

Manager/Supervisor User Guide



Manager Tasks and Logon



Manager Tasks

Managers will be able to:

1. Approve and edit **Employee Timesheet**
2. Perform Multiple Job/Multiple Approver process
3. View **Employee Leave Balances**
4. Approve or deny **Time Off Requests**
5. Enter and **Complete** employee timesheet with **Hours Worked** and **Exceptions**
6. Create pre-defined schedules and assign schedules for Biweekly employees
7. Assign an employee to be **On Call**
8. Review **Employee Details** and Enter **Comp Time Effective Dates**
9. In your absence, **Delegate Authority** to another Manager/Supervisor for your **Timesheet Group** to make approvals



Logging on to Ecotime

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

SINGLE SIGN-ON (V3.3)

UC San Diego

Signing on Using: Active Directory

User name (or email address)

lgomez

Password:

Reset password

Login

Help

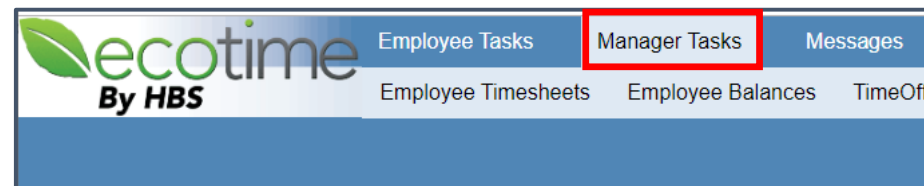
- [Learn about Passwords and Access](#)
- [Contact the ITS Service Desk](#)
- [Enroll in Two-Step Login Now!](#)

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

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3. Select **Manager Tasks**



Logging on to Ecotime – Troubleshooting

Use **URL** 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](#)

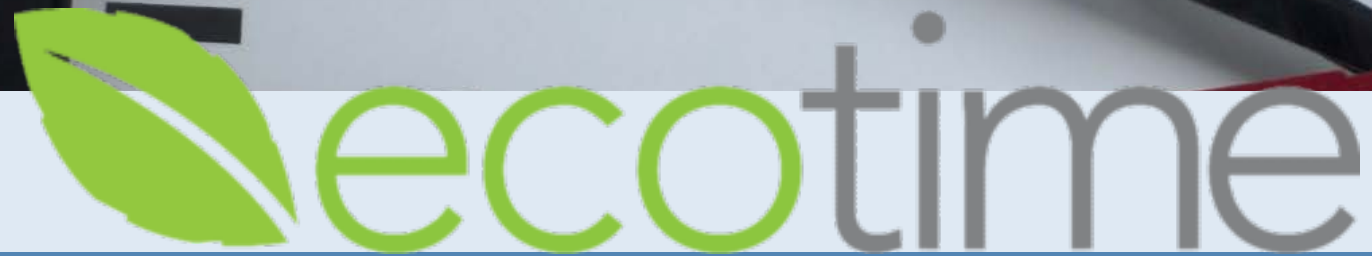
Duo issues

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

Ecotime issues

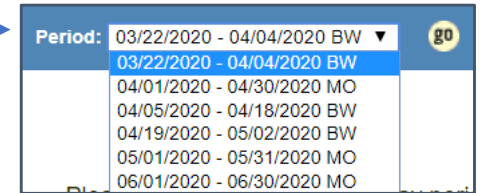
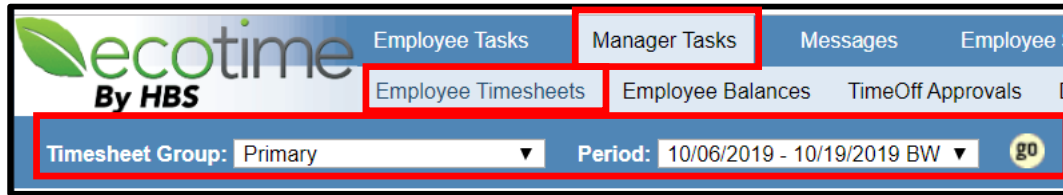
- If you get **User ID not found**, you will be denied log in, because you aren't scheduled yet – check rollout schedule on Blink site – [Ecotime Rollout Schedule](#)
- If you receive, **An error has been encountered, please log off and try again, or contact your System Administrator**, go to the Ecotime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





Accessing, Editing, and Approving Timesheets

Accessing Timesheets



1. Select **Manager Tasks**, then **Employee Timesheets**
2. Select a **Timesheet Group**, **Period**, and click **go**
 - A **Timesheet Group**, reflects a supervisor and their direct reports and separated by **Pay Period** type (BW and MO)
 - As a timekeeper you may have multiple **Timesheet Groups** assigned to you
 - **Period** defaults to current, latest time periods are at the bottom of list
 - **BW** and **MO** will display 2 previous and 2 future pay periods



Editing an Employee Timesheet

- If employee timesheet is **Approved**, employee is locked out from their timesheet
- Confirm that Timesheet has been **Completed** before **Approving**
- A manager/supervisor or timekeeper can unselect **Approval** to make timesheet editable, as long as pay period processing hasn't occurred
- There are 2 ways that a manager or timekeeper can access the employee timesheet
 1. Go to **Manager Tasks > Employee Timesheets**, and select the desired employee
 2. Go to **Manager Tasks > Timesheet Group**, select **Period**, click **Go** and select desired employee
- To edit an employee timesheet, select **Date**, enter **Time In**, **Time Out**, select **Meal Break** and click **Save**



Approving Timesheets

- Review Timesheet for completion before approving
- Verify hours entered and **Completed** ✓
- For either an employee or a manager to edit a timesheet, approval must be unselected
- Manager/Supervisor can use the **Delegate Authority** function to allow another Manager/Supervisor to make approvals in their absence



Timesheet Dashboard – Review Timesheets

- After selecting **Timesheet Group**, **Timesheet Statistics** and **Hours Summary** displays:

Completion

Completed
7.7%

Not Completed
92.3%

Timesheet Statistics Hide

Total Timesheets 13

Approved	0	Not Approved	13	Completed	1
Not Completed	12	Validation Errors	0	Validation Warnings	0
Notes	0	Addl Hours	0	Attachments	0
Attachments	0				

Approval

Not Approved
100%

Use Timesheet Statistics links to Filter view

To review and edit a timesheet, select **Unapprove**, the timesheet can't be in **Approval** status. Select employee and make edits

Last Name: [<< Previous Page] Page 1 of 2 [Next Page >>]

Filter: All

Hours Summary for 10/06/2019 - 10/19/2019 - BW												
Timesheet Group	Employee Name	Regular	Exception	Total Hours	On Call	Addl Hours	Complete	Notes	Attachments	# Messages	Approved	Action
IT2 TSG 01 Full Access	NonExempt/Hourly/BW											<input type="checkbox"/> Approve
IT2 TSG 01 Full Access	FL IARIO 34 NonExempt/Hourly/BW											<input type="checkbox"/> Approve
IT2 TSG 01 Full Access	NonExempt/Hourly/BW											<input type="checkbox"/> Approve
IT2 TSG 01 Full Access	NonExempt/Hourly/BW											<input type="checkbox"/> Approve
IT2 TSG 01 Full Access	NonExempt/Hourly/BW	24.00	16.00	40.00			<input checked="" type="checkbox"/>					<input type="checkbox"/> Approve

Hours Summary:
Displays **Hours** by Type and employee submission as **Complete** with

Verify there are hours listed and submitted as **Complete**

Auditing Employee Timesheet

1. Select Employee Timesheet

Timesheet Summary																	Hide
Hours	Sun 01/12	Mon 01/13	Tue 01/14	Wed 01/15	Thu 01/16	Fri 01/17	Sat 01/18	Week Total	Sun 01/19	Mon 01/20	Tue 01/21	Wed 01/22	Thu 01/23	Fri 01/24	Sat 01/25	Week Total	Total
Worked								0.00								0.00	0.00
Exceptions		8.00	8.00	8.00	8.00	8.00		40.00			8.00	8.00	8.00	8.00		32.00	72.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	32.00	72.00
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%		
Paid Summary																	
Vacation		8.00	8.00	8.00	8.00	8.00		40.00			8.00	8.00	8.00	8.00		32.00	72.00
Holiday Calculated										8.00						8.00	8.00



