

TARS: Biweekly Employees

OVERVIEW

Information is adapted from the [Intro to TARS for Employees \(UCRTA100\)](#) course.

Navigation: <http://timesheet.ucr.edu>

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

The screenshot shows the 'Overview' tab of the Time & Attendance Reporting System. At the top, it displays the employee's name, ID, and job title. Below this, there are tabs for 'OVERVIEW', 'TIME REPORTING', 'DETAILED VIEW', 'ATTACHMENTS', 'COMMENTS', and 'APPROVAL HISTORY'. The 'Employee Information' section includes fields for Name, Employee ID, Home Department, Supervisory, Pay Schedule, Premium OTE, and Primary Title Code. The 'Balance Information (Current Balances Pending)' table shows the following data:

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

The 'Vacation Details' section shows a 'Maximum Vacation Limit' of 340. A note at the bottom states: '* Vacation limit may be applied to a maximum of 2 times the annual full-time earning rate whether the employee holds a full- or part-time appointment - 05.'

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).

The screenshot shows the 'Time Reporting' tab of the TARS system. It features a calendar view for the week of August 13, 2017, to August 20, 2017. A 'Time Reporting Screen' pop-up is visible, allowing the user to enter time for a specific date (August 13, 2017). The screen includes fields for 'Time In', 'Time Out', 'Hours', 'Time/Less Type', and 'Time/Less Sub-Type'. The 'Hours' field is set to 4.00, and the 'Time/Less Type' is 'Regular working hour'. The 'Time/Less Sub-Type' is 'Regular'. The 'Job' field is set to 'ASSISTANT II'. The 'Total hours' field shows 0. Below the calendar, there is a table for 'Week 1' and 'Week 2' showing the days of the week and their corresponding hours.

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: Biweekly Employees

The screenshot shows the TARS interface for a biweekly employee. At the top, there's a header with the University of California, Riverside logo and 'Time & Attendance Reporting System'. Below this is a 'Aug 13, 2017 - Aug 26, 2017 Timesheet' section. A table lists employee details: Name, Employee ID, Leave Balances, Primary Job (Job 1: ASSISTANT II, Job 2: ASSISTANT II), Title, Department, Supervisor (Cullum, Andrew), and Total Hours (0). Below the table are tabs for OVERVIEW, TIME REPORTING (selected), DETAILS VIEW, ATTACHMENTS, COMMENTS, and APPROVAL HISTORY. The main area is a timesheet grid with columns for Day of Month, Total Hours, Job 1, and Job 2. A red box highlights the 'ASSISTANT II' job titles for Job 1 and Job 2. A red arrow points from the Job 1 title to the Job 2 title. A blue callout box contains the following text:

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.

The screenshot shows the 'Time Reporting Screen' in the TARS system. It features a dropdown menu for 'Date' set to 'TUE 09/12'. Below this are fields for 'Time In' (8:00 AM), 'Time Out' (12:00 PM), 'Hours' (6:00), 'Time/Leave Type' (Regular Working Hour), and 'Time/Leave Sub-Type' (Regular). The 'Job' dropdown menu is open, showing two options: 'Building Services - ASSISTANT II SERVICE INSTITUTE (PHN10P1)' and 'Grounds - ASSISTANT II SERVICE INSTITUTE (PHN10P1)'. The second option is highlighted in red. A blue callout box contains the following text:

Reporting time for multiple jobs

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

Warning: If you open the timesheet by clicking on the column corresponding to your second job, your second job will **not** auto-populate in the timeclock. You **must** select the correct job for each time entry.

Approval for biweekly 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.

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TARS Time Reporting Tab – Leave

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

TARS Time Reporting Tab – Apply to Date Range

- Biweekly employees will still have the ability to apply their time entries to a date range.
- Start this by clicking the "Apply to Date Range" link.

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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.

