Functional Area

Payroll Coordination

Related System

TARS

Document Type

User Guide

TARS Quick Guide – Admin Leave Codes

Reporting New Administrative Leave Codes in TARS

Document Authors & Contributors:

Andrea Campos

UC RIVERSIDE UNIVERSITY OF CALIFORNIA

BFS - Business and Financial Services

A Division of Planning, Budget, and Administration

Last Saved: April 27, 2020

Revision History

Version	Date	Name	Description
1.0	03/17/2020	Andrea Campos	Initial Draft Created
1.1	03/18/2020	Andrea Campos	Adding Information for TARS Timeclock
1.2	04/03/2020	Andrea Campos	Added Information for TeleStaff and for Post Docs.

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Overview

In response to the recent global crisis, UCOP and the Chancellor of UCR have authorized the use of Paid Administrative leave for all employees. As of March 16th, 2020, UCOP has authorized the use of paid administrative leave for all employees to use. In order to appropriately track leave taken due to this situation, new take codes must be implemented in TARS for both biweekly and monthly timesheets.

Required Changes

TARS previously had Administrative Leave take codes available for most employees to select on their timesheets. This code has since been modified specifically for this emergency crisis. The change to TARS is listed below:

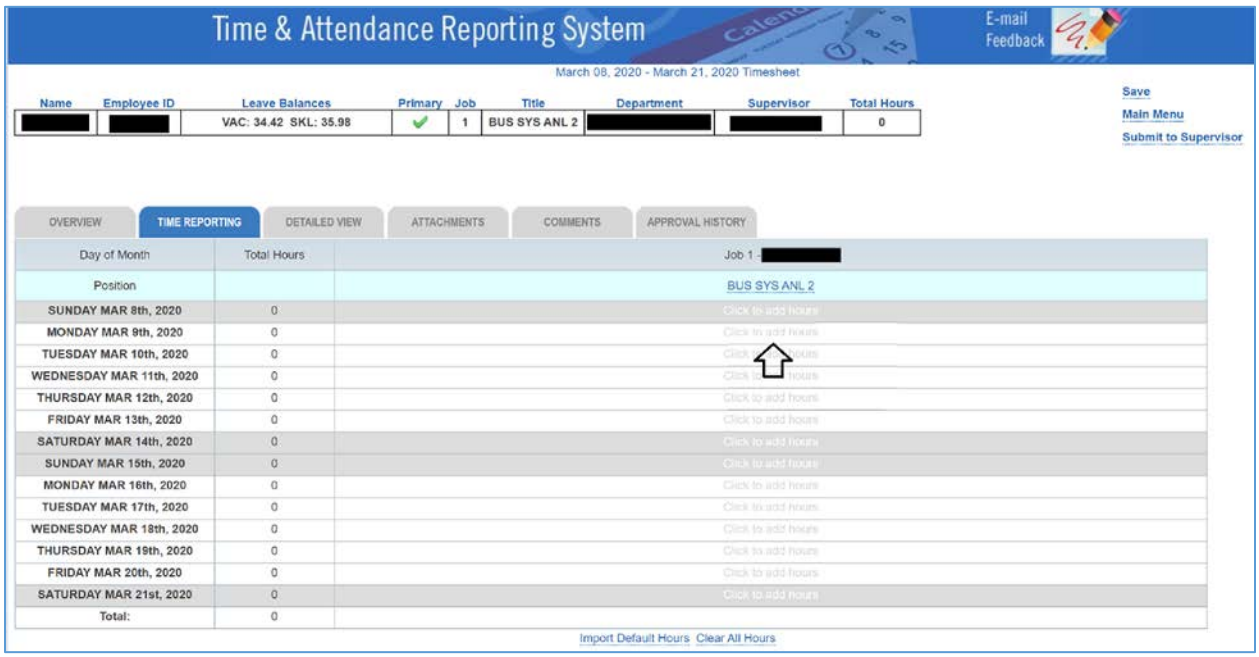
- New Admin Codes for Biweekly and Monthly timesheets labeled "*Administrative – Paid Special*"
- The code is listed under the Sick Leave column for Monthly
- The code is listed under the Sick Leave time/leave type dropdown for biweekly

(Please note: Administrative – Paid Special leave is not going to decrement an employee's sick leave balance).

