TARS TO PPS COMPARISON REPORT

Information and How-To Guide

Abstract

Timesheets are submitted to the Payroll and Personnel System (PPS) using the Time and Attendance Reporting System (TARS). This report has been developed to provide DTAA with tool to identify any discrepancies with statuses for each timesheet and/or distribution line.

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Introduction

The Department Time and Attendance Administrators (DTAA) role is critical for ensuring accurate and timely payments to employees as well as accounting for leave time. DTAA perform an additional timesheet review for policy compliance related to leave taken, overtime earned, comp time earned, approvals, etc.

The window of opportunity to identify errors and perform follow up is very limited depending upon the payroll cycle and holidays. It is critical to have the right tools such as the TARS to PPS Comparison (TPC) report that display exceptions clearly and allow a DTAA to take prompt action to resolve exceptions.

Business Need

DTAAs require a report that compares TARS data with PPS (Payroll System) data. The TCP report contains indicators to identify timesheets requiring further action, exceptions, and/or possible omissions. Upon roster open, this report can be used to reconcile between TARS and PPS Roster entries. After the PPS Roster has been closed, this report can be used to identify potential errors and take corrective action.

Status Column

<table>
<thead>
<tr>
<th>Status Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Submitted</td>
<td>Timesheet not submitted to PPS Roster</td>
</tr>
<tr>
<td>DTAA Removed</td>
<td>Timesheet removed by DTAA</td>
</tr>
<tr>
<td>Pending Sync</td>
<td>Timesheet submitted today, pending report synchronization</td>
</tr>
<tr>
<td>No BW REG Hours</td>
<td>Timesheet submitted, but no REG hours reported (Biweekly)</td>
</tr>
<tr>
<td>Submitted</td>
<td>Timesheet submitted, no irregularities identified</td>
</tr>
<tr>
<td>Mismatch</td>
<td>Timesheet submitted, but TARS and PPS Roster values are not the same</td>
</tr>
<tr>
<td>Not Processed – No Hrs</td>
<td>DTAA did not submit timesheet by PPS Roster cutoff. Timesheet is no longer available for submission, but no hours reported in TARS.</td>
</tr>
<tr>
<td>Not Processed – W/Hrs</td>
<td>DTAA did not submit timesheet by PPS Roster cutoff. There are hours reported on TARS, but PPS Roster is closed.</td>
</tr>
<tr>
<td>Modified</td>
<td>Timesheet modified by employee and/or supervisor after PPS Roster cutoff date during the Negative Confirmation process.</td>
</tr>
</tbody>
</table>
Report Preview
The report can be generated for either, timesheet type monthly or biweekly, and a pay period.

Report Data Export Options
1. Excel Spreadsheet
2. Excel Spreadsheet with Comments
3. PDF
4. PDF with comments on the second page

Understanding Report Legend
The following are the elements of the TPC report’s legend. The legends are designed to highlight rows with key exceptions. The report examines each TARS distribution line against PPS distribution lines. Please see Appendix B and Appendix C for report layout samples.

- Hours recorded in TARS are shown before the slash, and the hours in PPS are after the slash.
- Employee comments on timesheet are indicated by symbol. Hover over to view all comments.
- Light Blue highlighted rows indicate timesheet not submitted to PPS Roster while it is open.
- Yellow highlighted Rows indicate hours worked and/or leave entries where TARS and PPS have different values for biweekly employees, or when TARS distribution percent and PPS roster distribution percent have different values for monthly employees. The differences are displayed in Red font.
- Orange highlighted rows indicate a timesheet “Not Processed – w/hrs” for a distribution line(s).
- Red Highlight & White Fonts rows indicate timesheet has been “Modified” post PPS Roster Cutoff.
Accessing and Generating the Report

This TPC report can be accessed from the DTAA and the Department Inquirer menu. By clicking on the link in the menu, the user is presented with the query page of the report. In this page, the user can generate the report using the following steps:

1. Dept. Code - Select the Accountability Structure from the dropdown menu
2. Timesheet Type - Select timesheet type (Biweekly or Monthly)
3. Period - Select the desired pay period
4. Display - Select the all records or specific records with exceptions
5. Generate Report

Note: Employees who have saved their timesheets will appear on the report. Employees who have not saved their timesheet will appear on the report after an auto-submit, supervisor submit, or DTAA submit action.

Report Output/Display Page

The report output display page has been designed to be intuitive to the user. Each column heading is clickable for easy data sorting. The data can be exported into a spreadsheet by clicking on any of the desired export options of the top corner of the page to export report results into Excel or PDF with or without comments.
### Employee Name

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Report Name</th>
<th>Status</th>
<th>TARS</th>
<th>TARS</th>
<th>PPS</th>
<th>Match</th>
<th>PPS</th>
<th>TARS</th>
<th>TARS</th>
<th>PPS</th>
<th>TARS</th>
<th>TARS</th>
<th>PPS</th>
<th>TARS</th>
<th>TARS</th>
<th>PPS</th>
<th>TARS</th>
<th>TARS</th>
<th>PPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>2</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>3</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>

**Please Note:** Hours Submitted via TARS or directly entered into PPS today will not appear in the PPS values until the next business day.

