

Time & Attendance Reporting System Training (TARS)

ASE/GSR Leave Reporting Entry

Release 2



BFS – Business & Financial Services
A Division of Planning, Budget, and Administration



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

Leave	Description	TARS Leave Code
Bereavement Leave	Bereavement Leave is due to the death of a family member	BRVASE
Jury Duty	Jury Duty leave when summoned for jury duty service	JDSASE
Military Leave	ASE who are called to active military service	MILASE
PREGNANCY LEAVE - ASE	PREGNANCY LEAVE	PDLASE
Short Term Leave - Self Illness – Disability	Short term leave for an employee’s self-illness or disability	STLSLFDISABILA
Short Term Leave - Child Birth, Adopt, Care of child	Short Term leave for the birth of a child, adoption and/or care of a child	STLCHLDA
Short Term Leave - Family Emergency	Short Term Leave for Family Emergency	STLFAMEMGNCYA
Short Term Leave - Immigration/Citizenship appointments hearings	Short Term Leave - Immigration/Citizenship appointments hearings	STLIMMIGCITZNA
Short Term Leave - Additional - Explanation needed in comments	Short Term Leave - Additional - Explanation needed in comments	STLADDTLA
Long Term leave - Self Serious Health	Long Term leave - Self Serious Health	LTLSLFHEALTHA
Long Term leave - FAM Serious Health	Long Term leave - Serious Health condition for a family member	LTLFAMHEALTHA
Long Term leave - Parental Bond	Long Term leave - Parental Bonding	LTLPARNTLBONA
Long Term leave - Child Birth, Adopt, Care of child	Long Term leave for the birth of a child, adoption and/or care of a child	LTLCHLDA
Long Term Leave - Additional - Explanation needed in comments	Long Term Leave - Additional - Explanation needed in comments	LTLADDTLA
Other – Explanation needed in comments	Other – Explanation needed in comments	OTHERLWPASE

Leave without Pay

The below leaves are available for eligible ASEs

Leave	Description	TARS Leave Code
OTHER LWOP - ASE - EXPLANATION NEEDED IN COMMENTS	OTHER LWOP - ASE - EXPLANATION NEEDED IN COMMENTS	LWOPASE
LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - ASE	LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - ASE	LTLWOPADDTLA
SHORT TERM LEAVE WITHOUT PAY - ADDITIONAL - EXPLANATION NEEDED IN COMMENTS - ASE	SHORT TERM LEAVE WITHOUT PAY - ADDITIONAL - EXPLANATION NEEDED IN COMMENTS - ASE	STLWOPADDTLA

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.

Leave	Description	TARS Leave Code
Personal Time Off (PTO)	Personal Time Off (PTO)	PTOGSR

Leave with Pay

The below leaves are available for eligible GSRs

Leave	Description	TARS Leave Code
Bereavement Leave	Bereavement Leave is due to the death of a family member	BRVGSR
Jury Duty	Jury Duty leave when summoned for jury duty service	JDSGSR
Military Leave	GSRs who are called to active military service	MILGSR
PREGNANCY LEAVE - GSR	PREGNANCY LEAVE	PDLGSR
Short Term Leave - Self Illness – Disability	Short term leave for an employee’s self-illness or disability	STLSLFDISABILG
Short Term Leave - Child Birth, Adopt, Care of child	Short Term leave for the birth of a child, adoption and/or care of a child	STLCHLDG
Short Term Leave - Family Emergency	Short Term Leave for Family Emergency	STLFAMEMGNCYG
Short Term Leave - Immigration/Citizenship appointments hearings	Short Term Leave - Immigration/Citizenship appointments hearings	STLIMMIGCITZNG
Short Term Leave - Additional - Explanation needed in comments	Short Term Leave - Additional - Explanation needed in comments	STLADDTLG
Long Term leave - Self Serious Health	Long Term leave - Self Serious Health	LTLSLFHEALTHG
Long Term leave - FAM Serious Health	Long Term leave - Serious Health condition for a family member	LTLFAMHEALTHG
Long Term leave - Parental Bond	Long Term leave - Parental Bonding	LTLPARNTLBONG
Long Term leave - Child Birth, Adopt, Care of child	Long Term leave for the birth of a child, adoption and/or care of a child	LTLCHLDG
Long Term Leave - Additional - Explanation needed in comments	Long Term Leave - Additional - Explanation needed in comments	LTLADDTLG
Other – Explanation needed in comments	Other – Explanation needed in comments	OTHERLWPGSR
Other Leave – Vacation – GSR	OTHER LEAVE - VACATION – GSR (only for GSRs who have vacation balance remaining)	VACGSR

