



ecotime

Employee User Guide  
Biweekly and Monthly

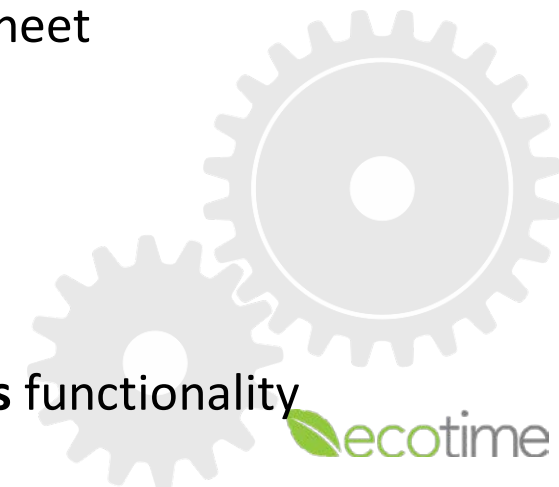
# Employee Tasks

- Employees will be able to:
  - Log in
  - Enter **Employee Timesheet** entries:
    - **Hours Worked** and **Exception Hours** (Hourly)
    - **Exceptions** (Monthly)
    - Enter updates to Assigned Schedules
    - **Retroactive**
  - **Save** and **Complete** (Submit) entries
  - View **Leave Balances**
  - Create **Time Off Requests** (optional) – department




# Employee Timesheet – Important Facts

- **Hourly** employees are responsible for entering **Hours Worked, Saving, and Completing** Timesheets
- **Exempt** employees are responsible for **Completing** Timesheets with or without **Exception** time to affirm your entry
- **Supervisor/Manager, Timekeeper or Delegate** can enter, edit, and approve employee timesheet
- Leave of Absences (LOA) are approved outside of timekeeping system
  - If employee has approved LOA's, can select that LOA option in **Exception** time
- Overtime (OT) is calculated by Payroll Profile and **Time/in** and **Time/out**
- Comp time in lieu of OT needs to be added to your Payroll Profile – contact Timekeeper
- Timesheet will be available for 2 future and 2 previous pay periods of current timesheet
  - You can make future entries and retroactive entries
- Multiple Jobs/Multiple Approvers
  - Ecotime supports 1 employee/1 timesheet/1 approver
  - Select correct Title Code (job) for daily hours entered
  - 1<sup>st</sup> approver to approve, officially approves, 2<sup>nd</sup> approver will approve with **Notes** functionality



# Logging on to Ecotime

1. Use **URL** [ecotimecampus.ucsd.edu](http://ecotimecampus.ucsd.edu) or Blink/Personal Tools/Ecotime Campus
2. Enter **User name** and **Password**, click **Login**

SINGLE SIGN-ON (V3.3)


**Signing on Using:** Active Directory

User name (or email address)

Password:


[Reset password](#)

Help


- Learn about Passwords and Access
- Contact the ITS Service Desk
- Enroll in Two-Step Login Now!

**i** Sign out and close your browser when you're finished.

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3. Select **Employee Tasks > Timesheet**
4. Select **Pay Period**, click **Go**



Employee Tasks
Messages
History
Reports
Log Off

Timesheet
Web Clock
Balances
TimeOff Request
FMLA Request

Period: 10/06/2019 - 10/19/2019 BW
GO



# Logging on to Ecotime – Troubleshooting

Use URL [ecotimecampus.ucsd.edu](https://ecotimecampus.ucsd.edu) or Blink/Personal Tools/Ecotime Campus

If you are part of the medical center, see [Ecotime Support Contacts](#)

## Active Directory Login issues

- Do you have an Active Directory account – check with IT service desk – [ITS Service Desk](#)
- Have you forgotten your AD password – resetting you password – how to:
  - Reset your Faculty or Staff AD account - [Reset Active Directory Password](#)
  - Reset your Student Account – [Reset Student Account Password](#)

## Duo issues

- Have you set up Duo – 2 step authentication – how to – [Duo 2 Step Login](#)

## Ecotime issues

- If you get **User ID not found**, you will be denied log in, because you aren't scheduled yet – check rollout schedule on Blink site – [Ecotime Rollout Schedule](#)
- If you receive, **An error has been encountered, please log off and try again, or contact your System Administrator**, go to the Ecotime website and contact the team that supports you at [Ecotime Support Contacts](#)





# ecotime


## Biweekly Employees




# Biweekly - Daily Timesheet Entries

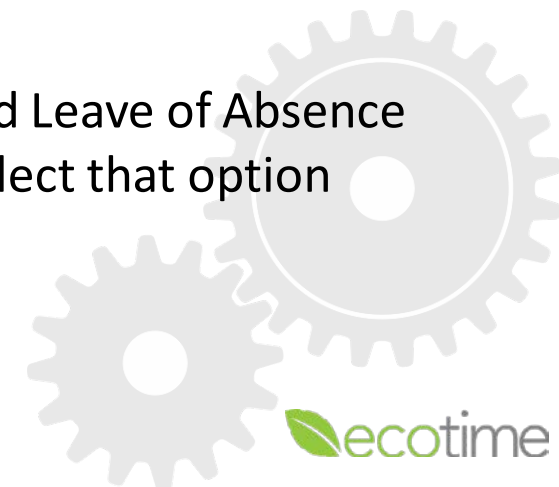
1. **Timesheet Summary:** select date

2. Enter **Worked Hours:**

- **Time In:** Enter 8:30 select **A.M.**
- **Time Out:** Enter 4:30, select **P.M.**
- Select **Meal Break**
- Select **Appointment** – defaults to your job
- If you have multiple jobs, select the **Appointment** for which you are entering hours
- Select **Pay Code: Hours Worked** or if applicable **On-Call/Call Back Worked**
- Click **Save** 

3. If entering **Exception Time:**

- In **Timesheet Summary**, select date
- In **Exception Time**, enter **Duration** – number of hours
- Select **Appointment** and applicable **Pay Code**, e.g. **Sick, Vacation**
- If you are on an approved Leave of Absence such as FML, you may select that option
- Click **Save** 



