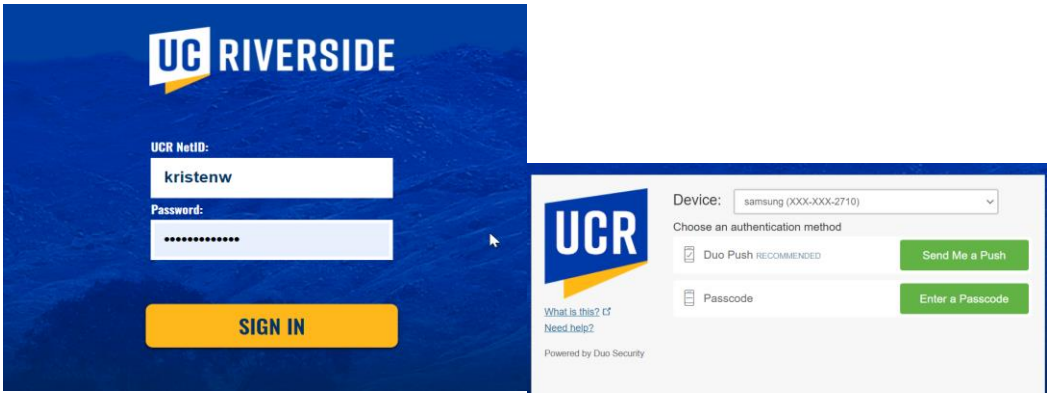
Time & Attendance Reporting System (TARS)

Non-Exempt Staff

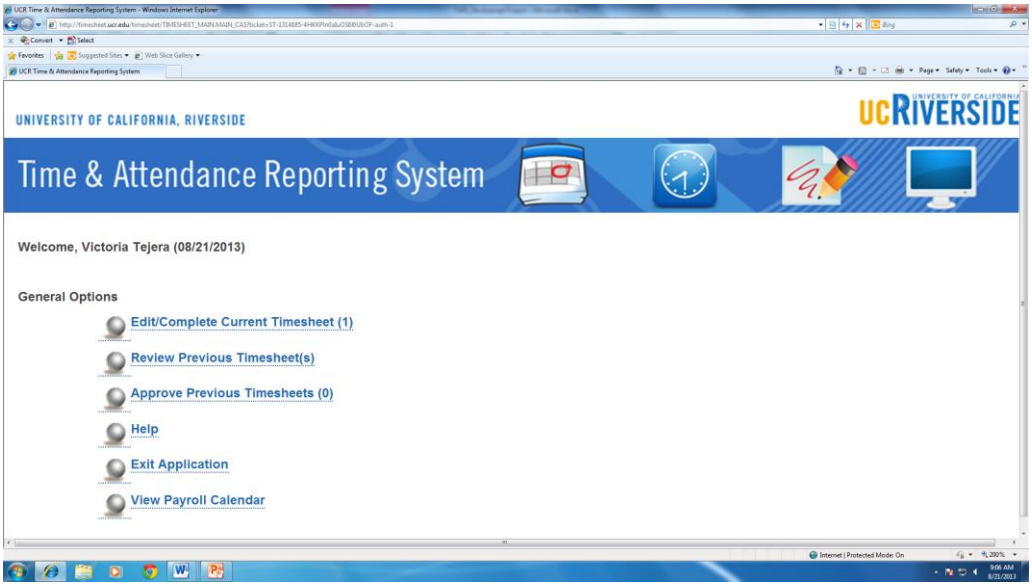
Paid bi-weekly (every other Wednesday)

Employee Instructions: How To Complete Your Timesheet

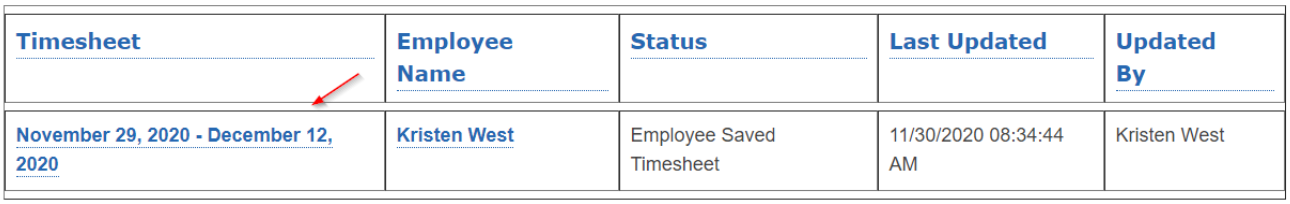
1. Go to http://timesheet.ucr.edu (or click on the link for "Time & Attendance Reporting System" in RSpace under Authorized Applications)
2. Log in with your UCR NetID and password



