

FEDERAL WORK-STUDY

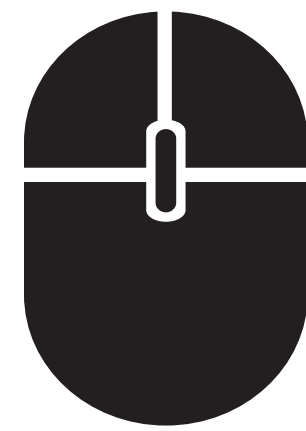
TIMESHEET PROCESS

INSTRUCTIONS

STEP 1

Log in to timesheet.ucr.edu

- This is where you will report your biweekly hours.
- Note: Chrome and Firefox are recommended when accessing this site



STEP 2

Welcome,

General Options

- [Edit/Complete Current Timesheet \(1\)](#) ←
- [Review Previous Timesheet\(s\)](#)
- [Edit Previous Timesheet\(0\)](#)
- [Help](#)
- [View Payroll Calendar](#)
- [Exit Application](#)

Click edit/complete current timesheet

STEP 3

Timesheet	Employee Name	Status	Last Updated	Updated By
January 28, 2018 - February 10, 2018	██████████	Employee Saved Timesheet	01/30/2018 10:12:24 AM	██████████

Click on the linked date range under "Timesheet" in blue text.

STEP 4

Verify the information displayed is correct

- Employee Name
- Your Name
- Dates
- Position and Supervisor*
 - Note: If you are an **off-campus** work-study student, your off campus supervisor will appear on your timesheet rather than a Financial Aid staff member. This is a change for the 2022-2023 academic year.

STEP 5

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 0 SKL: 39.25	✓	1	STDT 1	D01171 - Financial Aid		0
				2	STDT 2	D01209 - Dining Services		0

Day of Month	Total Hours	Job 1
Position		STDT 1
SUNDAY JAN 28th, 2018	0	
MONDAY JAN 29th, 2018	0	
TUESDAY JAN 30th, 2018	0	
WEDNESDAY JAN 31st, 2018	0	
THURSDAY FEB 1st, 2018	0	
FRIDAY FEB 2nd, 2018	0	
SATURDAY FEB 3rd, 2018	0	
SUNDAY FEB 4th, 2018	0	
MONDAY FEB 5th, 2018	0	
TUESDAY FEB 6th, 2018	0	
WEDNESDAY FEB 7th, 2018	0	
THURSDAY FEB 8th, 2018	0	
FRIDAY FEB 9th, 2018	0	
SATURDAY FEB 10th, 2018	0	
Total:	0	

Click on the empty space under your Job Title to add your hours next to the designated date. If you have multiple jobs, please make sure you are adding hours under the respective position.

STEP 6

"Time Reporting" Window will Appear to Input Hours

Time Reporting Screen

Date: FRI 02/12 [Apply to Date Range](#)

Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type	
9:00 AM	12:00 PM	3	Regular Working Hour	Regular	Remove
3:00 PM	5:00 PM	2	Regular Working Hour	Regular	Remove

Job: [Add](#)

Total Hours: 5.00

[Save & Report More Time](#)
[Save & Exit](#)
[Exit Without Saving](#)
[Clear](#)

- Two sections are provided so that you may record your hours worked in between any possible non-paid breaks. You may add another row if needed.
- You cannot work more than 6 hours without taking a break. A minimum of this break may be 30 minutes.
- Confirm the accuracy of reported time by checking your "total hours" reported.

STEP 7

After inputting your hours, make sure to click "Save and Exit". Then click on "Save" on the top right of the page.

The screenshot shows the 'Time Reporting Screen' for the date 'MON 01/29'. It includes input fields for 'Time In' (9:00 AM), 'Time Out' (12:00 PM), and 'Hours' (3). Below this, there are two job entries: 'Job 1' with 'Time/Leave Type' 'Regular Working Hour' and 'Time/Leave Sub-Type' 'Regular', and 'Job 2' with 'Time/Leave Type' 'Financial Aid - STDT 1' and 'Time/Leave Sub-Type' 'Regular'. The 'Total Hours' are shown as 7.50. On the right side, there are buttons for 'Save & Report More Time', 'Save & Exit', and 'Exit Without Saving'. A green arrow points to the 'Save & Exit' button. Below the main form, there is a table with columns for 'Name', 'Employee ID', 'Leave Balance', 'Priority', 'Job', 'Title', 'Department', 'Supervisor', and 'Total Hours'. A green arrow points to the 'Save Main Menu Submit to Supervisor' button. At the bottom, there is a detailed view table with columns for 'Day of Month', 'Total Hours', 'Job 1', and 'Job 2'. The table shows a list of days from Monday, Jan 29th, 2018, to Saturday, Feb 3rd, 2018, with 'Total Hours' listed as 0 for each day. A green arrow points to the 'Save Main Menu Submit to Supervisor' button.

STEP 8

Once you have confirmed that your hours are accurate and saved, you may proceed to "Submit to Supervisor."

[Save](#)
[Main Menu](#)
→ [Submit to Supervisor](#)

FINISH AND FOLLOW UP

Your supervisor will receive your timesheet and approve it if reported time is correct. If adjustments are needed, they will return the timesheet to you through TARS.

It will be important to monitor if your timesheet is returned to you. You will need to re-submit the timesheet as soon as possible and inform your supervisor so that it is approved prior to the payroll submission deadline.