# Biweekly – Daily Timesheet Entry

1. Select Date

4. Click Save for every daily entry

| Timesheet Summary   |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            | Hide  |
|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------|
| Hours               | Sun 02/23 | Mon 02/24 | Tue 02/25 | Wed 02/26 | Thu 02/27 | Fri 02/28 | Sat 02/29 | Week Total | Sun 03/01 | Mon 03/02 | Tue 03/03 | Wed 03/04 | Thu 03/05 | Fri 03/06 | Sat 03/07 | Week Total | Total |
| Worked              |           | 8.00      | 8.00      |           |           |           |           | 16.00      |           |           |           |           |           |           |           | 0.00       | 16.00 |
| Exceptions          |           |           |           |           |           |           |           | 0.00       |           |           |           |           |           |           |           | 0.00       | 0.00  |
| Totals:             | 0.00      | 8.00      | 8.00      | 0.00      | 0.00      | 0.00      | 0.00      | 16.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00       | 16.00 |
| Late Time           | Select    | Select    | Select    | Select    | Select    | Select    | Select    |            | Select    | Select    | Select    | Select    | Select    | Select    | Select    |            |       |
| Comp. Time Election |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| Comp Time Premium   | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      |            | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      |            |       |
| Comp Time Straight  | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      |            | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      |            |       |
| Paid Summary        |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| Hours Worked        |           | 8.00      | 8.00      |           |           |           |           | 16.00      |           |           |           |           |           |           |           | 0.00       | 16.00 |



5. At end of Pay Period, submit for approval, click Complete

2. Enter Time In and Time Out, Duration, and Meal Break

Worked Hours on Wednesday 02/26/20

| Time In/Out                               | Overnight                | Duration | Meal Break | Appointment Pay Codes   | Extra Unschd             | Hide Exceptions |
|---|--------------------------|----------|------------|---|--------------------------|-----------------|
| Time In: 7:00 A.M.<br>Time Out: 3:30 P.M. | <input type="checkbox"/> | 8.00     | 30         | Title Code: 6943 - PAYROLL ANL 2; Dept: 000001 - BUSINESS AND FINANCIAL SERV. ; Pay Rate: \$29.11<br>Hours Worked | <input type="checkbox"/> |                 |
| Time In:<br>Time Out:                     | <input type="checkbox"/> | 0        | 0          | <Select Appointment><br><Select Pay Codes>  | <input type="checkbox"/> |                 |
| Time In:<br>Time Out:                     | <input type="checkbox"/> | 0        | 0          | <Select Appointment><br><Select Pay Codes>  | <input type="checkbox"/> |                 |
| Total:                                    |                          | 8.00     |            |   |                          |                 |

3. Select Appointment (your job) and Pay Code – Hours Worked  
If you have multiple jobs, enter Hours Worked for that selection





# Biweekly – Exceptions

1. Select Date

4. Click **Save** for every daily entry

| Timesheet Summary ? |           |           |           |           |           |           |           |            |           |           |           |           |           |           | Hide      |            |       |
|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------|
| Hours               | Sun 03/22 | Mon 03/23 | Tue 03/24 | Wed 03/25 | Thu 03/26 | Fri 03/27 | Sat 03/28 | Week Total | Sun 03/29 | Mon 03/30 | Tue 03/31 | Wed 04/01 | Thu 04/02 | Fri 04/03 | Sat 04/04 | Week Total | Total |
| Worked              |           | 8.00      |           |           |           |           |           | 8.00       |           |           |           |           |           |           |           | 0.00       | 8.00  |
| Exceptions          |           |           | 8.00      |           |           |           |           | 8.00       |           |           |           |           |           |           |           | 0.00       | 8.00  |
| Totals:             | 0.00      | 8.00      | 8.00      | 0.00      | 0.00      | 0.00      | 0.00      | 16.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00       | 16.00 |
| Late Time           |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| Paid Summary ?      |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| Sick                |           |           | 8.00      |           |           |           |           | 8.00       |           |           |           |           |           |           |           | 0.00       | 8.00  |
| Hours Worked        |           | 8.00      |           |           |           |           |           | 8.00       |           |           |           |           |           |           |           | 0.00       | 8.00  |
| Holiday Calculated  |           |           |           |           |           |           | 8.00      | 8.00       |           |           |           |           |           |           |           | 0.00       | 8.00  |

5. At end of Pay Period, submit for approval, click **Complete**

2. For **Exceptions**, use **Exception** dialog box, enter **Duration**  
Exempt and Non-exempt Postdocs, please use increments of 8 hours

**Exception Time Tuesday 03/24/20**

| Duration | Appointment          | Pay Codes           | Message |
|----------|----------------------|---------------------|---------|
| 8.00     | Appointment          | Pay Codes           |         |
| 0.00     | <Select Appointment> | <Select Pay Codes>> |         |
| 0.00     | <Select Appointment> | <Select Pay Codes>> |         |

3. Select **Appointment** (your job) and **Pay Code** – e.g. vacation or sick  
If you have been approved for an LOA, such as **FML**, you may select that option



# Biweekly – Daily Timesheet Entry with Multiple Jobs

1. Select Date

4. Click Save for every daily entry

2. Enter Time In and Time Out, Duration, and Meal Break

3. Select Appointment (your job) and Pay Code – Hours Worked  
If you have multiple jobs, enter Hours Worked for that selection

