

# Time & Attendance Reporting System Training (TARS)

GSR/ASE – Timesheet Approver

Release 2



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



# Training Outline

- Timesheet Responsibilities and Expectations
- Employee Leaves
- Accessing TARS Calendars
- Accessing TARS
- Timesheet Overview
- Scenarios
- Timesheet Status Details
- Other Timesheet Information
- Contacts
- Appendices

# Timesheet Responsibilities and Expectations

# Timesheet Responsibilities and Expectations

- It is the supervisor's responsibility to accurately review and approve employee timesheets by the published payroll deadlines.

## ***Important:***

- Where applicable and as required by their contract, ASEs and GSRs will be required to seek prior approval for their Personal Time Off (PTO) and Leave of Absence.
- Once a leave is taken and reported, it cannot be rescinded.
- To prevent employee paycheck inaccuracy and manual adjustments, supervisors should carefully review each of their employees' timesheets before approving.
- If timesheets are not accurately reported by employees, supervisors should either route the timesheet back to the employee (if time allows) or correct the timesheet accordingly, depending on the circumstance.
- In support of organizational excellence and to improve operational effectiveness, timely and accurate review and approval of time records will reduce rework, special handling, and late payments.

# Responsibilities

- Supervisors are responsible for reviewing and approving timesheets before the monthly timesheet approval deadlines.
- Supervisors are responsible for rejecting or correcting timesheets with errors and communicate issues to employees.
- Supervisors are responsible for promptly communicating with TAAs about any time-reporting issues & responding to TAA requests.
- Please note, following supervisor approval, the majority of timesheets will route directly to the UCPath System (via the I-181 Interface File) and bypass the TAA Approval Queues. Therefore, it is important that supervisors carefully review leave taken.

# 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	GSRs 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

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

- These leaves are prorated based on the employee's FTE.

# 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.
- PTO leave is prorated based on the employee's FTE.

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
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

- These leaves are prorated based on the employee’s FTE.

# Leave with Pay Continued

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	PDLASE
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

- These leaves are prorated based on the employee's FTE.

# Leave without Pay

The below leaves are available for eligible GSRs

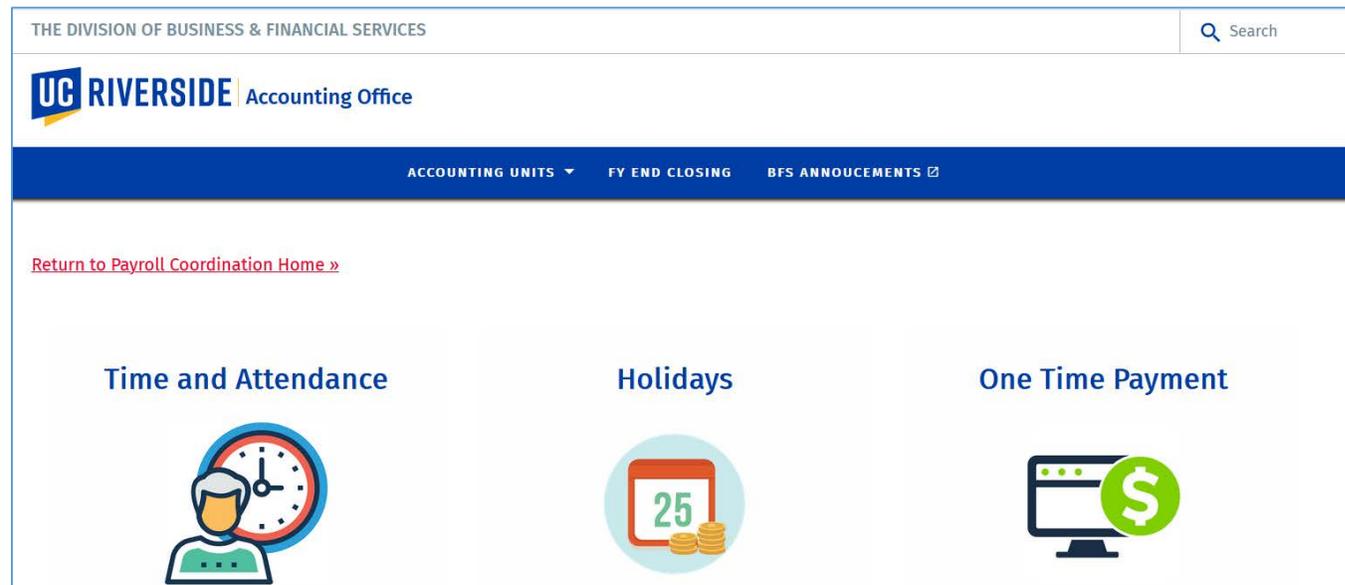
Leave	Description	TARS Leave Code
OTHER LWOP - GSR - EXPLANATION NEEDED IN COMMENTS	OTHER LWOP - GSR - EXPLANATION NEEDED IN COMMENTS	LWOPASE
LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - GSR	LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - GSR	LTLWOPADDTLA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

