TARS: Timesheet Adjustments

OVERVIEW
Information is adapted from the UCRTA110: Intro to TARS for Staff & Academic Supervisors course.

Navigation: http://timesheet.ucr.edu

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 timesheets.

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 and the previous two bi-weekly timesheets may be re-routed.
- The supervisor must record a reason for each adjustment. The original timesheet and the adjusted version are available in history.
- Please note, in support of organizational excellence and to improve operational effectiveness, this feature should only be used in rare circumstances. Employees and Supervisors are responsible for ensuring timesheet accuracy prior to submitting/approving timesheets.
Prior Pay Period Adjustments
• ... Then click the time period that you would like to correct

Prior Pay Period Adjustments
• ... And select the row for the appropriate employee
• Click ‘Ok’ in the pop-up window to create a prior period adjustment
• Note: Each row in this view corresponds to an employee who reports to this supervisor. All time sheets are from the same period.

Prior Pay Period Adjustments
• Once you are in the timesheet, you have two options: correct the timesheet yourself, or route it back to the employee for corrections.
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Prior Pay Period Adjustments
- Original Time Entries will appear on the left...
- ...and adjusted hours appear on the right.
- In this example, the supervisor adjusted off 8 hours regular hours and recorded 8 hours of sick leave.

Prior Pay Period Adjustments
- In other case, you must select a 'Reason for Adjusting Timesheet'

Prior Period Adjustment - Comments
- ...and add comments explaining the circumstances and/or giving the employee specific instructions for correcting their timesheet.
- Note: it is critical for supervisors to carefully review Prior Pay Period Adjustments before approving the timesheet. Once a timesheet adjustment is approved, it cannot be adjusted again.

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Returned timesheet
- Edits made to a returned timesheet are recorded next to the original time.
- The employee must add a comment explaining changes before resubmitting the timesheet.

Returned timesheets – History
- Both the original timesheet and the modified version will be available in the "Review Previous Timesheets" view.