UC San Diego Health

Timekeeping and Pay Overview for NEO

East Campus Employees

Agenda

Timekeeping Overview

Pay Overview

How to Get Help

Action Items

UC San Diego Health

Timekeeping Overview

UC San Diego Health

Health Timekeeping Services (HTS)

The Health Timekeeping Services (HTS) Team is part of the UC San Diego Health Finance Division. HTS is responsible for the accuracy of pay generated from information recorded in UC San Diego Health's Ecotime timekeeping system. Review the HTS Pulse site for more information

HTS oversees Health Ecotime and extracts hours to create the payroll files sent to the UCPath Center for payroll processing

HTS manages the HTS Portal where employees and timekeepers can submit requests, ask questions, and review knowledge articles

HTS provides timekeeping training and knowledge resources for employees, timekeepers, supervisors, and managers

UC San Diego Health

How to Record Time

Non-exempt employees clock in and out on a UC San Diego onsite telephone to record their time.
- Timesheet edits and corrections are manually entered by the timekeeper

Timesheet Summary																	Hide
	Week 1								Week 2								
Hours	Sun 10/01	Mon 10/02	Tue 10/03	Wed 10/04	Thu 10/05	Fri 10/06	Sat 10/07	Week Total	Sun 10/08	Mon 10/09	Tue 10/10	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Week Total	Period Total
Worked					12.00	10.00	12.00	34.00				12.00				12.00	46.00
Premium								0.00								0.00	0.00
Exceptions								0.00								0.00	0.00
Totals:	0.00	0.00	0.00	0.00	12.00	10.00	12.00	34.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	12.00	46.00
Late Time	Select	Select	Select	Select	Select	Select	Select		Select	Select	Select	Select	Select	Select	Select		
Missed Meal Period Penalty Pay																	
Missed Rest Break Penalty Pay																	
Comp. Time Election																	
CompTime	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Paid Summary																	
Normal Hours Worked					12.00	10.00	12.00	34.00				12.00				12.00	46.00
Differentials																	
W/E - Regular (WSD)						10.00	12.00	22.00								0.00	22.00
Night Shift Differential																	
Night -Regular					12.00	10.00	12.00	34.00				12.00				12.00	46.00

See the appendix for detailed clocking instructions and more information on recording meal breaks.

Exempt employee hours are pre-populated in their timesheet. Depending on their department practice:
- Employees can enter their own approved time off
- Their timekeepers can enter it on their behalf

Timesheet Summary																	Hide
	Week 1								Week 2								
Hours	Sun 10/01	Mon 10/02	Tue 10/03	Wed 10/04	Thu 10/05	Fri 10/06	Sat 10/07	Week Total	Sun 10/08	Mon 10/09	Tue 10/10	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Week Total	Period Total
Worked		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00	8.00	8.00		40.00	80.00
Premium								0.00								0.00	0.00
Exceptions								0.00								0.00	0.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	80.00
Comp. Time Election																	
CompTime	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Paid Summary																	
Normal Hours Worked		8.00	8.00	8.00	8.00	8.00		40.00		8.00	8.00	8.00	8.00	8.00		40.00	80.00

UC San Diego Health

Your First Timesheet (Non-exempt Employees)

You may not have Ecotime access on your first day or two of employment. If you get an error while clocking in or are unable to view your timesheet, record your hours in a paper timesheet. **You will be given a paper timesheet when you pick up your badge.** Ask your timekeeper to manually enter any hours you are unable to clock.

UC San Diego Health

Timesheet for Hourly (Non-exempt) Employees

Employee Name: _____
(Print)

	Record Time You Were Unable to Clock					Record Time if You Completed Some of Your UCLC Training Remotely*				
DATE	TIME IN	MEAL BREAK OUT	MEAL BREAK IN	TIME OUT		DATE	TIME IN	TIME OUT	TIME IN	TIME OUT

*If applicable. Department leadership are able to validate your time logged in the UC Learning Center.

By signing below, I hereby attest that the time recorded on this timesheet is true and accurate to the best of my knowledge. After signing, provide this document to your department leadership or their designee who will add the hours to our timekeeping system, Ecotime.

_____   _____
Employee Name (Signature)   Date

Health Timekeeping Services (HTS)   1

UC San Diego Health

How to Clock In & Out Using the Phone

How to Log Into Ecotime

- To log in navigate to https://tpsweb.ucsd.edu/ or click on the Time and Attendance icon on a UC San Diego Health computer desktop:
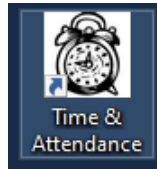
- Your User ID and password are your Active Directory (AD) credentials and DUO

- Timely information is shared on the Ecotime Messages page that displays when you log in

- Click on **Employee Tasks** in the top toolbar to view available functions for employees

UC San Diego Health

How to View Your Timesheet & Default Schedule

ecotime By HBS

Employee Tasks	Manager Tasks	Messages	Employee Setup	History	Reports	Log Off

Timesheet | Balances | TimeOff Request | Project Favorites

Period: 10/01/2023 - 10/14/2023 B1 ☑ go

Filter: *All*

Lastname,Firstname (ID###) **(Not Approved, Not Completed)**

Timesheet Employee Information

Timesheet status

"Default Schedule"

Timesheet Group: Aligns with funding and is how we provision timekeeper access

Timesheet Group: 625, Standard Hours: 40.00, Hours Per Day: 12.00, Pay Rule Profile: CNA - 12/40 or 8/80 schedule, Timesheet Pay Code Profile: NX-CNA-CHG**

Standard Hours: Hour after which you receive Period OT

Hours Per Day: Hour after which you receive Daily OT (represented employees)

Pay Rule Profile: Determines pay rules applied to your hours. Includes union code.

Show Pay Period Details

Timesheet Summary: Reflects hours worked (no pay rules applied)

Paid Summary: Hours with pay rules applied

Comp Time Election: *How much of my OT is comped?*
- 0% = All OT paid (default)
- 100% = All OT comped
- Can elect between 0% and 100%

Timesheet Summary

Hours	Sun 10/01	Mon 10/02	Tue 10/03	Wed 10/04	Thu 10/05	Fri 10/06	Sat 10/07	Week Total	Sun 10/08	Mon 10/09	Tue 10/10	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Week Total	Period Total
Worked					12.00	10.00	12.00	34.00				12.00				12.00	46.00
Premium								0.00								0.00	0.00
Exceptions								0.00								0.00	0.00
Totals:	0.00	0.00	0.00	0.00	12.00	10.00	12.00	34.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	12.00	46.00
Late Time	Select	Select	Select	Select	Select	Select	Select		Select	Select	Select	Select	Select	Select	Select		
Missed Meal Period Penalty Pay																	
Missed Rest Break Penalty Pay																	

Week 2 spans Sun 10/08 – Sat 10/14.

Comp. Time Election

	Sun 10/01	Mon 10/02	Tue 10/03	Wed 10/04	Thu 10/05	Fri 10/06	Sat 10/07		Sun 10/08	Mon 10/09	Tue 10/10	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14		
CompTime	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		

Paid Summary

					Thu 10/05	Fri 10/06	Sat 10/07					Wed 10/11					Period Total
Normal Hours Worked					12.00	10.00	12.00	34.00				12.00				12.00	46.00

Differentials

						Fri 10/06	Sat 10/07	Week Total								Week Total	Period Total
W/E - Regular (WSD)						10.00	12.00	22.00								0.00	22.00

Night Shift Differential

					Thu 10/05	Fri 10/06	Sat 10/07	Week Total				Wed 10/11				Week Total	Period Total
Night -Regular					12.00	10.00	12.00	34.00				12.00				12.00	46.00

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UC San Diego Health

How to Manage Your Timesheet

Notes: Click to view or add Notes. Notes can't be deleted.

Recalculate: Click to "refresh" your timesheet

Timesheet Action Audit: Click to view list of timesheet actions, including user

Complete: Click to indicate your time is accurate for the pay period, ready for timekeeper / manager approval

Balances: Click to view your accrual balances

Note: Department practices for time off requests vary. See the appendix for more information.

Print Timesheet: Click to print your timesheet

(Not Approved, Not Completed)
formation
CNA - 12/40 or 8/80 schedule, Timesheet Pay Code Profile: NX-CNA-CHG**

etails

				Week 2						Hide
Week Total	Sun 10/08	Mon 10/09	Tue 10/10	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Week Total	Period Total	
34.00				12.00	12.25			24.25	58.25	
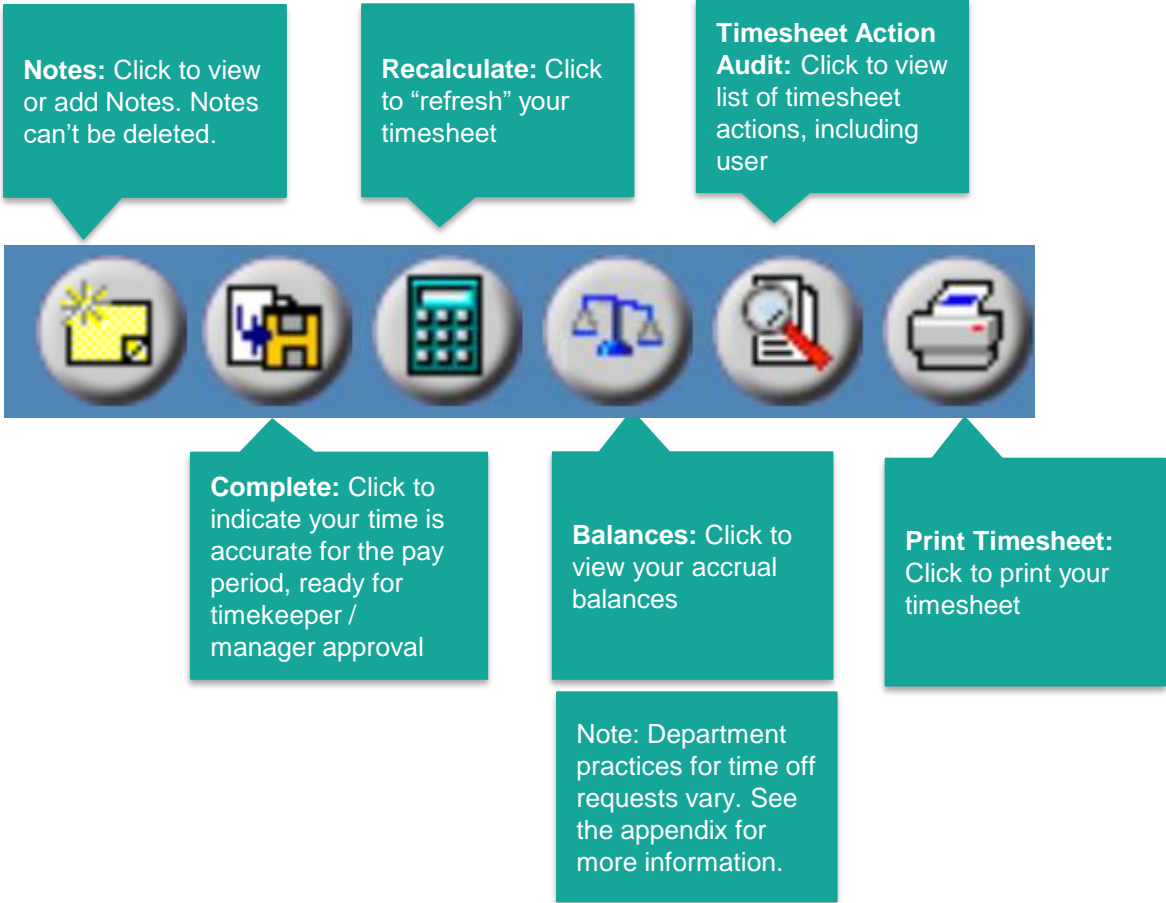
UC San Diego Health

Required Training on UC Learning Center

All new UC San Diego Health employees are required to complete the HTS *Timekeeping and Pay Training for UC San Diego Health Employees* on the UC Learning Center. **We encourage you to prioritize completing this course when you have access to the UC Learning Center.**
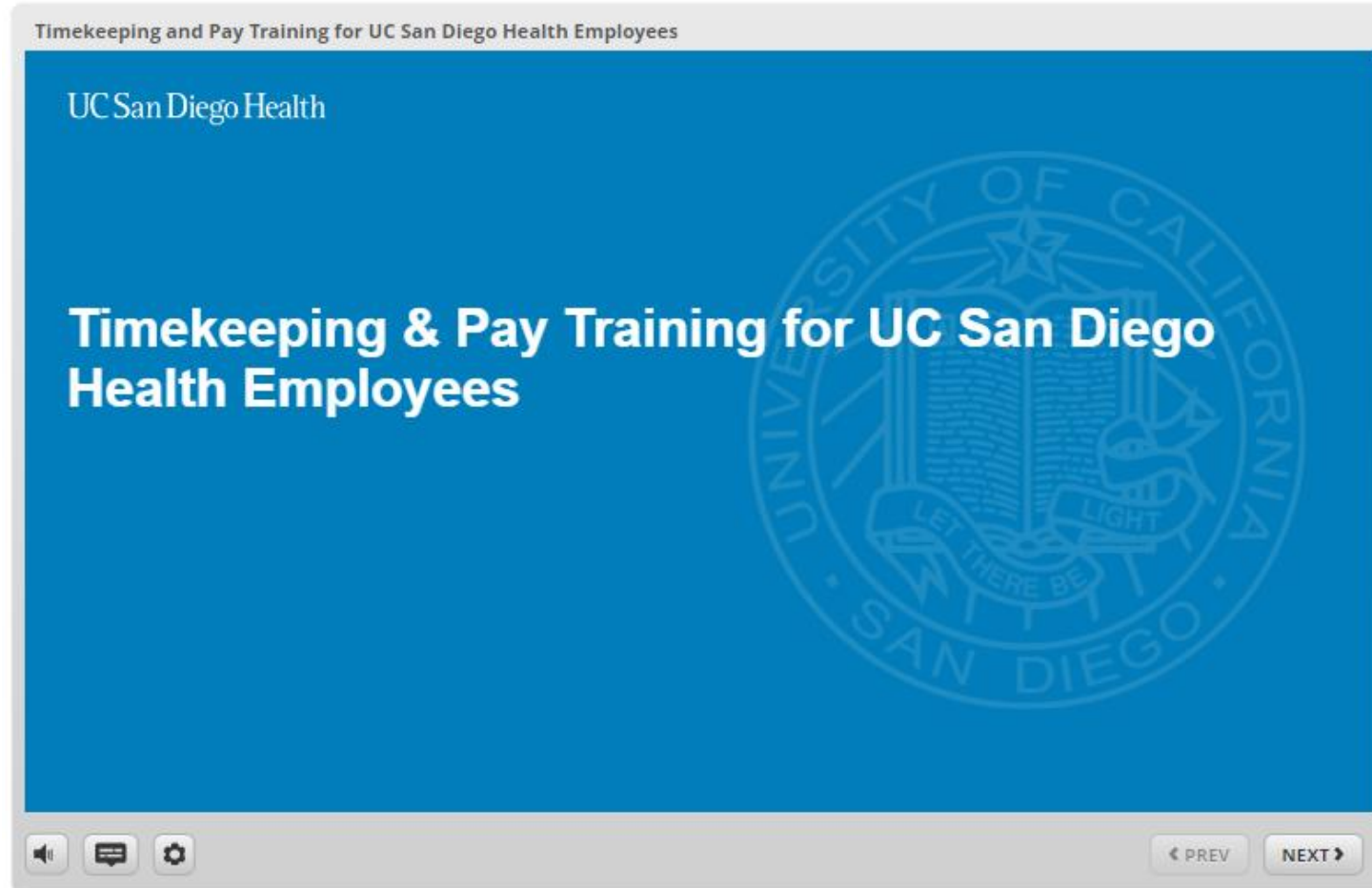
Pay Overview

UC San Diego Health

Timekeeping, Human Resources, & Payroll Landscape

Timekeeping

Health Timekeeping Services (HTS) is responsible for UC San Diego Health's timekeeping system, **Ecotime**

Human Resources

Health HR (HHR) is responsible for the personal and job information that is maintained in **UCPath**, the UC system's shared HR and payroll system

Payroll

The UCPath Center (UCPC) is responsible for using data from each UC location's timekeeping system and UCPath to generate pay for all UC employees

See the appendix for more information on the UC San Diego Health Payroll Process and how each of the above organizations is involved.

UC San Diego Health

UCPath Online

UCPath online is the website where all UC system employees can complete self-service actions and submit payroll questions to the UCPath Center team. You'll have access to UCPath online on 1/1/24.

UCPath Online Self-Service

You can do the following on UCPath online:

- View your earnings statement
- View and update your home address, phone, etc.
- **Enroll in direct deposit (recommended!)**
- Enroll in benefits
- Update life events
- Review leave balances *(e.g., vacation, sick, etc.)*
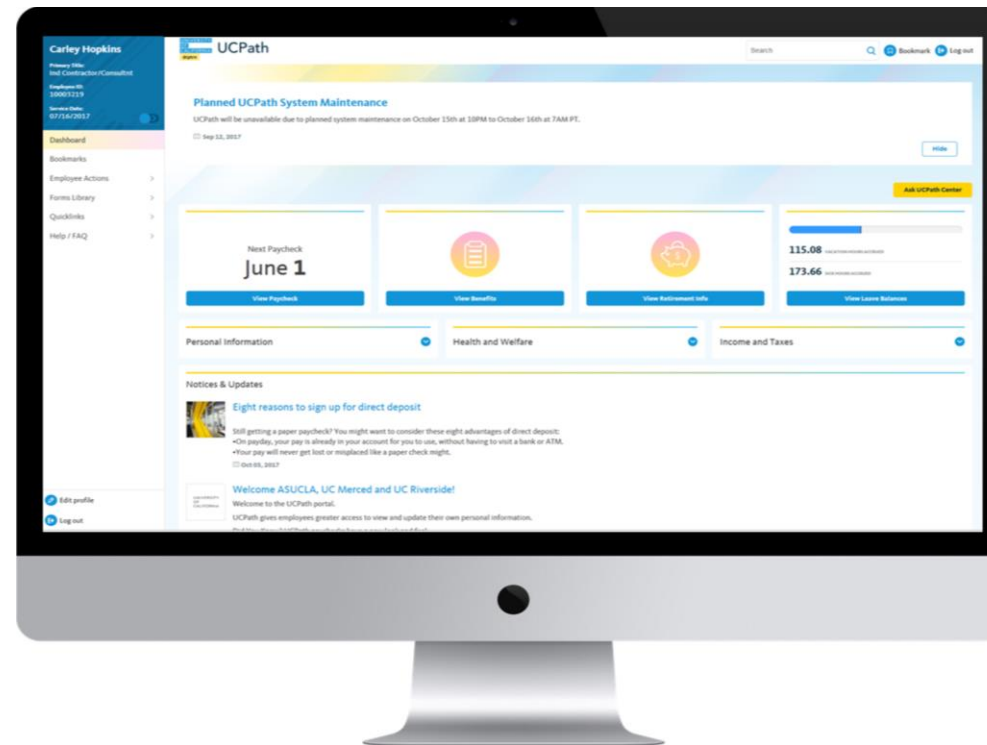
Click the **Ask UCPath** button to submit an inquiry to the UCPath Center

UC San Diego Health

The UCPath Center & What to Expect for Your First Paycheck

Paycheck Processing

- The UCPath Center in Riverside processes payroll for all UC employees

- UC locations and Medical Centers are <u>unable to cut paper checks onsite</u>

- Paper checks are mailed to the home address an employee has in UCPath; the check goes into the mail on payday, <u>so will be received after payday</u>

- It is critical to ensure that your home address on UCPath online is accurate and complete, including apartment numbers; a stop payment and reissue of a lost paper paycheck can take up to 10 business days

All employees will likely receive their first paycheck as a paper paycheck, even if they sign up for direct deposit on their first day.

Off-cycle Paycheck Processing

- If HTS requests an off-cycle payment on your behalf, it will take ~3 – 5 business days for the UCPath center to process that request and deposit the pay into your account or put a paper paycheck into the mail

Accurate timekeeping is critical to ensuring accurate and timely pay.

UC San Diego Health

Bi-weekly Payroll Calendar

UC San Diego Health employees receive paychecks every two weeks. The Bi-weekly Payroll Calendar is available the HTS Pulse site. See the appendix for more information on the UC San Diego Health pay cycle.
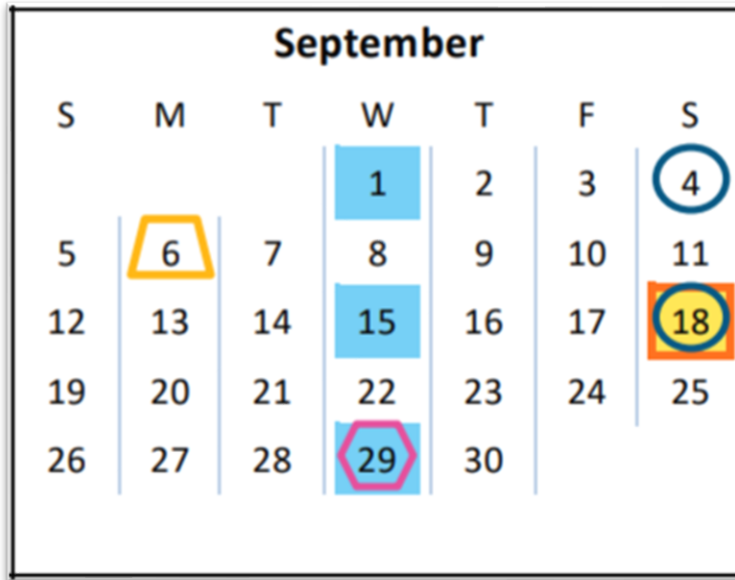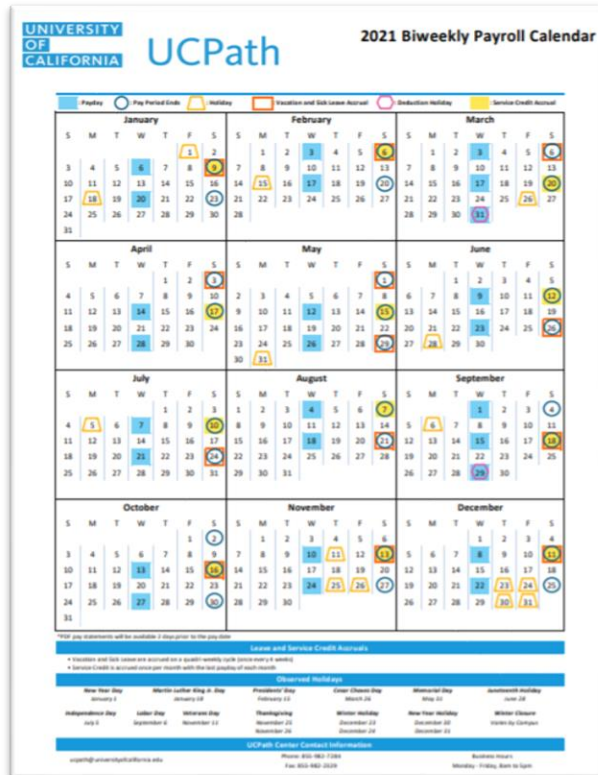
UC San Diego Health has the same two week pay period. However, pay day is four days later.

Example: Pay day for PPE 9/18 is 9/29 (not 9/25).

UC San Diego Health

Comparing Your Timesheet to Your Paycheck

Ecotime pay codes and hours from your Ecotime Paid Summary are translated into **UCPath earn codes** and submitted to UCPath via the time file. **It is expected that the descriptions of the codes on the paycheck won't match your timesheet.**

Ecotime Pay Codes

								Paid Summary										
O/T Double Paid	@N				5.00		5.00									0.00	5.00
O/T Premium-Period	@D					4.00	4.00							0.25		0.25	4.25
O/T Premium-Period	@D @W					2.00	2.00									0.00	2.00
O/T Premium-Period	@N				10.75		10.75									0.00	10.75
Time On Call	@D	13.50	12.50	21.75	10.00	2.00	26.00	22.00	107.75	20.00	11.00	20.50	9.00	17.75	3.50	81.75	189.50
Normal Hours Worked	@D		8.50	8.75				17.25		9.00	7.50	7.00	7.75	4.75	36.00	53.25
Normal Hours Worked	@D @W	9.00	0.50					9.50									
Normal Hours Worked	@N			12.00	1.25			13.25									
W/E - Regular (WSD)		9.00	0.50			2.00		11.50	4.								
Night -Regular				12.00	17.00			29.00									

> 17.25 + 9.5 + 13.25 = 40 **Normal Hours Worked** in the first week of the pay period

UCPath Earn Codes

		HOURS AND EARNINGS						
				---------- Current----------------			---------- YTD ----------	
Description	Begin Date	End Date	Rate	Hours	Earnings	Hours	Earnings
Regular Pay	12/05/2021	12/11/2021	67.070000	40.00	2,682.80		
Regular Pay	11/28/2021	12/04/2021	67.070000	40.00	2,682.80	451.25	30,265.37
Overtime Pay-Premium	12/05/2021	12/11/2021	86.643478		10.83		
Overtime Pay-Premium	11/28/2021	12/04/2021	86.0				3,418.42
Night Shift Differen	11/28/2021	12/04/2021	4.0				116.00
Overtime Pay-Double	11/28/2021	12/04/2021	67.0				1,073.13
Overtime Pay-Straigh	12/05/2021	12/11/2021	67.0				
Overtime Pay-Straigh	11/28/2021	12/04/2021	67.0				7,964.59
Time On Call	12/05/2021	12/11/2021	9.5				
Time On Call	11/28/2021	12/04/2021	9.5				9,010.78
Weekend Day Shift Di	12/05/2021	12/11/2021	2.8				
Weekend Day Shift Di	11/28/2021	12/04/2021	2.800000	11.50	32.20	117.25	328.30
Evening Shift Differ						88.25	198.58
TOTAL:				**358.00**	**9,867.62**	**1,911.75**	**56,667.65**

> 17.25 + 9.5 + 13.25 = 40 **Regular Pay** hours in the first week of the pay period

UC San Diego Health
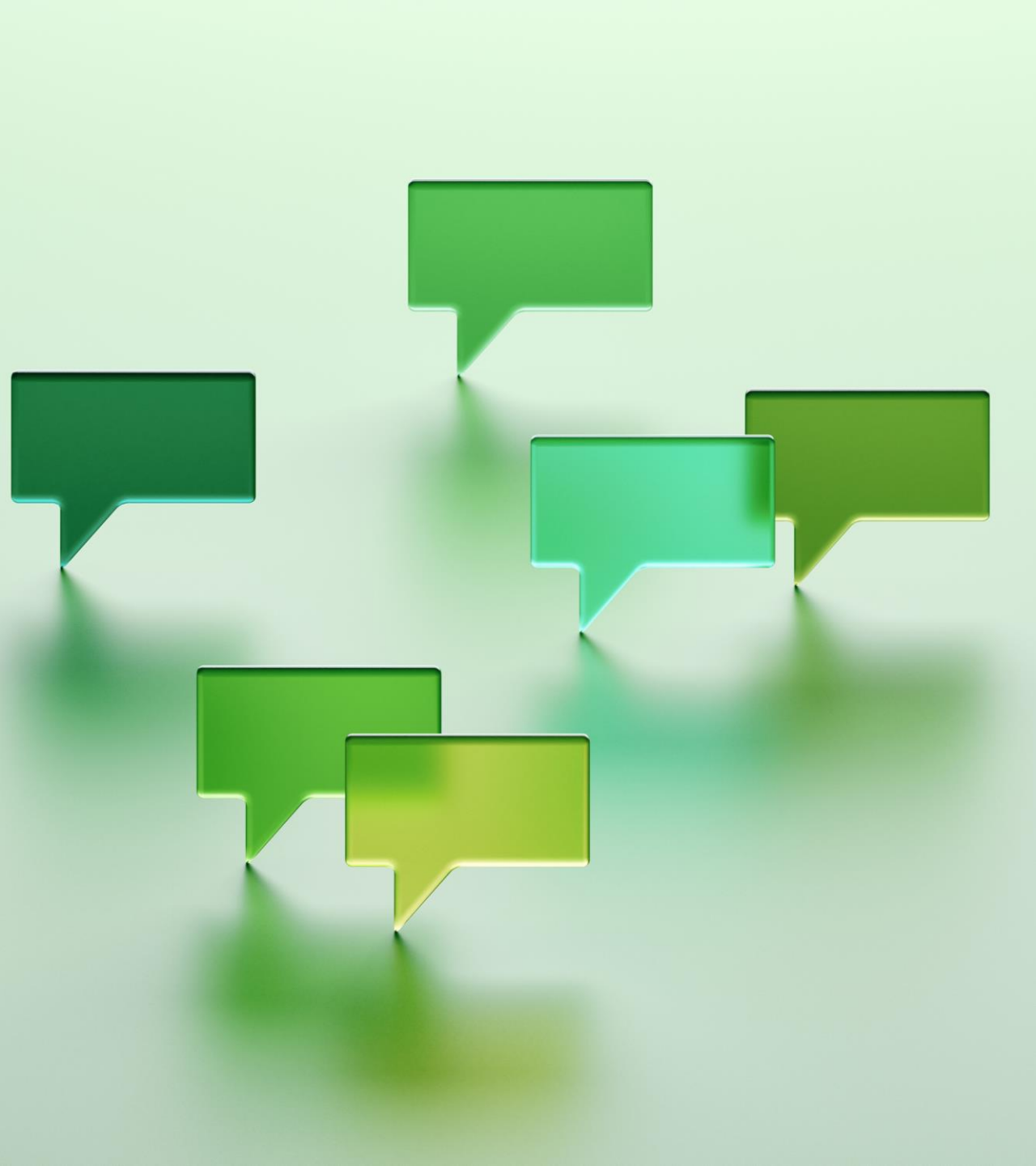
How to Get Help

UC San Diego Health

Timekeeping and Pay Support

Our Timekeeping and Pay Support knowledge base article shows who to reach out to for timekeeping and pay issues.

UC San Diego Health

Timekeeping & Pay Support

Health Timekeeping Services	Health Human Resources	UCPath Center
Health Timekeeping Services is responsible for Health Ecotime and your timesheet.	Health Human Resources is responsible for your hourly rate and Step.	The UCPath Center is responsible for generating all UC-system paychecks, including taxes and deductions.
• **Update Timesheet**: Hours, pay codes, and cost center changes • **Comp Time Request**: One-time payout requests, permanent election changes, and other comp time questions • **Ecotime Access Issue** • **Ecotime Employee Profile Update**: Meal break changes and schedule changes • **Ecotime Timekeeper Access Request** • **Lost/Missing Paycheck** (Be sure to check for an earnings statement on UCPath online; may require escalation to the UCPath Center) • **Timekeeping Inquiry**: Timesheet questions, Ecotime functionality questions, Ecotime manager report requests, leave/accrual balance inquiries, and other questions **Note**: Accrual balance inquiries related to sick or vacation may be referred or escalated to the UCPath Center, as they administer those balances. If you aren't sure how the hours on your timesheet translate to the hours on your paycheck, submit a Timekeeping Inquiry and select the topic **Timesheet Questions**.	**Compensation** • Pay policy question • Equity Increases • By Agreement Payments • Specialty Certification Pay • Stipends **Benefits & Open Enrollment** • Assist employees in determining benefit eligibility • Provide guidance about health plans • Address general questions about benefits, including how a leave of absence may impact current enrollments • Escalate UCPath inquiries if case has not been resolved in a timely manner **Leave of Absence** • Advising an employee regarding a leave of absence for their own medical need or a family member's medical need • Helping to determine the types of leaves an employee may qualify for **Workers' Compensation** • Assisting employees who have injured themselves at work	**Payroll** • Direct Deposit • Paycheck (Distribution) • Tax Withholding Inquiry • Overpayment Recovery **Benefits & Open Enrollment** • Investigate billing discrepancies • Address COBRA related inquiries • Provide assistance navigating UCPath • Process benefit enrollment/qualifying life event requests • Expedite benefits with insurance carriers • Process late enrollment requests **Leave of Absence** • Reinstate Benefits Upon Return from Leave • "Buy Back" Service Credit After an Unpaid Leave **Note**: This is not an exhaustive list of the topics on which you can submit inquiries on UCPath online.
Contact HTS by submitting a Request Form on the HTS Portal.	Contact Heath HR by opening a case on the Health HR Portal or by calling (619) 543-3200.	Contact the UCPath Center by opening a case (click Ask UCPath) on UCPath online or by calling (855) 982-7284.

UC San Diego Health

HTS Portal

The HTS Portal is the website where employees can submit timekeeping requests and questions to the HTS team. You'll have access to the HTS Portal on 1/1/24. HTS provides assistance with the following timekeeping, payroll, and Ecotime system administration issues:

Timekeeping

Item	Description
Ecotime Access Issue	Use this form to submit an Ecotime access issue for yourself or one of your employees. Submitting this form will create a case with HTS.
Ecotime Employee Profile Update	Timekeepers/Managers Only: Use this form to request a change in meal break, schedule or timesheet group for an employee. Submitting this form will create a case with HTS and requires Manager approval.
Ecotime System Update - New Paycode	Use this form to request a new paycode within Ecotime. Submitting this form will create a case with HTS.
Ecotime System Update - New Timesheet Group	Use this form to request a new timesheet group within Ecotime. Submitting this form will create a case with HTS. Access to this form is limited to the Accounting group.
Ecotime Timekeeper Access Request	Use this form to request new timekeeper access, adjust timekeeper access, or revoke timekeeper access in Ecotime. Submitting this form will create a case with HTS and will require Manager approval.
Timekeeping Inquiry	Use this inquiry-only form for questions about Ecotime functionality/timesheets, Manager report requests, or leave/accrual balance inquiries. Submitting this form will create a case with HTS.
Update Timesheet	Use this form to update incorrect hours, paycodes, or cost centers on a timesheet. Submitting this form will create a case with HTS and will require Timekeeper/Manager approval.

Payroll

Item	Description
Comp Time Request	Use this form to request a one-time payout, permanent election change, or any additional comp time questions. Submitting this form will create a case with HTS.
Lost/Missing Paycheck	Use this form if you have not received a paycheck through direct deposit or paper check in accordance with the Payroll Calendar. Submitting this form will create a case with HTS.
Lump Sum Payment Request	Use this form when your department has granted a non-standard pay incentive, such as double time. Submitting this form will create a case with HTS and route for Timekeeper/Manager approval.

UC San Diego Health

HTS Knowledge Base

The HTS Knowledge Base is also on the HTS Portal. HTS publishes news articles with timely updates as well as articles about your accrual and entitlement hours, step-by-step instructions for Ecotime actions, articles on how to read your paycheck, and much more.

Home ❯ HTS Knowledge Base | Search 🔍

Browse the Knowledge Base
Check out the most popular knowledge articles in each category.

HTS News
61 articles
- 10/2/23: Critical Timekeeper Action Required for Pay Period Ending 12/23/23
- 10/2/23: All Update Timesheet Requests Submitted Between 12/22 and 1/05 Will Be Processed On-cycle
- 10/2/23: HTS Will Retire XXX-XXX-XX55 for Clocking
- 10/2/23: HTS Publishes New Knowledge Base Articles
- 10/2/23: Education Hour Balances for EX and SX Employees are now Updated in Ecotime

See all articles

Accruals & Entitlement Hours
7 articles
- Your Floating Holiday Hours
- Your Paid Holiday Hours
- Your Sick and Vacation Accrual Calculation
- Your Education Hours
- Missed Rest Break and Missed Meal Break Penalty Pay

See all articles

Comp Time
6 articles
- Comp Time Overview
- How to Use the Comp Time Request Form
- How to Update Your Default/Permanent Comp Time Election
- How to Request a Payout of Banked Comp Time Hours
- How to Override the Default/Permanent Comp Time Election for the Current Pay Period

See all articles

Ecotime Training for Employees
11 articles
- Timekeeping and Pay Guide for New Employees
- Pay Policy Resources
- How to View Your Timesheet from a Past Pay

Ecotime Training for Timekeepers
19 articles
- How to Use Exception Hour Pay Codes in Ecotime
- Timekeeping and Pay Onboarding Resource for Managers

How a Timesheet Becomes a Paycheck
9 articles
- How to Translate Your Ecotime Timesheet to Your UCPath Paycheck
- Compensatory Time Pay and Your Paycheck

UC San Diego Health

HTS Timekeeping & Pay Guide for New Employees

You can find the Timekeeping and Pay Guide for New Employees on the HTS Resources and Training page on Pulse as well as in the HTS Knowledge Base (in the **Ecotime Training for Employees** section).

Timekeeping and Pay Guide for New Employees
👤 Authored by Shani Ward • 🗓 2mo ago • 👁 115 Views • ★★★★★

Overview

Welcome to UC San Diego Health!

HTS is the department that administers the Ecotime timekeeping system, manages the HTS Portal, and provides timekeeping training and resources to employees, timekeepers, supervisors, and managers.

HTS has created this knowledge article to help new employees understand timekeeping and pay at UC San Diego Health. You can download and print this knowledge article by clicking this link: Timekeeping and Pay Guide for New Employees PDF.

First, don't forget to complete the UC Learning Center course that has been assigned to you as part of your onboarding: Timekeeping and Pay Training for UC San Diego Health Employees. You may also download a PDF of the training course slides to save or print for your reference.

Second, please take some time to review the information provided on each of the topics below.

Timekeeping and Pay Topics for New Employees

Payroll Calendar

The bi-weekly payroll calendar is available on the HTS Pulse site. The calendar includes pay dates, pay period end dates, holidays, vacation and sick leave accrual dates, deduction holidays, and service credit accrual dates. Here is a direct link to the 2023 UCPath Bi-weekly Payroll Calendar.

UC San Diego Health

Timekeeping and Pay Onboarding Resource for Managers

You can find the Timekeeping and Pay Onboarding Resource for Managers on the HTS Resources and Training page on Pulse as well as in the HTS Knowledge Base (in the **Ecotime Training for Timekeepers** section).

Timekeeping and Pay Onboarding Resource for Managers

👤 Authored by Shani Ward • 🗓 3mo ago • 👁 15 Views • ☆☆☆☆☆

Overview

The following is a series of recommended steps and resources that timekeepers and managers can use when onboarding their new employees.

Even though UC San Diego Health Medical Center employees use Ecotime for timekeeping, each department has their own timekeeping processes and deadlines. This onboarding checklist is meant provide timekeepers and managers with list of topics and resources that will apply to most employees.

You can download and print this knowledge article by clicking this link: Timekeeping and Pay Onboarding Resource for Managers PDF.

Onboarding Checklist and Resources

1. Remind the employee to complete their required Timekeeping and Pay Training for UC San Diego Health Employees as part of onboarding

- Don't forget to complete the UC Learning Center course that has been assigned to you as part of your onboarding: Timekeeping and Pay Training for UC San Diego Health Employees.
- You may also download a PDF of the training course slides to save or print for your reference.

2. Review the payroll calendar

UC San Diego Health

Action Items

UC San Diego Health

Action Items

UNIVERSITY OF CALIFORNIA UCPath

On 1/1

This is the first day you have access to UCPath online

❑ Check your home address on UCPath online and ensure it is accurate and complete, including apartment numbers. In the event the UCPath Center needs to send you a paper paycheck, this is the address they will send to.

❑ Sign up for direct deposit on UCPath online. The sooner you sign up for direct deposit, the sooner your account will clear the prenote process and you can begin receiving your pay via direct deposit.

UNIVERSITY OF CALIFORNIA Learning Center

Between 1/1 and 1/6

Starting 1/1, you'll have access to the UC Learning Center

❑ Complete the Timekeeping and Pay Training course on the UC Learning Center

If you are a timekeeper, HTS will reach out to you with information on timekeeping training.

ecotime By HBS

Between 1/1 and 1/6

You'll have Ecotime access starting 1/1; complete the following by the last day of the pay period, 1/6

❑ Check your profile in Ecotime at the top of your timesheet. Request that your manager / timekeeper submit an Ecotime Employee Profile Update request form to HTS, if needed.

❑ If eligible for comp time, determine if you would like to update your comp time election from the default. If you would, submit a Comp Time Request to HTS.

❑ Review your timesheet and let your timekeeper or manager know if they need to make any updates to accurately reflect your time worked.

These action items are critical to avoid incorrect or delayed pay.

UNIVERSITY OF CALIFORNIA UCPath

On 1/17

This is your first pay day; remember, this check will only have pay for one week

❑ Log into UCPath online and review your earnings statement.

If you aren't sure how the hours on your timesheet translate to the hours on your paycheck, submit a Timekeeping Inquiry and select the topic **Timesheet Questions**.

UC San Diego Health

Questions?

or comments, concerns, clarifications?

UC San Diego Health

Appendix

Detailed Timekeeping and Pay Information

UC San Diego Health

How to Clock In & Out on the TACS Phone System

For East Campus Employees

1 Dial **286** on a UC San Diego Health phone

2 Enter your **Employee ID** number followed by the **#** key

- Wait for voice prompt for the next step

3 Enter the applicable **Clock Code**

- Wait for voice prompt for the next step

4 Enter the applicable **Department Number**

- **Note:** Department number in this case refers to a timesheet group / cost center.
- **If you aren't floating to another department, press ***
- Wait for voice prompt for the next step

5 Enter your **Job Class Number**

- **Note:** Job class number refers to a UCPath job code.
- **If you aren't clocking into a second job, press ***
- Wait for confirmation your transaction was recorded before hanging up the phone

Depending on the clock code you enter, you may be prompted for a department number and/or a job class number (less common).

Employee ID Number:

For employees who work float shifts only.
Cost Centers You May Float To:

For employees with more than one job only.
Job Class Numbers (Job Codes):

Clock Codes for the TACS Phone System

Code	Description
0	**Skip a meal**
1	**Clock-In**: Use to clock into your home department / cost center and to your only or primary job (employees with more than one job at UC San Diego Health will have a primary and secondary job). *You will not be asked for a department number or a job class number.*
2	**On-Call/Call Back In:** Use to clock in if you were called in while on an On-call shift or if you were called back after your regularly scheduled shift. *Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.*
3	**Meal Out:** Use when your meal break begins*
4	**Meal In:** Use when your meal break ends*
5	**Float / Job Class or Not:** Use when clocking in for a float shift. *When prompted, enter the department number (also known as cost center) for your float shift. Press * when prompted for a job class number if you are not clocking into a secondary job, otherwise, enter a job class number as appropriate.*
62	**ESIP Clock-In:** Use when clocking in for an ESIP shift. *Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.*

Code	Description
64	**Extra Shift:** Use when clocking in for an extra shift. *Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.*
67	**Training:** Use when clocking in to attend or complete a mandatory training. *Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.*
68	**Orientation:** Use when clocking in for New Employee Orientation. *Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.*
69	**End Training / Orientation:** Use to clock out of training or orientation hours. *You will not be asked for a department number or a job class number.*
80	**Charge Nurse:** Use to begin and end a charge nurse shift. *Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.*
9	**Clock Out:** Use to clock out. *You will not be asked for a department number or a job class number.*

*Note: Department approaches for recording meal breaks vary. Some departments require non-exempt employees to clock in and out while others use Ecotime's automatic deduction of 30 or 60 minutes in the first six hours of a shift. If you are unsure how your department would like you to record your meal break, reach out to your manager or timekeeper.

UC San Diego Health

How to Clock In & Out for a Float Shift

For East Campus Employees

How to Clock In for a Float Shift

1 Dial **286** on a UC San Diego Health phone

2 Enter your **Employee ID** number followed by the **#** key
- Wait for voice prompt for the next step

3 Enter the applicable **Clock Code: 5**
- Wait for voice prompt for the next step

4 Enter the applicable **Department Number**
- **Note:** Department number in this case refers to a timesheet group / cost center.
- Wait for voice prompt for the next step

5 Enter your **Job Class Number**
- **Note:** Job class number refers to a UCPath job code.
- **If you aren't clocking into a second job, press ***
- Wait for confirmation your transaction was recorded before hanging up the phone

How to Clock Out for a Float Shift

1 Dial **286** on a UC San Diego Health phone

2 Enter your **Employee ID** number followed by the **#** key
- Wait for voice prompt for the next step

3 Enter the applicable **Clock Code: 9**

Non-Exempt Employee Meal Breaks

Department approaches for recording meal breaks vary. Some departments require non-exempt employees to clock in and out while others use Ecotime's automation (appendix). If you are unsure how your department would like you to record your meal break, reach out to your manager or timekeeper.

Ecotime's Default

Ecotime will automatically subtract 30 minutes from the first 6 hours of a shift *unless* an employee clocks in and out for lunch using the meal break clock codes within the first 6 hours of a shift.

If an employee clocks in and out for a meal break within the first 6 hours of a shift, those clock times will override the default subtraction of 30 minutes.

Frequently Asked Questions

- **What if I don't clock in and out for my meal break in the first six hours?** If you clock out for a meal break after six hours, Ecotime will still subtract 30 minutes for your meal break from the first six hours. Your timekeeper will have to manually update your timesheet.

- **What if my manager and I don't want any meal break time to automatically deduct from my shift?** Your timekeeper or manager can submit an Ecotime Employee Profile Update to HTS and we will disable the automatic subtraction.

- **What if my manager and I want a different amount of time to automatically deduct from my shift for my meal break (e.g., 45 mins, 60 mins, etc.) ?** Your timekeeper or manager can submit an Ecotime Employee Profile Update to HTS and we will update the automatic subtraction.

UC San Diego Health

How to Request Time Off

Department practices for time off requests vary. If you are unsure how your department would like you to request time off, reach out to your manager or timekeeper. These instructions are for employees whose department has instructed them to submit their requests for time off in Ecotime.

Note: Your department may use this basic process but require additional steps, such as sending an email or adding a Note to your timesheet.

Remember: Ecotime does not generate email notifications for approvers of time off requests.

Select **TimeOff Request** from the **Employee Tasks** menu.

Complete the **Time Off Request** and click **Submit.**

UC San Diego Health

Pay Process Overview

Time Collection	**Timesheet Review**	**Time File Processing**	**Payroll Processing**	**Paycheck**
1	**2**	**3**	**4**	**5**

- Non-exempt (hourly) **employee** clocks in and out to populate timesheets
- Exempt (salaried) **employee** timesheets auto-populate

- **Employee** reviews and completes timesheet
- **Timekeepers / Managers** review, correct (as needed) and approve timesheet by the **3:00 pm Payroll Close Deadline***

- **Health Timekeeping Services (HTS)** extracts timesheet data, reviews and corrects errors
- HTS generates time file and submits to UCPath

- **UCPath Center** combines time file with employee job data (entered and maintained by **Health Human Resources**), and other information to process payroll for all UC employees

- Employee receives pay via direct deposit or physical paycheck (mailed to their home address in UCPath profile)

Employees are responsible for recording time accurately and reporting errors *(e.g., missing clock in/out, remote training hours to be entered by timekeeper, etc.)* as soon as possible

Timekeepers / Managers are responsible for reviewing and correcting timesheets in accordance with timekeeping deadlines

The **3:00 pm Payroll Close Deadline** for timekeepers occurs every other Monday. Upcoming Payroll Close Deadline dates are posted on the Ecotime landing page.

Health Timekeeping Services (HTS) is responsible for Health Ecotime system administration and submitting the UC San Diego Health time file to UCPath

Health Human Resources is responsible for the personal and job information *(e.g., comp rate, leave status, etc.)* in UCPath, the UC system's shared HR and payroll system

UCPath Center is responsible for using each UC Location's time file and the personal and job information in UCPath to generate pay for all UC employees

UC San Diego Health

Overview of the Timekeeping & Payroll Cycle

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	⭐ **Pay Period 1 Begin Date**						
Week 2							⭐ **Pay Period 1 End Date**
Week 3	*Pay Period 2 Begin Date*	⭐ **Pay Period 1 Payroll Close Deadline for Timekeepers (3pm)**	**Timekeeper** reviews, corrects, and approves timesheets by the Monday 3:00 pm Payroll Close Deadline	**HTS** team extracts timesheet data, reviews and corrects errors, generates files, and submits to UCPath			
Week 4				⭐ **Pay Day for Pay Period 1** — **Employee** receives pay via direct deposit or physical paycheck goes in mail			*Pay Period 2 End Date*

- **Non-exempt employees** clock in/out to populate their timesheet; **Exempt employee** timesheets auto-populate based on schedule

- **Employee** requests time off and **Manager** approves or denies

Employee 'Completes' timesheet, including making requests for correction by department deadline

UCPath gathers data from time files and other sources to create deductions, and processes payroll for all UC employees

UC San Diego Health

Earnings Statement Overview

1. Contact information for the UCPath Center

2. Your current name and address in UCPath

3. Your UCPath employee ID number

4. Your filing status and allowances for state and federal tax forms; additional deductions as elected on your W-4

5. Earnings are grouped by week or pay period and by type of pay, also known as "earn code"

6. Your federal and state tax withholdings for this pay period and year to date; any additional deductions listed in section 4 are included in these calculations

7. Before and after tax deductions

8. All contributions that UC pays on your behalf to health and welfare plans and retirement

9. OASDI (Social Security) and MED (Medicare) gross amounts are included in the display of current and year to date pay

10. The check number, account type, and total amount of pay deposited to your account

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