**Functional Area** 

Payroll Coordination & Analysis

**Related System** 

TARS

Document Type

Guidance

# **TARS** Guidance

Additional Leave Codes due to COVID-19

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UCRIVERSIDE

BFS - Business & Financial Services

A Division of Planning, Budget, and Administration

Last Saved: April 5, 2021

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# Overview

The Families First Coronavirus Response Act (FFCRA) is effective April 1, 2020. Under this act, qualifying employees may receive paid leave in certain situations related to the COVID-19 crisis. Leaves includes Emergency Paid Sick Leave and Expanded Family Medical Leave. 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.

## Eligible Employees

Supervisors are the approvers of Emergency Paid Sick Leave and Department/Org Leave Administrators are the approvers for Expanded FML. For additional questions, please contact <u>HRPolicy@ucr.edu</u>.

## Paid Administrative Leaves

#### UC Expanded Paid Administrative Leave (UC PAL)

- Maximum potential entitlement:
  - 16 days/128 hours (prorated for part-time FTE)
- One-time allotment
- No prior service requirements
- Must be taken in whole day increments but may be taken intermittently
- TARS leave code:
  - ADMSPC Administrative Paid Special
- Effective 3/13/20 12/31/20
- For more information on reporting this administrative leave in TARS, go to the <u>Payroll</u> <u>Coordination/BFS website</u> and access the <u>TARS Quick Guide – Admin Leave Codes</u> documentation.

#### FFCRA Emergency Paid Sick Leave (EPSL)

- Either for Employee or Family but not both.
- Maximum potential entitlement:
  - o FTE: 80 hours
  - o Part-Time EE: Two-week equivalent
- No prior service requirements
- Must be taken in a two-week block
- TARS leave codes:
  - EPSEMP Emergency Paid Sick Leave EE
  - EPSFAM Emergency Paid Sick Leave Family
- Effective 4/1/20 12/31/20
- Note: Although TARS will have both an EPSL-Employee and EPSL-Family leave code available, employees are only entitled to **one** of these leaves.
  - 4/1/2021 Update: EPSL Codes reactivated under additional UCOP guidance. Please see <u>appendix with link</u> to updated policy or reach out to <u>HRPolicy@ucr.edu</u>.

#### FFCRA Expanded Family and Medical Leave (EFMLA)

• Maximum potential entitlement:



- Up to 12 workweeks for any eligible employee
- First 2 weeks unpaid unless employee elects to use other available paid leave
- Health care workers and emergency responders are not eligible for EFML
- Employee must be on UC payroll for the 30 calendar days immediately prior to the leave
- Must be taken in blocks of two weeks at minimum
- See related leave codes below under <u>Required TARS Changes</u>.
- Effective 4/1/20 12/31/20

## Qualifying Reasons for Leave

Per guidance from UCR HR, the chart below provides information regarding approved reasons for each additional leaves.

Leave	(EPSL)	Medical Leave (EFML)
Used for the following purposes: 1. Employee (EE) unable to work due to own or family member's COVID-19 related illness 2. EE unable to work because directed not to come to worksite for COVID-19 related reasons and/or worksite implemented COVID-19 related remote work or is under shelter in place order and it is not operationally feasible for employee to work remotely 3. EE unable to work due to COVID-19 related school or daycare closure which requires EE to be at home with a child or dependent and not operationally feasible for EE to work in conjunction with childcare commitment. The use of UC Expanded Paid Administrative Leave "shall not adversely affect the delivery of essential university services, including in particular, the clinical services delivered by UC Health."	<ul> <li>Used for the following qualifying reasons:</li> <li>Employee (EE) unable to work or telework because of: <ol> <li>Quarantine or isolation order</li> <li>Told by health care provider to self-quarantine</li> <li>Experiencing COVID-19 symptoms and seeking diagnosis</li> <li>Caring for individual subject to quarantine/isolation order or who was told by health care provider to self-quarantine*</li> <li>Caring for child whose school/place of care is closed or child care provider unavailable due to COVID-19*</li> <li>Other substantially similar condition specified by HHS Secretary</li> </ol> </li> <li>* Health care workers and emergency responders are not eligible to take EPSL for reasons 4 or 5.</li> </ul>	Used for the following qualifying reason: Employee (EE) unable to work or telework because of caring for child whose school/place of care is closed or child care provider unavailable due to COVID-19 (same as reason #5 under EPSL) Any prior use of Family & Medical Leave Act (FMLA) entitlement in 2020 reduces EE's entitlement under EFML. Any use of EFML also reduces FMLA entitlement in 2020 assuming EE is eligible for FMLA. First two weeks of EFML are unpaid unless EE elects to use other available paid leave. An EE's maximum potential paid entitlement under expanded family and medical leave is 10 workweeks.

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## UCR Pay Continuation

Employees are expected to work to the fullest extent they can, whether working on-site or remotely in healthcare or other critical and essential operations. Note: If employees are unable to work, either because of illness or the need to care for others, they should talk with their supervisor for information regarding appropriate leave options. Once an employee has exhausted required leaves balances (e.g. Admin Leave, vacation, PTO), a Career Staff employee can continue to receive pay up until 6/30/2020. Additional guidance on Pay Continuation will be distributed to the campus by UCR HR. The UC job protection does not apply to Casual/Restricted, Contract, Floater, Limited, or Per Diem employees. For additional information, see Campus Announcement.

Note: per HR, 40 hours of vacation accruals is required prior to Career Staff employees receiving pay continuation. If the employee has fewer than 40 hours remaining of such leave accruals, the employee must exhaust their remaining leave accruals.

# **Required TARS Changes**

Additional leave codes have been added to TARS for biweekly and monthly employees to select on their timesheets. The leave codes include Emergency Paid Sick Leave – Employee (EE), Emergency Paid Sick Leave – Family, Expanded FML, Administrative – Continuation, and additional leaves to be reported during an approved Expanded FML.

	Time/Leave	ve TARS Take TARS Take Code Description UCPath Earn Code		arn Code	e Note	
	Type Code					
				Monthly	Biweekly	
L	Sick	EPSEMP	Emergency Paid Sick Leave – EE	EPS	ESN	Use for EPSL - Employee
	Sick	EPSFAM	Emergency Paid Sick Leave – Family	ESF	EFN	Use for EPSL - Family
	Sick	EFMLA	Expanded Family Medical Leave	EFL	EMN	Use for final 10 weeks of EFML
	Sick	ADMCNT	Administrative – Continuation	RPC	RPN	Career Staff <b>ONLY</b> – Use for Pay Continuation
	Sick	ADMSPC	Administrative Paid – Special	RGC	RVN	Also known as "PAL"
	Leave with Pay	CVDTST	COVID19 Testing	n/a	REG	
	Leave with Pay	CVDVCL	COVID19 Vaccine Leave	n/a	REG	
	Leave with Pay	FLV	FLV - Flu Vaccination - Mandated	n/a	REG	
	Leave with Pay	CVDOSHA	COVID Cal/OSHA - Continuation of Pay	n/a	REG	
e fo	lowing codes are to b	e used only during	the first 2 weeks of approved Expanded FML:			
)	Sick	SPEFMLA	Personal – Sick – EFMLA	SKL	S1L	May use to supplement pay for the first two weeks of EFML
	Sick	EPSEMPFML	Emergency Paid Sick Leave – EE - EFMLA	EPS	ESN	May use to supplement pay for the first two weeks of EFML
2	Sick	EPSFAMFML	Emergency Paid Sick Leave – Family – EFMLA	ESF	EFN	May use to supplement pay for the first two weeks of EFML
;	Sick	ADMSPCFML	Administrative – Paid Special – EFMLA	RGC	RVN	May use to supplement pay for the first two weeks of EFML
4**	Sick	SDSEFMLA	Post-Doctoral Scholar PSL –Sick – EFMLA	SKP	SKP	May use to supplement pay for the first two weeks of EFML
5	Vacation	VPEFML	Personal Vacation - EFMLA	VAC	VCN	May use to supplement pay for the first two weeks of EFML
6	Leave W/O Pay	UPEFML	Leave Without Pay – EFMLA	LNP	N/A	Use for unpaid time during the first two weeks of EFML
7**	Paid Time Off	PDSEFML	Paid Time Off – EFMLA	PTD	N/A	May use to supplement pay for the first two weeks of EFML
Cada	s should only be use	nd hy Post Docs	Note - The FEMIA	Program code	s are inactive	effective 1/1/2021

