

TARS Quick Guide

Prior Pay Period Adjustments for Supervisors and TAAs

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A Division of Planning, Budget, and Administration

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Contents

Time & Attendance Reporting System (TARS)
Roles and Responsibilities 2
Employee2
Supervisor2
Time and Attendance Administrator (TAA) 2
Prior Pay Period Adjustments
Definition
Details3
Timeline for Prior Pay Period Adjustments 4
Biweekly Timesheet Deadlines4
Monthly Timesheet Deadlines 4
How to Initiate a Prior Pay Period Adjustment as a Supervisor
Prior Pay Period Adjustment for Biweekly Timesheet5
Prior Pay Period Adjustment for Monthly Timesheet13
Resuming Prior Pay Period Adjustments
What to do When a Supervisor Vacates a Position
Steps Required for New Supervisor21
How to Initiate a Prior Pay Period Adjustment as a TAA
Summary and Conclusion

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.

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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.

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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 <u>TARS Schedules</u> 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.

U	BIWEEKLY TIME AND ATTENDANCE (TARS) SCHEDULE - 2020 - V1 (12/05/19)											
	Pay Cycle	Pay Period Begin	Pay Period End	Employee Cutoff -11pm	Supervisor Cutoff - 11pm	TAA Cutoff & I-181 File Creation (1:45pm)	Corrections (Express I-181) due 1:45 pm	Negative Confirmation Begins	Pay Confirm (After 4pm)	Negative Confirm Ends / Last Day for Prior Period Adjustment	Leave Accrual (After 5pm)	Check Date
1	B1	12-15-19	12-28-19	Wed 12-18-19 *	Thu 12-19-19 *	Mon 12-30-19 *	Thu 01-02-20 *	Thu 01-02-20 *	Fri 01-03-20 *	Tue 01-28-20	_	Wed 01-08-20
[B2	12-29-19	01-11-20	Sun 01-12-20	Mon 01-13-20	Tue 01-14-20	Wed 01-15-20	Wed 01-15-20	Thu 01-16-20	Tue 02-11-20	Tue 01-21-20	Wed 01-22-20
[B1	01-12-20	01-25-20	Sun 01-26-20	Mon 01-27-20	Tue 01-28-20	Wed 01-29-20	Wed 01-29-20	Thu 01-30-20	Tue 02-25-20		Wed 02-05-20
[B2	01-26-20	02-08-20	Sun 02-09-20	Mon 02-10-20	Tue 02-11-20	Wed 02-12-20	Wed 02-12-20	Thu 02-13-20	Tue 03-10-20	Fri 02-14-20	Wed 02-19-20

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.

MONTHLY TIME AND ATTENDANCE (TARS) SCHEDULE - 2020 - v1 (12/05/19)													
Pay Cycle	Leave Period Begin Date	Leave Period End Date	Employee Cutoff - due 11pm	Supervisor Cutoff - due 11pm	TAA Cu toff & I-181 File Creation due (1:45pm)	Prior Period Adj Begins for this Pay Period	Corrections (Express I-181) due 1:45 pm	Negative Confirmation Begins	Pay Confirm (After 4pm)	Leave Accrual Posted (After 5pm)	Leave Taken in this Period Updated in UCPath On	Check Date	Negative Confirm Ends/ Last Day for Prior Period Adj.
MO	11-01-19	11-30-19	Wed 12-04-19	Mon 12-09-19	Tue 12-17-19 (9:30AM)*	Tue 12-17-19 (9:30AM)*	Wed 12-18-19 (4PM)*	Thu 12-26-19	Fri 12-27-19	Tue 12-31-19	Thu 01-02-20	Thu 01-02-20	Wed 01-22-20
MO	12-01-19	12-31-19	Mon 01-06-20	Thu 01-09-20	Wed 01-22-20	Wed 01-22-20	Thu 01-23-20	Thu 01-23-20	Mon 01-27-20	Fri 01-31-20	Fri 01-31-20	Fri 01-31-20	Wed 02-19-20
мо	01-01-20	01-31-20	Wed 02-05-20	Mon 02-10-20	Wed 02-19-20	Wed 02-19-20	Thu 02-20-20	Thu 02-20-20	Mon 02-24-20	Fri 02-28-20	Fri 02-28-20	Fri 02-28-20	Mon 03-23-20
MO	02-01-20	02-29-20	Wed 03-04-20	Mon 03-09-20	Mon 03-23-20	Mon 03-23-20	Tue 03-24-20	Tue 03-24-20	Thu 03-26-20	Wed 04-01-20	Wed 04-01-20	Wed 04-01-20	Wed 04-22-20

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.

UN	IVERSITY OF CALIFORNIA, RIVERSIDE	ucRiverside
Т	ime & Attendance Reporting System	E-mail Feedback
Welcome, (01/15/2020)		
Ceneral Options		
Review Previous Timesheet(s) Prior Pay Period Adjustment Approve Previous Timesheet(s) Maintain Pre-Approve (0) View Timeslock Entries for Direct Reports Maintain Settings for Direct Reports	Prior Pay Period Adjustment • To begin a prior pay period adjustment, click the corresponding link under "Supervisor/Unit Head Options" in TARS	

- 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.

