

Timekeeping and Pay Overview



NEO Handouts for Timekeeping and Pay

You've got 5 handouts:

- 1 Action Items
- 2 Resources
- 3 How to Read Your Earnings Statement
- 4 Support
- 5 How to Clock (Non-exempt)

These handouts and this presentation are available on the East Campus Transition website:
<https://employment.ucsd.edu/ECtransition>

RESOURCES

NEW EMPLOYEE RESOURCE GUIDE & CHECKLIST	ZOOM QUICK START GUIDE	COVID-19 INFORMATION FOR NEW HIRES	INFORMATION SERVICES ACCESS EMAIL
DCP PLAN FOR PER DIEM AND LIMITED APPOINTMENTS	METLIFE RESOURCES	WELLNESS RESOURCES	DUO INSTRUCTIONS
TIMEKEEPING AND PAY OVERVIEW FOR NEO	TIMEKEEPING AND PAY NEO HANDOUTS	HOW TO CLOCK IN AND OUT ON THE TACS PHONE SYSTEM	TIMEKEEPING AND PAY SUPPORT

Timekeeping and Pay Resources

Agenda



Timekeeping Overview



Pay Overview



How to Get Help

Timekeeping Overview



What's Changing?

1

New central timekeeping team:
Health Timekeeping Services (HTS)

2

New way to clock in and out:
**Non-exempt employees use an
on-site phone to clock**