# Instructions for Employees

Instructions for Biweekly Timesheets – Emergency Paid Sick Leave

- 1. Access your biweekly timesheet for the current pay period.
- 2. Click onto the first day in which leave was taken.

	UNIVERSITY O	UCRIVERSIDE	
	Time &	Attendance Reporting System	E-mail Feedback
		April 19, 2020 - May 02, 2020 Timesheet	2.
Name Employee ID	Leave Balances	Primary Job Title Department Supervisor Total Hour	s Save Main Menu Submit to Supervisor
OVERVIEW TIME REPORT	DETAILED VIEW	ATTACHMENTS COMMENTS APPROVAL HISTORY	
Day of Month	Total Hours	Job 1 -	
Position		BLANK AST 3	
SUNDAY APR 19th, 2020	0		
MONDAY APR 20th, 2020	0	Click to add Neurs	
TUESDAY APR 21st, 2020	0		
WEDNESDAY APR 22nd, 2020	0	Chickey d hours	
THURSDAY APR 23rd, 2020	0		
FRIDAY APR 24th, 2020	0		
SATURDAY APR 25th, 2020	0		
SUNDAY APR 26th, 2020	0		
MONDAY APR 27th, 2020	0		
TUESDAY APR 28th, 2020	0		
WEDNESDAY APR 29th, 2020	0		
THURSDAY APR 30th, 2020	0		
FRIDAY MAY 1st, 2020	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.





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- V V V
- 5. Select the appropriate "Emergency Paid Sick Leave" code from the *Time/Leave Sub-Type* dropdown.
  - a. In this scenario, an employee was approved for Emergency Paid Sick Leave for themselves. The employee would select **Emergency Paid Sick Leave EE**.
    - i. Note: these steps can be repeated for Emergency Paid Sick Leave Family. Once EPSL type is used, the other type is no longer available based on guidance from UCR HR. Remember this time must be reported in one 80 hour block (or prorated hours based on appointment percentage); however, the 80 hours may cross pay periods as long as it is continuous.



6. Once the Leave code has been selected, you may click "Save & Exit" <u>or</u> proceed to step 7 to report by a date range.



- 7. If 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 05/01" 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.

			Time Re	porting Screen			
Dates - From:	MON 04/20 🔻	to FRI 05/0	1	Apply To:	SMTWTFS	Apply to Single	Date
Time In	Time Out	Hours	Time/Leave	е Туре	Time/Leave Sub-Ty	ype	
:00 AM 🔻 4	:00 PM	• 8 S	ick Leave	▼ Eme	ergency Paid Sick Leave - Ef	T T	Remov

10. Once leave codes have been reported for all days in which Leave was taken, click **Save** in the upper right corner of the screen.



- 11. If leave is to be taken for the full time reporting period, click **Submit to Supervisor** to complete this timesheet. Otherwise, report other leave or time worked through the rest of the pay period, then click Submit to Supervisor to complete this timesheet by the required due date.
- 12. Repeat these instructions for the timesheet following this period, as appropriate.

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#### Instructions for Biweekly Timesheets - Expanded Family Medical Leave

Per guidance from UCR HR, an employee can choose from the following options to cover the first **2** weeks of their approved EFMLA leave:

- a. Report Vacation hours:
  - a. Select the *Personal Vacation EFMLA* take code.
- b. Report Sick hours:
  - a. Select the *Personal Sick EFMLA* take code.
- c. Report Paid Time Off hours (note: this leave may only be available for Academics).
  - a. Select the *Paid Time Off EFMLA* take code.
- d. Report Administrative Paid Special leave if an available balance remains:
  - a. Select the Administrative Paid Special EFMLA take code
- e. Report Emergency Paid Sick leave (Employee or Family) if balance available and the situation allows:
  - a. Select *Emergency Paid Sick Leave EE EFMLA* Or
  - b. Select Emergency Paid Sick Leave Family EFMLA
- f. Report Leave Without Pay:
  - a. Select Leave without Pay EFMLA.
- g. Any combination of the above as long as hours add up to 2 weeks.
  - a. Note: the 2 weeks may cross pay periods, but must be continuous.

#### Weeks 1 – 2

Follow the instructions below to report leave for the first  $\underline{2}$  weeks of EFMLA.

- 1. Access your biweekly timesheet for the current pay period.
- 2. Click onto the first day in which leave was taken.

	UNIVERSITY O	UCRIVERSIDE	
	Time &	Attendance Reporting System	E-mail Feedback
		April 19, 2020 - May 02, 2020 Timesheet	
Name Employee ID	Leave Balances	Primary Job Title Department Supervisor Tota	al Hours Save Main Menu Submit to Supervisor
OVERVIEW TIME REPOR	DETAILED VIEW	ATTACHMENTS COMMENTS APPROVAL HISTORY	
Day of Month	Total Hours	Job 1 -	
Position		BLANKAST	13
SUNDAY APR 19th, 2020	0		
MONDAY APR 20th, 2020	0		045
TUESDAY APR 21st, 2020	0	$\Delta$	
WEDNESDAY APR 22nd, 2020	0	Cloub La	
THURSDAY APR 23rd, 2020	0		
FRIDAY APR 24th, 2020	0		
SATURDAY APR 25th, 2020	0		
SUNDAY APR 26th, 2020	0		
MONDAY APR 27th, 2020	0		
TUESDAY APR 28th, 2020	0		
WEDNESDAY APR 29th, 2020	0		
WEDNESDAY APR 29th, 2020 THURSDAY APR 30th, 2020	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 the appropriate leave category from the *Time/Leave Type* dropdown (e.g. Vacation, Sick, Leave without Pay).
  - a. In this scenario, we will be selecting Vacation.
- 5. Select the appropriate code from the Time/Leave Sub-Type dropdown. Employees should be instructed to select a code ending with "EFMLA" from this dropdown.
  - a. In this scenario, we will be selecting Personal Vacation EFMLA:

