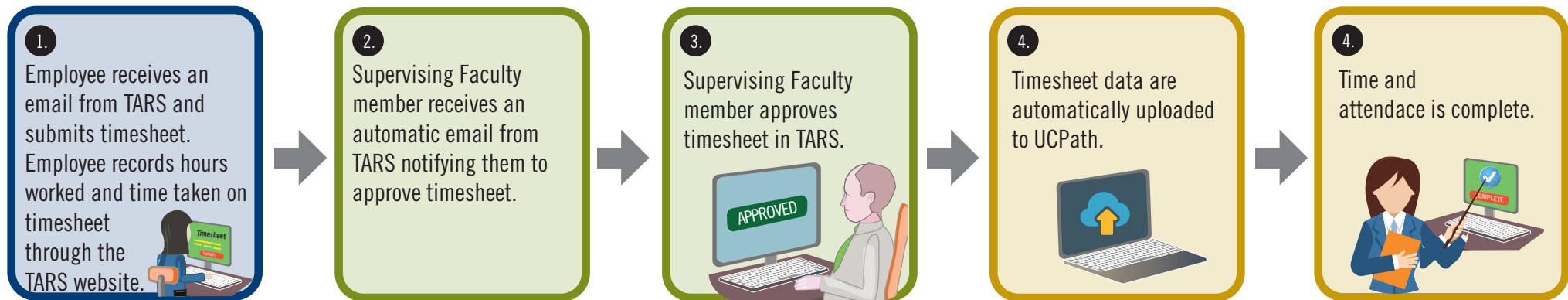


# TIME AND ATTENDANCE

The Time and Attendance Reporting System (TARS) monitors and reports employees' time worked and leave taken.

## TOPIC: HOW TO APPROVE TIMESHEETS



CURRENT STATE ROLE:	FUTURE STATE ROLE:
EMPLOYEE	SAME
SUPERVISOR	SAME

FACULTY RESPONSIBILITIES	AP STAFF RESPONSIBILITIES
EMPLOYEE	

**NOTE:** If employee's timesheet is unusual it is routed to the Shared Service Center. Shared Services reviews and resolves unusual aspects of timesheet.