3

New timekeeping system:
Ecotime

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

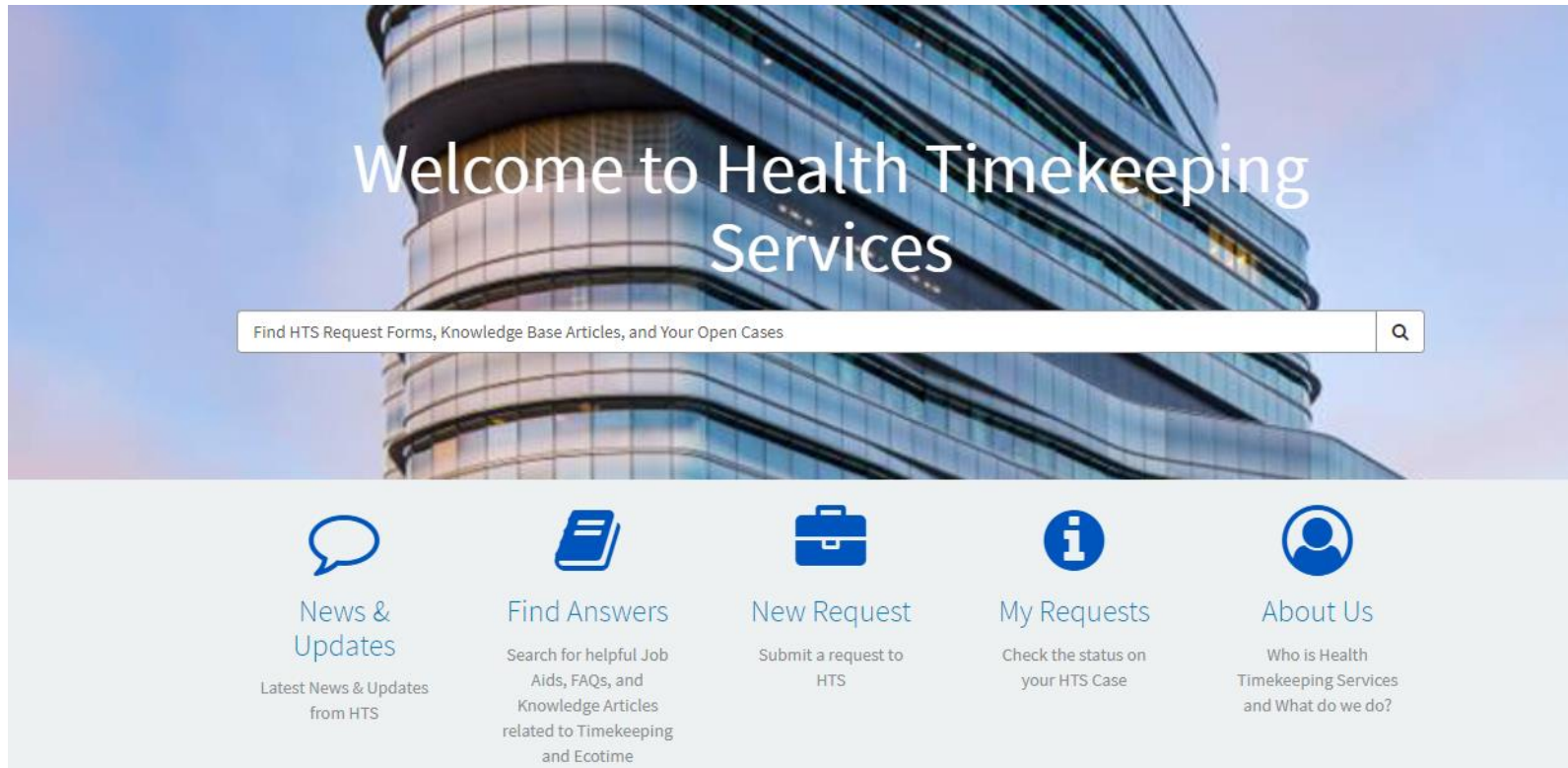


HTS provides timekeeping training and knowledge resources for employees, timekeepers, supervisors, and managers

HTS Portal

The [HTS Portal](https://hts.ucsd.edu) is the website where employees can submit timekeeping requests and questions to the HTS team. You'll have access on your first day as a UC San Diego Health employee.

<https://hts.ucsd.edu>



How to Record Time

Non-exempt (hourly) 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
Hours	Week 1							Week 2							Week Total	Period Total	
	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			
Worked					12.00	10.00	12.00	34.00				12.00				12.00	46.00
Premium								0.00									0.00
Exceptions								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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Missed Rest Break Penalty Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
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 (salary) 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
Hours	Week 1							Week 2							Week Total	Period Total	
	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			
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

How to Clock In & Out Using the Phone



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				
DATE	TIME IN	MEAL BREAK OUT	MEAL BREAK IN	TIME OUT

Record Time if You Completed Some of Your UCLC Training Remotely*				
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

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:



Timekeeper Payroll Deadline for PPE 10/14/23
3:00 pm, Monday, October 16, 2023

*If you are not a timekeeper, please refer to your department deadline for review and completion of your timesheet.
Your deadline will be earlier than the Timekeeper Payroll Deadline.*

Future Payroll Deadlines
To ensure accurate and timely employee pay, please plan to review, update, and approve timesheets no later than the Payroll Close Deadline for Timekeepers.

Pay Period	Payroll Close Deadline for Timekeepers
PPE 10/28/23	3:00 pm, Monday, October 30, 2023
PPE 11/11/23	3:00 pm, Monday, November 13, 2023
PPE 11/25/23	3:00 pm, Monday, November 27, 2023
PPE 12/09/23	3:00 pm, Monday, December 11, 2023
PPE 12/23/23	3:00 pm, Monday, December 25, 2023 (UC HOLIDAY)

Important Reminders

Critical Timekeeper Action Required for Pay Period Ending 12/23/23

- Due to the Winter and New Year holidays, the UCPath Center has significantly compressed the payroll processing timeline

How to View Your Timesheet & Default Schedule


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

Filter: All
 Lastname,Firstname (ID###) (Not Approved, Not Completed)
[Timesheet Employee Information](#)

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**

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

Timesheet status

“Default Schedule”

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.

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

[Show Pay Period Details](#)

