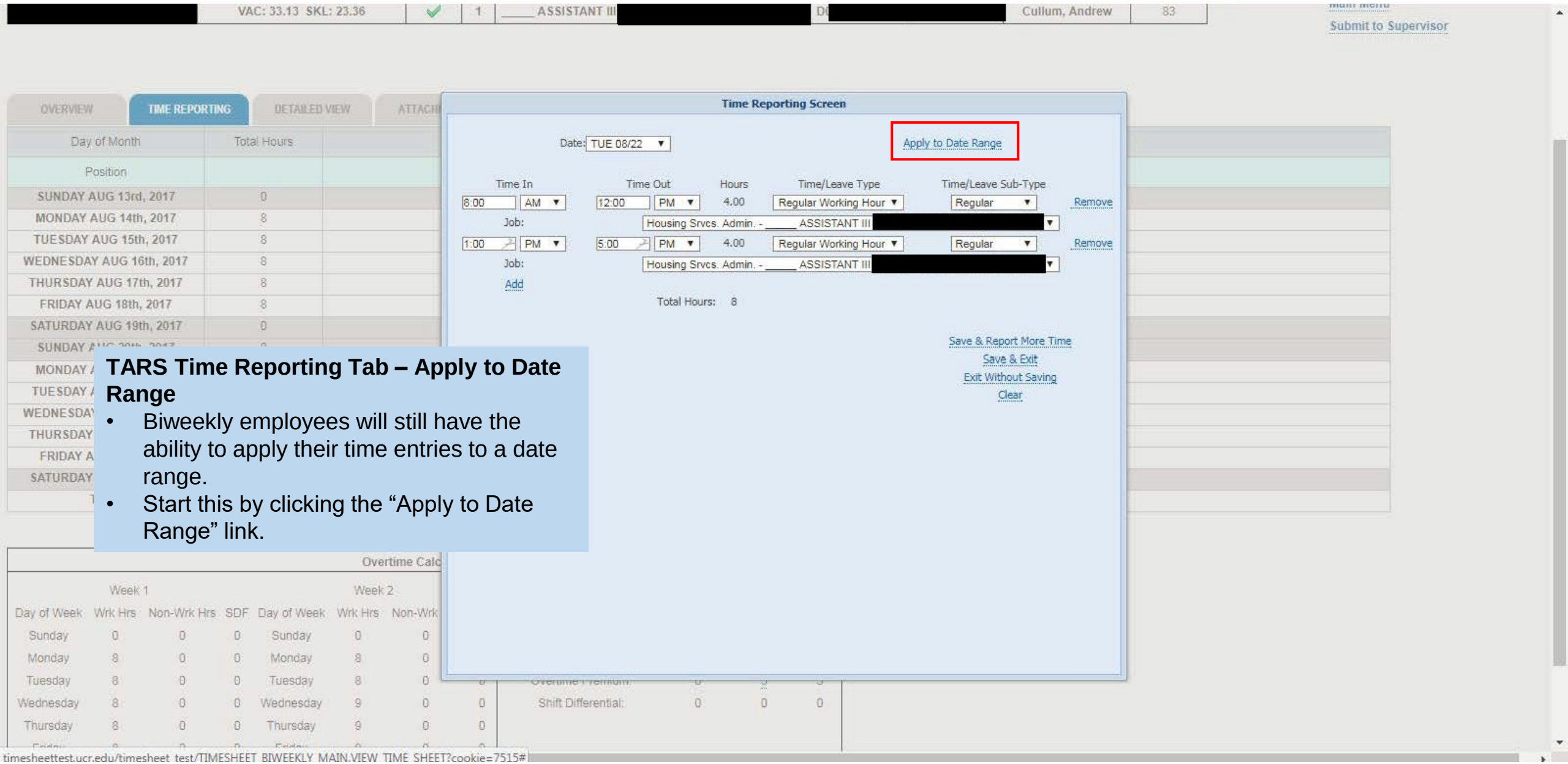
Overtime Calculations

Week 1				Week 2			
Day of Week	Wrk Hrs	Non-Wrk Hrs	SDF	Day of Week	Wrk Hrs	Non-Wrk Hrs	SDF
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
Friday	8	0	0	Friday	9	0	0
Saturday	0	0	0	Saturday	0	0	0
Total:	40	0	0	Total:	43	0	0

	Week 1	Week 2	Total
Work Hours	40	43	83
Non-Work Hours	0	0	0
Overtime Straight:	0	0	0
Overtime Premium:	0	3	3
Shift Differential:	0	0	0