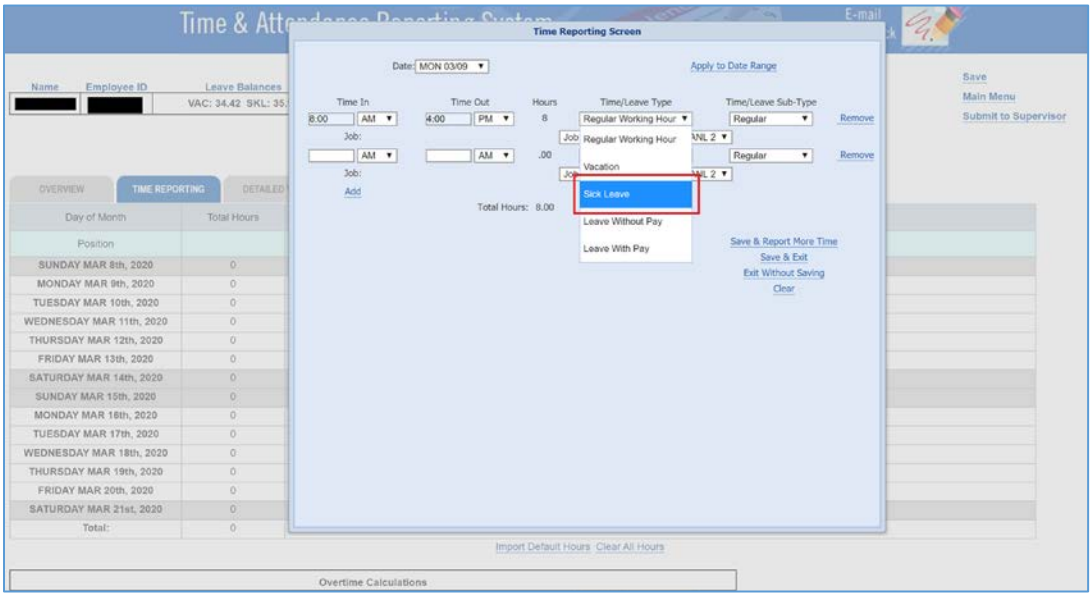
Instructions for Employees

Instructions for Biweekly Timesheets

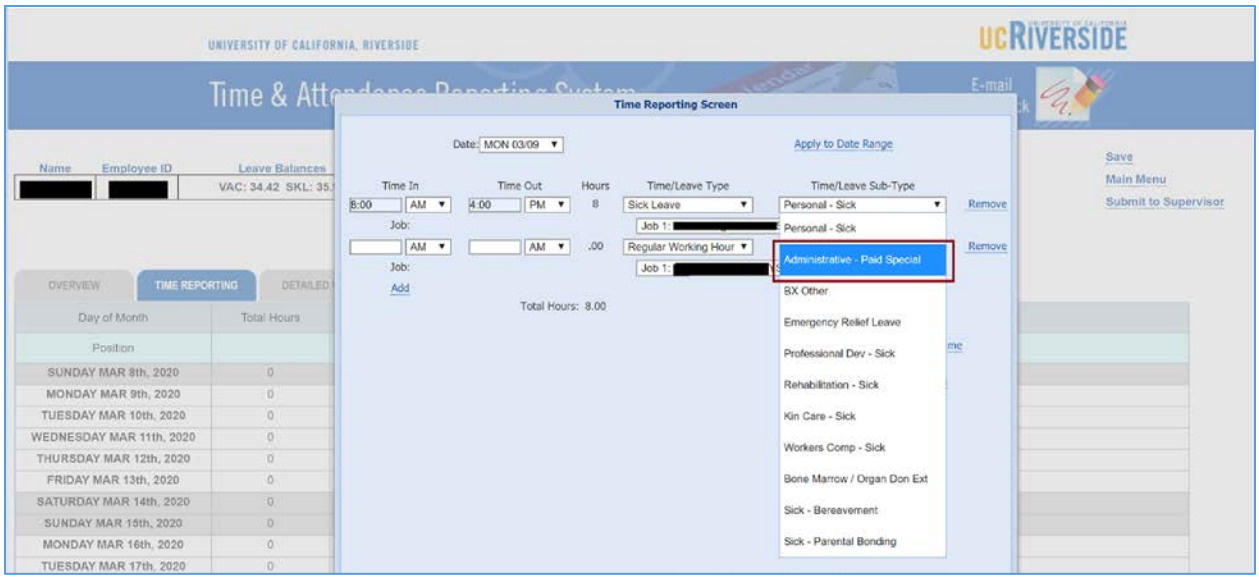
1. Access your biweekly timesheet for the March 8th – March 21st, 2020 period.
2. Click onto the first day in which Administrative Leave was taken.