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

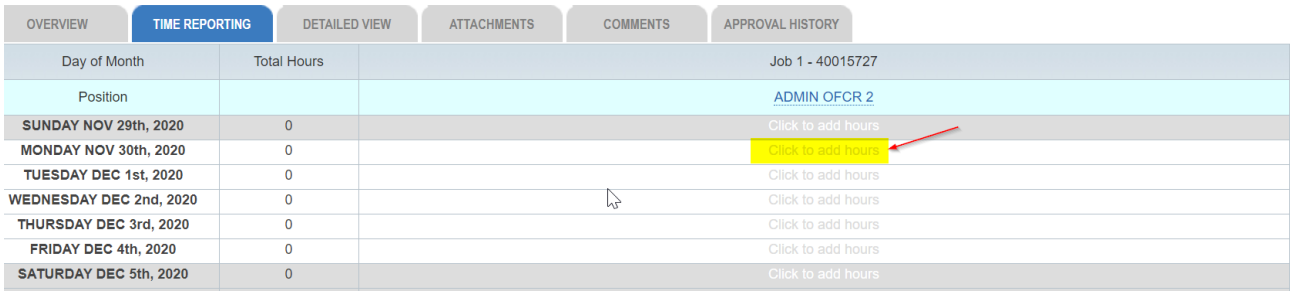


4. Click on the desired timesheet for the current pay period.

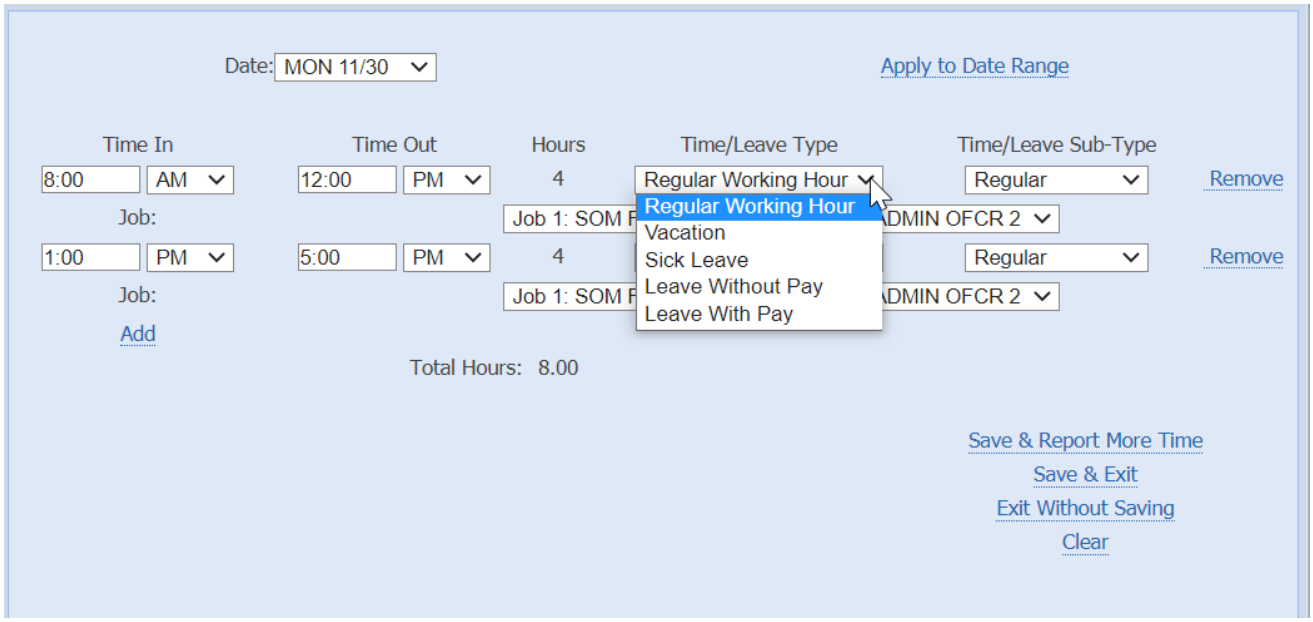


Timesheet	Employee Name	Status	Last Updated	Updated By
November 29, 2020 - December 12, 2020	Kristen West	Employee Saved Timesheet	11/30/2020 08:34:44 AM	Kristen West

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



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.