5. At end of Pay Period, submit for approval, click Complete

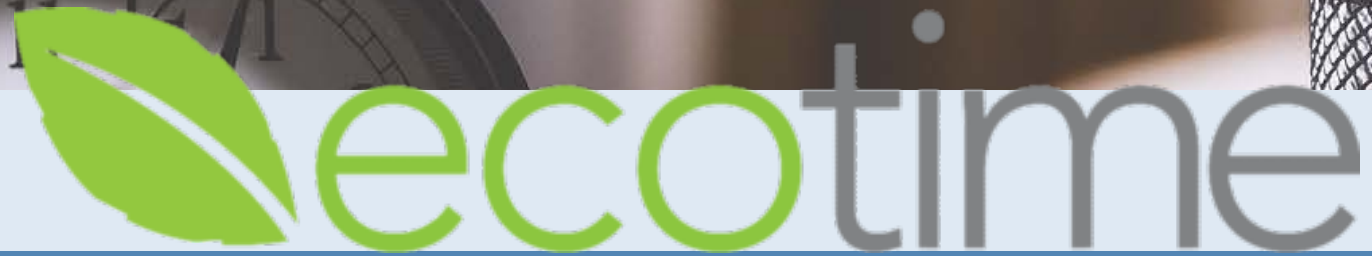
Show Pay Period Details

| Timesheet Summary   |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            | Hide |
|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------|
| Hours               | Sun 02/23 | Mon 02/24 | Tue 02/25 | Wed 02/26 | Thu 02/27 | Fri 02/28 | Sat 02/29 | Week Total | Sun 03/01 | Mon 03/02 | Tue 03/03 | Wed 03/04 | Thu 03/05 | Fri 03/06 | Sat 03/07 | Week Total | To   |
| Worked              |           |           |           |           |           |           |           | 0.00       |           |           |           |           |           |           |           | 0.00       |      |
| Exceptions          |           |           |           |           |           |           |           | 0.00       |           |           |           |           |           |           |           | 0.00       |      |
| Totals:             | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00       | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00       | 0.00 |
| Late Time           | Select    | Select    | Select    | Select    | Select    | Select    | Select    |            | Select    | Select    | Select    | Select    | Select    | Select    | Select    |            |      |
| Comp. Time Election |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |      |
| Comp Time Premium   | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            |      |
| Comp Time Straight  | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            |      |

Worked Hours on Wednesday 02/26/20

| Time In/Out                               | Overnight                | Duration | Meal Break | Appointment Pay Codes  | Assianments      |
|---|--------------------------|----------|------------|--|------------------|
| Time In: 7:00 A.M.<br>Time Out: 3:30 P.M. | <input type="checkbox"/> | 8.00     | 30         | <Select Appointment><br><Select Appointment><br>Title Code: 4920 - STDT 3; Dept: 000271 - WOMEN CENTER ; Pay Rate: \$13.50<br>Title Code: 4921 - STDT 2; Dept: 000228 - VCSCA CAMPUS RECREATION ; Pay Rate: \$13.00<br><Select Pay Codes>> | <Select<br><Sele |
| Time In:<br>Time Out:                     | <input type="checkbox"/> | 0        | 0          |  | <Select<br><Sele |

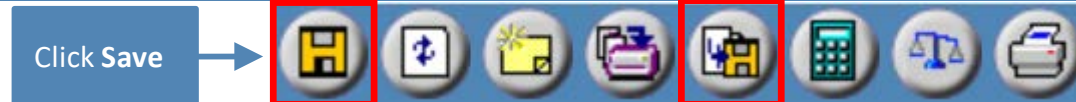




# Assigned Schedules

# Display of Employee Timesheet with Assigned Schedule

- Hours display in **Timesheet Summary**, based on assigned schedule
- Note in **Paid Summary**, hours worked display, **Paid Summary** dictates what is paid out to employee
- Save** is only required if you make updates to daily entries, **Time In/Out** changes or you add **Exception** time
- Click **Complete**



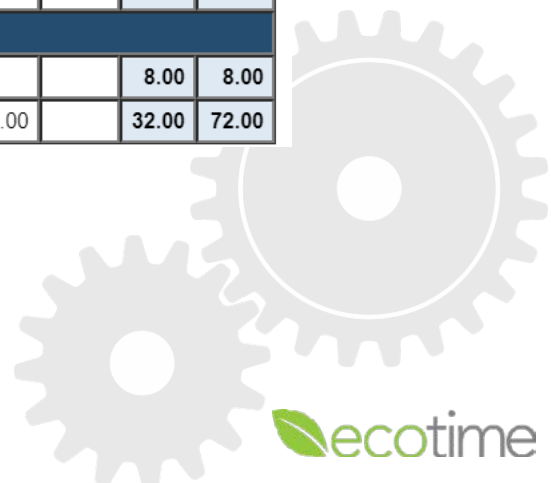
Click Save →

At end of Pay Period, submit for approval, click **Complete**

748) (Not Approved, Completed)  
 Timesheet Employee Information  
 Timesheet Group: 40246493  
 Home Department: BUSINESS AND FINANCIAL SERV.  
 Pay Rule Profile: 99 - Non Exempt Pay Code Profile:  
 Show Pay Period Details

| Timesheet Summary   |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            | Hide  |
|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------|
| Hours               | Sun 11/03 | Mon 11/04 | Tue 11/05 | Wed 11/06 | Thu 11/07 | Fri 11/08 | Sat 11/09 | Week Total | Sun 11/10 | Mon 11/11 | Tue 11/12 | Wed 11/13 | Thu 11/14 | Fri 11/15 | Sat 11/16 | Week Total | Total |
| Worked              |           | 8.00      | 8.00      | 8.00      | 8.00      | 8.00      |           | 40.00      |           |           | 8.00      | 8.00      | 8.00      | 8.00      |           | 32.00      | 72.00 |
| Exceptions          |           |           |           |           |           |           |           | 0.00       |           | 8.00      |           |           |           |           |           | 8.00       | 8.00  |
| Totals:             | 0.00      | 8.00      | 8.00      | 8.00      | 8.00      | 8.00      | 0.00      | 40.00      | 0.00      | 8.00      | 8.00      | 8.00      | 8.00      | 8.00      | 0.00      | 40.00      | 80.00 |
| Late Time           | Select    | Select    | Select    | Select    | Select    | Select    | Select    |            | Select    | Select    | Select    | Select    | Select    | Select    | Select    |            |       |
| Comp. Time Election |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| Comp Time Straight  | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            |       |
| Paid Summary        |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| Holiday             |           |           |           |           |           |           |           |            |           | 8.00      |           |           |           |           |           | 8.00       | 8.00  |
| Hours Worked        |           | 8.00      | 8.00      | 8.00      | 8.00      | 8.00      |           | 40.00      |           |           | 8.00      | 8.00      | 8.00      | 8.00      |           | 32.00      | 72.00 |

