TARS Quick Guide

Prior Pay Period Adjustments for Supervisors and TAAs

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Time & Attendance Reporting System (TARS)
The Time & Attendance Reporting System (TARS) is the system-of-record for time reporting, overtime calculations, and adjustments. Employees have a responsibility to report hours worked and/or leave taken and submit to their supervisor by the published deadlines. Timely and accurate review and approval of time records will reduce rework, special handling, and late payments. For Biweekly employees, if hours and/or leave are not recorded and submitted by the published deadlines, paychecks or direct deposits may be delayed.

In the event that a correction is required to a prior pay period, a Prior Pay Period Adjustment can be initiated by a Supervisor or Time and Attendance Administrator (TAA) in the Shared Services Centers (SSC).

Roles and Responsibilities
Employee
It is the employee’s responsibility to:

- Record hours worked and/or leave taken (biweekly employees).
- Record leave in TARS before the monthly deadline (monthly employees).
- Submit timesheets to their supervisor by the published deadlines (all employees).

Supervisor
It is the supervisor’s responsibility to:

- Accurately review and approve timesheets before the monthly and/or biweekly timesheet approval deadlines.
- Route the timesheet back to the employee or correct the timesheet accordingly, depending on the circumstance.
- Promptly communicate with SSC about any issues & respond to SSC requests.

Time and Attendance Administrator (TAA)
The TAA roles are assigned under the various SSCs. It is the TAA’s responsibility to:

- Review and correct timesheets that are routed due to potential errors, special handling, extended leave, final pay, Prior Pay Period adjustments, and other issues requiring SSC review. (Note: Following supervisor approval, the majority of timesheets will route directly to the UCPath Center and bypass the SSCs; Prior Pay Period adjusted timesheets always route to TAAs for final approval).
- Collaborate with supervisors and/or departments to resolve questions or concerns.
- Review and correct errors discovered at the UCPath Center (UCPC), during the limited timeframe published.
Prior Pay Period Adjustments

Definition

A Prior Pay Period adjustment is essentially a correction to a previous pay period timesheet in order to reflect employee time reported and/or leave taken appropriately.

Details

There may be cases when an employee requires an adjustment to a prior timesheet to correctly report hours worked or leave taken. For instance, if an employee is on leave, a modification to the actual leave reported on the timesheet may be required.

Prior Pay Period adjustments are initiated by supervisors and Time & Attendance Administrators (TAA). These change requests for prior pay period adjustments may be requested as follows:

- **One** previous monthly timesheet and the previous **two** bi-weekly timesheets may be adjusted.
- The supervisor must record a reason for each adjustment.
- The original timesheet and the adjusted version are available in “Review Previous Timesheets” in history.

If the Shared Service Center (SSC) corrects a time sheet during a payroll cycle (usually due to a data error) both the employee and supervisor(s) will be able to view the original data and the correction in historical timesheets.
Timeline for Prior Pay Period Adjustments

All Prior Pay Period adjusted timesheets are submitted to the UCPath System in the next On Cycle payroll following the “TAA Cutoff & I-181 File Creation” deadline. Refer to the TARS Schedules published on the Payroll Coordination & Analysis website to view all current and future deadlines.

Biweekly Timesheet Deadlines

Timesheets are available for Prior Pay Period adjustments as of the “TAA Cutoff & I-181 File Creation” date reflected on the TARS Schedules for that particular pay period.

For instance, timesheets in the 12/29 – 1/11 pay period are available for adjustments on 1/14/2020, up until 2/11/2020 according to the TARS Schedule.

If a Prior Pay Period Adjustment for that pay period is performed on 1/21, those adjustments will be submitted to the UCPath System in the next On Cycle Payroll, which in this case would be 1/12 – 1/25. Adjustments will be reflected on the 2/05 paycheck date.

Monthly Timesheet Deadlines

Prior Period Adjustments for Monthly timesheets work in a similar matter, however the timing is a bit different. For instance, let us say that an adjustment is required for the 1/1 – 1/31 timesheet period. This timesheet will be available for an adjustment from Wednesday, 2/19/20 up until Monday 3/23/20 according to the TARS Schedule below. Any adjustments to this timesheet will be processed in the following On Cycle Payroll period (March) and employees should see those updates on their 4/1/20 paycheck.
How to Initiate a Prior Pay Period Adjustment as a Supervisor

Prior Pay Period Adjustment for Biweekly Timesheet

The following steps are only for Supervisors in TARS.

