

**ESR** Enterprise Systems Renewal

# Ecotime: Supervisor Overview

December 17, 2019

# Agenda

- About the Ecotime Project
- Supervisor Role & Changes
- Supervisor Training
- Contact Information

# About the Ecotime Project

For project updates, FAQs, and rollout schedule, please visit:

<https://esr.ucsd.edu/projects/time>

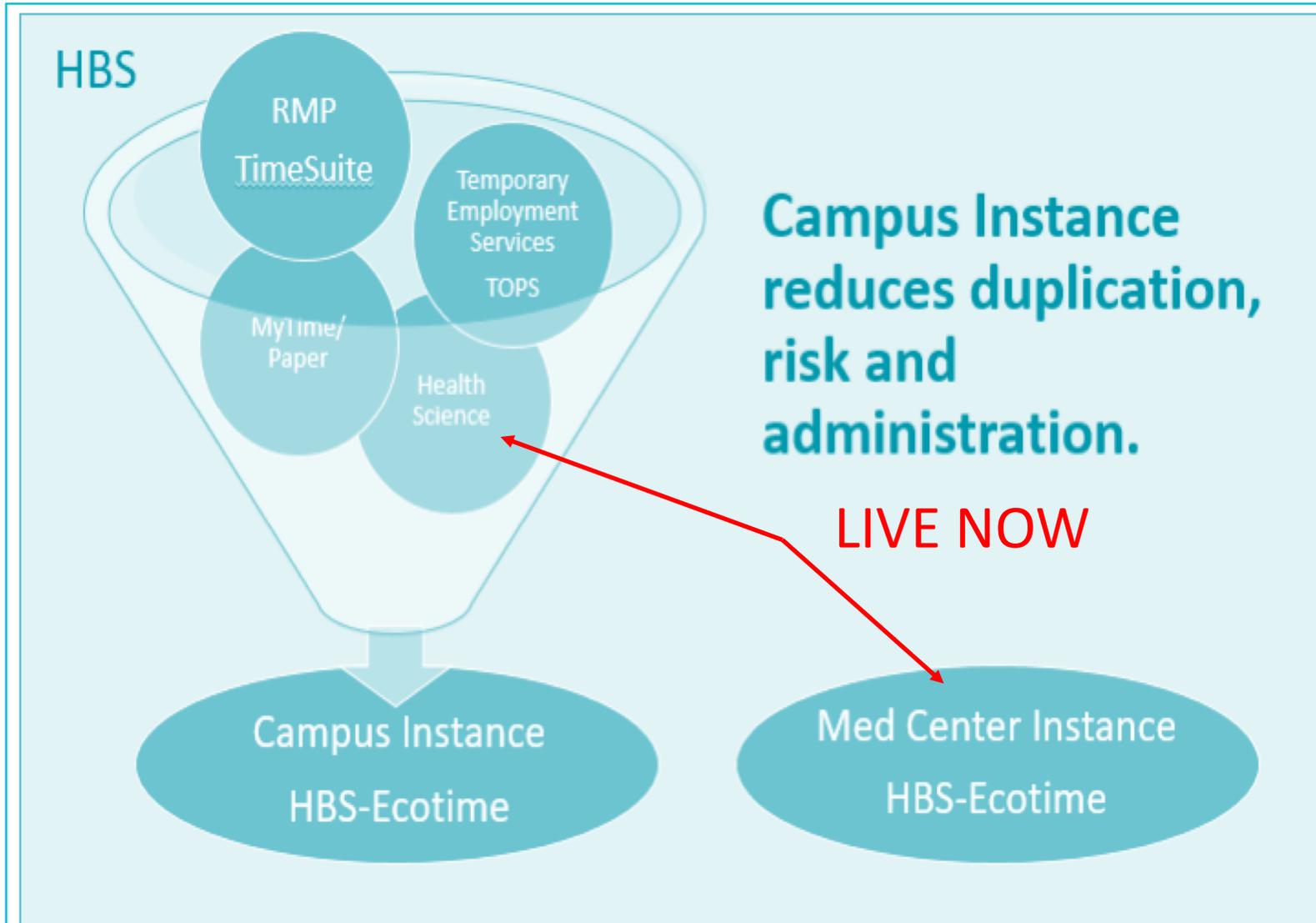
# What does the HBS-Ecotime system do?

