Timekeeper Logon
Logging to Ecotime

1. Use URL provided
2. Add URL to Favorites
3. Log in with AD login and password – Duo is required

   ![](Ecotime.png)

4. Select Manager Tasks

   ![](Ecotime-2.png)
Timekeeper Role and Responsibilities
Timekeeper Tasks

If given **Delegate Authority** timekeepers can do what Managers/Supervisors do:

1. Edit employee timesheet
2. View **Employee Leave Balances**
3. Assign regular and on-call schedules

Timekeepers **can’t Delegate Authority** to another individual, only the designated Manager/Supervisor can change who they Delegate Authority to.
Timekeeper Role

1. Monitor all assigned departmental/group time entry records
2. Review assigned departmental/group time sheets to ensure employee’s time is accurately recorded and complete, in compliance with time reporting policy
3. Access standard status/validation reports
4. Serve as liaison between the departmental staff and the Central Payroll Office
   a. Access and review audit reports
   b. Review and make necessary corrections in regards to the Leave Reconciliation Error Report
   c. Work with employee and/or supervisor to resolve errors
Timekeeper provides customer support by:

1. Assisting supervisors and employees with questions and concerns regarding HBS EcoTime
2. Fielding questions from employees and supervisors to determine if an issue needs to be escalated to the Central Payroll Department (is that our Payroll or UCPC?), for further review/assessment
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
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 and Editing Timesheets
1. A **Timesheet Group** generally reflects a department and **Pay Period** type
2. As a timekeeper you may have multiple **Timesheet Groups** assigned to you
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**
After selecting **Timesheet Group**, **Timesheet Statistics** and **Hours Summary** displays:

To review and edit a timesheet, the timesheet can’t be in **Approval** status. Select employee and make edits.

**Hours Summary**:
- Displays **Hours** by type and employee submission as **Complete** with ✓
- Verify there are hours listed and submitted as Complete.
Editing an Employee Timesheet

A manager/supervisor 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 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

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 manager, timekeeper (if delegated authority) 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
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: [https://ucsdsm.ecotimebyhbs.com/Ecotimesso/](https://ucsdsm.ecotimebyhbs.com/Ecotimesso/)

3. Remember to click the button in the upper right hand corner to let your supervisor know your timesheet is ready.
Reviewing Leave Balances
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
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**

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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**
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**

<table>
<thead>
<tr>
<th>Schedule Title:</th>
<th>Start Date</th>
<th>End Date</th>
<th>Assigned By</th>
<th>Assigned On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Test</td>
<td>11/03/2019</td>
<td>12/31/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule Description:</th>
<th>Test Schedule</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In</td>
<td>Out</td>
<td>Meal Break (min)</td>
<td>Duration</td>
<td>In</td>
<td>Out</td>
</tr>
<tr>
<td>11/03/2019 - 11/09/2019</td>
<td>08:00a</td>
<td>04:30p</td>
<td>30</td>
<td>8:00</td>
<td>08:00a</td>
<td>04:30p</td>
</tr>
<tr>
<td>11/10/2019 - 11/16/2019</td>
<td>08:00a</td>
<td>04:30p</td>
<td>30</td>
<td>8:00</td>
<td>08:00a</td>
<td>04:30p</td>
</tr>
</tbody>
</table>
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
Reports
Reports will be available for timekeepers to monitor timekeeper tasks
Examples include:
- Monitor timesheet completion and submission