		Time Reporting Screen		
Date: MON	04/20 ▼		Apply to Date Range	
- Time In Time	e Out Hours	Time/Leave Type	Time/Leave Sub-Type	
8:00 AM ¥ 4:00	PM 🔻 8	Vacation 🔻	Personal - Vacation	Remove
Job:		Job 1: /	Personal - Vacation	
	00. <b>T</b> MA	Regular Working Hour V	Personal Vacation - EFMLA	Remove
JOD:		JOD 1:	Literacy Leave - Vacation	
MUU	Total Hours: 8.00		Professional Dev - Vacation	

*Please note these steps can be repeated for all other appropriate leave codes for EFMLA, which include the following:* 

b. Appropriate Sick leave codes to select:

_				100			e
					Time Reporting So	creen	
	Time In	Date: MON	04/20 •	Hours	Time/Leave Type	Apply to Date Range	
8	00 AM	4:00 F	M ¥	8	Sick Leave Y	Personal - Sick ¥	Remove
	MA MA Job: Add	• Tota	AM <b>T</b>	.00	Job 1: Regular Working Hour V	Personal - Sick Administrative - Paid Special Emergency Paid Sick Leave - EE Emergency Paid Sick Leave - Family	Remove
						Emergency Paid Sick Leave - EE - EFMLA Emergency Paid Sick Leave - Family - EFMLA Personal - Sick - EFMLA Administrative - Paid Special - EFMLA Expanded Family Medical Leave	
						Administrative - Continuation	

c. Appropriate Leave Without Pay codes to select:

:			1	Time Reporting Screen		
	Date:	MON 04/20 V			Apply to Date Range	
P TII <u>8:00</u> - - - -	me In AM V 4: Job: AM V Job: Add	Time Out OO PM V AM V Total Hours	Hours 8.00 .00	Time/Leave Type Leave Without Pay BLAN Regular Working Hour BLAN	Time/Leave Sub-Type Leave Without Pay - EFMLA  Leave Without Pay - EFMLA Unpaid WC Leave Without Pay Other Leaves Without Pay (IX) Suspend/Correct Act Child Bearing - Unpaid	Remove Remove

- •
- 6. Once the appropriate *leave* code has been selected, you may click "Save & Exit" <u>or</u> proceed to step 7 to report by a date range.
- 7. If 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 05/01" 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 *Personal – Vacation – EFMLA* leave has been reported for all days in which Leave was taken, click **Save** in the upper right corner of the screen.

	UNIVERSITY OF CA	LIFORNIA, RIVERSIDE				UCRIVERSIDE	
	Time & A	ttendance R	leporting System	Colense	0. 20 E	E-mail Feedback	
Name Employee ID	Leave Balances	Primary Job	April 19, 2020 - Iv	ay 02, 2020 Timesheet nt Supervisor	Total Hours 80		Save Main Menu Submit to Superviso
OVERVIEW TIME REPOR	Total Hours	ATTACHMENTS	COMMENTS APPROVAL HISTORY	- 1 doL			_
					5		
Position							
Position SUNDAY APP 19th 2020	0			Plick Involutionant			
Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020	0			RVPEEMI			
Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUF SDAY APR 21st 2020	0 8			8 VPEFML 8 VPEFML			
Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUESDAY APR 21st, 2020 VEDNESDAY APR 22nd, 2020	0 8 8			8 VPEFML 8 VPEFML 8 VPEFML			
Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUESDAY APR 21st, 2020 VEDNESDAY APR 22nd, 2020 THURSDAY APR 23nd, 2020	0 8 8 8 8			8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML	-		
Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUESDAY APR 21st, 2020 VEDNESDAY APR 21st, 2020 THURSDAY APR 23rd, 2020 FRIDAY APR 24th, 2020	0 8 8 8 8 8 8			8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML			
Position SUNDAY APR 19th; 2020 MONDAY APR 20th; 2020 TUESDAY APR 21st; 2020 VEDNESDAY APR 23rd; 2020 FRIDAY APR 24th; 2020 SATURDAY APR 28th; 2020	0 8 8 8 8 8 8			8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML			
Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUESDAY APR 20th, 2020 VEDNESDAY APR 23rd, 2020 FRIDAY APR 24th, 2020 SATURDAY APR 24th, 2020 SATURDAY APR 26th, 2020 SUNDAY APR 26th, 2020	0 8 8 8 8 8 8 0 0			8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML			
Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUE SDAY APR 21st, 2020 TUE SDAY APR 21st, 2020 TUURSDAY APR 22st, 2020 SATURDAY APR 25th, 2020 SUNDAY APR 25th, 2020 MONDAY APR 27th, 2020	0 8 8 8 8 8 0 0 0 8			8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML			
Position Position MONDAY APR 20th, 2020 MONDAY APR 20th, 2020 TUESDAY APR 21st, 2020 VEUNESDAY APR 22rd, 2020 FRIDAY APR 24th, 2020 SUNDAY APR 26th, 2020 SUNDAY APR 27th, 2020 TUESDAY APR 27th, 2020	0 8 8 8 8 8 0 0 0 8 8 8 0 0 8 8 8 8 8 8			8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML			
Position SUNDAY APR 19th, 2020 MONDAY APR 29th, 2020 TUESDAY APR 21st, 2020 VEDNESDAY APR 21st, 2020 FILIDAY APR 24th, 2020 FILIDAY APR 24th, 2020 SUNDAY APR 25th, 2020 TUESDAY APR 28th, 2020 TUESDAY APR 28th, 2020 VEDNESDAY APR 29th, 2020	0 8 8 8 8 8 0 0 0 6 8 8 8 8 8 8 8 8 8 8			8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 9 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML			
Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUESDAY APR 21th, 2020 TUESDAY APR 21th, 2020 FRIDAY APR 22th, 2020 FRIDAY APR 24th, 2020 SUNDAY APR 24th, 2020 SUNDAY APR 21th, 2020 TUESDAY APR 21th, 2020 TUESDAY APR 29th, 2020 TUESDAY APR 29th, 2020	0 8 8 8 8 8 8 0 0 0 8 8 8 8 8 8 8 8 8			8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML			
Position           SUNDAY APR 20th, 2020           MONDAY APR 20th, 2020           MEDMESDAY APR 21st, 2020           EVENESDAY APR 22rd, 2020           THURSDAY APR 23rd, 2020           FRIDAY APR 24th, 2020           SUNDAY APR 24th, 2020           THUESDAY APR 24th, 2020           THUESDAY APR 24th, 2020           FRIDAY MAY 1st, 2020	0 8 8 8 8 8 0 0 8 8 8 8 8 8 8 8 8 8 8 8			8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML			
Postion \$UNDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUESDAY APR 21th, 2020 NEDNESDAY APR 21th, 2020 THURSDAY APR 22th, 2020 FRIDAY APR 24th, 2020 SATURDAY APR 24th, 2020 MONDAY APR 25th, 2020 MONDAY APR 29th, 2020 THUESDAY APR 29th, 2020 THURSDAY APR 29th, 2020 FRIDAY MAY 13th, 2020 FRIDAY MAY 13th, 2020	0 8 8 8 8 8 8 0 0 0 6 8 8 8 8 8 8 8 8 8			8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML 8 VPEFML			

- 11. Click **Submit to Supervisor** by the due date to complete this timesheet.
- 12. Repeat these instructions for the timesheet following this period, if necessary.

#### Weeks 3 - 12

Follow the instructions below to report leave for the remaining **10** weeks of an approved EFMLA.