2. Select Timesheet Action Audit
3. Timesheet Action Audit displays

Timesheet Action Audit for Pay Period Ending on 02/08/2020				
Timesheet Version	Action Type	User	Action Date	Details
1	Completion Removed	PARK, CHERRY	03 Feb 2020 3:09PM Pacific Time	
1	Timesheet Completed	PARK, CHERRY	03 Feb 2020 3:09PM Pacific Time	
1	Timesheet Saved	PARK, CHERRY	03 Feb 2020 3:08PM Pacific Time	View
1	Timesheet Saved	PARK, CHERRY	03 Feb 2020 3:07PM Pacific Time	View
1	Completion Removed	PARK, CHERRY	03 Feb 2020 3:06PM Pacific Time	
1	Timesheet Completed	PARK, CHERRY	30 Jan 2020 10:49AM Pacific Time	
1	Timesheet Saved	PARK, CHERRY	30 Jan 2020 10:43AM Pacific Time	View
1	Timesheet Saved	PARK, CHERRY	30 Jan 2020 10:41AM Pacific Time	View

- For selected Timesheet, **Timesheet Action Audit** displays :
- Action Type**
- User**
- Action Date and Time**
- For further **Details**, click **View** link

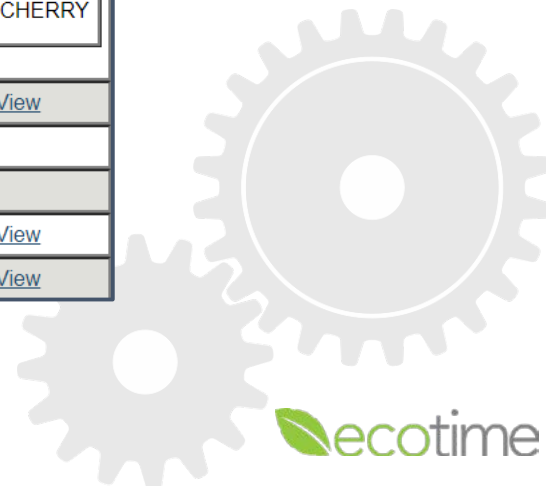


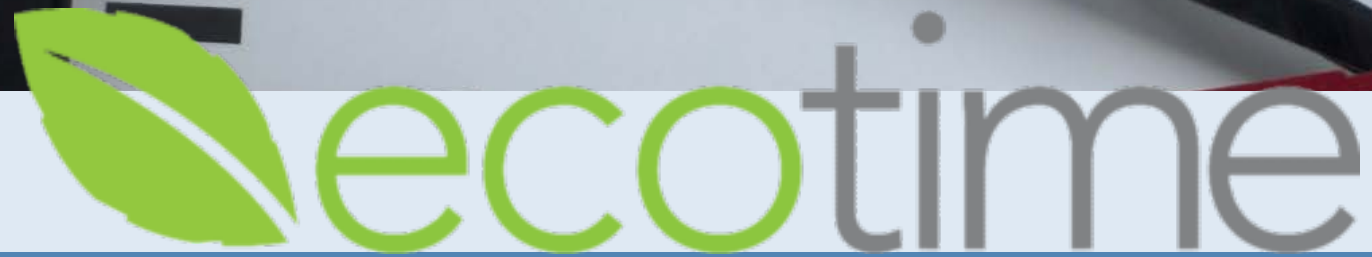
Auditing Employee Timesheet – View Details

For selected Timesheet, **Timesheet Record Audit** displays:

- **Source** e.g. Browser
- **Location** e.g. IP address

Timesheet Action Audit for Pay Period Ending on 02/08/2020												
Timesheet Version		Action Type			User		Action Date				Details	
1		Completion Removed			PARK, CHERRY		03 Feb 2020 3:09PM Pacific Time					
1		Timesheet Completed			PARK, CHERRY		03 Feb 2020 3:09PM Pacific Time					
1		Timesheet Saved			PARK, CHERRY		03 Feb 2020 3:08PM Pacific Time				View	
Timesheet Record Audit												
Timesheet Date	Time In	Time Out	Overnight	Duration	Meal Break	Title Code Pay Codes Reason Code	Message	Action	Source	Location	Timestamp	Action User
1/28/2020	8:00 AM	4:30 PM		8.00	0.50	PAYROLL ANL 2 Hours Worked		Timesheet Saved	Browser	132.239.180.157	Feb 3 2020 6:08PM Eastern Time	PARK, CHERRY
1		Timesheet Saved			PARK, CHERRY		03 Feb 2020 3:07PM Pacific Time				View	
1		Completion Removed			PARK, CHERRY		03 Feb 2020 3:06PM Pacific Time					
1		Timesheet Completed			PARK, CHERRY		30 Jan 2020 10:49AM Pacific Time					
1		Timesheet Saved			PARK, CHERRY		30 Jan 2020 10:43AM Pacific Time				View	
1		Timesheet Saved			PARK, CHERRY		30 Jan 2020 10:41AM Pacific Time				View	





Overview of Biweekly and Monthly Employee Entry

Biweekly – Daily Timesheet Entry

1. Select Date

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

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

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	

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

Worked Hours on Wednesday 02/26/20										Hide Exceptions	
Time In/Out			Overnight	Duration	Meal Break	Appointment Pay Codes			Extra Unschd		
Time In:	7	00	A.M.		8.00	30	Title Code: 6943 - PAYROLL ANL 2; Dept: 000001 - BUSINESS AND FINANCIAL SERV. ; Pay Rate: \$29.11				
Time Out:	3	30	P.M.				Hours Worked				
Time In:					0	0	<Select Appointment>				
Time Out:							<Select Pay Codes>				
Time In:					0	0	<Select Appointment>				
Time Out:							<Select Pay Codes>				
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

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

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

2. For **Exceptions**, use **Exception** dialog box, enter **Duration**

Exempt and Non-exempt Postdocs, please use increments of 8 hours

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

Duration

8.00

<Select Appointment>

<Select Pay Codes>>

<Select Appointment>

<Select Pay Codes>>

Holiday Calculated

Please Enter Exception Hours Taken, If Any: ?

Exception Time Tuesday 03/24/20

Appointment Pay Codes

Message

ecotime

Biweekly – Daily Timesheet Entry with Multiple Jobs

1. Select Date

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

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

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

Timesheet Summary

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
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
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. Time Out: 3:30 P.M.	<input type="checkbox"/>	8.00	30	<Select Appointment> <Select Appointment> Title Code: 4920 - STDT 3; Dept: 000271 - WOMEN CENTER ; Pay Rate: \$13.50 Title Code: 4921 - STDT 2; Dept: 000228 - VCSA CAMPUS RECREATION ; Pay Rate: \$13.00 <Select Pay Codes>>	<Select> <Select> <Select> <Select>
Time In: Time Out:	<input type="checkbox"/>	0	0		



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	
Totals:	40.00	

[Add Multiple Entries](#)

Holidays: 05/25/2020 - Memorial Day

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		View	<input type="checkbox"/>
05/18/2020	Vacation	8.00		View	<input type="checkbox"/>
05/19/2020	Vacation	8.00		View	<input type="checkbox"/>
05/20/2020	Vacation	8.00		View	<input type="checkbox"/>
Press the button to the right to delete all checked items					Delete
Message Descriptions					



3. Click Save

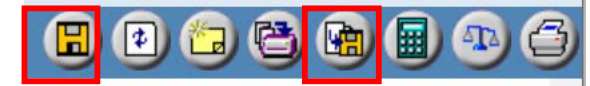
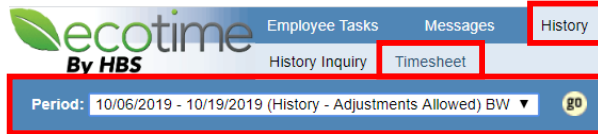
4. Click Complete for approval