- Creates, reviews and approves employee timesheets
- Calculates hours and hour types, sends for further payment processing
- Integrates with PPS and UCPath

# Why are we changing?

- Consolidates number of timekeeping systems integrating with UCPath
- Reduces administration by transitioning current and future users to the same product
- Automates complex pay rules and policies reducing manual calculation and improving accuracy

# Timekeeping Scope



**More than 25,000 employees are affected.**

Everyone using . . .

- MyTime and TAR (includes Health Sciences)
- UC San Diego Health's HBS-TPS
- Temporary Employment Services' TOPS
- Resource Management & Planning's (RMP) HBS Time Suite
- Many who submit paper timesheets

The Kronos and UC San Diego Police Department Telestaff time reporting systems **will not be included** in the transition to Ecotime

# Meet the Team

**George Gomez** - Change Lead/Practitioner

Payroll Analyst, Business & Financial Services, Payroll

**Kim Ayoub** - Change Lead/Practitioner

Director, Temporary Employment Services, Human Resources

**Eliud Escobedo** - Change Lead/Practitioner

Director of Business Transformation & Innovation, Resource Management Planning

**Rebecca Ursich** - Change Practitioner/Instructional Content Designer

Trainer, Business & Financial Services, Business Transformation & Optimization (BTOP)

**Chris Bryan** - Project Manager, Information Technology Services

**Jen Grau** - Solution Architect

Assistant Director, Information Technology Services Business Technology

**Rosemarie Mirano-Del Mar** - Business Analyst

Organizational Consultant, Business & Financial Services, BTOP

Reference: <https://esr.ucsd.edu/the-team/timekeeping.html>

# Sponsorship

## Project Sponsors

**Pierre Ouillet** - Vice Chancellor,  
Chief Financial Officer, Campus

**Lori Donaldson** - Chief Financial  
Officer, UC San Diego Health

## Escalation

**Pearl Trinidad** - Executive Director,  
Business & Financial Services

**George Gomez** - Payroll Analyst,  
Business & Financial Services

**Jim Ryan** - Director of Operations  
Services & Solutions, Human  
Resources Office, Health Sciences

**Gary Nittoly** - Principal Administrative  
Analyst, Payroll, Medical Center

**Han Ho** - Operations Manager,  
Timekeeping, Office of the Vice Chancellor,  
Health Sciences Central Services

**Terri Winbush** - Senior Director, Labor  
& Employee Relations, Human Resources

**Kim Ayoub** - Director, Temporary  
Employment Services, Human Resources

**Kelly Maheu** - Project Administrative  
Analyst, Vice Chancellor Academic Affairs

**Otis Crockett** - Labor Relations Operations  
Manager, Human Resources

**Dan Rawlins** - Director, Human Resources  
Services, Health Sciences

**Brian DeMeulle** - Executive Director,  
Architecture & Infrastructure,  
Information Technology Services

**Jen Grau** - Assistant Director, Information  
Technology Services Business Technology

## Project Governance

**Pierre Ouillet** - Vice Chancellor,  
Chief Financial Officer – Campus

**Cheryl Ross** - Assistant Vice  
Chancellor/Controller, Office of the Vice  
Chancellor - Chief Financial Officer

**Vince Kellen** - Chief Information Officer,  
Campus

**Nancy Resnick** - Chief Human Resources  
Officer, Campus

**Janet Kamerman** - Chief Human Resources  
Officer, Health Sciences

**Cynthia Palmer** - Assistant Vice Chancellor,  
Academic Personnel Services

**Evelyn Hidalgo** - Associate Dean,  
Academic & Staff Administration

**Chris Longhurst** - Chief Information  
Officer, Health

**Lori Donaldson** - Chief Financial Officer,  
UC San Diego Health

**Pearl Trinidad** - Executive Director,  
Business & Financial Systems

**Reid Hollyfield** - Associate Chief  
Financial Officer, Health Sciences

**Sylvia Lepe** - Assistant Vice Chancellor,  
Budget

# Project Roadmap

## UCPath Testing

- Complete Integrated Testing
- Currently Testing/Verifying Rules
- In User Testing (9/30 – 11/8)

