Manager Tasks and Logon
Manager Tasks

Managers can:

1. Approve and edit employee timesheet
2. View and edit **Timesheet Groups** that are assigned to you by Administrator
3. View **Employee Leave Balances**
4. Approve or deny **Time Off Requests**
5. In their absence, **Delegate Authority** to another Manager/Supervisor for their **Timesheet Group** to make approvals
6. In their absence, **Delegate Authority** to a direct report for their **Timesheet Group** for a variety of tasks, **except** making approvals
7. Create pre-defined schedules for Biweekly employees
8. Create On Call Schedules for employees
1. Use URL provided

2. Add URL to Favorites

3. Log in with AD login and password – Duo is required for Two-Step Login

4. Select Manager Tasks
Overview of Biweekly and Monthly Employee Entry
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. Enter Duration, Title Code (your job), Pay Code e.g. vacation or sick

5. Click Save

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

- If you have been approved for FML, that option will be available
Entries are made on Hours Worked and Exception Time

1. Verify the hours entered for A.M. and P.M.
2. Use Meal Break entry
3. Must click Save after each daily entry, then posts to Timesheet Summary

- You must make an entry for everyday of the pay period
- If you have multiple jobs, select the Title Code that represents the reported hours
- Exception hours entered must be the same as normal working hours, e.g. if you typically work 8 hours a day, you can only enter 8 hours
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, 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.

- If you have been approved for FML, that option will be available.

### Monthly Exception Reporting

#### Pay Period Details 10/01/2019 - 10/31/2019

<table>
<thead>
<tr>
<th>Date (mm/dd/yyyy)</th>
<th>Pay Codes</th>
<th>Duration</th>
<th>Message</th>
<th>Audit</th>
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<tbody>
<tr>
<td>10/15/2019</td>
<td>Vacation</td>
<td>▼ 8.00</td>
<td></td>
<td>View</td>
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<td>Vacation</td>
<td>▼ 8.00</td>
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<td>View</td>
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</table>

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

- BW employee timesheets must be completed by Monday at noon following the end of the pay period
- Time not reported by payroll deadline will not be paid (BW)
- Monthly employee exceptions to timesheets must be reported by core central payroll processing deadlines
Accessing, Approving, and Editing Timesheets
Accessing Timesheets

1. A **Timesheet Group** generally reflects a department and **Pay Period** type.
2. A manager will likely have multiple **Timesheet Groups** assigned to them.
3. Biweekly and Monthly periods are configured for the entire year.
4. Period defaults to current, latest time periods are at the bottom of list.
5. Select a **Timesheet Group**, **Period**, and click **go**.
Approving Timesheets

1. Review Timesheet for completion before approving
2. Verify hours entered and completed ✓
3. For either an employee or a manager to edit a timesheet, approval must be unselected
4. Manager/Supervisor can use the **Delegate Authority** function to allow another Manager/Supervisor to make approvals in their absence
Approving Timesheets – Timesheet Group Dashboard

- After selecting **Timesheet Group, Timesheet Statistics** and **Hours Summary** displays:

  To review and edit timesheet, deselect **Approve**, click on the employee link, and make edits

  Hours Summary: Displays **Hours by Type** and employee submission as **Complete** with

  Verify there are hours listed and submitted as **Complete**

Action: Approve
A Manager or Delegated employee can deselect timesheet for approval to make edits as long as pay period processing hasn’t occurred

1. There are 2 ways that a Manager can access the employee timesheet
   1. Go to Manager Tasks > Employee Timesheets, and select the desired employee
   2. Go to Manager Tasks > Timesheet Group, select Period, click Go and select desired employee

2. To edit an employee timesheet, select Date, enter Time In, Time Out, select Meal Break and click Save
   This is the same process you and your employees use to enter time
Email Notifications
System Generated Alerts

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

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

- Employees will be notified of:
  - Need to complete timesheet
  - Timesheet approval
Subject line: REMINDER: TIMESHEET COMPLETION REMINDER

Body of email:
Hi employee X,

1. This is a reminder to submit your timesheet for pay period end date: PayPeriod X

2. Please complete your timesheet via EcoTime: https://ucsdsom.ecotimebyhbs.com/Ecotimesso/

3. Remember to click the "Complete" button in the upper right hand corner to let your supervisor know your timesheet is ready.
Re-assigning Employee to Timesheet Group
Re-Assigning Employees into Timesheet Groups

Managers can reassign employees between timesheet groups

1. In Manager Tasks, select Assign Timesheet Group
2. Select Assign From group and Assign To group
3. Select the employee(s) to be reassigned, click Add and Save
Reviewing Leave Balances and Approving Leaves
Reviewing Leave Balances

1. Navigate to Manager Tasks > Employee Balances
2. Select Timesheet Group and click go

Timesheet group displays 1st employee by alpha order
- Accrued Balances display as of date shown
- To see other employees in this Timesheet group, click Next Employee link
1. Departments may choose to have employees request time off through Ecotime.

