Review, Edit, Approve and Audit Employee Timesheets

Review Employee Timesheet

1. Open Web Browser, enter Ecotime URL
2. If Single Sign On displays, enter Active Directory User Name and Password, click Login
3. Select Manager Tasks, select Employee Timesheets, select Period, defaults to current pay period, click go

4. Manager dashboard displays

5. In this example, an employee has completed their timesheet
6. You can select any employee link to review their timesheet

Edit Employee Timesheet

1. If needed, you may need to unapprove timesheet in manager dashboard
2. After selecting an employee timesheet, you can make edits to that timesheet
3. In Timesheet Summary, select day of the week, e.g. Wed 2/26, selection will be highlighted
4. Scroll down

<table>
<thead>
<tr>
<th>Time In/Out</th>
<th>Duration</th>
<th>Meal Break</th>
<th>Appointment Pay Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time In:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Out:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Enter **Time In/Out**, e.g. **Time In**: 8:00 A.M. and **Time Out**: 4:30 P.M.
   a. System only records in 15 minute increments, e.g. enter 8:00 for time up to 8:07, enter 8:15 for any time after 8:08
   b. If more than 40 hours are entered for the week or qualify for Shift Differential, the Payroll Profile will automatically calculate the **OT, Comp Time Premium** or **Straight** (needs to be added to the profile by Timekeeper or Supervisor) or **Shift Differential** owed to employee, and will display on row in **Paid Summary**

6. In **Meal Break**, select 30, **Duration** displays 8.0
   a. If meal break is different, select appropriate one
   b. UCSD policy dictates that 30 minutes are unpaid, if combining 2-15 minute breaks, for an hour, still enter 30 minutes

7. Select **Appointment** and **Pay Code** – **Hours Worked**
   a. If employee has more than one job, select the **Appointment** that matches the hours being entered

8. In upper right hand corner of screen, click **Save**

9. Repeat steps #3-#8 for every day being edited

10. When you are done editing the time for the pay period, in upper right hand corner of screen, click **Complete**, and **OK**

### Approve Employee Timesheet

1. Open Web Browser, enter Ecotime URL
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Manager Tasks**, select **Employee Timesheets**, select **Period**, defaults to current pay period, click **go**
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4. Manager dashboard displays (image is partial view of dashboard)

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Email Address</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Griffin Coler</td>
<td><a href="mailto:griffin.coler@ucsd.edu">griffin.coler@ucsd.edu</a></td>
<td></td>
</tr>
<tr>
<td>Hennoch, Osifere Michelle</td>
<td><a href="mailto:hennoch.osifere@ucsd.edu">hennoch.osifere@ucsd.edu</a></td>
<td></td>
</tr>
<tr>
<td>Jones, Wesson Maurice</td>
<td><a href="mailto:jones.wesson@ucsd.edu">jones.wesson@ucsd.edu</a></td>
<td></td>
</tr>
<tr>
<td>Karthicka, Shetter Bhakth</td>
<td><a href="mailto:karthicka.shetter@ucsd.edu">karthicka.shetter@ucsd.edu</a></td>
<td></td>
</tr>
<tr>
<td>Lauren, Melissa Rose</td>
<td><a href="mailto:lauren.melissa@ucsd.edu">lauren.melissa@ucsd.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

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

5. Reported hours display next to employee link and shows employee has Completed timesheet
6. Select Approve, click Submit
7. If needed, click on employee link to open, review, and verify hours submitted
8. To return to Manager dashboard, select Timesheet Group, select Period, defaults to current pay period, click go

Auditing Employee Timesheets

1. Open Web Browser, enter Ecotime URL
2. If Single Sign On displays, enter Active Directory User Name and Password, click Login
3. Select Manager Tasks, select Employee Timesheets, select Period defaults to current pay period, click go

4. Manager Dashboard displays

5. Select employee timesheet
6. Employee timesheet displays (image is partial view of employee timesheet)

7. In the upper right hand corner of screen, from the toolbar select the **Timesheet Action Audit** icon

8. The following screen displays (image is partial view of action audit)

9. The **Timesheet Action Audit**, displays **Action Type**, **User**, **Action Date** and **Details**

10. This is very comprehensive information and will be useful in auditing and reviewing employee timesheets

**Reminders**

- Managers should review and approve all employee timesheets
- Managers can use the **Approve All** icon available on the Manager dashboard
- If employee has multiple jobs, verify that the correct **Appointment** is selected for hours entered
- Once **Approved**, the timesheet is locked and employee is locked out of timesheet
- BW employee timesheets must be **Saved** and **Completed** by Saturday the last day of the pay period
- As long as non-exempt employees **Save** their time, they will be paid