- 1. Access your biweekly timesheet for the current pay period.
- 2. Click onto the first day in which leave was taken.

	UNIVERSITY OF	UCRIVERSIDE	
	Time &	Attendance Reporting System	E-mail Feedback
		April 19, 2020 - May 02, 2020 Timesheet	10000
Name Employee ID	Leave Balances	Primary Job Title Department Supervisor Total Hours 0	Save Main Menu Submit to Superviso
OVERVEW TIME REPORT	DETALED VIEW	ATTACHMENTS COMMENTS APPROVAL HISTORY	
Day of Month	Total Hours	Jub 1 -	
Position		BLANK AST 3	
SUNDAY APR 19th, 2020	0		
MONDAY APR 20th, 2020	0		
TUESDAY APR 21st, 2020	0	$\Delta$	
WEDNESDAY APR 22nd, 2020	0	Chick and a strength	
THURSDAY APR 23rd, 2020	0		
FRIDAY APR 24th, 2020	0		
SATURDAY APR 26th, 2020	0		
SUNDAY APR 26th, 2020	0		
MONDAY APR 27th, 2020	0		
TUESDAY APR 28th, 2020	0		
WEDNESDAY APR 29th, 2020	0		
THURSDAY APR 30th, 2020	0		
FRIDAY MAY 1st, 2020	.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 the Sick Leave category from the *Time/Leave Type* dropdown.



5. Select the *Expanded Family Medical Leave* code from the Time/Leave Sub-Type dropdown.

Time Reporting Screen					
Date: MON 04/20	T	Apply to Date Range			
Time In Time Out	Hours Time/Leave Type	Time/Leave Sub-Type			
8:00 AM <b>v</b> 4:00 PM <b>v</b>	8 Sick Leave	Personal - Sick 🔹	Remove		
Job:	Job 1:	Personal - Sick			
AM V AM V	.00 Regular Working Hour	Administrative - Paid Special	Remove		
Job:	Job 1:	Emergency Paid Sick Leave - EE			
Total Hour	ırs: 8.00	Emergency Paid Sick Leave - Family			
		Emergency Paid Sick Leave - EE - EFMLA			
		Emergency Paid Sick Leave - Family - EFMLA			
		Personal - Sick - EFMLA			
		Administrative - Paid Special - EFMLA			
		Expanded Family Medical Leave			
		Administrative - Continuation			

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- 6. Once the appropriate EFMLA leave code has been selected, you may click "Save & Exit" <u>or</u> proceed to step 7 to report by a date range.
- 7. If 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 05/01" 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 Leave was taken, click **Save** in the upper right corner of the screen.

	UNIVERSITY OF C	ALIFORNIA, RIVERSIDE					UCRIVERSIDE	
	Time & /	Attendanc	e Reporting	g System	Calenda	000	E-mail Feedback	
				April 19, 2020 - May 02,	2020 Timesheet			
Name Employee ID	Leave Balances	Primary Jo	b Title	Department	Supervisor	Total Hours 80		Save Main Menu Submit to Supervisor
OVERVIEW TIME REPORTIN	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY				
2234272751111	And and a sub- of the local data and the sub-							
Day of Month	Total Hours				Job 1 -			
Day of Month Position	Total Hours				Job 1 -			
Day of Month Position SUNDAY APR 19th, 2020	Total Hours 0			1	Job 1 -			
Day of Month Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020	Total Hours 0 8				Job 1 -			
Day of Month Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUESDAY APR 21st, 2020	Total Hours 0 8 8				Job 1 - 8 EFMLA 8 EFMLA	<b>-</b>		
Day of Month Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUESDAY APR 21st, 2020 WEDNESDAY APR 22nd, 2020	Total Hours 0 8 8 8				Job 1 - B EFMLA B EFMLA B EFMLA			
Duy of Month Position SUNDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUE SDAY APR 21th, 2020 WEDNE SDAY APR 22nd, 2020 TURISDAY APR 22nd, 2020	Total Hours				Job 1 - B EFMLA B EFMLA B EFMLA B EFMLA			
Day of Month Postion SUNDAY APR 19th, 3020 MONDAY APR 20th, 3020 TUESDAY APR 21th, 3020 WEDHE SDAY APR 21th, 3020 THUR SDAY APR 22th, 3020 FRIDAY APR 22th, 3020	Total Hours 0 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8			1	8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA			
Day of Month Postion SURDAY APR 19th, 2020 MONDAY APR 20th, 2020 TUESDAY APR 21th, 2020 FRIDAY APR 22th, 2020 FRIDAY APR 22th, 2020 FRIDAY APR 22th, 2020 SATURDAY APR 25th, 2020	Total Hours 0 8 8 8 8 8 8 0 0 0 0 0 0 0 0 0 0 0 0			1	Job 1 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA			
Day of Month Postion SUNDAY APR 19th, 2020 MONDAY APR 19th, 2020 TUESDAY APR 21th, 2020 TUESDAY APR 21th, 2020 FRIDAY APR 24th, 2020 FRIDAY APR 24th, 2020 SATURGAY APR 25th, 2020 SATURGAY APR 25th, 2020	Total Hours 0 8 8 8 8 8 0 0 0 0 0 0 0 0 0 0 0 0 0				8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA			
Day of March           Position           SUNEXY APR 19th; 2020           MoNEXY APR 29th; 2020           TUESDAY APR 29th; 2020           FRIDAY APR 29th; 2020           FRIDAY APR 29th; 2020           SUNRXY APR 29th; 2020	Total Hours 0 8 8 8 8 0 0 0 0 8 8 0 0 0 0 0 0 0 0				Aob 1 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA	•		
Day of Morth Postion SUNDAY APR 19th, 2020 MONDAY APR 29th, 2020 TUE 50AY APR 21th, 2020 PRIDAY APR 21th, 2020 PRIDAY APR 24th, 2020 SUNDAY APR 24th, 2020 SUNDAY APR 29th, 2020 SUNDAY APR 27th, 2020 TUE 50AY APR 27th, 2020	Total Hours 0 0 8 8 8 0 0 0 0 0 0 0 0 0 0 0 0 0 0				300 1 - 8 EFMA 8 EFMA 8 EFMA 8 EFMA 8 EFMA 8 EFMA 8 EFMA 8 EFMA			
Day of Moren Postson SURIONY APR 19th, 2020 TUESDAY APR 21th, 2020 TUESDAY APR 21th, 2020 TUESDAY APR 21th, 2020 FRIDAY APR 25th, 2020 FRIDAY APR 25th, 2020 SATURDAY APR 25th, 2020 MONDAY APR 25th, 2020 TUESDAY APR 25th, 2020	Total Hours				000 1 - 0 EFMLA 0 EFMLA 0 EFMLA 0 EFMLA 0 EFMLA 0 EFMLA 0 EFMLA	•		
Day of Month Position SUNDAY APR 19th, 2020 MONDAY APR 29th, 2020 MONDAY APR 29th, 2020 FUESDAY APR 29th, 2020 FRIDAY APR 29th, 2020 FRIDAY APR 29th, 2020 SUNDAY APR 29th, 2020 MONDAY APR 29th, 2020 MONDAY APR 29th, 2020 MUESDAY APR 29th, 2020 TUESDAY APR 29th, 2020	Total Hours				8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA 8 EFMLA			
Day of Month           Postion           SUNDAY APR 1995, 3220           WONDAY APR 1995, 3220           TUESDAY APR 2115, 2020           TUESDAY APR 2115, 2020           TUESDAY APR 2115, 2020           STATURDAY APR 24th, 2020           FRIDAY APR 24th, 2020           SATURDAY APR 24th, 2020           SUNNAY APR 24th, 2020           TUESDAY APR 25th, 2020           THUSA TAY APR 25th, 2020           THUR 50AY APR 25th, 3005           THIDAY MAY 15th, 2020	Total Hours				000 1 - 0 EFMLA 0 EFMLA 0 EFMLA 0 EFMLA 0 EFMLA 0 EFMLA 0 EFMLA 0 EFMLA 0 EFMLA 0 EFMLA			
Day of Mark           Position           SUNDAY APR 19th; 0200           MONDAY APR 29th; 0200           DESDAY APR 29th; 0200           DESDAY APR 29th; 0200           FRIDAY APR 29th; 0200           FRIDAY APR 29th; 0200           SUNDAY APR 29th; 0200           SUNDAY APR 29th; 0200           SUNDAY APR 29th; 0200           SUNDAY APR 29th; 0200           FUEDESDAY APR 29th; 0200           TUESDAY APR 29th; 0200           FILINADAY APR 29th; 0200	Total Hours 0 0 8 0 8 0 0 0 0 0 0 0 0 0 0 0 0 0 0				800 1- 8 EPMAA 8 EPMAA			

