

# TIME & ATTENDANCE

**TIME & ATTENDANCE:** The series of tasks and activities that capture data regarding time worked, leave taken and monitor the accuracy & completeness of that data until it is processed in the system.

## AS-IS PAIN POINTS

- 6000 bi-weekly and monthly T&A reports are manually reviewed by Time & Attendance Administrators for errors and outliers
- TARS and PPS may not be in sync, resulting in discrepancies requiring manual fixes by payroll staff and delay of accurate employee accrual data

## IMPROVEMENTS

- Based on business rules, timesheets will be automatically submitted for processing
- Exceptions will be reviewed and resolved by Shared Services Centers
- Time adjustments in TARS will be in sync with UCPath
- Additional TARS enhancements (see appendix)

## BENEFITS

- Reduced overall processing time
- Reduced number of timesheets that are returned to the employee and to the supervisor
- Reduction of time consuming manual timesheet reviews

## ROLES FOR TIME & ATTENDANCE

### SHARED SERVICES *(CONDITIONAL)*

Reviews exceptions and corrects errors.

### EMPLOYEE *(REQUIRED)*

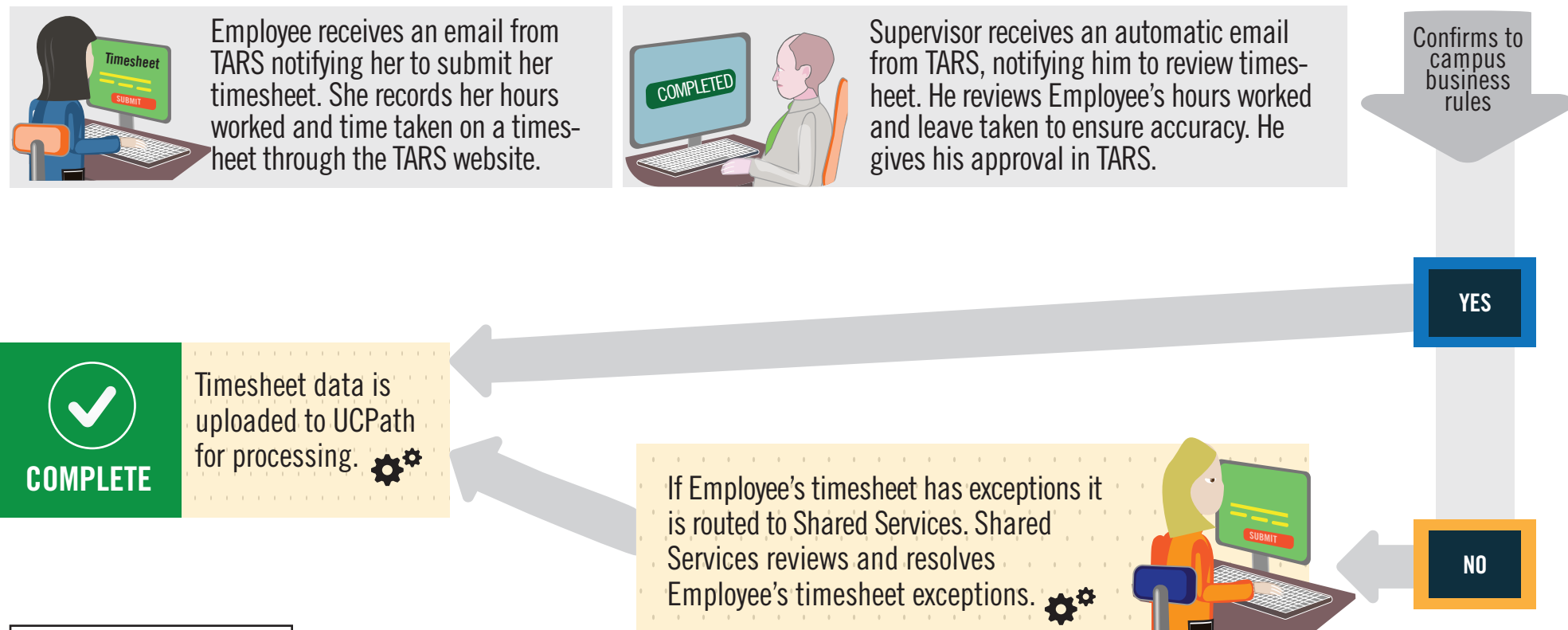
Completes and submits timesheet.

### SUPERVISOR/DEPARTMENT CHAIR OR DESIGNEE *(REQUIRED)*

Reviews and approves timesheets.