	UNIVERSITY OF CALIFORNIA, RIVERSIDE	UCRIVERSIDE
	Time & Attendance Reporting System	E-mail Feedback
y Period Adjustment	Main	n Ménu
Marthly Timesheels ember 1, 2019 - November 20, 2019 Basedy Timesheels dober 20, 2019 - November 20, 2019 ember 20, 2019 - November 16, 2019	Prior Pay Period Adjustments Click the time period you would like to correct	

- 3. After selecting the time-reporting period, you will need to select the employee who posesses 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.

	univers Tim	e & Att	ornia, rive tenda	nce Repoi	rtin	g S	yst	em		~	ale	ndr	and a start	10	5 0 3		E	-mail eedback	RSIDI	
Prior Pay Period Ac	r Pay Period Adjustment											Back Main Menu								
Period	Employee Name	Employee ID	Dept	Status	REG	VAC	SKL	LWP	LWOP	нвто	СТА	сто	OTS	отр	ODH	SDF	СВТ	Last Updated	Updated By	Comments
November 03, 2019 - November 16, 2019	Alvarez, Suzy		D01100	Submitted to Payroll	80			8			8							11/21/2019 09:49:20 AM		Hours worked on Premiur Holida
November 03, 2019 - November 16, 2019	Anderson, Mark		D01100	Submitted to Payroll	80			8			8							11/13/2019 09:33:18 AM		
November 03, 2019 - November 16, 2019	Bert, Art		D01100	Submitted to Time & Attendance Administrator				8										11/21/2019 11:03:42 AM		
November 03, 2019 - November 16, 2019	Henderson, June		D01100	Submitted to Payroll	80			8			8							11/13/2019 09:59:47 AM		
<u>November 03,</u> 2019 - <u>November 16,</u> 2019	Jones, Maria		D01100	Submitted to Time & Attendance Administrator	73			8			1							11/12/2019 04:29:48 PM		

- 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 "/".

			Time 8	Attenda	nce Rep	orting System	
Name Employee R	VAC: 208.3	Balances Pric n SKL: 186.85 v	nerv Job Tille √ 1 FIRANCIAL SVC ANL †	Department D01100 - Accounts	Supe		Save Main Marina Return Timeshert to Employe Subari to Time & Altendance Advest for Time & Altendance Gest to Lint
OVERATION THE REPO	CETA	LED VEW ATTACH	ENTS COMENTS AP	ROWE HERONY			
Day of Month	Total Hours					Job 1 -	
Position						FRUNCIAL SVC MIL 1	
SUNDAY NOV 17th, 2019	0					(and an and many	
MONDAY NOV 10th, 2019						D RCD / This is will have	1
TUE SDAY NOV 19th, 2019	4					8 REG / June 10 All Inven	
WEDNESDAY NOV 200, 2019						EREG/CALL IN AND HARD	
THURSDAY NOV 21st, 2019						S REG / This is a set of the set	
SATURDAY MON 2210, 2019						DRED	1
SUNDAY NOV 24th 3019							
MONDAY NOV 25th 2019						I REG / SALE OF THE REG	
TUE SDAY NOV 26th, 2019	- 6					1REG / 11 L Information	
WEDNE SDAY NOV 2719, 2019	8					8.REG/ Link to and Insult	1
THURSDAY NOV 28th, 2019	76					8 PH 8 REG /	
FRIDAY NOV 29th, 2019						A PH / contractions	
SATURDAY NOV 30th, 2919	0					((b) k mf(bar)	Sec.
Original/Adjusted	50					16 PH, 72 REG / 72 REG, 16 PH	
Reason for Adjusting Timesheet: [V Overtime Calc	ulations			Insel Default Hours State All Hours	
(Alberty 1		Week 2		VIEW T N	HK 2 150		
Day of WeekWik Histon-Web Hestig	e Devera	HILL HIS NOT HIS TON	Work Hours	40	32 72		
Sunday 0 6 0	Sunda	0 0 0	Non-Work Hours	0	16 18		
Monday B E O	Monda	0 0	Comp Time Atonual	Ó	8 8		
Tuesday B E D	Tuesda		Shift Differentiat	0	0 0		
Wednesday E 6 0	Wednesd	ay 8 0 0					
Thursday II 6 0	Thursda	y 8 8 0					
Friday 8 E 0	Feitay	0 8 0					
Saturday 0 6 0	Saturda	Y 0 0 0					
	Manual	12 16 1					

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

A March and the college of the second sec		
Original/Adjusted	88	16 PH, 72 REG / 72 REG, 16 PH

6. Supervisors can makes 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:

				-						Submit
				Time i	Reporting Screen					Admini
		Dat	e MON 11/18 +		App	ly to Date Range				Back to
DETAILED VIE	ATTACHMENTS	Time In 8:00 AM •	Time Out	Hours 8.00	Time/Leave Type Regular Working Hour •	Time/Leave Sub-Type Regular	Remove		The Time Reporting Screen opens and the supervisor	
Hours		Job:		Job	1 Accounting - FINANCIAL SVC	ANL 1 T	-		can make adjustments to the employee's timesheet.	
		Job:		Job	1 Accounting - FINANCIAL SVC	ANL 1	Kenove	-		-
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0						Save & Report More Save & Exit	Time			
8						Fxit Without Save	92			
8						Clear				
0										
8										
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8										
16										
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0										
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	0									
	Overtime Calculations									
	A RECORDER MARKED AND A DESCRIPTION OF AND A									

