

## 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)"

			UC RIVERSIDE
	Time & Attendance Reporting System	8 2	E-mail Feedback
Welcome,			
General Options			
Review Previous Timesheet(s)     Edit Previous Timesheet(0)			
S View Payroll Calendar			
Supervisor/Unit Head Options			
Review/Approve Current Timesheets for Direct Repo	Reports (0)		
Review Previous Timesheet(s)     Prior Pay Period Adjustment			
Approve Previous Timesheets (3)     Maintain Pre-Approver (1)			
View Timeclock Entries for Direct Reports     Maintain Settings for Direct Reports			



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



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

		Time & Attendance Reporting System									
Name Employee ID	Leave Bala VAC: 0 SK Prior Leaves F	April 03, 2022 - April 16, 2022 Timesheet This is the student's total hours CL: 0 Pending I STDT AID OUTSIDE AGENCY D01171 - Financial Aid Martinez-Daniels, Monica Monica Martinez-Daniels, Monica Monica Monica Martinez-Daniels, Monica Monica Martinez-Daniels, Martinez-Daniels, Monica Martinez-Daniels, Monica Martinez-Daniels, Martinez	<u>Main I</u>								
OVERVIEW TIME REPO	RTING DETAILED	YIEW         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 These are the hours reported per									
THURSDAY APR 7th, 2022	0	These are the hours reported per									
FRIDAY APR 8th, 2022	5.75	5.75 REG day. You can click into them to see									
SATURDAY APR 9th, 2022	0	the full details of the "Time In" and									
SUNDAY APR 10th, 2022	0										
TUESDAY ADD 12th 2022	0.5	5.5 REG "Time Out." You can also review this									
WEDNESDAY APR 1201, 2022	2.25	under the "Detailed View" section.									
THURSDAY APR 14th 2022	0	223 REG									
FRIDAY APR 15th, 2022	5.5	55 8FG									
SATURDAY APR 16th, 2022	0										
Tatalı	26.75	28.75.050									

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 HISTO	URY		
Date	Total Hours Per Day	Time In/Out	Туре	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 ADD 21et 2022	5	8:30 AM - 11:48 AM	Regular	3.25
110130A1 AFR 2131, 2022	5	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				
THE SDAY ADD 26th 2022	4.75	8:45 AM - 11:47 AM	Regular	3
TOESDAT AFR 2001, 2022	4.75	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
	13	12:45 PM - 2:29 PM	Regular	1.75
FRIDAY APR 29th, 2022	5	8:30 AM - 11:45 AM	Regular	3.25
	5	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:



							Time R	eporting Screen			
			Dal	te: TUE 08/2	22 🔹			Ag	oply to Date Range		
	Time	In		Т	ime Out		Hours	Time/Leave Type	Time/Leave S	ub-Type	
8:00		AM	۲	12:00	PM	T	4.00	Regular Working Hour V	Regular		Remove
	Job	r.			Housin	ng Srva	s Admin.	ASSISTANT III		*	Sector Contract
1:00	A	PM	•	5:00	PM	•	4.00	Regular Working Hour *	Regular	-	Remove
	Job	1			Housin	ng Srvo	s. Admin	ASSISTANT III		۲	
	Add	ł			Tota	l Hour	s: 8				8

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.

	Ti	ne & Atter	Idano	ce Report	ing System	Calendar, o	E-mail Feedba	ack 🤦	
					Aug 13, 2017 - A	ug 26, 2017 Timesheet		100101	
Name Employee ID	Leave Balance VAC: 33.13 SKL: 2	s Primary 23.36 🖌	Job 1	ASSISTANT III	Title	Department D0	Supervisor Cullum, Andrew	Total Hours 83	Save Main Menu Return Timesheet to Employee
OVERVIEW TIME REPOR	TING DETAILED VIE	W ATTACHMEN	TS	COMMENTS	APPROVAL HISTORY			Save	Administrator Back to List
Day of Month	Total Hours					Job 1			
Position					AS	SISTANT III		Main Menu	
SUNDAY AUG 13rd, 2017	0					dina attribution in a tribution in a		Return Times	heet to Employee
MONDAY AUG 14th, 2017	8					8 SP		Submit to Tim	a & Attendance
TUESDAY AUG 15th, 2017	8					8 REG			ie a Attenuance
WEDNESDAY AUG 16th, 2017	8					8 REG		Administrator	
THURSDAY AUG 17th, 2017	8					8 REG		Back to List	
FRIDAY AUG 18th, 2017	8					8 REG		Duon to Liot	
SATURDAY AUG 19th 2017	0								



(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.



