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Subject: TARS and COVID-19 Related Leaves Pay Period Ending 4/18/2020
Date: Wednesday, April 22, 2020 11:21:26 AM
Attachments: [image002.png](#)

Dear Colleagues,

In the past few weeks, there have been many policy changes related to available leaves for employees who cannot work due to the COVID-19:

- UC Paid Administrative Leave
- US Department of Labor (DOL) Emergency Paid Sick Leave for Employee
- DOL Emergency Paid Sick Leave for Family
- DOL Expanded Family Medical Leave (FML)
- UC Job Protection letter

Aside from the UC Paid Administrative Leave (<https://bfs.ucr.edu/news/2020/04/22/admin-leave-codes-tars>), all other leave codes are still pending deployment in TARS and configuration in UCPath.

For the 4/5-4/18/2020 biweekly pay period, several employees reached or exceeded the max of the “Administrative – Paid Special” (of 128 hours) for the pay period ending April 18, 2020 as they were unable to work due to COVID-19. If your unit has employees in this situation, please follow the steps below based on the appropriate scenario **after** the new leave codes have been deployed into TARS. The new leaves are expected to be deployed in TARS this week.

Scenario 1: Biweekly Timesheet submitted with additional ADMSPC hours pending the establishment of the new leave codes

1. Determine which leave is the most appropriate for the additional hours
2. Obtain guidance from the Human Resources department
3. Obtain the appropriate approvals
4. Supervisors will initiate a Prior Pay Period Adjustment in TARS to reverse the ADMSPC hours and add the appropriate leave hours
 - a. Adjustments for pay period ending 4/18/2020 are available from 4/22/2020 – 5/19/2020

Note: In the future, TARS will enforce the leave maximum threshold.

Scenario 2: Biweekly Timesheet submitted with REG hours pending the establishment of the new leave codes

1. Determine which leave is the most appropriate for the additional hours
2. Obtain guidance from the Human Resources department
3. Obtain the appropriate approvals
4. Supervisors will initiate a Prior Pay Period Adjustment in TARS to reverse the REG hours and add the appropriate leave hours
 - a. Adjustments for pay period ending 4/18/2020 are available from 4/22/2020 – 5/19/2020

Scenario 3: Biweekly Timesheet submitted with Less than 80 hours pending the establishment of the new leave codes

1. Determine which leave is the most appropriate for the additional hours
2. Obtain guidance from the Human Resources department
3. Obtain the appropriate approvals
4. Supervisors will initiate a Prior Pay Period Adjustment in TARS to submit the missing hours with the appropriate leave codes
 - a. Adjustments for pay period ending 4/18/2020 are available from 4/22/2020 – 5/19/2020
5. This missing hours will be paid with the pay period ending 5/2/2020 (check date 5/13/2020). Please contact your Shared Service Center if an urgent situation exists.

Please ensure all supervisors in your unit are aware of this guidance.

Questions related to timesheets/TARS can be directed to timesheetfeedback@ucr.edu and questions about leave policy should be directed to HRPolicy@ucr.edu

Sincerely,

Bobbi McCracken
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