May – November 2019

## HS/MC Implementations

- Health leads Ecotime implementations for:
  - Health Science (staff)
  - Medical Center (Health)

July – December 2019

## Campus Communication/ Training

- Campus communication
- Self-directed training - most users
- Manager and Timekeeper Webinars

September 2019 – February 2020

## Campus Implementation

- Rollout pre-UCPath to reduce risk.
- Adding to existing instance
- Select users to go-live with UCPath

January – March 2020

# Rollout Schedule

## Campus Implementation Schedule

Wave	VCs and/or Departments	Time Entry Start Date
Campus 1	Advancement Chancellors Office Chief Financial Officer (excluding Temporary Employment Services) EDI Research Student Affairs	BW 1/26/20 MO 2/1/20
Campus 2	Academic Affairs Marine Sciences (excluding "Sea Pay" title codes) Resource Management and Planning Medical Center (ARC) Health Sciences (ARC)	BW 2/23/20 MO 3/1/20
Campus 3	Temporary Employment Services Marine Sciences ("Sea Pay" Title codes)	With UCPATH Go-live BW 5/3/20 MO 5/1/20

# Project Implementation by the Numbers

## Transitioning or Upgrading to Ecotime

Employee Type	Health Science Staff	Medical Center	Campus
Exempt	1,221	1,585	2,928
Non-Exempt	3,502	3,502	6,716
Accruing Academic			3,423
Total	4,723	8,051	13,067

Total employees affected: **25,841**

Nearly half of the population will be live by December

# Supervisor Role & Changes

# Key Changes with Ecotime

- **Tracks FML** - Ability to track Family Medical Leave vacation/sick/comp time.
- **Minimizes Human Calculations** - Calculates employees time worked in accordance with title code & union contracts. More consistency, less human error.
- **Drives Standardized Approvals** - Supervisor/Employee role relationships align with 'Reports To' Position Management roles within UCPath.  
Supervisors can delegate authority to their (1) supervisor, a (2) peer, a (3) direct report, or (4) assigned timekeeperer, if needed.
- **Changes Timekeeper Role** - Timekeeper role more efficient – no required clicks to 'accept' individual time sheets. Becomes "Reviewer" unless delegated to approve.
- **Implements Best Practice for Hourly Employees** - Non-exempt employees will document hours worked or exceptions to a standard schedule to get paid.

# Supervisor Role

- Approve and edit employee timesheet
- View **Employee Leave Balances**
- Approve or deny **Time Off Requests** (this is an optional feature)
- In their absence, **Delegate Authority** to another Manager/Supervisor for their **Timesheet Group** to make approvals
- Create pre-defined work schedules for Biweekly employees
- Create On Call Schedules for employees
- Set-up overtime designation as **pay** or **compensatory time**

# Supervisor Training

# Training Schedule

## On Demand

- By mid-December posted on the Ecotime website

## Quick Start Guides:

- Employee
- Supervisor
- Timekeepers

## Recorded System Demonstrations:

- Employee
- Supervisor
- Timekeepers

## Live Webinar System Walkthroughs

Will be offered during the weeks of

- January 6, 2020
- January 13, 2020
- January 20, 2020
- Additional dates in February

[Detailed schedule will be posted on Project Website](#)

# Biweekly – Daily Timesheet Entry and Exceptions

1. Select Date

5. Click Save



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

Timesheet Summary																	Hide
Hours	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
Worked								0.00								0.00	0.00
Exceptions								0.00								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