The screenshot shows the 'Time Reporting Screen' with a date range dropdown set to 'From: MON 08/14' and 'To: MON 08/21'. The dropdown menu is open, showing dates from SUN 08/13 to SAT 08/26. The 'Time In' is set to 8:00 AM and 'Time Out' is 5:00 PM. The 'Time/Leave Type' is 'Regular Working Hour' and the 'Time/Leave Sub-Type' is 'Regular'. The 'Apply To' is set to '1' and 'Apply to Single Date' is checked.

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

The screenshot shows the 'Time & Attendance Reporting System' interface. At the top, it displays 'Sep 10, 2017 - Sep 23, 2017 Timesheet'. Below this is a table with columns for Name, Employee ID, Leave Balance, Primary Job, Title, Department, Supervisor, and Total Hours. Two jobs are listed: Job 1 (Assistant II Service Institute) and Job 2 (Assistant II Service Institute). The timesheet table below shows the employee's work schedule for the week of September 11-17, 2017. Job 1 hours are reported for Monday and Tuesday (8 REG each), and Job 2 hours are reported for Wednesday and Thursday (8 REG each). A sick day (S SP) is reported for Friday. The total hours for Job 1 are 16 REG and for Job 2 are 16 REG, 0 SP.

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Day of Month	Total Hours	Job 1
SUNDAY AUG 13th, 2017	0	ASSISTANT I
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	8 REG
THURSDAY AUG 24th, 2017	9	8 REG
FRIDAY AUG 25th, 2017	9	8 REG
SATURDAY AUG 26th, 2017	0	
Total:	82	80 REG

Overtime Calculations											
Week 1					Week 2					Total	
Day of Week	Wk 1st	Non-Wk 1st	SCF	Day of Week	Wk 2nd	Non-Wk 2nd	SCF	Work Hours	Week 1	Week 2	Total
Sunday	0	0	0	Sunday	0	0	0	Work Hours	43	43	86
Monday	8	0	0	Monday	8	0	0	Non-Add Hours	0	0	0
Tuesday	8	0	0	Tuesday	8	0	0	Overtime Straight	0	0	0
Wednesday	8	0	0	Wednesday	9	0	0	Overtime Premium	0	3	3
Thursday	8	0	0	Thursday	9	0	0	Shift Differential	0	0	0
Friday	8	0	0	Friday	9	0	0				
Saturday	0	0	0	Saturday	0	0	0				
Total	40	0	0	Total	43	0	0				

Completed Biweekly Timesheet with one job:

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

Name	Employee ID	Leave Balance	Primary Job	Title	Supervisor	Total Hours
	WIC: 4642	341: 37.29	1	ASSISTANT I SERVICE INSTITUTE	Cullen, Andrew	46
			2	ASSISTANT I SERVICE INSTITUTE	Cullen, Andrew	36

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

TARS Detailed View – Biweekly Employees

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

Submitting Timesheets for Approval

Submitting Timesheet to Supervisor

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

Day of Month	Total Hours	Job 1
SUNDAY AUG 13th, 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	8	8 REG
THURSDAY AUG 24th, 2017	8	8 REG
FRIDAY AUG 25th, 2017	8	8 REG
SATURDAY AUG 26th, 2017	0	
Total:	83	76 REG, 8 SP

Supervisor View

- This is what your supervisor will see once you submit a timesheet.
- Your supervisor can approve your timesheet, modify it if necessary, or return it to you for edits.
- It is very important for supervisors to carefully review employee timesheets before approving.

Day of Month	Total Hours	Job 1
SUNDAY AUG 13th, 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	8	8 REG
THURSDAY AUG 24th, 2017	8	8 REG
FRIDAY AUG 25th, 2017	8	8 REG
SATURDAY AUG 26th, 2017	0	
Total:	83	76 REG, 8 SP

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Approval History Tab

- The Approval History tab records the timesheet's location in the approval process.
- The current step is highlighted in white.
- Actions taken by you, your supervisor, or the TAA are recorded in the list below.
- In most cases, timesheets are automatically submitted to UCPath once your supervisor approves it.
- If you are on leave or there is a problem with your timesheet, it will be routed to the TAA at your Shared Service Center for a final check

Contact

Email Timesheetfeedback@ucr.edu with questions or concerns