- These leaves are prorated based on the employee's FTE.

# 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 the current timesheet, employee 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: 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**

Name:	[REDACTED]
Employee ID:	[REDACTED]
Home Department:	D01021 Philosophy Dept
Unit Head(s):	[REDACTED]
Pay Schedule:	M
Premium O/T:	Not Eligible
Primary Title Code:	002310
Title Unit Code:	BX

**Balance Information (as of 08/31/2023)**

	Begin Balance	Earned	Taken	Adjustment	Pending From Prior Timesheet	End Balance
Vacation	0	0	0	0	0	0
Sick Leave	0	0	0	0	0	0
Comp Time	0	0	0	0	0	0
Paid Time Off	0	0	0	0	0	0
Holiday Bank Time	0	0	0	0	0	0

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](#)

**Vacation Details**

Maximum Vacation Limit *	0
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\* 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. - 145

# 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 <a href="#">?</a>		Leave With Pay <a href="#">?</a>
	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								
<p>File Name: <input type="text" value="Choose File"/> No file chosen</p> <p>Document Title: <input type="text"/></p> <p><a href="#">Attach File</a></p> <table border="1"> <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						
<p>Please click on the "Save Comments" button to store your comments prior to moving away from this tab.</p> <p>New Comments: <input type="text"/></p> <p>(To preserve the text formatting, please hit "return" after each line. (Limit 2000 chars))</p> <p><a href="#">Save Comments</a></p> <table border="1"> <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 tab displays the routing of the timesheet from employee to supervisor, Time and Attendance Administrator and UCPATH Payroll.



# Supervisor Timesheet Overview

- Once in TARS, supervisors have the following options:
  - Review and Approve Current Timesheets for Direct Reports
    - This is used to approve current timesheets.
  - Review and Approve Prior Pay Period Adjustments
    - If there is a Prior Pay Period Adjustment processed, supervisors can review and approve here.
  - Review Previous Timesheets
    - Here supervisors can review previous timesheets for their direct reports.
  - Prior Pay Period Adjustments
    - This is where a correction can be done for an employee's timesheet.
    - \*This can only be done for the previous month.
    - Any adjustments needed for two or more months prior to the current month, please work with your department head to pass on information to the Share Service Center for your department.
  - Approve Previous Timesheet
    - Supervisors can approve a previous timesheet if unapproved.
  - Maintain Pre-Approver
    - Supervisors can assign a Pre-Approver for their direct report Timesheets.
  - View Timeclock Entries for Direct Reports
    - Should a Supervisor have an employee who uses the timeclock feature.
  - Maintain Settings for Direct Reports
    - This is where supervisors will set the schedule for their direct reports.

