Employee User Guide
Biweekly and Monthly
Employee Tasks

- Employees will be able to:
  - Log in
  - Enter **Employee Timesheet** entries:
    - **Hours Worked** and **Exception Hours** (Hourly)
    - **Exceptions** (Monthly)
    - Enter updates to Assigned Schedules
  - **Retroactive**
  - **Save** and **Complete** (Submit) entries
  - View **Leave Balances**
  - Create **Time Off Requests** (optional) – department
Employee Timesheet – Important Facts

- **Hourly** employees are **responsible** for entering **Hours Worked**, **Saving**, and **Completing** Timesheets.
- **Exempt** employees are **responsible** for **Completing** Timesheets with or without **Exception** time to affirm your entry.
- **Supervisor/Manager, Timekeeper** or **Delegate** can enter, edit, and approve employee timesheet.
- Leave of Absences (LOA) are approved outside of timekeeping system.
  - If employee has approved LOA’s, can select that LOA option in **Exception** time.
- Overtime (OT) is calculated by Payroll Profile and **Time/in** and **Time/out**.
- Comp time in lieu of OT needs to be added to your Payroll Profile – contact Timekeeper.
- Timesheet will be available for 2 future and 2 previous pay periods of current timesheet.
  - You can make future entries and retroactive entries.
- Multiple Jobs/Multiple Approvers.
  - Ecotime supports 1 employee/1 timesheet/1 approver.
  - Select correct Title Code (job) for daily hours entered.
  - 1<sup>st</sup> approver to approve, officially approves, 2<sup>nd</sup> approver will approve with **Notes** functionality.
1. Use URL [ecotimecampus.ucsd.edu](http://ecotimecampus.ucsd.edu) or Blink/Personal Tools/Ecotime Campus
2. Enter **User name** and **Password**, click **Login**

3. Select **Employee Tasks > Timesheet**
4. Select **Pay Period**, click **Go**
Use URL ecotimecampus.ucsd.edu or Blink/Personal Tools/Ecotime Campus
If you are part of the medical center, see Ecotime Support Contacts

Active Directory Login issues
- Do you have an Active Directory account – check with IT service desk – ITS Service Desk
- Have you forgotten your AD password – resetting you password – how to:
  - Reset your Faculty or Staff AD account - Reset Active Directory Password
  - Reset your Student Account – Reset Student Account Password

Duo issues
- Have you set up Duo – 2 step authentication – how to – Duo 2 Step Login

Ecotime issues
- If you get User ID not found, you will be denied log in, because you aren’t scheduled yet – check rollout schedule on Blink site – Ecotime Rollout Schedule
- If you receive, An error has been encountered, please log off and try again, or contact your System Administrator, go to the Ecotime website and contact the team that supports you at Ecotime Support Contacts
Biweekly Employees
1. **Timesheet Summary**: select date

2. Enter **Worked Hours**:
   - **Time In**: Enter 8:30 select **A.M.**
   - **Time Out**: Enter 4:30, select **P.M.**
   - Select **Meal Break**
   - Select **Appointment** – defaults to your job
   - If you have multiple jobs, select the **Appointment** for which you are entering hours
   - Select **Pay Code**: **Hours Worked** or if applicable **On-Call/Call Back Worked**
   - Click **Save**

3. If entering **Exception Time**:
   - In **Timesheet Summary**, select date
   - In **Exception Time**, enter **Duration** – number of hours
   - Select **Appointment** and applicable **Pay Code**, e.g. **Sick, Vacation**
   - If you are on an approved Leave of Absence such as **FML**, you may select that option
   - Click **Save**
1. Select **Date**

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

3. Select **Appointment** (your job) and **Pay Code** – **Hours Worked**
   If you have multiple jobs, enter **Hours Worked** for that selection

4. Click **Save** for every daily entry

5. At end of Pay Period, submit for approval, click **Complete**
1. Select Date

4. Click Save for every daily entry

5. At end of Pay Period, submit for approval, click Complete

2. For Exceptions, use Exception dialog box, enter Duration

Exempt and Non-exempt Postdocs, please use increments of 8 hours

3. Select Appointment (your job) and Pay Code – e.g. vacation or sick

If you have been approved for an LOA, such as FML, you may select that option

Biweekly – Exceptions

Holiday Calculated
Biweekly – Daily Timesheet Entry with Multiple Jobs

1. Select Date

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

3. Select Appointment (your job) and Pay Code – Hours Worked
   If you have multiple jobs, enter Hours Worked for that selection

4. Click Save for every daily entry

5. At end of Pay Period, submit for approval, click Complete
Display of Employee Timesheet with Assigned Schedule

- Hours display in Timesheet Summary, based on assigned schedule
- Note in Paid Summary, hours worked display, Paid Summary dictates what is paid out to employee
- Save is only required if you make updates to daily entries, Time In/Out changes or you add Exception time
- Click Complete

