Time and Attendance System (TARS) Deployment for Academics

TARS FOR ACADEMICS

In 2017, UC began a project to replace its 30 year old payroll system (PPS) which is no longer adequate for UC's operational needs. Thus, a decision was made to transition to Oracle's PeopleSoft (UCPath) and a shared service center called UCPC. It will serve 190,000 UC employees across ten campuses, five medical centers, and other University facilities. It is a key program of the University of California's Working Smarter initiative to strategically improve the efficiency of the University's business operations and direct savings to the core mission of teaching, research, and public service. In August 2015, UCR became a part of the pilot launch which includes UCLA, ASUCLA, UCLA Medical Center and UC Merced. The Pilot locations are scheduled to go live in the Fall of 2017.

Prior to UCPath "go-live", FY Academic Appointees that accrue vacation and/or sick leave and Postdocs will be transitioned into TARS (Time and Attendance Reporting System). As you may be aware, Tutors / Readers and SOM Academics are already using TARS.

This deployment will take place in two phases. Phase 0 will begin with the November 20th biweekly Payroll and December 15th for the January 2017 Monthly payroll.

PHASE O

Due to a recent change in the federal Fair Labor Standards Act, certain non-teaching and non-medical academic appointees who are currently exempt from earning overtime will be reclassified as non-exempt because their earnings fall below the new Department of Labor overtime threshold. To comply with the DOL's new overtime rule, and to facilitate a smooth transition for the affected Academic Titles, the University has chosen to implement the necessary measures to comply on November 20, 2016, which is the first day of a biweekly pay period. Please see the APO Webpage explaining the [DOL New Overtime Rule Implementation for Academics at UCR](#).

Non-exempt/overtime-eligible employees, need to track and record all hours worked and can receive overtime if they work more than 40 hours in a workweek. In order to help track these hours, the **affected employees** will need to **report their time in TARS as of November 20, 2016**. This will be the pilot and "Phase 0" of Academics transitioning into TARS (all others will migrate the beginning of 2017).

Academic titles currently transitioning to Non-exempt/over-time eligible will need to track their hours in TARS:

- Jr. Specialists

- All Other non-teaching, non-medical Part time academic appointees whose salary falls below the DOL threshold and will therefore be classified as non-exempt

Training

- [TARS Employee Training Video](#)

- [TARS Supervisor Training Video](#)

<u>Important Dates for Phase 0:</u>

- **November 20, 2016** - biweekly payperiod begin date

- **December 6, 2016** - deadline for employees to submit hours in TARS

- **December 7, 2016** - due date for supervisors/department chairs/PI's/Unit heads to approve biweekly timesheets in TARS

PHASE 1

All remaining exempt academic appointees who accrue vacation and or sick leave (including postdocs) will be migrated to TARS.

<u>Important Dates for Phase 1</u>

- **November 2, 2016** - Online training will be available for all employees and supervisors/department chairs/PI's/Unit heads.

- **January 16, 2017** - monthly payperiod begin date

- **February 15, 2017** - deadline for monthly exempt employees to enter leave hours in TARS

- **February 18, 2017** - deadline for supervisors/department chairs/PI's/Unit heads to approve monthly timesheets in TARS.

FAQ's

- **As a Postdoctoral Fellow, do I need to report my hours worked?**

No, you only need to report time taken (PTO, Personal Time Off and Sick leave) on your timesheet. You will be paid automatically for hours worked without having to report the time as you are an exempt employee.

- **What happens if I, as a Supervisor, do not approve a timesheet within the timeframe allotted?**

Time Records should be Approved or Rejected no later than the 18th of each month; otherwise the system will automatically forward the time record to the Time & Attendance Administrator without your electronic signature. A negative report will be generated from TARS once that occurs. Employees have two weeks from the receipt of a "Negative Confirmation" to approve the timesheet and remove the Negative Confirmation status, and Supervisors have one week from the date the employee records his/her approval. It is imperative that you review your employees' timesheets timely to ensure they are paid accurately and on time.

- **What do we do in cases when the supervisor is out on medical leave or vacation for an extended period of time?**

If the supervisor is out on extended leave, the supervisor information should be updated in the Enterprise Directory with an "interim" Supervisor.

- **Will my Supervisor be updated automatically within TARS?**

TARS retrieves its supervisor data from the Enterprise Directory and via TARS for student-employees. As long as the Enterprise Directory or a student-employee supervisor designation has been made, the employee timesheet will be updated. Changes to supervisor designations (via the Enterprise Directory or TARS) are effective immediately.

- **Where can I find more resources about TARS?**

http://cnc.ucr.edu/tars/

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