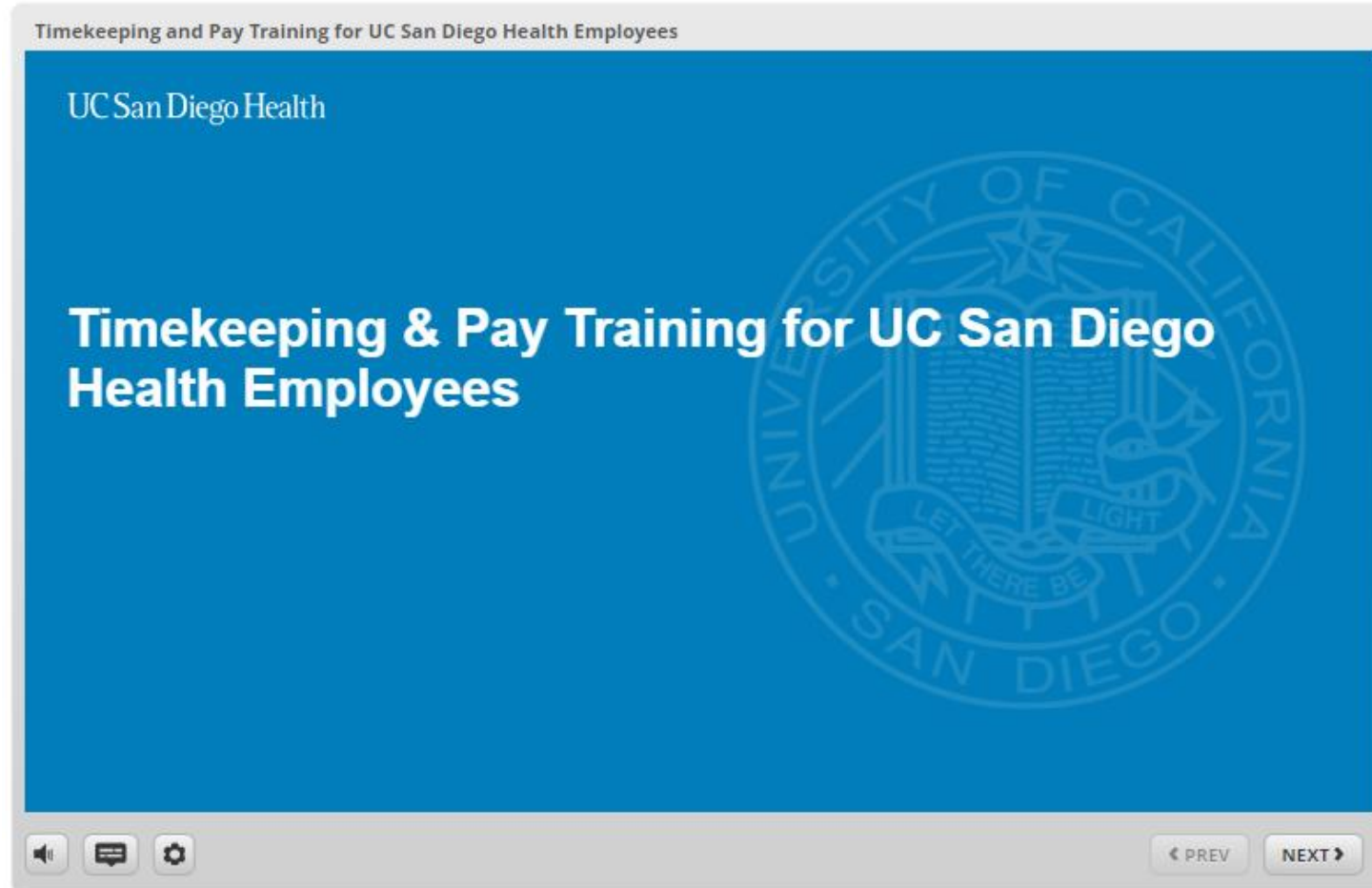
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Totals:	0.00	0.00	0.00	0.00	12.00	10.00	12.00	34.00	0.00	0.00	0.00	12.00	0.00	0.00	0.00	12.00	46.00
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Missed Rest Break Penalty Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
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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

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%

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.**



What's Changing and What Does it Mean for You?

1

New central timekeeping team:
Health Timekeeping Services (HTS)

- Submit timekeeping questions and requests on the HTS Portal

2

New way to clock in and out:
Non-exempt employees use an on-site phone to clock

- Non-exempt employees clock in and out using an on-site phone

3

New timekeeping system:
Ecotime

- **Action Items for 1/1 – 1/6:**
 - Complete “Timekeeping and Pay Training” on the UC Learning Center
 - Review your default schedule in Ecotime
 - Request comp time election update on the HTS Portal, if desired
 - Review your timesheet to ensure all time is reflected



Pay Overview

What's Changing?

