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Subject: Early Biweekly Timesheet Deadlines
Date: Monday, August 30, 2021 11:48:15 AM
Attachments: [image002.png](#)

Dear Colleagues,

With the upcoming Labor Day Holiday on 9/6/21, early timesheet deadlines for the biweekly pay period ending 9/4/21 are necessary. In order to meet the payroll cut-offs for the biweekly pay period ending 9/4/21, the following adjustments to the cut-off dates are required to allow for the prompt and accurate payment of biweekly employees.

08/22/21 – 09/04/21 Biweekly Pay Period

- Biweekly employees are asked to project hours worked (or leave taken) from Friday 9/3/2021 – Saturday 9/4/2021 and submit timesheets to supervisors **by 11:00 PM on Thursday, 9/2/2021** as opposed to Sunday 9/5/2021.
- Supervisors are asked to approve timesheets by **11:00 PM on Friday, 9/3/2021** as opposed to Monday, 9/6/2021.
- Although information will be provided to biweekly paid employees and supervisors within the TARS system and through the TARs reminders, **departments are asked to ensure their biweekly paid employees and supervisors are aware of the adjusted due dates.**
- Note: Time clock users do not have the ability to project hours worked. Employees can continue to clock in/out up until the end of this pay period (9/4/2021). Supervisors will be required to approve these timesheets by Tuesday, 09/7/2021 at 10:00 AM.

If adjustments to the projected time are necessary, supervisors should coordinate with their Shared Services Center or initiate a correction using the TARS “prior pay period adjustment” functionality. A user guide is available to assist supervisors with processing prior pay period adjustments:

https://bfs.ucr.edu/sites/g/files/rcwecm751/files/2020-05/tars_prior_pay_period_adj_guide_final.pdf

Please direct questions to timesheetfeedback@ucr.edu . Thank you for your assistance in meeting these cut-off dates.

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