1. Under the Supervisor/Unit Head Options:
   a. Click *Prior Pay Period Adjustment* to begin the process.

2. Select the time-reporting period for the timesheet that requires the adjustment.
   a. Only one previous monthly timesheet and two previous bi-weekly timesheets are available for adjustment.
   b. This example will be for a biweekly timesheet.
3. After selecting the time-reporting period, you will need to select the employee who possesses the timesheet that requires the adjustment.
   a. Do this by clicking either the hyperlinked-period or the employee’s name on the Prior Period Adjustment grid.

4. Once selected, a window will pop up asking for confirmation to “Create Prior Period Adjustment for this timesheet”.
   a. Click “OK” to continue or cancel to make a different selection.
5. After the supervisor clicks the “OK” button, the original timesheet entries will be displayed.
   a. Original Time Entries will be displayed on the left of the “/”.

   ![Image of Time & Attendance Reporting System](image)

   b. This timesheet displays 72 REG and 16 holiday hours as summarized towards the bottom of the timesheet.

<table>
<thead>
<tr>
<th>Original/Adjusted</th>
<th>88</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 PH: 72 REG / 72 REG, 16 PH</td>
<td></td>
</tr>
</tbody>
</table>

6. Supervisors can make adjustments to the timesheet by clicking into each day on the timesheet that requires an adjustment. The time reporting widget will display on the screen:

   ![Image of Time Reporting Screen](image)

   (Note: It is also possible for the supervisor to route the timesheet back to the employee for correction. The timesheet will still require approval from the supervisor).
7. Supervisors have the ability to adjust the shifts reported, adjust total hours worked, select different Time/Leave Types, and select different Time/Leave Sub-Types. They also have the ability to remove the hours that were reported that day.

(Note: The screenshot above depicts a shift being changed from Regular Working Hours to Vacation Hours).
8. Adjustments will be displayed on the timesheet by first showing the original hours, followed by removed hours, and then finally the new time entry.
   a. For instance, the example below shows that 8 REG hours were first reported on 11/18/19, then those 8 REG hours removed, and 8 Vacation hours replaced the entry.
   • 8 REG / -8 REG, 8 VP

9. Once the timesheet has been updated, select from the available options a “Reason for Adjusting Timesheet”.
   a. The available choices are Timesheet Not Submitted, Incorrect Hours Submitted, or Other. In this case, “Incorrect hours submitted” was selected.
10. If you attempt to submit the timesheet and a “reason” is not selected, a pop up message will be displayed.
   a. Click “OK” to remove the message and select a “reason”.

11. All Prior Period Adjusted timesheets require comments. If no comments are entered, a reminder message will be displayed.
   a. Click “OK”, then navigate to the Comments tab to leave the required comment by typing into the “New Comments” box and clicking “Save Comments”.

![Timesheet image]()}
12. If attachments are necessary, click on the “Attachments” tab.
   a. Click on the “Choose File” button to browse through your files.
   b. Once you select the file to attach, click Attach File.
   c. You will see your attached file labeled below, which will also be time-stamped.

13. Before completing and submitting the timesheet changes, it is recommended that you review all entries and adjustments one last time. Review the entries on both the Time Reporting and Detailed View tab before submitting the timesheet. Once a Prior Pay Period Adjustment is done to a timesheet, it cannot be adjusted again.

14. To complete the adjustment, select “Submit Timesheet to Time and Attendance Administrator (TAA)” in the upper right corner of the screen.

(Note: If you are in the “Time Reporting” tab, you can also just click on the “Approve” button to submit).
15. If either option is selected when submitting, a message will be displayed before moving the adjusted timesheet forward.
   a. Once you are sure the timesheet is ready for processing, click “OK” to finalize.

   a. Both the original timesheet and the modified version will be available in the “Review Previous Timesheets” view.
   b. All versions of a timesheet are available for auditing purposes.
Prior Pay Period Adjustment for Monthly Timesheet

The following steps are only for Supervisors in TARS.

1. Under the Supervisor/Unit Head Options:
   a. Click **Prior Pay Period Adjustment** to begin the process.

2. Select the time-reporting period for the timesheet that requires the adjustment.
   a. Only one previous monthly timesheet and two previous bi-weekly timesheets are available for adjustment.
   b. This example will be for a Monthly timesheet.
3. After selecting the time-reporting period, you will need to select the employee who possesses the timesheet that requires the adjustment.
   a. Do this by clicking either the hyperlinked-period or the employee’s name on the Prior Period Adjustment grid.