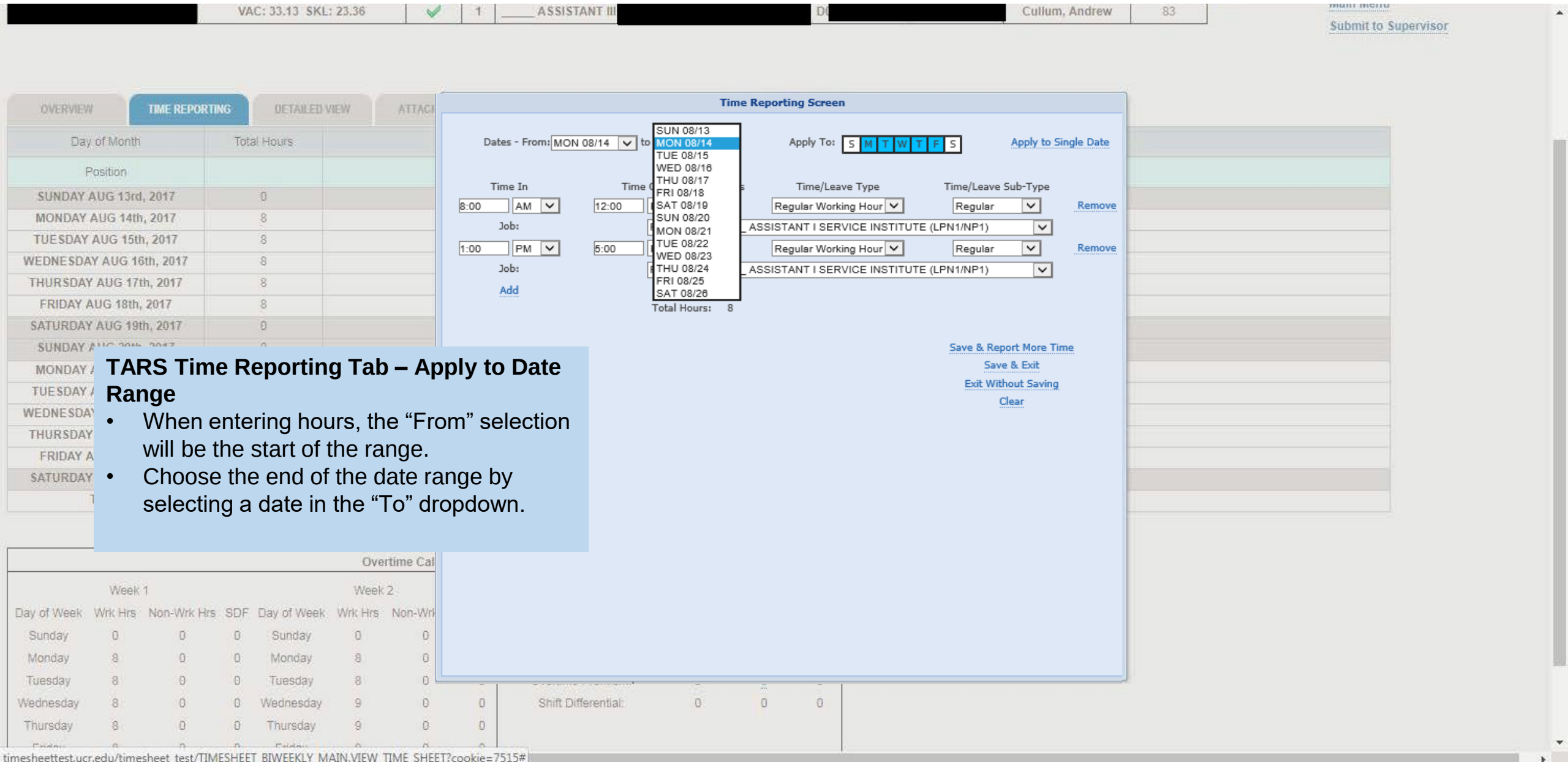
Completed Biweekly Timesheet with one job:

- 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 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.