- 11. Click Submit to Supervisor to complete this timesheet.
- 12. Repeat these instructions for the timesheet following this period, up until the end of an approved EFMLA period.

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

## Instructions for Biweekly Employees - Pay Continuation

Career Staff employees can continue to receive paid earnings up until 6/30/2020 through UCR's Pay Continuation option if they are in an eligible position and satisfy the requirements outlined in the 4/16/2020 campus announcement: <u>https://insideucr.ucr.edu/announcements/2020/04/16/job-protection-covid-19-related-paid-leaves</u>

Follow the instructions below to report Pay Continuation in TARS, as appropriate.

- 1. Access your biweekly timesheet for the current pay period.
- 2. Click onto the first day in which Pay Continuation is being reported.



- 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 the Sick Leave category from the *Time/Leave Type* dropdown.



· · · · · · · · UCRIVERSIDE

5. Select the Administrative - Continuation code from the Time/Leave Sub-Type dropdown.

				Time Repor	rting Scr	een	
		Date: MON 04/20	۲			Apply to Date Range	
	Time In	Time Out	Hours	Time/Leave Ty	ype	Time/Leave Sub-Type	
8:00	AM 🔻	4:00 PM	• 8	Sick Leave	•	Personal - Sick 🔹	Remove
	Job:			Job 1:	F	Personal - Sick	
	AM 🔻	AM	• .00	Regular Working H	Hour 🔻	Administrative - Paid Special	Remove
	Job:			Job 1:	- F	Emergency Paid Sick Leave - EE	
	Add						
		Total Hou	rs: 8.00			Emergency Paid Sick Leave - Family	
						Emergency Paid Sick Leave - EE - EFMLA	
						Emergency Paid Sick Leave - Family - EFMLA	
						Personal - Sick - EFMLA	
						Administrative - Paid Special - EFMLA	
						Expanded Family Medical Leave	
					- [	Administrative - Continuation	

- 6. Once the *Administrative Continuation* code has been selected, you may click "Save & Exit" <u>or</u> proceed to step 7 to report by a date range.
- 7. If *Administrative Continuation* 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.

		Time Reporting So	reen	
	Date: MON 04/20 V		Apply to Date Range	
Time In	Time Out Hour	s Time/Leave Type	Time/Leave Sub-Type	
8:00 AM •	▼ 4:00 PM ▼ 8.00	Sick Leave 🔻	Administrative - Continuation	Remov
Job:		Job 1:	T	
AM 1	• AM • .00	Regular Working Hour V	Regular	Remov
Job:		Job 1:	T	
Add				
	Total Hours: 8			

- 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 05/01" 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.

Time Reporting Screen						
Dates - From	MON 04/20 🔻 to	FRI 05/01	Apply T	o: SMTWTFS	Apply to Single Date	
Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Ty	pe	

 $\checkmark$ 

10. Now that *Administrative - Continuation* has been reported for all applicable days, click **Save** in the upper right corner of the screen.

	UNIVERSITY OF	CALIFORNIA, RIVERSIDE		UCRIVERSIDE
	Time &	Attendance Reporting System	Colone 1	E-mail Feedback
		April 19, 2020 - 1/	ay 02, 2020 Timesheet	
Name Employee ID	Leave Balances	Primary Job Title Departme	nt Supervisor Total Hours 80	Nain Menu Submit to Supervisor
OVERVIEW Day of Month	Total Hours	ATTACHMENTS COMMENTS APPROVAL HISTORY	300 1 -	
Pretion				
ELINDAY ADD (6th 3030	0			
MONDAY APR 20th 2020			8 ADMONT	
TUESDAY APP 21st 2020			8 ADMONT	
WEDNESDAY APR 22nd 2020	8		8 ADMONT	
THURSDAY APR 23rd, 2020	8		8 ADMONT	
FRIDAY APR 24th, 2020	8		8 ADMONT	
SATURDAY APR 25th, 2020	0			
SUNDAY APR 26th, 2020	0			
MONDAY APR 27th, 2020	8		8 ADMONT	
TUESDAY APR 28th, 2020	8		8 ADMONT	
WEDNESDAY APR 29th, 2020	8		8 ADMCNT	
THURSDAY APR 30th, 2020	8		8 ADMCNT	
FRIDAY MAY 1st, 2020	8		8 ADMONT	
SATURDAY MAY 2nd, 2020	0			
Total:	80		80 ADMCNT	
		Import Default F	lours Clear All Hours	

- 11. Click **Submit to Supervisor** to complete this timesheet by the TARS deadline.
- 12. Repeat these instructions for the timesheet following this period, up until June 30<sup>th</sup>, 2020, if appropriate.

## Instructions for Monthly Timesheets – Emergency Paid Sick Leave

- 1. Access your monthly timesheet for the current pay period.
- 2. Click onto the first day in which leave was taken under the Sick Leave column. In this scenario, we are going to begin reporting leave as of 4/1/2020.

