Time & Attendance Reporting System Training (TARS)

ASE/GSR Leave Reporting Entry

Release 2
Training Outline

• Employee Timesheet Responsibilities and Expectations
• Employee Leaves ASE
• Employee Leaves GSR
• Accessing TARS and Timesheet
• Accessing TARS Calendars
• Timesheet Overview
• Scenarios
• Other Timesheet Information
Timesheet Responsibilities and Expectations
Timesheet Responsibilities and Expectations

- Where applicable and as required by the UAW contracts, ASEs and GSRs will be required to seek prior approval for Personal Time Off and Leave of Absence.

- It is the employee’s responsibility to accurately record approved leave taken and submit timesheets to their supervisor/unit head by the published deadlines.

**Important:**

- In support of organizational excellence and to improve operational effectiveness, timely and accurate submission of time records will reduce incorrect reporting.
Employee Leaves - ASE
## Leave with Pay

The below leaves are available for eligible ASEs

<table>
<thead>
<tr>
<th>Leave</th>
<th>Description</th>
<th>TARS Leave Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement Leave</td>
<td>Bereavement Leave is due to the death of a family member</td>
<td>BRVASE</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Jury Duty leave when summoned for jury duty service</td>
<td>JDSASE</td>
</tr>
<tr>
<td>Military Leave</td>
<td>ASE who are called to active military service</td>
<td>MILASE</td>
</tr>
<tr>
<td>PREGNANCY LEAVE - ASE</td>
<td>PREGNANCY LEAVE</td>
<td>PDASE</td>
</tr>
<tr>
<td>Short Term Leave - Self Illness – Disability</td>
<td>Short term leave for an employee’s self-illness or disability</td>
<td>STLSLFDISABILA</td>
</tr>
<tr>
<td>Short Term Leave - Child Birth, Adopt, Care of child</td>
<td>Short Term leave for the birth of a child, adoption and/or care of a child</td>
<td>STLCHLDA</td>
</tr>
<tr>
<td>Short Term Leave - Family Emergency</td>
<td>Short Term Leave for Family Emergency</td>
<td>STLFAMEMGNCYA</td>
</tr>
<tr>
<td>Short Term Leave - Immigration/Citizenship appointments hearings</td>
<td>Short Term Leave - Immigration/Citizenship appointments hearings</td>
<td>STLIMMIGCITZNA</td>
</tr>
<tr>
<td>Short Term Leave - Additional - Explanation needed in comments</td>
<td>Short Term Leave - Additional - Explanation needed in comments</td>
<td>STLADDTLA</td>
</tr>
<tr>
<td>Long Term leave - Self Serious Health</td>
<td>Long Term leave - Self Serious Health</td>
<td>LTLSLFHEALTHA</td>
</tr>
<tr>
<td>Long Term leave - FAM Serious Health</td>
<td>Long Term leave - Serious Health condition for a family member</td>
<td>LTLFAMHEALTHA</td>
</tr>
<tr>
<td>Long Term leave - Parental Bond</td>
<td>Long Term leave - Parental Bonding</td>
<td>LTLPARNTLBONA</td>
</tr>
<tr>
<td>Long Term leave - Child Birth, Adopt, Care of child</td>
<td>Long Term leave for the birth of a child, adoption and/or care of a child</td>
<td>LTLCBLDA</td>
</tr>
<tr>
<td>Long Term Leave - Additional - Explanation needed in comments</td>
<td>Long Term Leave - Additional - Explanation needed in comments</td>
<td>LTLDADDTLA</td>
</tr>
<tr>
<td>Other – Explanation needed in comments</td>
<td>Other – Explanation needed in comments</td>
<td>OTHERLWPASE</td>
</tr>
</tbody>
</table>
# Leave without Pay

The below leaves are available for eligible ASEs

<table>
<thead>
<tr>
<th>Leave</th>
<th>Description</th>
<th>TARS Leave Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER LWOP - ASE - EXPLANATION NEEDED IN COMMENTS</td>
<td>OTHER LWOP - ASE - EXPLANATION NEEDED IN COMMENTS</td>
<td>LWOPASE</td>
</tr>
<tr>
<td>LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - ASE</td>
<td>LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - ASE</td>
<td>LTLWOPADDTLA</td>
</tr>
<tr>
<td>SHORT TERM LEAVE WITHOUT PAY - ADDITIONAL - EXPLANATION NEEDED IN COMMENTS - ASE</td>
<td>SHORT TERM LEAVE WITHOUT PAY - ADDITIONAL - EXPLANATION NEEDED IN COMMENTS - ASE</td>
<td>STLWOPADDTLA</td>
</tr>
</tbody>
</table>
Employee Leaves - GSR
Personal Time Off (PTO) – GSRs Only

• Where applicable and as mandated by the UAW contracts, GSRs will be required to seek prior approval for Personal Time Off.

