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.
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).
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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Employee → TARS or feeder system</td>
</tr>
<tr>
<td>2</td>
<td>Supervisor → TARS</td>
</tr>
<tr>
<td>3</td>
<td>Shared Services TAA → TARS</td>
</tr>
<tr>
<td>4</td>
<td>UCPath Center → UCPath</td>
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</table>
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.
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 \(\rightarrow\) TARS or feeder system

2: Supervisor \(\rightarrow\) TARS

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

4: UCPath Center \(\rightarrow\) 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.
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](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.
Monthly employees: TARS ‘Overview’ Tab
- Allows employees to see their job details, supervisor, and leave balances
- This tab has not changed significantly!
### Time & Attendance Reporting System

**TARS Time Reporting Tab – Monthly Employees**
- As is true today, monthly employees will report absences by clicking the appropriate checkbox.
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.
### 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.
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

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<thead>
<tr>
<th>Date</th>
<th>Total Hours</th>
<th>Type</th>
</tr>
</thead>
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<tr>
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<td>8</td>
<td>Personal - Vacation</td>
</tr>
<tr>
<td>WEDNESDAY SEP 20th, 2017</td>
<td>8</td>
<td>Personal - Vacation</td>
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<tr>
<td>THURSDAY SEP 21st, 2017</td>
<td>8</td>
<td>Personal - Vacation</td>
</tr>
<tr>
<td>FRIDAY SEP 22nd, 2017</td>
<td>8</td>
<td>Personal - Vacation</td>
</tr>
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<td>MONDAY SEP 25th, 2017</td>
<td>8</td>
<td>Personal - Vacation</td>
</tr>
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<td>TUESDAY SEP 26th, 2017</td>
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<td>Personal - Vacation</td>
</tr>
<tr>
<td>WEDNESDAY SEP 27th, 2017</td>
<td>8</td>
<td>Personal - Vacation</td>
</tr>
<tr>
<td>THURSDAY SEP 28th, 2017</td>
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<td>FRIDAY SEP 29th, 2017</td>
<td>8</td>
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<td>FRIDAY OCT 13th, 2017</td>
<td>8</td>
<td>Personal - Vacation</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>80</strong></td>
<td></td>
</tr>
</tbody>
</table>
Monthly Employees: Changes to Reporting Leave

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

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

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

- The link ‘Use more than one leave type’ can be used to split a day between multiple leave types (e.g., Sick & Vacation)
- This is only permitted in certain circumstances: 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.
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
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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.
TARS Overview Tab – Biweekly Employees

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

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

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

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

**Warning:** If 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.
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.
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.
Completed Biweekly Timesheet with two jobs:

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

- Note that the employee worked 9 hours on Wed – Friday during the second week of the period.
- TARS calculated three hours of premium overtime.
- TARS will continue to display other overtime calculations, as it does today.
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.
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1. Supervisor Role and Cutover Responsibilities

2: Overview of Timesheet changes: Monthly
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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
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
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.
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.
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Adjustments & Changes to Timesheets

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

Prior Period Adjustments – If required, an employee may request that their supervisor re-open and route their previous timesheet to them for adjustments.

- The previous monthly timesheet and the previous two bi-weekly timesheets may be re-routed.
- The supervisor must record a reason for each adjustment. The original timesheet and the adjusted version are available in history.
- Please note, in 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.
Prior Pay Period Adjustments

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

⭐ Click!
### Prior Pay Period Adjustments

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

★ 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.
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.
Prior Pay Period Adjustments

- Original Time Entries will appear on the left.
  - In this example, the supervisor adjusted off 8 hours regular hours and recorded 8 hours of sick leave.

...and adjusted hours appear on the right.
Prior Pay Period Adjustments
• In either case, you must select a ‘Reason for Adjusting Timesheet’
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.
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
Returned timesheets – History

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

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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.
Establish a Default Schedule

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

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<tr>
<th>Day</th>
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<th>Hours</th>
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<tr>
<td></td>
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<tr>
<td>Total:</td>
<td></td>
<td></td>
<td>4</td>
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<tr>
<td>1st Tuesday</td>
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<td>Total:</td>
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<td>2nd Friday</td>
<td>8:00 AM</td>
<td>12:00 PM</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>STUDENT 1 - Undergraduate Admissions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Total Period Hours: 40</td>
<td>Remove All</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
Apply a Default Schedule

- To use the default schedule, the employee must click 'Import Default Hours'
### Time & Attendance Reporting System

**UCRIVERSIDE**

#### Oct 9, 2017 - Oct 21, 2017 Timesheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
<th>Leave Balances</th>
<th>Primary Job</th>
<th>Title</th>
<th>Department</th>
<th>Supervisor</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>VAC: 0</td>
<td>SKL: 3.69</td>
<td>1</td>
<td>STUDENT 1</td>
<td>D01180 - Undergraduate Admissions</td>
<td>Cultam, Andrew</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>STUDENT 1</td>
<td>D01265 - UCR ARTSBlock</td>
<td>Gracey, David</td>
</tr>
</tbody>
</table>

### Time Reporting

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>Total Hours</th>
<th>Job 1</th>
<th>Job 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday Oct 8th, 2017</td>
<td>0</td>
<td>STUDENT 1</td>
<td>STUDENT 1</td>
</tr>
<tr>
<td>Monday Oct 9th, 2017</td>
<td>8</td>
<td>4 REG</td>
<td>4 REG</td>
</tr>
<tr>
<td>Tuesday Oct 10th, 2017</td>
<td>8</td>
<td>4 REG</td>
<td>4 REG</td>
</tr>
<tr>
<td>Wednesday Oct 11th, 2017</td>
<td>8</td>
<td>4 REG</td>
<td>4 REG</td>
</tr>
<tr>
<td>Thursday Oct 12th, 2017</td>
<td>8</td>
<td>4 REG</td>
<td>4 REG</td>
</tr>
<tr>
<td>Friday Oct 13th, 2017</td>
<td>8</td>
<td>4 REG</td>
<td>4 REG</td>
</tr>
<tr>
<td>Saturday Oct 14th, 2017</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunday Oct 15th, 2017</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday Oct 16th, 2017</td>
<td>8</td>
<td>4 REG</td>
<td>4 REG</td>
</tr>
<tr>
<td>Tuesday Oct 17th, 2017</td>
<td>8</td>
<td>4 REG</td>
<td>4 REG</td>
</tr>
<tr>
<td>Wednesday Oct 18th, 2017</td>
<td>8</td>
<td>4 REG</td>
<td>4 REG</td>
</tr>
<tr>
<td>Thursday Oct 19th, 2017</td>
<td>8</td>
<td>4 REG</td>
<td>4 REG</td>
</tr>
<tr>
<td>Friday Oct 20th, 2017</td>
<td>8</td>
<td>4 REG</td>
<td>4 REG</td>
</tr>
<tr>
<td>Saturday Oct 21st, 2017</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 40 REG

---

Apply a Default Schedule

- …And the hours will default in
Apply a Default Schedule

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

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