

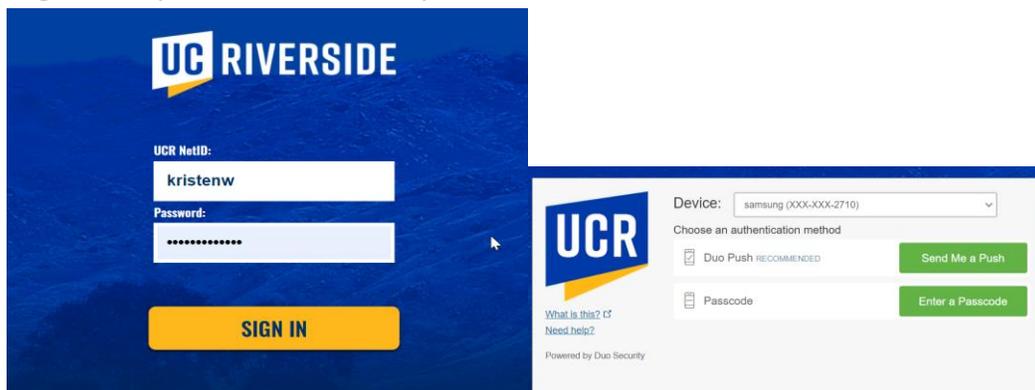
# Time & Attendance Reporting System (TARS)

## Non-Exempt Staff

Paid bi-weekly (every other Wednesday)

### Employee Instructions: How To Complete Your Timesheet

1. Go to <http://timesheet.ucr.edu> (or click on the link for “Time & Attendance Reporting System” in RSpace under Authorized Applications)
2. Log in with your UCR NetID and password



The image shows two side-by-side screenshots of the login process. The left screenshot is the UCR NetID login page, featuring the UCR Riverside logo at the top. Below the logo are two input fields: "UCR NetID:" with the text "kristenw" and "Password:" with masked characters. A yellow "SIGN IN" button is at the bottom. The right screenshot shows the Duo authentication interface. It includes a "Device:" dropdown menu set to "samsung (XXX-XXX-2710)". Below this, it asks to "Choose an authentication method" and offers two options: "Duo Push RECOMMENDED" with a "Send Me a Push" button, and "Passcode" with an "Enter a Passcode" button. There are also links for "What is this? CF" and "Need help?", and a note "Powered by Duo Security".

3. Click on “Edit/Complete Current Timesheet”.



4. Click on the desired timesheet for the current pay period.

Timesheet	Employee Name	Status	Last Updated	Updated By
<a href="#">November 29, 2020 - December 12, 2020</a>	<a href="#">Kristen West</a>	Employee Saved Timesheet	11/30/2020 08:34:44 AM	Kristen West

5. Click in the middle of the screen on the desired day you would like to enter hours worked

OVERVIEW		TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
Day of Month	Total Hours	Job 1 - 40015727				
Position		<a href="#">ADMIN OFCR 2</a>				
SUNDAY NOV 29th, 2020	0	Click to add hours				
MONDAY NOV 30th, 2020	0	Click to add hours				
TUESDAY DEC 1st, 2020	0	Click to add hours				
WEDNESDAY DEC 2nd, 2020	0	Click to add hours				
THURSDAY DEC 3rd, 2020	0	Click to add hours				
FRIDAY DEC 4th, 2020	0	Click to add hours				
SATURDAY DEC 5th, 2020	0	Click to add hours				

6. Choose what type of pay: leave time and/or leave regular, vacation, sick, etc. Record the Time In, Time Out and Time/Leave Type for that day.

Date:  [Apply to Date Range](#)

Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type	
<input type="text" value="8:00"/> <input type="text" value="AM"/>	<input type="text" value="12:00"/> <input type="text" value="PM"/>	4	<input type="text" value="Regular Working Hour"/>	<input type="text" value="Regular"/>	<a href="#">Remove</a>
Job: <input type="text" value="1:00"/> <input type="text" value="PM"/>	<input type="text" value="5:00"/> <input type="text" value="PM"/>	4	<input type="text" value="Job 1: SOM F"/> <input type="text" value="Regular Working Hour"/>	<input type="text" value="ADMIN OFCR 2"/>	<a href="#">Remove</a>
Job: <a href="#">Add</a>		<input type="text" value="Job 1: SOM F"/>	<input type="text" value="Vacation"/>	<input type="text" value="Regular"/>	<a href="#">Remove</a>
		<input type="text" value="Job 1: SOM F"/>	<input type="text" value="Sick Leave"/>	<input type="text" value="ADMIN OFCR 2"/>	
		<input type="text" value="Job 1: SOM F"/>	<input type="text" value="Leave Without Pay"/>		
		<input type="text" value="Job 1: SOM F"/>	<input type="text" value="Leave With Pay"/>		