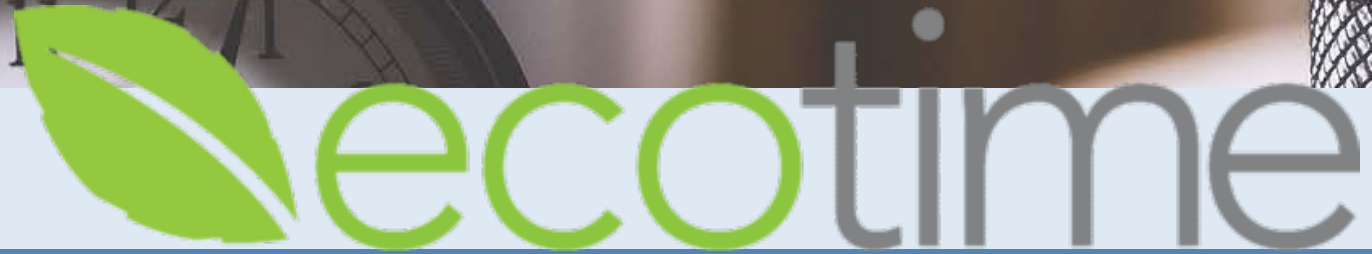
Exception added, displays Holiday added automatically



# Assigned Schedules for Hourly Employees – Important Facts

- Assigned Schedule populates your **Timesheet Summary** and **Paid Summary**
- Assigned Schedule is **Saved** by default
- Updates to Assigned Schedule are done by deleting row(s) in **Worked Hours** for day
- Approved **Leave Request** overrides Assigned Schedule
- Updates to Assigned Schedule with **Time In/ Time Out** or **Exceptions** need to be **Saved**





Comp Time Elections and OT

# Employee Timesheet with Overtime

Comp Time Election not elected or entered in Ecotime

Over 40 hours for week has been entered  
**Paid Summary** reflects OT based on Pay Profile

| Timesheet Summary   |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            | Hide  |
|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------|
| Hours               | Sun 02/23 | Mon 02/24 | Tue 02/25 | Wed 02/26 | Thu 02/27 | Fri 02/28 | Sat 02/29 | Week Total | Sun 03/01 | Mon 03/02 | Tue 03/03 | Wed 03/04 | Thu 03/05 | Fri 03/06 | Sat 03/07 | Week Total | Total |
| Worked              |           | 9.50      | 11.50     | 9.50      | 8.00      | 8.00      |           | 46.50      |           |           |           |           |           |           |           | 0.00       | 46.50 |
| Exceptions          |           |           |           |           |           |           |           | 0.00       |           |           |           |           |           |           |           | 0.00       | 0.00  |
| Totals:             | 0.00      | 9.50      | 11.50     | 9.50      | 8.00      | 8.00      | 0.00      | 46.50      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00       | 46.50 |
| Late Time           | Select    | Select    | Select    | Select    | Select    | Select    | Select    |            | Select    | Select    | Select    | Select    | Select    | Select    | Select    |            |       |
| Comp. Time Election |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| Comp Time Premium   | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            |       |
| Comp Time Straight  | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            |       |
| Paid Summary        |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| OT Premium- Weekly  |           |           |           |           |           | 6.50      |           | 6.50       |           |           |           |           |           |           |           | 0.00       | 6.50  |
| Hours Worked        |           | 9.50      | 11.50     | 9.50      | 8.00      | 1.50      |           | 40.00      |           |           |           |           |           |           |           | 0.00       | 40.00 |



# Employee Timesheet with Comp Time in Lieu of OT

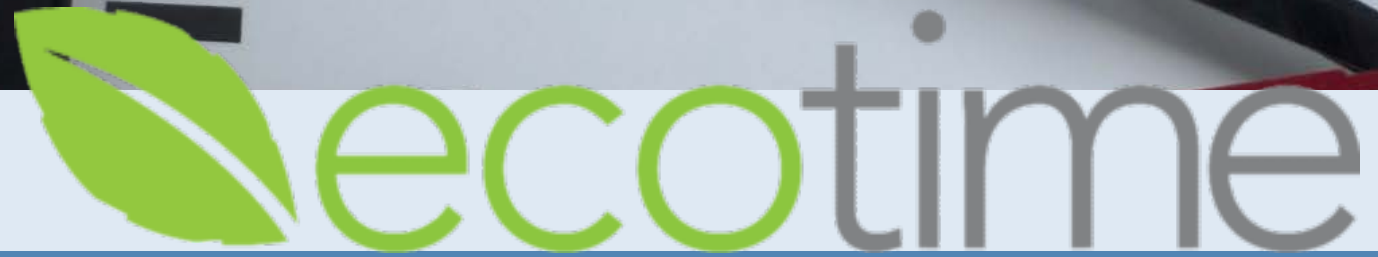
Comp Time elected and entered in Ecotime

Over 40 hours for week has been entered.  
**Paid Summary** reflects **OT Premium Comp** as that has been elected and entered in Ecotime.

| Timesheet Summary      |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            | Hide  |
|------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------|
| Hours                  | Sun 02/23 | Mon 02/24 | Tue 02/25 | Wed 02/26 | Thu 02/27 | Fri 02/28 | Sat 02/29 | Week Total | Sun 03/01 | Mon 03/02 | Tue 03/03 | Wed 03/04 | Thu 03/05 | Fri 03/06 | Sat 03/07 | Week Total | Total |
| Worked                 |           | 9.50      | 10.50     | 8.50      | 10.00     | 8.00      |           | 46.50      |           |           |           |           |           |           |           | 0.00       | 46.50 |
| Exceptions             |           |           |           |           |           |           |           | 0.00       |           |           |           |           |           |           |           | 0.00       | 0.00  |
| Totals:                | 0.00      | 9.50      | 10.50     | 8.50      | 10.00     | 8.00      | 0.00      | 46.50      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00      | 0.00       | 46.50 |
| Late Time              | Select    | Select    | Select    | Select    | Select    | Select    | Select    |            | Select    | Select    | Select    | Select    | Select    | Select    | Select    |            |       |
| Comp. Time Election    |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| Comp Time Premium      | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      |            | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      |            |       |
| Comp Time Straight     | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      |            | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      | 100%      |            |       |
| Paid Summary           |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| Over Time Premium Comp |           |           |           |           |           | 6.50      |           | 6.50       |           |           |           |           |           |           |           | 0.00       | 6.50  |
| Hours Worked           |           | 9.50      | 10.50     | 8.50      | 10.00     | 1.50      |           | 40.00      |           |           |           |           |           |           |           | 0.00       | 40.00 |