<table>
<thead>
<tr>
<th>Leave</th>
<th>Description</th>
<th>TARS Leave Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Time Off (PTO)</td>
<td>Personal Time Off (PTO)</td>
<td>PTOGSR</td>
</tr>
</tbody>
</table>
# Leave with Pay

The below leaves are available for eligible GSRs

<table>
<thead>
<tr>
<th>Leave</th>
<th>Description</th>
<th>TARS Leave Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement Leave</td>
<td>Bereavement Leave is due to the death of a family member</td>
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</tr>
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<td>Jury Duty leave when summoned for jury duty service</td>
<td>JDSGSR</td>
</tr>
<tr>
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<td>GSRs who are called to active military service</td>
<td>MILGSR</td>
</tr>
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<td>PREGNANCY LEAVE - GSR</td>
<td>PREGNANCY LEAVE</td>
<td>PDLGSR</td>
</tr>
<tr>
<td>Short Term Leave - Self Illness – Disability</td>
<td>Short term leave for an employee’s self-illness or disability</td>
<td>STLSDLFDISABILG</td>
</tr>
<tr>
<td>Short Term Leave - Child Birth, Adopt, Care of child</td>
<td>Short Term leave for the birth of a child, adoption and/or care of a child</td>
<td>STLCHLDNG</td>
</tr>
<tr>
<td>Short Term Leave - Family Emergency</td>
<td>Short Term Leave for Family Emergency</td>
<td>STLFTMEMGNCYG</td>
</tr>
<tr>
<td>Short Term Leave - Immigration/Citizenship appointments hearings</td>
<td>Short Term Leave - Immigration/Citizenship appointments hearings</td>
<td>STLIMMIGCITZNG</td>
</tr>
<tr>
<td>Short Term Leave - Additional - Explanation needed in comments</td>
<td>Short Term Leave - Additional - Explanation needed in comments</td>
<td>STLADDDTLG</td>
</tr>
<tr>
<td>Long Term leave - Self Serious Health</td>
<td>Long Term leave - Self Serious Health</td>
<td>LTLSLFHEALTHG</td>
</tr>
<tr>
<td>Long Term leave - FAM Serious Health</td>
<td>Long Term leave - Serious Health condition for a family member</td>
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<tr>
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<td>Long Term leave - Parental Bonding</td>
<td>LTLPRNNTLBONG</td>
</tr>
<tr>
<td>Long Term leave - Child Birth, Adopt, Care of child</td>
<td>Long Term leave for the birth of a child, adoption and/or care of a child</td>
<td>TLTLCHLDG</td>
</tr>
<tr>
<td>Long Term Leave - Additional - Explanation needed in comments</td>
<td>Long Term Leave - Additional - Explanation needed in comments</td>
<td>TLLADDDTLG</td>
</tr>
<tr>
<td>Other – Explanation needed in comments</td>
<td>Other – Explanation needed in comments</td>
<td>OTHERLWPGSR</td>
</tr>
<tr>
<td>Other Leave – Vacation – GSR</td>
<td>OTHER LEAVE - VACATION – GSR (only for GSRs who have vacation balance remaining)</td>
<td>VACGSR</td>
</tr>
</tbody>
</table>
The below leaves are available for eligible GSRs

<table>
<thead>
<tr>
<th>Leave</th>
<th>Description</th>
<th>TARS Leave Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTHER LWOP - GSR - EXPLANATION NEEDED IN COMMENTS</td>
<td>OTHER LWOP - GSR - EXPLANATION NEEDED IN COMMENTS</td>
<td>LWOPGSR</td>
</tr>
<tr>
<td>LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - GSR</td>
<td>LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - GSR</td>
<td>LTLWOPADDTLA</td>
</tr>
<tr>
<td>SHORT TERM LEAVE WITHOUT PAY - ADDITIONAL - EXPLANATION NEEDED IN COMMENTS - GSR</td>
<td>SHORT TERM LEAVE WITHOUT PAY - ADDITIONAL - EXPLANATION NEEDED IN COMMENTS - GSR</td>
<td>STLWOPADDTLA</td>
</tr>
</tbody>
</table>
Accessing TARS and Timesheet
Accessing TARS and Timesheet