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

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

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

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**

Adjustment Test Message

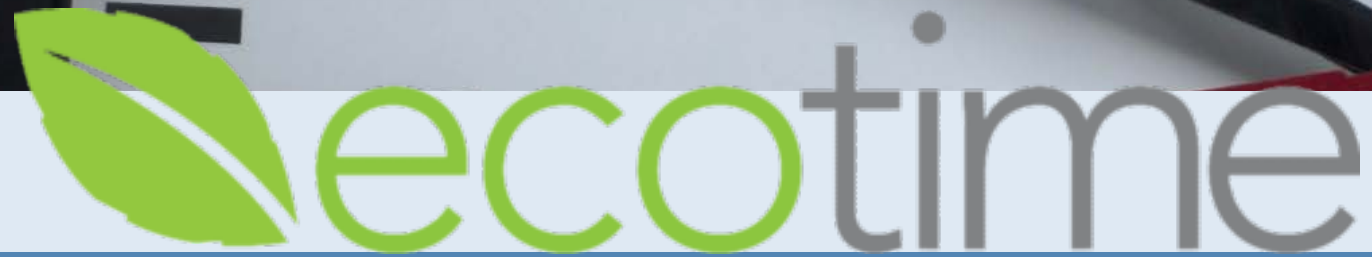
Adjustments Status (Not Completed, Not Approved, Not Processed)

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		47.00		8.00	8.00	8.00		8.00		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 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:	<div><div>▼</div></div>	<div><div>▼</div></div>	<div><div>▼</div></div>	<input type="checkbox"/>	<div><div>0</div></div>	<div><div>0</div><div>▼</div></div>	<div><Select Appointment><div>▼</div></div> <div><Select Pay Codes>> ▼</div>	<input type="checkbox"/>	
Time Out:	<div><div>▼</div></div>	<div><div>▼</div></div>	<div><div>▼</div></div>						
Time In:	<div><div>▼</div></div>	<div><div>▼</div></div>	<div><div>▼</div></div>	<input type="checkbox"/>	<div><div>0</div></div>	<div><div>0</div><div>▼</div></div>	<div><Select Appointment><div>▼</div></div> <div><Select Pay Codes>> ▼</div>	<input type="checkbox"/>	
Time Out:	<div><div>▼</div></div>	<div><div>▼</div></div>	<div><div>▼</div></div>						
Time In:	<div><div>▼</div></div>	<div><div>▼</div></div>	<div><div>▼</div></div>	<input type="checkbox"/>	<div><div>0</div></div>	<div><div>0</div><div>▼</div></div>	<div><Select Appointment><div>▼</div></div> <div><Select Pay Codes>> ▼</div>	<input type="checkbox"/>	
Time Out:	<div><div>▼</div></div>	<div><div>▼</div></div>	<div><div>▼</div></div>						
Total:					<div><div>0</div></div>				





Retroactive Employee Entries

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



Employee Timesheet – Important Facts

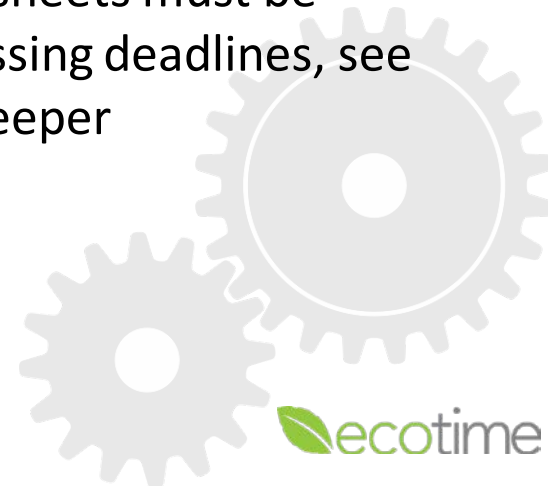
- **Hourly** employees are responsible for entering **Hours Worked**, **Saving**, and **Completing** Timesheets
- **Exempt** employees are responsible for **Completing** Timesheets with or without **Exception** time to affirm your entry
- **Supervisor/Manager, Timekeeper** or **Delegate** can enter, 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
 - 1st approver to approve, officially approves, 2nd approver will approve with **Notes** functionality

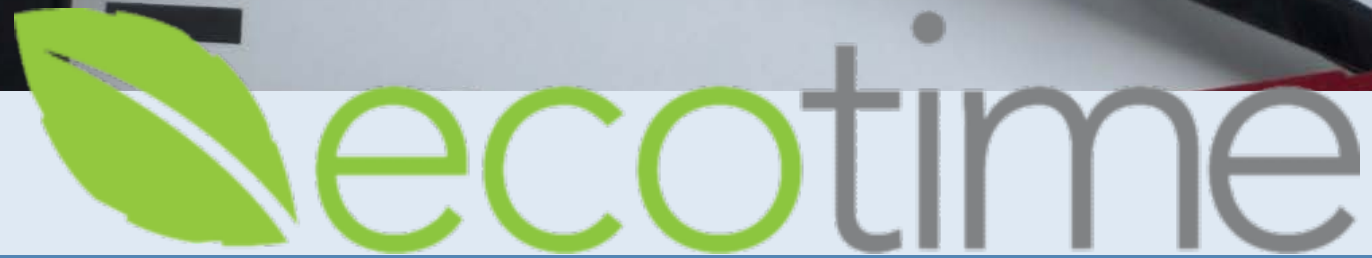


Submission Deadlines



- 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





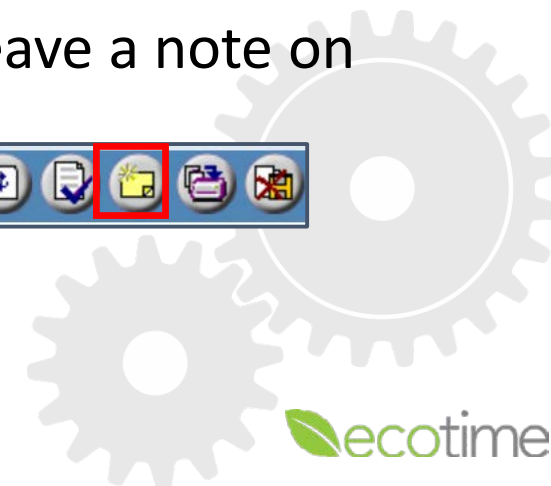
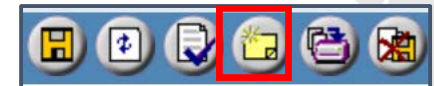
Approving Employee Timesheets with Multiple Approvers

Employees with Multiple Jobs and Multiple Approvers

- Employees with multiple jobs will report their time on 1 timesheet:
 - Select the day, enter **hours in**, **hours out**, and **meal break**
 - Select the job in the **Appointment** drop down that represents the hours entered
- All Managers/Supervisors will have authority to approve
- Ecotime limits the approval to the 1st Manager to log in and approve the time, even though time submitted is for multiple jobs
- All Managers should review and approve time
- Managers who access the timesheet after 1st Manager approval will leave a note on record stating that they have reviewed and approved submitted time
- How does this effect Timekeepers?
 - You provide **backup Approval** for Manager/Supervisors, therefore you maybe performing the multiple approver procedure



The screenshot shows a dropdown menu titled "Appointment Pay Codes". The menu is open, displaying two options: "<Select Appointment>" and "<Select Appointment>". Below these options, two lines of text are visible: "Title Code: 4920 - STDT 3; Dept: 000271 - WOMEN CENTER ; Pay Rate: \$13.50" and "Title Code: 4921 - STDT 2; Dept: 000228 - VCSA CAMPUS RECREATION ; Pay Rate: \$13.00". A red box highlights the dropdown menu area.



