

# Timekeeper Demo

December 10, 2019

**ESR** Enterprise Systems Renewal

UC San Diego

# Agenda

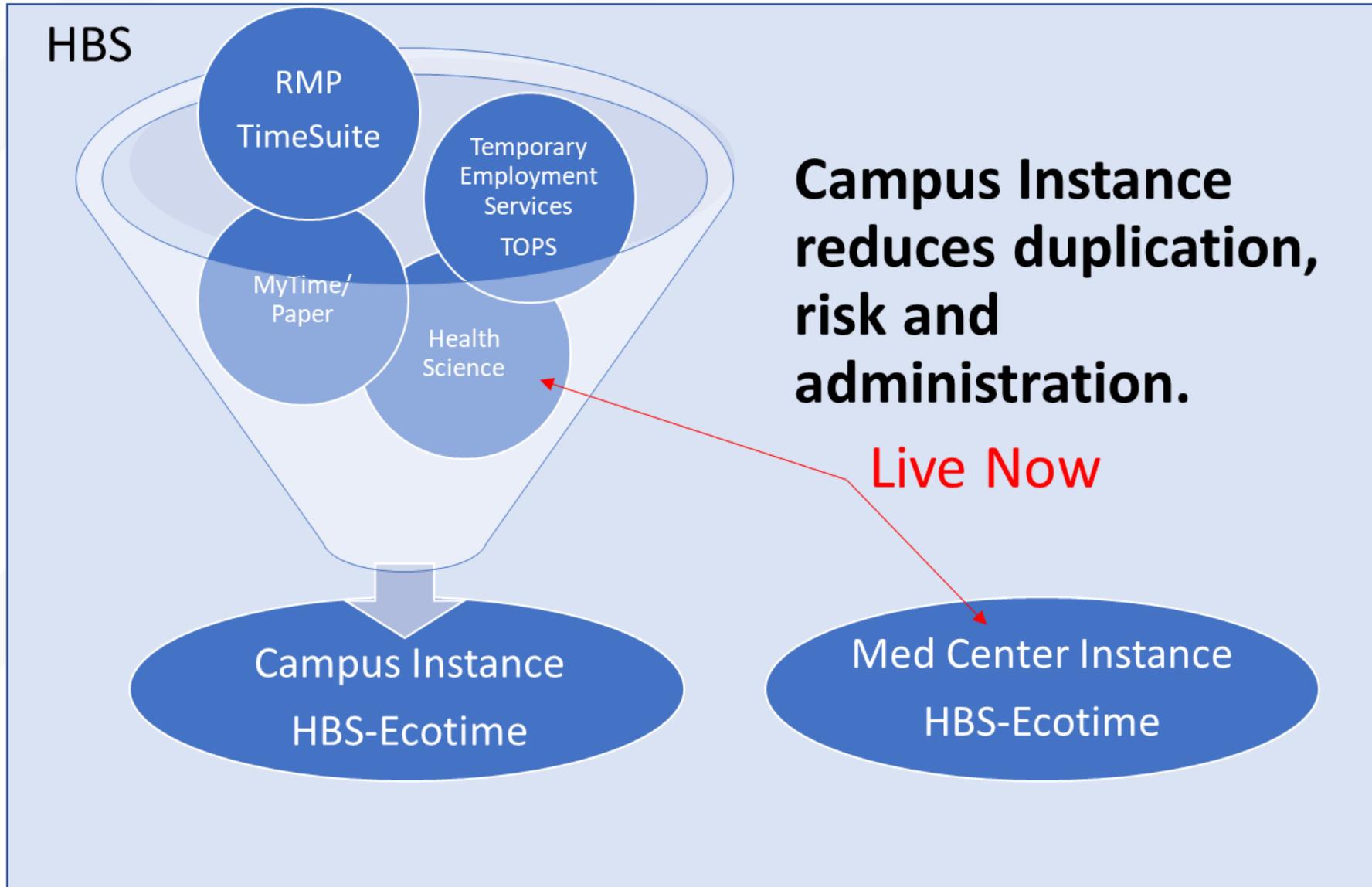
- Project Update
- System Demonstration
- Questions and Answers (Don't use Chat)
- Contact Information

# Project Update

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

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

# Project Scope and Status



# Campus Rollout 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

# Training

## On Demand

- Mid-December, Ecotime website

### Quick Start Guides:

- Employee
- Supervisor
- Timekeepers

### Recorded System Demonstrations :

- Employee
- Supervisor
- Timekeepers

## Live Webinar System Walkthroughs

January 6, 2020

January 13, 2020

January 20, 2020

February dates to come

Details at [esr.ucsd.edu/time](http://esr.ucsd.edu/time).

