Timekeeper Role and Responsibilities
Timekeeper Tasks

Timekeepers will be able to:

- Review and edit **Employee Timesheet**
- Use **Timesheet Action Audit**
- Explain Multiple Job/Multiple Approver process
- Create pre-defined **Schedules** and assign **Schedules** for Biweekly employees
- View **Employee Leave Balances** and **Time Off Requests**
- Review **Employee Details** and Enter **Comp Time Effective Dates**
- Enter and **Complete** employee timesheet with **Hours Worked** and **Exceptions**
- Perform Timekeeper role
Timekeeper Role

1. Help spread the word in advance of Go Live and promote positive acceptance of new system, provide localized support by:
   • Posting print and digitized informational posters on bulletin boards and online
   • Sending pre-written emails provided by ESR team to your department based on go live dates
   • Use Employee User Guide PPT on ecotime.ucsd.edu to train employees

2. You will no longer be required to Accept an employee timesheet for an employee to be paid

3. Use Manager Summary/Dashboard, to confirm Completion and Approval

4. Assist employees with timesheet entry and/or supervisor to resolve issues

5. Serve as liaison between the departmental staff and the Central Payroll Office

6. Provide backup Approval for Manager/Supervisors
Transition to Ecotime – Definition of Roles

- **Timesheet Group** = Group of employees reporting to a **Supervisor**
- **Timekeeper** = Assigned to 1 or more **Timesheet Groups**
- There are no Timekeeper Codes in Ecotime, you are designated as a **Delegate (TS Admin)** to perform your functions as a **Timekeeper**
- **MyTime** is available for historical purposes and to assign new employees to Supervisors

<table>
<thead>
<tr>
<th>MyTime Roles</th>
<th>Ecotime Roles</th>
<th>What can you do in Ecotime?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Supervisor</td>
<td>Edit and Approve Timesheets, Create and Assign Schedules, Review Leave Balances, Approve TimeOff Request, Set Comp Time Effective Dates, Put employee On Call, Delegate Authority</td>
</tr>
<tr>
<td>Timekeeper</td>
<td>Delegate</td>
<td>Same as above</td>
</tr>
<tr>
<td>Time Approver/Work Director</td>
<td>Delegate</td>
<td>Same as above</td>
</tr>
</tbody>
</table>
# Transition to Ecotime – Exempt and Non/Exempt

- **Exception** = Enter exceptions only
- **Positive Reporting** = Enter All Hours Worked

<table>
<thead>
<tr>
<th></th>
<th>Exception (Sub 1)</th>
<th>Positive Reporting (Sub 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exempt</strong></td>
<td>Most Exempt employees report <strong>Exception</strong> only</td>
<td>These Exempt employees perform <strong>Positive Reporting</strong>: e.g. tutors, grant funded researchers</td>
</tr>
</tbody>
</table>
| **Non-Exempt**   | - Some Non-Exempt employees (2500) reported **Exceptions** only  
|                  | - At Ecotime Go Live, these employees will transition to **Positive Reporting**  
|                  | - To mitigate risk, these employees will be assigned schedule at Go Live | All Non-Exempt hourly employees |
## Save, Complete and Approve – Definitions

<table>
<thead>
<tr>
<th>Save</th>
<th>Complete</th>
<th>Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Exempt Employee must <strong>Save Hours Worked</strong> to get paid</td>
<td>All employees should <strong>Complete</strong>, however will still be paid if hours are <strong>Saved</strong></td>
<td>Supervisor, Timekeeper’s or Delegates <strong>Approve</strong></td>
</tr>
<tr>
<td>Pre-populated Timesheets (Assigned Schedule) <strong>Saved</strong> by default</td>
<td>Employees can unselect <strong>Complete</strong>, to edit</td>
<td><strong>Approval</strong> not required to get paid</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Once <strong>Approved</strong>, the timesheet is locked and employee is locked out of timesheet</td>
</tr>
</tbody>
</table>
Logging on to Ecotime

1. Use URL ecotimecampus.ucsd.edu or Blink/Personal Tools/Ecotime Campus
2. Enter User name and Password, click Login

3. Select Manager Tasks
Logging on to Ecotime – Troubleshooting

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
Accessing, Editing and Auditing Timesheets
Accessing Timesheets

1. Select **Manager Tasks**, then **Employee Timesheets**

2. Select a **Timesheet Group, Period**, and click **go**
   - A **Timesheet Group**, reflects a supervisor and their direct reports and separated by **Pay Period** type (BW and MO)
   - As a timekeeper you may have multiple **Timesheet Groups** assigned to you
   - **Period** defaults to current, latest time periods are at the bottom of list
   - **BW** and **MO** will display 2 previous and 2 future pay periods
Timesheet Dashboard – Review Timesheets