Multiple Jobs/Multiple Approver – Adding Approval Notes

1. Select Employee Timesheet

Timesheet Summary																	Hide
Hours	Sun 01/12	Mon 01/13	Tue 01/14	Wed 01/15	Thu 01/16	Fri 01/17	Sat 01/18	Week Total	Sun 01/19	Mon 01/20	Tue 01/21	Wed 01/22	Thu 01/23	Fri 01/24	Sat 01/25	Week Total	Total
Worked								0.00								0.00	0.00
Exceptions		8.00	8.00	8.00	8.00	8.00		40.00			8.00	8.00	8.00	8.00		32.00	72.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	32.00	72.00
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%		
Paid Summary																	
Vacation		8.00	8.00	8.00	8.00	8.00		40.00			8.00	8.00	8.00	8.00		32.00	72.00
Holiday Calculated										8.00						8.00	8.00



2. Select **View/Add Notes**
3. **Notes** displays – enter approval notes
4. Click **Submit Note**

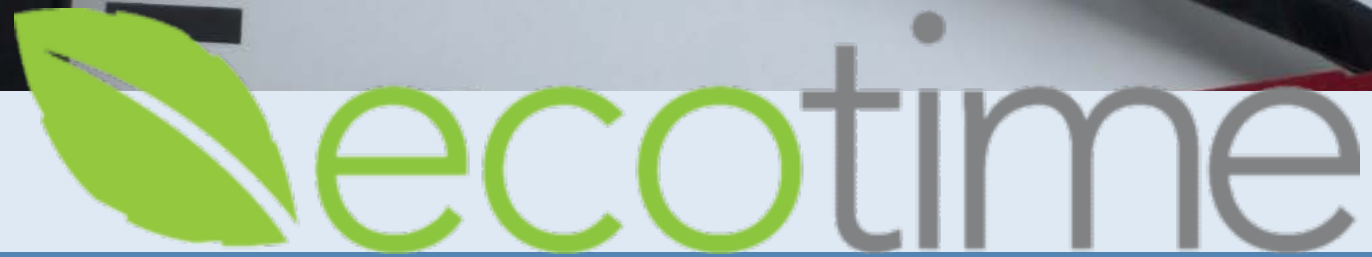
Notes for 01/12/2020 - 01/25/2020 BW

Timesheet Approved for w/e 1/25/20 - Manager name

Submit Note

Close Window





Reviewing Leave Balances and TimeOff Request

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 4/1 – MO	4/19 – BW 5/1 – MO	5/31 – BW 6/1 – MO
Leave Balances Display	1 st week of April	1 st week of May	1 st week of June



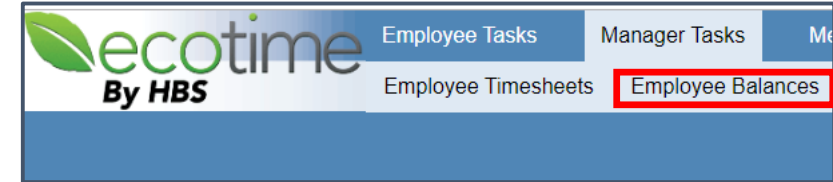
Leave Requests – Important Facts

- 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



Reviewing Leave Balances

1. Navigate to **Manager Tasks > Employee Balances**
2. Select **Timesheet Group** and click **go**



Timesheet Group: *40246493* - Read Only GO

40246493 - Read Only
 CASS - Read Only
 IT2 TSG - Read Only
 IT2 TSG 01 - Read Only
 IT2 TSG 02 - Read Only
 TSG TYLER - Read Only

Last Name: GO [Next Employee >

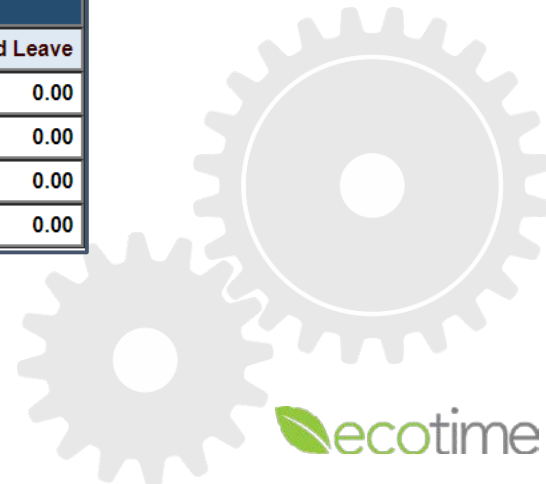
Balance Information for Balance Information for

Please select a date to calculate balances: GO

Accrued Balances (Calculated to 11/30/2019)					
Category	Starting Balance	Earned	Taken/Paid	Current Balance	Approved Leave
Vacation	0.00	0.00	40.00	-40.00	0.00
Sick	0.00	0.00	0.00	0.00	0.00
Comp Time Premium	0.00	0.00	0.00	0.00	0.00
Comp Time Straight	0.00	0.00	0.00	0.00	0.00

Timesheet group displays 1st employee by alpha order

- Accrued Balances display as of date shown
- To see other employees in this Timesheet group, click **Next Employee** link



Employee – Review Balances and Leave Requests

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

The screenshot shows the top navigation bar of the ecotime system. The logo 'ecotime By HBS' is on the left. Navigation tabs include 'Employee Tasks', 'Messages', 'History', 'Reports', and 'Log Off'. Below these, there are links for 'Timesheet', 'Web Clock', 'Balances', 'TimeOff Request', and 'FMLA Request'. At the bottom, a 'Period:' dropdown is set to '10/06/2019 - 10/19/2019 BW' with a 'go' button next to it.

- 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
Vacation	192.16	18.46	56.00	154.62	0.00
Sick	143.45	14.76	16.00	142.21	0.00
Comp Time Premium	0.00	0.00	0.00	0.00	0.00
Comp Time Straight	0.00	32.00	32.00	0.00	0.00

The screenshot shows the 'Submit Time Off Request' form. At the top, 'Request Type:' is set to 'Regular Timeoff'. Below it, a message states: 'Time Off request can be submitted within 10/04/2019 and 02/11/2021'. The form has a table with four columns: 'From mm/dd/yyyy', 'To mm/dd/yyyy', 'Type', and 'Action'. The 'From' and 'To' fields are empty date pickers. The 'Type' column has two dropdown menus, both currently showing '<SelectHours Type>'. The 'Action' column has a 'Submit' button. A red box highlights the bottom row of the table.

Reviewing and Approving TimeOff Requests

- Departments may choose to have employees request time off through Ecotime
- When Manager logs in **Time Off Messages** display
 - Navigate to **Manager Tasks > TimeOff Approvals**
 - Review request and select **Approve** or **Deny**, click **Submit**

Messages
Testing Environment
This is the Ecotime PPS Test Environment
Time Off Messages
PARK, CHERRY has requested time off from 02/09/2020 to 02/14/2020 on 30 Jan 2020 10:56AM Pacific Time.

Employee Tasks	Manager Tasks	Messages	Employ
Employee Timesheets	Employee Balances	TimeOff Approvals	

Links go to Employee Balances and time-off request

Request Type: All

Request Type	From/To	Total Days	Total Hours	Type	Employee Notes	Manager Notes	Review Status	Process Status	Action
Time Off Requests from 11/03/2019 to 06/05/2021									
DEVALIA, DIVYA View Employee's Balances									
Regular	01/27/2020 - 01/31/2020	5	40.00	Vacation	taking kids to Disney World		By: BRUMFIELD, KATHRYN BURGER on 29 Jan 2020 3:07PM Pacific Time	Approved	Processed
PARK, CHERRY View Employee's Balances									
Regular	02/09/2020 - 02/14/2020	5	40.00	Vacation	taking kids to see grandparents		Requested By: PARK, CHERRY on 30 Jan 2020 10:56AM Pacific Time	Pending	<input type="button" value="Delete"/> <input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="button" value="Submit"/>

Press the button to the right to approve/unapprove all checked items

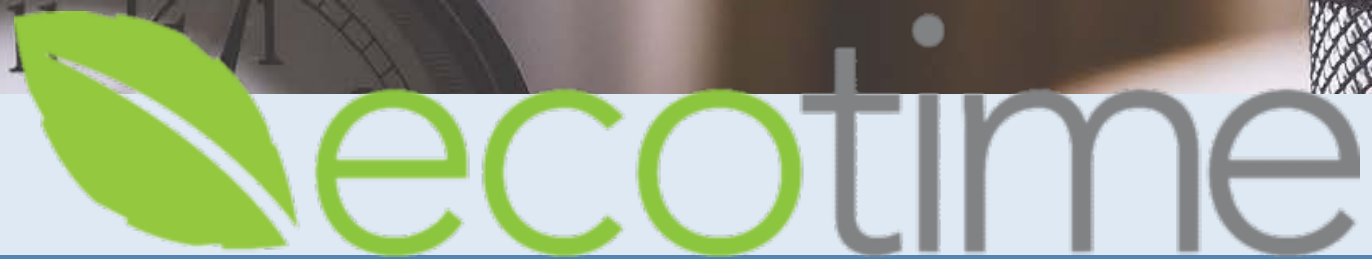
<<
February 2020
>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Weekly View