## Supervisor/Unit Head Options

-  [Review/Approve Current Timesheets for Direct Reports \(7\)](#)
-  [Review/Approve Prior Period Adjustments for Direct Reports \(0\)](#)
-  [Review Previous Timesheet\(s\)](#)
-  [Prior Pay Period Adjustment](#)
-  [Approve Previous Timesheets \(1\)](#)
-  [Maintain Pre-Approver \(0\)](#)
-  [View Timeclock Entries for Direct Reports](#)
-  [Maintain Settings for Direct Reports](#)

# Review and Approve Current Timesheets for Direct Reports

- Once in TARS, click on Review and Approve Current Timesheets for Direct Reports



- Select the correct pay period timesheet for the employee you wish to approve by clicking on the “Period” link OR the “Employee Name” link

Supervisor/Unit Head: [REDACTED] [Main Menu](#)

Period	Employee Name	Employee ID	Dept	Status	REG	VAC	SKL	LWP	LWOP	HBTO	CTA	CTO	OTS	OTP	ODH	SDF	CBT	Last Updated	Updated By	Preapproved Date	Preapproved By	Comments
<a href="#">September 1, 2023 - September 30, 2023</a>	[REDACTED]	[REDACTED]	D01256	Submitted to Supervisor				8										09/21/2023 07:38:22 PM	[REDACTED]			

- Once in the timesheet, review and approve the timesheet by clicking on the **green Approve** button on the left side of the screen

September 1, 2023 - September 30, 2023 Timesheet

Name	Employee ID	Leave Balances	Primary Job	Title	Department	Unit Head
[REDACTED]	[REDACTED]	WAC: 0 - 800.0 Prior Leaves: Pending	1	GSR-NO REM	D01256 - Liberal Arts & Interdisc Prgm	[REDACTED]
			2	GSR-NO REM	D01256 - Liberal Arts & Interdisc Prgm	[REDACTED]

[Approve](#) [Relist](#)

Save  
Main Menu  
Return Timesheet to Employee  
Return to Time & Attendance Administrator  
Back to List

Day of Month	Personal Time Off	Leave Without Pay	Leave With Pay
Fri: Sep 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 8 PH
Tue: Sep 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 13	<input checked="" type="checkbox"/> 8 PTOGR	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 14	<input checked="" type="checkbox"/> 8 PTOGR	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Review and Approve Current Timesheets for Direct Reports Continued

- If the timesheet needs to be returned to the employee click on the **red Reject** button on the left side of the screen.
  - When the reject button is selected, the supervisor is going to be prompted with “Return timesheet to employee?”, click OK.
  - The supervisor will then be prompted to enter a comment before timesheet is returned.
  - Supervisor should enter a comment on the comments tab and **save**.
  - Once saved, click the reject button again and the timesheet will be routed back to employee.

The screenshot displays the 'September 1, 2023 - September 30, 2023 Timesheet' interface. At the top, there are fields for 'Name', 'Employee ID', 'Login/Default', 'Priority', 'Job', 'Title', 'Department', and 'User Input'. Below this is a table with columns for 'Personal Time CE', 'Leave Withd Pay', and 'Leave Withd Pay'. The 'REJECT' button is highlighted in red. The table shows a grid of days from Sep 1 to Sep 26, with checkboxes for each day. The 'REJECT' button is located at the top left of the table area.



# Scenarios

# Saving and Submitting Timesheet Overview

- Employees should enter their approved leaves 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 20<sup>th</sup> and September 21<sup>st</sup>, 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

- Once in the employee timesheet, when PTO is selected, the timesheet will box next to the date the employee was approved to take PTO
  - In the example below, PTO was approved and taken on Wednesday September 13<sup>th</sup> and Thursday September 14<sup>th</sup> and 8 hours of vacation.