# System Demonstration

- End User/Employee
- Supervisor Dashboard
- Timekeepers

# Supervisors and Approval Flow

## Reports To

- The “Reports To” field in UCPATH will be the source of supervisor information
- Prior to the UCPATH Go-live, the Supervisor field in the Roles Database will be used
- This will be the default approver in EcoTime.

## Delegation

- The supervisor may delegate approval authority to:
  - Their supervisor
  - A peer
  - A direct report
- By default, the assigned timekeeper(s) will have the ability to edit the record, but not approve

## Timekeeper is a Reviewer

- Current state:** The timekeeper is often in the approval flow
- Future State:** The Timekeeper can review/edit timesheets but is not in “Approval Flow” unless delegated

**Exceptions:** Temporary Employment Services needs alternative allowing the assignment supervisor to be the approver.

# Question and Answers

# Learn More & Contact Us

## General Campus

- Visit the project website at [esr.ucsd.edu/time](http://esr.ucsd.edu/time)
- General questions about the project contact: [esr-time@ucsd.edu](mailto:esr-time@ucsd.edu)

## Health Sciences

- Technical support and timekeeping inquiries: Health HR *Time and Pay*: [\*uhealth.service-now.com/hrportal\*](http://uhealth.service-now.com/hrportal)
- Call Health HR: (619) 543-3200

## Medical Center

Technical support:

- Submit a ticket at [3HELP.ucsd.edu](http://3HELP.ucsd.edu)
- Email [3HELP@ucsd.edu](mailto:3HELP@ucsd.edu)
- Call (619) 543-HELP (x3-4357)

Timekeeping or payroll-related questions: [hcpayroll@ucsd.edu](mailto:hcpayroll@ucsd.edu)

# Appendix

# Biweekly – Daily Timesheet Entry and Exceptions



1. Select Date

5. Click Save

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 below. Enter Duration, Title Code (your job), Pay Code e.g. vacation or sick

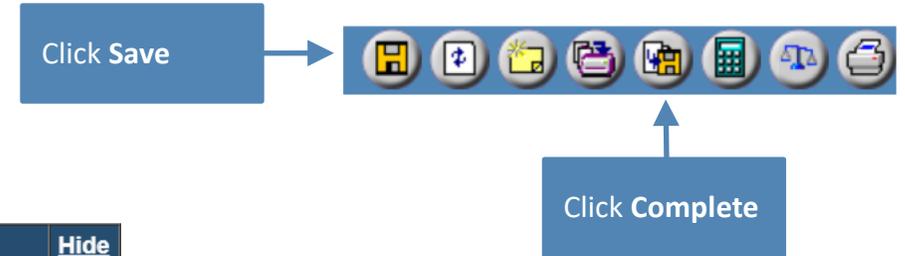
Please Enter Exception Hours Taken, If Any:

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



# Biweekly – Saving and Submitting Timesheet

- You must click **Save** after each daily entry
- As days are saved, they populate in the **Timesheet Summary**
- To submit completed timesheet, 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					8.00			8.00								0.00	8.00
Exceptions						8.00		8.00								0.00	8.00
Totals:	0.00	0.00	0.00	0.00	8.00	8.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00
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%		
Paid Summary																	
Vacation - STF RES ASSOC II						8.00		8.00								0.00	8.00
Hours Worked - STF RES ASSOC II					8.00			8.00								0.00	8.00

Worked Hours on Thursday 10/10/19							Hide Exceptions
Time In/Out	Overnight	Duration	Meal Break	Title Code Pay Codes	Extra Unschd	Message	Delete
Time In: 8:00 A.M. Time Out: 4:30 P.M.	<input type="checkbox"/>	8.00	30	9617 - STF RES ASSOC II Hours Worked	<input type="checkbox"/>		<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"/>		
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	Press the button to the right to delete checked items				Delete



# Monthly Exception Reporting



Employee Tasks Messages  
Timesheet Web Clock Balances

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

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**, 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		<a href="#">View</a>	<input type="checkbox"/>	
10/16/2019 	Vacation ▼	8.00		<a href="#">View</a>	<input type="checkbox"/>	
10/17/2019 	Vacation ▼	8.00		<a href="#">View</a>	<input type="checkbox"/>	
10/18/2019 	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"/>