Leave without Pay

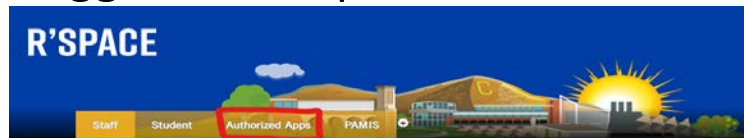
The below leaves are available for eligible GSRs

Leave	Description	TARS Leave Code
OTHER LWOP - GSR - EXPLANATION NEEDED IN COMMENTS	OTHER LWOP - GSR - EXPLANATION NEEDED IN COMMENTS	LWOPGSR
LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - GSR	LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - GSR	LTWOPADDTLA
SHORT TERM LEAVE WITHOUT PAY - ADDITIONAL - EXPLANATION NEEDED IN COMMENTS - GSR	SHORT TERM LEAVE WITHOUT PAY - ADDITIONAL - EXPLANATION NEEDED IN COMMENTS - GSR	STWOPADDTLA

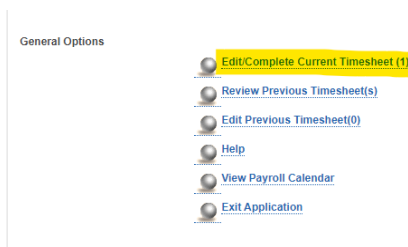
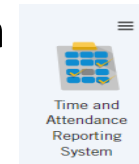
Accessing TARS and Timesheet

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)*”



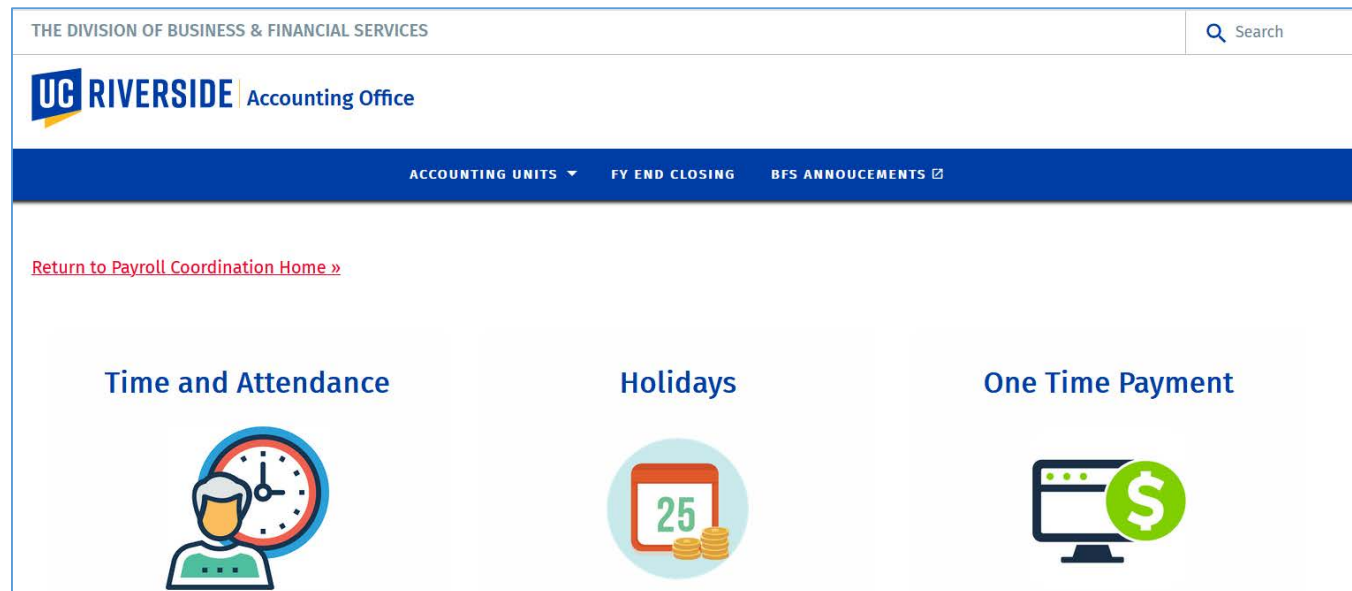
- Click on the timesheet for the current pay period

