

Logging into Ecotime

1. Open a Web Browser, use either [Ecotime Campus](#) or [Ecotime Medical Center](#) URL
2. **Single Sign On** displays, enter **Active Directory (AD) User Name** and **Password**, click **Login**
3. Use your **Employee AD** account
4. If you are unsure of your **Employee AD** account, contact your Supervisor or Timekeeper

5. If you are an International Student Employee, contact your Timekeeper for further login instructions
6. If you are unable to log into Ecotime, please visit:
 - a. [FAQ - Can't log into Ecotime](#)
 - b. [Service Desk Knowledge Base](#)

Entering your time in your Timesheet

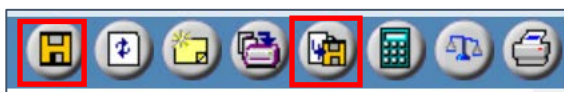
1. Best practice is to enter your time daily, and wait until the end of a **Pay Period** to **Complete** (Submit)
2. Select **Employee Task/Timesheet**, select **Pay Period**, the default is the current pay period, click **go**



3. In **Timesheet Summary**, select the day of the week
4. If you have more than one position, make sure you select the correct position
5. Meal breaks are for time less than one hour, if more than one hour, enter time in 2 rows on same day
 - a. For example, you're working from 8am-11am, go to class and return to same job from 1pm-4pm, you would enter it in 2 rows (shown below) for a total of 6 hours at the same job on the same day

Worked Hours on Friday 07/24/20						Hide Exceptions
Time In/Out	Overnight	Duration	Meal Break	Appointment Pay Codes	Extra Unschd	Message
Time In: 8:00 A.M. Time Out: 11:00 A.M.	<input type="checkbox"/>	3.00	0	POS#: 40690999 Job Code: 4920 Rate: 13.50 Dept ID: 000203 Hours Worked	<input type="checkbox"/>	
Time In: 1:00 P.M. Time Out: 4:00 P.M.	<input type="checkbox"/>	3.00	0	<Select Appointment> <Select Appointment> POS#: 40691000 Job Code: 2860 Rate: 19.07 Dept ID: 000203 POS#: 40690999 Job Code: 4920 Rate: 13.50 Dept ID: 000203	<input type="checkbox"/>	
Time In: [dropdown]	<input type="checkbox"/>	0	0		<input type="checkbox"/>	

6. After entering your hours worked, in upper right hand corner of page, click **Save** after every daily entry
7. At the end of a **Pay Period** click **Complete**, and in the **Confirmation** dialog box, click **OK**



Save

Complete

8. Saved hours (that are not approved) on a current timesheet will still be paid

Entering Sick time

1. In a **Timesheet Summary**, select the day of the week
2. At the bottom of page, click on **Exception Time**
3. Enter the number of sick hours, select your **Position**, and choose Sick as the **Pay Code** and click **Save**

4. After clicking **Save**, the results post at the top of the page

Hours	Sun 07/12	Mon 07/13	Tue 07/14
Worked			2.00
Exceptions		1.00	
Totals:	0.00	1.00	2.00
Late Time	Select	Select	Select
Comp Time	100%	100%	100%
Sick		1.00	
Hours Worked			2.00

Submitting your Timesheet

1. Once you submit a timesheet, your Supervisor approves it
2. Once a Supervisor approves it, it locks you out of the timesheet and no edits can be made
3. If you have multiple positions, once any Supervisor approves your timesheet, it will lock all timesheets for all positions
4. After the timesheet(s) been locked, to make any changes to any position, a Supervisor must unlock your timesheet
5. We recommend emailing Supervisors and copy Timekeepers from all positions and state, e.g.
 - a. “My bookstore Supervisor approved my timesheet, but I need to make changes to my timesheet in the Bio department.”
6. Once the timesheet is unlocked, enter your updates, click, **Save** and **Complete** to resubmit the timesheet

Entering Time for Past Pay Periods

1. Select **History**, then **Timesheet**, only available historical timesheets will display as **Adjustments Allowed**, click **Go**

- Click the **Create Adjustments** link

History Status (Not Completed, Not Approved, Processed)											
History Pay Period Details											
History Input Summary											
Appointment Pay Codes	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
Hours Worked		8.00	10.00	8.00	13.00	8.00		47.00		8.00	8.00
Totals:	0.00	8.00	10.00	8.00	13.00	8.00	0.00	47.00	0.00	8.00	8.00

- The **Adjustment Input Summary** displays

Adjustment Test Message											
Adjustments Status (Not Completed, Not Approved, Processed)											
Show Adjustments Pay Period Details											
Adjustments Input Summary											
Appointment Pay Codes	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
Hours Worked		8.00	10.00	8.00	13.00	8.00		47.00		8.00	8.00
Totals:	0.00	8.00	10.00	8.00	13.00	8.00	0.00	47.00	0.00	8.00	8.00
Comp. Time Election											
Comp Time Premium	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Comp Time Straight	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Paid Summary											
Holiday Calculated										0.00	
Hours Worked		8.00	8.00	8.00	8.00	8.00		40.00			8.00
OT Double						1.00		1.00			
OT Premium - Daily			2.00		4.00			6.00			
Worked Hours on Sunday 10/06/19											
Time In/Out	Overnight	Duration	Meal Break	App		Pe					
Time In: <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
Time Out: <input type="text"/>				<input type="text"/>		<input type="text"/>					
Time In: <input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
Time Out: <input type="text"/>				<input type="text"/>		<input type="text"/>					

This is an example; your historical summary will have hours more closely associated with your work schedule or be blank

Enter time, select **Position**, and **Hours Worked**

- Enter time for each day missed, click **Save** after each entry
- When you submit time for past pay periods, there is **no Complete** button
- After inputting your entries, email your Supervisor to alert them to ensure your hours are approved
- Saved hours on a retroactive timesheet will not be paid unless they are approved by a Supervisor

Reminders

- Deadline to **Save** and **Complete** timesheet is the **Saturday** at the end of the pay period
 - [UCSD Payroll Deadlines](#)
- Retroactive timesheets can take up to a month to process, therefore attempt to submit timesheets on time
- When your Supervisor/Manager **Approves** your timesheet, you will be locked out of your timesheet(s) for that pay period
- When your Supervisor/Manager **Approves** your timesheet, you will be notified by email
- If your Supervisor/Manager makes edits to your timesheet, you will be notified by email
- You can always access the 2 previous and 2 future pay period timesheets
- Leave Balances are visible by selecting **Employee Tasks/Balances**