Employee	Sun	Mon	Tue	Wed	Thu	Fri	Sat



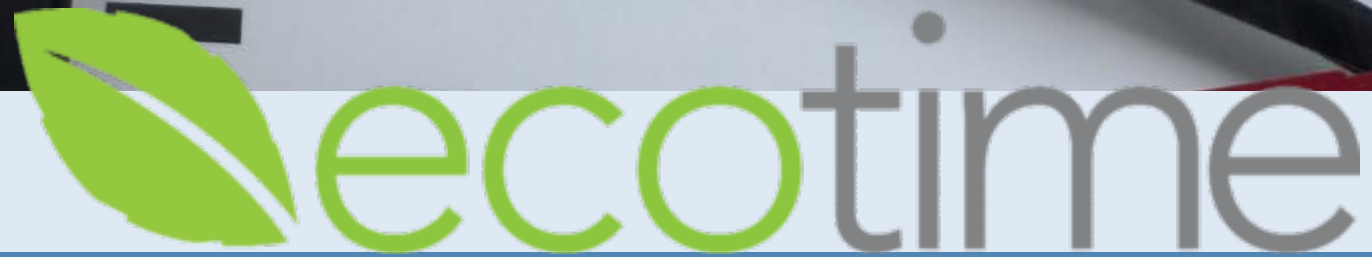


Managing Employee Schedules

Assigning Schedules – Important Facts

- Assigned schedules eliminates the need for the employee to enter hours worked daily
- Schedules can be assigned to individuals not to **Timesheet Groups**
- Assigned schedules will display on the next pay period from when assigned
- Approved Leave Requests will override assigned schedule
- Schedules are managed by **Timekeepers, Supervisors** or **Delegates**, not employees
- Schedules work for single appointments not multiple appointments
- Employees can and should adjust days, for different hours worked or exception time
- Schedules are 2 week intervals – hours worked can vary by day or be identical





Creating and Assigning New Schedules

Creating a New Schedule – Name and Description

- Navigate to **Manager Tasks >Schedule**
- Select **Timesheet Group** and click **go**

1. Employee Schedules display
2. Click **Create Schedule Assignments**

3. In the **Assignment Schedule**, select **New Schedule**
4. Enter **Schedule Title** and **Description**
5. **Total Weeks** is the rotation, default is 2
6. Select calendar icon, select a pay period **Start Date**, e.g. 11/3/2019
7. Select **Schedule Detail**
8. Click **Save**

Employee Tasks | **Manager Tasks** | Messages | Employee Setup | History | Reports | Processing Groups | Log Off

Employee Timesheets | Employee Balances | TimeOff Approvals | Delegate Authority | FMLA Request | Assign Timesheet Group | On Call | **Schedule**

- Assign Schedules ▼ go

Create Schedule Assignments

Employee Schedules		
Employee Name	Assigned	Effective
(000288888)		
000301246)		
000776624)		

Assignment Schedule <New Schedule> ▼

Cancel	Add New Schedule	Save
Schedule Title: Monday-Friday 8-4:30		Total Weeks: 2 ▼
Schedule Description: BFS hourly schedules		Start Date: <input type="text"/>
		<input type="button" value="Schedule Detail"/>

NOV 2019

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	25	26	27	28	29	30

Close Move

Creating a Schedule – Setting Schedule Parameters

1. Enter **In**, **Out** and **Meal Break Schedule**, verify AM and PM is correct
2. Select applicable days, in both weeks, to apply schedule
3. If needed, enter unique hours for different days of the week
4. Click **Apply Schedule**
5. Click **Save**

Assignment Schedule: <New Schedule>

[Cancel](#) [Add New Schedule](#) [Save](#)

Schedule Title:
Monday-Friday 8-4:30

Schedule Description:
BFS hourly schedules

Total Weeks: 2

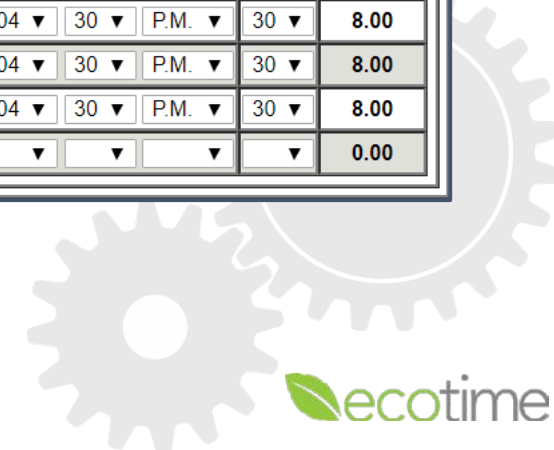
Start Date: 11/03/2019

[Schedule Detail](#)

In: 08 00 A.M. Out: 04 30 P.M. Meal: 30 Duration: 8.00 [Apply Schedule](#) [Clear Selected](#)

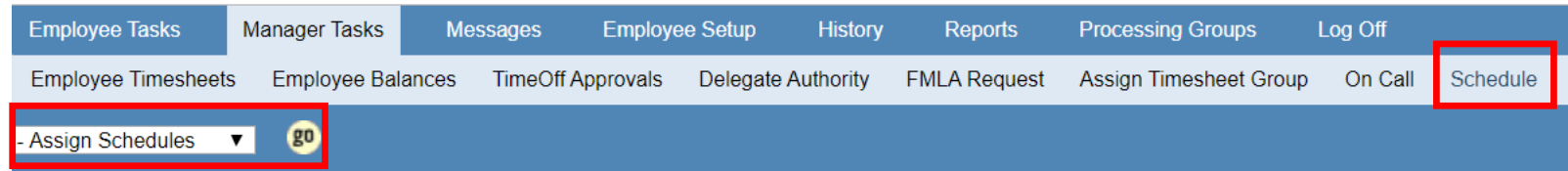
☐ Select All

Week	1 (11/03/2019 - 11/9/2019)						2 (11/10/2019 - 11/16/2019)											
Weekday	Select	Time In		Time Out		Meal Break (min)	Duration	Select	Time In		Time Out		Meal Break (min)	Duration				
Sunday	<input type="checkbox"/>						0.00	<input type="checkbox"/>						0.00				
Monday	<input checked="" type="checkbox"/>	08	00	A.M.	04	30	P.M.	30	8.00	<input checked="" type="checkbox"/>	08	00	A.M.	04	30	P.M.	30	8.00
Tuesday	<input checked="" type="checkbox"/>	08	00	A.M.	04	30	P.M.	30	8.00	<input checked="" type="checkbox"/>	08	00	A.M.	04	30	P.M.	30	8.00
Wednesday	<input checked="" type="checkbox"/>	08	00	A.M.	04	30	P.M.	30	8.00	<input checked="" type="checkbox"/>	08	00	A.M.	04	30	P.M.	30	8.00
Thursday	<input checked="" type="checkbox"/>	08	00	A.M.	04	30	P.M.	30	8.00	<input checked="" type="checkbox"/>	08	00	A.M.	04	30	P.M.	30	8.00
Friday	<input checked="" type="checkbox"/>	08	00	A.M.	04	30	P.M.	30	8.00	<input checked="" type="checkbox"/>	08	00	A.M.	04	30	P.M.	30	8.00
Saturday	<input type="checkbox"/>						0.00	<input type="checkbox"/>						0.00				



Assigning Existing Schedule to Employees

1. Navigate to **Manager Tasks >Schedule**
2. Select **Timesheet Group** and click **go**



Employee Tasks Manager Tasks Messages Employee Setup History Reports Processing Groups Log Off

Employee Timesheets Employee Balances TimeOff Approvals Delegate Authority FMLA Request Assign Timesheet Group On Call **Schedule**

- Assign Schedules **go**

1. In **Employee Schedules**, select an employee
2. In selected employee, select **Add New**
3. Select from created schedules

Create Schedule Assignments

Employee Schedules		
Employee Name	Assigned	Effective
MANN, LAURA (10373156)	1	M_F 8-4:30 PM
MOUSE, MINNIE (10373146)		
NAN, NURSE (10373141)		

Last Name: **GO** [<< Previous Employee](#) Employee 3 of 4 [Next Employee >>](#)

MOUSE, MINNIE (10373146)

Assigned Schedules **All** **Add New**

There are no employee schedule assignments.