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%		

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

Worked Hours on Friday 10/11/19							Hide Exceptions
Time In/Out	Overnight	Duration	Meal Break	Title Code Pay Codes	Extra Unschd	Message	
Time In: 8:30 A.M. Time Out: 5:00 P.M.	<input type="checkbox"/>	8.00	30	9617 - STF RES ASSOC II Hours Worked	<input type="checkbox"/>		
Time In: <input type="text"/> : <input type="text"/> <input type="text"/> Time Out: <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="checkbox"/>	0	0	<Select Title Code > < Select Pay Codes >	<input type="checkbox"/>		
Time In: <input type="text"/> : <input type="text"/> <input type="text"/> Time Out: <input type="text"/> : <input type="text"/> <input type="text"/>	<input type="checkbox"/>	0	0	<Select Title Code > < Select Pay Codes >	<input type="checkbox"/>		
Total:		8.00					

3. Select Title Code (your job) and Pay Code – Hours Worked

4. For Exceptions, select Date above, and use Exception dialog box. Enter Duration, Title Code (your job), Pay Code e.g. vacation or sick

Please Enter Exception Hours Taken, If Any:

Exception Time Friday 10/11/19		
Duration	Title Code Pay Codes	Message
8.00	9617 - STF RES ASSOC II Vacation	

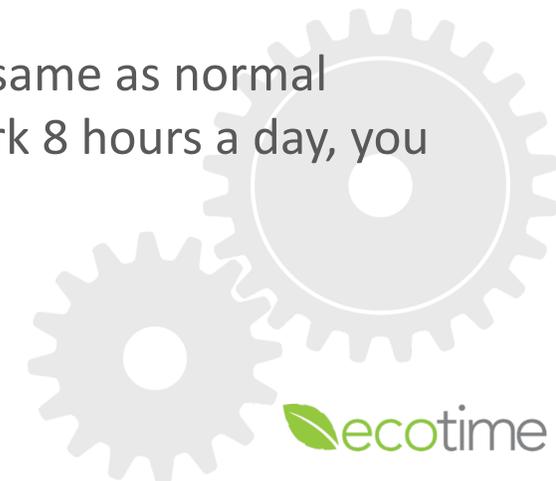
▪ If you have been approved for FML, that option will be available



# Employee – Biweekly – Important Reminders



- Entries are made on Hours Worked and Exception Time
  1. Verify the hours entered for A.M. and P.M.
  2. Use Meal Break entry
  3. Must click Save after each daily entry, then posts to **Timesheet Summary**
- You must make an entry for everyday of the pay period
- If you have multiple jobs, select the **Title Code** that represents the reported hours
- Exception hours entered must be the same as normal working hours, e.g. if you typically work 8 hours a day, you can only enter 8 hours



# Monthly Exception Reporting



Employee Tasks Messages  
Timesheet Web Clock Balances

Period: 10/01/2019 - 10/31/2019 MO

OCT 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	31	1	2

1. After selecting Timesheet period, current month displays

2. You can add single entries by clicking **Add Row** or range of days by selecting **Add Multiple Entries**. Enter Date, Pay Code, and Duration

Pay Period Details 10/01/2019 - 10/31/2019					Add Row
Date (mm/dd/yyyy)	Pay Codes	Duration	Message	Audit	
No data available.					

Add Multiple Entries



4. Click Save

5. Click Complete for approval

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

Pay Period Details 10/01/2019 - 10/31/2019						Add Row
Date (mm/dd/yyyy)	Pay Codes	Duration	Message	Audit	Delete	
10/15/2019	Vacation	8.00		View	<input type="checkbox"/>	
10/16/2019	Vacation	8.00		View	<input type="checkbox"/>	
10/17/2019	Vacation	8.00		View	<input type="checkbox"/>	
10/18/2019	Vacation	8.00		View	<input type="checkbox"/>	
Press the button to the right to delete all checked items						Delete