The screenshot shows a timesheet interface with a navigation bar at the top containing 'APPROVE' (green) and 'REJECT' (red) buttons, and a 'Back to List' link. Below the navigation bar are tabs for 'OVERVIEW', 'TIME REPORTING' (selected), 'DETAILED VIEW', 'ATTACHMENTS', 'COMMENTS', and 'APPROVAL HISTORY'. The main table has four columns: 'Day of Month', 'Personal Time Off', 'Leave Without Pay', and 'Leave With Pay'. The rows represent days from Friday, Sep 1 to Monday, Sep 18. On Wednesday, Sep 13 and Thursday, Sep 14, the 'Personal Time Off' column shows a checked checkbox and '8 PTOGSR' in a yellow box. On Monday, Sep 4, the 'Leave With Pay' column shows a checked checkbox and '8 PTO'.

Day of Month	Personal Time Off	Leave Without Pay	Leave With Pay
Fri: Sep 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 8 PTO
Tue: Sep 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 13	<input checked="" type="checkbox"/> 8 PTOGSR	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 14	<input checked="" type="checkbox"/> 8 PTOGSR	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Review and approve the timesheet by clicking on the **green Approve** button on the left side of the screen
- Refer to slide 21 for instructions on returning timesheet if needed or applicable.

# Scenario 2 – Vacation (GSRs only)

- Once in employee timesheet, when Vacation is selected, the timesheet will box next to the date the employee was approved to take Vacation
  - In the example below, Vacation was approved and taken on Wednesday September 13<sup>th</sup> and Thursday September 14<sup>th</sup> and 8 hours of vacation.

The screenshot shows a timesheet interface with the following elements:

- Buttons: **APPROVE** (green) and **REJECT** (red) on the left; **Administrator** and **Back to List** on the right.
- Tabs: **OVERVIEW**, **TIME REPORTING** (selected), **DETAILED VIEW**, **ATTACHMENTS**, **COMMENTS**, **APPROVAL HISTORY**.
- Table Columns: **Day of Month**, **Personal Time Off**, **Leave Without Pay**, **Leave With Pay**.
- Table Data:
 

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

- Review and approve the timesheet by click on the **green Approve** button on the left side of the screen
- Refer to slide 21 for instructions on returning timesheet if needed or applicable.

# Scenario 3 – Short Term Leave (STL)

- Once in employee timesheet, when Short Term Leave is selected, the timesheet will box next to the date you have been approved to take Short Term Leave
  - In the example below, Short Term Leave was approved and taken on Wednesday September 13<sup>th</sup> , Thursday September 14<sup>th</sup>, and Friday September 15<sup>th</sup>.

APPROVE REJECT Administrator  
[Back to List](#)

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
Day of Month		Personal Time Off		Leave Without Pay	Leave With Pay
Fri: Sep 1		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 2		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 3		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 4		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/> 5.2 PH
Tue: Sep 5		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 6		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 7		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 8		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 9		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 10		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 11		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 12		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 13		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/> 5.2 STL9LFDISABILG
Thu: Sep 14		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/> 5.2 STL9LFDISABILG
Fri: Sep 15		<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/> 5.2 STL9LFDISABILG
Sat: Sep 16		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 17		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 18		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 19		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 20		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 21		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 22		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 23		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

- Review and approve the timesheet by clicking on the **green Approve** button on the left side of the screen
- Refer to slide 21 for instructions on returning timesheet if needed or applicable.

# Scenario 4 – Long Term Leave (LTL)

- Once in employee timesheet, when Long Term Leave is selected, the timesheet will box next to the date you have been approved to take Long Term Leave
  - In the example below, Long Term Leave was approved and taken on Wednesday September 6<sup>th</sup> through Friday September 29<sup>th</sup>.

Day of Month	Personal Time Off	Leave Without Pay	Leave With Pay
Fri: Sep 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 PH
Tue: Sep 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 6	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Thu: Sep 7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Fri: Sep 8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Sat: Sep 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 11	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Tue: Sep 12	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Wed: Sep 13	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Thu: Sep 14	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Fri: Sep 15	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Sat: Sep 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 18	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Tue: Sep 19	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Wed: Sep 20	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Thu: Sep 21	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Fri: Sep 22	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Sat: Sep 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Tue: Sep 26	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Wed: Sep 27	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Thu: Sep 28	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Fri: Sep 29	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 LTLFAMHEALTHG
Sat: Sep 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	0	0	76

- Review and approve the timesheet by clicking on the **green Approve** button on the left side of the screen
- Refer to slide 21 for instructions on returning timesheet if needed or applicable.