	Time & Attendanc	e Reporting System	E-mail Feedback	
Name Encloves ID Larve Delecces	Pimary Job Tille , Decortment	April 1, 2020 - April 30, 2020 Trivesheet		Save Mann Marna Solamit to Supervisor
OVERVIEW THE REPORTING DETAILED VE Day of Month	W ATTACHMENTS COMMENTS APPROVAL HISTORY	Sirk Lazve	Lazer Wilhoud Pay	Other Leave 0
West Are 1	0			
Thu: Are 2	0	Ă	0	0
Fri: Apr 3	0	<u> </u>	0	
Sat: Apr 4				0
Sun: Apr 5				
Mon: Apr 6	0	0		0
Tue: Apr 7		0		
Wed: Apr 5	0	6	0	0
Thu: Apr 9	13	0		0
Fei: Apr 10		0		
Sat: Apr 11				
Sut: Apr 12				
Mor: Apr 13	i i i i i i i i i i i i i i i i i i i	ě.	0	0
Time: Are 14		0		
Wed: Apr 15	0	0	0	0
Thu: Apr 16	0	8	0	0
Fet: Age 17	0	0	0	
Sat: Apr 18				
Sum Apr 15				
Mon: Apr 20	0	0	0	0
Tue: Apr 21	0	0	0	10
Wed: Apr 22	<u>u</u>	U U	<u>a</u>	0
Thu: Apr 23	0	0		0
Fri: Apr 24	0	0	0	0
Set: Apr 25				
Sum: Apr 26				
More: Apr 27	10		G	
Turn: Apr 28	ŭ	0	0	0
Wed: Apr 29	0	0	0	
Thu: Apr 30	<u>n</u>	ů.		- B

3. When reporting *Emergency Paid Sick Leave*, employees can select leave for either themselves or family, depending on the circumstance.

1		Select Leave Type	×
		Select Leave Type	
	Туре	Description	T
0	SP	PERSONAL - SICK	
0	ADMSPC	ADMINISTRATIVE - PAID SPECIAL	
0	EPSEMP	EMERGENCY PAID SICK LEAVE - EE	1
0	EPSFAM	EMERGENCY PAID SICK LEAVE - FAMILY	
0	EPSEMPFML	EMERGENCY PAID SICK LEAVE - EE - EFMLA	
0	EPSFAMFML	EMERGENCY PAID SICK LEAVE - FAMILY - EFMLA	
0	SPEFMLA	PERSONAL - SICK - EFMLA	
0	ADMSPCFML	ADMINISTRATIVE - PAID SPECIAL - EFMLA	
0	EFMLA	EXPANDED FAMILY MEDICAL LEAVE	
0	ADMCNT	ADMINISTRATIVE - CONTINUATION	
$\bigcirc$	SBX	BX OTHER	
0	SBM	BONE MARROW / ORGAN DON EXT	-
		Use more than one leave type	
		View Absence from Work policy	
		Close	

In this scenario, we are going to select *Emergency Paid Sick Leave – Family* by clicking the bubble next to EPSFAM.

4. Continue to repeat steps 2 – 3 for all days in which this leave was taken. Please note that the maximum number of hours that can be reported for Emergency Paid Sick Leave is 80 hours. For monthly employees, this leave must be taken in full day increments.



- 5. Now that *Emergency Paid Sick Leave Family* has been reported for all applicable days, click **Save** in the upper right corner of the screen.
- 6. Click **Submit to Supervisor** to complete this timesheet by the TARS deadline.

	DESTRUCTION OF CALIFORNIA, ROAD	101	UCRIVERSIDE	
	Time & Attendar	nce Reporting System	E-mail Feedback	
		April 1, 2020 - April 38, 2020 Tenesheat		line.
Same Desirent D Lanet Balenar	Piners Job Tile Destinet			Saver Maket Merce Submit to Super
Overview Day of Martin	ATTACHENTS COMENTS APPROACHENTSY	Set Laws	Leare Without Pay 0	Other Leave 0
West Acr 1		A PERSON		8
Thu: Apr 2		2 DEPSYAM		
Frit Apr 3	10	₩ E EPSFAM	E	0
Sat: Apr 4		0		
Sum Apr 8				
More Apr 8		N 8 Ebishwa	U	1.00
Tue: Apr 7	0	e services	0	8
West: Apr 8	0	2 8 EPSPAM	0.	43
Thu: Apr 9	0	S I Ebity	9	0
Frt: Age 12	0	N 1 EPSYM	D	12
Sat: Apr 11		9		
Sign: Apr 12		0;		
Mon: Apr 13		& LEPSPAM	D	
Titer: Apr 14		N EEPSFAM	0	- 0
Wed. Apr 15	- 10		U.	
Thu: Age 16			U	
Fill Age 17				
200 Per 10				
Sector April 10				
The first It				
Must Ave 12				
Yest Are 20				
for Any M			U	
Sat Ave 26		7		
Sum Any 25				
More Apr 27				
Tian: Apr 28				
West Apr 25				
Thu: Apv 20	1	1		
Read				1/2-1

#### Instructions for Monthly Timesheets - Expanded Family Medical Leave

Per guidance from UCR HR, an employee can choose from the following options to cover the first **2** weeks of their approved EFMLA leave:

- h. Report Vacation hours:
  - a. Select the Personal Vacation EFMLA take code.
- i. Report Sick hours:
  - a. Select the *Personal Sick EFMLA* take code.
- j. Report Paid Time Off hours (note: this leave may only be available for Academics).
  - a. Select the *Paid Time Off EFMLA* take code.
- k. Report Administrative Paid Special leave if they have a balance available:
  - a. Select the Administrative Paid Special EFMLA take code
- I. Report Emergency Paid Sick leave (Employee or Family) if balance available and the situation allows:
  - a. Select *Emergency Paid Sick Leave EE EFMLA* Or
  - b. Select Emergency Paid Sick Leave Family EFMLA
- m. Report Leave Without Pay:
  - a. Select Leave without Pay EFMLA.
- n. Any combination of the above as long as hours add up to 2 weeks.

#### Weeks 1-2

Follow the instructions below to report leave for the first  $\underline{2}$  weeks of EFMLA.

- 1. Access your monthly timesheet for the current pay period.
- 2. Click onto the first day in which leave was taken.
  - a. Note: click into the column for the leave type being submitted. For instance, if you are using *Personal Vacation EFMLA*, click on the date under the Vacation column.

	E-mail Feedback	ice Reporting System	Time & Attendan	
100	50	April 1, 2020 - April 30, 2020 Timesheet		
Maan Marray Sodawit to, Sope		Seperator	Primary Job Title Department	Employee ID Leave Balances
			VEN ATTACHMENTS COMMENTS APPROVAL HISTORY	RIVER THE REPORTING DETAILS
Other Leave	Leave Without Pay (0)	Sick Labora Q	Vacation Leave	Day of Month
	0		9	Wed: Apr 1
	0	0	$\Delta$	Thu: Apr 2
0	0	8		Fei: Apr 3
				Sat: Apr 4
				Sum Apr 5
0		12	0	Mon: Apr 6
		0	0	Tue: Apr 7
		0	.0	Wed: Apr 8
	0		0	The: Apr 9
		R		Fri: Apr 10
				Set: Apr 11
				Sen: Apr 12
		U	<u>u</u>	MOIL Apr 13
		0		Hust Apr 15
U				The Are 10
	10	10	52 (1)	Frit Apr 17
	16		No.	Eat Aur 18
				Sen: Apr 13
	8	1		More Apr 20
	9		0	Tue: Apr 21
8		0	10	Wed: Apr 22
9	9		0	Thu: Apr 23
9	8			Fri: Apr 24
				Sat: Apr 25
				Sum: Apr 26
10		0	0	Mon: Apr 27
10	0	0	10	Tue: Apr 28
1.0				



 $\checkmark$ 

3. Select the appropriate EFMLA Leave Code, which in this scenario would be *VPEFML* – *Personal Vacation* – *EFMLA*.



 Continue to repeat steps 2 – 3 for all days in which this leave was taken. Note: in most scenarios, employees will be required to report 2 weeks of this leave prior to beginning an approved EFMLA.