Timesheet	Employee Name	Status	Last Updated	Updated By
September 1, 2023 - September 30, 2023	[REDACTED]	Employee Saved Timesheet	09/05/2023 08:19:28 AM	[REDACTED]

Accessing TARS Calendars

Accessing TARS Calendars

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

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Unit Head
[REDACTED]	[REDACTED]	VAC: 0 SKL: 0 Prior Leaves Pending		1	ASSOC IN ___-AY-GSHIP	D01083 - Summer Session	[REDACTED]

- The following six tabs displays: 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

Employee Information		Balance Information (as of 08/31/2023)					
Name:	[REDACTED]	Begin Balance	Earned	Taken	Adjustment	Pending From Prior Timesheet	End Balance
Employee ID:	[REDACTED]	Vacation	0	0	0	0	0
Home Department:	D01021 Philosophy Dept	Sick Leave	0	0	0	0	0
Unit Head(s):	[REDACTED]	Comp Time	0	0	0	0	0
Pay Schedule:	M	Paid Time Off	0	0	0	0	0
Premium O/T:	Not Eligible	Holiday Bank Time	0	0	0	0	0
Primary Title Code:	002310	Refer to UCPath for details regarding current balances and accruals. If any of this is unclear, reach out to your Shared Service Center for assistance. Pending Takes from Prior Period will be updated in UCPath on 09/29/2023 Link to Leave Balance User Guide					
Title Unit Code:	BX	Vacation Details Maximum Vacation Limit** 0					

**Vacation leave may be accrued to a maximum of 2 times the annual full-time earning rate whether the employee holds a full- or part-time appointment. - 105

Timesheet Overview continued

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

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
Day of Month	Leave Without Pay ?	Leave With Pay ?			
Fri: Sep 1	<input type="checkbox"/>	<input type="checkbox"/>			
Sat: Sep 2	<input type="checkbox"/>	<input type="checkbox"/>			
Sun: Sep 3	<input type="checkbox"/>	<input type="checkbox"/>			

- 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

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY								
<div style="border: 1px solid #ccc; padding: 5px;"> <p><small>File Name</small> <input type="text" value="Choose File"/> No file chosen</p> <p><small>Document Title</small> <input type="text"/></p> <p style="text-align: center;">Attach File</p> </div>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>File Title</th> <th>File Name</th> <th>Uploaded by</th> <th>Uploaded Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						File Title	File Name	Uploaded by	Uploaded Date				
File Title	File Name	Uploaded by	Uploaded Date										

- Comments: The purpose of this tab is to display and enter comments for any applicable leave that requires comments to be entered.