(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

OVERVIEW TIME R	PORTING DET.	ILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY	
Day of Month	Total Hours					Job 1 -
Position						FINANCIAL SVC ANL 1
SUNDAY NOV 17th, 2019	0					/ Click to add hours
MONDAY NOV 18th, 2019	8					8 REG /-8 REG, 8 VP
TUE SDAY NOV 19th, 2019	8					8 REG / Click to add hours
WEDNESDAY NOV 20th, 201	8					8 REG / Click to add hours
THURSDAY NOV 21st, 2019	8					8 REG / Click to add hours
FRIDAY NOV 22nd, 2019	8					8 REG / Click to add hours
SATURDAY NOV 23rd, 2019	0					/Click to add hours
SUNDAY NOV 24th, 2019	0					/Click to add hours
MONDAY NOV 25th, 2019	8					8 REG / Click to add hours
TUE SDAY NOV 26th, 2019	8					8 REG / Click to add hours
WEDNESDAY NOV 27th, 201	8					8 REG / Click to add hours
THURSDAY NOV 28th, 2019	16					8 PH, 8 REG / Click to add hours
FRIDAY NOV 29th, 2019	8					8 PH / Click to add hours
SATURDAY NOV 30th, 2019	0					/Click to add hours
Original/Adjusted	88					16 PH, 72 REG / 64 REG, 16 PH, 8 VP
leason for Adjusting Timeshee	:	Ŧ			1	mport Default Hours Clear All Hours

- 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.

MONDAY NOV 18th, 2019	8					8 REG /-8 REG, 8 VP
TUE SDAY NOV 19th, 2019	8					8 REG / Click for add binars
WEDNESDAY NOV 20th, 2019	8					8 REG / Click for add hours
THURSDAY NOV 21st, 2019	8					8 REG / Click to add hours
FRIDAY NOV 22nd, 2019	8					8 REG / Click to add hours
SATURDAY NOV 23rd, 2019	0					/ Click to add hours
SUNDAY NOV 24th, 2019	0					/ Click to add bours
MONDAY NOV 25th, 2019	8					8 REG / Click to add hours
TUESDAY NOV 26th, 2019	8					8 REG / Click to add bours
WEDNESDAY NOV 27th, 2019	8					8 REG / Click In add bours
THURSDAY NOV 28th, 2019	16					8 PH, 8 REG / Clock of a state of the second
FRIDAY NOV 29th, 2019	8					8 PH / Micking and hours
SATURDAY NOV 30th, 2019	0					/ Click to add hours
Original/Adjusted	88					16 PH, 72 REG / 64 REG, 16 PH, 8 VP
Reason for Adjusting Timesheet:	•			Import D	efault Ho	Ins Clear All Hours
Timeshee	Overtime Calculation	15				
Week 1 Incorrect I	Hours Entered Sek 2	Work Hours:	Week 1 32	Week 2 32	Total 64	
Day of Weekvirk Histon-Wirk Hist	SNOR-WIK HISSOF	Non-Work Hours:	8	16	24	
Manday 0 0	0 0	Comp Time Accrual	0	8	8	
Tuesday 0 8 0	Tuesday 0 0 0	Shift Differential:	0	0	0	
Wednesday o 0 0	Wednesday o 0 0				1	
Thursday 0 0 0	Thursday 8 8 0					

· > > > > > UCRIVERSIDE

- 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".

timesheettest.ucr.edu says Timesheet adjustments require a comment detailing changes made.
ок
November 17, 2019 - November 30, 2019 Timesheet (modified)

- 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.

OVERVIEW	TIME REPORTING DETAILED VIEW ATTAC	HMENTS COMMENTS	S APPROVAL HISTOP								
	File Name. Choose File No file chose	en									
Attach File											
File Title	File Name	Uploaded by	Uploaded Date								
	Article 47 - Shift Differential (12.5.18) (003).pdf		01/21/2020								

- 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).

APPROVE REJECT						
OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS 💬	COMMENTS	APPROVAL HISTORY	

- 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.

Apps R Payroll	Calendars	New Tab Primery Job V V V V V V V V V V V V V	TEM NYROLLANL 2 DEVOED	Department Time & Department - Engineering - De	Atte	esheettest.ucr.edu says ning: You are about to submit a Prior Period Adjustment. Once you Submit, your entries are permanent and this timesheet cannot be ted again. you sure you want to submit? OK Cancel	Jana Man, Mang Man, Tonskella J, Zhanaya J, Santh T, The Al-Albactor and Man Wal
Overview Tele Prove	BETHALED VI	attabatta	CONNEXTS ()	APPROVE HEROT	6		
Day of Marm	Total Hours					n.1 48017252	
Position						1770LL AVL 2	
SUNDAY OCT 208, 2018						2 March 1997	
MONDAY OCT 21st, 2019						This is a second second	
TUE SOAT OCT 22nd, 2013	4					14.50	
WEDNESDAY OCT 25rd, 2019						Prior Pay Period Adjustment	
THURSDAY OCT JUD, 2018						Add semantic metal in the size and the size of the siz	
PRIOAY OCT 2505, 2015	4					Add comments explaining the circumstances	
BATURDAY OCT 24IR, 2019						and/or giving the employee specific	
BURDAY OCT 278, 2018						instructions for correcting their timesheet.	
MONDAY OCT 28th, 2619						 Motor it is critical for supportions to carefully. 	
TUE SDAY OCT 2909, 2018						• Note: it is critical for supervisors to carefully	
WEDNE SDAX OCT 3084, 2019	- 8					review Prior Pay Period Adjustments before	
THURSDAY OCT 3145, 2013						approving the timesheet. Once a timesheet	
FRIDAY NOV 16, 2019						adjustment is approved, it cannot be adjusted	
SATURDAY WOV 2nd, 2019						and the set of the set	
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Yeley 8 4 8	Folgy	1 8 0	1				
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energy a constant							

- 16. 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.