Monthly Employees

# Employee – Monthly Exception Entries

After login, current **Pay Period** displays

For single day exceptions, in **Pay Period Details**

1. Select **Add a Row**
2. Select desired **Date**
3. Select desired **Pay Code**, e.g. Sick or Vacation
4. Enter **Duration**, enter hours e.g. 8

For a range of days:

1. Select **Add Multiple Entries**
2. Enter **Date From** and **Date To**
3. Select desired **Pay Code**, e.g. Sick or Vacation
4. Enter **Duration**, enter hours e.g. 8, system computes hours for each day
5. In **Action**, click **Add**

Click **Save** 

Click **Complete**  to submit for approval



# Monthly Exception Reporting

Period: 05/01/2020 - 05/31/2020 MO

**MAY 2020**

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | H  | 26 | 27 | 28 | 29 | 30 |
| 31 | 1  | 2  | 3  | 4  | 5  | 6  |

Show Me How to Enter Time

1. After selecting Timesheet period, current month displays

Holiday displays

Timesheet Summary reflects the exception hours entered

Timesheet Group: 000708681  
Home Department: BUSINESS AND FINANCIAL SERV. (000001) (000001)  
TS Pay Code Profile: Non-Represented Exempt

| Timesheet Summary 05/01/2020 - 05/31/2020 |              | Hide |
|---|--------------|------|
| Hours Type                                | Duration     |      |
|   | Duration     |      |
| Holiday Calculated                        | 8.00         |      |
| Sick                                      | 8.00         |      |
| Vacation                                  | 24.00        |      |
| <b>Totals:</b>                            | <b>40.00</b> |      |

[Add Multiple Entries](#)

Holidays: 05/25/2020 - Memorial Day



3. Click Save

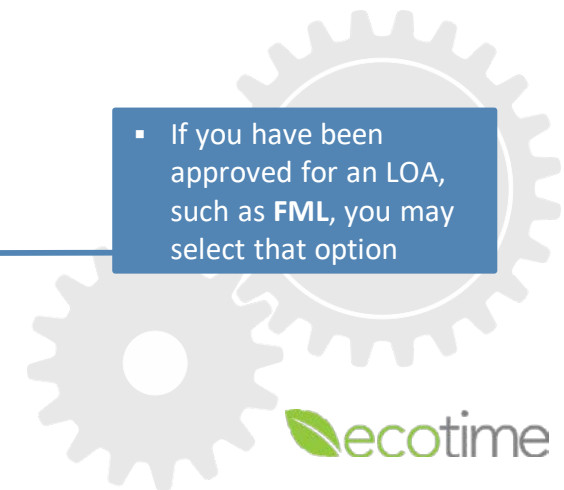
4. Click Complete for approval

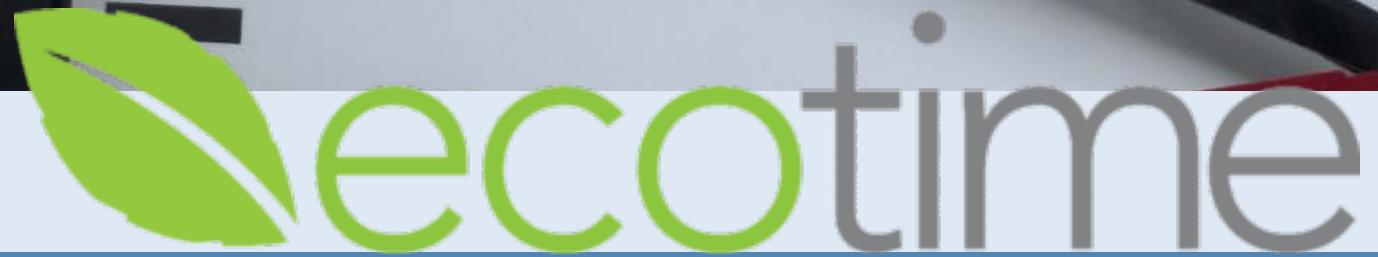
2. You can add single entries by clicking **Add Row** or range of days by selecting **Add Multiple Entries**. Enter Date, Hours Type, and Duration Exempt and Non-exempt Postdocs, please use increments of 8 hours

This is the result of the entries made either by single or multiple entries

| Pay Period Details 05/01/2020 - 05/31/2020                |            |          |         |                      | Add Row                               |
|---|------------|----------|---------|----------------------|---------------------------------------|
| Date (mm/dd/yyyy)   | Hours Type | Duration | Message | Audit                | Delete                                |
| 05/11/2020  | Sick       | 8.00     |         | <a href="#">View</a> | <input type="checkbox"/>              |
| 05/18/2020  | Vacation   | 8.00     |         | <a href="#">View</a> | <input type="checkbox"/>              |
| 05/19/2020  | Vacation   | 8.00     |         | <a href="#">View</a> | <input type="checkbox"/>              |
| 05/20/2020  | Vacation   | 8.00     |         | <a href="#">View</a> | <input type="checkbox"/>              |
| Press the button to the right to delete all checked items |            |          |         |                      | <input type="button" value="Delete"/> |
| Message Descriptions                                      |            |          |         |                      |                                       |

▪ If you have been approved for an LOA, such as FML, you may select that option

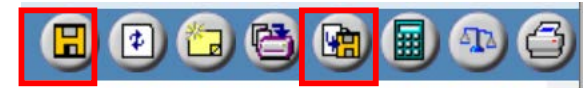
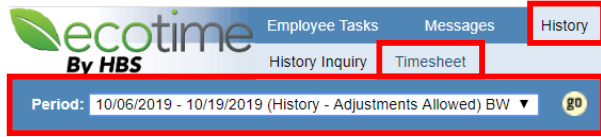