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY						
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Please click on the "Save Comments" button to store your comments prior to moving away from this tab.</p> <p><small>New Comments</small> <input style="width: 90%;" type="text"/></p> <p style="font-size: 8px; text-align: center;">(To preserve the text formatting, please hit "return" after each line. (Limit 2000 chars))</p> <p style="text-align: center;">Save Comments</p> </div>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Comment</th> <th>User NetID</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Comment	User NetID	Date			
Comment	User NetID	Date									

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

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
Day of Month		Personal Time Off			
Fri: Sep 1		<input type="checkbox"/>			
Sat: Sep 2		<input type="checkbox"/>			
Sun: Sep 3		<input type="checkbox"/>			
Mon: Sep 4		<input type="checkbox"/>			
Tue: Sep 5		<input type="checkbox"/>			
Wed: Sep 6		<input type="checkbox"/>			
Thu: Sep 7		<input checked="" type="checkbox"/> 8 PTOGSR			
Fri: Sep 8		<input type="checkbox"/>			
Sat: Sep 9		<input type="checkbox"/>			
Sun: Sep 10		<input type="checkbox"/>			

- 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.

[Save](#)
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[Submit to Supervisor](#)

[Save](#)
[Main Menu](#)
[Submit to Supervisor](#)



Scenario 2 – Vacation (GSRs only)

- Access timesheet using slide 13.
- 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.

Type	Description
<input type="radio"/> BRVGSR	BEREAVEMENT LEAVE - GSR
<input type="radio"/> JDSGSR	JURY DUTY SERVICE - GSR
<input type="radio"/> LTLSPHEALTHG	LONG TERM LEAVE - SELF-SERIOUS HEALTH - GSR
<input type="radio"/> LTLADDTLG	LONG TERM LEAVE/OTHER - EXPLANATION NEEDED IN COMMENTS - GSR
<input type="radio"/> LTLCHLDG	LONG TERM LEAVE - CHILD BIRTH, ADOPT, CARE OF CHILD - GSR
<input type="radio"/> LTLFAMHEALTHG	LONG TERM LEAVE - FAM-SERIOUS HEALTH - GSR
<input type="radio"/> LTLPARNTLBOND	LONG TERM LEAVE - PARENTAL BOND - GSR
<input type="radio"/> MILGSR	MILITARY LEAVE - GSR
<input type="radio"/> OTHERLWPGSR	OTHER - GSR - EXPLANATION NEEDED

Use more than one leave type
View Absence from Work policy
Close

- For vacation, select “VACGSR - OTHER LEAVE - VACATION - GSR” by clicking the circle next to the selection.

<input checked="" type="radio"/> VACGSR	OTHER LEAVE - VACATION - GSR
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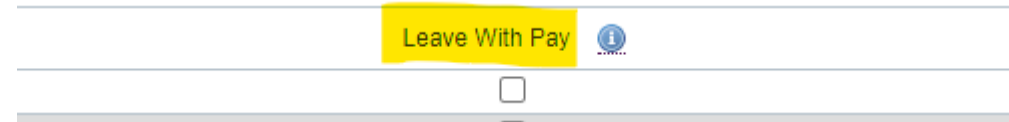
- Once the leave is entered, the timesheet should be saved. If the timesheet is not saved, the leave will NOT record. To save the timesheet, click on **Save** at the top right corner of the screen.
- This process should be repeated after each leave is entered.
- At the end of the Pay Period, submit timesheet by clicking the “**Submit to Supervisor**” option at the top right corner of the screen.

Save
Main Menu
Submit to Supervisor

Save
Main Menu
Submit to Supervisor

Scenario 3 – Short Term Leave (STL)

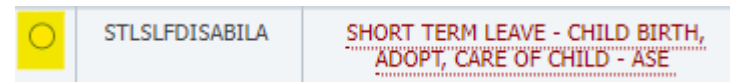
- Access timesheet using slide 13.
- In this example, “SHORT TERM LEAVE - CHILD BIRTH, ADOPT, CARE OF CHILD” is elected.
 - Once in timesheet Short Term Leaves could be found under **Leave with Pay** section.



- 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

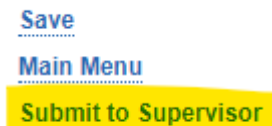
- GSRs will select “**STLSLFDISABILG - SHORT TERM LEAVE - CHILD BIRTH, ADOPT, CARE OF CHILD – GSR**” by clicking the circle next to the selection



- 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

A screenshot of a timesheet interface. A yellow box highlights the text 'Leave With Pay' next to a blue information icon. Below this, there is a grid of boxes for recording leave, with one box highlighted in white.