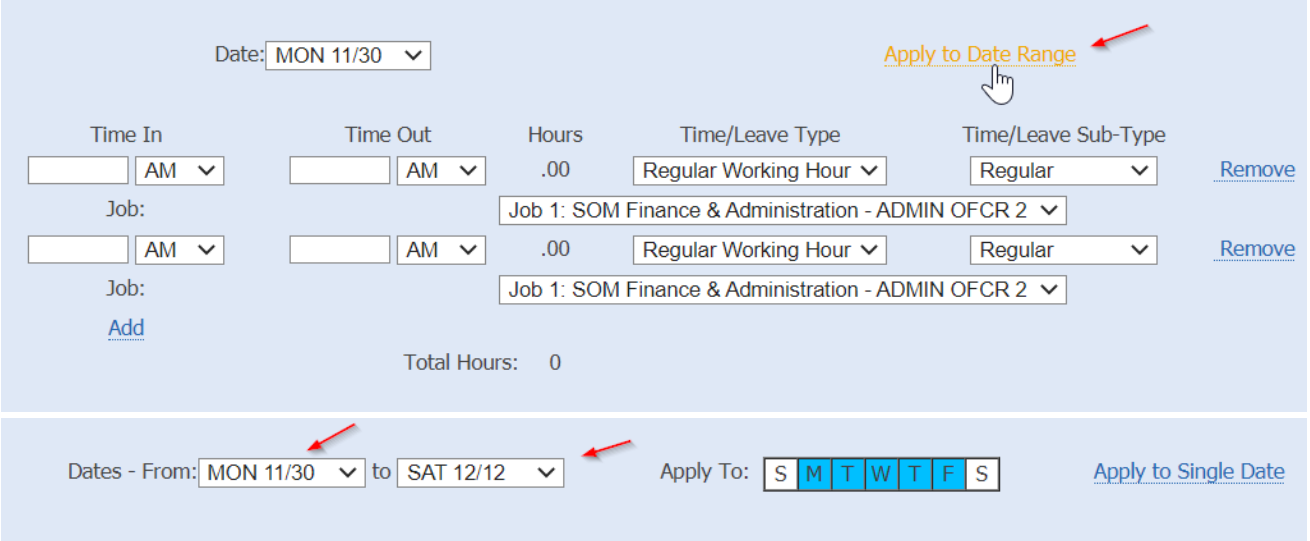


You'll need to enter your lunch break as time not worked. For example, if you worked from 8am – 5pm with a 1 hour lunch from 12pm – 1pm, you would enter the following:

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

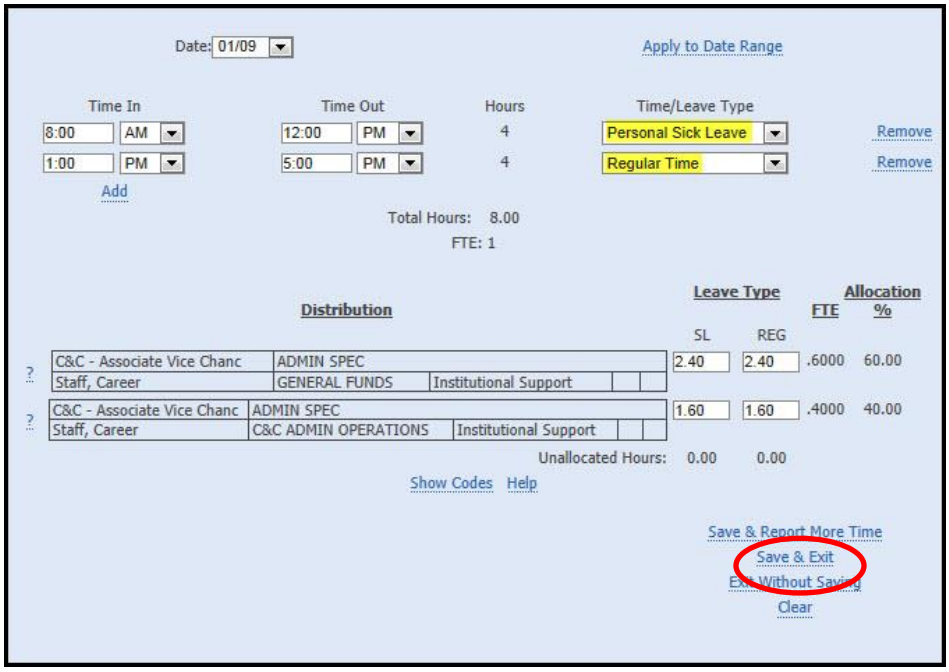
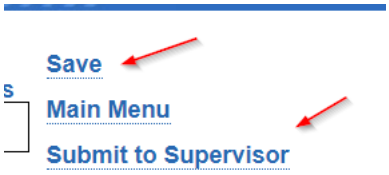
Shortcut: If you work the same schedule each week, you can

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).