		UNIVERSITY OF	CALIFORNIA	RIVERSIDE					_	UCRIVERSIDE										
		Time &	Atten	dance Re	eport	ting	Sys	tem	4	C	len	0	3.	13 3		E-m Feed	ail back	G.)		
Review Previous Timesheets									Back Main Menu											
eriod	Employee Name	Employee ID	Dept	Status	REG	VAC	SKL	LWP	LWOP	нвто	CTA	сто	OTS	OTP	ODH	SDF	CBT	Last Updated	Updated By	Comments
November 03, 2019 - November 16, 2019		10012222	D01100	Submitted to Payroll	80			8			8							11/13/2019 09:59:47 AM		
November 03, 2019 - November 16, 2019		10013355	D01100	Submitted to Time & Attendance Administrator	73			8			1							11/12/2019 04:29:48 PM		
November 03, 2019 - November 16, 2019		10035555	D01100	Submitted to Payroll	80			8			8							11/13/2019 09:33:18 AM		
November 03, 2019 - November 16, 2019		10033333	D01100	Submitted to Payroll	80			8			8							11/21/2019 09:49:20 AM		Hours worked on Pr
November 03, 2019 - November 16, 2019 modified	Jones, Mara	10001234	-	← Adjusted Timesheet				8										01/21/2020 09.40.49 AM		Test
November 03, 2019 - November 16, 2019	Jones, Maria	10001234		Original Ti	mesł	heet	٦	8										11/21/2019 11:03:42 AM		

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.

	UNIVERSITY OF CALIFORNIA, RIVERSIDE	UCRIVERSIDE
	Time & Attendance Reporting System	E-mail Feedback
Welcome, (01/13/2020)		
Ceneral Options	Prior Pay Period Adjustment To begin a prior pay period adjustment, click the corresponding link under "Supervisor/Unit Head Options" in TARS	

- 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.

	Monthly Timesheets
Nove	mber 1, 2019 - November 30, 2019
	Biweekly Timesheets
	Directly filleoneets
Nove	mber 03, 2019 - November 16, 201

- 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.

				UNIVERSITY	OF CALIF	ORNIA, R	IVERSIO	(UCR	IVERSIDE	1
				Time	& At	tend	lanc	e Re	porti	ng Sy	sten	1	C	aller		5.	5 5	E-mail Feedback	4	
Prior Pay Period Adjust	ment										Mair	Back Menu								
Period November 1, 2019 - November 30, 2019	Employee Name	Employee ID	Dept D01100	Status Submitted to Time & Attendance Administrator	REG	VAC 8	SKL	LWP 24	LWOP	НВТО	СТА	СТО	OTS	OTP	ODH	SDF	CBT	Last Updated 11/21/2019 11:03:41 AM	Updated By System	Comments

- 4. Once selected, a window will pop up asking for confirmation to "Create Prior Period Adjustment for this timesheet".
 - When this pop-up opens, click "OK" to start the Prior Pay Period Adjustment.

 Itimesheettest.ucr.edu says

 Create Prior Period Adjustment for this timesheet?

 Time & Atte

 Main Mark
 - 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

	UNIVERSITY OF CALIFORNIA, RIVERSIDE		UCRIVERSIDE	
	Time & Attendance R	eporting System	E-mail Feedback	
New Engloyer ID Leave Relators WAC: 54:16 SRL: 2.8 Remote RELEASE OLDERER THE PERMIT	PDDBAY Job Title Department Same * 1 GENACCOUNTANT 3 D01109 - Accounting Image: Control of			Saret Ment Minner Benuts Threadbart to Employee Saturat to Time & Athendance Advisoration Back to Live
Day of Month	Vacation Leave 0	Sch Leeve O	Leave Without Pay 0	Other Leave 0
Fri: Nov 1	W SVP		0	
Sat: Nov 3				
Sure Nev 3				
Mon: Nov 4	8	0	8	0
Tue: Nov 5	B	8	0	0
Wed: Nov 6		LL	U .	8
The: Nov 7	8	0	0	8
Fri: Nov I	(日)	8	0	8
Sat: Nov 9				
San: Nov 10				
More Nov 11		9	U U	8 8 PH
Tue: Nov 12	8	L	0	D
Wedt Nov 13	0	8	6	8
Thu: Nov 14	G	0		
Fri: Nov 15	U.	0	0	0
Set: Nov 16				
SAPE NOV 17				
Noti Nov 13		14 14	0	
Take New 12				
Theoreman and the second secon		0	10 10	0
Frit New 22				0
Sat New 22	- M	M	N	
face New 24				
More New 25	19 19 19 19 19 19 19 19 19 19 19 19 19 1	9. 	0	8
Tust Nov 26		0	0	0
West: Nov 27		1	0	B
Tite: Nov 28				V SPH
Fitt Nov 29				# 5.PH
Sat: Nov 30				
Original Net Charge	31.0	0/0	070	0/24
		Manage My Time Reporting		

- 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".

			Select Leave Type	1
Sick Leave 🗕			Select Leave Type	
Ø		Type	Description	1
0	0	SP	PERSONAL - SICK	
	0	SBX	BX OTHER	
0	0	SBM	BONE MARROW / ORGAN DON EXT	
	0	SER	EMERGENCY RELIEF LEAVE	
0	0	SFI	FMLA (INTERMITTENT) - SICK	
	0	SFF	INTERMITTENT FAMILY FML - SICK	
0	0	SKC	KIN CARE - SICK	
0	0	SMC	MILITARY CARE FML - SICK	
0	0	SPD	PREGNANCY DISABILITY - SICK	
0	0	SDV	PROFESSIONAL DEV - SICK	
	0	SR	REHABILITATION - SICK	
0	0	SFS	SELF FML - SICK	
0	0	CR	STCK - REREAVEMENT	-
0				
			View Absence from Work policy	
			Close	

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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.

