

BI-WEEKLY PAYROLL TIME & ATTENDANCE (TARS) TRAINING

January 2013

Agenda

- About Bi-weekly Pay
- TARS Changing Roles and Responsibilities
 - ▣ Time Reporters
 - ▣ Department Pre-approvers
 - ▣ Supervisors
 - ▣ FBO Service Center
- System Demonstration
- System Changes and Enhancements
- Special Handling
- Actions and Dates to Remember
- Additional Resources
- Questions

About Bi-weekly Pay

Why Move to Bi-weekly Pay

- Standardize pay practices across UC
- Overtime payments more timely
- More efficient and effective time reporting
- Reduction in manual adjustments
- Reduction in overpayments
- Vacation and sick leave balances will be current

Who Will Move to Bi-weekly Pay

- Non-exempt employees (hourly and salaried)
 - Employees who are eligible for overtime, shift differential, and on-call pay
 - Employees who report time worked, as well as sick, vacation, compensatory time and other leaves to nearest quarter hour

Bi-weekly Pay Cycle Details

Pay cycle	Sunday to Saturday, two week period. Payday is 11 days after pay cycle
Paychecks per year	26
Paycheck date	Every other Wednesday
Pay for Overtime, Shift, On Call, Etc.	Paid in bi-weekly check when earned
Pay rate	Established by hourly rate of pay
Deductions	Percentage deductions taken from all checks Flat dollar deductions taken from 24 checks 2 paychecks per year have flat deduction holiday

Vacation and Sick Accrual Changes

- Vacation and sick leave accruals processed every 4 weeks (2 bi-weekly pay periods) using factors
- There are 160 hours per 4-week accrual period
- The number of hours accrued per 4-week cycle will be standard.

Vacation and Sick Accrual Example

Type	Monthly (table)	Biweekly (factor)
Vacation	10.000000	9.230720
Sick Leave	8.000000	7.384640

- A full time employee with leave code 'A'
- Accruals will be the same in a year because of 13 accrual cycles (26 pay periods)
 - $9.230720 \times 13 = 120$ hours

Bi-weekly Conversion & Final Monthly Pay

- Distributions updated by Accounting by 1/12 to be effective on 1/20
- Prior distributions end on 1/19
- 1/1 – 1/19 Regular Pay = .60870% of monthly pay
- 1/1 – 1/19 By Agreement Pay = .60870% of monthly pay

Bi-weekly Pay Conversion

- Beginning 1/20 Regular Pay will be based on hours reported
 - ▣ Calculated by dividing annual salary by 2088 hours and rounding up to nearest cent
- Beginning 1/20 By Agreement Pay will be annualized and divided by 26 (the number of pay periods in the year)

Bi-Weekly Pay Calendar

February 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 	2
3	4	5	1 st Bi-weekly Pay Check for Jan. 20 – Feb. 2		8	9
10	11	12	13 	14	15	16
17	18 Holiday	19	20	21	22	23
24	25	26	27 	28		

Pay Check for Jan. 1 - 19

1st Bi-weekly Pay Check for Jan. 20 – Feb. 2

Next Bi-weekly Pay Check for Feb. 3 – Feb. 16

Changing Roles and Responsibilities

Positive Pay Time Reporters

Nonexempt Time Reporters

Department Pre-approvers

Supervisors

FBO Service Center

Positive Pay Time Reporters

CATEGORY	MONTHLY	BI-WEEKLY
Time Reporting (Regular Pay)	Positive Reporting	Positive Reporting
Time Reporting (Overtime)	Entered in TARS for recordkeeping purposes and manually calculated and entered in PPS	TARS will calculate weekly overtime. Daily and bi-weekly overtime will be manually calculated and entered into PPS
Pay Frequency	1	2 - 3
Responsibilities	Enter and route time monthly	Enter and route time bi-weekly

Nonexempt Salaried Time Reporters

CATEGORY	MONTHLY	BI-WEEKLY
Time Reporting (Regular Pay)	Exception Reporting	Positive Reporting
Time Reporting (Overtime)	Entered in TARS for recordkeeping purposes and manually calculated and entered in PPS	TARS will calculate weekly overtime. Daily and bi-weekly overtime will be manually calculated and entered into PPS
Pay Frequency	1	2 - 3
Responsibilities	Enter and route time monthly	Enter and route time bi-weekly

Time Reporter Best Practices

- To ensure on-time and accurate pay
 - ▣ Record hours worked daily
 - ▣ Normal work day must be entered in two shifts
 - ▣ Mark holidays
 - ▣ Don't rely on auto-submit feature
- Impact of not reporting time is no pay

Department Pre-approvers/Supervisors

CATEGORY	MONTHLY	BI-WEEKLY
Timesheet Approval	1	2 - 3
Timesheet Approval Turnaround Time	3 days	1 Day
Responsibilities	Evaluating the accuracy of employee's timesheet submission (if no assigned Pre-approver), approving time record and routing to TAA (FBO Service Center)	Evaluating the accuracy of employee's timesheet submission (if no assigned Pre-approver), approving time record and routing to TAA (FBO Service Center) Creating individual employee standard work schedule in TARS (optional)

Department Pre-approvers/Supervisors

Best Practices

- Verify timesheet is complete and includes
 - ▣ Holidays
 - ▣ Overtime
 - ▣ Exception Time
- Create and add default work schedules for non-exempt career employees
- If no default schedule, ensure work and meal periods are recorded
- Ensure recorded hours for employees on approved leave matches leave paperwork
- Supervisors on leave should designate back-up supervisor
- Recommended
 - ▣ Establish internal department schedule
 - ▣ Upload jury duty slips, overtime approval, etc. into TARS

