UCR Federal Work-Study Supervisor Timesheet Guide

1. Go to the Time and Attendance Reporting System (TARS) website and log in with your NetID and password
2. Click on Supervisor/Unit Head Options and then "Review/Approve Current Timesheets for Direct Reports (XX)"

3. You will now see a list of all of the students you supervise. You will need to review each one individually. Click on the employee's name or pay period (both will be linked) and begin review of working hours.

April 03, 2022 - April 16, 2022	Sample Student 1	480	D01171	Submitted to Payroll											04/19/2022 08:16:50 AM
April 03, 2022 - April 16, 2022	Sample Student 2	997	D01171	Submitted to Payroll											04/19/2022 08:16:43 AM
April 03, 2022 - April 16, 2022	Sample Student 3	034	D01171	Submitted to Payroll	.75										04/18/2022 11:04:12 PM
April 03, 2022 - April 16, 2022	Sample Student 4	)229	D01171	Submitted to Payroll	1										04/18/2022 11:02:59 PM
April 03, 2022 - April 16, 2022	Sample Student 5	)926	D01171	Submitted to Payroll	1.5										04/18/2022 11:05:00 PM
April 03, 2022 - April 16, 2022	Sample Student 6	)385	D01171	Submitted to Payroll	10										04/18/2022 11:04:31 PM
April 03, 2022 - April 16, 2022	Sample Student 7	:711	D01171	Submitted to Payroll	11										04/18/2022 11:00:16 PM
April 03, 2022 - April 16, 2022	Sample Student 8	;944	D01209	Submitted to Payroll	11.25										04/18/2022 11:01:37 PM

4. This is what the individual student timesheet will look like.

Time & Attendance Reporting System

E-mail Feedback

April 03, 2022 - April 16, 2022 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 0 SKL: 0 Prior Leaves Pending	✔	1	STDT AID OUTSIDE AGENCY	D01171 - Financial Aid	Martinez-Daniels, Monica	26.75

Main Menu

This is the student's total hours for the entire pay period.

Your name will be listed here.

OVERVIEW | TIME REPORTING | DETAILED VIEW | ATTACHMENTS | COMMENTS | APPROVAL HISTORY

Day of Month	Total Hours	Job 1 - 40760070
Position		STDT AID OUTSIDE AGENCY
SUNDAY APR 3rd, 2022	0	
MONDAY APR 4th, 2022	5.5	5.5 REG
TUESDAY APR 5th, 2022	0	
WEDNESDAY APR 6th, 2022	2.25	2.25 REG
THURSDAY APR 7th, 2022	0	
FRIDAY APR 8th, 2022	5.75	5.75 REG
SATURDAY APR 9th, 2022	0	
SUNDAY APR 10th, 2022	0	
MONDAY APR 11th, 2022	5.5	5.5 REG
TUESDAY APR 12th, 2022	0	
WEDNESDAY APR 13th, 2022	2.25	2.25 REG
THURSDAY APR 14th, 2022	0	
FRIDAY APR 15th, 2022	5.5	5.5 REG
SATURDAY APR 16th, 2022	0	
Total:	26.75	26.75 REG

These are the hours reported per day. You can click into them to see the full details of the "Time In" and "Time Out." You can also review this under the "Detailed View" section.

You will need to review the hours reported as worked by the student to determine if it was indeed the hours the student worked.

You will also want to make sure that they:

- Add the correct designation of time of day – either AM or PM
- Take at least a 30 minute unpaid break if they worked more than 5 hours in one shift
- Report regular working hours instead of sick leave as Federal Work-Study funding does not cover those benefits

If you click on the "Detailed View" tab, you will see the below. Here you can review the Time In/Out that is specific to each day and the possible multiple shifts per day.

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY	
Date		**Total Hours Per Day**	**Time In/Out**	**Type**		**STDT AID OUTSIDE AGENCY (Financial Aid)**
SUNDAY APR 17th, 2022						
MONDAY APR 18th, 2022						
TUESDAY APR 19th, 2022		3	8:45 AM - 11:48 AM	Regular		3
WEDNESDAY APR 20th, 2022						
THURSDAY APR 21st, 2022		5	8:30 AM - 11:48 AM	Regular		3.25
			12:45 PM - 2:23 PM	Regular		1.75
FRIDAY APR 22nd, 2022						
SATURDAY APR 23rd, 2022						
SUNDAY APR 24th, 2022						
MONDAY APR 25th, 2022						
TUESDAY APR 26th, 2022		4.75	8:45 AM - 11:47 AM	Regular		3
			12:47 PM - 2:25 PM	Regular		1.75
WEDNESDAY APR 27th, 2022						
THURSDAY APR 28th, 2022		4.75	8:45 AM - 11:47 AM	Regular		3
			12:45 PM - 2:29 PM	Regular		1.75
FRIDAY APR 29th, 2022		5	8:30 AM - 11:45 AM	Regular		3.25
			12:45 PM - 2:30 PM	Regular		1.75
SATURDAY APR 30th, 2022						
	Total Hours	22.5				22.5

This is what student's see when they are reporting their hours:

5. If you approve the hours, click on "Submit to Time and Attendance Administrator" found in the top right corner. If hours are incorrect, you return the timesheet to student for corrections/edits. You will need to add a comment to the timesheet before returning to the student. See Step 6.

It is critical that this be completed within the published deadlines to ensure that the timesheet is approved and processed in a timely manner.