2. To review and approve time off requests go to: **Manager Tasks > Time Off Approvals**, select **Time Sheet Group** and click **Go**

   - **1. Review Time-off request details and access Employee Balances with link**

   - **2. Action: Approve or Deny**

   - **3. Click Submit**

   Link goes to time-off request
Delegating Authority
Delegating Authority and Timekeeper Role

1. The manager (supervisor) may delegate approval authority to:
   a) The assigned timekeeper(s) to the supervisor’s group
   b) Their supervisor
   c) A peer
   d) A direct report

2. Delegate Authority allows the timekeeper to:
   a) Review and edit timesheets
   b) Review Leave Balances
   c) Monitor reports

3. The assigned timekeeper in your group isn’t automatically delegated authority

4. At deployment, the manager will need to delegate authority to the designated timekeeper
Delegating Authority

1. Go to Manager Tasks > Delegate Authority
2. Select a Timesheet Group, click Go
Delegating Authority – Levels of Authority

1. In **Give Authority To**, select either a **Direct Report** or **Peer**
2. Enter **Begins** and **Expires** (**Expires** defaults to 12/31/2099)
3. In **Group Access Level**, retain default
4. In **Action**, Click **Add Entry**
Removing Delegate Authority

1. To remove Delegation:
   1. Navigate to Manager Tasks > Delegate Authority
   2. Select Timesheet Group, click go
   3. In Current Delegations, select the desired individual, in Action, click Delete
Managing Employee Schedules
Creating and Assigning New Schedules
Create and Name Schedule

- Navigate to Manager Tasks > Schedule
- Select Timesheet Group and click go

1. Employee Schedules display
2. Click Create Schedule Assignments

3. In the Assignment Schedule, select New Schedule
4. Enter Schedule Title and Description
5. Total Weeks is the rotation, default is 2
6. Select calendar icon, select a pay period Start Date, i.e 11/3/2019
7. Select Schedule Detail
8. Click Save
Creating a Schedule – Setting Schedule Parameters

1. Enter **In**, **Out** and **Meal Break Schedule**, verify AM and PM is correct
2. Select applicable days, in both weeks, to apply schedule
3. Click **Apply Schedule**
4. Click **Save**
Assigning Schedule to Employee

1. Navigate to **Manager Tasks > Schedule**
2. Select **Timesheet Group** and click **go**

1. Select Employee from Employee list
2. Click **Add New**
Assigning Schedule to Employee

Schedule Displays in 2 week increments

1. Assignment Dates:
   Start Date: defaults to date you are logged in
   Note: schedule should start at beginning of pay period
   End Date: defaults to 2099

2. Click Save
Viewing Assigned Schedules

- Navigate to Manager Tasks > Schedule
- Select Timesheet Group and click go

- In Employee Schedules, view assigned schedules
- Displays Assigned schedule and Schedule Name of Effective schedule
1. Hours display in **Timesheet Summary**, based on assigned schedule
2. If applicable, add Exception
3. Click **Save**
4. Click **Submit**

At end of Pay Period, submit for approval, click **Complete**

**Exception added, displays Holiday**
Viewing, Editing, and Deleting Schedules
Viewing, Editing, or Deleting Existing Schedule

1. Navigate to Manager Tasks > Schedule
2. Select Timesheet Group and click go

1. Employee Schedules display
2. Select desired employee
3. You can Edit, Delete or Assign to Others
Viewing and Editing a Schedule

1. Clicking Edit will display the schedule for selected employee
2. To change Assignment Dates, enter new Start and End Date
Deleting an Existing Schedule

1. Clicking **Delete** will delete the selected schedule for the employee

2. A warning dialogue box will display, confirming that you wish to delete the schedule, click **OK** to delete
Assigning Existing Schedule to Employees

1. Navigate to Manager Tasks > Schedule
2. Select Timesheet Group and click go

1. In Employee Schedules, select an employee
2. In selected employee, select Add New
3. Select from created schedules
Creating and Assigning On-Call Schedules
Accessing On Call Schedule

1. Navigate to Manager Tasks > On Call
2. Select Timesheet Group and click go
Accessing an Existing On-Call Schedule

1. Existing Employee On Call Schedules display
2. Calendar displays that an employee is on call from 11/4-11/8
3. In Employee On Call Schedule denotes On Call Today
4. Select employee link to view
View an Existing On Call Schedule

Employee schedule selected, displays On call from 11/4-11/8 from 9:00am-5:00pm

By default, displays month that you are in, can edit **Date From** and **Date To**

**On Call Schedule Status** is either **Valid (V)** or **Overlapping (S)**

- If an existing **On Call** schedule overlaps with an existing regular work schedule, you must delete the **Overlapping On Call Schedule**, check **Delete**
Adding an On Call Schedule

1. In Add on Call Schedule Assignment, select Condition
2. Enter From Date and End Date
3. Select applicable department
4. Enter Time In and Time Out and click Save

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Project</th>
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<tbody>
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<tr>
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<tr>
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<td>05:00 AM</td>
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Status Descriptions

V - Valid on call assignment