*Roadmap presents the most common business case. Additional business cases and details are available in the appendix.*

## TIME & ATTENDANCE MAP



### LEGEND

System Actions

People Actions

**TARS:** Time and Attendance Reporting System

Please note, an individual may assume one or many roles.

### DID YOU KNOW?

Employees have two weeks from the receipt of a "Negative Confirmation" to approve the timesheet and remove the Negative Confirmation status.

### THE PROCESS IS SUCCESSFUL IF...

- ✓ Employees receive their pay according to their assigned pay calendar.

# TARS APPENDIX

University of California, Riverside

UCR's Time and Attendance Reporting System (TARS) Enhancements associated with UCPATH

January 6, 2017 V4

## FOM BUSINESS RULES (See on right)

Campus business rules determine which timesheets are automatically submitted to UCPATH after Supervisor approval (timesheets for employees working standard schedules, not on leave, etc. are automatically submitted to UCPATH). Timesheets that do not pass these business rules are routed to the Shared Services Centers for issue resolution.

Category	Enhancement	Description	Status	Deployment Period
Business Rules	Enhanced Shift Differential/Overtime	Optimize and automate overtime & shift differential calculations	Complete and Deployed	Prior to UCPATH
Business Rules	Automated Timesheet Submission	Automated Submission of Timesheets based on campus business rules (bypasses TAA role)	Specifications under development	Concurrent with UCPATH
Business Rules	TARS Vacation Accrual Business Rules	TARS will not allow a negative vacation balance except during the holiday curtailment	Development in Progress	Prior to UCPATH
Enhanced Functionality	TARS for Academics (Phase One)	TARS for Academics Phase One including elimination of paper timesheets	Complete and Deployment Pending	Prior to UCPATH
Enhanced Functionality	TARS "Super-User" Functionality	Provides functionality to directly create UCPATH entries and replaces current functionality provided by direct PPS access	Specifications under development	Concurrent with UCPATH
Enhanced Functionality	Timesheet Entry/Approval by Job	Present timesheets based on jobs; enables approval of time by multiple supervisors	Specifications under development	Concurrent with UCPATH
Enhanced Functionality	EACS for Shared Services	Functionality enabling SAAs to assign TARS roles within Shared Services Centers	Specifications under development	Prior to UCPATH
Enhanced Functionality	Enhanced TARS Attachment Functionality	Pending	Pending	Concurrent with UCPATH
Enhanced Functionality	TARS for UCPATH	Completion of all remediation required to Ensure TARS functionality interfaces with UCPATH	Development in Progress	Concurrent with UCPATH
Reports / Data	TARS Summary Page Grid	Enable Summary grid to include all types of pay, (SDF, CTA, OTP, OTS) as well as comments	Development in Progress	Prior to UCPATH
Reports / Data	Time Reporting for Employees on Leave	Enables timesheets for employees on leave to be routed / approved	Specifications under development	Concurrent with UCPATH
Reports / Data	TARS Warning Messages - Potential to Lose Vacation	TARS will alert employees and supervisors when vacation hours may be lost	Specifications under development	Prior to UCPATH
Reports / Data	TARS Warning Messages - No Hours Reported	When employees and/or supervisors submit timesheets with no hours, present warning message to re-verify submission	Specifications under development	Prior to UCPATH
Reports / Data	TARS Exception Reporting	Enhance reports to better provide insight to timesheets that have failed business rules	Specifications under development	Concurrent with UCPATH
Reports / Data	TARS Leave Report	Enhance reports to easily determine which employees are on leave	Specifications under development	Concurrent with UCPATH
Reports / Data	TARS Catastrophic Leave Management	Functionality enabling employees to manage / submit catastrophic leave donations via TARS	Specifications under development	Concurrent with UCPATH

## Other TARS Related Functionality

Other	Previous Pay Periods Corrections	Ability to submit prior period adjustments	Analysis Pending - Non TARS Solution	Pending
Other	Non-NetID/External Approval of Timesheets	Approval of timesheets by external individuals who do not possess UCR NetIDs	Analysis Pending - Post August / September Deployment	Pending
Other	Optimization/Integration and Consolidation of Time-Clock Systems	Optimization/Integration/Consolidation of Campus Time-Keeping/Time-clock systems (JanTek, Kronos, Kronos for PD)	Analysis Pending - Post August / September Deployment	Pending
Other	TARS for Academics Phase II	Included formal Delegation functionality and Enterprise Directory enhancements	Specifications Complete - Post August / September Deployment	Pending
Other	One Time Payment (Additional Pay)	One time payment entry and UCPATH submission	Analysis Pending - Non TARS Solution	Pending