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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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
[redacted]	[redacted]	VAC: [redacted] SKL: [redacted]		1	_____ ASSISTANT III SERVICE INSTITUTE (LPN1/NP1)	D0[redacted]	Cullum, Andrew	16
			✓	2	_____ ASSISTANT III SERVICE INSTITUTE (LPN1/NP1)	D01[redacted]	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, 2			
SUNDAY SEP 17th, 20			
MONDAY SEP 18th, 20			
TUESDAY SEP 19th, 20			
WEDNESDAY SEP 20th,			
THURSDAY SEP 21st, 2			
FRIDAY SEP 22nd, 20			
SATURDAY SEP 23rd, 2017	0		
Total:	40	16 REG	16 REG, 8 SP

Import Default Hours Clear All Hours

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

Overtime Calculations

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

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
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
Friday	8	0	0	Friday	9	0	0
Saturday	0	0	0	Saturday	0	0	0
Total:	40	0	0	Total:	43	0	0

	Week 1	Week 2	Total
Work Hours	40	43	83
Non-Work Hours	0	0	0
Overtime Straight:	0	0	0
Overtime Premium:	0	3	3
Shift Differential:	0	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.

Sep 10, 2017 - Sep 23, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted]		VAC: 46.62 SKL: 37.29		1	____ ASSISTANT I SERVICE INSTITUTE	[redacted]	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 [redacted]	____ ASSISTANT I SERVICE INSTITUTE [redacted]
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
- This tab should be used to verify time before submitting it to UCPath
- 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. Supervisor Role and Cutover Responsibilities

2: Overview of Timesheet changes: Monthly Employees

3: Overview of Timesheet changes: Biweekly employees

4: Approving Timesheets

5: Adjustments and Corrections

6: Establishing a default Schedule

Submitting Timesheets for Approval

- The following example uses a bi-weekly timesheet, but the process is very similar for monthly employees
- The supervisor must carefully review every timesheet for accuracy before approving; since most timesheets will be auto-submitted to the UCPath Center, the Shared Service Center **cannot return** approved timesheets until after payroll has run
- As is true today, Supervisors can make adjustments directly to a timesheet or return the timesheet to the employee for review

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Time & Attendance Reporting System

E-mail Feedback

Aug 13, 2017 - Aug 26, 2017 Timesheet

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

APPROVE REJECT

Save
Main Menu
Return Timesheet to Employee
Submit to Time & Attendance Administrator
Back to List

★ Click!

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

Day of Month	Total Hours	Job 1
Position		____ ASSISTANT III [redacted]
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

- Completed timesheet
- Supervisors can approve the timesheet, reject it, and adjust time as necessary
- When ready to submit, click the 'Submit to Time & Attendance Administrator' link

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Time & Attendance Reporting System

E-mail Feedback

Main Menu

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

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

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

Employee	Supervisor(s)	Time & Attendance Administrator	Submitted to UCPath
[redacted]	Andrew Cullum	Kelly [redacted]	

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 the employee, supervisor, or the TAA are recorded in the list below

- In most cases, timesheets are automatically submitted to UCPath once approved by the supervisor
- If the employee is on leave or there is a problem with a timesheet, it will be routed to the TAA at the Shared Service Center for a final check

Approving Timesheets During UCPath Deployment

- The New TARS environment goes live for Monthly and Biweekly employees at different times.
- Monthly timesheets are available in the new TARS (connected to UCPath) as of 12/12/17.
- Biweekly timesheets are *not* available in the new TARS (connected to UCPath) until after 1/2/2018.
- Biweekly employees will continue to submit timesheets in the old TARS environment until 12/20/2017.

View Payroll Calendar

Exit Application

Supervisor/Unit Head Options

Review/Approve Current Timesheets for Exempt Direct Reports (1)

Review/Approve Current Timesheets for Biweekly Direct Reports (0)

Review Previous Timesheet(s)

Approve Previous Timesheets (3)

Maintain Pre-Approver (0)

View Timeclock Entries for Direct Reports

Maintain Settings for Direct Reports

Approval During UCPath Deployment

- Supervisors will have 2 different approval queues: 1 for Exempt Employees and 1 for Biweekly (Non-Exempt) Employees.
- Supervisors will review/approve Exempt timesheets in the new TARS environment, which is linked to UCPath.
- Supervisors will review/approve Biweekly timesheets in the old TARS environment until 12/22/2017.

TARS FOM Process

Course Chapters

1. Supervisor Role and Cutover Responsibilities

2: Overview of Timesheet changes: Monthly Employees

3: Overview of Timesheet changes: Biweekly employees

4: Approving Timesheets

5: Adjustments and Corrections

6: Establishing a default Schedule

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.

<u>Prior Period Adjustments</u> – 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 support 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.