## Retroactive Timesheet Entries

# Retroactive Timesheet Entries

1. Select **History**, select **Timesheet**, select **Period**, click **go**, timesheet displays



2. In **History Input Summary**, click **Create Adjustments**, **Adjustments Input Summary** displays

Adjustment Test Message  
Adjustments Status (Not Completed, Not Approved, Not Processed)

| Adjustments Input Summary |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
|---------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-------|
| Appointment Pay Codes     | Sun 10/06 | Mon 10/07 | Tue 10/08 | Wed 10/09 | Thu 10/10 | Fri 10/11 | Sat 10/12 | Week Total | Sun 10/13 | Mon 10/14 | Tue 10/15 | Wed 10/16 | Thu 10/17 | Fri 10/18 | Sat 10/19 | Week Total | Total |
| Hours Worked              |           | 8.00      | 10.00     | 8.00      | 13.00     | 8.00      | 0.00      | 47.00      | 0.00      | 8.00      | 8.00      | 8.00      | 0.00      | 8.00      | 0.00      | 32.00      | 79.00 |
| Totals:                   | 0.00      | 8.00      | 10.00     | 8.00      | 13.00     | 8.00      | 0.00      | 47.00      | 0.00      | 8.00      | 8.00      | 8.00      | 0.00      | 8.00      | 0.00      | 32.00      | 79.00 |
| Comp. Time Election       |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| Comp. Time Premium        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            |       |
| Comp. Time Straight       | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            |       |
| Paid Summary              |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |       |
| Holiday Calculated        |           |           |           |           |           |           |           | 0.00       |           |           |           |           | 8.00      |           |           | 8.00       | 8.00  |
| Hours Worked              |           | 8.00      | 8.00      | 8.00      | 8.00      | 8.00      |           | 40.00      |           | 8.00      | 8.00      | 8.00      |           | 8.00      |           | 32.00      | 72.00 |
| OT Double                 |           |           |           |           | 1.00      |           |           | 1.00       |           |           |           |           |           |           |           | 0.00       | 1.00  |
| OT Premium - Daily        |           |           | 2.00      |           | 4.00      |           |           | 6.00       |           |           |           |           |           |           |           | 0.00       | 6.00  |

1. To change hours worked, select **Date**
2. Enter **Time in/Out** and **Meal Break** if applicable
3. Select **Appointment** and **Pay Code**
4. Click **Save**
5. **Paid Summary Net** displays
6. Click **Complete**

1. To enter an Exception, click **Show Exceptions**
2. Delete **Hours Worked** entries
3. Enter **Duration**, **Appointment** and **Pay Code**, **Sick** or **Vacation**
4. Click **Save**
5. **Paid Summary Net** displays
6. Click **Complete**

| Worked Hours on Sunday 10/06/19   |                          |           |            |  |            |                          | Show Exceptions |
|---|--------------------------|-----------|------------|--|------------|--------------------------|-----------------|
| Time In/Out   | Overnight                | Duration  | Meal Break | Appointment Pay Codes                      |            | Extra Unschd             | Message         |
| Time In: [dropdown] [dropdown] [dropdown]<br>Time Out: [dropdown] [dropdown] [dropdown] | <input type="checkbox"/> | [input] 0 | [input] 0  | <Select Appointment><br><Select Pay Codes> | [dropdown] | <input type="checkbox"/> |                 |
| Time In: [dropdown] [dropdown] [dropdown]<br>Time Out: [dropdown] [dropdown] [dropdown] | <input type="checkbox"/> | [input] 0 | [input] 0  | <Select Appointment><br><Select Pay Codes> | [dropdown] | <input type="checkbox"/> |                 |
| Time In: [dropdown] [dropdown] [dropdown]<br>Time Out: [dropdown] [dropdown] [dropdown] | <input type="checkbox"/> | [input] 0 | [input] 0  | <Select Appointment><br><Select Pay Codes> | [dropdown] | <input type="checkbox"/> |                 |
| Total:  |                          | [input] 0 |            |  |            |                          |                 |



# Retroactive Timesheet Entries

- You must click **Complete** for Supervisor to be notified
- Supervisor must approve Retroactive timesheet to be paid

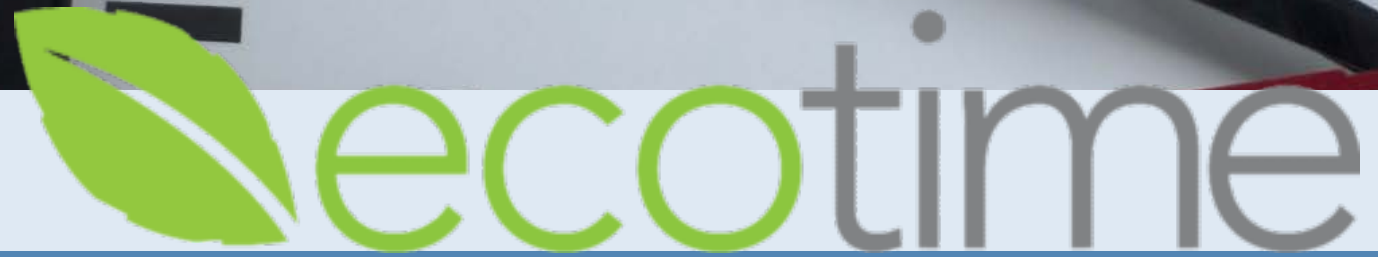
Adjustment Test Message  
Adjustments Status (Completed, Not Approved, Not Processed)