Day of Month	Vacation Leaver 🔮	SikLeave Q	Leave Without Pay 🔮	OberLasie (D
Frit Nov 1	- U .	2 85P	U U	
Sat: Nov 2	100	1		
Sent: Nov 3				
Mon: Nov 4	0	8	8	0
Tue: Nov 5	U.	0	0	0
Wed: Nov E		0	9	0
Thu: Nov 7	0	0	0	0
Fri: Nov 8	- G1	Û.	0	ë
Sal: Nov 9				
Sunt: Nov 10				
Mon: Nov 11				S 75H
Tue: Nov 12	0	0	8	8
Wed: Nov 13	10	12	0	-0
Thu: Nov 14	U.	0	ü	0
Fri: Nov 15	u	Ð	9	£
Sat: Nov 16				
Sen: Nov 17				
More Nov 13	0	ii ii	0	8
Tue: Nov 19	10	10	U	<u>11</u>
Wed: Nov 20		9	10	8
Thu: Noy 21	8		8	8
Fill Nov 22	12	13	0	0
Sat: Nov 22				
Surt: Nov 24				
Mon: Nov 25	0	0	0	0
Toet Nev 25	8	0	0	8
Wed: Nov 27	10 L	8	10	8
Thu: Nov 28				A THE
Fri: Nov 29				2 5PH
Set: Nov 30				
Original Wet Change	670	0/5	070	0.724

- 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.

Thu:										
Fri:										
Sat:	Sat: Nov 23									
Sun:	Sun: Nov 24									
Mon:	Nov 25									
Tue:										
Wed:	Wed: Nov 27									
Thu:										
Fri:										
Sat:	Timesheet not Submitted									
Original/										
	Incorrect Hours Entered									
	Other									
Reason for Adjusting Timesheet:	Ŧ]								

- 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".



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.

Document Title: Attach File ile Title File Name Uploaded by Uploaded Date	Attach File File Title File Name Uploaded by Uploaded	ed Date
Document Title: Attach File	Attach File	
Document Title Attach File	Attach File	
Document Title:		
The readine. Choose File No file chosen	Document Title:	
File Name Chasse File No file shasen	File Name: Choose File No file chosen	

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.

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.)

APPROVE REJECT				
OVERVIEW TIME REPOR	TING DETAILED VIEW	COMMENTS	APPROVAL HISTORY	

- 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.

timesheettest.u	ıcr.edu says		_
Warning: You are click Submit, your adjusted again.	about to submit a Pri ^r entries are permane	or Period Adjustment nt and this timesheet	. Once you cannot be
Are you sure you	want to submit?		
		ОК	Cancel

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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.

		UNIVERSITY OF	CALIFORNIA	A, RIVERSIDE												U	Riv	ERSIDE		
		Time &	Atten	idance Re	port	ting	Sys	tem		C	len	SOL C	50	15 9 3		E-ma Feed	ail back	4.		
Review Previous Timesheets												Main	Back Menu							
Period	Employee Name	Employee ID	Dept	Status	REG	VAC	SKL	LWP	LWOP	HBTO	CTA	СТО	OTS	OTP	ODH	SDF	CBT	Last Updated	Updated By	Comments
November 03, 2019 - November 16, 2019		10012222	D01100	Submitted to Payroll	80			8			8							11/13/2019 09:59:47 AM		
November 03, 2019 - November 16, 2019		10013355	D01100	Submitted to Time & Attendance Administrator	73			8			1							11/12/2019 04:29:48 PM		
November 03, 2019 - November 16, 2019		10035555	D01100	Submitted to Payroll	80			8			8							11/13/2019 09:33:18 AM		
November 03, 2019 - November 16, 2019		10033333	D01100	Submitted to Payroll	80			8			8							11/21/2019 09:49:20 AM		Hours worked on Pre
November 03, 2019 - November 16, 2019 modified		10001234	-	Adjusted T	ime	shee	t	8										01/21/2020 09:40:49 AM		Test
November 03, 2019 - November 16, 2019		10001234	-	Original Ti	mesl	neet		8										11/21/2019 11:03:42 AM		

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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.

	UNIVERSITY OF CALIFORNIA, RIVERSIDE
	Time & Attendance Reporting System
Welcome	01/21/2020)
General O	otions
	Edit/Complete Current Timesheet (13)
	Review Previous Timesheet(s)
	Edit Previous Timesheet(0)
	9 Help
	S View Payroll Calendar
	S Exit Application
Superviso	r/Unit Head Options
	Review/Approve Current Timesheets for Direct Reports (1)
	Review/Approve Prior Period Adjustments for Direct Reports (6)
	Review Previous Timesheet(s)
	Prior Pay Period Adjustment
	Approve Previous Timesheets (0)
	Maintain Pre-Approver (1)
	View Timeclock Entries for Direct Reports
	Maintain Settings for Direct Reports

- 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.