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Time & Attendance Reporting System

E-mail Feedback

Welcome, Andrew Cullum (12/06/2017)

Data Last Updated 12/06/2017

General Options

- Edit/Complete Current Timesheet (47)
- Review Previous Timesheet(s)
- Edit Previous Timesheet(1)
- Help
- View Payroll Calendar
- Exit Application

Pre Approver Options

- Review/Pre-Approve Current Timesheets for Supervisor/Unit Head DAVIDG (2)
- Review Previous Timesheet(s)

Supervisor/Unit Head Options

- Review/Approve Current Timesheets for Direct Reports (29)
- Review/Approve Prior Period Adjustments for Direct Reports (30)
- Review Previous Timesheet(s)
- Prior Pay Period Adjustment ★ Click!
- Approve Previous Timesheets (2)
- Maintain Pre-Approver (1)
- View Timeclock Entries for Direct Reports
- Maintain Settings for Direct Reports

Central Office Inquirer Options

- Global Search
- Negative Confirmation Report
- Funding Sources Change Report

javascript:void(0);

Prior Pay Period Adjustments

- To begin a prior pay period adjustment, click the corresponding link under ‘Supervisor/Unit Head’ Options in TARS.

Prior Pay Period Adjustment

Monthly Timesheets

July 16, 2017 - August 15, 2017

June 16, 2017 - July 15, 2017

Biweekly Timesheets

July 30, 2017 - August 12, 2017

August 13, 2017 - August 26, 2017

August 27, 2017 - September 09, 2017

★ **Click!**

Prior Pay Period Adjustments

- … Then click the time period that you would like to correct

Apps | Bookmarks | PeopleSoft Environm | UAT Environment | Home | DocuSign Sa | ServiceLink Test | S | yChart - H | Virtual Reward Cente | TARS - TEST | UPK - UCPath Help fo | EACS Test

timesheettest.ucr.edu says:

Create Prior Period Adjustment for this timesheet?

OK | Cancel

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Time & Attendance Reporting System

E-mail Feedback

Prior Pay Period Adjustment

Back

Main Menu

Period	Employee Name	Employee ID	Dept	Status	REG	VAC	SKL	OTHER	LWOP	CTA	CTO	OTS	OTP	ODH	OTH	OT2	SDF	CBT	Last Updated	Updated By	Comments
August 13, 2017 - August 26, 2017	[redacted]		D0[redacted]	Submitted to Payroll	93														10/24/2017 06:21:35 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]																10/24/2017 06:21:36 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]																10/24/2017 06:21:36 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]														V		10/25/2017 02:42:48 PM	Cullum, Andrew	
August 13, 2017 - August 26, 2017			D0[redacted]																10/24/2017 06:21:36 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]																11/07/2017 03:19:07 PM	Brown, Chelsea	
August 13, 2017 - August 26, 2017			D0[redacted]																10/24/2017 06:21:39 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]																10/24/2017 06:21:40 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]																10/03/2017 09:03:04 AM	Cullum, Andrew	
August 13, 2017 - August 26, 2017			D0[redacted]																10/04/2017 10:24:24 AM	Cullum, Andrew	
August 13, 2017 - August 26, 2017			D0[redacted]	Submitted to Payroll	40			8											10/12/2017 09:43:03 AM	Cullum, Andrew	
August 13, 2017 - August 26, 2017			D0[redacted]	Submitted to Payroll	80														11/05/2017 02:46:56 PM	Munoz, Catherine	
August 13, 2017 - August 26, 2017			D0[redacted]	Submitted to Payroll	72														10/24/2017 06:21:43 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]	Submitted to Payroll	72														10/24/2017 06:21:43 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]	Submitted to Payroll	72														10/24/2017 06:21:44 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]	Submitted to Payroll	80														10/24/2017 06:21:44 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]	Submitted to Payroll	68.5														10/24/2017 06:21:45 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]	Submitted to Payroll	80														10/24/2017 06:21:45 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]	Submitted to Payroll	72														10/24/2017 06:21:45 PM	FEEDER	
August 13, 2017 - August 26, 2017			D0[redacted]	Submitted to Payroll	71.75														10/24/2017 06:21:46 PM	FEEDER	

★ Click!

Prior Pay Period Adjustments

- … And select the row for the appropriate employee
- Click 'Ok' in the pop-up window to create a prior period adjustment
- **Note:** Each row in this view corresponds to an employee who reports to this supervisor. All time sheets are from the same period.

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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Time & Attendance Reporting System

E-mail Feedback

Aug 13, 2017 - Aug 26, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted]		VAC: 0 SKL: 0	✓	1	[redacted]	D0[redacted]	Cullum, Andrew	80

APPROVE REJECT

Save
Main Menu
Return Timesheet to Employee
Submit to Time & Attendance Administrator
Back to List

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

Day of Month	Total Hours	Job 1
Position		[redacted]
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

Import Default Hours Clear All Hours

Reason for Adjusting Timesheet:

Prior Pay Period Adjustments

- Once you are in the time sheet, you have two options: correct the timesheet yourself, or route it back to the employee for corrections.

