

OVERVIEW

Information is adapted from the [UCRTA110: Intro to TARS for Staff & Academic Supervisors](#) course.

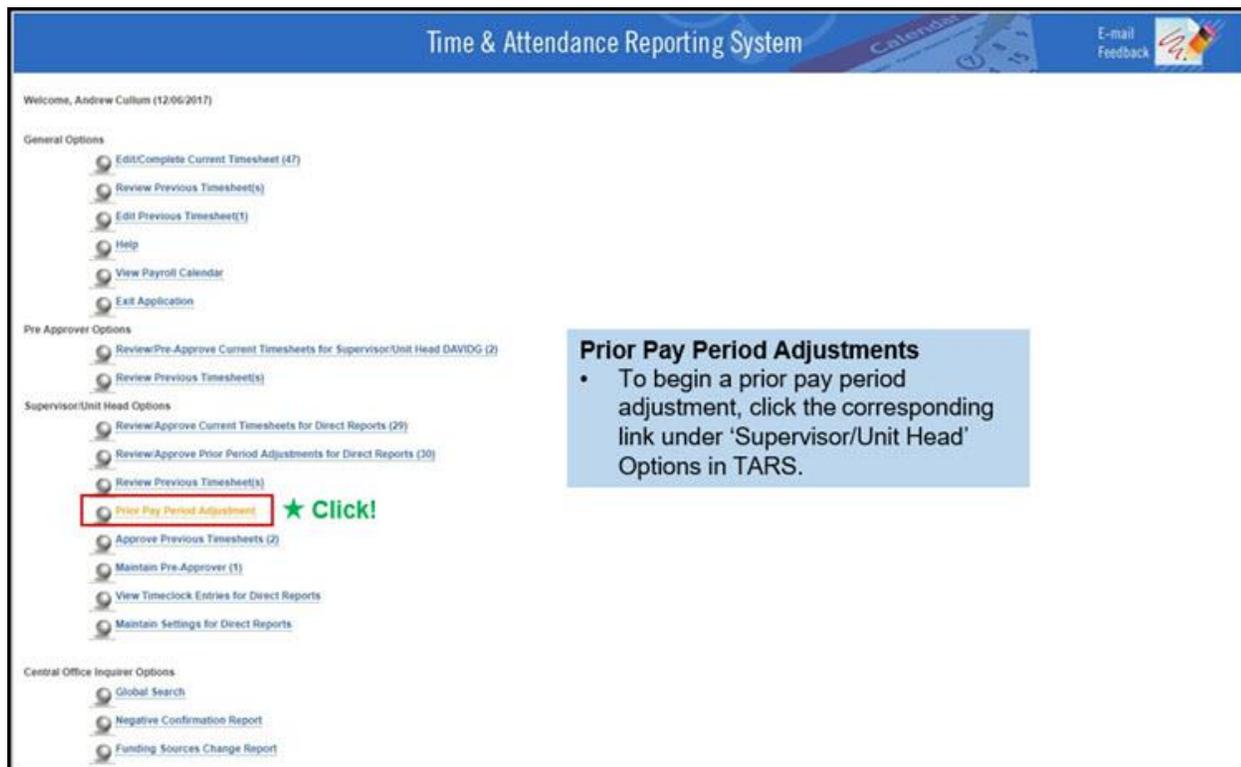
Navigation: <http://timesheet.ucr.edu>

ADJUSTMENTS & CHANGES TO TIMESHEETS

If the Shared Service Center corrects a time sheet 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.

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

- The previous monthly timesheet and the previous two bi-weekly timesheets 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, in support of organizational excellence and to improve operational effectiveness, this feature should only be used in rare circumstances. Employees and Supervisors are responsible for ensuring timesheet accuracy prior to submitting/approving timesheets.