			UNIVERSI	TY OF CALIFORNIA,	RIVERSIO	E												ucRive	ERSIDE			
			Time	& Attend	danc	e R	epor	ting	Syst	em		d	len	0	5	5 5		E-mail Feedback	a.🍼			
Supervisor/Unit Head: Thoma	is, Maryanne										3	Main Mer	142									
Period	Employee Name	Employee ID	Dept	Status	RLG	WAC	SKL	LWP	LWOP	HETO	CIA	CIO	015	OTP	0001	SUF	CBI	Last Updated	Updated by	Preapproved Date	Preapproved By	Comments
October 05, 2019 - October 19, 2019 modified			D01100	Submitted to Supervisor			1		1	-								12/15/2019 03:03:03 FM				
October 20, 2019 - November 02, 2019 modified			D01100	Submitted to Supervisor														12/19/2019 02:14:17 FM				
October 06, 2019 - October 19, 2019 modified			D01100	Submitted to Supervisor	00													12/15/2015 03:14:51 FM				
October 06, 2019 - October 19, 2019 modified			D01100	Submitted to Supervisor	90						15							12/20/2019 09:59:45 AM				
October 05, 2019 - October 19, 2019 modified			D01100	Submitted to Supervisor														12/20/2019 03:27:22 FM				
October 06, 2019 October 19, 2019 modified			D01100	Submitted to Supervisor														12/15/2019 02:32:24 FM				

(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.



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- 3. After clicking on ServiceLink, the screen below will be displayed.
 - a. Click on "More Services" under the Human Resources and Academic Personnel section.



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

and I	ow can we belp?	T			q
	Welcome to the HR a fulfillment in UCPath	rces & Academic Pe and AP ServiceLink request	e rsonnel page. These requests will r	oute to your Shared Service provider fe	or
	Onboarding - New Hire	Conboarding - Rehire Behäv an employee/contingent worker previously employed at a UC Location	Conboarding - Transfer Insuster in a current employue from another UC location or within UCR	Onboarding - Concurrent Add a job to an existing employee	
	Conboarding - Person of Interest Adda no register who needs acoms to UC systems or facilities	Offboarding Terminate, transfer cost, or retire an employee	A New Position	Update Position Update an enteing position	
	Job and Comp Data Changes Change job or composition data for an extractory (Comp Job Comp Comp Comp Comp Comp Comp Comp Comp	Extended Leave Administration Pace, esteria, or rotam as employee on estended leave	Contract Con	Short Work Break Ploor, entrod, or ruture an employee or. a short work Insta	

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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.

			Cheryl Foxford Logout
Generic Request Induor	Repost Date 011420	9	
Vola: For Transaction Types FAU Complex Transaction. Other and Salary Co Transaction Type One Salary Complex Transaction Type One Salary Complex Salary Com	est Transfer you must either select Errgityses Name er Accountability Str 	acture before submitting request.	
Chaptry at Information Voice More employee, in which the transaction is for has more than one posit Employee Name (Last Name, First Name)	ion and the request is for "AI" positions the employee's primary jab infor Position Number	mation will populate on the Employee Information section.	
Employee First Name Job Code	Employee Last Name Job Description	Employee ID Organization Code	Organization Description
Division Code	Division Description	Department Code	Department Description
Accountability Structure]		
A Commens			
Attachment Vice Attach documentation that will support your request [Upload supporting Attach documentation that will support your request [Upload supporting	documents. Be mindful of confidentiality policy and guidelines and prote	et the privacy and security of health information; ex, HIPAA]	
Add Attachment			
Submit		Cancel	

6. Be sure to select the appropriate "Transaction Type". In this situation, select *Payroll Adjustments.*

Initiator	1.0000	Request Date		
	0	01/22/20	95	
Request Information				
▼ Note.				
For Transaction Types FAU Complex Transaction, C	Other and Salary Cost	Transfer you must either select Employee Name or /	Accountability Structure before	e submitting request.
* Transaction Type		* Effective Date		
- None			8	
None				
Compensation Time Over-time Elections				
Compensation Time Over-time Elections FAU Complex Transactions	-			
Compensation Time Over-time Elections FAU Complex Transactions Multilaceation Appointments	osition	n and the request is for "AII" positions the employee's	primary job information will p	opulate on the Employee Information section
Compensation Time Over-time Elections FAU Complex Transactions Multi-location Appointments.	osition	and the request Is for "AI" positions the employee's Position Number	primary job information will p	opulate on the Employee Information section
Compensation Time Over-time Elections FAU Complex Transactions Multi-location Appointments Onbearding - Concurrent Hire Orchearding - Research Interact	asilion	and the request is for "AI" positions the employee's Position Number	primary job information will p	opulate on the Employee Information section
Compensation Time Over-time Elections FAU Complex Transactions Multi-location Appointments Onboarding - Concurrent Hire Onboarding - Person of Interest	osilion	and the request is for "AI" positions the employee's Position Number Employee Last Name	primary job information will p	opulate on the Employee Information section
Compensation Time Over-time Elections FAU Complex Transactions Multi-location Appointments Onboarding - Concurrent Hire Onboarding - Person of Interest Payout Adjustments - Request Hours or Accurates	acition Adjustment	and the request is for "AIF positions the employee's Position Number Employee Last Name	primary job information will p	opulate on the Employee Information section
Compensation Time Over-time Elections FAU Complex Transactions Multi-location Appointments Onboarding - Concurrent Hire Onboarding - Person of Interest Payroll Adjustments - Request Hours or Accurate A Personal Data Change	aciliar Adjustment	and the request is for "AI" positions the employee's Position Number Employee Last Name Job Description	primary job information will p	opulate on the Employee Information section Employee ID Organization Code
Compensation Time Over-line Elections FAU Complex Transactions Multi-location Appointments Onboarding - Concurrent Hire Onboarding - Person of Interest Pageal Adjustments - Request Hours or Accurds / Personal Data Change Salary Cost Transfer	anition Adjustment	and the request is for "All" positions the employed's Position Number Employee Last Name Job Description	primary job information will p	opulate on the Employee Information section Employee ID Organization Code
Compensation Time Over-time Elections FAU Complex Transactions Multi-location Appointments Onboarding - Concurrent Hire Onboarding - Person of Interest Paysel Adustments - Request Hours or Accurate / Personal Data Change Salery Cost Transfer Security Clearance page Update	osilior Adjustment	and the reguest is for "All" positions the employee's Position Number Employee Last Name Job Description District Resolution	primary job information will p	Employee ID Crganization Code
Compensation Time Over-time Elections FAU Complex Transactions Multi-location Appointments Onboarding - Cencurrent Hire Onboarding - Person of Interest Payroll Adjustments - Request Hours or Accurato y Personal Data Change Salery Cost Transfer Security Clearance page Update Work Authorization and Re-verification	astilar Adjustment	and the request is for "All" positions the employee's Position Number Employee Last Name Job Description Division Description	primary job information will p	Employee ID Criganization Code Department Code

