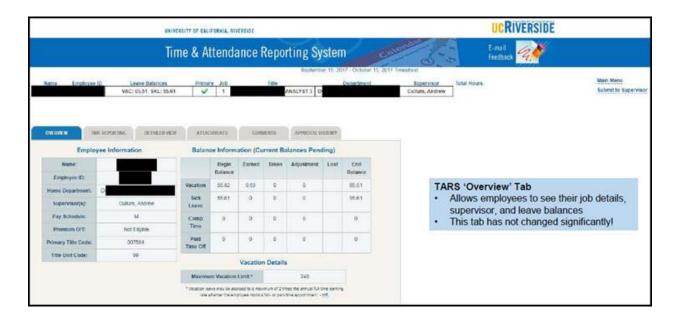


OVERVIEW

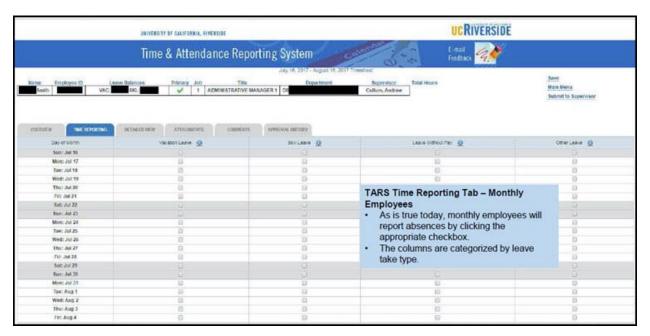
Information is adapted from the Intro to TARS for Employees (UCRTA100) course.

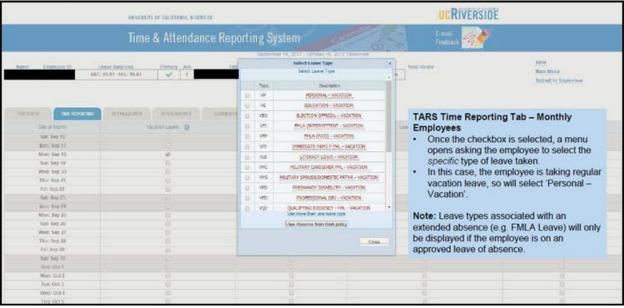
Navigation: http://timesheet.ucr.edu

- It is the employee's responsibility to accurately record hours worked and/or leave taken and submit to their supervisor in TARS before the monthly deadline.
- Monthly employees will continue to have one timesheet per pay period, even if they have multiple jobs.
- If a monthly employee has multiple jobs, the supervisor for their primary job must approve their timesheet. All other supervisors who they report to will receive an email notification when the timesheet is approved.
- Monthly employees will continue to report leave taken, not hours worked.
- Supervisors are responsible for reviewing and approving timesheets when they are initially submitted and after any adjustments are made.
- Most timesheets will bypass the Shared Service Center (SSC) and be submitted directly to UCPath.
- If the employee or supervisor fails to approve a timesheet, it must be approved in the 'Late Approval' window, which occurs after payroll has been processed.