Time & Attendance Reporting System

Welcome, Andrew Cullum (12/06/2017)

General Options

- Edit/Complete Current Timesheet (47)
- Review Previous Timesheet(s)
- Edit Previous Timesheet(1)
- Help
- View Payroll Calendar
- Exit Application

Pre Approver Options

- Review/Pre-Approve Current Timesheets for Supervisor/Unit Head DAVIDG (2)
- Review Previous Timesheet(s)

Supervisor/Unit Head Options

- Review/Approve Current Timesheets for Direct Reports (29)
- Review/Approve Prior Period Adjustments for Direct Reports (30)
- Review Previous Timesheet(s)
- **Prior Pay Period Adjustment** ★ Click!
- Approve Previous Timesheets (2)
- Maintain Pre-Approver (1)
- View Timeclock Entries for Direct Reports
- Maintain Settings for Direct Reports

Central Office Inquirer Options

- Global Search
- Negative Confirmation Report
- Funding Sources Change Report

E-mail Feedback

Prior Pay Period Adjustments

- To begin a prior pay period adjustment, click the corresponding link under 'Supervisor/Unit Head' Options in TARS.

TARS: Timesheet Adjustments

Time & Attendance Reporting System

Prior Pay Period Adjustment

Monthly Timesheets
 July 16, 2017 - August 15, 2017
 July 16, 2017 - July 15, 2017

Weekly Timesheets
 July 30, 2017 - August 12, 2017 **★ Click!**
 August 13, 2017 - August 26, 2017
 August 27, 2017 - September 09, 2017

Prior Pay Period Adjustments

- ... Then click the time period that you would like to correct

Time & Attendance Reporting System

Prior Pay Period Adjustment

Period	Employee Name	Employee ID	Dept	Status	REG	WAC	SAL	OTHER	LWOP	CTA	CTO	OES	OEP	ODN	OIH	OIT	MR	CBT	Last Updated	Updated By	Comments
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/24/2017 08:21:35 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/24/2017 08:21:36 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/24/2017 08:21:36 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/25/2017 02:42:48 PM	Culum, Andrew	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/24/2017 08:21:36 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														11/07/2017 03:19:07 PM	Brown, Chelsea	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/24/2017 08:21:36 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/24/2017 08:21:40 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/03/2017 09:03:04 AM	Culum, Andrew	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/24/2017 10:24:24 AM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/23/2017 09:43:03 AM	Culum, Andrew	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	72														11/05/2017 02:46:56 PM	Munoz, Catherine	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	72														10/24/2017 08:21:43 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	72														10/24/2017 08:21:43 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	72														10/24/2017 08:21:44 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/24/2017 08:21:44 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	88.5														10/24/2017 08:21:45 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	80														10/24/2017 08:21:45 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	72														10/24/2017 08:21:45 PM	FEEDER	
August 13, 2017 - August 26, 2017			00	Submitted to Payroll	71.75														10/24/2017 08:21:46 PM	FEEDER	

Prior Pay Period Adjustments

- ... And select the row for the appropriate employee
- Click 'OK' in the pop-up window to create a prior period adjustment
- Note: Each row in this view corresponds to an employee who reports to this supervisor. All time sheets are from the same period.

Time & Attendance Reporting System

Aug 13, 2017 - Aug 26, 2017 Timesheet

Employee: WAC: 8 SAL: 8
Supervisor: Culum, Andrew
Total Hours: 88

THE EMPLOYEE'S SCHEDULED HOURS

Day of Month	Total Hours	Job 1
SUNDAY AUG 13th, 2017	0	0
MONDAY AUG 14th, 2017	0	0
TUESDAY AUG 15th, 2017	0	0
WEDNESDAY AUG 16th, 2017	0	0
THURSDAY AUG 17th, 2017	0	0
FRIDAY AUG 18th, 2017	0	0
SATURDAY AUG 19th, 2017	0	0
SUNDAY AUG 20th, 2017	0	0
MONDAY AUG 21st, 2017	0	0
TUESDAY AUG 22nd, 2017	0	0
WEDNESDAY AUG 23rd, 2017	0	0
THURSDAY AUG 24th, 2017	0	0
FRIDAY AUG 25th, 2017	0	0
SATURDAY AUG 26th, 2017	0	0
Original Requested	80	80 REG AND REG

Reason for Adjusting Timesheet:

Options for Adjusting Timesheet:

Day of Week	Scheduled hrs	Non-Work hrs	Non-Work hrs	Outside time (p. 2)	Outside (p. 2)	Reg (p. 2)	OT (p. 2)										
Sunday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tuesday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Wednesday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Thursday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Friday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Saturday	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Prior Pay Period Adjustments

- Once you are in the time sheet, you have two options: correct the timesheet yourself, or route it back to the employee for corrections.