(Zoomed in view)

6. If you need to correct the hours on the employee's timesheet, leave a message in the comments, telling the student If you need to return the timesheet to the student, the system will require a comment to be added before it lets you send the timesheet back to the student. You can add a comment in the "Comments" tab. You can indicate the dates and/or times that need to be updated so that the student knows what to fix.

   Click "save comments" and then return to student.

Once the student employee makes the necessary corrections, the timesheet will come back to the supervisor (you) for approval. Use Steps 1-5 for additional help. You will "Submit to Time and Attendance Administrator" if hours are corrected to your satisfaction.

7. If the student employee did not work, please add a comment in the student's submitted timesheet indicating as such. For example, you can add "0 hours" or "student didn't work."

8. Some students work multiple jobs. You are only responsible for reviewing and approving the hours for your site. Work-study jobs are titled "STDT AID OUTSIDE AGENCY." Please review the description at the top of the timesheet to understand if the work-study job is listed as "Job 1" or "Job 2." This will tell you which job and hours to approve.

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Time & Attendance Reporting System

E-mail Feedback

May 30, 2021 - June 12, 2021 Timesheet

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 0 SKL: 0 Prior Leaves Pending		1	STDT AID OUTSIDE AGENCY	D01171 - Financial Aid	Martinez-Daniels, Monica	16.5
			✔	2	STDT 1	D01117 - Recreation/Student Rec Center	Stancic, Dusan	0

OVERVIEW | **TIME REPORTING** | DETAILED VIEW | ATTACHMENTS | COMMENTS | APPROVAL HISTORY

Day of Month	Total Hours	Job 1 - 40761211	Job 2 - 40021205
Position		STDT AID OUTSIDE AGENCY	STDT 1
SUNDAY MAY 30th, 2021	0		
MONDAY MAY 31st, 2021	0		
TUESDAY JUN 1st, 2021	1.75	1.75 REG	
WEDNESDAY JUN 2nd, 2021	1.75	1.75 REG	
THURSDAY JUN 3rd, 2021	1.75	1.75 REG	
FRIDAY JUN 4th, 2021	2	2 REG	
SATURDAY JUN 5th, 2021	0		
SUNDAY JUN 6th, 2021	0		
MONDAY JUN 7th, 2021	1.75	1.75 REG	
TUESDAY JUN 8th, 2021	1.75	1.75 REG	
WEDNESDAY JUN 9th, 2021	1.75	1.75 REG	
THURSDAY JUN 10th, 2021	2	2 REG	
FRIDAY JUN 11th, 2021	2	2 REG	
SATURDAY JUN 12th, 2021	0		
Total:	16.5	16.5 REG	

Overtime Calculations

	Week 1				Week 2					Week 1	Week 2	Total
Day of Week	Wrk Hrs	Non-Wrk Hrs	SDF	Day of Week	Wrk Hrs	Non-Wrk Hrs	SDF	Work Hours:		7.25	9.25	16.5
Sunday	0	0	0	Sunday	0	0	0	Non-Work Hours:		0	0	0
Monday	0	0	0	Monday	1.75	0	0	Overtime Straight:		0	0	0
Tuesday	1.75	0	0	Tuesday	1.75	0	0	Overtime Premium:		0	0	0
Wednesday	1.75	0	0	Wednesday	1.75	0	0	Holiday Pay Premium:		0	0	0
Thursday	1.75	0	0	Thursday	2	0	0	Shift Differential:		0	0	0
Friday	2	0	0	Friday	2	0	0					
Saturday	0	0	0	Saturday	0	0	0					
Total:	7.25	0	0	Total:	9.25	0	0					

March 20, 2022 - April 02, 2022 Timesheet

Main Me

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 0 SKL: 0	✓	1	STDT 1	D01047 - Botany and Plant Sciences		42.5
		Prior Leaves Pending		2	STDT AID OUTSIDE AGENCY	D01171 - Financial Aid	Martinez-Daniels, Monica	0

OVERVIEW | TIME REPORTING | DETAILED VIEW | ATTACHMENTS | COMMENTS 💬 | APPROVAL HISTORY

Day of Month	Total Hours	Job 1 - 40847251	Job 2 - 40794623
Position		STDT 1	STDT AID OUTSIDE AGENCY
SUNDAY MAR 20th, 2022	0		
MONDAY MAR 21st, 2022	8	8 REG	
TUESDAY MAR 22nd, 2022	8	8 REG	
WEDNESDAY MAR 23rd, 2022	8.5	8.5 REG	
THURSDAY MAR 24th, 2022	8	8 REG	
FRIDAY MAR 25th, 2022	0		
SATURDAY MAR 26th, 2022	0		
SUNDAY MAR 27th, 2022	0		
MONDAY MAR 28th, 2022	3	3 REG	
TUESDAY MAR 29th, 2022	4	4 REG	
WEDNESDAY MAR 30th, 2022	0		
THURSDAY MAR 31st, 2022	3	3 REG	
FRIDAY APR 1st, 2022	0		
SATURDAY APR 2nd, 2022	0		
Total:	42.5	42.5 REG	

This is the work-study job.

Overtime Calculations

Week 1 | Week 2 | Week 1 | Week 2 | Total

9. Remember to submit by the published deadlines. Make sure that all corrections are reviewed and completed before the timesheet leaves the supervisor's queue, as it will go straight to payroll as is. If you need to correct any timesheet or delete hours, always leave a comment and save before you continue and submit the employee's time sheet. The calendar is available here.

10. Please contact workstudy@ucr.edu for assistance on the timesheet process.