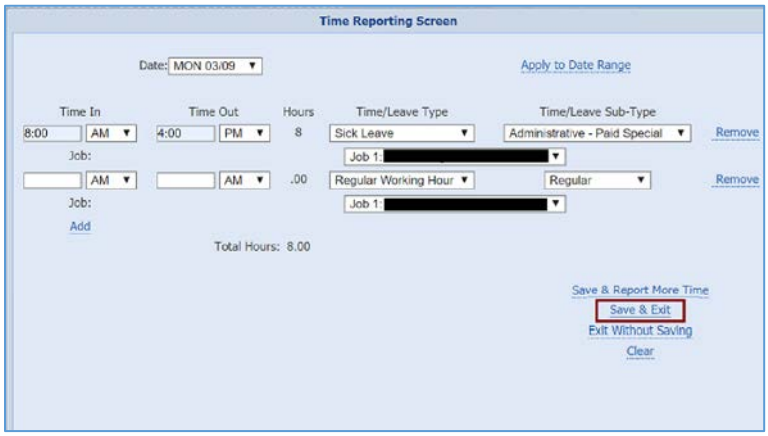
3. Enter the *Time In* and *Time Out* for the shift being reported. In this example, we will enter 8:00AM to 4:00PM (8 hours).
4. Select "Sick Leave" from the *Time/Leave Type* dropdown.
   a. *(Please note: Administrative – Paid Special leave is not going to decrement an employee's sick leave balance).*



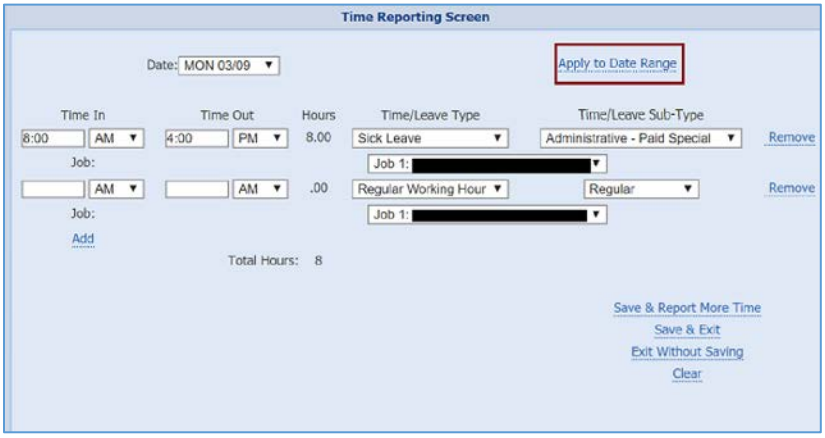
5. Select "Administrative – Paid Special" from the *Time/Leave Sub-Type* dropdown.



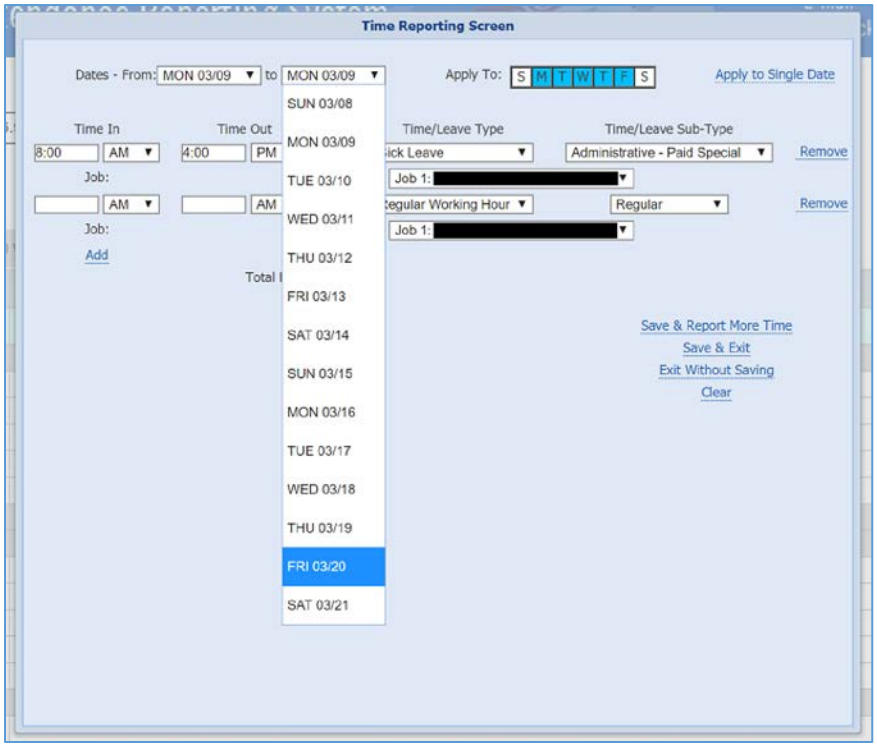
6. Once the *"Administrative – Paid Special"* code has been selected, you may click "Save & Exit" <u>or</u> proceed to step 7.



