

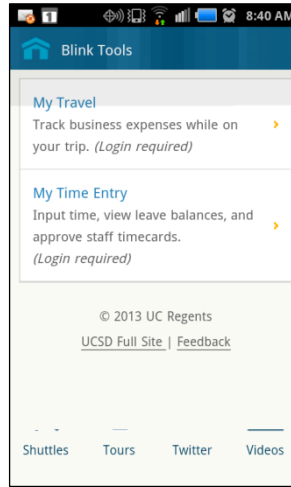


| Processing Steps  | Screen Shots  |
|---|---|
| <p><b>Step 1:</b></p> <p>To access MTE mobile, login at <a href="http://mytime.ucsd.edu">mytime.ucsd.edu</a> via your mobile device or access the UC San Diego mobile app at <a href="http://m.ucsd.edu">m.ucsd.edu</a></p> |  <p>The screenshot shows an Android home screen. At the top, there's a status bar with the time 2:36 PM. Below it is a weather widget for Chula Vista, CA, showing 61°F / 42°F and a sun icon. To the right of the weather is a clock showing 2:32 PM. Below the weather and clock are four app icons: Browser, UCSanDiego, Email, and Calendar. At the bottom of the screen is a dock with icons for Phone, Contacts, Messaging, and Applications.</p> |
| <p><b>Step:2</b></p> <p>From the UC San Diego Mobile app select Blink Tools.</p>  |  <p>The screenshot shows the main menu of the UC San Diego mobile app. The title 'UC San Diego' is at the top. Below it is a grid of 16 icons representing various campus services: Athletics, Blink Tools, Bookstore, Campus Services, Courses, Dining, Directory, Events, Libraries, Maps, My TritonLink, News, Shuttles, Tours, Twitter, and Videos.</p>  |

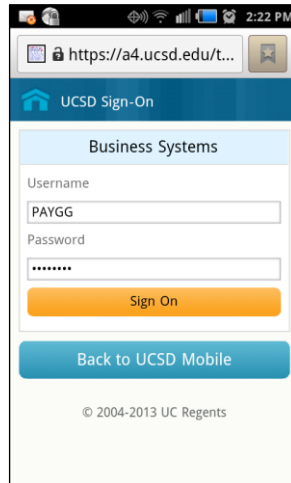
**Step 3:**

Select My Time Entry.



**Step 4:**

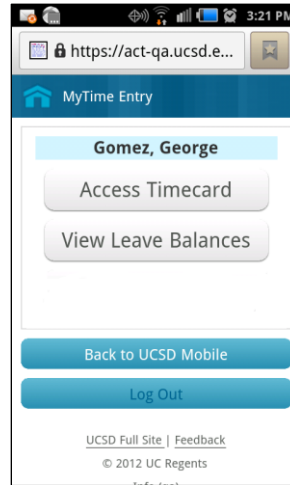
Login using your Single Sign-On account and password.



**Step 5:**

Click Access Timecard to enter time.  
Click View Leave Balances to view you vacation, sick and comp time balances.

**Note:** Leave balances are updated at the end of each month.



**Step 6:**

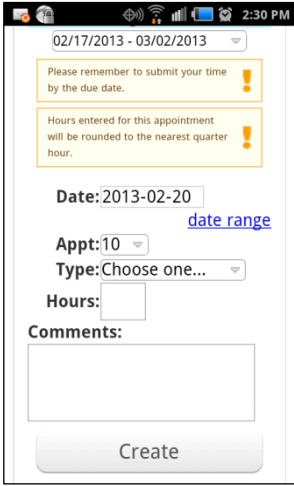
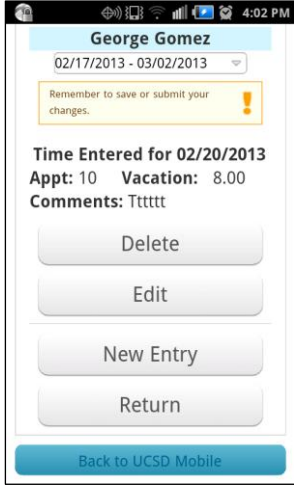
Access Timecard:

After accessing timecard open pay period will display.  
To enter time select date.

Bi-weekly period will display for Non-exempt and Monthly period will display for Exempt employees.



Due Date is highlighted in yellow.

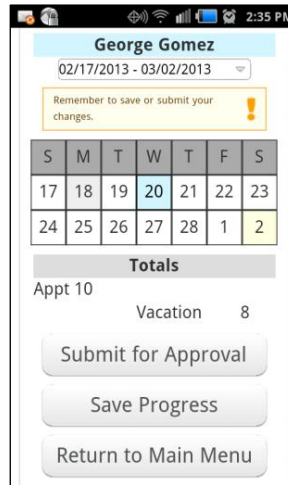
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|---|---|
| <p><b>Step 7:</b></p> <p>Date entry screen:</p> <p>Select Appt:<br/>Select Type:<br/>Enter Number of Hours<br/>Enter Comments (optional)</p> <p>Press Create</p>  |  <p>The screenshot shows a mobile application interface for entering time. At the top, there is a date range selector set to '02/17/2013 - 03/02/2013'. Below this are two yellow warning boxes: 'Please remember to submit your time by the due date.' and 'Hours entered for this appointment will be rounded to the nearest quarter hour.' The main form contains the following fields: 'Date: 2013-02-20' with a 'date range' link; 'Appt: 10' with a dropdown arrow; 'Type: Choose one...' with a dropdown arrow; 'Hours: [input field]'; and 'Comments: [text area]'. A 'Create' button is located at the bottom of the form.</p> |
| <p><b>Step 8</b></p> <p>After creating an entry, you can create a new entry or return to the calendar page to save or submit timecard.</p> <p><u>Note:</u> At this point you have created the entries but have not saved them or submit them.</p> |  <p>The screenshot shows the mobile application interface after an entry has been created. The user's name 'George Gomez' is displayed at the top. Below it is the same date range selector. A yellow warning box says 'Remember to save or submit your changes.' The main section displays 'Time Entered for 02/20/2013' with 'Appt: 10' and 'Vacation: 8.00'. The 'Comments' field contains 'Tttttt'. At the bottom, there are five buttons: 'Delete', 'Edit', 'New Entry', 'Return', and a blue 'Back to UCSD Mobile' button.</p>   |

**Step 9:**

After time is entered it will be highlighted in blue and totals will display below.

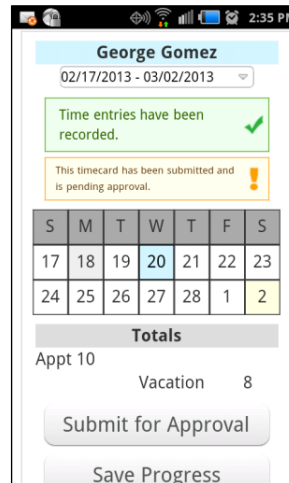
Submit for Approval or Save Progress to submit at a later time.

**Note:** Don't forget to submit your time before the due date.



**Step 10:**

After time is submitted for approval confirmation message and status of timecard will display.



**Step 11:**

Use the drop down from the top of the pay cycle to go back to prior periods to make adjustments.

Select desired period.  
Enter date adjustments.  
Submit for approval.

**Note:** Prior entries will display.