1

No on-site payroll processing:
Payroll processing takes longer and paper paychecks are mailed to employees' homes

2

Payroll processing takes longer:
Pay day is the second Wednesday after the pay period end date

3

New paycheck:
UCPath paychecks look different from your current paycheck

UCPath Center and UCPath Online

UCPath Center

- Located in Riverside, CA
- Generates pay for the entire UC system
- Paper paychecks are cut in a facility in Arizona and mailed to your home address

UCPath Online (Self-Service)

<https://ucpath.universityofcalifornia.edu>

- Contact the UCPath Center by opening a case (use the Ask UCPath button) on [UCPath online](#) or by calling **(855) 982-7284**

The screenshot displays the UCPath online dashboard for user Shani Ward. The top navigation bar includes the UCPath logo, a search bar, and links for 'Bookmark' and 'Log out'. The main dashboard area is divided into several sections:

- Next Paycheck:** November 8, with a 'View Paycheck' button.
- Benefits:** 'You are eligible for F-FULL benefits', with a 'View Benefits' button.
- Retirement:** 'View Retirement Info' button.
- Leave Balances:** A progress bar showing 0 to 336.00, with buttons for 'VACATION HOURS ACCRUED' and 'SICK HOURS ACCRUED', and a 'View Leave Balances' button.
- Personal Information:** A list of links including 'Personal Information Summary', 'Employee Disclosures', 'Patent Acknowledgement', 'Veteran Status', 'Disability Status', 'Gender Identity and Sexual Orientation', and 'My Current Profile'. A blue star icon is placed next to 'Personal Information Summary'.
- Health and Welfare:** A list of links including 'Benefits Summary', 'Dependent Coverage', 'Life Events / Benefit Changes', 'Enroll in Benefits', 'Using Your Benefits', and 'Review/Update Your Beneficiary via UCRAYS'.
- Income and Taxes:** A list of links including 'Direct Deposit', 'View Paycheck', 'View Pay Record via AYSO', 'CA State W-4 (DE-4)', 'Federal Withholding (W-4)', 'Enroll to receive online W-2', 'View Online W-2/W-2C', 'Online 1095-C Consent', 'View Online 1095-C', and 'Verification of Employment'. A blue star icon is placed next to 'Direct Deposit'.

A blue callout box on the right side of the dashboard points to the 'Ask UCPath' button in the top right corner, with the text: 'Click the Ask UCPath button to open a case'.

Signing Up for Direct Deposit

UCPath

Bookmark Log out

Ask UCPATH Center

DIRECT DEPOSIT

Laura Engman

- Changes (add/edit/delete) to your Direct Deposit information can only be submitted once per day. Changes are considered submitted when the Submit Changes button is clicked.
- A maximum of three bank accounts can be entered for Direct Deposit.
- Changes may take up to two weeks to become effective. Due to the timing of payroll processing, changes may not be reflected on your next paycheck.

You have not added any accounts.

Add Account Save And Continue

Help

Help: Direct Deposit

Direct Deposit Help

In the Direct Deposit page, you can add, change or delete your direct deposit.

- Changes (add/update/delete) to Direct Deposit information are permitted once per day.
- A maximum of three Direct Deposit accounts are accepted.
- Setup may take up to two weeks to become effective, subject to banking and payroll deadlines.

If you cancel your direct deposit account(s), future paychecks will be issued by paper check mailed to your home address on file (note: not the mailing address). Be sure to verify or update your home address and other personal information in the [Personal Information Summary page](#).

For step-by-step instructions or simulation, go to the UCPATH Help site [Add Direct Deposit page](#), [Change Direct Deposit page](#) or [Delete Direct Deposit page](#). Please select See It, Try It, or Print It.

UCPATH Help

Click on the **Help** button for a link to step-by-step instructions

View & Update Your Address

PERSONAL INFORMATION SUMMARY

Peggy King

EXPAND ALL COLLAPSE ALL

Legal Name/Name

Social Security Number

Date of Birth

Home/Mailing Addresses

300 Lakeside Dr Dummy 100 Oakland, CA 94612
Current 10/02/2006

CHANGE HOME/MAILING ADDRESSES

Home

Help

Help: Personal Information Summary

Personal Information Summary Help

Please use this task to change or update your legal name, your name, mailing addresses, phone numbers, email addresses, emergency contacts, and ethnic group.

- Expand and provide input for each applicable category.
- Some categories require review and approval.

To learn how to make changes, use the UCPATH Help site simulations [Update My Legal Name](#), [Update My Name](#), [Update My Address](#), [Update My Phone Number](#), [Update My Emergency Contact](#), or [Enter Voluntary Self-Identification of Ethnic Group](#).