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

A screenshot of a 'Select Leave Type' dialog box. It contains a table with two columns: 'Type' and 'Description'. The table lists various leave types with radio buttons next to them. The 'LTLFAMHEALTHG' option is selected.

Type	Description
<input type="radio"/> BRVGSR	BEREAVEMENT LEAVE - GSR
<input type="radio"/> JDSGSR	JURY DUTY SERVICE - GSR
<input type="radio"/> LTLSPHEALTHG	LONG TERM LEAVE - SELF SERIOUS HEALTH - GSR
<input type="radio"/> LTLADDTLG	LONG TERM LEAVE/OTHER - EXPLANATION NEEDED IN COMMENTS - GSR
<input type="radio"/> LTLCHLOG	LONG TERM LEAVE - CHILD BIRTH, ADOPT CARE OF CHILD - GSR
<input checked="" type="radio"/> LTLFAMHEALTHG	LONG TERM LEAVE - FAM SERIOUS HEALTH - GSR
<input type="radio"/> LTLPARNTLBONG	LONG TERM LEAVE - PARENTAL BOND - GSR
<input type="radio"/> MILGSR	MILITARY LEAVE - GSR
<input type="radio"/> OTHERLWPGSR	OTHER - GSR - EXPLANATION NEEDED

Use more than one leave type
 [View Absence from Work policy]

Close

- ASEs will select “**LTLFAMHEALTHG - LONG TERM LEAVE - FAM SERIOUS HEALTH – ASE**” by clicking the circle next to the selection

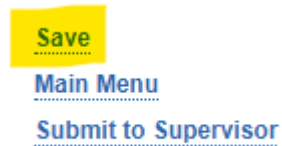
A screenshot showing the selected leave type 'LTLFAMHEALTHG' and its description 'LONG TERM LEAVE - FAM SERIOUS HEALTH - GSR'. The type is highlighted with a yellow circle.

Scenario 4 – Long Term Leave (LTL) Continued

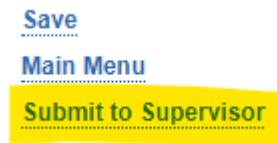
- GSRs will select “**LTLFAMHEALTHG - LONG TERM LEAVE - FAM SERIOUS HEALTH – GSR**” by clicking the circle next to the selection



- 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

A screenshot of a timesheet interface. A yellow box highlights the text "Leave With Pay" next to an information icon. Below this, there is a grid of boxes representing days, with one box containing a small square icon.

A screenshot of a "Select Leave Type" dialog box. It contains a table with two columns: "Type" and "Description".

Type	Description
<input type="radio"/> BRVGR	BEREAVEMENT LEAVE - GSR
<input type="radio"/> JDSGR	JURY DUTY SERVICE - GSR
<input type="radio"/> LTSLPHEALTHG	LONG TERM LEAVE - SELF SERIOUS HEALTH - GSR
<input type="radio"/> LTADDTLG	LONG TERM LEAVE/OTHER - EXPLANATION NEEDED IN COMMENTS - GSR
<input type="radio"/> LTLOLDG	LONG TERM LEAVE - CHILD BIRTH, ADOPT, CARE OF CHILD - GSR
<input type="radio"/> LTLFAMHEALTHG	LONG TERM LEAVE - FAM SERIOUS HEALTH - GSR
<input type="radio"/> LTLPARNTLBOND	LONG TERM LEAVE - PARENTAL BOND - GSR
<input type="radio"/> MILGSR	MILITARY LEAVE - GSR
<input type="radio"/> OTHERLWPGSR	OTHER - GSR - EXPLANATION NEEDED

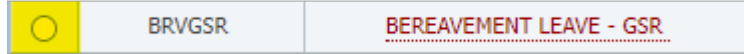
At the bottom of the dialog, there is a link "Use more than one leave type" and a button "View Absence from Work policy". A "Close" button is at the bottom right.

