

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.

Contents

Revision History1	
Overview	
Required Changes	
Instructions for Employees4	
Instructions for Biweekly Timesheets4	
Instructions for Monthly Timesheets8	
Supervisor Actions	
Information for Other Time Keeping Systems10	
KRONOS	
JanTek10	
TeleStaff	
TARS Native Time-clock Feature	
Appendix – Resources	

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.

	Time & Atten	dance Re	porting Sys	stem	calente	200	E-mail Feedback
			March	08, 2020 - March 21, 2	020 Timesheet		
Name Employee ID	Leave Balances	Primary Joh	Title	Department	Supervisor	Total Hours	Save
	VAC: 34.42 SKL: 35.98	1	BUS SYS ANL 2	Department	Supervisor	0	Main Menu
			1				Submit to Superviso
OVERVIEW TIME REP	ORTING DETAILED VIEW	ATTACHMEN	rs COMMENT	S APPROVAL HI	STORY		
Day of Month	Total Hours				Job 1 -		
Position					BUS SYS ANL 2		
SUNDAY MAR 8th, 2020	0						
MONDAY MAR 9th, 2020	0						
TUESDAY MAR 10th, 2020	0				\wedge		
WEDNESDAY MAR 11th, 2020	0				Click to be hours		
THURSDAY MAR 12th, 2020	0						
FRIDAY MAR 13th, 2020	0						
SATURDAY MAR 14th, 2020	0						
SUNDAY MAR 15th, 2020	0						
MONDAY MAR 16th, 2020	0						
TUESDAY MAR 17th, 2020	0						
WEDNESDAY MAR 18th, 2020	0						
THURSDAY MAR 19th, 2020	0						
FRIDAY MAR 20th, 2020	0						
SATURDAY MAR 21st, 2020	0						
Total:	0						

- 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).

Name Employee ID Leave Balance VAC: 34.42 SKL: OVERVEW THE REPORTING DETAIL Day of Month Total Hours Position Total Hours BUNDAY MAR 9th, 2020 0 MONDAY MAR 9th, 2020 0 THUESDAY MAR 10th, 2020 0 WEDNESDAY MAR 11th, 2020 0 FRIDAY MAR 13th, 2020 0	Date				10000000	
OVERVESY TWE REPORTING DETAIL Day of Month Total Hours Position SUNDAY MAR 8th, 2020 0 MONDAY MAR 8th, 2020 0 TUBSDAY MAR 10h, 2020 0 WEDNESDAY MAR 11th, 2020 0 THURSDAY MAR 12th, 2020 0 SATURDAY MAR 12th, 2020 0	Leave Balances	Time Out Hours	Appl	to Date Range		Save Main Menu
OVERVIEW THE REPORTING DEFAIL Day of Month Total Hours Position 0 SUNDAY MAR 8th, 2020 0 TUESDAY MAR 9th, 2020 0 TUESDAY MAR 19th, 2020 0 THURSDAY MAR 12th, 2020 0 FRIDAY MAR 12th, 2020 0 SATURDAY MAR 14th, 2020 0	8.00 AM ¥ 300:	4.00 PM ▼ 8 Job	Regular Working Hour V Regular Working Hour VIL	Regular Y Regular Y	Remove	Submit to Supervisor
Day of Month Total Hours Position SUNDAY MAR 8th, 2020 0 MONDAY MAR 8th, 2020 0 TUESDAY MAR 10h, 2020 0 WEDNESDAY MAR 11h, 2020 0 THURSDAY MAR 12h, 2020 0 SATURDAY MAR 14th, 2020 0	DETAILED Add	Joe Total Hours: 8.00	Sick Leave	2.		
Position Position SUNDAY MAR 8th, 2020 0 MONDAY MAR 9th, 2020 0 TUESDAY MAR 10th, 2020 0 WEDNESDAY MAR 11th, 2020 0 THURSDAY MAR 12th, 2020 0 SATURDAY MAR 14th, 2020 0	Total Hours		Leave Without Pay			
BUNDAY MAR 8th, 2020 0 MONDAY MAR 9th, 2020 0 TUESDAY MAR 10th, 2020 0 WEDNESDAY MAR 11th, 2020 0 THURSDAY MAR 12th, 2020 0 FRIDAY MAR 13th, 2020 0 FAURDAY MAR 14th, 2020 0			Leave With Pay	Save & Report More Tim	¥2	
MONDAY MAR 9th, 2020 0 TUESDAY MAR 10th, 2020 0 VEDNESDAY MAR 11th, 2020 0 FRIDAY MAR 12th, 2020 0 BATURDAY MAR 13th, 2020 0	0			Exit Without Saving		
TUESDAY MAR 10h, 2020 0 WEDNESDAY MAR 11h, 2020 0 THURSDAY MAR 12th, 2020 0 FRIDAY MAR 13th, 2020 0 SATURDAY MAR 14th, 2020 0	0			Clear		
NEDNESDAY MAR 11th, 2020 0 THURSDAY MAR 12th, 2020 0 FRIDAY MAR 13th, 2020 0 SATURDAY MAR 14th, 2020 0	0					
THURSDAY MAR 12th, 2020 0 FRIDAY MAR 13th, 2020 0 SATURDAY MAR 14th, 2020 0	0					
FRIDAY MAR 13th, 2020 0 SATURDAY MAR 14th, 2020 0	0					
SATURDAY MAR 14th, 2020 0	0					
	0					
SUNDAY MAR 15th, 2020 0	0					
MONDAY MAR 16th, 2020 0	0					
TUESDAY MAR 17th, 2020 0	0					
VEDNESDAY MAR 18th, 2020 0	0:					
THURSDAY MAR 19th, 2020 0	0					
FRIDAY MAR 20th, 2020 0	0					
SATURDAY MAR 21st, 2020 0	0					
Total: 0	0					

