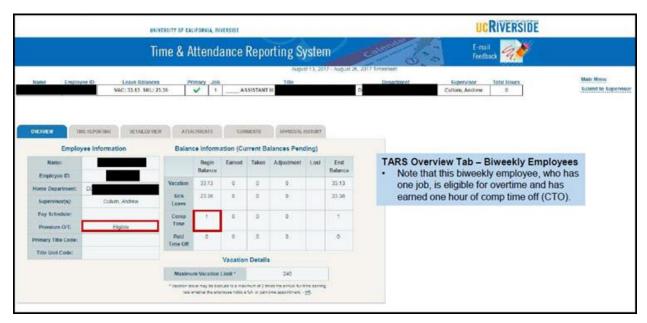


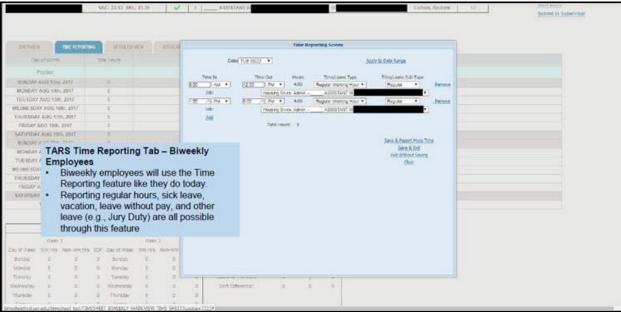
OVERVIEW

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

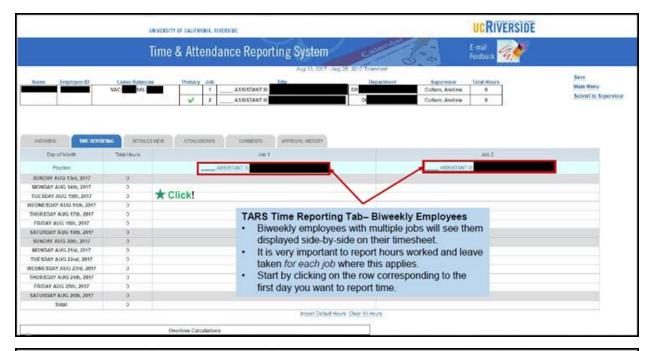
Navigation: http://timesheet.ucr.edu

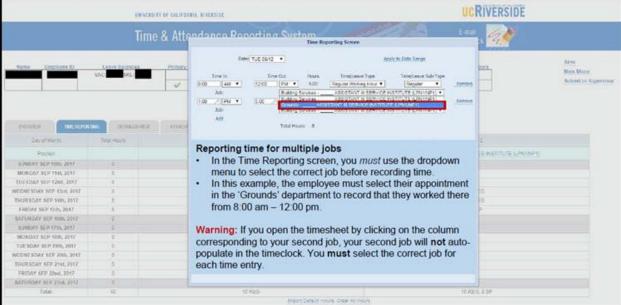
- Every biweekly employee will receive one timesheet.
- If an employee has multiple jobs, their timesheet will display each job side-by-side on the timesheet.
- The employee should enter their hours worked and/or leave taken for each day & each job.
- TARS will prevent submitting overlapping hours on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