- ASEs will select “**BRVASE – BEREAVMENT LEAVE – ASE**” by clicking the circle next to the selection

A screenshot of the timesheet interface showing the selection of "BRVASE". The "BRVASE" text is highlighted in yellow, and the "BEREAVEMENT LEAVE - ASE" text is underlined in red.

Scenario 5 – Bereavement Leave Continued

- GSRs will select “**BRVGSR – BEREAVMENT 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.

Save

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[Submit to Supervisor](#)

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

Save

[Main Menu](#)

[Submit to Supervisor](#)

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

A screenshot of a timesheet interface. A yellow box highlights the text "Leave With Pay" next to an information icon. Below this, there is a grid of boxes for selecting leave days, with one box containing a small square icon.

- Click on the box for the day the leave was approved.
- Once you click, the Select Leave Type box will appear

A screenshot of a "Select Leave Type" dialog box. It contains a table with the following data:

Type	Description
<input type="radio"/> BRVGSR	BEREAVEMENT LEAVE - GSR
<input type="radio"/> JDSGSR	JURY DUTY SERVICE - GSR
<input type="radio"/> LTLSPHEALTHG	LONG TERM LEAVE - SELF SERIOUS HEALTH - GSR
<input type="radio"/> LTLADDTLG	LONG TERM LEAVE/OTHER -- EXPLANATION NEEDED IN COMMENTS - GSR
<input type="radio"/> LTLCHLDG	LONG TERM LEAVE - CHILD BIRTH, ADOPT, CARE OF CHILD - GSR
<input type="radio"/> LTLFAMHEALTHG	LONG TERM LEAVE - FAM SERIOUS HEALTH - GSR
<input type="radio"/> LTLPARNTLBONG	LONG TERM LEAVE - PARENTAL BOND - GSR
<input type="radio"/> MILGSR	MILITARY LEAVE - GSR
<input type="radio"/> OTHERLLWPGSR	OTHER - GSR - EXPLANATION NEEDED

Below the table, there is a link: "Use more than one leave type" and a button: "View Absence from Work policy". A "Close" button is at the bottom right.

- AEs will select “**JDSASE – JURY DUTY SERVICE – ASE**” by clicking the circle next to the selection

A screenshot showing two selectable options in a row. The first option is "JDSASE" with a yellow circle next to it. The second option is "JURY DUTY SERVICE - ASE" with a red circle next to it.

Scenario 6 – Jury Duty Service Continued

- GSRs will select “**JDSGSR – 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

A screenshot of a timesheet interface. A yellow box highlights the text 'Leave With Pay' next to an information icon. Below this, there is a small square checkbox.

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

A screenshot of a 'Select Leave Type' dialog box. It contains a table with the following data:

Type	Description
<input type="radio"/> BRVGSR	BEREAVEMENT LEAVE - GSR
<input type="radio"/> JDSGSR	JURY DUTY SERVICE - GSR
<input type="radio"/> LTLSPHEALTHG	LONG TERM LEAVE - SELF SERIOUS HEALTH - GSR
<input type="radio"/> LTLADDTLG	LONG TERM LEAVE/OTHER -- EXPLANATION NEEDED IN COMMENTS - GSR
<input type="radio"/> LTLCHLDG	LONG TERM LEAVE - CHILD BIRTH, ADOPT, CARE OF CHILD - GSR
<input type="radio"/> LTLFAMHEALTHG	LONG TERM LEAVE - FAM SERIOUS HEALTH - GSR
<input type="radio"/> LTLPARNTLBONG	LONG TERM LEAVE - PARENTAL BOND - GSR
<input type="radio"/> MILGSR	MILITARY LEAVE - GSR
<input type="radio"/> OTHERLLWPGR	OTHER - GSR - EXPLANATION NEEDED

Below the table, there is a link: [Use more than one leave type](#) and another link: [View Absence from Work policy](#). A 'Close' button is at the bottom right.

