

# Time & Attendance Reporting System (TARS)

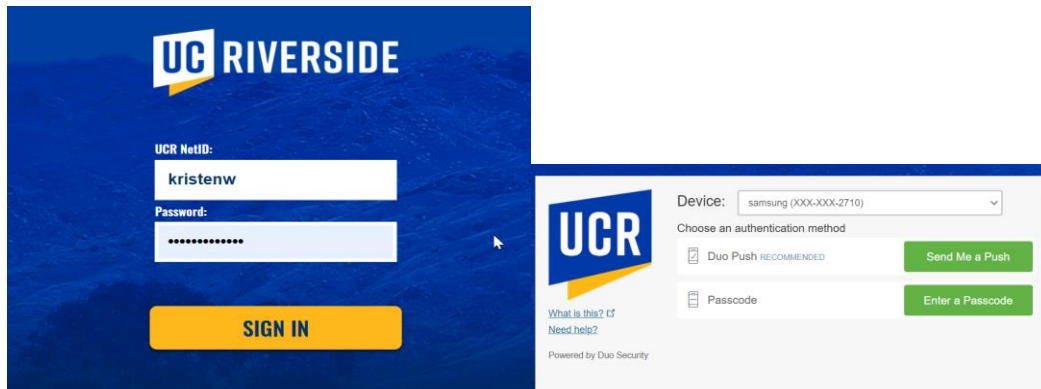
## Exempt Staff

Exempt: paid monthly, on the 1<sup>st</sup> of the month

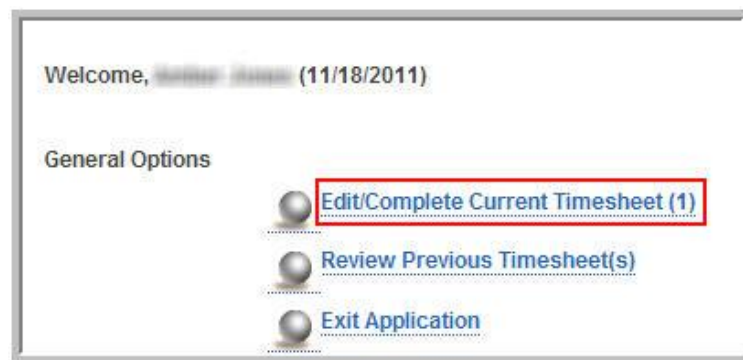
- Report time not worked (vacation, sick, leave without pay, etc.)
- Timesheets are for 1<sup>st</sup> – 31<sup>st</sup>
  - Example: February 1 paycheck is for time reported from January 1<sup>st</sup> – January 31<sup>st</sup> – leave taken in the month of January will be posted on the March 1<sup>st</sup> payroll check.

## 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	En
January 1, 2019 - January 31, 2019	Ca

5. Enter any time not worked, in full 8-hour day increments.

From the Time Reporting tab, click on the cell for the appropriate Date and Leave Type to record. Select the appropriate designation and click Close. The timesheet will be updated with the entry.

OVERVIEW	TIME REPORTING	DETAILED VIEW	ATTACHMENTS	COMMENTS	APPROVAL HISTORY
Day of Month		Vacation Leave	Sick Leave	Leave Without Pay	Other Leave
Tue: Jan 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Jan 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Jan 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Jan 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Jan 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Jan 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon: Jan 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tue: Jan 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed: Jan 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu: Jan 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fri: Jan 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sat: Jan 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun: Jan 13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

