TARS Guidance

Additional Leave Codes due to COVID-19

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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 HRPolicy@ucr.edu.

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 Payroll Coordination/BFS website and access the TARS Quick Guide – Admin Leave Codes documentation.

FFCRA Emergency Paid Sick Leave (EPSL)

- Either for Employee or Family but not both.
- Maximum potential entitlement:
  - FTE: 80 hours
  - 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.

FFCRA Expanded Family and Medical Leave (EFMLA)

- Maximum potential entitlemet:
  - 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 Required TARS Changes.
- 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.

<table>
<thead>
<tr>
<th>UC Expanded Paid Administrative Leave</th>
<th>FFCRA Emergency Paid Sick Leave (EPSL)</th>
<th>FFCRA Expanded Family and Medical Leave (EFML)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used for the following purposes:</td>
<td>Used for the following qualifying reasons:</td>
<td>Used for the following qualifying reason:</td>
</tr>
<tr>
<td>1. Employee (EE) unable to work due to own or family member’s COVID-19 related illness</td>
<td>Employee (EE) unable to work or telework because of:</td>
<td>Employee (EE) unable to work or telework because of:</td>
</tr>
<tr>
<td>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</td>
<td>1. Quarantine or isolation order</td>
<td>1. Quarantine or isolation order</td>
</tr>
<tr>
<td>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.</td>
<td>2. Told by health care provider to self-quarantine</td>
<td>2. Told by health care provider to self-quarantine</td>
</tr>
<tr>
<td></td>
<td>4. Caring for individual subject to quarantine/isolation order or who was told by health care provider to self-quarantine*</td>
<td>4. Caring for individual subject to quarantine/isolation order or who was told by health care provider to self-quarantine*</td>
</tr>
<tr>
<td></td>
<td>5. Caring for child whose school/place of care is closed or child care provider unavailable due to COVID-19*</td>
<td>5. Caring for child whose school/place of care is closed or child care provider unavailable due to COVID-19*</td>
</tr>
<tr>
<td></td>
<td>6. Other substantially similar condition specified by HHS Secretary</td>
<td>6. Other substantially similar condition specified by HHS Secretary</td>
</tr>
</tbody>
</table>

* Health care workers and emergency responders are not eligible to take EPSL for reasons 4 or 5.

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.”

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.
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.

<table>
<thead>
<tr>
<th>Time/Leave Type</th>
<th>TARS Take Code</th>
<th>TARS Take Code Description</th>
<th>UCPath Earn Code</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>Biweekly</td>
</tr>
<tr>
<td>1 Sick</td>
<td>EPSEMP</td>
<td>Emergency Paid Sick Leave – EE</td>
<td>EPS</td>
<td>ESN</td>
</tr>
<tr>
<td>2 Sick</td>
<td>EPSFAM</td>
<td>Emergency Paid Sick Leave – Family</td>
<td>ESF</td>
<td>EFN</td>
</tr>
<tr>
<td>3 Sick</td>
<td>EFMLA</td>
<td>Expanded Family Medical Leave</td>
<td>EFL</td>
<td>EMN</td>
</tr>
<tr>
<td>4 Sick</td>
<td>ADMCNT</td>
<td>Administrative – Continuation</td>
<td>RPC</td>
<td>RPN</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Monthly</td>
<td>Biweekly</td>
</tr>
<tr>
<td>5 Sick</td>
<td>SPEFMLA</td>
<td>Personal – Sick – EFML</td>
<td>SKL</td>
<td>S1L</td>
</tr>
<tr>
<td>6 Sick</td>
<td>EPSEMPFML</td>
<td>Emergency Paid Sick Leave – EE - EFML</td>
<td>EPS</td>
<td>ESN</td>
</tr>
<tr>
<td>7 Sick</td>
<td>EPSFAMFML</td>
<td>Emergency Paid Sick Leave – Family – EFML</td>
<td>ESF</td>
<td>EFN</td>
</tr>
<tr>
<td>8 Sick</td>
<td>ADMSPCFML</td>
<td>Administrative – Paid Special – EFML</td>
<td>RGC</td>
<td>RVN</td>
</tr>
<tr>
<td>9** Sick</td>
<td>SDSEFMLA</td>
<td>Post-Doctoral Scholar PSL – Sick – EFML</td>
<td>SKP</td>
<td>SKP</td>
</tr>
<tr>
<td>10 Vacation</td>
<td>VPEFML</td>
<td>Personal Vacation - EFML</td>
<td>VAC</td>
<td>VCN</td>
</tr>
<tr>
<td>11 Leave W/O Pay</td>
<td>UPEFML</td>
<td>Leave Without Pay – EFML</td>
<td>LNP</td>
<td>N/A</td>
</tr>
<tr>
<td>12** Paid Time Off</td>
<td>PDSEFML</td>
<td>Paid Time Off – EFML</td>
<td>PTD</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Codes should only be used by Post Docs.**