- AEs will select “**MILASE – MILITARY SERVICE – ASE**” by clicking the circle next to the selection

A screenshot of the leave selection interface. It shows two radio button options: 'MILASE' (which is selected) and 'MILITARY LEAVE - ASE'.

Scenario 7 – Military Service Continued

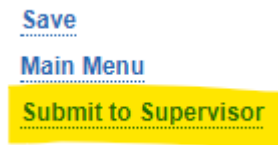
- GSRs will select “**MILGSR – MILITARY SERVICE – GSR**” by clicking the circle next to the selection



- 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.

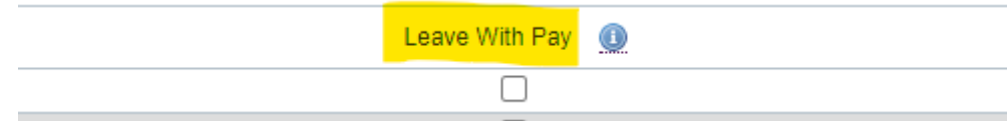


- At the end of the day period, submit timesheet by clicking the “**Submit to Supervisor**” option at the top right corner of the screen.



Scenario 8 – Other Leave with Pay

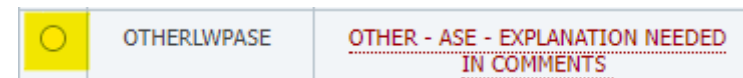
- Access timesheet using slide 13
- In this example, there are three days of approved “Other Leave with Pay”
 - Once in timesheet, Other Leave with Pay can be found under Leave with Pay section



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



- AEs 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

<input type="radio"/>	OTHERLWPGSR	OTHER - GSR - EXPLANATION NEEDED IN COMMENTS
-----------------------	-------------	---

- 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

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
----------	----------------	---------------	-------------	-----------------	------------------

- Enter comments in the following format: Date of leave – Leave Reason, then click **Save Comments**

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
----------	----------------	---------------	-------------	-----------------	------------------

Please click on the "Save Comments" button to store your comments prior to moving away from this tab.

New Comments:

(To preserve the text formatting, please hit "return" after each line. [Limit 2000 chars])

[Save Comments](#)

Comment	User NetID	Date

- Comment will appear in the section below once saved

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
----------	----------------	---------------	-------------	-----------------	------------------

Please click on the "Save Comments" button to store your comments prior to moving away from this tab.

New Comments:

(To preserve the text formatting, please hit "return" after each line. [Limit 2000 chars])

[Save Comments](#)

Comment	User NetID	Date
10/01/2023 - Leave Reason	[REDACTED]	09/20/2023

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.

Save

[Main Menu](#)

[Submit to Supervisor](#)

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


[Save](#)

[Main Menu](#)

[Submit to Supervisor](#)

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

Leave Without Pay 

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



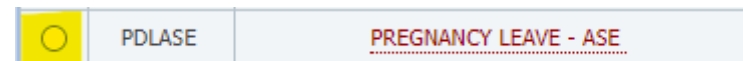
Type	Description
<input type="radio"/> BRVGSR	BEREAVEMENT LEAVE - GSR
<input type="radio"/> JDSGSR	JURY DUTY SERVICE - GSR
<input type="radio"/> LTLSPHEALTHG	LONG TERM LEAVE - SELF SERIOUS HEALTH - GSR
<input type="radio"/> LTLADDTLG	LONG TERM LEAVE/OTHER -- EXPLANATION NEEDED IN COMMENTS - GSR
<input type="radio"/> LTLCHLDG	LONG TERM LEAVE - CHILD BIRTH, ADOPT, CARE OF CHILD - GSR
<input type="radio"/> LTLFAMHEALTHG	LONG TERM LEAVE - FAM SERIOUS HEALTH - GSR
<input type="radio"/> LTLPARENTLBONG	LONG TERM LEAVE - PARENTAL BOND - GSR
<input type="radio"/> MILGSR	MILITARY LEAVE - GSR
<input type="radio"/> OTHERLLWPGSR	OTHER - GSR - EXPLANATION NEEDED

Use more than one leave type

[View Absence from Work policy](#)

Close

- ASEs will select “**PDLASE – PREGNANCY LEAVE – ASE**” by clicking the circle next to the selection



<input checked="" type="radio"/> PDLASE	PREGNANCY LEAVE - ASE
---	-----------------------

Scenario 9 – Pregnancy Leave without Pay Continued

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

<input type="radio"/>	PDLGSR	<u>PREGNANCY LEAVE - GSR</u>
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- 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.