# Scenario 5 – Bereavement Leave

- Once in employee timesheet, when Bereavement Leave is selected, the timesheet will box next to the date you have been approved to take Bereavement Leave
  - In the example below, Bereavement Leave was approved and taken on Friday September 15<sup>th</sup> through Tuesday September 19<sup>th</sup>.

The screenshot shows a timesheet interface with the following elements:

- Buttons: **APPROVE** (green) and **REJECT** (red) on the top left.
- Navigation: **ADMINISTRATOR** and **BACK TO LIST** on the top right.
- Tabs: **OVERVIEW**, **TIME REPORTING** (selected), **DETAILED VIEW**, **ATTACHMENTS**, **COMMENTS**, and **APPROVAL HISTORY**.
- Table Columns:
  - Day of Month**: Lists dates from Fri: Sep 1 to Wed: Sep 27.
  - Personal Time Off**: Column with checkboxes.
  - Leave Without Pay**: Column with checkboxes and a help icon.
  - Leave With Pay**: Column with checkboxes and a help icon.
- Table Content:
  - Rows for Fri: Sep 15, Sat: Sep 16, Sun: Sep 17, Mon: Sep 18, and Tue: Sep 19 are highlighted in light blue.
  - Checkmarks in the **Leave With Pay** column for these dates are highlighted in yellow and labeled "4 BRVGR".

- Review and approve the timesheet by clicking on the **green Approve** button on the left side of the screen
- Refer to slide 21 for instructions on returning timesheet if needed or applicable.

# Scenario 6 – Jury Duty Service

- Once in employee timesheet, when Jury Duty Service is selected, the timesheet will box next to the date you have been approved to take Jury Duty Service
  - In the example below, Jury Duty Service was approved and taken on Monday September 18<sup>th</sup> and Tuesday September 19<sup>th</sup>

The screenshot shows a timesheet interface with the following elements:

- Buttons: APPROVE (green), REJECT (red)
- Links: Administrator, Back to List
- Tabs: OVERVIEW, TIME REPORTING (selected), DETAILED VIEW, ATTACHMENTS, COMMENTS, APPROVAL HISTORY
- Table Headers: Day of Month, Personal Time Off, Leave Without Pay, Leave With Pay
- Table Data:
 

Day of Month	Personal Time Off	Leave Without Pay	Leave With Pay
Fri: Sep 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 PH
Tue: Sep 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 18	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 JDSGSR
Tue: Sep 19	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 JDSGSR
Wed: Sep 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Review and approve the timesheet by clicking on the **green Approve** button on the left side of the screen
- Refer to slide 21 for instructions on returning timesheet if needed or applicable.

# Scenario 7 – Military Service

- Once in employee timesheet, when Military Service is selected, the timesheet will box next to the date you have been approved to take Military Service
  - In the example below, Military Service was approved and taken on Tuesday September 12th through Friday September 15<sup>th</sup>

The screenshot shows a timesheet interface with a navigation bar at the top containing 'APPROVE' (green) and 'REJECT' (red) buttons. On the right, there are links for 'Administrator' and 'Back to List'. Below the navigation bar are tabs for 'OVERVIEW', 'TIME REPORTING' (selected), 'DETAILED VIEW', 'ATTACHMENTS', 'COMMENTS', and 'APPROVAL HISTORY'. The main table has columns for 'Day of Month', 'Personal Time Off', 'Leave Without Pay', and 'Leave With Pay'. The rows represent days from Sep 1 to Sep 24. The 'Leave With Pay' column shows '4 PH' for Sep 4, and '4 MILGSR' for Sep 12, 13, 14, and 15. The '4 MILGSR' entries are highlighted in yellow.