8 VPEFML     8 VPEFML     8 VPEFML     8 VPEFML	Vacation Leave 🕕	
<ul> <li>8 VPEFML</li> <li>8 VPEFML</li> </ul>	8 VPEFM	L
8 VPEFML	8 VPEFM	L
_	8 VPEFM	L

- 5. Now that *Personal Vacation EFMLA* has been reported for all applicable days, click **Save** in the upper right corner of the screen. (Note: report additional leaves, if necessary for this pay period).
- 6. Click Submit to Supervisor to complete this timesheet.

	Time & Attenda	nce Reporting System	E-mail Feedback	
		April 1, 2020 - April 50, 2020 Timesheet		Seve
Employee ID Lev	P. Balances Promer, Job Tale Department	Sector visor		Main Meny Submit to Supervisor
THE REPORTING	DEDALED VEW ATDICIMENTS COMMENTS APPROVAL HISTORY			
Day of Month	Vacation Leave g	Sick Leave 🧕	Leave Without Pay 🧕	Other Leave 🧕
Wed: Apr 1	S & A ADDAMY	0	0	6
Thu: Apr 2	Ø 6 VPEFML	0	8	0
Fri: Apr 3	IN 3 YPEPINL	0	0	.0
Sat: Apr 4	9			9
Surc Apr 5	Q	Q.	(是)	0
Mon: Apr 6	S S ADERM	0	-0	0
Tue: Apr 7	S T AND W	0	6	0
Wed: Apr 8	Ø 8 VPEPML	0	0	. 0.
The: Apr 9	S I VPEPML		0	
Prit: Apr 10	& system			
Sec.Apr 11				- <del>5</del>
Marcinet 12	Co. B. URINA			
Tue: And 14	R ALGERTA	0	8	- 63
Want: And 45	E CITIFUL	U	- 10	0
Thu: Any 65			13	0
Fri: Apr 17		0	0	
Sat: Apr 18				0
Sun: Apr 19				1
More Apr 20	1	6	0	0
Tue: Apr 21		0	0	0
Wed: Apr 22	8	0	0	8
Thu: Apr 23		0		0
Fric Apr 24	0	0.	0	0
Sat: Apr 25				
Sun: Apr 26				a l
More Apr 27	U	8	10	0
Twe: Apr 28	10 ·	0	0	(iii)
Wed: Apr 29	0	0	0	6
Thu: Apr 30		0	8	0
Tutal	50		9	

# ▼ ▼ ▼

#### Weeks 3 – 12

Follow the instructions below to report leave for the remaining **<u>10</u>** weeks of an approved EFMLA.

- 1. Access your monthly timesheet for the current pay period.
- 2. Click into the first day in which EFMLA leave is being reported under the *Sick Leave* column.
  - a. In this example, we will continue reporting this leave on the same timesheet containing *Personal Vacation EFMLA* and click into the check box for 4/15/20.

			Tim	e & Attendan	ce Reporting System	E-mail Feedback	
					April 1, 2026 - April 30, 2020 Temesheet		
Name	Leeve Balances	Primery Job	THE	Ormatiment	Laporvisor		Sere Man Mense Sodenst to Superviser
OWNER	THE REPORTING DEDUCED VEH	ATTACHMENTS	COMMENTS.	APPRICUAL HELTORY			Name of the second second
	Day of Month		Vacation Leave Q		Stillane Q	Laeve Wilhout Pay Q	Other Leave Q
	Wed: Apr T		18 8 VPEPS	ι.	B	0	0
	The Apr 2		N II VPERS	L	0	0	
	Fre Apr 3		55 9 AbEve	L	.0	0	- 11
	Sat: Apr 4						14
	Sum: Apr 5		1.1				14 H
	More Apr 8		N 1 Abla		0	9	0
	Tue: Apr 7		S 2 A464	L	0	0	0
	Wed: Apr 5		# S VPEPS		<u>U</u>	10	10
	Elli Ang 40		G SUDERS			0	0
	Sat And H		10			18	
	Sam Age 11						
	More Aver 13		La a cancer				. M.
	There Are 14		Q A UNERS	1	20	11	15
	West Ave 15				0	0	0
	Thur Are th				A.	-	
	Feb Ace 17				11		
	Set Arr 18						
	Surc Apr 19						
	Mon: Apr 20		0		9	0	8
	Tive: Apr 21		11			0	8
	Wed: Apr 22		0			0	0
	Thu: Apr 23				10	0	0
	Fri: Apr 24		0		8	- C	12
	Set: Apr 25						0
	Sun: Apr 26						
	Mon: Apr 27		10			0	0
	Tue: Apr 28		0		6	0	0
	Wed: Apr 29		0		0	0	D
	Thu: Apr 30		-0		10 III	41	0
	Total		00			0	0

3. Select the *EFMLA – Expanded Family Medical Leave* code on the Leave Type window.

		Select Leave Type	
		Select Leave Type	
	Туре	Description	
	SP	PERSONAL - SICK	
D	ADMSPC	ADMINISTRATIVE - PAID SPECIAL	
	EPSEMP	EMERGENCY PAID SICK LEAVE - EE	
0	EPSFAM	EMERGENCY PAID SICK LEAVE - FAMILY	
0	EPSEMPFML	EMERGENCY PAID SICK LEAVE - EE - EFML	
0	EPSFAMFML	EMERGENCY PAID SICK LEAVE - FAMILY - EFMLA	
0	SPEFMLA	PERSONAL - SICK - EFMLA	
0	ADMSPCFML	ADMINISTRATIVE - PAID SPECIAL - EFMLA	
D	EFMLA	EXPANDED FAMILY MEDICAL LEAVE	
0	ADMCNT	ADMINISTRATIVE - CONTINUATION	
0	SBX	BX OTHER	
		Use more than one leave type	
	N	View Absence from Work policy	

4. Continue to repeat steps 2 – 3 for all days in which this leave was taken. (Note: 10 weeks the maximum number this leave can be reported.

 $\checkmark$ 

5. Click **Save** in the upper right corner of the screen once all leaves have been reported.

Employ	ve ID Leave I	Salarcea	Primary Job	Tipe	Department	April 1, 2020 - April 30, 2020 Towasheet		Save Main Merce Submit to Super
ORVEH .	THE REPORTING	DE TALED VEW	ATIACHIENTI	COMMENTS	APPROVAL HERDRY			
	Day of Month			Vacation Leave 🧕		SckLeave 🧕	Leave Without Pay	Other Laave 🧕
	Wed: Apr 1			2 & VPEPA	A.	8	B	0
	Thu: Apr 2			2 & VPER	A.	0	8	8
	Frit Apr 3			# 5 VPEPA	Α.	9	8	17
	Sat: Apr A							
	Sen: Apr 5							
	Mon: Apr 6			2 5 VPERS	A	9	0	0
	Tive: Apr 7			# 5 VPEPI	Α.	9	8	
	Wed: Apr 8			# 5 VPEPA	4	8	B	
	Thu: Apr 9			# 0 VPEPI	A	0	8	0
	Fric Apr 10			# 8 VPEPI	4		0	10
	Sat: Apr 11							
	Sure Apr 12							
	More Apr 13			W 8 VPEPI	Α.	0	0	0
	Toe: Apr 14			# SVPEPS	4		0	
	Wed: Apr 15			0		# SEPALA	0	0
	The Apr 18			0		R SERIA	0	0
	Fits Aur 17			- 0		24 SEFULA		10
	Set: Apr 58							
	Same And 19							
	More Are 20					2 15014		
	Tim: Anr 21			- 0		24 AFFIRA		6
	West Ave 22					THE APPEND	0	
	Thu: Are 21			12		a APPRAL	0	0
	For Any 24					P AFFMA	N	
	East Aver 26			1000		5 V 0 MON		
	Sent Ave 26							
	Marco Acc 27					10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	Sepre Apr 21					a servica		
	ree: Apr 28					N S CPNLA	U	0
	weat Apr 29			. 0		N SDALY	U	G
	1 mail Apr 30			1.00		N S EPAGA		0

- 6. Click **Submit to Supervisor** to complete this timesheet by the TARs deadline.
- 7. Repeat these instructions for future pay periods, if necessary.