UCPath Help

Click on the **Help** button for a link to step-by-step instructions

Your First Pay Period

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 ★ First day as UCSD Health employees	2	3	4	5	6 ★ Last day of pay period ending 1/6
Second week of pay period ending 1/6						
7 <i>First day of pay period ending 1/20</i>	8	9	10	11	12	13
14	15	16	17 ★ Pay day for pay period ending 1/6	18	19	20 <i>Last day of pay period ending 1/20</i>

Note: If you are an employee with a 12/11 start date, your first pay period will be pay period ending 12/23 and your first pay day will be 1/3.

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	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	4							
Normal Hours Worked	@N					12.00	1.25							13.25								
WE - 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							
Description	Begin Date	End Date	Rate	Current		YTD	
				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	86.643478		10.83		3,418.42
Night Shift Differen	11/28/2021	12/04/2021	4.000000				116.00
Overtime Pay-Double	11/28/2021	12/04/2021	67.070000				1,073.13
Overtime Pay-Straigh	12/05/2021	12/11/2021	67.070000				
Overtime Pay-Straigh	11/28/2021	12/04/2021	67.070000				7,964.59
Time On Call	12/05/2021	12/11/2021	9.500000				
Time On Call	11/28/2021	12/04/2021	9.500000				9,010.78
Weekend Day Shift Di	12/05/2021	12/11/2021	2.800000				
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**

What's Changing and What Does it Mean for You?

1

No on-site payroll processing:
Paper paychecks are mailed to employees' homes

- Paper paychecks will be received in the mail after pay day
- Your first paycheck will be a paper paycheck
- **Action Items for 1/1 – 1/6:**
 - Sign up for direct deposit on UCPATH online
 - Check that your address is correct in UCPATH online

2

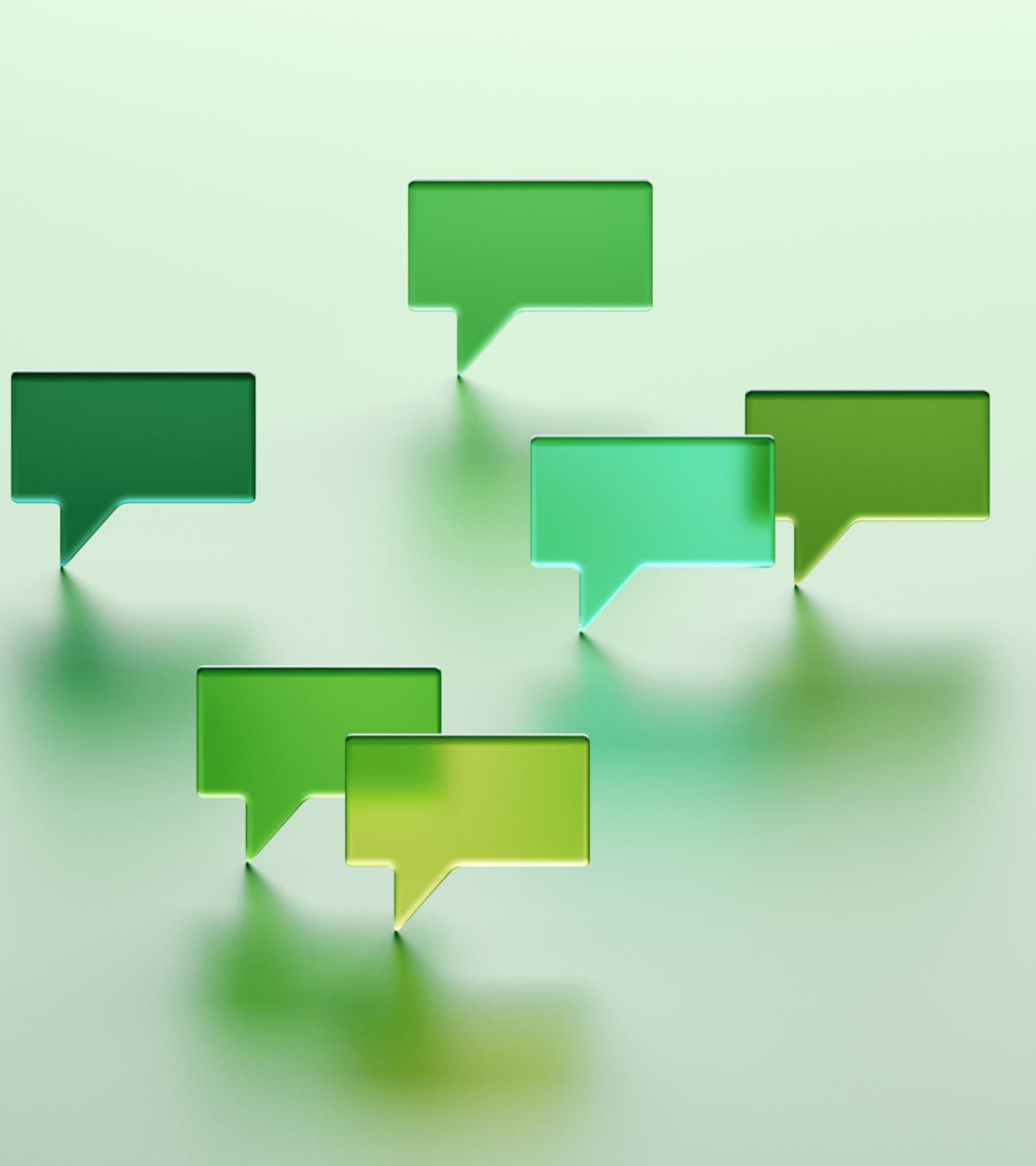
Payroll processing takes longer:
Pay day is the second Wednesday after the pay period end date

