December 2017 Timesheet Deadlines to ensure you’re paid accurately!

Time Entry/Approval: If you enter the time you work to receive your paycheck, there are important deadlines in December when UCPath transition is planned:

A. Monthly Paid Employees:
   - 12/14/17 (Thu) at 11:00 pm: Supervisor approval cutoff
     - 01/02/18 (Tue): Pay Day (First monthly pay check through UCPath).

     Pay Day (First monthly pay check through UCPath). Paper paychecks will be mailed to home addresses for those currently receiving paper paychecks.

B. Biweekly Paid Employees:
   - Biweekly (B2) Time Reporting Period: 12/3/17 through 12/16/17
     - 12/14/17 (Thu) at 11:00 pm: Employee timesheet submission cutoff. Employees should project time worked and leave anticipated for December 15th and 16th.
     - 12/15/17 (Fri) at 11:00 pm: Supervisor approval cutoff.
     - 12/27/17 (Wed): Pay Day in PPS (Last biweekly pay check in PPS) Due to campus closure, paper paychecks will be distributed as usual on Tuesday (1/2/2018) when campus re-opens; however, direct deposits will be deposited on pay day (12/27/17).

   Biweekly (B1) Time Reporting Period: 12/17/17 through 12/30/17
     - 12/20/17 (Wed) at 11:00 pm: Employee timesheet submission cutoff in old TARS. Employees should project time worked and leave anticipated for December 21st through December 30th.
     - 12/22/17 (Fri) at 11:00 pm: Supervisor approval cutoff in old TARS.
     - 01/02/18 (Tue): Supervisors to review timesheets in new TARS for accuracy.
     - 01/10/18 (Wed): Pay Day (First biweekly paycheck through UCPath). Paper paychecks will be mailed to home addresses for those currently receiving paper paychecks.

Features of the new TARS
- The new version of TARS was launched on December 12, 2017.
- Employees will be able to track intermittent leave time taken.
- Supervisors will be able to re-open and re-route the last monthly timesheet or the last two bi-weekly timesheets if a valid business justification is provided. Be sure to inform your supervisor immediately if there is a mistake on a previous timesheet so it can be resolved quickly.
- Supervisors are still responsible for approving their employees’ timesheets. The majority of timesheets will not route through a Time and Attendance Administrator (TAA), but will automatically be submitted to UCPath once the supervisor approves.
- If you use Kronos Jantek, or Telestaff to enter your time, you will continue to use that system in the future.

TARS Training
UCRTA100 - Intro to TARS for Employees: This course provides an overview on how to effectively navigate & submit time in the remediated TARS environment, including time worked and leave taken for both biweekly and monthly employees.
- Online Self-Paced Training for ALL EMPLOYEES - Available 24/7 beginning NOW!
  - FOM: Intro to TARS for Employees (Online, self-paced training, 30 mins)
- Webinar Training Session for ALL EMPLOYEES - Monday, December 18:
  - FOM: Intro to TARS for Employees (Live Webinar, 1 hr) from 10:00AM to 11:00AM

UCRTA110 - Intro to TARS for Staff & Academic Supervisors: This course provides an overview for Staff and Academic Supervisors to effectively and accurately review, correct and approve employee timesheets in the remediated TARS environment and in compliance with new business rules and deadlines.
- In-Person & Webinar Training Sessions for Academic & Staff Supervisors have been completed, but an online version will be available early next week.

Registration for FOM|UCPath course offerings can be accessed directly from the training courses webpage, [http://fomucpath.ucr.edu/training/courses.html](http://fomucpath.ucr.edu/training/courses.html), just click on the course name and you will be taken directly to the registration page. You can also register from the UC Learning Center, [http://www.ucrllearning.ucr.edu/](http://www.ucrllearning.ucr.edu/).