Day of Month	Personal Time Off	Leave Without Pay	Leave With Pay
Fri: Sep 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 PH
Tue: Sep 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 12	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 MILGSR
Wed: Sep 13	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 MILGSR
Thu: Sep 14	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 MILGSR
Fri: Sep 15	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 4 MILGSR
Sat: Sep 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Sep 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Sep 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Sep 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Sep 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Sep 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Sep 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Sep 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Review and approve the timesheet by clicking on the **green Approve** button on the left side of the screen
- Refer to slide 21 for instructions on returning timesheet if needed or applicable.

# Scenario 8 – Other Leave with Pay

- Once in employee timesheet, when Other Leave with Pay is selected, the timesheet will box next to the date you have been approved to take Other Leave with Pay
  - In the example below, Other Leave with Pay was approved and taken on Monday September 18<sup>th</sup> and Tuesday September 19<sup>th</sup>
  - This leave requires comments.
    - Comments can be found on the Comments Tab.
    - Format should be: Date – Leave reason

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
9/19/2023 - Leave Reason 9/19/2023 - Leave Reason	AROME109 (Andrea Romero)	09/22/2023

ADMINISTRATOR  
Back to List

APPROVE REJECT

OVERVIEW TIME REPORTING DETAILED VIEW ATTACHMENTS COMMENTS APPROVAL HISTORY

EMPLOYEE	Day of Month	Personal Time Off	Leave With Pay	Leave With Pay
	Fri: Sep 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sat: Sep 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sun: Sep 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mon: Sep 4	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> O.P.M.
	Tue: Sep 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wed: Sep 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Thu: Sep 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fri: Sep 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sat: Sep 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sun: Sep 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mon: Sep 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tue: Sep 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wed: Sep 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Thu: Sep 14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fri: Sep 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sat: Sep 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sun: Sep 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mon: Sep 18	<input type="checkbox"/>	<input checked="" type="checkbox"/> O.OTHERLW/PDR	<input checked="" type="checkbox"/> O.OTHERLW/PDR
	Tue: Sep 19	<input type="checkbox"/>	<input checked="" type="checkbox"/> O.OTHERLW/PDR	<input checked="" type="checkbox"/> O.OTHERLW/PDR
	Wed: Sep 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Thu: Sep 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fri: Sep 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sat: Sep 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sun: Sep 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mon: Sep 25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tue: Sep 26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Wed: Sep 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Review and approve the timesheet by clicking on the **green Approve** button on the left side of the screen
- Refer to slide 21 for instructions on returning timesheet if needed or applicable.

# Scenario 9 – No leave Entry

- Once in employee timesheet, when there is no leave entered, it will be blank (see examples below)
- Review and approve the timesheet by clicking on the **green Approve** button on the left side of the screen
- Refer to slide 21 for instructions on returning timesheet if needed or applicable.

### GSR Timesheet

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
	Day of Month			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

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
	Day of Month			Leave Without 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

# Timesheet Status Details

# Timesheet Status Details

Status	Status Description	Status Details
SAVED	Employee Saved Timesheet	Occurs when employee saves their timesheet.
SUBMITTED	Submitted to Supervisor	Occurs when a timesheet is submitted to the supervisor.
SUBMITDTA	Submitted to Time & Attendance Administrator	Occurs when a timesheet is approved by a supervisor (or auto-submitted) and contains an exception that requires TAA approval.
SUBMITPPS	Submitted to Payroll	Occurs when a timesheet has been fully approved and is ready for payroll processing.
REMOVED	Removed	Occurs when a timesheet has been removed and all time/leave entries were not sent to UCPath.
RETURNED	Returned to Employee	Occurs when Supervisors route a timesheet back to the employee.
RETURNEDDTAA	Returned to Supervisor	Occurs when TAAs route a timesheet back to the supervisor.
RETURNTAATOUSER	Time & Attendance Administrator Returned to Employee	Occurs when TAAs route a timesheet back to the employee.