TARS: Timesheet Adjustments

Time & Attendance Reporting System

Aug 13, 2017 - Aug 20, 2017 Timesheet

Name: SAC: 405 SKL 21 Primary Job: 1 Title: Calhern, Andrew Supervisor: Calhern, Andrew Total Hours: 03

Buttons: APPROVE, REJECT

Navigation: OVERVIEW, TIME REPORTING, DETAILS VIEW, ATTACHMENTS, COMMENTS, APPROVAL HISTORY

Day of Month	Total Hours	Job 1
SUNDAY AUG 13th, 2017	0	0
MONDAY AUG 14th, 2017	0	8 REG (8 REG, 8 SP)
TUESDAY AUG 15th, 2017	0	8 REG
WEDNESDAY AUG 16th, 2017	0	8 REG
THURSDAY AUG 17th, 2017	0	8 REG
FRIDAY AUG 18th, 2017	0	8 REG
SATURDAY AUG 19th, 2017	0	0
SUNDAY AUG 20th, 2017	0	0
MONDAY AUG 21st, 2017	0	8 REG
TUESDAY AUG 22nd, 2017	0	8 REG
WEDNESDAY AUG 23rd, 2017	0	8 REG
THURSDAY AUG 24th, 2017	0	8 REG
FRIDAY AUG 25th, 2017	0	8 REG
SATURDAY AUG 26th, 2017	0	0
Original Adjusted	00	36 REG-14 SP, 72 REG

Reason for Adjusting Timesheet: [Dropdown]

Import Default Hours: Clear All Hours

Overflow Calculations:

Week 1	Week 2	Week 1	Week 2	Total
Day of Week: Friday 08/13/2017	Day of Week: Saturday 08/19/2017	REG HOURS: 32	REG HOURS: 40	72
Spillover: 0	Spillover: 0	Non-Work Hours: 8	Non-Work Hours: 8	8

Prior Pay Period Adjustments

- Original Time Entries will appear on the left....
- ...and adjusted hours appear on the right.
 - In this example, the supervisor adjusted off 8 hours regular hours and recorded 8 hours of sick leave.

Time & Attendance Reporting System

Aug 14, 2017 - Aug 20, 2017 Timesheet

Name: SAC: 6 SKL 9 Primary Job: 1 Title: Supervisor: Calhern, Andrew Total Hours: 00

Buttons: APPROVE, REJECT

Navigation: OVERVIEW, TIME REPORTING, DETAILS VIEW, ATTACHMENTS, COMMENTS, APPROVAL HISTORY

Day of Month	Total Hours	Job 1
SUNDAY AUG 13th, 2017	0	0
MONDAY AUG 14th, 2017	0	8 REG
TUESDAY AUG 15th, 2017	0	8 REG
WEDNESDAY AUG 16th, 2017	0	8 REG
THURSDAY AUG 17th, 2017	0	8 REG
FRIDAY AUG 18th, 2017	0	8 REG
SATURDAY AUG 19th, 2017	0	0
SUNDAY AUG 20th, 2017	0	0
MONDAY AUG 21st, 2017	0	8 REG
TUESDAY AUG 22nd, 2017	0	8 REG
WEDNESDAY AUG 23rd, 2017	0	8 REG
THURSDAY AUG 24th, 2017	0	8 REG
FRIDAY AUG 25th, 2017	0	8 REG
SATURDAY AUG 26th, 2017	0	0
Original Adjusted	00	36 REG-14 SP, 72 REG