Assigning an Existing Schedule

1. In **Assignment Schedule**, select desired schedule
2. Schedule displays
3. Enter **Start Date** and **End Date**
Enter the beginning of the next pay period
4. Click **Save**

(000041281)

Assignment Schedule: <Please Select>

- <Please Select>
- <New Schedule>
- 4x10 M-Th 7:30A
- CV Test
- M - F 3:30-11
- M,Tu,Th,F 8am-1pm

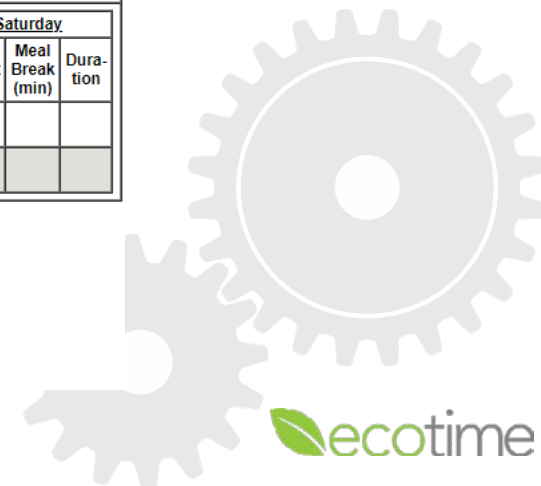
Assignment Schedule: M-F 7-3:30																												
Schedule Title: M-F 7-3:30																												
Schedule Description:																												
Week	Sunday				Monday				Tuesday				Wednesday				Thursday				Friday				Saturday			
	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration
1 02/23/2020 - 02/29/2020					08:00a	04:30p	30	8.00	07:00a	03:30p	30	8.00	08:00a	04:30p	30	8.00	07:00a	03:30p	30	8.00	08:00a	04:30p	30	8.00				
2 03/01/2020 - 03/07/2020					08:00a	04:30p	30	8.00	08:00a	04:30p	30	8.00	07:00a	03:30p	30	8.00	08:00a	04:30p	30	8.00	07:00a	03:30p	30	8.00				

Assignment Dates

Start Date: 03/08/2020 End Date: 12/31/2099


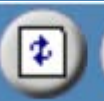
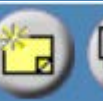





[Refresh Schedule View](#)

[Save](#)



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 →        

748) (Not Approved, Completed)

[Timesheet Employee Information](#)

Timesheet Group: 40246493

Home Department: BUSINESS AND FINANCIAL SERV.

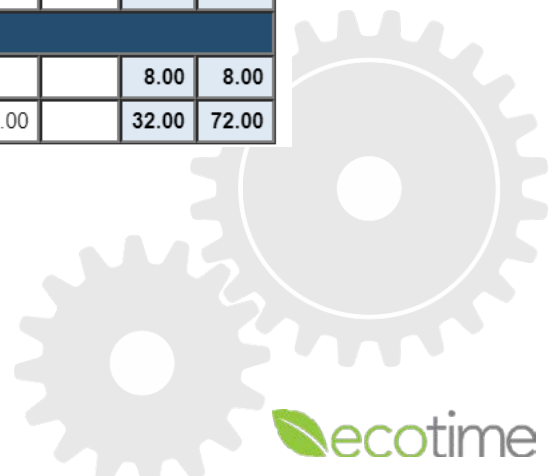
Pay Rule Profile: 99 - Non Exempt Pay Code Profile:

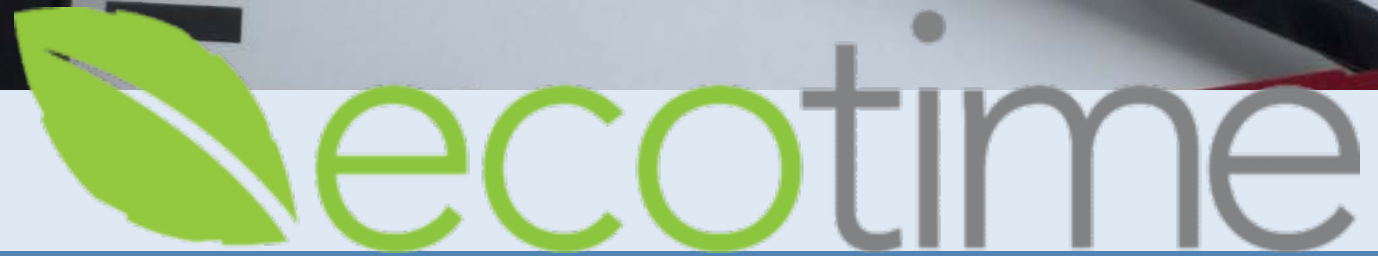
[Show Pay Period Details](#)

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

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





Viewing, Editing, and Deleting Schedules

Viewing Assigned Schedules

- Navigate to **Manager Tasks > Schedule**
- Select **Timesheet Group** and click **go**

1. In **Employee Schedules**, view assigned schedules
2. Displays **Assigned** schedule and **Schedule Name of Effective** schedule
3. Select desired employee
4. In **Action**, you can **Edit**, **Delete** or **Assign to Others**

[Create Schedule Assignments](#)

Employee Schedules		
Employee Name	Assigned	Effective
MANN, LAURA (10373156)	1	M_F 8-4:30 PM
MOUSE, MINNIE (10373146)	1	M-F 7-3:30
NAN, NURSE (10373141)		

Last Name: [GO](#) [[<< Previous Employee](#)] Employee 1 of 6 [[Next Employee >>](#)]

(000008530)

Assigned Schedules All					Add New
Schedule Title	Start Date	End Date	Assigned By	Assigned On	Action
Eric Test	11/03/2019	12/31/2099	GOMEZ, GEORGE	10/31/2019	Edit Delete Assign to Others



Viewing and Editing a Schedule

(000008530)

Schedule Title	Start Date	End Date	Assigned By	Assigned On
Eric Test	11/03/2019	12/31/2099		10/31/2019

Schedule Title: Eric Test
Schedule Description: test schedule

Week	Sunday				Monday				Tuesday				Wednesday				Thursday				Friday				Saturday			
	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration	In	Out	Meal Break (min)	Duration
1 11/03/2019 - 11/09/2019					08:00a	04:30p	30	8.00	08:00a	04:30p	30	8.00	08:00a	04:30p	30	8.00	08:00a	04:30p	30	8.00	08:00a	04:30p	30	8.00				
2 11/10/2019 - 11/16/2019	08:00a	04:30p	30	8.00	08:00a	04:30p	30	8.00									08:00a	04:30p	30	8.00	08:00a	04:30p	30	8.00	08:00a	04:30p	30	8.00

1. Clicking **Edit** will display the schedule for selected employee
2. To change **Assignment Dates**, enter new **Start** and **End Date**

Assignment Dates

Start Date:

11/03/2019

End Date:

12/31/2099

Refresh Schedule View

Save



Viewing and Deleting an Existing Schedule

1. Clicking **Delete** will delete the selected schedule for the employee
2. A warning dialogue box will display, confirming that you wish to delete the schedule, click **OK** to delete

Last Name: **GO** [

(000008530)

