Agenda

- About TARS
- About The Pilot
- How TARS Is Updated
- Roles and Responsibilities
- Time Reporter Assignments
- Routing and Approval Process
- Access TARS
- Access Your Current Timesheet
- Verify Your Timesheet Data
- Edit and Complete Your Timesheet
- Summary
- Questions
About TARS

- Automates time and attendance reporting, allowing computer users to update, approve, and route time from virtually any online platform.

- Minimizes and eventually replaces a decades-old campus paper intensive method offering users the automation of the labor-intensive process of recording payroll information into the Personnel Payroll System (PPS).

- Increases the transparency of the time reporting process.

- Additional information regarding TARS is available on the Computing and Communications website [http://cnc.ucr.edu/tars/](http://cnc.ucr.edu/tars/).
About The Pilot

- All employees will continue to be paid on time

- Opportunity for all employees to contribute to the development of and enhancements to the system

- Visibility into system data at the employee level, provides increased transparency and opportunity for TARS users to review and validate their payroll related information

- Expect an adjustment period during the transition, as new users gain familiarity with the online platform
How TARS Data Is Updated

- **Enterprise Directory**
  - Employee Name
  - Supervisor Name

- **HR Data Warehouse**
  - Appointment, Distribution, Employment Info.

- **Manual Data Entry**
  - Student’s Supervisor Name

T.A.R.S.
Roles and Responsibilities

- **Employee/Time Reporter** – Assigned to all UCR employees, based on the Human Resources Data Warehouse profile. Types include exempt, nonexempt salaried, and nonexempt positive.
  
  Responsible for completing and routing current timesheet for Supervisor approval.

- **Pre-Approver** – Optional role assigned by the Supervisor within the Time & Attendance Reporting System.
  
  Responsible for evaluating the accuracy of the employee's timesheet submission and routing to the Supervisor for approval.
Roles and Responsibilities

- **Supervisor** – Assigned via Enterprise Directory designation.
  - Responsible for evaluating the accuracy of the employee’s timesheet submission (if no assigned pre-approver), approving the employee time record, and routing to the Time and Attendance Administrator (FBO Service Center).

- **Time & Attendance Administrator** – Assigned via EACS by Departmental SAA.
  - Responsible for processing TARS timesheets to PPS, additional pay in PPS, and validating the payroll rosters.

- **Organizational/Departmental Inquirer** – Assigned via EACS by Departmental SAA.
  - May provide oversight and inquire at the department level or org level to view time reporting activity.
Time Reporter Assignments

- **Exempt**
  - Reports hours taken as leave, not standard hours worked per day.
  - Does not earn overtime (OT field not visible on timesheet).

- **Nonexempt Salaried**
  - Reports hours taken as leave, not standard hours worked per day.
  - Earns overtime paid either as wages or comp time.

- **Nonexempt Positive**
  - Reports actual hours worked per day, excluding lunch breaks.
  - Earns overtime paid as wages.
Time Reporter Assignments

- Time Reporter and timesheet assignments are based on data entered on your employment record in the payroll system.

- Each timesheet type has different data fields based on Time Reporter type (exempt, nonexempt salaried, nonexempt positive).

- Compensation, supervisor, and fund changes in your employment record may affect your TARS Time Reporter type and timesheet assignment.

- Verify your TARS timesheet data monthly.
# Routing and Approval Process

<table>
<thead>
<tr>
<th>DATE</th>
<th>SYSTEM ACTION</th>
<th>EMPLOYEE ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/16/12 (or 1st business day after)</td>
<td>Timesheets available.</td>
<td>Time Reporters begin to enter time.</td>
</tr>
<tr>
<td>10/5/2012 (Typically 5th working day of the month)</td>
<td>Timesheets updated with vacation &amp; sick balances.</td>
<td>Time Reporters continue to enter time.</td>
</tr>
<tr>
<td>10/12/12</td>
<td>Email Notification Reminder to the Time Reporter to update their time record.</td>
<td>Time Reporters finalize and route their time to their Pre-approvers or Supervisors before 5pm on 10/15/12 (do not submit before the 12th of the month or project time worked – will not get system reminder).</td>
</tr>
<tr>
<td>10/15/12 (after 5pm)</td>
<td>On the evening of the 15th, timesheets automatically move to the Pre-approver’s or Supervisor’s queue with or without employee action.</td>
<td>Pre-approvers evaluate the accuracy of the employee’s time record, return time records to employee’s that require correction, and route to the Supervisor for approval. Supervisors complete the Pre-approver duties above, if no Pre-approver is assigned, and route to the Time and Attendance Administrator (FBO Service Center) before 5pm on 10/18/12.</td>
</tr>
</tbody>
</table>
## Routing and Approval Process