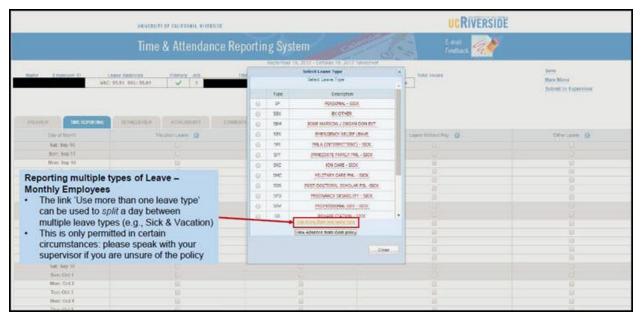


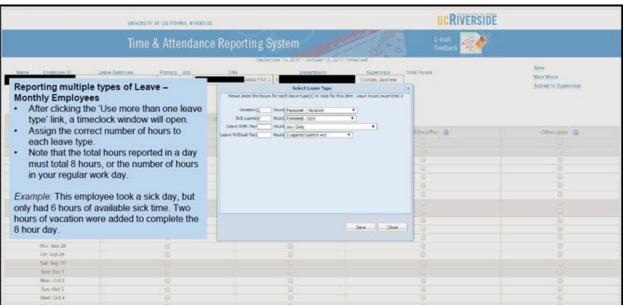


Monthly Employees: Changes to Reporting Leave

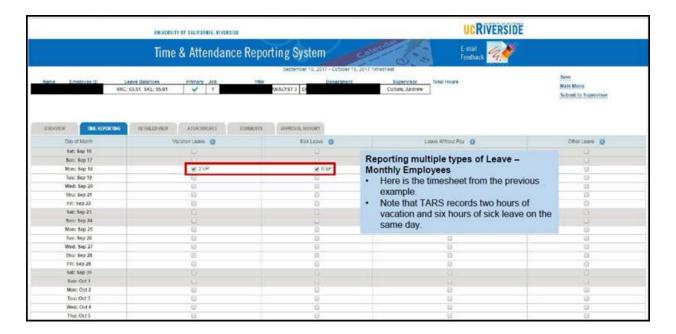
- Employees must still report a total of 8 hours (or the number of hours in their normal work day), but they may split their time between different types of leave --within policy guidelines.
- If you are unsure about the policies governing which types of leave can be combined, contact your supervisor.
- **Note** –TARS will produce an error if an employee tries to submit more or less hours than they work on a normal day. For example, a 100% employee must submit 8 hours, and a 50% employee must submit 4 hours.
- **Note** –TARS will calculate the correct number of Holiday hours for employees, based on their appointment percentage (FTE).





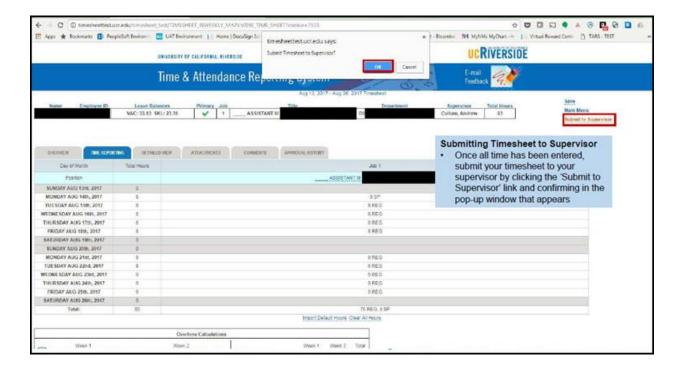






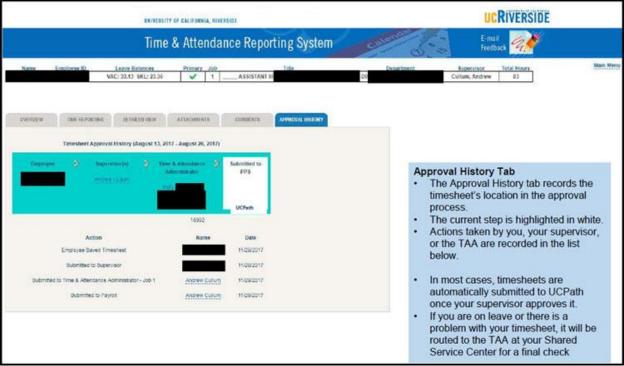
Submitting Timesheets for Approval

The following example uses a biweekly timesheet, but the process is very similar for monthly employees









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 time sheets.

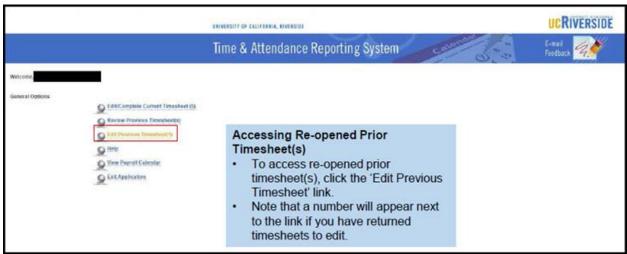
<u>Prior Period Adjustments</u> – If required, an employee may request that their supervisor re-open and route their previous timesheet to them for adjustments.

• The previous monthly timesheet may be re-routed.



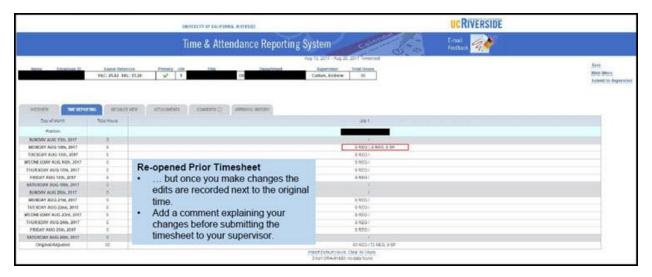
- The supervisor must record a reason for each adjustment. The original timesheet and the adjusted version are available in history.
- Please note, this feature should only be used in rare circumstances. Employees and Supervisors are responsible for ensuring timesheet accuracy prior to submitting/approving timesheets.

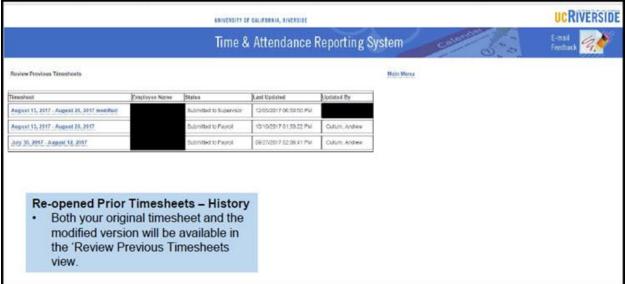












Contact

Email Timesheetfeedback@ucr.edu with questions or concerns