Overtime Calculations

Day of Week	Scheduled Hrs	Non-Wrk Hrs	Wrk Hrs	Double-time (> 24)	Overtime	SDF
Sunday	0	0	0	0	0	0
Monday	0	0	8	0	0	0
Tuesday	0	0	8	0	0	0
Wednesday	0	0	8	0	0	0
Thursday	0	0	8	0	0	0
Friday	0	0	8	0	0	0

	Regular (REG)	OT Straight (OTS)	OT Half (OTH)	OT Premium (OTP)	Doubletime (ODH)	OT Double (OT2)
Non-Work Hours Wk1	0	0				
Work Hours	40	0	0	0	0	0

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Time & Attendance Reporting System

E-mail Feedback

Aug 13, 2017 - Aug 26, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted]		VAC: 4.69 SKL: 21	✔	1	[redacted]		Cullum, Andrew	80

APPROVE REJECT

Save
Main Menu
Return Timesheet to Employee
Submit to Time & Attendance Administrator
Back to List

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

Day of Month	Total Hours	Job 1
Position		[redacted]
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 / 8 SP, 72 REG

Import Default Hours Clear All Hours

Reason for Adjusting Timesheet:

Prior Pay Period Adjustments

- Original Time Entries will appear on the left….

…and adjusted hours appear on the right.

- In this example, the supervisor adjusted off 8 hours regular hours and recorded 8 hours of sick leave.

Overtime Calculations

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	0	8	0	Monday	8	0	0
Tuesday	8	0	0	Tuesday	8	0	0

	Week 1	Week 2	Total
Work Hours:	32	40	72
Non-Work Hours:	8	0	8
Overtime Straight:	0	0	0
Overtime Premium:	0	0	0
Shift Differential:	0	0	0

UNIVERSITY OF CALIFORNIA, RIVERSIDE

UC RIVERSIDE

Time & Attendance Reporting System

E-mail Feedback

Aug 13, 2017 - Aug 26, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted]		VAC: 0 SKL: 0	✔	1	[redacted]	D0[redacted]	Cullum, Andrew	80

APPROVE REJECT

Save
Main Menu
Return Timesheet to Employee
Submit to Time & Attendance Administrator
Back to List

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

Day of Month	Total Hours	Job 1
Position		[redacted]
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

Import Default Hours Clear All Hours

Prior Pay Period Adjustments

- In either case, you must select a 'Reason for Adjusting Timesheet'

Reason for Adjusting Timesheet:

Timesheet not Submitted
Incorrect Hours Entered
Other

Overtime Calculations

Day of Week	Scheduled Hrs	N		-time (> 24)	Overtime	SDF
Sunday	0	0	0	0	0	0
Monday	0	0	8	0	0	0
Tuesday	0	0	8	0	0	0
Wednesday	0	0	8	0	0	0
Thursday	0	0	8	0	0	0
Friday	0	0	8	0	0	0

	Regular (REG)	OT Straight (OTS)	OT Half (OTH)	OT Premium (OTP)	Doubletime (ODH)	OT Double (OT2)
Non-Work Hours Wk1	0	0				
Work Hours	40	0	0	0	0	0

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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Time & Attendance Reporting System

E-mail Feedback

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted]		VAC: 75.67 SKL: 63.73	✓	1	[redacted]	D0[redacted]	Cullum, Andrew	

Main Menu
Return Timesheet to Employee
Submit to Time & Attendance Administrator
Back to List

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

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

New Comments: Please record sick leave for Monday, July 17. You were absent.

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

Save Comments

Comment	User NetID	Date

Prior Period Adjustment - Comments

- …and add comments explaining the circumstances and/or giving the employee specific instructions for correcting their timesheet.

- Note: it is critical for supervisors to carefully review Prior Pay Period Adjustments before approving the timesheet. Once a timesheet adjustment is approved, it cannot be adjusted again.