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<tr>
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<th>SYSTEM ACTION</th>
<th>EMPLOYEE ACTION</th>
</tr>
</thead>
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<tr>
<td>10/18/12</td>
<td>On the evening of the 18(^{th}), timesheets automatically move to the Time &amp; Attendance Administrator with or without Supervisor approval.</td>
<td>Time and Attendance Administrator (FBO Service Center) reviews timesheets for completeness, returns timesheets that require correction to the Supervisor, uploads accurate timesheets to PPS, processes additional pay, and validates the payroll rosters.</td>
</tr>
<tr>
<td>10/25/12</td>
<td>Negative confirmation reports generated and notifications sent to employees and Supervisors.</td>
<td>Employees have two weeks from the receipt of notification to approve their time record and Supervisors have one week to approve the time and remove the negative confirmation.</td>
</tr>
</tbody>
</table>
Access TARS

During FBO pilot phase


After launch to campus

- Access TARS in R'Space under Authorized Applications using your Net ID/password.
Access Your Current Timesheet

- From the main menu, select the Edit/Complete Current Timesheet option.

- From the result grid, select the record to review/edit.

- Note: If your timesheet is not visible, ensure you have signed up or opted out of the emergency notification system at: http://cnc.ucr.edu/ens/signupfacstaff.html
Verify Your Timesheet Data

- **Overview Tab**
  - Verify the accuracy of the data listed in the overview section.
  - Confirm your Supervisor assignment is correct.
  - Notify your Supervisor of errors by 10/5/2012.
  - Supervisors or Pre-approvers will report changes to the FBO Service Center.
Edit and Complete Your Timesheet

- **Time Reporting Tab**
  - Record positive, exception, and overtime hours incurred from the 16\textsuperscript{th} – 15\textsuperscript{th} of each month.
  - Additional pay will be processed automatically.

- Record vacation and sick leave that has been taken.

- Record holidays under “Other Leave.”
Edit and Complete Your Timesheet

- **Time Reporting Tab**
  - If you have an alternative “non standard 8 hour per day” work schedule, you may select an alternative schedule by clicking the link on the bottom of the page labeled "Manage My Time Reporting".

- Update the allocation % on your distributions per agreement with your Supervisor or leave as is/default.
Edit and Complete Your Timesheet

- **Attachments**
  - Upload supporting documents to assist your Pre-approver and Supervisor with approving your time.
  - Examples:
    - Approved vacation leave memo
    - Jury Duty notice

- **Comments**
  - Enter payroll related comments for your Pre-approver’s or Supervisor’s review.

- **Submit Your Timesheet**
Time Reporter Summary

- TARS automates the time reporter process, allowing computer users to enter, route, review, and approve time online.

- All TARS users are assigned to a Time Reporter type, which includes exempt, nonexempt salaried, and nonexempt positive.

- Time Reporter type is based on the appointment and distribution data that is populated into TARS from HRDW. Depending on your time reporter type, different time reporting options are visible on your time sheet.

- To ensure you have the correct timesheet options on your timesheet, remember to review and validate your employee data. Forward issues to your Supervisor or Pre-approver by 10/5/2012.
Time Reporter Summary

- Timesheets are available to update on the 16th of the month or first working day thereafter.

- During the pilot phase, access your timesheet at [http://timesheet.ucr.edu](http://timesheet.ucr.edu).

- Record positive, exception hours, and overtime within the time report period (16th – 15th), but do not include lunch breaks.

- Additional pay will be processed automatically.

- Vacation and sick balances are visible on your timesheet by the 5th working day of the month.
All timesheets must be approved by both the employee and the employee's Supervisor.

- To ensure that time is reported promptly and that monthly payroll can be run, on the 15th of each month, TARS automatically "pushes" all timesheets forward from the employee’s queue to the Supervisor’s queue.

- On the 18th of each month, the timesheet will automatically move forward from the Supervisor’s queue to the Time & Attendance Administrator's queue.