FBO Service Center

CATEGORY	MONTHLY	BI-WEEKLY
Payroll Cycles	1	2 - 3
Time & Attendance Administrator (TAA) Payroll Processing	7 Days	1 Day
Responsibilities	<p>Review timesheets for completeness</p> <p>Return timesheets to supervisor for correction</p> <p>Submit accurate timesheets to PPS</p> <p>Manually process additional pay</p> <p>Manually process special handling items</p> <p>Validate payroll rosters</p>	<p>Review comments</p> <p>Submit accurate timesheets to PPS</p> <p>Manually process additional pay</p> <p>Manually process special handling items</p> <p>Validate payroll rosters</p>

VIEW	TIME REPORTING	PAY SOURCES	ATTACHMENTS	COMMENTS	APPROVAL HISTORY	
Day of Month	Hours Worked	Vacation Leave	Sick Leave	Comp Time Off	Leave Without Pay	Other Leave
SUNDAY JAN 06, 2013						
MONDAY JAN 07, 2013	8 REG					
TUESDAY JAN 08, 2013	11 REG					
WEDNESDAY JAN 09, 2013	8 REG					
THURSDAY JAN 10, 2013		8 VAC				
FRIDAY JAN 11, 2013	8 REG					
SATURDAY JAN 12, 2013						
SUNDAY JAN 13, 2013						
MONDAY JAN 14, 2013	8 REG					
TUESDAY JAN 15, 2013	4 REG					
WEDNESDAY JAN 16, 2013	8 REG					
THURSDAY JAN 17, 2013	8 REG					
FRIDAY JAN 18, 2013	8 REG					
SATURDAY JAN 19, 2013						
Total:	71	8	0	0	0	0

[Import Default Hours](#)
[Clear All Hours](#)

Overtime Calculations									
Week 1		Week 2			Week 1	Week 2	Total		
Week	Wrk Hrs	Non-Wrk Hrs	Day of Week	Wrk Hrs	Non-Wrk Hrs				
Monday	0	0	Sunday	0	0	Work Hours	35	36	71
Monday	8	0	Monday	8	0	Non-Work Hours	8	0	8
Tuesday	11	0	Tuesday	4	0	Overtime Straight:	3	0	3
Wednesday	8	0	Wednesday	8	0	Overtime Premium:	0	0	0
Thursday	0	8	Thursday	8	0				
Friday	8	0	Friday	8	0				
Saturday	0	0	Saturday	0	0				

TARS System Demonstration

System Changes & Enhancements

CATEGORY	MONTHLY	BI-WEEKLY
Work Schedule	Default 40 hour work week. No entry required.	Hourly reporting/manual entry required. Supervisor can create default work schedule.
Regular Pay	Exception Reporting	Hourly Reporting
Overtime	Recorded using Overtime column.	Record in Hours Worked Column. OT types and totals auto-calculate and display in Over Time Calculations on timesheet.

System Changes & Enhancements

CATEGORY	MONTHLY	BI-WEEKLY
Comp Time	Manual PPS entry required	Auto calculates per CTO election. CTA balance displayed on earnings statement in At Your Service.
Holiday Pay	Auto populated on timesheet	Requires manual entry
Shift Differential	Notes required in comments section	Auto calculates. (Does not auto calculate shifts recorded over multiple days).

Special Handling

- SX Employee Overtime
 - ▣ TARS does not calculate daily overtime
 - ▣ Overtime calculation displayed for SX employees will be incorrect
 - ▣ Employees should enter actual hours worked
 - ▣ Supervisors should indicate number of total approved overtime hours in comments section
- Leave Without Pay (LWOP)
 - ▣ Indicate in LWOP column for record keeping, only, with notes in Comments tab
- Current period corrections
 - ▣ Communicate to FBO SC through email

Actions and Dates to Remember

Reporting Period 1/1 – 1/19	Action	Reporting Period 1/20 – 2/02
1/14 – 1/19	Employees Submit Timesheet to Supervisor	2/03 – 2/04
1/22	Timesheet Auto-submitted from employee to Supervisor	2/05
1/23	Timesheet Auto-submitted from Supervisor to TAA	2/06
1/28	PPS Roster Closes	2/07

Bi-weekly System Timelines

Beginning 1/20	Timeline
Email reminder to employees/time reporters to complete timesheet	Friday afternoon in work week 2
Timesheets auto-submitted from Employees to Supervisors	Following Tuesday evening
Timesheets auto-submitted from Supervisor to TAA queue	Wednesday evening
PPS Roster Closes	Thursday afternoon

Additional Resources

Resource	Provided by	Link
Leave Factor Table	Accounting	http://accounting.ucr.edu/payroll/leaveaccrualtable.html http://accounting.ucr.edu/payroll/leave.html
TARS Time Reporting & System Information	Computing & Communications	http://cnc.ucr.edu/tars2/employee2.html
Bi-weekly Payroll Site	Accounting Computing & Communications Human Resources	http://ucpath.ucr.edu/biweekly/
Personnel Policy 31 Hours of Work	UC Human Resources	http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp31.html
Collective Bargaining Agreements	Human Resources	http://hr.ucr.edu/policies/bargain.html

Questions