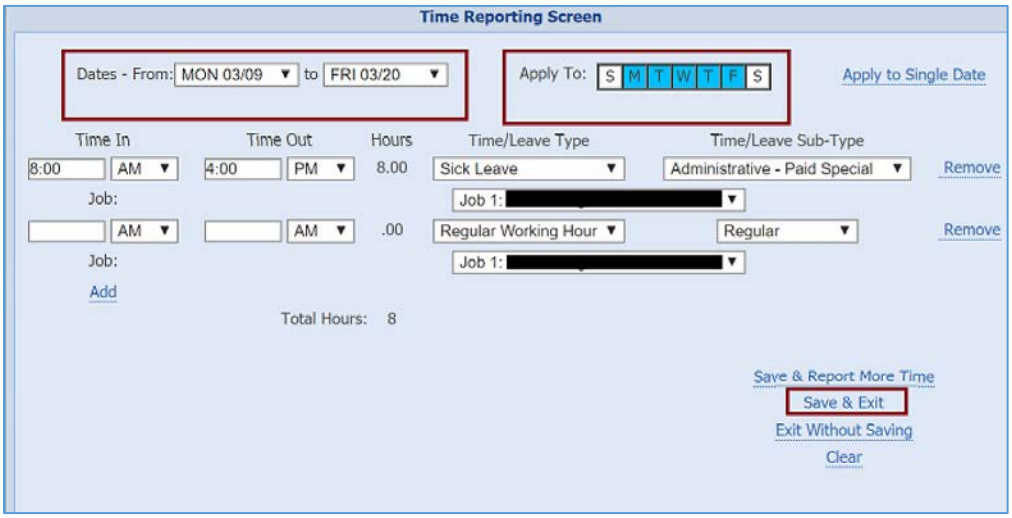
7. If Administrative Leave is being reported for more than one day, you may use the *Apply to Date Range* feature. Click on *Apply to Date Range* to continue.



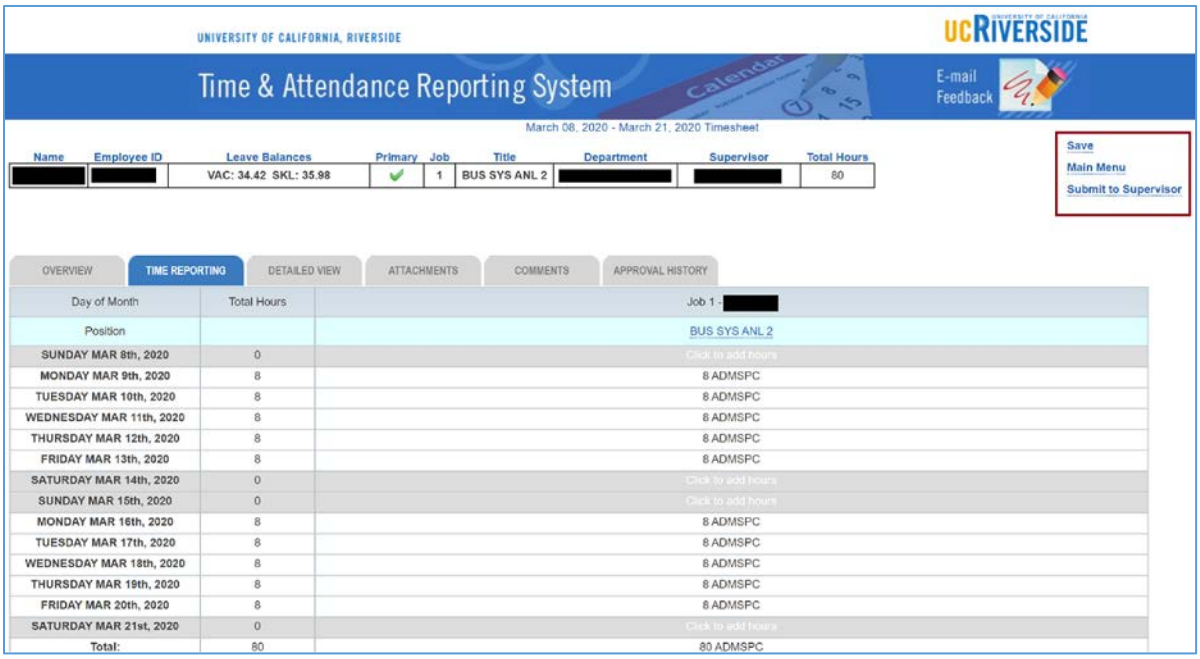
8. After clicking *Apply to Date Range*, a dropdown of available days in the pay period will be displayed. In this example, we will select "Friday 03/20" as the last day that we are reporting this leave. This will be considered the "To Date" for our date range.