▪ If you have been approved for FML, that option will be available

# Submission Deadlines



- BW employee timesheets must be completed by the stated deadline.
- **Time not reported by payroll deadline will not be paid (BW)**
- Monthly employee exceptions to timesheets must be reported by core central payroll processing deadlines



# Approving Timesheets – Timesheet Group Dashboard

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

**Completion**

**Timesheet Statistics**

**Total Timesheets 13**

Approved	0	<a href="#">Not Approved</a>	13	<a href="#">Completed</a>	1
<a href="#">Not Completed</a>	12	Validation Errors	0	Validation Warnings	0
Notes	0	Addl Hours	0	Attachments	0
Attachments	0				

**Approval**

To review and edit timesheet, deselect **Approve**, click on the employee link, and make edits

Action: **Approve**

Last Name:  **GO** [[<< 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
<a href="#">IT2 TSG 01</a> Full Access	<a href="#">nonExempt/Hourly/BW</a>											<input type="checkbox"/> Approve
<a href="#">IT2 TSG 01</a> Full Access	<a href="#">FLC</a> <a href="#">ARIO 34</a> NonExempt/Hourly/BW											<input type="checkbox"/> Approve
<a href="#">IT2 TSG 01</a> Full Access	<a href="#">nonExempt/Hourly/BW</a>											<input type="checkbox"/> Approve
<a href="#">IT2 TSG 01</a> Full Access	<a href="#">NonExempt/Hourly/BW</a>											<input type="checkbox"/> Approve
<a href="#">IT2 TSG 01</a> Full Access	<a href="#">IS</a> 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

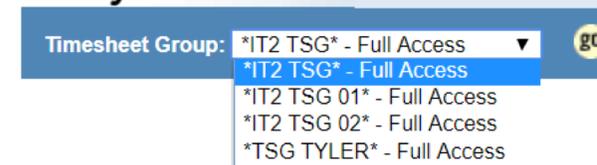
Verify there are hours listed and submitted as **Complete**



# Delegating Authority



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



# Delegating Authority – Levels 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
<input type="text" value="TimeSheet Group - Peer)"/> <ul style="list-style-type: none"> <li>TimeSheet Group - Peer)</li> <li>(TimeSheet Group - Direct Report)</li> <li><input type="text" value=""/> (TimeSheet Group - Peer)</li> </ul>	40251773 (40251773)	11/05/2019 <input type="button" value="calendar"/>	12/31/2099 <input type="button" value="calendar"/>	<input type="text" value="Manager/Approver"/> <ul style="list-style-type: none"> <li>Manager/Approver</li> <li><input type="text" value=""/></li> </ul>	<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
4. In **Action**, Click **Add Entry**



# Approving Time-Off Requests

1. Departments may choose to have employees request time off through Ecotime
2. To review and approve time off requests go to: **Manager Tasks > Time Off Approvals**, select **Time Sheet Group** and click **Go**

Manager Tasks	Messages	Employee Setup	History	Reports	Log Off
Employee Balances	<b>TimeOff Approvals</b>	Delegate Authority	FMLA Request	Assign Timesheet Group	