- TARS can be accessed through RSpace: **RSpace**
- Once logged into RSpace click on Authorized Apps
- Find and double click on APP for “Time and Attendance Reporting System”
- Once in TARS, select “Edit/Complete Current Timesheet (1)

- Click on the timesheet for the current pay period

<table>
<thead>
<tr>
<th>Timesheet</th>
<th>Employee Name</th>
<th>Status</th>
<th>Last Updated</th>
<th>Updated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, 2023 - September 30, 2023</td>
<td>[Redacted]</td>
<td>Employee Saved Timesheet</td>
<td>09/05/2023 08:19:28 AM</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>
Accessing TARS Calendars
Accessing TARS Calendars

• The Monthly Timesheet deadlines are published on the accounting office website.
  • This includes calendars for employees and supervisors/TAAs.

• Deadlines are subject to change based on UCPath Center Payroll deadline changes. Please visit: https://accounting.ucr.edu > Payroll Coordination > Payroll Calendars > Time and Attendance
Timesheet Overview
Timesheet Overview

- Once in your current timesheet, the demographic information will be displayed
  - Name, Employee ID#, Leave Balances, Primary Job Indicator, Job number, Job Title, Department and Unit Head

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
<th>Leave Balances</th>
<th>Primary Job</th>
<th>Title</th>
<th>Department</th>
<th>Unit Head</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>VAC: 0 SKL: 0</td>
<td>1</td>
<td>ASSOC IN ___-AY-SHIP</td>
<td>D01083 - Summer Session</td>
<td></td>
</tr>
<tr>
<td>Prior Leave Pending</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- The following six tabs display: Overview, Time Reporting, Detailed View, Attachments, Comments and Approval History

- Overview: The purpose of this tab is to display Employee information and Leave Balance Information
Timesheet Overview continued

• **Time Reporting:** The purpose of this tab will be where employees will check the date of their appropriate leave.

• **Detailed View:** The purpose of this tab will detail each of the selected leave(s)

• **Attachments:** The purpose of this tab is to upload any supporting documentation for selected leave(s) if applicable

• **Comments:** The purpose of this tab is to display and enter comments for any applicable leave that requires comments to be entered.
Timesheet Overview continued

- Approval History: The purpose of this tab is to display the actions taken on the timesheet. The routing of the timesheet from employee to supervisor, Time and Attendance Administrator and UCPath Payroll.
Scenarios
Saving and Submitting Timesheet Overview

• Leaves should be entered into TARS as they are taken and timesheet should be saved upon entering a leave(s).
  
  • i.e. If an ASE or GSR takes two days of STL, September 20th and September 21st, the leave should be entered into the timesheet and saved when the employee returns from their leave.
  
  • This will allow for accurate timesheet reporting.

• Timesheets should only be submitted one time after the earnings period is complete but before the timesheet deadline
  
  • Timesheets should not be submitted after each time a leave is entered as there can be multiple leaves taken in a month.
  
  • i.e. If a GSR has two approved PTO dates, one at the beginning of the month and the other at the end of the month, the timesheet should be updated and saved after each approved leave taken, then submitted to Supervisor after the earnings period is over.
Scenario 1 – Personal Time Off (PTO)-GSRs only

• Access timesheet using slide 13.

• Once in the timesheet, click on the PTO box next to the date you have been approved to take PTO.
  • In the example below, PTO was approved and taken on Thursday September 7

  ![Timesheet Example]

• Once the leave is entered, the timesheet should be saved. If the timesheet is not saved, the leave will NOT record. To save the timesheet, click on **Save** at the top right corner of the screen.

• This process should be repeated after each leave is entered.