- Determine if this impacts your automatic bill payments, etc.
- Off-cycle payments will take 3 – 5 business days to process

3

New paycheck:
UCPATH Center paychecks look different your current paycheck

- **Action Item for 1/17:**
 - Log into UCPATH online and review your earnings statement



How to Get Help

Timekeeping, Human Resources, & Payroll Landscape

Timekeeping

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

Contact HTS by submitting a Request Form on the [HTS Portal](https://hts.ucsd.edu) (hts.ucsd.edu)

Human Resources

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

Contact Health HR by opening a case on the [Health HR Portal](https://hhr.ucsd.edu) (hhr.ucsd.edu) or by calling 619-543-3200.

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.

Contact the UCPath Center by opening a case on [UCPath online](https://ucpath.universityofcalifornia.edu) (ucpath.universityofcalifornia.edu) or by calling (855) 982-7284.

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

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
<p>Health Timekeeping Services is responsible for Health Ecotime and your timesheet.</p>	<p>Health Human Resources is responsible for your hourly rate and Step.</p>	<p>The UCPath Center is responsible for generating all UC-system paychecks, including taxes and deductions.</p>
<ul style="list-style-type: none"> • 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 <p>Note: Accrual balance inquiries related to sick or vacation may be referred or escalated to the UCPath Center, as they administer those balances.</p> <p>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.</p>	<p>Compensation</p> <ul style="list-style-type: none"> • Pay policy question • Equity Increases • By Agreement Payments • Specialty Certification Pay • Stipends <p>Benefits & Open Enrollment</p> <ul style="list-style-type: none"> • 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 <p>Leave of Absence</p> <ul style="list-style-type: none"> • 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 <p>Workers' Compensation</p> <ul style="list-style-type: none"> • Assisting employees who have injured themselves at work 	<p>Payroll</p> <ul style="list-style-type: none"> • Direct Deposit • Paycheck (Distribution) • Tax Withholding Inquiry • Overpayment Recovery <p>Benefits & Open Enrollment</p> <ul style="list-style-type: none"> • Investigate billing discrepancies • Address COBRA related inquiries • Provide assistance navigating UCPath • Process benefit enrollment/qualifying life event requests • Expediate benefits with insurance carriers • Process late enrollment requests <p>Leave of Absence</p> <ul style="list-style-type: none"> • Reinstate Benefits Upon Return from Leave • "Buy Back" Service Credit After an Unpaid Leave <p>Note: This is not an exhaustive list of the topics on which you can submit inquiries on UCPath online.</p>
<p>Contact HTS by submitting a Request Form on the HTS Portal.</p>	<p>Contact Health HR by opening a case on the Health HR Portal or by calling (619) 543-3200.</p>	<p>Contact the UCPath Center by opening a case (click Ask UCPath) on UCPath online or by calling (855) 982-7284.</p>

