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 Instance reduces duplication, risk and administration.

Live Now
## Campus Rollout Schedule

<table>
<thead>
<tr>
<th>Wave</th>
<th>VCs and/or Departments</th>
<th>Time Entry Start Date</th>
</tr>
</thead>
</table>
| 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.
System Demonstration

- End User/Employee
- Supervisor Dashboard
- Timekeepers
Supervisors and Approval Flow

- 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 an 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
- General questions about the project contact: esr-time@ucsd.edu

**Health Sciences**
- Technical support and timekeeping inquiries: Health HR *Time and Pay: uchealth.service-now.com/hrportal*
- Call Health HR: (619) 543-3200

**Medical Center**
- Technical support:
  - Submit a ticket at 3HELP.ucsd.edu
  - Email 3HELP@ucsd.edu
  - Call (619) 543-HELP (x3-4357)
- Timekeeping or payroll-related questions: hcpayroll@ucsd.edu
Appendix
### Biweekly – Daily Timesheet Entry and Exceptions

1. **Select Date**

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

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

5. **Click Save**

---

#### Timesheet Summary

<table>
<thead>
<tr>
<th>Hours</th>
<th>Sun 10/06</th>
<th>Mon 10/07</th>
<th>Tue 10/08</th>
<th>Wed 10/09</th>
<th>Thu 10/10</th>
<th>Fri 10/11</th>
<th>Sat 10/12</th>
<th>Week Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 0.00</td>
</tr>
<tr>
<td>Exceptions</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Totals:</td>
<td>0.00 0.00</td>
<td>0.00 0.00</td>
<td>0.00 0.00</td>
<td>0.00 0.00</td>
<td>0.00 0.00</td>
<td>0.00 0.00</td>
<td>0.00 0.00</td>
<td>0.00 0.00</td>
</tr>
</tbody>
</table>

#### Worked Hours on Friday 10/11/19

<table>
<thead>
<tr>
<th>Time In/Out</th>
<th>Overnight</th>
<th>Duration</th>
<th>Meal Break</th>
<th>Title Code</th>
<th>Extra</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time In: 8 AM 30</td>
<td>0 □</td>
<td>8.00</td>
<td>30 □</td>
<td>9617 - STF RES ASSOC II</td>
<td>▼</td>
<td>Hours Worked</td>
</tr>
<tr>
<td>Time Out: 5 PM 30</td>
<td>□</td>
<td>□</td>
<td>0 □</td>
<td>&lt;Select Title Code&gt;</td>
<td>▼</td>
<td></td>
</tr>
<tr>
<td>Time In: □ □</td>
<td>□ □</td>
<td>□ □</td>
<td>□ □</td>
<td>&lt;Select Title Code&gt;</td>
<td>▼</td>
<td></td>
</tr>
<tr>
<td>Time Out: □ □</td>
<td>□ □</td>
<td>□ □</td>
<td>□ □</td>
<td>&lt;Select Title Code&gt;</td>
<td>▼</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 8.00

#### Please Enter Exception Hours Taken, If Any:

<table>
<thead>
<tr>
<th>Duration</th>
<th>Title Code</th>
<th>Pay Codes</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>9617 - STF RES ASSOC II</td>
<td>▼</td>
<td>Vacation</td>
</tr>
</tbody>
</table>

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**Comp. Time Election**

- Comp Time Premium: 100%
- Comp Time Straight: 100%

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**Note:**
- Timesheet entries are biweekly and daily entries allow for exceptions.
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**
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.

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

4. Click Save.

5. Click Complete for approval.

Monthly Exception Reporting