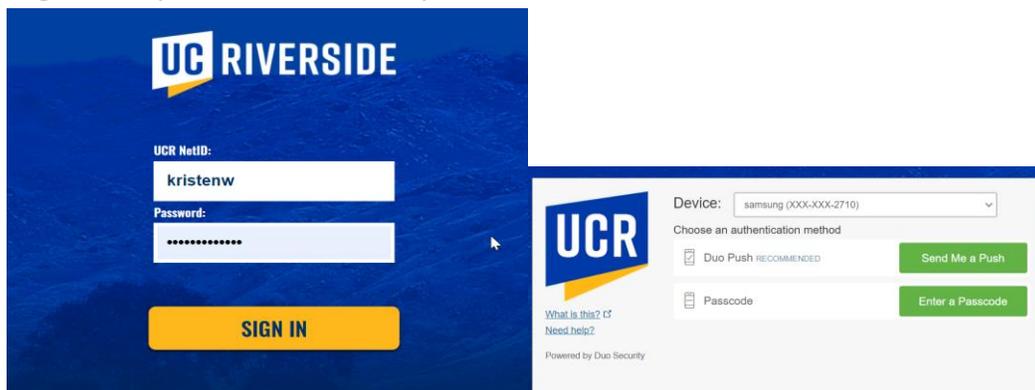# Time & Attendance Reporting System (TARS)

Non-Exempt Staff

Paid bi-weekly (every other Wednesday)

Employee Instructions: How To Complete Your Timesheet

1. Go to http://timesheet.ucr.edu (or click on the link for "Time & Attendance Reporting System" in RSpace under Authorized Applications)
2. Log in with your UCR NetID and password

3. Click on "Edit/Complete Current Timesheet".

4. Click on the desired timesheet for the current pay period.

Timesheet	Employee Name	Status	Last Updated	Updated By
November 29, 2020 - December 12, 2020	Kristen West	Employee Saved Timesheet	11/30/2020 08:34:44 AM	Kristen West

5. Click in the middle of the screen on the desired day you would like to enter hours worked

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY

Day of Month	Total Hours	Job 1 - 40015727
Position		ADMIN OFCR 2
SUNDAY NOV 29th, 2020	0	Click to add hours
MONDAY NOV 30th, 2020	0	Click to add hours
TUESDAY DEC 1st, 2020	0	Click to add hours
WEDNESDAY DEC 2nd, 2020	0	Click to add hours
THURSDAY DEC 3rd, 2020	0	Click to add hours
FRIDAY DEC 4th, 2020	0	Click to add hours
SATURDAY DEC 5th, 2020	0	Click to add hours

6. Choose what type of pay: leave time and/or leave regular, vacation, sick, etc. Record the Time In, Time Out and Time/Leave Type for that day.

Date: MON 11/30 ⌄   Apply to Date Range

Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type
8:00 AM ⌄	12:00 PM ⌄	4	Regular Working Hour ⌄	Regular ⌄	Remove

Regular Working Hour
Vacation
Sick Leave
Leave Without Pay
Leave With Pay

Job: Job 1: SOM F   ADMIN OFCR 2 ⌄

| 1:00 PM ⌄ | 5:00 PM ⌄ | 4 | | Regular ⌄ | Remove |

Job: Job 1: SOM F   ADMIN OFCR 2 ⌄

Add

Total Hours: 8.00

Save & Report More Time
Save & Exit
Exit Without Saving
Clear

You'll need to enter your lunch break as time not worked. For example, if you worked from 8am – 5pm with a 1 hour lunch from 12pm – 1pm, you would enter the following:

Time In: 8:00am	Time Out: 12:00pm	Time In: 1:00pm	Time Out 5:00pm	(for a total of 8 hours worked)

Shortcut: If you work the same schedule each week, you can
  a) Apply your hours to a date range and the hours you enter will be the same for each day.

  b) Update your timesheet with a Default Work Schedule (entered by either your Supervisor or SOM HR). Once you have a Default Schedule created, click on "Import Default Hours".

7. Click "Save & Exit" to complete the entry and return to your timesheet.

8. Once you're done entering hours for that pay period, click on "Save", then "Submit to Supervisor" (in the upper right-hand corner).