[Show Adjustments Pay Period Details](#)

| Adjustments Input Summary |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |        |
|---------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|--------|
| Appointment Pay Codes     | Sun 10/06 | Mon 10/07 | Tue 10/08 | Wed 10/09 | Thu 10/10 | Fri 10/11 | Sat 10/12 | Week Total | Sun 10/13 | Mon 10/14 | Tue 10/15 | Wed 10/16 | Thu 10/17 | Fri 10/18 | Sat 10/19 | Week Total | Total  |
| Hours Worked              |           | 6.00      | 10.00     |           | 13.00     | 8.00      |           | 37.00      |           | 8.00      | 8.00      | 8.00      |           | 8.00      |           | 32.00      | 69.00  |
| Sick                      |           |           |           | 8.00      |           |           |           | 8.00       |           |           |           |           |           |           |           | 0.00       | 8.00   |
| Totals:                   | 0.00      | 6.00      | 10.00     | 8.00      | 13.00     | 8.00      | 0.00      | 45.00      | 0.00      | 8.00      | 8.00      | 8.00      | 0.00      | 8.00      | 0.00      | 32.00      | 77.00  |
| Comp. Time Election       |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |        |
| Comp Time Premium         | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            |        |
| Comp Time Straight        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        | 0%        |            |        |
| Paid Summary              |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |        |
| Holiday Calculated        |           |           |           |           |           |           |           | 0.00       |           |           |           |           | 8.00      |           |           | 8.00       | 8.00   |
| Hours Worked              |           | 6.00      | 8.00      |           | 8.00      | 8.00      |           | 30.00      |           | 8.00      | 8.00      | 8.00      |           | 8.00      |           | 32.00      | 62.00  |
| OT Double                 |           |           |           |           | 1.00      |           |           | 1.00       |           |           |           |           |           |           |           | 0.00       | 1.00   |
| OT Premium - Daily        |           |           | 2.00      |           | 4.00      |           |           | 6.00       |           |           |           |           |           |           |           | 0.00       | 6.00   |
| Sick                      |           |           |           | 8.00      |           |           |           | 8.00       |           |           |           |           |           |           |           | 0.00       | 8.00   |
| Paid Summary NET          |           |           |           |           |           |           |           |            |           |           |           |           |           |           |           |            |        |
| Hours Worked              |           | -2.00     |           | -8.00     |           |           |           | -10.00     |           |           |           |           |           |           |           | 0.00       | -10.00 |
| Sick                      |           |           |           | 8.00      |           |           |           | 8.00       |           |           |           |           |           |           |           | 0.00       | 8.00   |

Adjustments display in Paid Summary NET





## Email Notifications

# System Generated Alerts

- Ecotime will be configured with system generated reminder and completion alerts
- These alerts will notify both Manager and Employees through email of required and/or completed tasks
- Managers will be notified:
  - Timesheet completion
  - Leave request
- Employees will be notified:
  - To complete timesheet
  - Timesheet approval
  - Approved or Denied Leave Request
  - Of edits by Supervisor or Timekeeper






# Example of System Generated Email Reminder

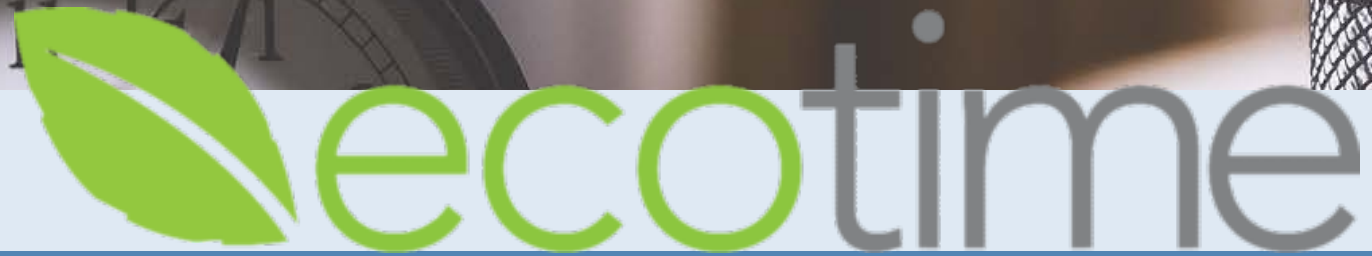
**Subject line:** REMINDER: TIMESHEET COMPLETION REMINDER

**Body of email:**

Hi employee X,

1. This is a reminder to submit your time sheet for pay period end date: PayPeriod X
2. Please complete your timesheet via EcoTime: URL provided
3. Remember to click the  button in the upper right hand corner to let your supervisor know your timesheet is ready.





# Balances and Leave Requests

# Leave Balances – Important Facts

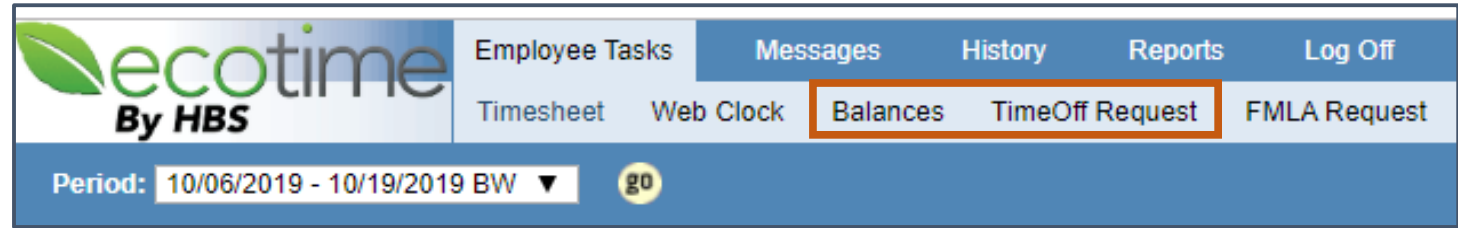
- Leaves Balances will display in both Ecotime and LASR and in the future, UCPATH
- Exempt and Non-exempt Postdocs: your award of 12 sick and 24 PTO days will be available, at the beginning of your 12-month appointment and renewed annually, for a 6 month appointment, you would receive 6 days of sick and 12 days of PTO
- When employees are first live in Ecotime, their balances will display 0 balances
- After accruals are calculated and processed at the end of every month before going live, the balances will be uploaded to Ecotime within the first week of that month

| Go Live Waves          | Wave 0                        | Wave 1-2                    | Wave 3                       |
|------------------------|-------------------------------|-----------------------------|------------------------------|
| Go Live Dates          | 3/22 – BW<br>4/1 – MO         | 4/19 – BW<br>5/1 – MO       | 5/31 – BW<br>6/1 – MO        |
| Leave Balances Display | 1 <sup>st</sup> week of April | 1 <sup>st</sup> week of May | 1 <sup>st</sup> week of June |