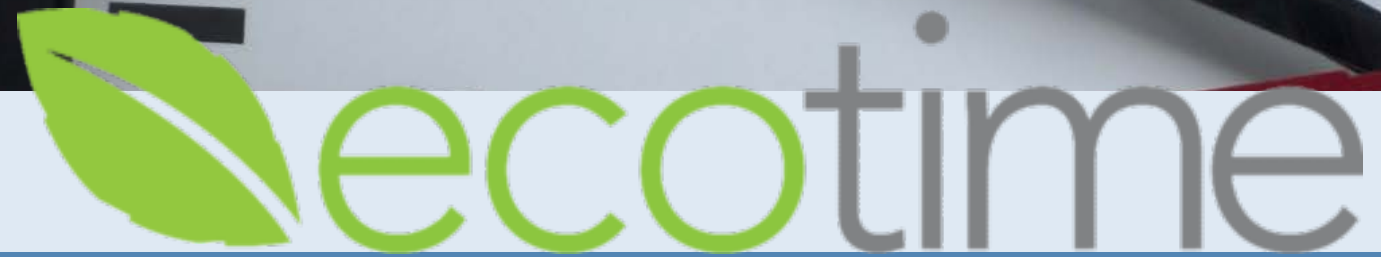
Assigned Schedules All					Add New
Schedule Title	Start Date	End Date	Assigned By	Assigned On	Action
Eric Test	11/03/2019	12/31/2099	GOMEZ,GEORGE	10/31/2019	Edit Delete Assign to Others

test.ecotimebyhbs.com says

Would you like to delete current schedule assignment?

OK Cancel





Assigning On-Call Schedules

Accessing On Call Schedule

1. Navigate to **Manager Tasks > On Call**
2. Select **Timesheet Group** and click **go**

The screenshot displays the ecotime By HBS web application interface. The top navigation bar includes links for Employee Tasks, Manager Tasks, Messages, Employee Setup, History, Reports, Processing Groups, and Log Off. Below this, a secondary navigation bar contains links for Employee Timesheets, Employee Balances, TimeOff Approvals, Delegate Authority, FMLA Request, Assign Timesheet Group, On Call, and Schedule. The 'On Call' link is highlighted with a red box. In the lower-left section, the 'Timesheet Group' dropdown menu is open, showing three options: '*40246493* - Full Access', '*40246493* - Full Access', and '*CASS* - Full Access'. The first two options are highlighted in blue, and a 'go' button is visible to the right of the dropdown. A red box highlights the entire dropdown area.



Accessing an Existing On-Call Schedule

Timesheet Group:

40246493 - Full Access
40246493 - Full Access
CASS - Full Access
IT2 TSG - Full Access
IT2 TSG 01 - Full Access
IT2 TSG 02 - Full Access
TSG TYLER - Full Access

go

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Employee On Call Schedule

Employee Name	Assigned	On Call Today
8530)	5	✓
26057)		
0157748)		
0835252)		
ER (000035712)		

- Existing **Employee On Call Schedules** display
- Calendar displays that an employee is on call from 11/4-11/8
- In **Employee On Call Schedule** denotes **On Call Today** ✓
- Select employee link to view

<< November 2019 >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

On Call Assignments			
Employee	Time In	Time Out	Status



View an Existing On Call Schedule

ALBERTER LOIDA JOSON (000008530)

Add On Call Schedule Assignment:

Condition: From Date: End Date: Time In: Time Out:

Employee schedule selected, displays On call from 11/4-11/8 from 9:00am-5:00pm

By default, displays month that you are in, can edit **Date From** and **Date To**

Date From: Date To: [Retrieve Data](#)

Friday 11/01/2019 - Saturday 11/30/2019

Date	Time In	Time Out	Project	Status	Delete	Select All <input type="radio"/>	Unselect All <input type="radio"/>
<u>Current</u>							
Mon 11/04/2019	09:00 PM	05:00 AM	0	V	<input type="checkbox"/>		
Tue 11/05/2019	09:00 PM	05:00 AM	0	V	<input type="checkbox"/>		
Wed 11/06/2019	09:00 PM	05:00 AM	0	V	<input type="checkbox"/>		
Thu 11/07/2019	09:00 PM	05:00 AM	0	V	<input type="checkbox"/>		
Fri 11/08/2019	09:00 PM	05:00 AM	0	V	<input type="checkbox"/>		

Status Descriptions

V - Valid on call assignment

- On Call Schedule **Status** is either **Valid (V)** or **Overlapping (S)**
- If an existing **On Call** schedule overlaps with an existing regular work schedule, you must delete the **Overlapping On Call Schedule**, select **Delete**



Adding an On Call Schedule

1. In Add on Call Schedule Assignment, select Condition

2. Enter From Date and End Date

3. Select applicable department

4. Enter Time In and Time Out and click Save

Add On Call Schedule Assignment:

Condition: From Date: End Date: : (000003530)

Time In: Time Out:

Schedule Assignments Search:

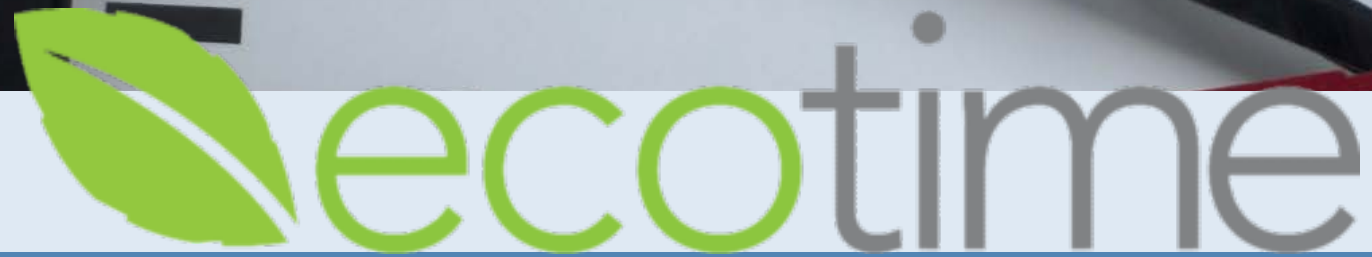
Date From: Date To: [Retrieve Data](#)

Friday 11/01/2019 - Saturday 11/30/2019

Date	Time In	Time Out	Project	Status	Delete	Select All	Unselect All
Current							
Mon 11/04/2019	09:00 PM	05:00 AM	0	V	<input type="checkbox"/>		
Tue 11/05/2019	09:00 PM	05:00 AM	0	V	<input type="checkbox"/>		
Wed 11/06/2019	09:00 PM	05:00 AM	0	V	<input type="checkbox"/>		
Thu 11/07/2019	09:00 PM	05:00 AM	0	V	<input type="checkbox"/>		
Fri 11/08/2019	09:00 PM	05:00 AM	0	V	<input type="checkbox"/>		

Status Descriptions

V - Valid on call assignment



Employee Setup – Adding Comp Time & Employee Details

Adding Comp Time Election in Lieu of Overtime

- Managers and Timekeepers may assign a Biweekly employee Comp Time in lieu of Overtime
- This allows the system to allocate comp time instead of paying out overtime based on the Employee Payroll Profile and hours entered per pay period
- Managers and Timekeepers are able to set this up for assigned employees



Accessing Comp Time Election in Lieu of Overtime

1. Navigate to **Employee Setup > Comp Effective Dates**
2. Select **Timesheet Group** and click **go**
3. Enter **Employee Last Name** or **Employee ID**, click **Retrieve Data**
4. Select Employee
5. **Current Comp Elections**, will display if applicable

Employee Tasks	Manager Tasks	Messages	Employee Setup
Percent Split	Comp.Effective Dates	Balance Payouts	Employees Details

To search for Comp.Effective Dates information please set criteria and click [Retrieve Data](#)

☒ Employee Name ☐ Employee ID

Comp.Effective Dates Records		
Number	Employee Name	Current Comp Election(s)
000048370	PARK, CHERRY	



Adding Comp Time Election in Lieu of Overtime

1. Select **Comp Time Premium** or **Comp Time Straight**
You will need to enter each one individually, the process is the same
2. Select **Add New**
3. Enter **Start Date**, **End Date** and **Comp Percent**
4. Per UCSD policy, **Start Date** should be the beginning of a Pay Period and **End Date** should be end of fiscal year
5. **Comp Percent** is typically 100% but Comp Time and Pay for Overtime can be split to employee request
6. Click **Save**



PARK, CHERRY(000048370)

Category:

Comp Elections - Comp Time Premium - 5 **Add New**

Employees Comp Elections		
Start Date	End Date	Comp Percent
02/09/2020	06/30/2020	100%



Employee Timesheet with Overtime

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

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



Employee Timesheet with Comp Time in Lieu of OT

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

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.