Exception added, displays Holiday added automatically

At end of Pay Period, submit for approval, click Complete
Assigned Schedules for Hourly Employees – Important Facts

- Assigned Schedule populates your **Timesheet Summary** and **Paid Summary**
- Assigned Schedule is **Saved** by default
- Updates to Assigned Schedule are done by deleting row(s) in **Worked Hours** for day
- Approved **Leave Request** overrides Assigned Schedule
- Updates to Assigned Schedule with **Time In/ Time Out** or **Exceptions** need to be **Saved**
Comp Time Elections and OT
Employee Timesheet with Overtime

<table>
<thead>
<tr>
<th>Hours</th>
<th>Sun 02/22</th>
<th>Mon 02/24</th>
<th>Tue 02/25</th>
<th>Wed 02/26</th>
<th>Thu 02/27</th>
<th>Fri 02/28</th>
<th>Sat 02/28</th>
<th>Sun 03/01</th>
<th>Mon 03/02</th>
<th>Tue 03/03</th>
<th>Wed 03/04</th>
<th>Thu 03/05</th>
<th>Fri 03/06</th>
<th>Sat 03/07</th>
<th>Week Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked</td>
<td>9.50</td>
<td>11.50</td>
<td>9.50</td>
<td>8.00</td>
<td>8.00</td>
<td><strong>46.50</strong></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Exceptions</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td><strong>0.00</strong></td>
<td><strong>9.50</strong></td>
<td><strong>9.50</strong></td>
<td><strong>8.00</strong></td>
<td><strong>8.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>46.50</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>46.50</strong></td>
<td></td>
</tr>
<tr>
<td>Late Time</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
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<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td>Select</td>
<td></td>
</tr>
</tbody>
</table>

Comp. Time Election

- **Comp. Time Premium**: 0% 0% 0% 0% 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% 0% 0% 0% 0%

Paid Summary

- **OT Premium- Weekly**: 6.50 6.50
- **Hours Worked**: 9.50 11.50 9.50 8.00 1.50 **40.00**
- **Total**: 0.00 6.50 0.00 40.00

Comp Time Election not elected or entered in Ecotime

Over 40 hours for week has been entered

Paid Summary reflects OT based on Pay Profile
**Employee Timesheet with Comp Time in Lieu of OT**

Comp Time elected and entered in Ecotime.

Over 40 hours for week has been entered.

**Paid Summary** reflects **OT Premium Comp** as that has been elected and entered in Ecotime.

<table>
<thead>
<tr>
<th>Timesheet Summary</th>
<th>Hide</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hours</strong></td>
<td>Sun 02/20</td>
</tr>
<tr>
<td>Worked</td>
<td>9.00</td>
</tr>
<tr>
<td>Exceptions</td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Comp. Time Election**

| Comp Time Premium | 100% | 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% | 100% |

**Paid Summary**

| Over Time Premium Comp | | | | | | | | | | | | | | | | | | | | **6.50** |
| Hours Worked | 9.50 | 10.50 | 8.50 | 10.00 | 1.50 | | | | | | | | | | | | | | | **40.00** |
| | | | | | | | | | | | | | | | | | | | | | | | | | | **0.00** | **6.50** | **40.00** |
After login, current **Pay Period** displays

For single day exceptions, in **Pay Period Details**
1. Select **Add a Row**
2. Select desired **Date**
3. Select desired **Pay Code**, e.g. Sick or Vacation
4. Enter **Duration**, enter hours e.g. 8

For a range of days:
1. Select **Add Multiple Entries**
2. Enter **Date From** and **Date To**
3. Select desired **Pay Code**, e.g. Sick or Vacation
4. Enter **Duration**, enter hours e.g. 8, system computes hours for each day
5. In **Action**, click **Add**

Click **Save** to submit for approval

Click **Complete** to submit for approval
Monthly Exception Reporting

1. After selecting Timesheet period, current month displays

2. You can add single entries by clicking Add Row or range of days by selecting Add Multiple Entries. Enter Date, Hours Type, and Duration. Exempt and Non-exempt Postdocs, please use increments of 8 hours.

3. Click Save

4. Click Complete for approval

- If you have been approved for an LOA, such as FML, you may select that option

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**Timesheet Summary reflects the exception hours entered**

<table>
<thead>
<tr>
<th>Hours Type</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Calculated</td>
<td>8.00</td>
</tr>
<tr>
<td>Sick</td>
<td>8.00</td>
</tr>
<tr>
<td>Vacation</td>
<td>24.00</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>40.00</strong></td>
</tr>
</tbody>
</table>

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

**Pay Period Details 05/01/2020 - 05/31/2020**

- 05/11/2020: Sick, 8.00 hours
- 05/18/2020: Vacation, 8.00 hours
- 05/19/2020: Vacation, 8.00 hours
- 05/20/2020: Vacation, 8.00 hours

Press the button to the right to delete all checked items.

