

## OVERVIEW

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

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

- It is the employee's responsibility to accurately record hours worked and/or leave taken and submit to their supervisor in TARS before the monthly deadline.
- Monthly employees will continue to have one timesheet per pay period, even if they have multiple jobs.
- If a monthly employee has multiple jobs, the supervisor for their primary job must approve their timesheet. All other supervisors who they report to will receive an email notification when the timesheet is approved.
- Monthly employees will continue to report leave taken, not hours worked.
- Supervisors are responsible for reviewing and approving timesheets when they are initially submitted and after any adjustments are made.
- Most timesheets will bypass the Shared Service Center (SSC) and be submitted directly to UCPath.
- If the employee or supervisor fails to approve a timesheet, it must be approved in the 'Late Approval' window, which occurs after payroll has been processed.

The screenshot displays the 'Time & Attendance Reporting System' interface for the University of California, Riverside. The main header includes the university logo and 'UC RIVERSIDE' branding. Below the header, there is a navigation bar with tabs for 'OVERVIEW', 'TIME REPORTING', 'DETAILS VIEW', 'ATTACHMENTS', 'COMMENTS', and 'APPROVAL HISTORY'. The 'OVERVIEW' tab is selected, showing a summary of employee information and balance data.

**Employee Information:**

Name:	[Redacted]
Employee ID:	[Redacted]
Home Department:	D
Supervisor(s):	Cullum, Andrew
Pay Schedule:	M
Maximum OTE:	Not Eligible
Primary Title Code:	307564
Title Unit Code:	99

**Balance Information (Current Balances Pending):**

	Begin Balance	Earned	Taken	Adjustment	Lost	End Balance
Vacation	55.62	0.00	0	0		55.61
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 \* 243

\* Vacation leave may be accrued to a maximum of 2 times the annual full-time earning rate whether the employee works a full- or part-time appointment. - 105

**TARS 'Overview' Tab**

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

# TARS: Monthly Employees

**TARS Time Reporting Tab - Monthly Employees**

- As is true today, monthly employees will report absences by clicking the appropriate checkbox.
- The columns are categorized by leave take type.

**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: Monthly Employees

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave	
Sat: Sep 09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sun: Sep 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon: Sep 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tue: Sep 12	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wed: Sep 13	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thu: Sep 14	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fri: Sep 15	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sat: Sep 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sun: Sep 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon: Sep 18	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tue: Sep 19	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wed: Sep 20	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thu: Sep 21	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fri: Sep 22	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sat: Sep 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sun: Sep 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon: Sep 25	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tue: Sep 26	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wed: Sep 27	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thu: Sep 28	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fri: Sep 29	<input checked="" type="checkbox"/> 8 VP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sat: Sep 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sun: Oct 01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon: Oct 02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tue: Oct 03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wed: Oct 04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thu: Oct 05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fri: Oct 06	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sat: Oct 07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sun: Oct 08	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon: Oct 09	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tue: Oct 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wed: Oct 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thu: Oct 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fri: Oct 13	<input type="checkbox"/>	<input checked="" type="checkbox"/> 8 SP	<input type="checkbox"/>	<input type="checkbox"/>	
Sat: Oct 14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sun: Oct 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total	72	8	0	0	

**TARS Time Reporting Tab – Monthly Employees**

- Here's a completed monthly timesheet.
- In this example, the employee took nine days of vacation and one day of sick leave during the period.

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			
THURSDAY SEP 21st 2017	8	Personal - Vacation			
FRIDAY SEP 22nd 2017	8	Personal - Vacation			
MONDAY SEP 25th 2017	8	Personal - Vacation			
TUESDAY SEP 26th 2017	8	Personal - Vacation			
WEDNESDAY SEP 27th 2017	8	Personal - Vacation			
THURSDAY SEP 28th 2017	8	Personal - Vacation			
FRIDAY SEP 29th 2017	8	Personal - Vacation			
FRIDAY OCT 13th 2017	8	Personal - Sick			
Total Hours	80				80

**TARS Detailed View – Monthly Employees**

- Here's something new – the 'Detailed View' tab replaces the 'Pay Sources' tab
- Employees should use this tab to verify leave taken before submitting the timesheet to their supervisor.