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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Time & Attendance Reporting System

E-mail Feedback

Aug 13, 2017 - Aug 26, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted]		VAC: 25.82 SKL: 13.26	✔	1	[redacted]	D0[redacted]	Cullum, Andrew	80

Save
Main Menu
Submit to Supervisor

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

Day of Month	Total Hours	Job 1
Position		[redacted]
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

Import Default Hours Clear All Hours

Error! ORA-01403: no data found

Returned timesheet

- Edits made to a returned timesheet are recorded next to the original time
- The employee must add a comment explaining changes before re-submitting the timesheet

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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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

Returned timesheets – History

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

TARS FOM Process

Course Chapters

1. Supervisor Role and Cutover Responsibilities

2: Overview of Timesheet changes: Monthly Employees

3: Overview of Timesheet changes: Biweekly employees

4: Approving Timesheets

5: Adjustments and Corrections

6: **Establishing a default Schedule**

Welcome, Andrew Cullum (12/11/2017)

Data Last Updated 12/06/2017

General Options

- Edit/Complete Current Timesheet (47)
- Review Previous Timesheet(s)
- Edit Previous Timesheet(1)
- Help
- View Payroll Calendar
- Exit Application

Pre Approver Options

- Review/Pre-Approve Current Timesheets for Supervisor/Unit Head DAVIDG (3)
- Review Previous Timesheet(s)

Supervisor/Unit Head Options

- Review/Approve Current Timesheets for Direct Reports (10)
- Review/Approve Prior Period Adjustments for Direct Reports (30)
- Review Previous Timesheet(s)
- Prior Pay Period Adjustment
- Approve Previous Timesheets (2)
- Maintain Pre-Approver (1)
- View Timeclock Entries for Direct Reports
- Maintain Settings for Direct Reports

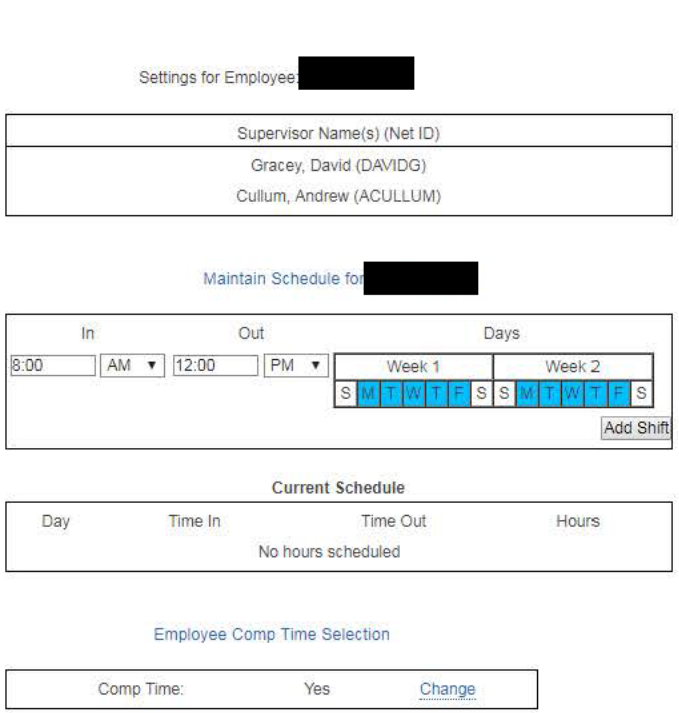
Central Office Inquirer Options

- Global Search
- Negative Confirmation Report
- Funding Sources Change Report
- TARS-PPS Comparison Report
- Disabled Department List

timesheettest.ucr.edu/timesheet_test/timesheet_taa.ListEmployees?cookie=7865

Establish a Default Schedule

- To establish a default schedule for a biweekly employee, click the ‘Maintain Settings for Direct Reports’ link, and then click the name of the employee



Establish a Default Schedule

- Note that this employee has two supervisors: she has two concurrent jobs.
- Each supervisor must independently establish a default schedule. For employees with multiple jobs, the default schedule determines where overtime should be charged.

- To create a shift, enter the clock-in and clock-out times. When you click ‘Add Shift,’ the default hours will be applied to all of the days highlighted in blue.
- If the shift should be added to only certain days, click the applicable day to turn it white.
- You can add multiple shifts, if necessary.