Reason for Adjusting Timesheet: [Dropdown]

Import Default Hours: Show All Hours

Overflow Calculations:

Day of Week	Scheduled hrs	Time In: 24	Out: Time	OT
Sunday	0	0	0	0
Monday	0	0	0	0
Tuesday	0	0	0	0
Wednesday	0	0	0	0
Thursday	0	0	0	0
Friday	0	0	0	0
Saturday	0	0	0	0
Sunday	0	0	0	0

Prior Pay Period Adjustments

- In either case, you must select a 'Reason for Adjusting Timesheet'

Time & Attendance Reporting System

Aug 14, 2017 - Aug 20, 2017 Timesheet

Name: SAC: 7147 SKL: 93-23 Primary Job: 1 Title: Supervisor: Calhern, Andrew Total Hours: 00

Buttons: APPROVE, REJECT

Navigation: OVERVIEW, TIME REPORTING, DETAILS VIEW, ATTACHMENTS, COMMENTS, APPROVAL HISTORY

Please click on the "Add Comments" button to add your comments prior to moving away from this tab.
Please record time for Monday, July 17, You were absent.

New Comments: [Text Area]

(To preserve the text formatting, please hit "return" after each line. (Limit 2000 chars))

Save Comments

Comments: [Form]

Prior Period Adjustment - Comments

- ...and add comments explaining the circumstances and/or giving the employee specific instructions for correcting their timesheet.
- Note: it is critical for supervisors to carefully review Prior Pay Period Adjustments before approving the timesheet. Once a timesheet adjustment is approved, it cannot be adjusted again.

TARS: Timesheet Adjustments

Time & Attendance Reporting System

Aug 13, 2017 - Aug 26, 2017 Timesheet

Name: [Redacted] Employee ID: [Redacted] Leave Balance: VAC: 25.82 SML: 13.26 Primary Job: 1 Title: [Redacted] Department: [Redacted] Supervisor: Calkun, Andrew Total Hours: 60

View More Submit to Supervisor

EMPLOYEE: [Redacted] TIME REPORTING: [Redacted] SELECT YEAR: [Redacted] APPROVALS: [Redacted] COMMENTS: [Redacted] APPROVAL HISTORY: [Redacted]

Day of Week: Total Hours: Job 1

Position: [Redacted]

Day of Week	Total Hours	Job 1
SUNDAY AUG 13th, 2017	0	0
MONDAY AUG 14th, 2017	8	8
TUESDAY AUG 15th, 2017	8	8
WEDNESDAY AUG 16th, 2017	8	8
THURSDAY AUG 17th, 2017	8	8
FRIDAY AUG 18th, 2017	8	8
SATURDAY AUG 19th, 2017	0	0
SUNDAY AUG 20th, 2017	0	0
MONDAY AUG 21st, 2017	8	8
TUESDAY AUG 22nd, 2017	8	8
WEDNESDAY AUG 23rd, 2017	8	8
THURSDAY AUG 24th, 2017	8	8
FRIDAY AUG 25th, 2017	8	8
SATURDAY AUG 26th, 2017	0	0
Original/Posted	60	60

Returned timesheet

- Edits made to a returned timesheet are recorded next to the original time
- The employee must add a comment explaining changes before re-submitting the timesheet

Time & Attendance Reporting System

Review Previous Timesheets

Main Menu

Timesheet	Employee Name	Status	Last Updated	Updated by
August 13, 2017 - August 26, 2017 modified	[Redacted]	Submitted to Supervisor	12/05/2017 08:50:50 PM	[Redacted]
August 13, 2017 - August 26, 2017	[Redacted]	Submitted to Payroll	10/10/2017 01:50:22 PM	Calkun, Andrew
July 30, 2017 - August 12, 2017	[Redacted]	Submitted to Payroll	09/27/2017 02:05:41 PM	Calkun, Andrew

Returned timesheets – History

- Both the original timesheet and the modified version will be available in the 'Review Previous Timesheets' view