9. Once a "From Date" and "To Date" has been assigned, you may also select which days of the week within that range to apply this shift/leave type to.
    a. In this example, we will leave the defaulted selections as is (in blue; Monday - Friday).
    b. Click *Save & Exit.*



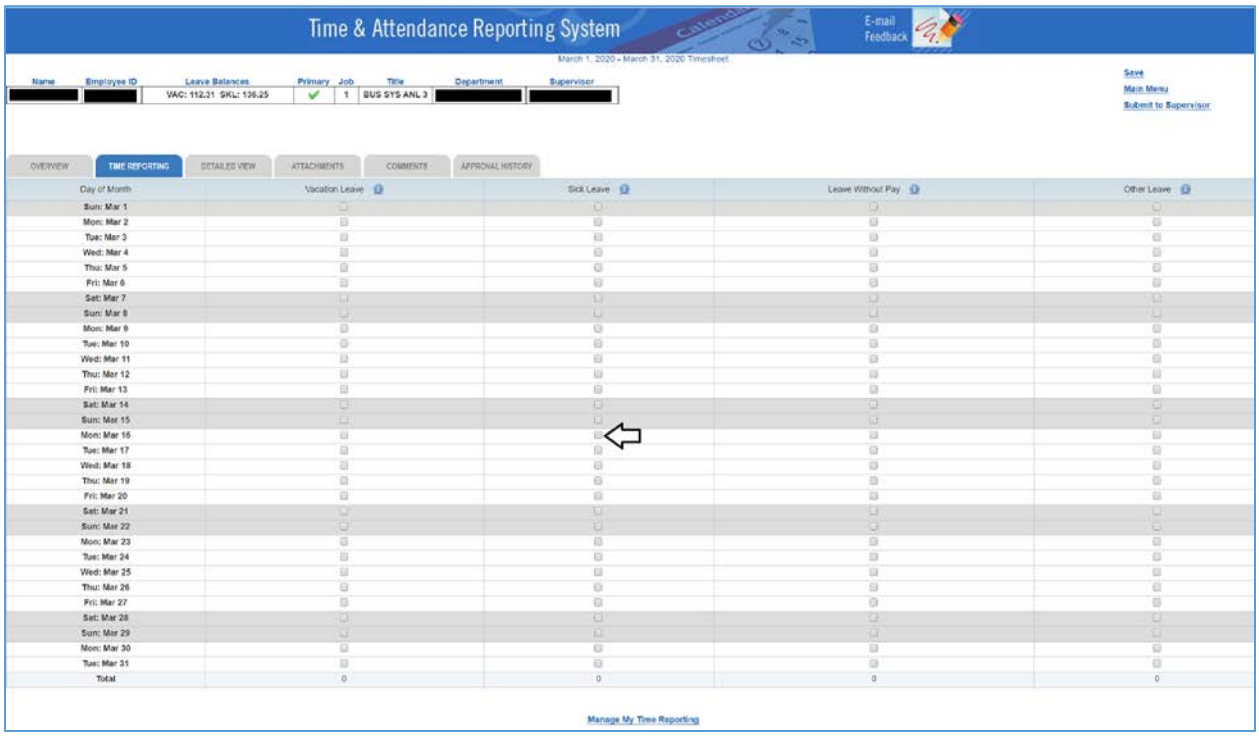
10. Now that leave codes have been reported for all days in which Administrative Leave was taken, click **Save** in the upper right corner of the screen. *(Please note: Administrative Leave may vary by employee/timesheet. The screenshot is for training purposes only).*
11. Click **Submit to Supervisor** to complete this timesheet.