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## Report Layout Sample – Monthly

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Name</th>
<th>Days</th>
<th>Vacation</th>
<th>Other Time</th>
<th>Weekly Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Smith</td>
<td>2</td>
<td>12</td>
<td>23</td>
<td>40</td>
</tr>
<tr>
<td>2</td>
<td>Jane Doe</td>
<td>3</td>
<td>14</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Michael Brown</td>
<td>4</td>
<td>21</td>
<td>18</td>
<td>35</td>
</tr>
</tbody>
</table>

**Please Note:** Hours submitted via TARS or directly entered into PPS today will not appear in the PPS values until the next business day.

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## Window of Opportunity for Action

The purpose of this TPC report is to provide DTAAAs the opportunity to resolve potential time reporting issues in a timely manner. When possible, issues should be resolved while the PPS Roster is open to avoid after the fact payroll corrections. The matrix below, outlines the recommended action for each status.

### DTAA Actions based on Timesheet/Distribution Line Status

<table>
<thead>
<tr>
<th>Timesheet/ Dist. Line Status</th>
<th>Description</th>
<th>DTAA Action</th>
<th>Roster Cut Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Submitted</td>
<td>Timesheet or a distribution line has not been submitted to PPS as of the date of this report.</td>
<td>If PPS Roster cutoff date has not passed, DTAA to review and either “Submit” or mark as “DTAA Removed” noting reason in the comment field.</td>
<td>Before</td>
</tr>
<tr>
<td>Pending Sync</td>
<td>DTAA has submitted the timesheet or the distribution line and is awaiting synchronization between PPS Roster and TPC report data.</td>
<td>No action is required at this time; DTAA should check the TPC report the next working day to confirm there are no errors.</td>
<td>Before</td>
</tr>
<tr>
<td>DTAA Removed</td>
<td>Timesheet removed by DTAA</td>
<td>No action is required. However, DTAA should ensure comments explain the reason for the action (e.g. employee separated and final payment already processed, PPS Roster manually updated due to (reason), etc.).</td>
<td>Before and After</td>
</tr>
<tr>
<td>No BW REG Hours</td>
<td>No biweekly REG hours were submitted for timesheet or distribution line.</td>
<td>For biweekly employees, REG hours are required if the employee worked during the time reporting period. If PPS Roster is not closed, immediately coordinate completion of TARS with the employee and/or supervisor and submit the timesheet. If the PPS roster is closed, coordinate with the employee and/or supervisor and coordinate PPS LX/RX action(s).</td>
<td>Before and After</td>
</tr>
<tr>
<td>Mismatch</td>
<td>Timesheet submitted, but TARS and PPS Roster values are not the same</td>
<td>Investigate the discrepancy and make corrections in PPS Roster if TARS is correct. If TARS is incorrect, enter comments explaining the discrepancy. If PPS roster is closed, coordinate LX/RX action(s).</td>
<td>Before and After</td>
</tr>
<tr>
<td>Submitted</td>
<td>Timesheet submitted; no irregularities identified</td>
<td>No action is required by DTAA. It is important to note that the TPC report is a tool to assist in identifying certain conditions and not all potential errors. Departments continue to be responsible for implementing proper controls to ensure the accuracy of the payroll data.</td>
<td>Before and After</td>
</tr>
<tr>
<td>Not Processed – No Hrs</td>
<td>DTAA did not submit timesheet by PPS Roster cutoff but no hours reported, and timesheet is no longer available for submission</td>
<td>Confirm employee appointment status and coordinate corrections as appropriate.</td>
<td>After</td>
</tr>
<tr>
<td>Not Processed – W/ Hrs</td>
<td>DTAA did not submit timesheet by PPS Roster cutoff and there are hours reported on TARS. Timesheet is no longer available for submission and PPS Roster is closed.</td>
<td>Confirm employee appointment status and coordinate corrections as appropriate.</td>
<td>After</td>
</tr>
<tr>
<td>Modified</td>
<td>Timesheet changed by employee or supervisor post PPS Roster cutoff date</td>
<td>Review the changes and investigate if any action is needed. Email Notification generated to DTAA.</td>
<td>After</td>
</tr>
</tbody>
</table>

### Timesheet Status and Roster Relationship

Please see Appendix – D for the Timesheet Status Column and its relationship to PPS Roster cutoff
Appendix B – Monthly Timesheet Timeline Sample

Monthly Timesheet Schedule Example

Payroll Website Links

http://accounting.ucr.edu/Payroll/PayrollWeb/home.html

7/16/2014
7/20/2014
7/22/2014
7/29/2014
Payroll Complete
Report Available
Open Window
Time-Phased
Store Closes
Store Opens
Pay Period
6/16/2014 - 7/15/2014

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Appendix C – Biweekly Timesheet Timeline Sample
Appendix D – Timesheet Status and Roster Cutoff Relationship

Timesheet Status Column - Roster Cutoff Relationship Example