**Message Descriptions**
Retroactive Timesheet Entries
Retroactive Timesheet Entries

1. Select **History**, select **Timesheet**, select **Period**, click **go**, timesheet displays

2. In **History Input Summary**, click **Create Adjustments**, **Adjustments Input Summary** displays

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1. To change hours worked, select **Date**
2. Enter **Time in/Out** and **Meal Break** if applicable
3. Select **Appointment** and **Pay Code**
4. Click **Save**
5. **Paid Summary Net** displays
6. Click **Complete**

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1. To enter an Exception, click **Show Exceptions**
2. Delete **Hours Worked** entries
3. Enter **Duration**, **Appointment** and **Pay Code**, **Sick** or **Vacation**
4. Click **Save**
5. **Paid Summary Net** displays
6. Click **Complete**
Retroactive Timesheet Entries

- You must click **Complete** for Supervisor to be notified
- Supervisor must approve Retroactive timesheet to be paid
Email Notifications
System Generated Alerts

- Ecotime will be configured with system generated reminder and completion alerts
- These alerts will notify both Manager and Employees through email of required and/or completed tasks

- Managers will be notified:
  - Timesheet completion
  - Leave request

- Employees will be notified:
  - To complete timesheet
  - Timesheet approval
  - Approved or Denied Leave Request
  - Of edits by Supervisor or Timekeeper
Subject line: REMINDER: TIMESHEET COMPLETION REMINDER

Body of email:
Hi employee X,

1. This is a reminder to submit your time sheet for pay period end date: PayPeriod X
2. Please complete your timesheet via EcoTime: URL provided
3. Remember to click the ⬇️ button in the upper right hand corner to let your supervisor know your timesheet is ready.
Balances and Leave Requests
Leave Balances – Important Facts

- Leaves Balances will display in both Ecotime and LASR and in the future, UCPath.
- Exempt and Non-exempt Postdocs: your award of 12 sick and 24 PTO days will be available, at the beginning of your 12-month appointment and renewed annually, for a 6 month appointment, you would receive 6 days of sick and 12 days of PTO.
- When employees are first live in Ecotime, their balances will display 0 balances.
- After accruals are calculated and processed at the end of every month before going live, the balances will be uploaded to Ecotime within the first week of that month.

<table>
<thead>
<tr>
<th>Go Live Waves</th>
<th>Wave 0</th>
<th>Wave 1-2</th>
<th>Wave 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4/1 – MO</td>
<td>5/1 – MO</td>
<td>6/1 – MO</td>
</tr>
<tr>
<td>Leave Balances Display</td>
<td>1st week of April</td>
<td>1st week of May</td>
<td>1st week of June</td>
</tr>
</tbody>
</table>
Employee – Review Balances and Leave Requests

1. Employees can review Leave **Balances** as well as make **TimeOff Requests**
2. Employee selects **Employee Tasks > Balances** to review Balances
3. Employee selects **Employee Tasks > TimeOff Request** to request time off

- To request time off, select **TimeOff Request**, enter **date range**, **Hours Type** and click **Submit**
  - Time Off requests without the leave balances to support the request will be denied by the system

| Leave Balances | 
|---|---|---|---|---|---|---|
| **Vacation** | 192.18 | 18.46 | 56.00 | 154.62 | 0.00 | 0.00 |
| **Sick** | 143.45 | 14.76 | 16.00 | 142.21 | 0.00 | 0.00 |
| **Comp Time Premium** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Comp Time Straight** | 0.00 | 32.00 | 32.00 | 0.00 | 0.00 | 0.00 |
Leave Requests – Important Facts

- Using the **Leave Request** function in Ecotime is optional
- Leaves without sufficient leave to support the request will be denied by system
  - Campus closure is the only time that leaves without sufficient leave will be approved
- Approved leaves will override the assigned schedule
- Leaves requested and approved in Ecotime will reflect in LASR and in the future on UCPath
Submission Deadlines
Submission Deadlines

- BW employee timesheets must be **Saved** and **Completed** by Saturday the last day of the pay period
  - [UCSD 2020 Payroll Calendar](#)
  - Note: Departmental policies may supersede this deadline
- Time not reported by payroll deadline will not be paid (BW)
- As long as employee enters **Hours Worked** and clicks **Save**, they will be paid even if Supervisor doesn’t approve
- Monthly employee **exceptions** to timesheets must be reported by core central payroll processing deadlines, see your department HR contact or Timekeeper
### Ecotime Resources and Help

#### Ecotime Information on Blink
ecotime.ucsd.edu

<table>
<thead>
<tr>
<th><strong>Ecotime Campus</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Answer Pages</strong></td>
</tr>
<tr>
<td>FAQs</td>
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<tr>
<td>Training</td>
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<tr>
<td>Department Resources</td>
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<tr>
<td>Support</td>
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<tr>
<td>Ecotime Transition Project</td>
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</table>