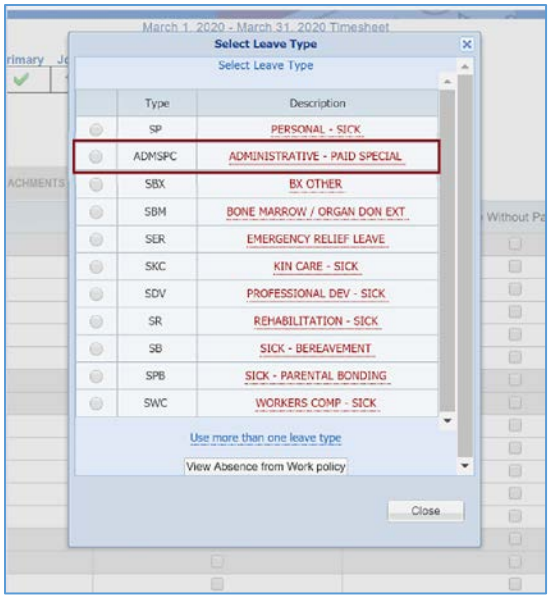
12. Repeat these instructions for the timesheet following this period, if necessary.

Instructions for Monthly Timesheets

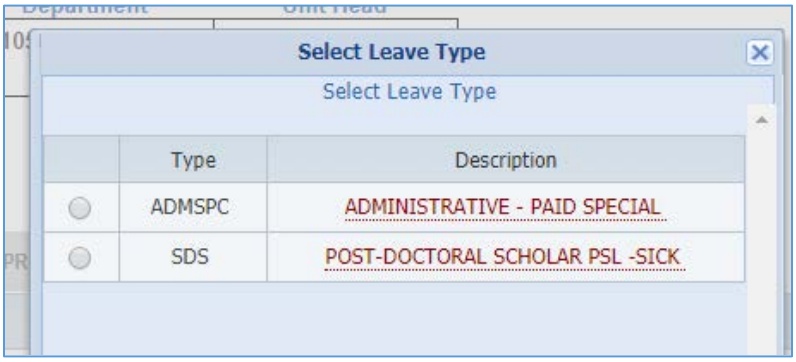
1. Access your monthly timesheet for the March 1st – March 31st, 2020 leave reporting period.
2. Under the *Sick Leave* column on the timesheet, click onto the first day in which Administrative leave was taken. In this example, we will select March 16th.
    a. *(Please note: Administrative – Paid Special leave is not going to decrement an employee's sick leave balance).*