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.

- Matau	
Note:	
If the employee, in which the transaction is for has more than one position	ion and the request is for "All" positions the employee's primary job information will populate on the Employee
Employee Name (Last Name, First Name)	* Position Number

- 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.

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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.

		UNIVERSITY OF CALIFORNIA, RIVERSIDE	UCRIVERSIDE
		Time & Attendance Reporting System	E-mail Feedback
Prior Pay Period Adjustment Monthly Timesheets December 1, 2019 - December 31, 2019 Baseldy Transheets December 01, 2019 - December 14, 2019 December 15, 2019 - December 28, 2019	*Click!	Main Menu	

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3. Select employee **and** pay period to adjust.

	UNIVERS	ITY OF CALIFO	ORNIA, RIVE	RSIDE														ucRivi	RSIDI	
	Tim	e & Att	enda	nce Repo	rtin	g S	yste	em		c	ale	ndr	0	8	15 9 3		E F	-mail eedback	2.	
Prior Pay Period Adjustment										Back Main Menu										
Period	Employee Name	Employee ID	Dept	Status	REG	VAC	SKL	LWP	LWOP	нвто	СТА	сто	OTS	ОТР	ODH	SDF	СВТ	Last Updated	Updated By	Comments
<u>November 03,</u> 2019 - <u>November 16,</u> 2019	<u>Alvarez,</u> Suzy		D01100	Submitted to Payroll	80			8			8							11/21/2019 09:49:20 AM		Hours worked on Premiur Holida
November 03, 2019 - November 16, 2019	<u>Anderson,</u> <u>Mark</u>		D01100	Submitted to Payroll	80			8			8							11/13/2019 09:33:18 AM		
<u>November 03,</u> 2019 - <u>November 16,</u> 2019	Bert, Art		D01100	Submitted to Time & Attendance Administrator				8										11/21/2019 11:03:42 AM		
November 03, 2019 - November 16, 2019	<u>Henderson,</u> June		D01100	Submitted to Payroll	80			8			8							11/13/2019 09:59:47 AM		
<u>November 03,</u> 2019 - <u>November 16,</u> 2019	<u>Jones,</u> <u>Maria</u>		D01100	Submitted to Time & Attendance Administrator	73			8			1							11/12/2019 04:29:48 PM		

Once selected, the TAA is asked "Create Prior Pay Period Adjustment for this timesheet?"
 a. Click OK.

										When this opens, cli start the I Period Ad	s pop-up ck "OK" to Prior Pay justment.	
UNIVERSI	TY OF CALIFOR	time Creat	sheette e Prior P	st.ucr	.edu Adjust	says ment	for thi	s time	esheet	, * C l	ick	cR iverside
Time	e & Atte									ок	Cancel	ail Iback
			Main	Back Menu								
						1.000	Loon	1000	CINT	Last Hodeled	Undefed the	Commanda
SKL	LWP U	VOP HB1	O CTA	CTO	OTS	OTP	oun	sur	CBI	Carlo Operand	optation by	Commente

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5. The timesheet opens and the TAA can begin to make the corrections detailed on the ServiceLink Generic request by clicking on the hours.

			Time 8	Attend	lance	Rep	orting System	
							November 17, 2010 - November 39, 2013 Timosheet (woodfoo)	les.
Name Employee ID	VAC: 208.31	alances Primare Job SKL: 185.85 & 1	Title FINANCIAL SVC ANL 1	Dopartme D01100 - Acco	nt unting	Supervi	50 <u>300 1000</u> 55	Main Mone Main Mone Return Timesheet to Employe Subort to Time & Altendance Admeniation Beck to List
Oververs The Depos	DETREE	D VEW ATTACHNESTS	COMMENTS APP	AGANT HELIONA	1			
Day of Month	Total Hours						- 1 aut.	
Position							FRANCIAL SVC HIL 1	
SUNDAY NOV 17th, 2019	0						A second second second	
MONDAY NOV 15th, 2019							D RCO / Chin to will himse	
TUE SDAY NOV 19th, 2019	. 4						8 REG / Call to all finan	
WEDNESDAY NOV 200, 2019	. 6						BREG/	
THURSDAY NOV 21st, 2019							B REG / City of an internet	
SATURDAY BOX 71-4 3040		-					B HED / Carl P Harrison	
SUNTAY MOV 34th 5019							A contract of the second se	
MONDAY NOV 25th 2019							8 FEG / The second s	
TUE SDAY NOV 26th, 2019	8						EREC/ TELEVISION	
WEDNESDAY NOV 2719, 2059	8						8 REG / Cold to and reserve	
THURSDAY NOV 28th, 2019	16						s PK SRED /	
FRIDAT NOV 29th, 2019							8 PPc /	
SATURDAY NOV 30th, 2919	0						A close to come to come	
Original/Adjusted	50						36 PH, 72 REG, 772 REG, 16 PH	
Reason for Adjusting Tenesheet:	F Day of Week Sunday	Veek 2 Week 2 With Hishlan-Vitti HisSDP 0 0 0	Wolk Hours Non-Work Hours	VVesx 1 40 0	Vites 2 32 16	350.0 72 18	stant.ethettan see 4 too	
Monday B E 0	Monday	8 0 0	Comp Time Atonull	0				
Tuesday B E O	Tuesday	5 0 0	Shift Differential	0	0	୍ୟ		
Wednesday E 6 0	Wednesday	8 0 0						
Thursday II 6 0	Thursday	8 8 9						
Friday 8 E 0	Feday	0 8 0						
Saharday 0 6 0	Saharday	0 0 0						
Total: 45 0 0	Total	32 16 0						