4. Once selected, a window will pop up asking for confirmation to “Create Prior Period Adjustment for this timesheet”.
   a. Click “OK” to continue or cancel to make a different selection.
5. Once the timesheet has been opened, adjustments can be performed.
   a. In this example, we are going to **remove** 8 hours of Vacation on Friday, 11/1 and **add** 8 hours of sick time instead

![Timesheet Image]

6. Uncheck the box under the Vacation Leave column on the 11/1 day. By unchecking this box, the vacation hours are deselected and should disappear for that day.

7. Click on the checkbox under the Sick Leave column on the 11/1 day.
   a. Select a Leave Type option. In this scenario, select “SP – Personal – Sick”.

![Leave Type Image]
8. The added hours (8 SP) will be displayed on the right side of the checkbox, in red font. The 8 vacation hours have now been removed.

9. If you attempt to submit the timesheet and a “reason” is not selected, a pop up message will be displayed.
   a. Click “OK” to remove the message and select a “reason”.

10. Select from the available options a “Reason for Adjusting Timesheet”. The available choices are Timesheet Not Submitted, Incorrect Hours Submitted, or Other.
    a. In this case, “Incorrect hours submitted” was selected.
11. All Prior Period Adjusted timesheets require comments. If no comments are entered, a reminder message will be displayed.
   a. Click “OK”, then navigate to the Comments tab to leave the required comment by typing into the “New Comments” box and clicking “Save Comments”.

![Image showing comments required]

12. If documents need to be uploaded, click on the “Attachments” tab.
   a. Click on the “Choose File” button to browse through your files.
   b. Once you select the file to attach, click Attach File.
   c. You will see your attached file labeled below, which will also be time-stamped.

![Image showing attachment process]

13. Before completing and submitting the timesheet changes, it is recommended that you review all entries and adjustments one last time. Review the entries on both the Time Reporting and Detailed View tab before submitting the timesheet. Once a Prior Pay Period Adjustment is done to a timesheet, it cannot be adjusted again.

![Image showing timesheet with adjustments]
15. To complete the adjustment, select “Submit Timesheet to Time and Attendance Administrator (TAA)” in the upper right corner of the screen.

(Note: If you are in the “Time Reporting” tab, you can also just click on the “Approve” button to submit.)

16. If either option is selected when submitting, a message will be displayed before moving the adjusted timesheet forward.
   a. Once you are sure the timesheet is ready for processing, click “OK” to finalize or “Cancel” to go back to the timesheet and make additional changes required.
17. Returned timesheets – History.
   a. Both the original timesheet and the modified version will be available in the “Review Previous Timesheets” view.
   b. All versions of a timesheet are available for auditing purposes.
Resuming Prior Pay Period Adjustments

When beginning a Prior Pay Period Adjustment, it is recommended that you complete it right away before moving on to another task. In the event that the timesheet has been “opened” as a Prior Pay Period Adjustment but not completed, you will be able to access it to continue making the appropriate adjustments.

1. Access the Supervisor/Unit Head Options in TARS.

   ![Supervisor/Unit Head Options in TARS](image)

   2. Click on the “Review/Approve Prior Period Adjustments for Direct Reports” option.
      
      a. This menu option will have a number at the end that denotes how many Prior Period Adjustments are pending review/approval.
      
      b. In this example, there are 6 pending timesheets.

3. The next page will display all pending Prior Pay Period Adjustment timesheets on a grid. Select the timesheet that you would like to continue working on.

   ![Timesheet Grid](image)

   (Note: When a timesheet was sent back to an employee for editing, it will be displayed in this queue once the employee has routed it to their supervisor for review/approval).
What to do When a Supervisor Vacates a Position

Occasionally, there are cases where one supervisor leaves their position and a new supervisor is appointed. When this occurs, the prior pay period adjustment can only be initiated by a TAA, as the new supervisor will not be able to access the timesheets for their employees prior to when they were appointed as supervisor.

Steps Required for New Supervisor

In order for the NEW supervisor to request a Prior Pay Period adjustment, the supervisor must have access to ServiceLink with the *Generic Initiator* role. This role is required in order for the new supervisor to open a ServiceLink ticket. Department System Access Administrators (SAA) can provision this role in the Enterprise Access Control System (EACS). *(Note: This scenario only applies to the timesheets approved by the previous supervisor).*

1. The first step for the new supervisor is to access Service Link.
2. ServiceLink is available through “Authorized Apps” in the R’Space Portal.
3. After clicking on ServiceLink, the screen below will be displayed.
   a. Click on “More Services” under the Human Resources and Academic Personnel section.

![Human Resources & Academic Personnel screen](image)

4. The Human Resources & Academic Personnel screen will now be displayed.
   a. Click on the “Generic” icon to initiate a generic request.

