TARS: Biweekly Employees

OVERVIEW

Information is adapted from the Intro to TARS for Employees (UCRTA100) course.

Navigation: http://timesheet.ucr.edu

- Every biweekly employee will receive one timesheet.
- If an employee has multiple jobs, their timesheet will display each job side-by-side on the timesheet.
- The employee should enter their hours worked and/or leave taken for each day & each job.
- TARS will prevent submitting overlapping hours on multiple jobs: For example, you cannot work 8:00 am –noon on Friday at two different jobs.
Approval for biweekly employees with multiple jobs

- The supervisor for each job must approve their portion of the timesheet.
- If one of the supervisors rejects the timesheet or makes changes, it will be returned to the employee for adjustments and sign-off.

Updated 7/2/2018
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TARS Time Reporting Tab – Leave
- When reporting leave, ensure to select the correct ‘Type/Leave Sub-Type’.
- For example, choose ‘Bereavement’ leave for time off related to the death of a family member.

TARS Time Reporting Tab – Apply to Date Range
- Biweekly employees will still have the ability to apply their time entries to a date range.
- Start this by clicking the "Apply to Date Range" link.
TARS Time Reporting Tab – Apply to Date Range

- When entering hours, the “From” selection will be the start of the range.
- Choose the end of the date range by selecting a date in the “To” dropdown.

Completed Biweekly Timesheet with two jobs:

- This employee has reported time for the first week in the period.
- They worked 8 hours at Job 1 on Monday and Tuesday, 8 hours at Job 2 on Wednesday and Thursday, and took a sick day on Friday.
**TARS: Biweekly Employees**

**Completed Biweekly Timesheet with one job:**
- Note that the employee worked 9 hours on Wed – Friday during the second week of the period.
- TARS calculated three hours of premium overtime.
- TARS will continue to display other overtime calculations, as it does today.

**TARS Detailed View – Biweekly Employees**
- Here's something new: the 'Detailed View' tab replaces the 'Pay Sources' tab.
- Employees should use this tab to verify hours worked and leave taken before submitting to the supervisor.
- A benefit of this tab is that it displays punch-in/punch-out times for each day. Note that this employee takes a one-hour lunch at noon everyday.

Updated 7/2/2018
Submitting Timesheets for Approval

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.
Contact

Email Timesheetfeedback@ucr.edu with questions or concerns