If a timesheet has been automatically moved forward in the approval process, a "Negative Confirmation" status is assigned and the employee or Supervisor will receive a notification of the need to approve the timesheet in question.

- Employees have two weeks from the receipt of this notification to approve the timesheet and remove the Negative Confirmation status

- Supervisors have one week from the date the employee recorded his/her approval.

- Employees & Supervisors should use the "Review/Approve Previous Timesheets" link to approve the timesheet and clear the Negative Confirmation status.
PRE-APPROVERS & SUPERVISORS
Agenda

- TARS Support Team
- Data Validation
- Establishing a Pre-Approver
- Accessing Timesheets
- Best Practices for Evaluating and Approving Time
- Routing Options
- Questions
## TARS Support Team

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DESCRIPTION</th>
<th>STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Timesheet Support</strong></td>
<td>Provide basic support to TARS users in completing their monthly timesheets. Contact Computing and Communications to report timesheet issues.</td>
<td>Karen Springer x2-8225, Candace Howard x2-8237, Lyndsay Burgett x2-1599</td>
</tr>
<tr>
<td><strong>Monthly Time Reporting &amp; Processing</strong></td>
<td>In collaboration with supervisors/department payroll coordinators, ensure the timely and accurate processing of monthly payroll including the processing and validation of appointment &amp; distribution changes in PPS, time reporting uploads to PPS/payroll rosters, and the maintenance of TARS data tables.</td>
<td>Mona Rynders x2-2978, Candace Howard x2-8237, Lyndsay Burgett x2-1599</td>
</tr>
<tr>
<td><strong>Training and Communication</strong></td>
<td>Under the leadership of the Office of the Vice Chancellor – FBO, partner with FBO divisions, Central Accounting, and Computing and Communications to develop business rules for manual processes not currently supported by TARS. Establish training and communication plans/process to ensure FBO TARS users understand how to access, complete, review, approve, and process time records. Provide TARS updates to Division Heads and designees regarding next steps in each phase of the implementation process.</td>
<td>Tomika Davis x2-8238, Karen Springer x2-8225, Adrienne Bowdan x2-8233</td>
</tr>
</tbody>
</table>
## Data Validation Fields

### Appointment
- Title Code
- Title Description
- Home Dept. Code
- Home Dept. Description
- Program Type
- FLSA Code
- Pay Schedule
- Time Code
- Fixed/Variable
- TUC/Rep Code

### Distributions
- FAU Code
- FAU Description
- Distribution Begin Date
- Distribution End Date
- FAU % and FTE
- Pay Rate

### Employment
- Leave Type
- Leave Begin Date
- Leave End Date
- START/ERIT Reduction %
- START/ERIT Begin and End Date

### Other
- Supervisor – Nonexempt Salaried (EACS)
- Supervisor – Nonexempt Positive (TARS)
# Data Validation Timeline

<table>
<thead>
<tr>
<th>TARS Role</th>
<th>Validation Activity</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Time and Attend. Administrator</td>
<td>• Provide appointment and distribution data to each division.</td>
<td>10/4/2012</td>
</tr>
<tr>
<td>(Service Center)</td>
<td>• Make appointment/ distribution changes in PPS and update Nonexempt Positive Employee Supervisors in TARS.</td>
<td>10/12/2012</td>
</tr>
<tr>
<td><strong>Department Pre-Approvers/ Payroll Coord.</strong></td>
<td>• Validate employee appointment and distribution data.</td>
<td>10/5/2012</td>
</tr>
<tr>
<td></td>
<td>• Review and update supervisor assignments in Enterprise Directory, with specific attention to identifying temporary supervisor assignments for employees with supervisors on leave, transferring outside of their current department or organization, or separating from employment.</td>
<td>10/5/2012</td>
</tr>
<tr>
<td></td>
<td>• Route appointment or distribution changes to the Time and Attendance Administrator at <a href="mailto:fbo-hr@ucr.edu">fbo-hr@ucr.edu</a>.</td>
<td>10/8/2012</td>
</tr>
<tr>
<td><strong>Supervisors</strong></td>
<td>• Establish a pre-approver for your direct reports (see example).</td>
<td>10/5/2012</td>
</tr>
<tr>
<td></td>
<td>• Review your employee rosters in TARS to ensure direct reports are visible in your queue and that their appointment and distribution data is correct.</td>
<td>10/5/2012</td>
</tr>
<tr>
<td></td>
<td>• Email corrections to your Department Pre-Approver/Payroll Coordinator.</td>
<td>10/5/2012</td>
</tr>
</tbody>
</table>
Establishing a Pre-Approver

- Supervisor users may elect to establish Pre-Approver roles.