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

	UNIVERSITY OF CALIFOR	NIA, RIVERSIDE						UCRI	/ERSIDE
	Time & Atte	ndonoo De	nartina C	usta	Time Reporting Screen	300		E-mail .k	4
Name Employee ID	Leave Balances	c	Nate: MON 03/09 •			Apply to Date Range			Save Main Menu
	VAC: 34,42 SKL: 35.	Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type	÷.	Demous	Submit to Supervisor
		D.00 AM T	9.00 PM *		SICK Leave	Personal - Sick		PAERINAYE	
				00	Degular Warking Hour	Personal - Sick	-	Remove	
		Job:			Job 1:	Administrative - Paid Special		None -	
OVERVIEW TIME REPOR	RTING DETAILED	Add				BX Other	-		
Day of Month	Total Hours		Total Hou	rs: 8.00					
Day of Gound	Tosai croara					Emergency Relief Leave			
Position						Professional Dev - Sick	me		
SUNDAY MAR 8th, 2020	0					Dahabilitatian Diak			
MONDAY MAR 9th, 2020	0					Renabilitation - Sick			
TUESDAY MAR 10th, 2020	0					Kin Care - Sick			
WEDNESDAY MAR 11th, 2020	0					Workers Comp., Sick			
THURSDAY MAR 12th, 2020	0					TTUINERD GUNIP + SKR			
FRIDAY MAR 13th, 2020	0					Bone Marrow / Organ Don Ext			
SATURDAY MAR 14th, 2020	0					Sick - Baraevement			
SUNDAY MAR 15th, 2020	0					San - Deleandingh			
MONDAY MAR 16th, 2020	0					Sick - Parental Bonding			
TUESDAY MAR 17th 2020	0								

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

						Time Reporting Screen		
		ſ	Date: MON	1 03/09 🔻			Apply to Date Range	
	Time In		Ті	me Out	Hours	Time/Leave Type	Time/Leave Sub-Type	
8:00	AM	۳	4:00	PM V	8	Sick Leave	Administrative - Paid Special	Remov
	Job:					Job 1:	T	
	AM	۳		AM V	.00	Regular Working Hour V	Regular 🔻	Remov
	Job:					Job 1:	V	
	Add							
				Total Hou	rs: 8.00			
							Caus & Deport More	Time
							Save & Exit	
							Exit Without Savin	19
							Clear	

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.

	Time	Reporting Screen		
Dates - From: MON 03/09 v to Time In Time Out 5:00 AM v 4:00 PM Job: AM v AM Job: Add Total I	MON 03/09 SUN 03/08 MON 03/09 TUE 03/10 WED 03/11 THU 03/12 FRI 03/13 SAT 03/14 SUN 03/15 MON 03/16 TUE 03/17 WED 03/18 THU 03/19 FRI 03/20 SAT 03/21	Apply To: S M Time/Leave Type tk Leave Job 1: gular Working Hour Job 1:	Apply to Sing Time/Leave Sub-Type Administrative - Paid Special Regular Save & Report More Time Save & Exit Exit Without Saving Clear	Remove

- 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.

L	Time In		Ti	me Out	Hours	Time/Leave Type	Time// anio Sub Tupe
8:00	AM 7	v	4:00	PM V	8.00	Sick Leave	Administrative - Paid Special V Remo
	Job:		Lincola			Job 1:	
	AM	•		AM V	.00	Regular Working Hour V	Regular V Remo
	Job:					Job 1:	V
	Add			Total Hou	ırs: 8		Save & Report More Time Save & Exit Exit Without Saving Clear

- 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.