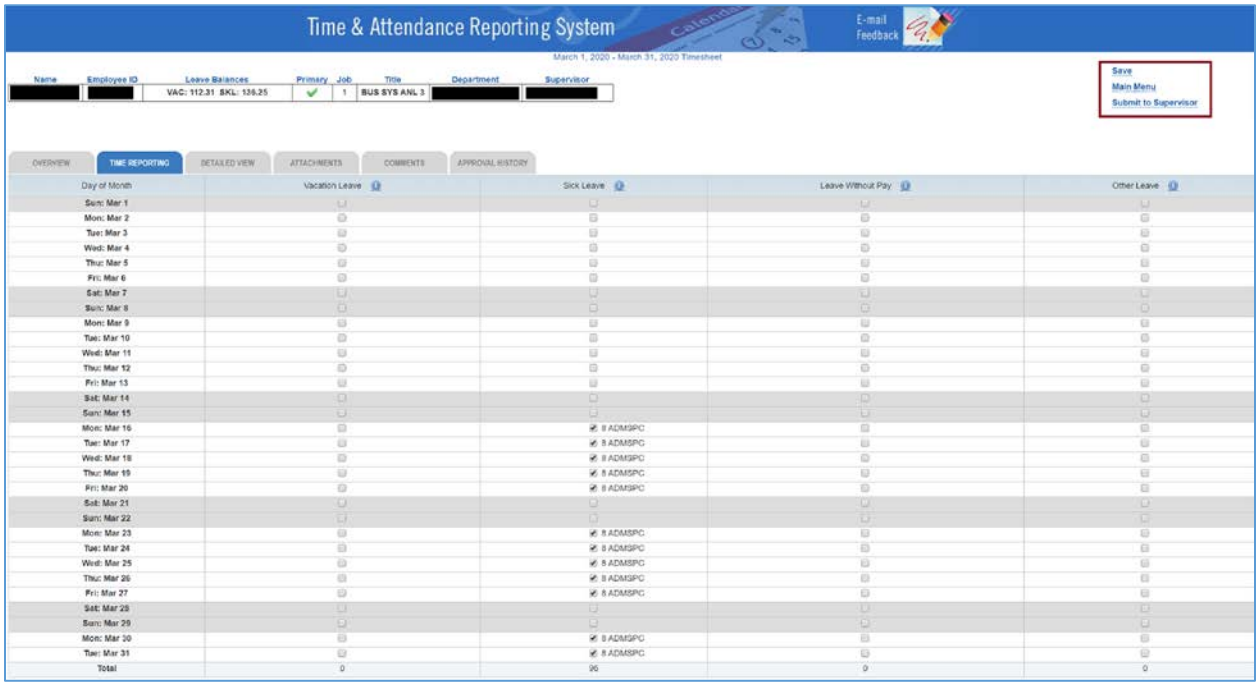
3. The "Select Leave Type" screen will be displayed. Select the *ADMSPC – Administrative – Paid Special* code by clicking into the bubble.



a. Please note, Post Doc employees will only be presented with two options when they select the "Sick Leave" type.



4. Repeat these steps for all days in which Administrative Leave was taken.
5. Once the days where Administrative Leave has been reported is visible on the timesheet, click **Save** in the upper right corner.
6. Click **Submit to Supervisor** to complete this timesheet. *(Please note: Administrative Leave may vary by employee/timesheet. The screenshot is for training purposes only).*



7. Repeat these instructions for the timesheet following this period, if necessary.

Supervisor Actions

Supervisors have the ability to edit timesheets belonging to their direct reports that appear in their approval queues. In cases where the incorrect leave code has been reported, or is missing completely, supervisors should edit the timesheet with the appropriate *Administrative – Paid Special* code for all pay periods in which Administrative Leave was taken due to COVID-19. If timesheet deadlines have passed, supervisors should contact their Shared Service Center for assistance as soon as possible (refer to *Appendix – Resources* for information regarding TARS timesheet deadlines).

For information regarding timesheets for employees who utilize the Native Timeclock Feature in TARS, see below.

Information for Other Time Keeping Systems

KRONOS

Employees or supervisors who utilize KRONOS will be able to select an Administrative Leave (ADMS) code in this system for Administrative Leave taken due to COVID-19. That information will feed into TARS and supervisors will be required to approve timesheets for their direct reports.

JanTek

Leave codes are not currently sent from JanTek to TARS, so pre-approvers and supervisors will manually update timesheets in TARS with the *Administrative – Paid Special* code. If supervisors have questions regarding these time entries, they should be directed to their Administrative Staff.

TeleStaff

Employees or supervisors who utilize TeleStaff will be able to select an Administrative Leave (ADMSPC) code in this system for Administrative Leave taken due to COVID-19. That information will feed into TARS and supervisors will be required to approve timesheets for their direct reports.

TARS Native Time-clock Feature

Supervisors of employees who utilize the TARS Timeclock Feature will need to add any Administrative – Paid Special leave hours on behalf of their employees. Supervisors will be able to edit timesheets after the Auto-Submit to Supervisors Process is run, but must complete and approve timesheets as soon as possible. Refer to the *Appendix – Resources* for information regarding these deadlines for each pay period.

Appendix – Resources

- Employees and Supervisors should contact Timesheetfeedback@ucr.edu for **timesheet-related** questions or issues.
- TARS Submission and Approval Timesheet Deadlines –
    - Deadlines for Employees
        - Biweekly Timesheet Deadlines
        - Monthly Timesheet Deadlines
    - Deadlines for Supervisors and Time & Attendance Administrators (TAAs)
        - Biweekly Timesheet Deadlines
        - Monthly Timesheet Deadlines