![Generic icon](image)
5. The “Generic Request” form is opened. The new supervisor (Generic Initiator) must answer the three fields where there are asterisks, and the rest of the form will self-populate.

6. Be sure to select the appropriate “Transaction Type”. In this situation, select Payroll Adjustments.
7. Enter the Employee’s UCPath ID, then select their position number. You can also use the look up button to search by their name.

![Employee Information](image)

8. In the comments section, specify the following information that will be done in TARS:
   a. The timesheet period requiring the adjustment.
   b. The day(s) within the selected timesheet period requiring adjustment(s) (i.e. Monday, 1/20/2020).
   c. The number of hours to be added or removed (Note: for biweekly timesheets, please specify the new shift being added, i.e. 9:00 AM to 12:00 PM).
   d. The type of hours to be added or removed (i.e. regular, vacation, sick, etc.)
   e. Provide a reason for adjustment from the following choices:
      i. Timesheet not submitted
      ii. Incorrect hours entered
      iii. Other
   f. Provide specific details to be included on timesheet comments.
   g. Lastly, provide any attachments that would be helpful to include on the Prior Period Adjusted Timesheet.
   h. Click “Submit” to submit this request to your Shared Services Center (SSC).
9. SSC TAAs will use the procedure below to process your request.
How to Initiate a Prior Pay Period Adjustment as a TAA

1. Under the Time and Attendance Administrator Options:
   a. Click in the Prior Pay Period Adjustment under your SSC to begin the process.

   (Note: Available options are based on accountability structure; most TAAs will only be able to access one SSC).

2. Select the time period you would like to correct.
   a. One previous monthly timesheet and the previous two bi-weekly timesheets may be adjusted.
   b. Refer to the Timeline for Prior Pay Period Adjustments for additional information.
3. Select employee and pay period to adjust.

4. Once selected, the TAA is asked “Create Prior Pay Period Adjustment for this timesheet?”
   a. Click OK.
5. The timesheet opens and the TAA can begin to make the corrections detailed on the ServiceLink Generic request by clicking on the hours.

6. In this case, the TAA removed 8 regular hours on Monday, 11/18/2019 and replaced them with vacation hours.
7. Once the timesheet has been updated, select from the available options a “Reason for Adjusting Timesheet”. The available choices are Timesheet Not Submitted, Incorrect Hours Submitted, or Other. The ServiceLink request should specify which reason to select.

8. All Prior Period Adjusted timesheets require comments. If no comments are entered, a reminder message will be displayed.
   a. Be sure to note the ServiceLink Request ID in the comments.
9. If attachments were included on the ServiceLink request, click on the “Attachments” tab.
   a. Click on the “Choose File” button to browse through your files.
   b. Once you select the file(s) to attach, click Attach File.
   c. You will see your attached file labeled below, which will also be time-stamped.

![Attachment Image]

10. Before completing and submitting the timesheet changes, it is recommended that you review all entries and adjustments one last time. Review the entries on both the Time Reporting and Detailed View tab before submitting the timesheet. Once a Prior Pay Period Adjustment is done to a timesheet, it cannot be adjusted again.
   a. Click on the “Submit to UC Payroll” to complete the adjustment.

   ![Submit to UC Payroll Image]

   (Note: If you are in the “Time Reporting” tab, you can also just click on the “Approve” button to submit.)

   b. Click “OK” to clear pop up message.

11. Once the adjustment has been completed, the TAA can close the ServiceLink ticket with any required comments to notify the Supervisor of these actions.
Summary and Conclusion

This document is intended to assist supervisors and TAAs with initiating Prior Pay Period Adjustments not just providing the steps to accomplish that task, but to help them understand the timing and requirements behind this process. Some common reasons for Supervisors to adjust an employee’s timesheet include, but are not limited to:

- Working hours and shifts reported incorrectly.
- Hours not reported at all.
- Leave hours not reported appropriately (i.e. sick instead of vacation).

The supervisor is limited to which timesheets can be adjusted. Prior Pay Period adjustments are limited to:

- One (1) previous monthly timesheet.
- Two (2) previous biweekly timesheets.

In addition, if an employee’s supervisor has changed after the timesheet has been approved by a previous supervisor, a Prior Pay Period Adjustment can only be made by a TAA.

It is important to reiterate that a prior pay period adjustment should not be the standard operating method as it is not intended to be used regularly but only in certain circumstances. Supervisors should continue to review all timesheets in their queues prior to approving in order to ensure time entries have been reported accurately.