• At the end of the Pay Period, submit the timesheet by clicking the **“Submit to Supervisor”** option at the top right corner of the screen.
Scenario 2 – Vacation (GSRs only)

- Once in the timesheet, Vacation can be found under **Leave with Pay** section
  - Click on the box for the day you need to record your approved vacation.
  - Once you click, the Select Leave Type box will appear.
- For vacation, select “VACGSR - OTHER LEAVE - VACATION - GSR” by clicking the circle next to the selection.
- Once the leave is entered, the timesheet should be saved. If the timesheet is not saved, the leave will NOT record. To save the timesheet, click on **Save** at the top right corner of the screen.
- This process should be repeated after each leave is entered.
- At the end of the Pay Period, submit timesheet by clicking the “Submit to Supervisor” option at the top right corner of the screen.
Scenario 3 – Short Term Leave (STL)

• Access timesheet using slide 13.
• In this example, “SHORT TERM LEAVE - CHILD BIRTH, ADOPT, CARE OF CHILD” is elected.
  • Once in timesheet Short Term Leaves could be found under Leave with Pay section.

  ![Select Leave Type](image)

• Click on the box for the day you need to record your approved leave.
• Once you click, the Select Leave Type box will appear.

• ASEs will select “STLSLFDISABILA - SHORT TERM LEAVE - CHILD BIRTH, ADOPT, CARE OF CHILD – ASE” by clicking the circle next to the selection.
Scenario 3 – Short Term Leave (STL) Continued

- GSRs will select “STLSLFDISABILG - SHORT TERM LEAVE - CHILD BIRTH, ADOPT, CARE OF CHILD – GSR” by clicking the circle next to the selection.

- Repeat the selection process for the number of days needed for approved Short Term Leave.

- Once completed, save the timesheet by clicking the Save button at the top right corner of the screen.

- At the end of the Pay Period, submit timesheet by clicking the “Submit to Supervisor” option at the top right corner of the screen.

*Scenario 2 can be used for any approved ASE/GSR Short Term Leave options*
Scenario 4 – Long Term Leave (LTL)

- Access timesheet using slide 13
- In this example, “LONG TERM LEAVE - FAM SERIOUS HEALTH” is elected.
  - Once in timesheet, Long Term Leaves could be found under Leave with Pay section
  - Click on the box for the day you need to record your approved leave
  - Once you click, the Select Leave Type box will appear

- ASEs will select “LTLFAMHEALTHA - LONG TERM LEAVE - FAM SERIOUS HEALTH – ASE” by clicking the circle next to the selection
Scenario 4 – Long Term Leave (LTL) Continued

- GSRs will select “LTLFAMHEALTHG - LONG TERM LEAVE - FAM SERIOUS HEALTH – GSR” by clicking the circle next to the selection.
- Repeat the selection process for the amount of days needed for approved Long Term Leave.
- Once completed, save the timesheet by clicking the **Save** button at the top right corner of the screen.
- At the end of the Pay Period, submit timesheet by clicking the “**Submit to Supervisor**” option at the top right corner of the screen.

*Scenario 3 can be used for any approved ASE/GSR Long Term Leave options*
Scenario 5 – Bereavement Leave

• Access timesheet using slide 13
• In this example, “BEREAVEMENT LEAVE” is elected
  • Once in timesheet, Bereavement Leave can be found under Leave with Pay section
  • Click on the box for the day the leave was approved.
  • Once clicked, the Select Leave Type box will appear
  • ASEs will select “BRVASE – BEREAVMENT LEAVE – ASE” by clicking the circle next to the selection
Scenario 5 – Bereavement Leave Continued

- GSRs will select “BRVGSR – BEREAVEMENT LEAVE – GSR” by clicking the circle next to the selection.

- Repeat the selection process for the number of days needed for approved Bereavement Leave.

- Once completed, save the timesheet by clicking the Save button at the top right corner of the screen.

- At the end of the Pay Period, submit timesheet by clicking the “Submit to Supervisor” option at the top right corner of the screen.
Scenario 6 – Jury Duty Service

• Access timesheet using slide 13
• In this example, “JURY DUTY SERVICE” is elected
  • Once in the timesheet, Jury Duty Service can be found under **Leave with Pay** section
  • Click on the box for the day the leave was approved.
  • Once you click, the Select Leave Type box will appear

• ASEs will select “**JDSASE – JURY DUTY SERVICE – ASE**” by clicking the circle next to the selection
Scenario 6 – Jury Duty Service Continued

• GSRs will select “JDGSR – JURY DUTY SERVICE – GSR” by clicking the circle next to the selection.

• Repeat the selection process for the amount of days needed for approved Jury Duty Service.

