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

TOPIC: HOW TO APPROVE TIMESHEETS

1. Employee receives an email from TARS and submits timesheet. Employee records hours worked and time taken on timesheet through the TARS website.

2. Supervising Faculty member receives an automatic email from TARS notifying them to approve timesheet.

3. Supervising Faculty member approves timesheet in TARS.

4. Timesheet data are automatically uploaded to UCPath. Time and attendance is complete.

CURRENT STATE ROLE: FUTURE STATE ROLE:

<table>
<thead>
<tr>
<th>EMPLOYEE</th>
<th>SAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVISOR</td>
<td>SAME</td>
</tr>
</tbody>
</table>

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