Total Hours: 8.00

[Save & Report More Time](#)  
[Save & Exit](#)  
[Exit Without Saving](#)  
[Clear](#)

You'll need to enter your lunch break as time not worked. For example, if you worked from 8am – 5pm with a 1 hour lunch from 12pm – 1pm, you would enter the following:

Time In: 8:00am	Time Out: 12:00pm	Time In: 1:00pm	Time Out: 5:00pm	(for a total of 8 hours worked)
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**Shortcut:** If you work the same schedule each week, you can

a) Apply your hours to a date range and the hours you enter will be the same for each day.

The screenshot shows a time reporting interface. At the top, there is a 'Date:' dropdown menu set to 'MON 11/30'. To its right is a link 'Apply to Date Range' with a red arrow pointing to it. Below this are two rows of input fields for 'Time In', 'Time Out', 'Hours', 'Time/Leave Type', and 'Time/Leave Sub-Type'. The first row has 'AM' for both times, '.00' for hours, 'Regular Working Hour' for type, and 'Regular' for sub-type. Below these are 'Job:' dropdown menus, both set to 'Job 1: SOM Finance & Administration - ADMIN OFCR 2'. There are 'Remove' links to the right of each row. At the bottom left is an 'Add' link. In the center, it says 'Total Hours: 0'. At the bottom, there is a 'Dates - From:' dropdown set to 'MON 11/30' and a 'to' dropdown set to 'SAT 12/12', with red arrows pointing to them. To the right is an 'Apply To:' dropdown set to 'S M T W T F S'. At the far bottom right is a link 'Apply to Single Date'.

b) Update your timesheet with a Default Work Schedule (entered by either your Supervisor or SOM HR). Once you have a Default Schedule created, click on “Import Default Hours”.

The screenshot shows a timesheet grid with the following columns: 'Day of Month', 'Hours Worked', 'Vacation Leave', 'Sick Leave', and 'Comp Time Off'. The rows represent days from Sunday, Jan 06, 2013, to Saturday, Jan 19, 2013. The 'Total:' row at the bottom shows 0 for all categories. A red arrow points to the 'Import Default Hours' button at the bottom right of the grid, next to a 'Clear All Hours' button.

Day of Month	Hours Worked	Vacation Leave	Sick Leave	Comp Time Off
SUNDAY JAN 06, 2013				
MONDAY JAN 07, 2013				
TUESDAY JAN 08, 2013				
WEDNESDAY JAN 09, 2013				
THURSDAY JAN 10, 2013				
FRIDAY JAN 11, 2013				
SATURDAY JAN 12, 2013				
SUNDAY JAN 13, 2013				
MONDAY JAN 14, 2013				
TUESDAY JAN 15, 2013				
WEDNESDAY JAN 16, 2013				
THURSDAY JAN 17, 2013				
FRIDAY JAN 18, 2013				
SATURDAY JAN 19, 2013				
Total:	0	0	0	0

7. Click “Save & Exit” to complete the entry and return to your timesheet.

Date: 01/09 [Apply to Date Range](#)

Time In	Time Out	Hours	Time/Leave Type	
8:00 AM	12:00 PM	4	Personal Sick Leave	<a href="#">Remove</a>
1:00 PM	5:00 PM	4	Regular Time	<a href="#">Remove</a>

[Add](#) Total Hours: 8.00  
FTE: 1

Distribution				Leave Type		Allocation	
				SL	REG	FTE	%
C&C - Associate Vice Chanc Staff, Career	ADMIN SPEC GENERAL FUNDS	Institutional Support		2.40	2.40	.6000	60.00
C&C - Associate Vice Chanc Staff, Career	ADMIN SPEC C&C ADMIN OPERATIONS	Institutional Support		1.60	1.60	.4000	40.00

Unallocated Hours: 0.00 0.00

[Show Codes](#) [Help](#)

[Save & Report More Time](#)  
**[Save & Exit](#)**  
[Exit Without Saving](#)  
[Clear](#)

8. Once you’re done entering hours for that pay period, click on “Save”, then “Submit to Supervisor” (in the upper right-hand corner).

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[Save](#) 

[Main Menu](#) 

[Submit to Supervisor](#)