Review Employee Details

1. Navigate to **Employee Setup > Employee Details**
2. Enter **Employee Last Name** or **Employee ID**, click **Retrieve Data**
3. In **Employee Detail Records**, select Employee
4. Employee **Master File Record** displays

Employee Tasks	Manager Tasks	Messages	Employee Setup
Percent Split	Comp.Effective Dates	Balance Payouts	Employees Details

To search for Employees Details information please set criteria and click [Retrieve Data](#)

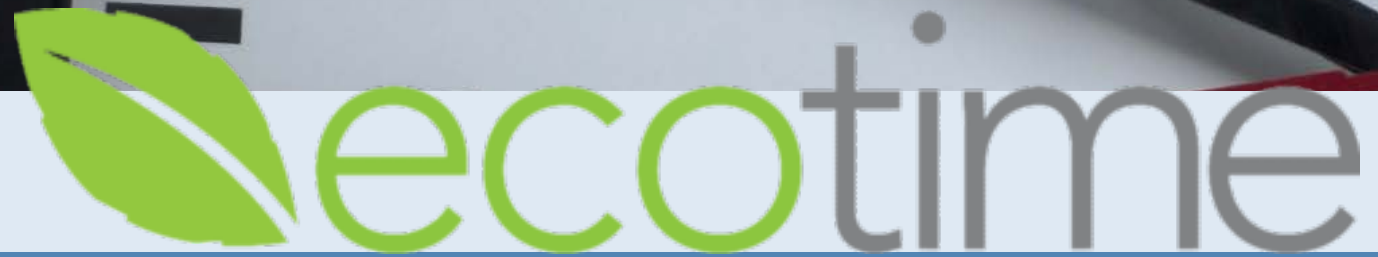
☒ Employee Name
 ☐ Employee ID

Park

Employees Details Records		
Number	Employee Name	Status Code
000048370	PARK, CHERRY	A

Employee Master File Record			
Employee Name: PARK, CHERRY	Employee Number: 000048370	Alternate Employee Number: 000048370	
Title Code: UCSDC	Bargaining Unit: 99	Processing Group: 1	
Index: MATERIALS SCIENCE PROGRAM (ECE3779)	TBD: 1	Hours Per Day: 8	
Standard Hours: 40	Hours Per Week: 40	Status Code: Active (A)	
FLSA Code: NonExempt(N)	Salary Hourly: Hourly (H)	Employee Category: Full Time(F)	
Paid Holiday Schedule: 99	Holiday Supplement Code: No Code Assigned	Job Code: 6943	
Job Code Title: PAYROLL ANL 2	Timesheet Number: 2	Timesheet Option: 15	
Effective Date: 11/04/2019	Approval Required: No	Timesheet Required: No	
Pay Code Profile: Non-Represented Non-Exempt (1005)	Time Off Pay Code Profile: Default Profile (18)	Pay Frequency: Bi-Weekly, Sunday start (BW)	
Minute Rounding: 15 min 7 min split (4)	Shift Rounding Profile:	Attendance Rounding: No Rounding (2)	
Processing Group: UCSDSOM	Adjusted Hire Date: 11/4/2019	FTE: 1	
Per Diem:	Manager: BRUMFIELD, KATHRYN	Supervisor: BRUMFIELD, KATHRYN	
Breaks Allow On Duty:	Certification Profile Id: Non Exempt	Email Name: c1park@ucsd.edu	
Makeup Eligible:	Do Not Pay:		





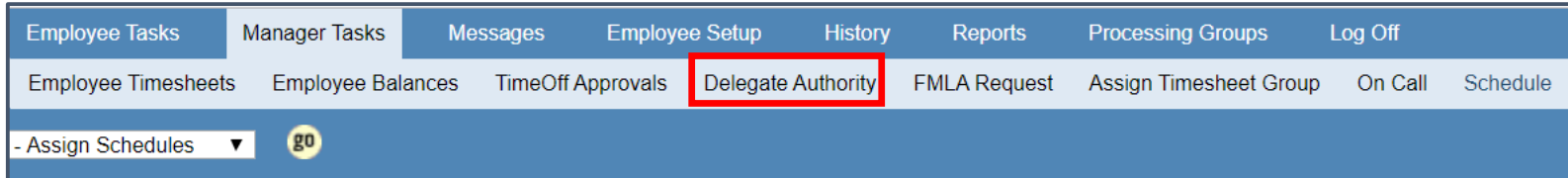
Delegating Authority

Delegating Authority and Timekeeper Role

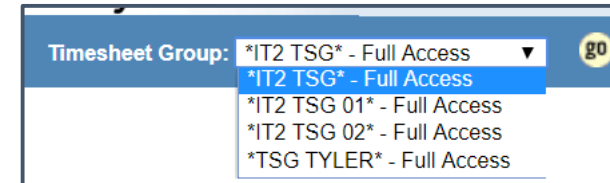
- The manager (supervisor) may delegate approval authority to:
 - The assigned timekeeper(s) to the supervisor's group
 - Their supervisor
 - A peer
 - A direct report
- Delegate Authority allows the timekeeper and/or delegate to:
 - Review and edit Timesheets, review Leave Balances, provide back up Approval, add Comp Time Election, Create and Assign Schedules
- The assigned timekeeper for the supervisor and their direct reports will be assigned **TS Admin** (delegate) role at Go Live
- Addition of new delegates are not notified by Ecotime that they have been selected
 - Be sure to contact all individuals you assign as delegates



Accessing Delegating Authority



1. Go to **Manager Tasks > Delegate Authority**
2. Select a **Timesheet Group**, click **Go**



Delegating Authority – Adding Delegates of Authority

Timesheet Group: *40251773* - Full Access

Delegate Authority					
Give Authority To	For TS Group	Begins (mm/dd/yyyy)	Expires (mm/dd/yyyy)	Group Access Level	Action
<div> <div></div> <div>TimeSheet Group - Peer) ▼</div> <div>TimeSheet Group - Peer)</div> <div>(TimeSheet Group - Direct Report)</div> <div>/ <input type="text"/> (TimeSheet Group - Peer)</div> </div>	40251773 (40251773)	11/05/2019 <input type="button" value="calendar"/>	12/31/2099 <input type="button" value="calendar"/>	<div>Manager/Approver ▼ <input type="button" value="key"/></div> <div>Manager/Approver</div> <div><input type="text"/></div>	<input type="button" value="Add Entry"/>

1. In **Give Authority To**, select either a **Direct Report** or **Peer**
2. Enter **Begins** and **Expires** (**Expires** defaults to 12/31/2099)
3. In **Group Access Level**, retain default, **Manager/Approver**
4. In Action, click **Add Entry**



Removing Delegate Authority

- To remove Delegation:
 1. Navigate to **Manager Tasks > Delegate Authority**
 2. Select **Timesheet Group**, click **go**
 3. In **Current Delegations**, in **Action**, click **Delete**

Current Delegations						
Give Authority To	For TS Group	Assigned By	Begins	Expires	Group Access Level	Action
Denise	040100 (040100)	CONVERSION	09/15/2015	12/31/2099	View Lv Request	Delete
Faye	040100 (040100)	CONVERSION	10/16/2015	12/31/2099	View Lv Request	Delete
Christine W	040100 (040100)	CONVERSION	12/08/2004	12/31/2099	View Lv Request	Delete
Rebecca	040100 (040100)	CONVERSION	01/14/2005	12/31/2099	Manager	Delete
Whitaker	040100 (040100)	CONVERSION	04/13/2016	12/31/2099	View Lv Request	Delete



Ecotime Resources and Help

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FAQs	
Training	
Department Resources	
Support	
Ecotime Transition Project	