- Select Maintain Pre-Approver from the main menu.

- Enter the Pre-Approver via their UCR NetID, First Name, or Last Name.
  - The magnifying glass icon can be used to search for an employee.

- Locate the user to add and click the Add Pre-Approver button.
  - The Pre-Approver will be added to the system.
Accessing Timesheets

- **Pre-Approver General Options**
  - Pre-Approver user options include:
  - Review/Approve Current Timesheets

- **Select Timesheets for Review**
  - Select Review/Approve Current Timesheets

- Select the timesheet to review/approve from the result grid listing
# Pre-Approving Time

<table>
<thead>
<tr>
<th>Topic</th>
<th>Action</th>
<th>Owners</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee submits incorrect data on timesheet</strong></td>
<td>If adjustments to the reported time are necessary, return the timesheet to the employee for correction. If the employee is not available to make corrections, note in the comments section, and notify the employee of changes in writing via email.</td>
<td>Pre-Approver, Supervisor, Employee</td>
</tr>
<tr>
<td><strong>New employee does not have a TARS timesheet</strong></td>
<td>Due to PPS processing, it may take 24 hours for the timesheet to display. Please wait and have the employee check the next business day.</td>
<td>Pre-Approver, Supervisor, Employee</td>
</tr>
<tr>
<td><strong>Payment of overtime as comp time accrued</strong></td>
<td>Overtime will be paid according to the election the employee has on file in the FBO Service Center. If the employee elected to have their premium overtime paid as comp time, they should enter the actual hours worked in the overtime column and the Time and Attendance Administrator will convert to comp time and update the comp time accrued balance.</td>
<td>Pre-Approver, Supervisor, Employee, FBO Service Center</td>
</tr>
</tbody>
</table>
# Pre-Approving Time

<table>
<thead>
<tr>
<th>Issue</th>
<th>Action</th>
<th>Owners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inaccurate FAU and/or allocation % on time record</td>
<td>All hours reported on the employee's timesheet will be split according to the distribution percentages appearing in the employee's time record. Pre-approvers or Supervisors may override the allocation % in the employee's timesheet. A reason for the change to the allocation percentage should be entered in the comments section. You may also elect to have the employee make the change to their time record.</td>
<td>Pre-Approver, Supervisor, Employee</td>
</tr>
<tr>
<td>FAU changed in PPS but not showing in TARS</td>
<td>Timesheets are generated on the 16th of each month. FAU changes are updated daily after that time, but in some rare cases may not populate TARS, depending on when the change is made in PPS. Enter a comment to request an allocation change to the hours reported on the time record.</td>
<td>Pre-Approver, Supervisor, FBO Service Center</td>
</tr>
<tr>
<td>Employee recorded vacation and sick leave with insufficient balances</td>
<td>If the employee has insufficient sick accrual, they will not be allowed to record sick taken on the timesheet, and should record the time as LWOP. In cases where the use of unearned vacation time is allowed per policy (i.e. curtailment), please add a comment requesting the payment of unearned vacation time and the reason. Otherwise, have the employee record the time as LWOP.</td>
<td>Pre-Approver, Supervisor, FBO Service Center</td>
</tr>
</tbody>
</table>
Routing Options for Pre-Approvers

- **Return Timesheet to Employee**
  - A comment must be entered if this option is selected.
  - The "Reject" button returns the timesheet to the Employee.

- **Submit to Supervisor**

- **Notify Supervisor Pre-Approval Complete**
  - From the result grid select the timesheet and click the NOTIFY SUPERVISOR option.
  - An email will be sent to the Supervisor indicating Pre-Approval is complete.
Routing Options for Supervisors

- **Return Timesheet to Employee**
  - A comment must be entered if this option is selected.
  - The "Reject" button returns the timesheet to the Employee.

- **Submit to Time and Attendance Administrator**
  - The “Approve" button submits the timesheet to the TAA.