U	NIVERSITY OF CALIFORNIA	RIVERSIDE	UCRIVERSIDE
	Time & Atten	dance Reporting System	E-mail Feedback
		March 08, 2020 - March 21, 2020 Timesheet	
Name Employee ID	Leave Balances	Primary Job Title Department Supervisor	Total Hours
Hante Employee ID	VAC: 34.42 SKL: 35.98	V 1 BUS SYS ANL 2	80 Main Menu
OVERVIEW TIME REPOR	TING DETAILED VIEW	ATTACHMENTS COMMENTS APPROVAL HISTORY	
Day of Month	Total Hours	Job 1 -	
Position		BUS SYS ANL 2	
SUNDAY MAR 8th, 2020	0		
MONDAY MAR 9th, 2020	8	8 ADMSPC	
TUESDAY MAR 10th, 2020	8	8 ADMSPC	
VEDNESDAY MAR 11th, 2020	8	8 ADMSPC	
THURSDAY MAR 12th, 2020	8	8 ADMSPC	
FRIDAY MAR 13th, 2020	8	8 ADMSPC	
SATURDAY MAR 14th, 2020	0		
SUNDAY MAR 15th, 2020	0		
MONDAY MAR 16th, 2020	8	8 ADMSPC	
TUESDAY MAR 17th, 2020	8	8 ADMSPC	
VEDNESDAY MAR 18th, 2020	8	8 ADMSPC	
THURSDAY MAR 19th, 2020	8	8 ADMSPC	
FRIDAY MAR 20th, 2020	8	8 ADMSPC	
SATURDAY MAR 21st, 2020	0		
Total:	80	80 ADMSPC	

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

CRIVERSIDE

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).

e Employee ID	Leave Balances Primary Job Title Dept VAC: 112.31 SKL: 136.25 V 1 BUS SYS ANL 3	March 1, 2020 - March 31, 2020 Timesheet		Save Main Mena Submit to Supervisor
THE REPORTIN	G DETAILED VIEW ATTACHMENTS COMMENTS API	SOVALJESTORY		
Day of Month	Vacation Leave D	Sick Leave 🧕	Leave Without Pay	Other Leave
Sun: Mar 1				
Mon: Mar 2		<u>u</u>	0	0
Tue: nlb? 3		6		
Thu: Mar 5		6	13	
Fri: Mar 6		8	8	
Sat: Mar 7			Ŭ.	
Sun: Mar 8				
Mon: Mar 0	8	0	9	0
Tue: Mar 10	0	0	0	0
Wed: Mar 11	8	0	0	0
Thu: Mer 12	U	0	10	61
Fri: Mar 13	0	0	9	
Sat: Mar 14				
Sun: Mer 15		· ~		
Mon: Mar 16	U		0	- E
Tue: Mar 17		8. *	9	9
Wed: Mar 18	8	0	0	0
Thu: Mar 19	G		0	
Fri: Mar 20	8			- U.
Sat: war 21				
Non: Mar 22		0	0	8
Tue: Mar 24			0	
Wed: Mar 25		E .	9	
Thu: Mar 26	0	0		
Fri: Mar 27	0	0	0	6
Sat: Mar 28				
Sun: Mer 29				
Non: Mar 30	0	6		
Tue: Mar 31	0	0	Ð	0
Total	0	0	0	0

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



CRIVERSIDE

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*).

		March 1, 2020 - March 31, 2020 Timesheet		
Employee ID I	Leave Balances Primary Job Title Department 112.31 SKL: 136.25 V 1 BUS SYS ANL 3	Supervisor		Save Main Menu Submit to Supervisor
NEW THE REPORTING	DETAXED VEW ATTACHMENTS COMMENTS APPROVAL	EISTORY		
Day of Month	Vacation Leave 🧕	Sick Leave 🧕	Leave Without Pay 🧕	Other Leave
Sun: Mer 1				
Mon: Mar 2	0	8	Ð	6
Tue: Mar 3	0	8	12	8
Wed: Mar 4	0	0	0	0
Thu: Mar 5	0	0	U	8
Fri: Mar 6	0	0	0	
Sat: Mar 7				
Suit: Mar 8				
Mon: Mar 9	8	B	U	8
Tue: Mar 10	0	0	Ω.	0
Wed: Mar 11	0	U U	U	8
Thu: Mar 12	.0	0	0	Q
Fri: Mar 13	<u>u</u>	8		
Bat: Mar 14				
San: Mar 15				
Mon: Mar 16		R II ADM9PC	<u> </u>	0
Tue: Mar 17	0	& 8 ADM5PG		0
Wed: Mar 18	0	8 II ADMSPC	D	8
Thu: Mar 19	0	8 8 ADMSPG	0	E.
Fri: Mar 20	0	8 8 ADMSPC	0	8
Sal: Mar 21				
Sun: Mar 22				
Mon: Mar 23	0	8 8 ADMSPC	B	0
Tue: Mar 24	9	B ADMSPC	Ð	8
West: Mar 25	0	8 ADMSPG	Ð	- 63
Thu: Mar 26	0	😢 8 ADMSPC	0	0
Fei: Mar 27	9	8 & ADMSPG	D	8
Sot: Mar 25				
Sun: Mar 29				
Mon: Mar 30	8	8 8 ADMSPC	El	8
Tue: Mar 31		8 ADMSPC	.0	8

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, <u>see below</u>.

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 <u>Appendix – Resources</u> for information regarding these deadlines for each pay period.

Appendix – Resources

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

CRIVERSIDE