1. Review Time-off request details and access **Employee Balances** with link

2. Action: **Approve or Deny**

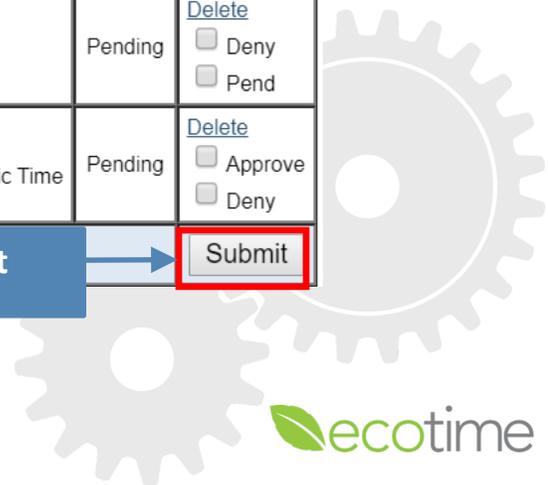
Time Off Requests from 07/03/2019 to 02/01/2021									
Request Type	From/To	Total Days	Total Hours	Reason Code Type	Employee Notes	Manager Notes	Review Status	Process Status	Action
<a href="#">View Employee's Balances</a>									
Regular	<a href="#">10/06/2019 - 10/11/2019</a>	5	40.00	Vacation	byr		<span style="color: green;">Approved</span> on 23 Sep 2019 8:56PM Pacific Time	Pending	<a href="#">Delete</a> <input type="checkbox"/> Deny <input type="checkbox"/> Pend
Regular	<a href="#">11/25/2019 - 11/27/2019</a>	3	24.00	Vacation	hkklklkjgd		Requested By: <input type="text"/> Pending on 04 Oct 2019 3:19PM Pacific Time	Pending	<a href="#">Delete</a> <input type="checkbox"/> Approve <input type="checkbox"/> Deny

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

3. Click **Submit**

**Submit**

Link goes to time-off request



# Reviewing Leave Balances

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



Timesheet Group: \*40246493\* - Read Only

- \*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:   [

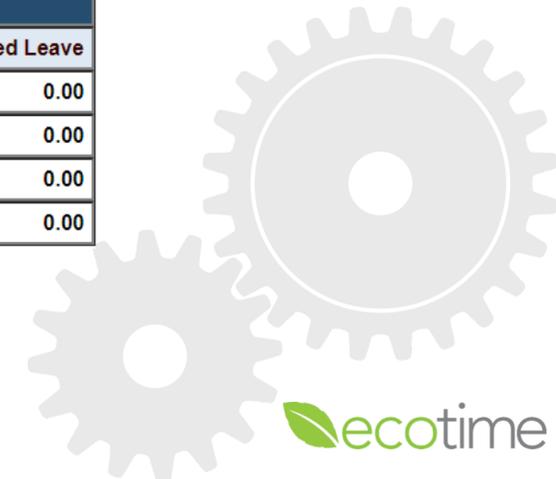
**Balance Information for Balance Information for**

Please select a date to calculate balances:

Timesheet group displays 1<sup>st</sup> employee by alpha order

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

Accrued Balances ( Calculated to 11/30/2019)					
Category	Starting Balance	Earned	Taken/Paid	Current Balance	Approved Leave
<a href="#">Vacation</a>	0.00	0.00	40.00	-40.00	0.00
<a href="#">Sick</a>	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00



# Assigning Schedule to Employee

MOUSE,MINNIE (10373146)

Assignment Schedule: M-F 7-3:30

Schedule Title: M-F 7-3:30  
Schedule Description:

Week	Sunday				Monday				Tuesday				Wednesday				Thursday				Friday			
	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	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 11/10/2019 - 11/16/2019					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

## Schedule Displays in 2 week increments

- Assignment Dates:  
**Start Date:** defaults to date you are logged in  
 Note: schedule should start at beginning of pay period  
**End Date:** defaults to 2099
- Click **Save**

Assignment Dates

Start Date: 11/04/2019    End Date: 12/31/2099

[Refresh Schedule View](#)



# Contacts

## General Campus

General questions about the project: [esr-time@ucsd.edu](mailto:esr-time@ucsd.edu)

## Health Sciences

- Technical support issues and timekeeping inquiries submitted to the Health HR website's *Time and Pay*: <https://uchealth.servicenow.com/hrportal>
- Call Health HR, (619) 543-3200

## Medical Center

Technical support issues:

- Submit a ticket at [3HELP.ucsd.edu](https://3HELP.ucsd.edu)
- Email [3HELP@ucsd.edu](mailto:3HELP@ucsd.edu)
- Call (619) 543-HELP (x3-4357)
- Timekeeping or payroll-related questions, contact [hcpayroll@ucsd.edu](mailto:hcpayroll@ucsd.edu)