# Employee – Review Balances and Leave Requests

1. Employees can review Leave **Balances** as well as make **TimeOff Requests**
2. Employee selects **Employee Tasks > Balances** to review Balances
3. Employee selects **Employee Tasks > TimeOff Request** to request time off



- To request time off, select **TimeOff Request**, enter **date range, Hours Type** and click **Submit**
  - Time Off requests without the leave balances to support the request will be denied by the system

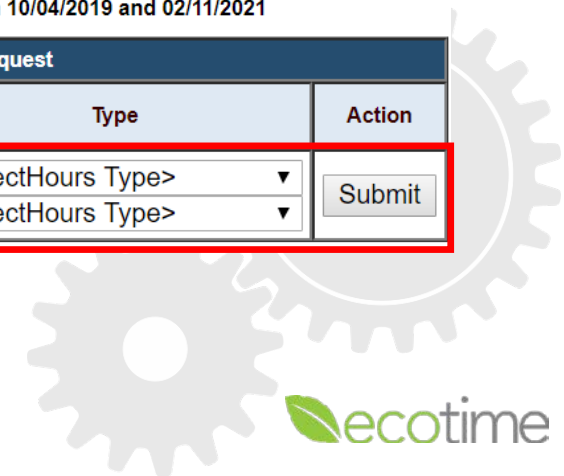
## Leave Balances

| Accrued Balances ( Calculated to 10/19/2019) |                  |        |            |                 |                |
|--|------------------|--------|------------|-----------------|----------------|
| Category                                     | Starting Balance | Earned | Taken/Paid | Current Balance | Approved Leave |
| <a href="#">Vacation</a>                     | 192.16           | 18.46  | 56.00      | 154.62          | 0.00           |
| <a href="#">Sick</a>                         | 143.45           | 14.76  | 16.00      | 142.21          | 0.00           |
| <a href="#">Comp Time Premium</a>            | 0.00             | 0.00   | 0.00       | 0.00            | 0.00           |
| <a href="#">Comp Time Straight</a>           | 0.00             | 32.00  | 32.00      | 0.00            | 0.00           |

Request Type:

Time Off request can be submitted within 10/04/2019 and 02/11/2021

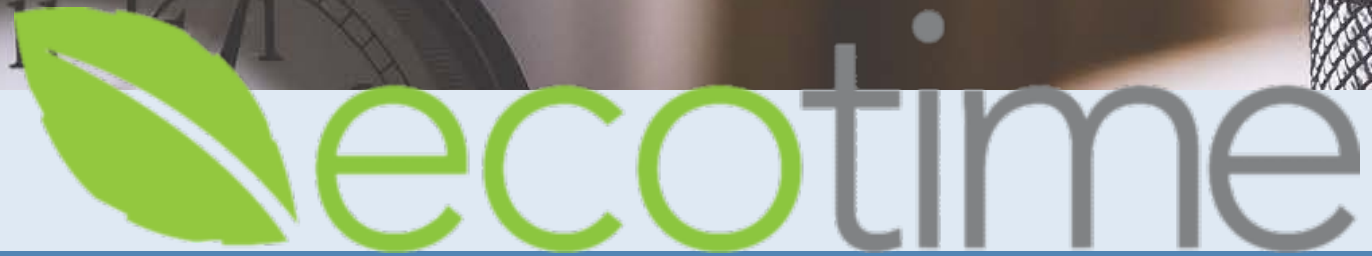
| Submit Time Off Request |                      |  |        |
|-------------------------|----------------------|--|--------|
| From<br>mm/dd/yyyy      | To<br>mm/dd/yyyy     | Type                                     | Action |
| <input type="text"/>    | <input type="text"/> | <SelectHours Type><br><SelectHours Type> | Submit |



# Leave Requests – Important Facts

- Using the **Leave Request** function in Ecotime is optional
- Leaves without sufficient leave to support the request will be denied by system
  - Campus closure is the only time that leaves without sufficient leave will be approved
- Approved leaves will override the assigned schedule
- Leaves requested and approved in Ecotime will reflect in LASR and in the future on UCPATH



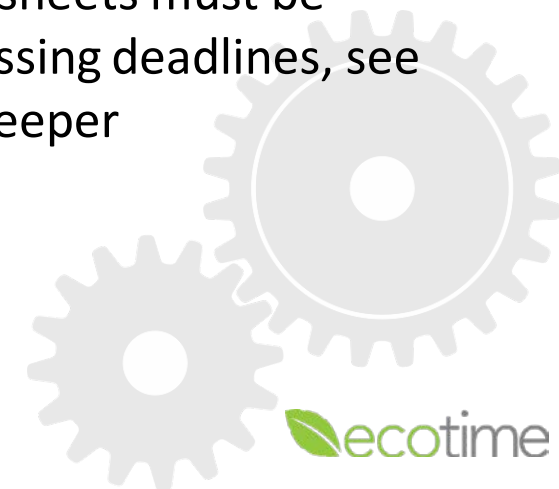


# Submission Deadlines

# Submission Deadlines



- BW employee timesheets must be **Saved** and **Completed** by Saturday the last day of the pay period
  - [UCSD 2020 Payroll Calendar](#)
  - Note: Departmental policies may supersede this deadline
- Time not reported by payroll deadline will not be paid (BW)
- As long as employee enters **Hours Worked** and clicks **Save**, they will be paid even if Supervisor doesn't approve
- Monthly employee exceptions to timesheets must be reported by core central payroll processing deadlines, see your department HR contact or Timekeeper



# Ecotime Resources and Help

Ecotime Information on Blink  
ecotime.ucsd.edu

|                            |
|----------------------------|
| <b>Ecotime Campus</b>      |
| <b>Answer Pages</b>        |
| FAQs                       |
| Training                   |
| Department Resources       |
| Support                    |
| Ecotime Transition Project |