## 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).

# TARS: Monthly Employees

**Reporting multiple types of Leave – Monthly Employees**

- The link 'Use more than one leave type' can be used to *split* a day between multiple leave types (e.g., Sick & Vacation)
- This is only permitted in certain circumstances; please speak with your supervisor if you are unsure of the policy

**Reporting multiple types of Leave – Monthly Employees**

- After clicking the 'Use more than one leave type' link, a timeclock window will open.
- Assign the correct number of hours to each leave type.
- Note that the total hours reported in a day must total 8 hours, or the number of hours in your regular work day.

*Example:* This employee took a sick day, but only had 6 hours of available sick time. Two hours of vacation were added to complete the 8 hour day.

# TARS: Monthly Employees

**Reporting multiple types of Leave – Monthly Employees**

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

## Submitting Timesheets for Approval

The following example uses a biweekly timesheet, but the process is very similar for monthly employees

**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

**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.

**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.

## Adjustments & Changes to timesheets

If the Shared Service Center corrects a timesheet 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 may be re-routed.

# TARS: Monthly Employees

- The supervisor must record a reason for each adjustment. The original timesheet and the adjusted version are available in history.
- Please note, this feature should only be used in rare circumstances. Employees and Supervisors are responsible for ensuring timesheet accuracy prior to submitting/approving timesheets.

**Supervisor View**

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

**Accessing Re-opened Prior Timesheet(s)**

- To access re-opened prior timesheet(s), click the 'Edit Previous Timesheet' link.
- Note that a number will appear next to the link if you have returned timesheets to edit.

**Re-opened Prior Timesheet**

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

Day of Month	Total Hours	Job 1
SUNDAY AUG 13th, 2017	0	-
MONDAY AUG 14th, 2017	0	0 REG /
TUESDAY AUG 15th, 2017	0	0 REG /
WEDNESDAY AUG 16th, 2017	0	0 REG /
THURSDAY AUG 17th, 2017	0	0 REG /
FRIDAY AUG 18th, 2017	0	0 REG /
MONDAY AUG 21st, 2017	0	-
TUESDAY AUG 22nd, 2017	0	0 REG /
WEDNESDAY AUG 23rd, 2017	0	0 REG /
THURSDAY AUG 24th, 2017	0	0 REG /
FRIDAY AUG 25th, 2017	0	0 REG /
SATURDAY AUG 26th, 2017	0	-
Original Inclusive	00	00 REG / 00 REG

# TARS: Monthly Employees

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Time & Attendance Reporting System

Aug 15, 2017 - Aug 26, 2017 Timesheet

Employee ID: [REDACTED] Email: [REDACTED] Phone: [REDACTED] Supervisor: Cullum, Andrew

Job 1

Day of Month	Total Hours	Job 1
SUNDAY AUG 13th, 2017	0	0
MONDAY AUG 14th, 2017	8	8 REG (4.490, 8.98)
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	0
SUNDAY AUG 20th, 2017	0	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	0
Original Aggregate	88	88 REG (42.980, 85.96)

Print Export to CSV Clear All Hours Error GRA01480: No data found

**Re-opened Prior Timesheet**

- ... but once you make changes the edits are recorded next to the original time.
- Add a comment explaining your changes before submitting the timesheet to your supervisor.

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Time & Attendance Reporting System

Review Previous Timesheets

Timesheet	Employee Name	Status	Last Updated	Updated By
<a href="#">August 15, 2017 - August 26, 2017 modified</a>	[REDACTED]	Submitted to Supervisor	12/05/2017 06:59:50 PM	[REDACTED]
<a href="#">August 15, 2017 - August 26, 2017</a>	[REDACTED]	Submitted to Payroll	10/10/2017 01:59:22 PM	Cullum, Andrew
<a href="#">July 30, 2017 - August 12, 2017</a>	[REDACTED]	Submitted to Payroll	09/27/2017 02:06:41 PM	Cullum, Andrew

**Re-opened Prior Timesheets – History**

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

## Contact

Email [Timesheetfeedback@ucr.edu](mailto:Timesheetfeedback@ucr.edu) with questions or concerns