OVERVIEW	TIME REPORTING	DETAILED VIEW ATTACHMENTS	COMMENTS	APPROVAL HISTORY							
Please of New Co	Please click on the "Save Comments" button to store your comments prior to moving away from this tab. New Comments (To preserve the text formatting, please hit "return" after each line. [Limit 2000 chars]) Save Comments										
	Comment User NetID Date										

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.

														UC RI	VERSIDE					
				Ti	me & Attend	ance	Repo	ortir	ng Sys	stem	e	$\geq$	2	E-mail Feedbacl	. <b>&gt;&gt;</b>					
								Ma	y 30, 2021 -	June 12, 2021 Tim	esheet									
Name Employee ID	Leave Balan	ces	Primary	Job	Title		Departm	ent		Supervisor	Total	Hours							Main Menu	
	VAC: 0 SKL Prior Leaves Pr	: 0 inding		1	STUT AID OUTSIDE AGENCY	D01	171 - Finar	ncial Ale	·	Martinez-Daniels, Monica	1	5.5								
			~	2	STDT 1	D01117 - Rec	reation/\$t	udent R	ec Center	Stancic, Dusan	(	0								
OVERVIEW THE REP	ORTING DETAILED	VEW	ATTACHMEN	TS	COMMENTS APPRO	WAL HISTORY										5. 48854544				
Day of Month	Total Hours					200 1 - 4	0/61211								300	2 - 40021205				
Position					1	STDT AID OUT	ISIDE AGE	NCY								STDT 1				
SUNDAY MAY 30th, 2021 MONDAY MAY 31st 2025	0																			
TUESDAY JUN 1st, 2021	1.75					1.75	REG													
WEDNESDAY JUN 2nd, 2021	1.75		175 REG																	
THURSDAY JUN 3rd, 2021	1.75					1.75	REG													
FRIDAY JUN 4th, 2021	2					2 F	EG.													
SATURDAY JUN 5th, 2021	0																			
SUNDAY JUN 6th, 2021	٥																			
MONDAY JUN 7th, 2021	1.75					1.75	REG													
TUE SDAY JUN 8th, 2021	1.75					1.75	REG													
WEDNESDAY JUN 9th, 2021	1.75					1.75	REG													
ERIDAY JUN 10th, 2021	2					2.6	ieg													
SATURDAY JUN 12th 2021	0					21														
Total:	16.5					16.5	REG													
		Overt	time Calcula	tions																
Week 1		Week 2				Week 1	Week 2	Total												
Day of WeekVirk HrsNon-Wrk HrsS	DF Day of Week	Wrk HrsNon-V	Altk HrsSDF		Work Hours:	7.25	9.25	16.5												
Sunday 0 0	0 Sunday	0	0 0		Non-Work Hours:	0	۰	0												
Monday 0 0	0 Monday	1.75	0 0		Overtime Straight.	0	۰	0												
Tuesday 1.75 0	0 Tuesday	1.75	0 0		Overtime Premium:	0	۰	0												
Wiednesday 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												
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																	
L									1											



						ł	larch 20	), 2022 - April 02, 2022 Ti	imesheet	
Name Employee ID	Leave Balance	ces Pr	rimary	Job	Title	Department		Supervisor	Total Hours	Main M
	VAC: 0 SKL:	: 0	<b>V</b>	1	STDT 1	D01047 - Botany and Plant	ciences	6	42.5	
	Prior Leaves Per	nding		2	STDT AID OUT SIDE AGENCY	D01171 - Financial A	d	Martinez-Daniels, Monica	0	
			TACUMEN	170				1		
OVERVIEW TIME R	PORTING DETAILED	VIEW AT	TACHMEN	15	COMMENTS UP APPRO	JVAL 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, 202	8.5				8.5 REG					
THURSDAY MAR 24th, 2022	8				8 REG					
FRIDAY MAR 25th, 2022	0									This is the work-study job.
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, 202	0									
THURSDAY MAR 31st, 2022	3				3 REG					
FRIDAY APR 1st, 2022	0									
SATURDAY APR 2nd, 2022	0									
Total:	42.5				42.5 REG					
		Overtime	Calcula	ations						
Week 1		Wook 2	, salouiu			Week 1 Week 2 To	al			

- 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 <u>available here</u>.
- 10. Please contact <u>workstudy@ucr.edu</u> for assistance on the timesheet process.