## Instructions for Monthly Employees – Pay Continuation

Career Staff employees can continue to receive paid earnings up until 6/30/2020 through UCR's Pay Continuation option if they are in an eligible position and satisfy the requirements outlined in the 4/16/2020 campus announcement: <u>https://insideucr.ucr.edu/announcements/2020/04/16/job-protection-covid-19-related-paid-leaves</u>

Follow the instructions below to report Pay Continuation in TARS.

- 1. Access your Monthly timesheet for the current pay period.
- 2. Click onto the first day in which Pay Continuation is being reported under the Sick Leave column.
  - 3. Select the *ADMCNT Administrative Continuation* option on the Leave Type window.

		Select Leave Type	X
		Select Leave Type	
	Туре	Description	
0	SP	PERSONAL - SICK	
0	ADMSPC	ADMINISTRATIVE - PAID SPECIAL	
0	EPSEMP	EMERGENCY PAID SICK LEAVE - EE	
0	EPSFAM	EMERGENCY PAID SICK LEAVE - FAMILY	
0	EPSEMPFML	EMERGENCY PAID SICK LEAVE - EE - EFMLA	
0	EPSFAMFML	EMERGENCY PAID SICK LEAVE - FAMILY - EFMLA	
0	SPEFMLA	PERSONAL - SICK - EFMLA	
0	ADMSPCFML	ADMINISTRATIVE - PAID SPECIAL - EFMLA	
0	EFMLA	EXPANDED FAMILY MEDICAL LEAVE	
0	ADMCNT	ADMINISTRATIVE - CONTINUATION	
0	SBX	BX OTHER	1.
		Use more than one leave type	
		View Absence from Work policy	

4. Continue to repeat steps 2 – 3 for all days in which this leave was taken.

Sick Leave 🕕
8 ADMCNT
8 ADMCNT
8 ADMCNT

5. Click **Save** in the upper right corner of the screen once all leaves have been reported.

 $\checkmark$ 

6. Click **Submit to Supervisor** to complete this timesheet by the TARS deadline.

			Time & Atten	dance Reporting System	E-mail Feedback	
				April 1, 2020 - April 30, 2020 Timesheet	Service Servic	
Name Em	olovee ID Leave	Balances Primary J	5 Dise Occartine	a Todorvaar		Encer Many Mercu Submit to Supervisor
OVERVIEW	THE REPORTING	DETALLED VERY AFTRCHI	ENTE COMBENTS - APPROVAL HETCH	1		
	Day of Month		Vecation Leave D	Site Leave 😰	Leave Without Pay 👔	Other Lauve (2
	Wed: Apr 1		0	& EADACNT	U	8
	Thu: Apr 2			2 BADACNT	. Ci	
	Fri: Apr 3		0	W & ADMONT	0	0
	Sat: Apr 4			D.		
	Sent: Apr 5			0		D
	Morc Apr 6			& \$ADMONT	U	
	Tue: Apr 7		0	W 8 ADMCNT	0	0
	Wed: Apr 8					
	Trigge p			80 8 mpmorel		
	Cab Are 10			8 1 KONONI		
	Sec. Apr 11					
	Mon: Apr 13			0	10	10
	Tue: Apr 14			10		
	Wed: Apr 15				0	
	Thu: Apr 16		0	8	9	10
	Frt: Apr 17		0	8	10	12
	Sat: Apr 18					
	Sun: Apr 19					- C
	Mon: Apr 20			0		
	Tue: Apr 21		0	0	0	0
	Wed: Apr 22		6	0	U	- U -
	Thu: Apr 23			<b>0</b>	0	ei
	Fri: Apr 24		8	10	0	10
	Sirt: Apr 25					- P
	Sum Apr 28		0		D	D
	Mon: Apr 27		6	0	0	EL.
	Tue: Apr 25				0	- B
	wed: Apr 29			.0		
	Thu: Apr 30					
	Total		0	64		0

7. Repeat these instructions for future pay periods, if necessary. (Note: Pay Continuation can only be used up until June 30<sup>th</sup>, 2020.

# 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 leave code for all pay periods in which an approved 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 <u>Appendix – Resources</u> for information regarding TARS timesheet deadlines). For employees reporting EFMLA, please ensure that Shared Service Center Leave Administrators are aware and proper forms have been used.

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 all new leave codes in this system for 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 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

**TARS** Guidance

- Employees and Supervisors should contact <u>Timesheetfeedback@ucr.edu</u> for **timesheet-related** questions or issues.
- For questions or concerns regarding policy, contact <u>HRPolicy@ucr.edu</u>.
- KRONOS Support Contacts
  - For Auxiliary Services:
    - Geoff Clouser <u>geoffrey.clouser@ucr.edu</u>
    - Jennifer Goupil jennifer.goupil@ucr.edu
  - For Recreation:
    - Rochelle Pinkney <u>rochelle.pinkney@ucr.edu</u>
  - o For Facilities:
    - Vanessa Viola <u>vanessa.viola@ucr.edu</u>
    - Kathy Little <u>kathy.little@ucr.edu</u>
  - For UCPD:
    - Rocio Stern <u>rocio.garcia@ucr.edu</u>
    - Sean Aubrey <u>sean.aubrey@ucr.edu</u>
- TARS Guidance for Reporting Admin Leave
- <u>TARS Submission and Approval Timesheet Deadlines</u>
- UC Job Protection Clarification:
  - o <u>https://insideucr.ucr.edu/announcements/2020/04/16/job-protection-covid-19-related-paid-leaves</u>
- UC Leave Obligations under FFCRA:
  - <u>https://ucnet.universityofcalifornia.edu/news/2020/04/uc-leave-obligations-under-ffcra.pdf</u>
- UC Employee Request for EPSL and/or EFML:
  - o <u>https://ucnet.universityofcalifornia.edu/forms/pdf/employee-request-for-epsl-efml.pdf</u>
- COVID-19 UCR Staff Q&A:
  - o <u>https://hr.ucr.edu/about-us/coronavirus-covid-19-hr-information-and-</u> resources/supervisor-guidance-new-hires-during-campus-closure
- Updated COVID Related Leaves UCOP Policy
  - <u>https://www.ucop.edu/human-resources/\_files/covid-</u>
     <u>19 related\_leaves\_guidance\_for\_chros.pdf</u>