Please note: TAAs can view timesheet statuses/activity by clicking the *Approval History* tab on a timesheet.

# Other Timesheet Information

# Other Timesheet Information

- Timesheets generate the first time there is a log in to TARS within the current pay period.
- ASEs and GSRs could have multiple appointments in different departments.
  - Each supervisor **MUST** approve timesheets for their employees.
  - An unapproved timesheet for an employee who has multiple appointments and is on a leave will prevent the timesheet from going into the Time and Attendance Administrator queue to be reviewed.
- Should there be a missed entry in a previous timesheet that needs to be recorded, please contact your department head with the information needed to be adjusted. They will work with the Shared Service Center make the necessary adjustments.

# Contacts

# Contacts

- Should you have questions regarding any leaves or eligibility and balances, please contact your department HR/AP representative.
- Should you experience any TARS technical issues, please reach out to [Timesheetfeedback@ucr.edu](mailto: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.

# Appendix

# Appendix - Job Codes ASE

Job Code	Description	Job Code	Description
001501	ASSOC IN ____-AY-GSHIP	002300	TEACHG FELLOW-GSHIP
001502	ASSOC IN __-AY-NON-GSHIP	002301	TEACHG FELLOW-NON GSHIP
001506	ASSOC IN __-AY-1/9-GSHIP	002302	TEACHG FELLOW-GSHIP/NON REP
001507	ASSOC IN __-AY- 1/9 -NON-GSHIP	002303	TEACHG FELLOW-NON GSHIP/NONREP
001508	ASSOC IN __-AY-1/10-GSHIP	002310	TEACHG ASST-GSHIP
001509	ASSOC IN __-AY- 1/10 -NON-GSHIP	002311	TEACHG ASST-NON GSHIP
001511	ASSOC IN __-FY-GSHIP	002312	TEACHG ASST-GSHIP/NON REP
001512	ASSOC IN __-FY-NON-GSHIP	002313	TEACHG ASST-NON GSHIP/NON REP
002270	REMD TUT I-NON GSHIP/NON REP	002320	TEACHG ASST-1/10-GSHIP
002271	REMD TUT I-GSHIP/NON REP	002321	TEACHG ASST-1/10-NON GSHIP
002272	REMD TUT II NON-GSHIP/NON REP	002500	READER-NON STDNT
002273	REMD TUT II-GSHIP/NON REP	002520	READER-NON STDNT/NON REP
002280	REMD TUT I-NON GSHIP	002850	READER-GSHIP
002288	REMD TUT I-GSHIP	002851	READER-NON GSHIP
002289	REMD TUT II-GSHIP	002854	READER-GSHIP/NON REP
002290	REMD TUT II-NON GSHIP	002855	READER-NON GSHIP/NON REP

# Appendix - Job Codes GSR

Job Code	Description
003140	GSR-FELLOWSHIP-NO REM
003141	GSR-FELLOWSHIP-TUIT&FEE REM
003150	GSR-TRAINEE-NO REM
003151	GSR-TRAINEE-TUIT&FEE REM
003160	GSR TRAINEE/FELLOW SUPPLEMENT
003262	GSR-TUIT & FEE REM-UCSD-GRP E
003263	GSR-TUIT & FEE REM-UCSD-GRP F
003264	GSR-TUIT & FEE REM-UCSD-GRP G
003266	GSR-NO REM
003276	GSR-PARTIAL FEE REM
003282	GSR-FULL FEE REM
003283	GSR-FULL TUIT&PARTIAL FEE REM
003284	GSR-TUIT & FEE REM
003285	GSR-TUIT & FEE REM-UCSD-GRP B
003286	GSR-TUIT & FEE REM-UCSD-GRP C
003287	GSR-TUIT & FEE REM-UCSD-GRP D