New TARS functionality is available to support Secondary Supervisors and Secondary TAAs.

---SECONDARY SUPERVISOR OPTIONS: Secondary supervisors designated in TARS (for student employees) or the Enterprise Directory (for non-student employees) will now be able to view timesheets for all employees supervised. Two new Secondary Supervisor menu options are available to view current or prior period (historical) timesheets.

- Review Timesheets
- Review Previous Timesheets

---SECONDARY TIME & ATTENDANCE ADMINISTRATOR OPTIONS

Secondary TAAs will be presented with two options to view timesheets, current or prior period (historical) for employees with a home department outside of the TAA’s organizational structure with PPS Distribution/ FAU within the TAA’s organizational structure.

- Review Timesheets
- Review Previous Timesheets
VIEWING THE TIMESHEET:

Selecting the timesheet initially displays the Pay Sources tab. The Pay Sources tab has been re-designed to provide additional details:

--Time In/Out details by Date, PPS Distribution and FAU

--Option to view FAU by Codes or Description

OTHER NOTES:

--The timesheet is in read-only mode. However, Comments can be added and documents uploaded. The Approval History tab is available to view the status of the timesheet as well as the Primary Supervisor’s name and Primary TAA name(s).

--Secondary Supervisors are not included in the formal routing and approval process so there are no Approve or Reject options available. If changes need to be made to the timesheet the Primary supervisor or Primary TAA should be contacted.

--For audit purposes and to avoid shadow systems/processes, it is recommended that the Secondary Supervisor enter a comment indicating their review of the timesheet.

--Secondary Time & Attendance Administrators are not included in the formal routing and approval process and the timesheet cannot be submitted to PPS. If changes need to be made to the timesheet the Primary TAA should be contacted.