Save

[Main Menu](#)

[Submit to Supervisor](#)

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

[Save](#)

[Main Menu](#)

[Submit to Supervisor](#)



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

Day of Month	Period Time Off	Leave With Pay	Leave With Pay
Sun Oct 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon Oct 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue Oct 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed Oct 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu Oct 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri Oct 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat Oct 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun Oct 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon Oct 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue Oct 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed Oct 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu Oct 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri Oct 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat Oct 14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun Oct 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon Oct 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue Oct 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed Oct 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu Oct 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri Oct 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat Oct 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun Oct 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon Oct 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue Oct 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed Oct 25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu Oct 26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri Oct 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat Oct 28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun Oct 29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon Oct 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue Oct 31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	0	0	0

ASE Timesheet

Day of Month	Leave Without Pay	Leave With Pay
Sun Oct 1	<input type="checkbox"/>	<input type="checkbox"/>
Mon Oct 2	<input type="checkbox"/>	<input type="checkbox"/>
Tue Oct 3	<input type="checkbox"/>	<input type="checkbox"/>
Wed Oct 4	<input type="checkbox"/>	<input type="checkbox"/>
Thu Oct 5	<input type="checkbox"/>	<input type="checkbox"/>
Fri Oct 6	<input type="checkbox"/>	<input type="checkbox"/>
Sat Oct 7	<input type="checkbox"/>	<input type="checkbox"/>
Sun Oct 8	<input type="checkbox"/>	<input type="checkbox"/>
Mon Oct 9	<input type="checkbox"/>	<input type="checkbox"/>
Tue Oct 10	<input type="checkbox"/>	<input type="checkbox"/>
Wed Oct 11	<input type="checkbox"/>	<input type="checkbox"/>
Thu Oct 12	<input type="checkbox"/>	<input type="checkbox"/>
Fri Oct 13	<input type="checkbox"/>	<input type="checkbox"/>
Sat Oct 14	<input type="checkbox"/>	<input type="checkbox"/>
Sun Oct 15	<input type="checkbox"/>	<input type="checkbox"/>
Mon Oct 16	<input type="checkbox"/>	<input type="checkbox"/>
Tue Oct 17	<input type="checkbox"/>	<input type="checkbox"/>
Wed Oct 18	<input type="checkbox"/>	<input type="checkbox"/>
Thu Oct 19	<input type="checkbox"/>	<input type="checkbox"/>
Fri Oct 20	<input type="checkbox"/>	<input type="checkbox"/>
Sat Oct 21	<input type="checkbox"/>	<input type="checkbox"/>
Sun Oct 22	<input type="checkbox"/>	<input type="checkbox"/>
Mon Oct 23	<input type="checkbox"/>	<input type="checkbox"/>
Tue Oct 24	<input type="checkbox"/>	<input type="checkbox"/>
Wed Oct 25	<input type="checkbox"/>	<input type="checkbox"/>
Thu Oct 26	<input type="checkbox"/>	<input type="checkbox"/>
Fri Oct 27	<input type="checkbox"/>	<input type="checkbox"/>
Sat Oct 28	<input type="checkbox"/>	<input type="checkbox"/>
Sun Oct 29	<input type="checkbox"/>	<input type="checkbox"/>
Mon Oct 30	<input type="checkbox"/>	<input type="checkbox"/>
Tue Oct 31	<input type="checkbox"/>	<input type="checkbox"/>
Total	0	0



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.

[Save](#)

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[Submit to Supervisor](#)

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.