

### **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 & Atten	dance Reporting System	E-mail Feedback
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General Options		
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Review Previous Timesheet(s)		
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9 Help		
View Payroll Calendar		
S Exit Application		
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Review/Approve Current Timesheets for Direct Reports (29)	link under 'Supervisor/Unit Head'	
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Approve Previous Timesheets (2)		
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### **TARS: Timesheet Adjustments**

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Cannot	Our field	<ul> <li>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.</li> </ul>	

# **TARS: Timesheet Adjustments**

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