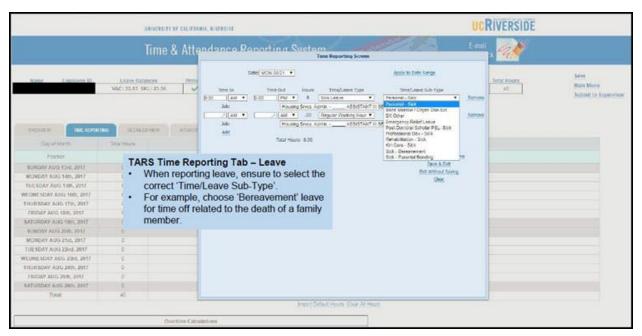


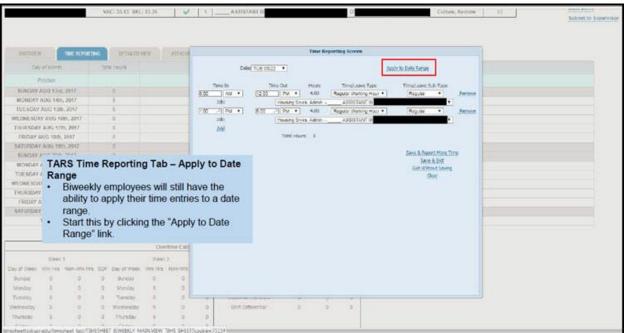


Approval for biweekly employees with multiple jobs

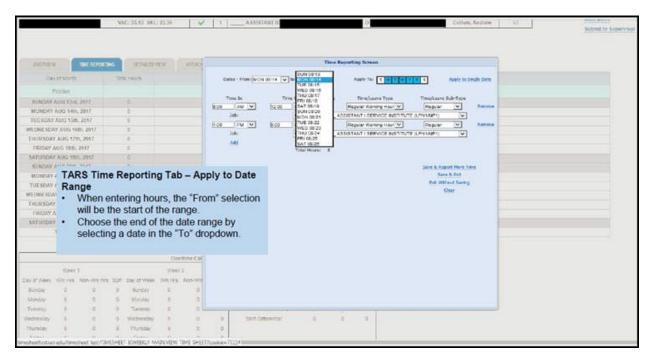
- The supervisor for each job must approve their portion of the timesheet.
- If one of the supervisors rejects the timesheet or makes changes, it will be returned to the employee for adjustments and sign-off.

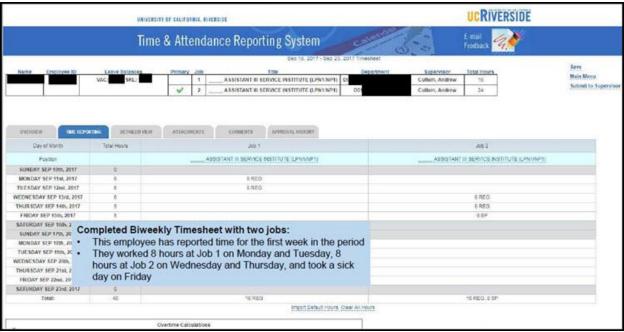




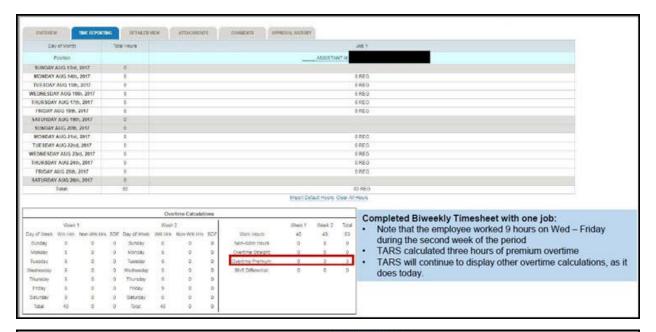


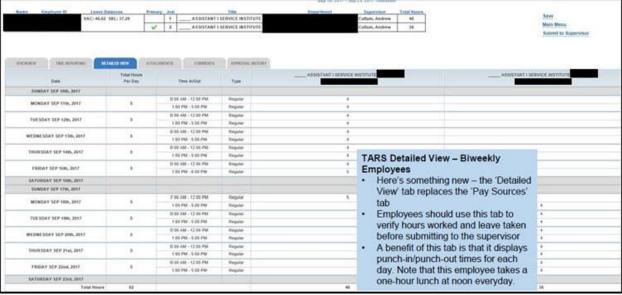






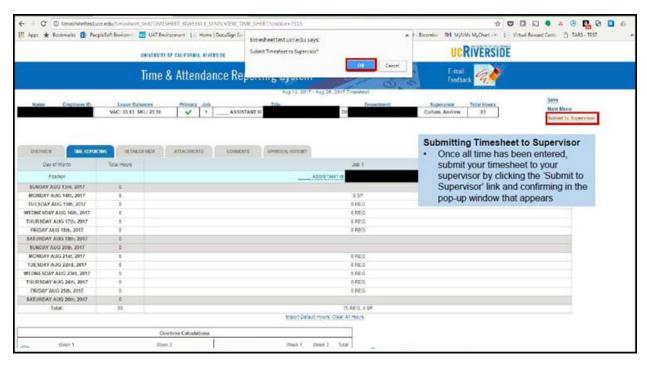






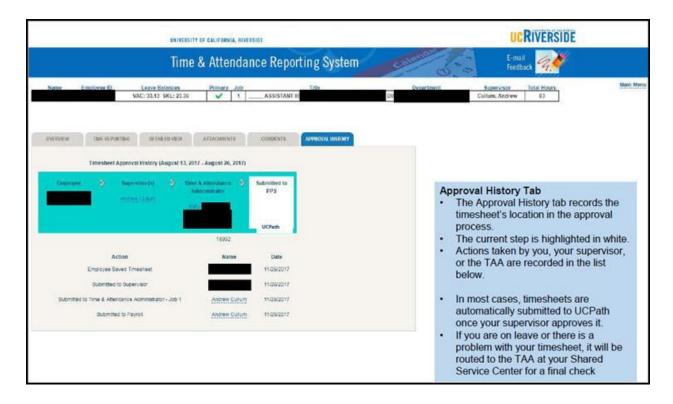


Submitting Timesheets for Approval









Contact

Email Timesheetfeedback@ucr.edu with questions or concerns