• Once completed, save the timesheet by clicking the Save button at the top right corner of the screen.

• At the end of the Pay Period, submit timesheet by clicking the “Submit to Supervisor” option at the top right corner of the screen.
Scenario 7 – Military Service

- Access timesheet using slide 13
- In this example, “Military Service” is elected
  - Once in timesheet, Military Service can be found under Leave with Pay section
  - Click on the box for the day you need to record your approved leave
  - Once you click, the Select Leave Type box will appear
  - ASEs will select “MILASE – MILITARY SERVICE – ASE” by clicking the circle next to the selection
Scenario 7 – Military Service Continued

- GSRs will select “MILGSR – MILITARY SERVICE – GSR” by clicking the circle next to the selection.

- Repeat the selection process for the amount of days needed for approved Military Service.
- Once completed, save the timesheet by clicking the Save button at the top right corner of the screen.

- At the end of the Pay Period, submit timesheet by clicking the “Submit to Supervisor” option at the top right corner of the screen.
Scenario 8 – Other Leave with Pay

• Access timesheet using slide 13

• In this example, there are three days of approved “Other Leave with Pay”
  • Once in timesheet, Other Leave with Pay can be found under Leave with Pay section

• Click on the box for the day you need to record your approved leave
• Once you click, the Select Leave Type box will appear

• ASEs will select “OTHER - ASE - EXPLANATION NEEDED IN COMMENTS” by clicking the circle next to the selection
Scenario 8 – Other Leave with Pay Continued

- GSRs will select “OTHER - GSR - EXPLANATION NEEDED IN COMMENTS” by clicking the circle next to the selection.

- Repeat the selection process for the amount of days needed for approved Other Leave with Pay.

- This leave requires comments to be added to the timesheet for each day selected:
  - Click on the Comments Tab.
  - Enter comments in the following format: Date of leave – Leave Reason, then click **Save Comments**.

- Comment will appear in the section below once saved.
Scenario 8 – Other Leave with Pay Continued

- Once completed, save the timesheet by clicking the **Save** button at the top right corner of the screen.

- At the end of the Pay Period, submit timesheet by clicking the **“Submit to Supervisor”** option at the top right corner of the screen.
Scenario 9 – Pregnancy Leave without Pay

• Access timesheet using slide 13
• In this example, there are three days of approved “Pregnancy Leave without Pay”
  • Once in timesheet, Pregnancy Leave without Pay can be found under Leave without Pay section

• Click on the box for the day you need to record your approved leave
• Once you click, the Select Leave Type box will appear

• ASEs will select “PDLASE – PREGNANCY LEAVE – ASE” by clicking the circle next to the selection
Scenario 9 – Pregnancy Leave without Pay Continued

• GSRs will select “PDLGSR – PREGNANCY LEAVE – GSR” by clicking the circle next to the selection.

• Repeat the selection process for the amount of days needed for approved Leave without Pay Other.

• Once completed, save the timesheet by clicking the **Save** button at the top right corner of the screen.

• At the end of the Pay Period, submit timesheet by clicking the **Submit to Supervisor** option at the top right corner of the screen.
Scenario 10 – No leave Entry

• Access timesheet using slide 13
• In this example, employee is submitting a timesheet with no leave entered.
  • Timesheets *always* need to be submitted to supervisors even when there is no leave recorded/entered in the timesheet.
  • There is no need to save the timesheet as there are no entries, rather access timesheet at the end of the pay period before the deadline.

GSR Timesheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Late</th>
<th>Overtime</th>
<th>PTO</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ASE Timesheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Late</th>
<th>Overtime</th>
<th>PTO</th>
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<td>10/16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Scenario 10 – No Leave Entry Continued

- Once in the timesheet, submit to supervisor by clicking the “Submit to Supervisor” option at the top right corner of the screen.
Other Timesheet information and Contacts

• Timesheets generate the first time there is a log in to TARS within the current pay period.
• If there is a missed entry in a previous timesheet that needs to be recorded, please contact your supervisor who will work with your department to make the necessary adjustments.
• Should you have questions regarding any leaves or eligibility and balances, please contact your supervisor.
• Should you experience any TARS technical issues, please reach out to Timesheetfeedback@ucr.edu to report any timesheet-related issues or if you have questions.
  • This feedback email account is managed by Payroll Coordination & Analysis in BFS.