6. In this case, the TAA removed 8 regular hours on Monday, 11/18/2019 and replaced them with vacation hours.

OVERVIEW	TIME REPOR	TING DE	AILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY	
Day of Month	ı	Total Hours					Job 1 -
Position							FINANCIAL SVC ANL 1
SUNDAY NOV 17th	h, 2019	0					/ Click to add hours
MONDAY NOV 18th	h, 2019	8					8 REG /-8 REG, 8 VP
TUE SDAY NOV 19t	h, 2019	8					8 REG / Click to add hours
WEDNESDAY NOV 2	0th, 2019	8					8 REG / Click to add hours
THURSDAY NOV 21	st, 2019	8					8 REG / Click to add hours
FRIDAY NOV 22nd	i, 2019	8					8 REG / Click to add hours
SATURDAY NOV 23	rd, 2019	0					/Click to add hours
SUNDAY NOV 24th	h, 2019	0					/ Click to add hours
MONDAY NOV 25th	h, 2019	8					8 REG / Click to add hours
TUE SDAY NOV 26t	h, 2019	8					8 REG / Click to add hours
WEDNESDAY NOV 2	7th, 2019	8					8 REG / Click to add hours
THURSDAY NOV 28	th, 2019	16					8 PH, 8 REG / Click to add hours
FRIDAY NOV 29th	, 2019	8					8 PH / Click to add hours
SATURDAY NOV 30	th, 2019	0					/ Click to add hours
Original/Adjust	ted	88					16 PH, 72 REG / 64 REG, 16 PH, 8 VP
eason for Adjusting Ti	imesheet:		•				Import Default Hours Clear All 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.

MONDA	Y NOV 1	18th, 2019		8									8 REG / -8 REG, 8 VP
TUESDA	Y NOV 1	19th, 2019		8									8 REG / Click to add bears
WEDNESC	AY NOV	20th, 2019		8									8 REG / Click to add beens
THURSD	AY NOV	21st, 2019		8									8 REG / Click to add hours
FRIDAY	NOV 22	2nd, 2019		8									8 REG / Click to add hours
SATURDA	AY NOV	23rd, 2019		0									/ Click to add hours
SUNDAY	Y NOV 2	4th, 2019		0									/ Click to add hours
MONDA	Y NOV 2	25th, 2019		8									8 REG / Click to add hours
TUESDA	Y NOV 2	26th, 2019		8									8 REG / Click In add beam
WEDNESC	AY NON	27th, 2019		8									8 REG / Click In add bourn
THURSDA	AY NOV	28th, 2019		16									8 PH, 8 REG / click to use hours
FRIDAY	NOV 2	9th, 2019		8									8 PH / Click to add hours
SATURD	AY NOV	30th, 2019		0									/ Click to add hours
Orig	inal/Adj	usted		88									16 PH, 72 REG / 64 REG, 16 PH, 8 VP
Reason for A	djusting	Timesheet:			7						Import D	efault Ho	urs, Clear All Hours
			Turnha	a and Colomband	()vertime (Calculation	ns					
0	Week	1	Incorrect	Hours Entered	sek	2	- one		Work Hours:	Week 1 32	Week 2 32	Total 64	
Question .	A THE	8	Other		1	O. C.	a		Non-Work Hours:	8	16	24	
Mandau	0	0				0	0		Comp Time Accrual	0	8	8	
Tuesday	0	0	0	Tuesday	0	0	0		Shift Differential:	0	0	0	
Wednesday	0	0	0	Wedneedew	0	0	0						
Thursday	0	0	0	Thursday	0	0	0						
THUISGAV	0	V	9	THUISDAY	0	0	U						

- 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.

OVERVIEW TIME REPORTING DETAILED VIEW ATTACHM	ENTS COMMENTS	APPROVAL HISTOR
Please click on the "Save Comments" button to store your comments New Comments (To preserve the text formatting, please hit "return" after en Save Comments	nts prior to moving away from t ach line. [Limit 2000 chars])	his tab.
Comment	User NetID	Date
Prior Period adjustment per RITM 123456. Removed REG hours originally rep 11/18/19 and replaced with Vacation.	orted on ANDREAMC (Andre Campos)	a 01/22/2020

- 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.

	0	File Name.	Choose File N	lo file chosen		
	Document rive			Ella		
			Attach	rite		
			Attach	rne		
			Attach	rie		
File Title		File N	Attach		Uploaded by	Uploaded Date

- 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.



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



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.