The following codes are to be used only during the first 2 weeks of approved Expanded FML:
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.

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.
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” or 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 Reporting Screen]

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.

![Save Menu]

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.
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

g. 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 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.
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**:

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Please note these steps can be repeated for all other appropriate leave codes for EFMLA, which include the following:
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b. Appropriate Sick leave codes to select:

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c. Appropriate Leave Without Pay codes to select:
6. Once the appropriate leave code has been selected, you may click “Save & Exit” or 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.

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.
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.
6. Once the appropriate EFMLA leave code has been selected, you may click “Save & Exit” or 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.

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.
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: [https://insideucr.ucr.edu/announcements/2020/04/16/job-protection-covid-19-related-paid-leaves](https://insideucr.ucr.edu/announcements/2020/04/16/job-protection-covid-19-related-paid-leaves)

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

6. Once the **Administrative – Continuation** code has been selected, you may click “Save & Exit” or 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.

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

![Time & Attendance Reporting System](image)

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 30th, 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.

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

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.
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.

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

![Select Leave Type](image)

4. 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.

![Vacation Leave](image)

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.
Weeks 3 – 12
Follow the instructions below to report leave for the remaining 10 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.
3. Select the EFMLA – Expanded Family Medical Leave code on the Leave Type window.
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.)
5. Click **Save** in the upper right corner of the screen once all leaves have been reported.

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: [https://insideucr.ucr.edu/announcements/2020/04/16/job-protection-covid-19-related-paid-leaves](https://insideucr.ucr.edu/announcements/2020/04/16/job-protection-covid-19-related-paid-leaves)

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.
4. Continue to repeat steps 2 – 3 for all days in which this leave was taken.
5. Click Save in the upper right corner of the screen once all leaves have been reported.
6. Click **Submit to Supervisor** to complete this timesheet by the TARS deadline.

7. Repeat these instructions for future pay periods, if necessary. (Note: Pay Continuation can only be used up until June 30th, 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 Appendix – Resources 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 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.
- For questions or concerns regarding policy, contact HRPolicy@ucr.edu.
- KRONOS Support Contacts
  - For Auxiliary Services:
    - Geoff Clouser – geoffrey.clouser@ucr.edu
    - Jennifer Goupil – jennifer.goupil@ucr.edu
  - For Recreation:
    - Rochelle Pinkney – rochelle.pinkney@ucr.edu
  - For Facilities:
    - Vanessa Viola - vanessa.viola@ucr.edu
    - Kathy Little - kathy.little@ucr.edu
  - For UCPD:
    - Rocío Stern rocio.garcia@ucr.edu
    - Sean Aubrey – sean.aubrey@ucr.edu

- TARS Guidance for Reporting Admin Leave
- TARS Submission and Approval Timesheet Deadlines
- UC Job Protection Clarification:
- UC Leave Obligations under FFCRA:
- UC Employee Request for EPSL and/or EFML:
- COVID-19 UCR Staff Q&A: