

Functional Area

Payroll Coordination &
Analysis

Related System

TARS

Document Type

Guidance

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.
 - 4/1/2021 Update: EPSL Codes reactivated under additional UCOP guidance. Please see [appendix with link](#) to updated policy or reach out to HRPolicy@ucr.edu.

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 [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.

UC Expanded Paid Administrative Leave	FFCRA Emergency Paid Sick Leave (EPSL)	FFCRA Expanded Family and Medical Leave (EFML)
<p>Used for the following purposes:</p> <ol style="list-style-type: none"> 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. <p>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.”</p>	<p>Used for the following qualifying reasons:</p> <p>Employee (EE) unable to work or telework because of:</p> <ol style="list-style-type: none"> 1. Quarantine or isolation order 2. Told by health care provider to self-quarantine 3. Experiencing COVID-19 symptoms and seeking diagnosis 4. Caring for individual subject to quarantine/isolation order or who was told by health care provider to self-quarantine* 5. Caring for child whose school/place of care is closed or child care provider unavailable due to COVID-19* 6. Other substantially similar condition specified by HHS Secretary <p><i>* Health care workers and emergency responders are not eligible to take EPSL for reasons 4 or 5.</i></p>	<p>Used for the following qualifying reason:</p> <p>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)</p> <p>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.</p>



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 Type	TARS Take Code	TARS Take Code Description	UCPath Earn Code		Note
				Monthly	Biweekly	
1	Sick	EPSEMP	Emergency Paid Sick Leave – EE	EPS	ESN	Use for EPSL - Employee
2	Sick	EPSFAM	Emergency Paid Sick Leave – Family	ESF	EFN	Use for EPSL - Family
3	Sick	EFMLA	Expanded Family Medical Leave	EFL	EMN	Use for final 10 weeks of EFML
4	Sick	ADMCNT	Administrative – Continuation	RPC	RPN	Career Staff ONLY – Use for Pay Continuation
5	Sick	ADMSPC	Administrative Paid – Special	RGC	RVN	Also known as “PAL”
6	Leave with Pay	CVDTST	COVID19 Testing	n/a	REG	
7	Leave with Pay	CVDVCL	COVID19 Vaccine Leave	n/a	REG	
8	Leave with Pay	FLV	FLV - Flu Vaccination - Mandated	n/a	REG	
9	Leave with Pay	CVDOSHA	COVID Cal/OSHA - Continuation of Pay	n/a	REG	
The following codes are to be used only during the first 2 weeks of approved Expanded FML:						
10	Sick	SPEFMLA	Personal – Sick – EFMLA	SKL	S1L	May use to supplement pay for the first two weeks of EFML
11	Sick	EPSEMPFML	Emergency Paid Sick Leave – EE - EFMLA	EPS	ESN	May use to supplement pay for the first two weeks of EFML
12	Sick	EPSFAMFML	Emergency Paid Sick Leave – Family – EFMLA	ESF	EFN	May use to supplement pay for the first two weeks of EFML
13	Sick	ADMSPCFML	Administrative – Paid Special – EFMLA	RGC	RVN	May use to supplement pay for the first two weeks of EFML
14**	Sick	SDSEFMLA	Post-Doctoral Scholar PSL –Sick – EFMLA	SKP	SKP	May use to supplement pay for the first two weeks of EFML
15	Vacation	VPEFML	Personal Vacation - EFMLA	VAC	VCN	May use to supplement pay for the first two weeks of EFML
16	Leave W/O Pay	UPEFML	Leave Without Pay – EFMLA	LNP	N/A	Use for unpaid time during the first two weeks of EFML
17**	Paid Time Off	PDSEFML	Paid Time Off – EFMLA	PTD	N/A	May use to supplement pay for the first two weeks of EFML

**Codes should only be used by Post Docs.

Note – The EFMLA Program codes 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.

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.*

The screenshot shows the 'Time Reporting Screen' for the date 'MON 04/20'. The 'Time/Leave Type' is set to 'Sick Leave' and the 'Time/Leave Sub-Type' dropdown menu is open, with 'Emergency Paid Sick Leave - EE' selected and highlighted in blue. Other options in the dropdown include 'Personal - Sick', 'Administrative - Paid Special', 'Emergency Paid Sick Leave - Family', and 'Emergency Paid Sick Leave - EE - EFMLA'. The 'Hours' field is set to 8.00.

6. Once the Leave code has been selected, you may click “Save & Exit” or proceed to step 7 to report by a date range.

This screenshot shows the 'Time Reporting Screen' after the leave code has been selected. The 'Time/Leave Sub-Type' is now 'Emergency Paid Sick Leave - EE'. The 'Save & Exit' button is highlighted with a red box. Other buttons visible include 'Exit Without Saving' and 'Clear'. The 'Total Hours' is 8.00.

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.

This screenshot shows the 'Time Reporting Screen' with the 'Apply to Date Range' feature active. The 'Dates - From' is 'MON 04/20' and the 'Apply To' dropdown is open, showing a list of days from 'SUN 04/19' to 'SAT 05/02'. 'FRI 05/01' is selected. The 'Total Hours' is 8.00. The 'Save & Exit' button is highlighted.





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 In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type	
8:00 AM	4:00 PM	8	Sick Leave	Emergency Paid Sick Leave - EE	Remove

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.





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 **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*:

The screenshot shows the 'Time Reporting Screen' for the date 'MON 04/20'. The 'Time In' is 8:00 AM and 'Time Out' is 4:00 PM, resulting in 8 hours. The 'Time/Leave Type' is 'Vacation'. The 'Time/Leave Sub-Type' dropdown is open, showing options: 'Personal - Vacation', 'Personal - Vacation', 'Personal Vacation - EFMLA' (highlighted with a red box), 'Literacy Leave - Vacation', and 'Professional Dev - Vacation'. There are 'Remove' buttons next to the first two options. The 'Total Hours' is 8.00.

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:

The screenshot shows the 'Time Reporting Screen' for the date 'MON 04/20'. The 'Time In' is 8:00 AM and 'Time Out' is 4:00 PM, resulting in 8 hours. The 'Time/Leave Type' is 'Sick Leave'. The 'Time/Leave Sub-Type' dropdown is open, showing options: 'Personal - Sick', 'Personal - Sick', 'Administrative - Paid Special', 'Emergency Paid Sick Leave - EE', 'Emergency Paid Sick Leave - Family', 'Emergency Paid Sick Leave - EE - EFMLA' (highlighted with a red box), 'Emergency Paid Sick Leave - Family - EFMLA', 'Personal - Sick - EFMLA', 'Administrative - Paid Special - EFMLA', 'Expanded Family Medical Leave', and 'Administrative - Continuation'. There are 'Remove' buttons next to the first two options. The 'Total Hours' is 8.00.

- c. Appropriate Leave Without Pay codes to select:

The screenshot shows the 'Time Reporting Screen' for the date 'MON 04/20'. The 'Time In' is 8:00 AM and 'Time Out' is 4:00 PM, resulting in 8.00 hours. The 'Time/Leave Type' is 'Leave Without Pay'. The 'Time/Leave Sub-Type' dropdown is open, showing options: 'Leave Without Pay - EFMLA' (highlighted with a red box), 'Leave Without Pay - EFMLA', 'Unpaid WC', 'Leave Without Pay', 'Other Leaves Without Pay (IX)', 'Suspend/Correct Act', and 'Child Bearing - Unpaid'. There are 'Remove' buttons next to the first two options. The 'Total Hours' is 8.





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.

UNIVERSITY OF CALIFORNIA, RIVERSIDE

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Time & Attendance Reporting System

April 19, 2020 - May 02, 2020 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[REDACTED]	[REDACTED]	[REDACTED]	✓	1	[REDACTED]	[REDACTED]	[REDACTED]	80

Save
Main Menu
Submit to Supervisor

Time Reporting

Day of Month	Total Hours	Job 1
Position [REDACTED]		
SUNDAY APR 19th, 2020	0	
MONDAY APR 20th, 2020	8	8 VPEFML
TUESDAY APR 21st, 2020	8	8 VPEFML
WEDNESDAY APR 22nd, 2020	8	8 VPEFML
THURSDAY APR 23rd, 2020	8	8 VPEFML
FRIDAY APR 24th, 2020	8	8 VPEFML
SATURDAY APR 25th, 2020	0	
SUNDAY APR 26th, 2020	0	
MONDAY APR 27th, 2020	8	8 VPEFML
TUESDAY APR 28th, 2020	8	8 VPEFML
WEDNESDAY APR 29th, 2020	8	8 VPEFML
THURSDAY APR 30th, 2020	8	8 VPEFML
FRIDAY MAY 1st, 2020	8	8 VPEFML
SATURDAY MAY 2nd, 2020	0	
Total:	80	80 VPEFML

Import Default Hours Clear All Hours

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.





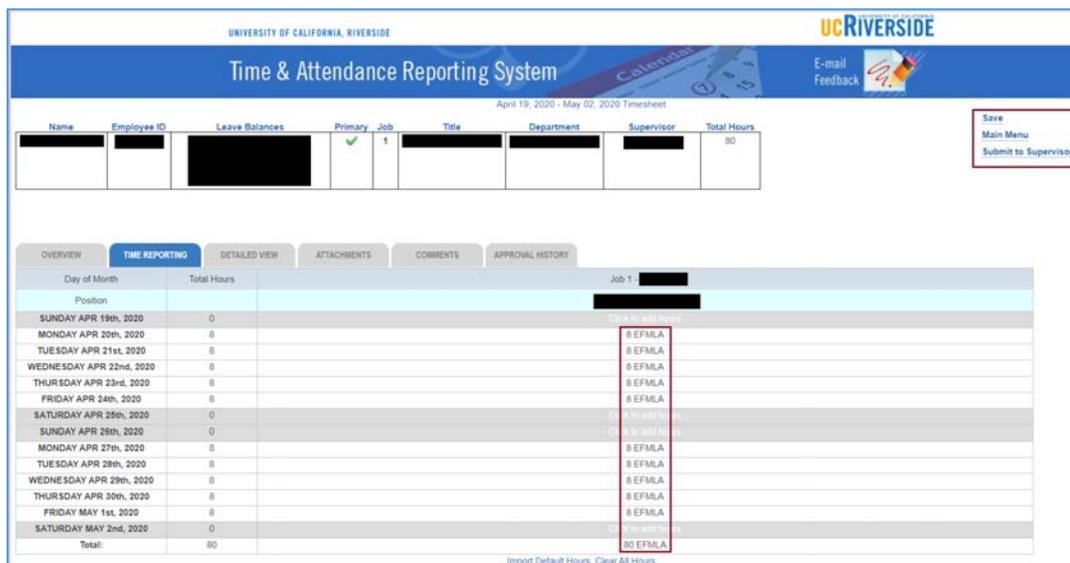
6. Once the appropriate EFMLA leave code has been selected, you may click “Save & Exit” or proceed to step 7 to report by a date range.
7. If leave is being reported for more than one day, you may use the *Apply to Date Range* feature. Click on *Apply to Date Range* to continue.



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>

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

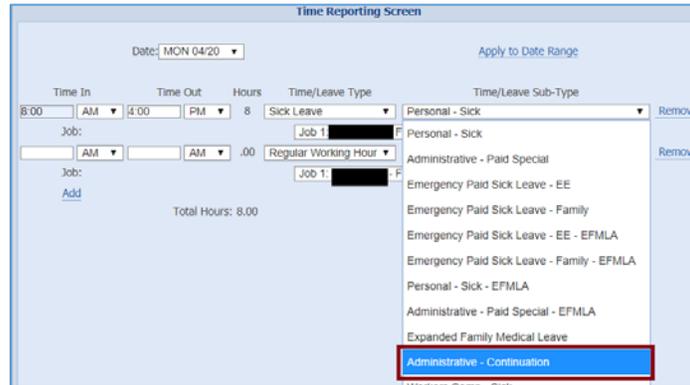
1. Access your biweekly timesheet for the current pay period.
2. Click onto the first day in which Pay Continuation is being reported.

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.

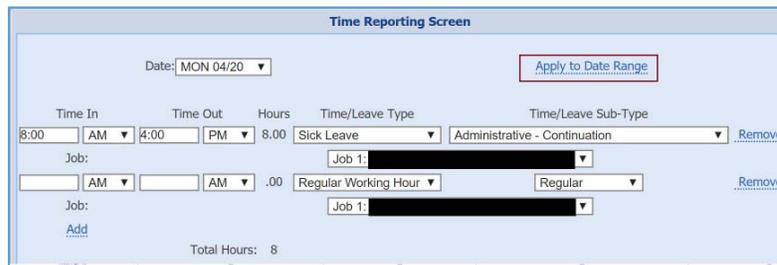




5. Select the *Administrative - Continuation* code from the Time/Leave Sub-Type dropdown.



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*.





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

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
[Redacted]	[Redacted]	[Redacted]	✓	1	[Redacted]	[Redacted]	[Redacted]	80

Day of Month	Total Hours	Job 1
SUNDAY APR 19th, 2020	0	[Redacted]
MONDAY APR 20th, 2020	8	8 ADMCNT
TUESDAY APR 21st, 2020	8	8 ADMCNT
WEDNESDAY APR 22nd, 2020	8	8 ADMCNT
THURSDAY APR 23rd, 2020	8	8 ADMCNT
FRIDAY APR 24th, 2020	8	8 ADMCNT
SATURDAY APR 25th, 2020	0	Click to add hours
SUNDAY APR 26th, 2020	0	Click to add hours
MONDAY APR 27th, 2020	8	8 ADMCNT
TUESDAY APR 28th, 2020	8	8 ADMCNT
WEDNESDAY APR 29th, 2020	8	8 ADMCNT
THURSDAY APR 30th, 2020	8	8 ADMCNT
FRIDAY MAY 1st, 2020	8	8 ADMCNT
SATURDAY MAY 2nd, 2020	0	Click to add hours
Total:	80	80 ADMCNT

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

Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Wed: Apr 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Apr 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Apr 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Apr 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Apr 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Apr 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Apr 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Apr 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Apr 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Apr 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Apr 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Apr 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Apr 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Apr 14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Apr 15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Apr 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Apr 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Apr 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Apr 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Apr 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Apr 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Apr 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Apr 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Apr 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Apr 25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Apr 26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Apr 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Apr 28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Apr 29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Apr 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Type	Description
<input type="radio"/> SP	PERSONAL - SICK
<input type="radio"/> ADMSPC	ADMINISTRATIVE - PAID SPECIAL
<input checked="" type="radio"/> EPSEMP	EMERGENCY PAID SICK LEAVE - EE
<input checked="" type="radio"/> EPSFAM	EMERGENCY PAID SICK LEAVE - FAMILY
<input type="radio"/> EPSEMPFML	EMERGENCY PAID SICK LEAVE - EE - EFMLA
<input type="radio"/> EPSFAMFML	EMERGENCY PAID SICK LEAVE - FAMILY - EFMLA
<input type="radio"/> SPEFMLA	PERSONAL - SICK - EFMLA
<input type="radio"/> ADMSPCFML	ADMINISTRATIVE - PAID SPECIAL - EFMLA
<input type="radio"/> EFMLA	EXPANDED FAMILY MEDICAL LEAVE
<input type="radio"/> ADMCNT	ADMINISTRATIVE - CONTINUATION
<input type="radio"/> SBX	BX OTHER
<input type="radio"/> SBM	BONE MARROW / ORGAN DON EXT.

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





- 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.

Sick Leave ?

8 EPSFAM

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

Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Wed: Apr 1		8 EPSFAM		
Thu: Apr 2		8 EPSFAM		
Fri: Apr 3		8 EPSFAM		
Sat: Apr 4				
Sun: Apr 5				
Mon: Apr 6		8 EPSFAM		
Tue: Apr 7		8 EPSFAM		
Wed: Apr 8		8 EPSFAM		
Thu: Apr 9		8 EPSFAM		
Fri: Apr 10				
Sat: Apr 11				
Sun: Apr 12				
Mon: Apr 13		8 EPSFAM		
Tue: Apr 14		8 EPSFAM		
Wed: Apr 15				
Thu: Apr 16				
Fri: Apr 17				
Sat: Apr 18				
Sun: Apr 19				
Mon: Apr 20				
Tue: Apr 21				
Wed: Apr 22				
Thu: Apr 23				
Fri: Apr 24				
Sat: Apr 25				
Sun: Apr 26				
Mon: Apr 27				
Tue: Apr 28				
Wed: Apr 29				
Thu: Apr 30				
Total	9	80	8	8





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.

OVERVIEW	TIME REPORTING	DETAILS VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave	
Wed: Apr 1					
Thu: Apr 2					
Fri: Apr 3					
Sat: Apr 4					
Sun: Apr 5					
Mon: Apr 6					
Tue: Apr 7					
Wed: Apr 8					
Thu: Apr 9					
Fri: Apr 10					
Sat: Apr 11					
Sun: Apr 12					
Mon: Apr 13					
Tue: Apr 14					
Wed: Apr 15					
Thu: Apr 16					
Fri: Apr 17					
Sat: Apr 18					
Sun: Apr 19					
Mon: Apr 20					
Tue: Apr 21					
Wed: Apr 22					
Thu: Apr 23					
Fri: Apr 24					
Sat: Apr 25					
Sun: Apr 26					
Mon: Apr 27					
Tue: Apr 28					
Wed: Apr 29					





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

Type	Description
VP	PERSONAL - VACATION
VPEFML	PERSONAL VACATION - EFMLA
VE	EDUCATION - VACATION
VEO	ELECTION OFFICIAL - VACATION
VLE	LITERACY LEAVE - VACATION
VPR	PROFESSIONAL DEV - VACATION
VR	REHABILITATION - VACATION
VSA	SCHOOL ACTIVITIES - VACATION
VSS	SCHOOL SUSPENSIONS - VACATION
VVS	VOLUNTARY CIVIL SERVICE - VACATION
VWC	WORKERS COMP - VACATION

Use more than one leave type
[View Absence from Work policy](#)
 Close

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
<input checked="" type="checkbox"/> 8 VPEFML
<input checked="" type="checkbox"/> 8 VPEFML
<input checked="" type="checkbox"/> 8 VPEFML

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 & Attendance Reporting System
 April 1, 2020 - April 30, 2020 Timesheet

Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Wed: Apr 1	8 VPEFML			
Thu: Apr 2	8 VPEFML			
Fri: Apr 3	8 VPEFML			
Sat: Apr 4				
Sun: Apr 5				
Mon: Apr 6	8 VPEFML			
Tue: Apr 7	8 VPEFML			
Wed: Apr 8	8 VPEFML			
Thu: Apr 9	8 VPEFML			
Fri: Apr 10	8 VPEFML			
Sat: Apr 11				
Sun: Apr 12				
Mon: Apr 13	8 VPEFML			
Tue: Apr 14	8 VPEFML			
Wed: Apr 15				
Thu: Apr 16				
Fri: Apr 17				
Sat: Apr 18				
Sun: Apr 19				
Mon: Apr 20				
Tue: Apr 21				
Wed: Apr 22				
Thu: Apr 23				
Fri: Apr 24				
Sat: Apr 25				
Sun: Apr 26				
Mon: Apr 27				
Tue: Apr 28				
Wed: Apr 29				
Thu: Apr 30				
Total	80	0	0	0





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.

Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Wed: Apr 1	<input checked="" type="checkbox"/> VPEFML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Apr 2	<input checked="" type="checkbox"/> VPEFML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Apr 3	<input checked="" type="checkbox"/> VPEFML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Apr 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Apr 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Apr 6	<input checked="" type="checkbox"/> VPEFML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Apr 7	<input checked="" type="checkbox"/> VPEFML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Apr 8	<input checked="" type="checkbox"/> VPEFML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Apr 9	<input checked="" type="checkbox"/> VPEFML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Apr 10	<input checked="" type="checkbox"/> VPEFML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Apr 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Apr 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Apr 13	<input checked="" type="checkbox"/> VPEFML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Apr 14	<input checked="" type="checkbox"/> VPEFML	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Apr 15	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Apr 16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Apr 17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Apr 18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Apr 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Apr 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Apr 21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Apr 22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Apr 23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Apr 24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Apr 25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Apr 26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Apr 27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Apr 28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Apr 29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Apr 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total	88	0	0	0

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

Type	Description
<input type="radio"/> SP	PERSONAL - SICK
<input type="radio"/> ADMSPC	ADMINISTRATIVE - PAID SPECIAL
<input type="radio"/> EPSEMP	EMERGENCY PAID SICK LEAVE - EE
<input type="radio"/> EPSFAM	EMERGENCY PAID SICK LEAVE - FAMILY
<input type="radio"/> EPSEMPFML	EMERGENCY PAID SICK LEAVE - EE - EFMLA
<input type="radio"/> EPSFAMFML	EMERGENCY PAID SICK LEAVE - FAMILY - EFMLA
<input type="radio"/> SPEFMLA	PERSONAL - SICK - EFMLA
<input type="radio"/> ADMSPCFML	ADMINISTRATIVE - PAID SPECIAL - EFMLA
<input checked="" type="radio"/> EFMLA	EXPANDED FAMILY MEDICAL LEAVE
<input type="radio"/> ADMCNT	ADMINISTRATIVE - CONTINUATION
<input type="radio"/> SBX	BX OTHER

Use more than one leave type
 View Absence from Work policy

Close

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.)





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

Day of Month	Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Wed: Apr 1	0 VPEFML			
Thu: Apr 2	0 VPEFML			
Fri: Apr 3	0 VPEFML			
Sat: Apr 4				
Sun: Apr 5				
Mon: Apr 6	0 VPEFML			
Tue: Apr 7	0 VPEFML			
Wed: Apr 8	0 VPEFML			
Thu: Apr 9	0 VPEFML			
Fri: Apr 10	0 VPEFML			
Sat: Apr 11				
Sun: Apr 12				
Mon: Apr 13	0 VPEFML			
Tue: Apr 14	0 VPEFML			
Wed: Apr 15				
Thu: Apr 16		5 EFMLA		
Fri: Apr 17		5 EFMLA		
Sat: Apr 18				
Sun: Apr 19				
Mon: Apr 20		5 EFMLA		
Tue: Apr 21		5 EFMLA		
Wed: Apr 22		5 EFMLA		
Thu: Apr 23		5 EFMLA		
Fri: Apr 24		5 EFMLA		
Sat: Apr 25				
Sun: Apr 26				
Mon: Apr 27		5 EFMLA		
Tue: Apr 28		5 EFMLA		
Wed: Apr 29		5 EFMLA		
Thu: Apr 30		5 EFMLA		
Total	0	56	0	0

- Click **Submit to Supervisor** to complete this timesheet by the TARs deadline.
- 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>

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.

Type	Description
<input type="radio"/> SP	PERSONAL - SICK
<input type="radio"/> ADMSPC	ADMINISTRATIVE - PAID SPECIAL
<input type="radio"/> EPSEMP	EMERGENCY PAID SICK LEAVE - EE
<input type="radio"/> EPSFAM	EMERGENCY PAID SICK LEAVE - FAMILY
<input type="radio"/> EPSEMPFML	EMERGENCY PAID SICK LEAVE - EE - EFMLA
<input type="radio"/> EPSFAMFML	EMERGENCY PAID SICK LEAVE - FAMILY - EFMLA
<input type="radio"/> SPEFMLA	PERSONAL - SICK - EFMLA
<input type="radio"/> ADMSPCFML	ADMINISTRATIVE - PAID SPECIAL - EFMLA
<input type="radio"/> EFMLA	EXPANDED FAMILY MEDICAL LEAVE
<input checked="" type="radio"/> ADCMNT	ADMINISTRATIVE - CONTINUATION
<input type="radio"/> SBX	BX OTHER

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

Sick Leave
<input checked="" type="checkbox"/> 8 ADCMNT
<input checked="" type="checkbox"/> 8 ADCMNT
<input checked="" type="checkbox"/> 8 ADCMNT

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





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:
 - Rocio 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:
 - <https://insideucr.ucr.edu/announcements/2020/04/16/job-protection-covid-19-related-paid-leaves>
- UC Leave Obligations under FFCRA:
 - <https://ucnet.universityofcalifornia.edu/news/2020/04/uc-leave-obligations-under-ffcra.pdf>
- UC Employee Request for EPSL and/or EFML:
 - <https://ucnet.universityofcalifornia.edu/forms/pdf/employee-request-for-epsl-efml.pdf>
- COVID-19 UCR Staff Q&A:
 - <https://hr.ucr.edu/about-us/coronavirus-covid-19-hr-information-and-resources/supervisor-guidance-new-hires-during-campus-closure>
- Updated COVID Related Leaves UCOP Policy
 - https://www.ucop.edu/human-resources/files/covid-19_related_leaves_guidance_for_chros.pdf