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

  ![Diagram of Timesheet Dashboard]

  - **Hours Summary**: Displays hours by type and employee submission as Complete with ✓
  - **Use Timesheet Statistics links to Filter view**
  - **To review and edit a timesheet, select Unapprove**, the timesheet can’t be in Approval status. Select employee and make edits.
  - **Verify there are hours listed and submitted as Complete**

### Hours Summary for 10/06/2019 - 10/19/2019 - BW

<table>
<thead>
<tr>
<th>Timesheet Group</th>
<th>Employee Name</th>
<th>Regular</th>
<th>Exception</th>
<th>Total Hours</th>
<th>On Call</th>
<th>Addl Hours</th>
<th>Complete</th>
<th>Notes</th>
<th>Attachments</th>
<th># Messages</th>
<th>Approved</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITZ TSG 01</td>
<td>NonExempt Hourly/BW</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>ITZ TSG 01</td>
<td>FL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>ITZ TSG 01</td>
<td>JARIO 34</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>ITZ TSG 01</td>
<td>NonExempt Hourly/BW</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>ITZ TSG 01</td>
<td>NonExempt Hourly/BW</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approve</td>
</tr>
<tr>
<td>ITZ TSG 01</td>
<td>NonExempt Hourly/BW</td>
<td>24.00</td>
<td>16.00</td>
<td>40.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Approve</td>
</tr>
</tbody>
</table>
Editing an Employee Timesheet

- If employee timesheet is **Approved**, employee is locked out from their timesheet.
- Confirm that Timesheet has been **Completed** before **Approving**.
- A manager/supervisor or timekeeper can **unselect Approval** to make timesheet editable, as long as pay period processing hasn’t occurred.
- There are 2 ways that a manager or timekeeper 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.
- To edit an employee timesheet, select **Date**, enter **Time In, Time Out**, select **Meal Break** and click **Save**.
Auditing Employee Timesheet

1. Select Employee Timesheet

2. Select Timesheet Action Audit

3. Timesheet Action Audit displays:

- Action Type
- User
- Action Date and Time
- For further Details, click View link
Auditing Employee Timesheet – View Details

For selected Timesheet, **Timesheet Record Audit** displays:

- **Source** e.g. Browser
- **Location** e.g. IP address

### Timesheet Action Audit for Pay Period Ending on 02/08/2020

<table>
<thead>
<tr>
<th>Timesheet Version</th>
<th>Action Type</th>
<th>User</th>
<th>Action Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Completion Removed</td>
<td>PARK, CHERRY</td>
<td>03 Feb 2020 3:09PM Pacific Time</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Timesheet Completed</td>
<td>PARK, CHERRY</td>
<td>03 Feb 2020 3:09PM Pacific Time</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Timesheet Saved</td>
<td>PARK, CHERRY</td>
<td>03 Feb 2020 3:08PM Pacific Time</td>
<td>View</td>
</tr>
</tbody>
</table>

### Timesheet Record Audit

<table>
<thead>
<tr>
<th>Timesheet Version</th>
<th>Time In</th>
<th>Time Out</th>
<th>Overnight</th>
<th>Duration</th>
<th>Meal Break</th>
<th>Title Code</th>
<th>Pay Codes Reason Code</th>
<th>Message</th>
<th>Action</th>
<th>Source</th>
<th>Location</th>
<th>Timestamp</th>
<th>Action User</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 AM</td>
<td>4:30 PM</td>
<td>8.00</td>
<td>0.50</td>
<td>PAYROLL, ANL 2 Hours Worked</td>
<td>Timesheet Saved</td>
<td>Browser</td>
<td>132.239.180.157</td>
<td>Feb 3 2020 6:08PM Eastern Time</td>
<td>PARK, CHERRY</td>
<td>View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Timesheet Saved</td>
<td>PARK, CHERRY</td>
<td>03 Feb 2020 3:07PM Pacific Time</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Completion Removed</td>
<td>PARK, CHERRY</td>
<td>03 Feb 2020 3:06PM Pacific Time</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Timesheet Completed</td>
<td>PARK, CHERRY</td>
<td>30 Jan 2020 10:49AM Pacific Time</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Timesheet Saved</td>
<td>PARK, CHERRY</td>
<td>30 Jan 2020 10:43AM Pacific Time</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Timesheet Saved</td>
<td>PARK, CHERRY</td>
<td>30 Jan 2020 10:41AM Pacific Time</td>
<td>View</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Employees with Multiple Jobs and Multiple Approvers

- Employees with multiple jobs will report their time on 1 timesheet:
  - Select the day, enter **hours in**, **hours out**, and **meal break**
  - Select the job in the **Appointment** drop down that represents the hours entered

- All Managers/Supervisors will have authority to approve
- Ecotime limits the approval to the 1st Manager to log in and approve the time, even though time submitted is for multiple jobs
- All Managers should review and approve time
- Managers who access the timesheet after 1st Manager approval will leave a note on record stating that they have reviewed and approved submitted time

- How does this effect Timekeepers?
  - You provide **backup Approval** for Manager/Supervisors, therefore you maybe performing the multiple approver procedure
Multiple Jobs/Multiple Approver – Adding Approval Notes

1. Select Employee Timesheet

2. Select View/Add Notes

3. Notes displays – enter approval notes

4. Click Submit Note
Overview of Biweekly and Monthly Employee Entry
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

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

4. Click Save for every daily entry

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

---

### Timesheet Summary

<table>
<thead>
<tr>
<th>Hours</th>
<th>Sun 02/23</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 02/29</th>
<th>Week Total</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>
</tr>
</thead>
<tbody>
<tr>
<td>Worked</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Exceptions</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Totals:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</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% 0%
- **Comp Time Straight**: 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0% 0%

---

**Worked Hours on Wednesday 02/26/20**

<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>7:00 A.M.</td>
<td>8.00</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>3:30 P.M.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 A.M.</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3:30 P.M.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

Timesheet Summary reflects the exception hours entered

**Holiday displays**

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

   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**

   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

Adjustments display in Paid Summary NET
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.
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
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
  - Of Timesheet approval
  - Approved or Denied Leave Request
  - Of edits by Supervisor or Timekeeper
Example of System Generated Email Reminder

**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 Complete button in the upper right hand corner to let your supervisor know your timesheet is ready.
Reviewing Leave Balances and TimeOff Request
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>
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
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
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Starting Balance</th>
<th>Earned</th>
<th>Taken/Paid</th>
<th>Current Balance</th>
<th>Approved Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>192.18</td>
<td>18.46</td>
<td>56.00</td>
<td>154.62</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick</td>
<td>143.46</td>
<td>14.76</td>
<td>16.00</td>
<td>142.21</td>
<td>0.00</td>
</tr>
<tr>
<td>Comp Time Premium</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Comp Time Straight</td>
<td>0.00</td>
<td>32.00</td>
<td>32.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Reviewing TimeOff Requests

1. When Manager logs in **Time Off Messages** display
2. Timekeepers **should not approve** Time Off Requests. This information is provided if you need to assist Manager.
3. Navigate to **Manager Tasks > TimeOff Approvals**
4. Review request and select **Approve** or **Deny**, click **Submit**
Managing Employee Schedules
Assigning Schedules – Important Facts

- Assigned schedules eliminates the need for the employee to enter hours worked daily
- Schedules can be assigned to individuals not to **Timesheet Groups**
- Assigned schedules will display on the next pay period from when assigned
- Approved Leave Requests will override assigned schedules
- Schedules are managed by **Timekeepers, Supervisors** or **Delegates**, not employees
- Schedules work for single appointments not multiple appointments
- Employees can and should adjust days, for different hours worked or exception time
- Schedules are 2 week intervals – hours worked can vary by day or be identical
Creating and Assigning New Schedules
Creating a New Schedule – Name and Description

- 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**, e.g. 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. If needed, enter unique hours for different days of the week
4. Click **Apply Schedule**
5. Click **Save**
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
Assigning an Existing Schedule

1. In Assignment Schedule, select desired schedule
2. Schedule displays
3. Enter Start Date and End Date
   Enter the beginning of the next pay period
4. Click Save
- 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

Click Save

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

Exception added, displays Holiday added automatically
Viewing, Editing, and Deleting Schedules
Viewing Assigned Schedules

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

1. In **Employee Schedules**, view assigned schedules
2. Displays **Assigned** schedule and **Schedule Name** of **Effective** schedule
3. Select desired employee
4. In **Action**, 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**.
Viewing and 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 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Project</th>
<th>Status</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 11/04/2019</td>
<td>09:00 PM</td>
<td>05:00 AM</td>
<td>0</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>Tue 11/05/2019</td>
<td>06:00 PM</td>
<td>05:00 AM</td>
<td>0</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>Wed 11/06/2019</td>
<td>09:00 PM</td>
<td>05:00 AM</td>
<td>0</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>Thu 11/07/2019</td>
<td>06:00 PM</td>
<td>05:00 AM</td>
<td>0</td>
<td>V</td>
<td></td>
</tr>
<tr>
<td>Fri 11/08/2019</td>
<td>09:00 PM</td>
<td>05:00 AM</td>
<td>0</td>
<td>V</td>
<td></td>
</tr>
</tbody>
</table>

- 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, select Delete

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
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
Employee Setup – Adding Comp Time & Employee Details
Adding Comp Time Election in Lieu of Overtime

- Managers and Timekeepers may assign a Biweekly employee Comp Time in lieu of Overtime
- This allows the system to allocate comp time instead of paying out overtime based on the Employee Payroll Profile and hours entered per pay period
- Managers and Timekeepers are able to set this up for assigned employees
Accessing Comp Time Election in Lieu of Overtime

1. Navigate to **Employee Setup > Comp Effective Dates**
2. Select **Timesheet Group** and click **go**
3. Enter **Employee Last Name** or **Employee ID**, click **Retrieve Data**
4. Select Employee
5. **Current Comp Elections**, will display if applicable
Adding Comp Time Election in Lieu of Overtime

1. Select **Comp Time Premium** or **Comp Time Straight**
   You will need to enter each one individually, the process is the same
2. Select **Add New**
3. Enter **Start Date**, **End Date** and **Comp Percent**
4. Per UCSD policy, **Start Date** should be the beginning of a Pay Period and **End Date** should be end of fiscal year
5. **Comp Percent** is typically 100% but Comp Time and Pay for Overtime can be split to employee request
6. Click **Save**
## Employee Timesheet with Overtime

### Timesheet Summary

<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>Week Total</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>46.50</td>
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<tr>
<td>Totals</td>
<td>9.50</td>
<td>11.50</td>
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<td>8.00</td>
<td>8.00</td>
<td>0.00</td>
<td>0.00</td>
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<td>Select</td>
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<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% 0% 0% 0%
- **Comp Time Straight**: 0% 0% 0% 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
- **OT Premium- Weekly**: 0.00 6.50
- **Hours Worked**: 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.
1. Navigate to Employee Setup > Employee Details
2. Enter Employee Last Name or Employee ID, click Retrieve Data
3. In Employee Detail Records, select Employee
4. Employee Master File Record displays
Delegating Authority
Delegating Authority and Timekeeper Role

- The manager (supervisor) may delegate approval authority to:
  - The assigned timekeeper(s) to the supervisor’s group
  - Their supervisor
  - A peer
  - A direct report

- Delegate Authority allows the timekeeper and/or delegate to:
  - Review and edit Timesheets, review Leave Balances, provide back up Approval, add Comp Time Election, Create and Assign Schedules

- The assigned timekeeper for the supervisor and their direct reports will be assigned **TS Admin** (delegate) role at Go Live

- Addition of new delegates are not notified by Ecotime that they have been selected
  - Be sure to contact all individuals you assign as delegates
Accessing Delegating Authority

1. Go to Manager Tasks > Delegate Authority
2. Select a Timesheet Group, click Go
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, **Manager/Approver**
4. In **Action**, click **Add Entry**
Removing Delegate Authority

- **To remove Delegation:**
  1. Navigate to *Manager Tasks > Delegate Authority*
  2. Select *Timesheet Group*, click *go*
  3. In *Current Delegations*, in *Action*, click *Delete*
Roles Environment
To make Supervisory assignments for new employees post go live of Ecotime, through June 1st, use the following process:

- Access the Roles environment from the following link: https://act.ucsd.edu/altng/assign-approvers.htm
- Then use this link in Blink for the step by step instructions https://blink.ucsd.edu/finance/payroll/timekeeping/mte/timekeeper-training/supervisory-assignments.html
- Download the supervisory_assignment.pdf
These are the steps without the screenshots from Supervisory_Assignments.PDF

1. In the **Supervisors and Approvers** tab, search for the employee
2. Scroll to **Appointment Details**, click **Update Supervisor in ALTNG**
3. You will be forwarded to **AccessLinkTNG**
4. At end of the **Title Code** line, click the +
5. In the **Add Supervisor** dialog box, enter the **Employee** name of Supervisor, click **Search** (if no results, you don’t have access)
6. Select the employee in the **Results** and click **Select**
7. Click **Save and Return**
Ecotime Resources and Help

Ecotime Information on Blink
ecotime.ucsd.edu

<table>
<thead>
<tr>
<th>Ecotime Campus</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Answer Pages</td>
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<tr>
<td>Support</td>
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<td>Ecotime Transition Project</td>
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