8:00	AM	12:00	PM	Week 1							Week 2						
				S	M	T	W	T	F	S	S	M	T	W	T	F	S

Add Shift

Current Schedule

Day	Time In	Time Out	Hours
1st Monday	8:00 AM	12:00 PM	4
	STUDENT 1 - Undergraduate Admissions		
		Total:	4
1st Tuesday	8:00 AM	12:00 PM	4
	STUDENT 1 - Undergraduate Admissions		
		Total:	4
1st Wednesday	8:00 AM	12:00 PM	4
	STUDENT 1 - Undergraduate Admissions		
		Total:	4
1st Thursday	8:00 AM	12:00 PM	4
	STUDENT 1 - Undergraduate Admissions		
		Total:	4
1st Friday	8:00 AM	12:00 PM	4
	STUDENT 1 - Undergraduate Admissions		
		Total:	4
2nd Monday	8:00 AM	12:00 PM	4
	STUDENT 1 - Undergraduate Admissions		
		Total:	4
2nd Tuesday	8:00 AM	12:00 PM	4
	STUDENT 1 - Undergraduate Admissions		
		Total:	4
2nd Wednesday	8:00 AM	12:00 PM	4
	STUDENT 1 - Undergraduate Admissions		
		Total:	4
2nd Thursday	8:00 AM	12:00 PM	4
	STUDENT 1 - Undergraduate Admissions		
		Total:	4
2nd Friday	8:00 AM	12:00 PM	4
	STUDENT 1 - Undergraduate Admissions		
		Total:	4
		Total Period Hours:	40

Remove All

Establish a Default Schedule

- This is the result after saving the shift shown in the previous slide

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Time & Attendance Reporting System

Back to Employee List

Main Menu

Settings for Employee: [redacted]

Supervisor Name(s) (Net ID)
Gracey, David (DAVIDG)
Cullum, Andrew (ACULLUM)

Maintain Schedule for [redacted]

In	Out	Days	
	AM ▼	AM ▼	Week 1: S M T W T F S; Week 2: S M T W T F S

Add Shift

Current Schedule

Day	Time In	Time Out	Hours	
1st Monday	8:00 AM	12:00 PM	4	
	STUDENT 1 - Undergraduate Admissions			
	1:00 PM	5:00 PM	4	Remove
	STUDENT 1 - UCR ARTSBlock			
		Total:	8	
1st Tuesday	8:00 AM	12:00 PM	4	
	STUDENT 1 - Undergraduate Admissions			
	1:00 PM	5:00 PM	4	Remove
	STUDENT 1 - UCR ARTSBlock			
		Total:	8	
1st Wednesday	8:00 AM	12:00 PM	4	
	STUDENT 1 - Undergraduate Admissions			
	1:00 PM	5:00 PM	4	Remove
	STUDENT 1 - UCR ARTSBlock			
		Total:	8	
1st Thursday	8:00 AM	12:00 PM	4	
	STUDENT 1 - Undergraduate Admissions			
	1:00 PM	5:00 PM	4	Remove
	STUDENT 1 - UCR ARTSBlock			
		Total:	8	
1st Friday	8:00 AM	12:00 PM	4	
	STUDENT 1 - Undergraduate Admissions			
	1:00 PM	5:00 PM	4	Remove
	STUDENT 1 - UCR ARTSBlock			
		Total:	8	
2nd Monday	8:00 AM	12:00 PM	4	
	STUDENT 1 - Undergraduate Admissions			
	1:00 PM	5:00 PM	4	Remove
	STUDENT 1 - UCR ARTSBlock			
		Total:	8	
2nd Tuesday	8:00 AM	12:00 PM	4	
	STUDENT 1 - Undergraduate Admissions			
	1:00 PM	5:00 PM	4	Remove

Establish a Default Schedule

- …And this is the result after the second supervisor added a default schedule.
- Note that this employee works in the morning at Undergraduate Admissions, and in the afternoon at UCR ARTSBlock.

Note: We realize this is not a realistic example for a student worker – the process is similar for any non-represented employee.

UNIVERSITY OF CALIFORNIA, RIVERSIDE

UC RIVERSIDE

Time & Attendance Reporting System

E-mail Feedback

Oct 08, 2017 - Oct 21, 2017 Timesheet

Save
Main Menu
Submit to Supervisor

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted]		VAC: 0 SKL: 3.69	✔	1	STUDENT 1	D01180 - Undergraduate Admissions	Cullum, Andrew	0
				2	STUDENT 1	D01295 - UCR ARTSBlock	Gracey, David	0

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

Day of Month	Total Hours	Job 1	Job 2
Position		STUDENT 1	STUDENT 1
SUNDAY OCT 8th, 2017	0		
MONDAY OCT 9th, 2017	0		
TUESDAY OCT 10th, 2017	0		
WEDNESDAY OCT 11th, 2017	0		
THURSDAY OCT 12th, 2017	0		
FRIDAY OCT 13th, 2017	0		
SATURDAY OCT 14th, 2017	0		
SUNDAY OCT 15th, 2017	0		
MONDAY OCT 16th, 2017	0		
TUESDAY OCT 17th, 2017	0		
WEDNESDAY OCT 18th, 2017	0		
THURSDAY OCT 19th, 2017	0		
FRIDAY OCT 20th, 2017	0		
SATURDAY OCT 21st, 2017	0		
Total:	0		

Import Default Hours | Clear All Hours

Apply a Default Schedule

- To use the default schedule, the employee must click 'Import Default 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
Sunday	0	0	0	Sunday	0	0	0
Monday	0	0	0	Monday	0	0	0
Tuesday	0	0	0	Tuesday	0	0	0
Wednesday	0	0	0	Wednesday	0	0	0

	Week 1	Week 2	Total
Work Hours:	0	0	0
Non-Work Hours:	0	0	0
Comp Time Accrual	0	0	0
Shift Differential:	0	0	0

javascript:ImportDefaultHours();

UNIVERSITY OF CALIFORNIA, RIVERSIDE

UCRIVERSIDE

Time & Attendance Reporting System

E-mail Feedback

Oct 08, 2017 - Oct 21, 2017 Timesheet

Save
Main Menu
Submit to Supervisor

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted]		VAC: 0 SKL: 3.69	✓	1	STUDENT 1	D01180 - Undergraduate Admissions	Cullum, Andrew	40
				2	STUDENT 1	D01295 - UCR ARTSBlock	Gracey, David	40

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

Day of Month	Total Hours	Job 1	Job 2
Position		STUDENT 1	STUDENT 1
SUNDAY OCT 8th, 2017	0		
MONDAY OCT 9th, 2017	8	4 REG	4 REG
TUESDAY OCT 10th, 2017	8	4 REG	4 REG
WEDNESDAY OCT 11th, 2017	8	4 REG	4 REG
THURSDAY OCT 12th, 2017	8	4 REG	4 REG
FRIDAY OCT 13th, 2017	8	4 REG	4 REG
SATURDAY OCT 14th, 2017	0		
SUNDAY OCT 15th, 2017	0		
MONDAY OCT 16th, 2017	8	4 REG	4 REG
TUESDAY OCT 17th, 2017	8	4 REG	4 REG
WEDNESDAY OCT 18th, 2017	8	4 REG	4 REG
THURSDAY OCT 19th, 2017	8	4 REG	4 REG
FRIDAY OCT 20th, 2017	8	4 REG	4 REG
SATURDAY OCT 21st, 2017	0		
Total:	80	40 REG	40 REG

Import Default Hours Clear All Hours

Apply a Default Schedule

- …And the hours will default in

Overtime Calculations

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

	Week 1	Week 2	Total
Work Hours:	40	40	80
Non-Work Hours:	0	0	0
Comp Time Accrual	0	0	0
Shift Differential:	0	0	0

UNIVERSITY OF CALIFORNIA, RIVERSIDE

UC RIVERSIDE

Time & Attendance Reporting System

E-mail Feedback

Oct 08, 2017 - Oct 21, 2017 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[redacted]		VAC: 0 SKL: 3.69	✔	1	STUDENT 1	D01180 - Undergraduate Admissions	Cullum, Andrew	40
				2	STUDENT 1	D01295 - UCR ARTSBlock	Gracey, David	40

Save
Main Menu
Submit to Supervisor

Apply a Default Schedule

- The 'Detailed View' tab will show the punch-in and punch-out times for each job.

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

Date	Total Hours Per Day	Time In/Out	Type	STUDENT 1 (Undergraduate Admissions)	STUDENT 1 (UCR ARTSBlock)
SUNDAY OCT 8th, 2017					
MONDAY OCT 9th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular		4
TUESDAY OCT 10th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular		4
WEDNESDAY OCT 11th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular		4
THURSDAY OCT 12th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular		4
FRIDAY OCT 13th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular		4
SATURDAY OCT 14th, 2017					
SUNDAY OCT 15th, 2017					
MONDAY OCT 16th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular		4
TUESDAY OCT 17th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular		4
WEDNESDAY OCT 18th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular		4
THURSDAY OCT 19th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular		4
FRIDAY OCT 20th, 2017	8	8:00 AM - 12:00 PM	Regular	4	
		1:00 PM - 5:00 PM	Regular		4
SATURDAY OCT 21st, 2017					
Total Hours	80			40	40

FOM|UCPath Training Team Email

FOMUCPathtraining@ucr.edu

Training Resources

http://fomucpath.ucr.edu/training/resources.html

Your Feedback Please

https://tinyurl.com/ucrfomucpathfeedback

Thank You