

# Time & Attendance Administrator Training

## ASE/GSR Timesheets

Release 1

**UCR**

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

PBA

**BFS**

# Presentation Outline

- Timesheet Responsibilities
- TAA Role Overview
- ASE/GSR Leaves and Earn Code Mapping
- Appendices

# Timesheet Responsibilities

# Employee Responsibilities

## ASE/GSR Employees

- 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.

# Supervisor Responsibilities

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

## ***Important:***

- To prevent employee paycheck inaccuracy, pay day delays, and manual adjustments, supervisors should carefully review each of their employees' timesheets before approving.
- If timesheets were 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.

# Supervisor Responsibilities Continued

- Supervisors are responsible for reviewing and approving timesheets before the monthly and/or bi-weekly timesheet approval deadlines.
- Supervisors are responsible for rejecting or correcting timesheets with errors and communicate issues to employee.
- 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 hours worked and/or leave taken.

# Time & Attendance Administrator Responsibilities

- It is the TAA's responsibility to review and correct timesheets that are routed due to potential errors, special handling, extended leave, final pay, prior pay period adjustments, and other issues requiring SSC review

## ***Important***

- In support of organizational excellence and to improve operational effectiveness, timely and accurate submission of time records will reduce rework, special handling, and late payments.

# Time & Attendance Administrator Responsibilities

- To prevent employee paycheck inaccuracy, pay day delays, and manual adjustments, TAAs should carefully review each of the timesheets routed to their queue before submitting to UCPath.
- TAAs are responsible for collaborating with supervisors and/or departments to resolve questions or concerns.

# Employee Leaves - ASE

# Leave with Pay

The below leaves are available for eligible ASEs

Leave	Description	TARS Leave Code	UCPath Earn Code
Short Term Leave - Self Illness – Disability	Short term leave for an employee’s self illness or disability	STLSLFDISABILA	N/A
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	N/A
Short Term Leave - Family Emergency	Short Term Leave for Family Emergency	STLFAMEMGNCYA	N/A
Short Term Leave - Immigration/Citizenship appointments hearings	Short Term Leave - Immigration/Citizenship appointments hearings	STLIMMIGCITZNA	N/A
Short Term Leave - Additional - Explanation needed in comments	Short Term Leave - Additional - Explanation needed in comments	STLADDTLA	N/A
Long Term leave - Self Serious Health	Long Term leave - Self Serious Health	LTLSELFHEALTHA	N/A
Long Term leave - FAM Serious Health	Long Term leave - Serious Health condition for a family member	LTLFAMHEALTHA	N/A
Long Term leave - Parental Bond	Long Term leave - Parental Bonding	LTLPARNTLBONA	N/A
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	N/A
Long Term Leave - Additional - Explanation needed in comments	Long Term Leave - Additional - Explanation needed in comments	LTLADDTLA	N/A

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

# Leave with Pay Continued

The below leaves are available for eligible ASEs

Leave	Description	TARS Leave Code	UCPath Earn Code
Bereavement Leave	Bereavement Leave is due to the death of a family member	BRVASE	N/A
Jury Duty	Jury Duty leave when summoned for jury duty service	JDSASE	JUR
Military Leave	ASE who are called to active military service	MILASE	N/A
Other – Explanation needed in comments	Other – Explanation needed in comments	OTHERLWPASE	N/A

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

# 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

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

# Employee Leaves - GSR

# Personal Time Off (PTO) – GSRs Only

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

Leave	Description	TARS Leave Code	UCPath Earn Code
Personal Time Off (PTO)	Personal Time Off (PTO)	PTOGSR	GPO

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

# Leave with Pay

The below leaves are available for eligible GSRs

Leave	Description	TARS Leave Code	UCPath Earn Code
Short Term Leave - Self Illness – Disability	Short term leave for an employee’s self illness or disability	STLSLFDISABILG	N/A
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	N/A
Short Term Leave - Family Emergency	Short Term Leave for Family Emergency	STLFAMEMGNCYG	N/A
Short Term Leave - Immigration/Citizenship appointments hearings	Short Term Leave - Immigration/Citizenship appointments hearings	STLIMMIGCITZNG	N/A
Short Term Leave - Additional - Explanation needed in comments	Short Term Leave - Additional - Explanation needed in comments	STLADDTLG	N/A
Long Term leave - Self Serious Health	Long Term leave - Self Serious Health	LTLSLFHEALTHG	N/A
Long Term leave - FAM Serious Health	Long Term leave - Serious Health condition for a family member	LTLFAMHEALTHG	N/A
Long Term leave - Parental Bond	Long Term leave - Parental Bonding	LTLPARNTLBONG	N/A
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	N/A
Long Term Leave - Additional - Explanation needed in comments	Long Term Leave - Additional - Explanation needed in comments	LTLADDTLG	N/A

- 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	UCPath Earn Code
Bereavement Leave	Bereavement Leave is due to the death of a family member	BRVGSR	N/A
Jury Duty	Jury Duty leave when summoned for jury duty service	JDSGSR	JUR
Military Leave	GSRs who are called to active military service	MILGSR	N/A
PREGNANCY LEAVE - GSR	PREGNANCY LEAVE	PDLASE	N/A
Other – GSR – Explanation needed in comments	Other – Explanation needed in comments	OTHERLWPGSR	N/A
Other Leave – Vacation - GSR	Other Leave – Vacation for GSRs only who have remaining vacation balances	VACGSR	VAC

- 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	UCPath Earn Code
OTHER LWOP - GSR - EXPLANATION NEEDED IN COMMENTS	OTHER LWOP - GSR - EXPLANATION NEEDED IN COMMENTS	LWOPASE	LNP
LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - GSR	LONG TERM LEAVE WITHOUT PAY/OTHER – EXPLANATION NEEDED IN COMMENTS - GSR	LTLWOPADDTLA	LNP
SHORT TERM LEAVE WITHOUT PAY - ADDITIONAL - EXPLANATION NEEDED IN COMMENTS - GSR	SHORT TERM LEAVE WITHOUT PAY - ADDITIONAL - EXPLANATION NEEDED IN COMMENTS - GSR	STLWOPADDTLA	LNP

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

# Contacts

# Timesheet Feedback

- 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.
  - Several individuals on our team are able to respond to those emails.

# 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

# 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