Day 1 Reference for Timekeeping & Pay (Access on your first day as a UCSD Health Employee)

RESOURCES

Download the New
Employee Resource
Guide & Checklist

NEW EMPLOYEE RESOURCE
GUIDE & CHECKLIST

ZOOM QUICK START GUIDE

COVID-19 INFORMATION FOR
NEW HIRES

INFORMATION SERVICES
ACCESS EMAIL

DCP PLAN FOR PER DIEM AND
LIMITED APPOINTMENTS

METLIFE RESOURCES

WELLNESS RESOURCES

DUO INSTRUCTIONS

TIMEKEEPING AND PAY
OVERVIEW FOR NEO

TIMEKEEPING AND PAY NEO
HANDOUTS

HOW TO CLOCK IN AND OUT
ON THE TACS PHONE SYSTEM

TIMEKEEPING AND PAY
SUPPORT

TIMEKEEPING/REPORTING: EcoTime

Health Timekeeping Services (HTS) assigns a mandatory online training course to new employees in the UC Learning Center. In addition to completing *Timekeeping and Pay Training for UC San Diego Health Employees* on the UC Learning Center, please review the [Timekeeping and Pay Guide for New Employees](#) for answers to common new employee questions and links to timekeeping and pay resources.

“Health” Employees

View timesheet, time off requests, and accruals: <https://tpsweb.ucsd.edu>

Review the **Timekeeping & Pay Guide for New Employees** (digital resource with links)

HTS Timekeeping & Pay Guide for New Employees

You can find the [Timekeeping and Pay Guide for New Employees](#) in the [HTS Knowledge Base](#) (in the **Ecotime Training for Employees** section).

Timekeeping and Pay Guide for New Employees

Author: Shani Ward • 5m ago • 97 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.

Note: If you are a manager looking for resources to help you onboard a new employee, please review our [Timekeeping and Pay Onboarding Resource for Managers](#).

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](#).

Timekeeping and Pay Onboarding Resource for Managers

Author: 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



Questions?

or comments, concerns, clarifications?



Appendix

Detailed Timekeeping and Pay Information

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). <i>You will not be asked for a department number or a job class number.</i>
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. <i>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.</i>
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. <i>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.</i>
62	ESIP Clock-In: Use when clocking in for an ESIP shift. <i>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.</i>

Code	Description
64	Extra Shift: Use when clocking in for an extra shift. <i>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.</i>
67	Training: Use when clocking in to attend or complete a mandatory training. <i>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.</i>
68	Orientation: Use when clocking in for New Employee Orientation. <i>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.</i>
69	End Training / Orientation: Use to clock out of training or orientation hours. <i>You will not be asked for a department number or a job class number.</i>
80	Charge Nurse: Use to begin and end a charge nurse shift. <i>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.</i>
9	Clock Out: Use to clock out. <i>You will not be asked for a department number or a job class number.</i>

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

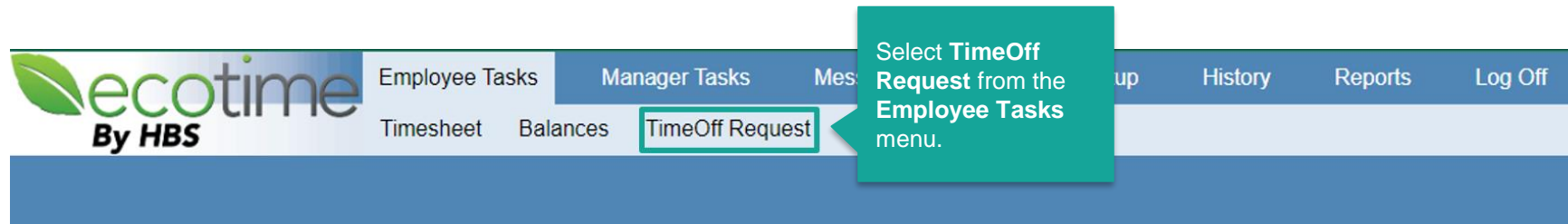
- **What if I don't clock in and out for my meal break in the first six hours?** If you clock out for a meal break after six hours, Ecotime will still subtract 30 minutes for your meal break from the first six hours. Your timekeeper will have to manually update your timesheet.
- **What if my manager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

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.



Request Type: Regular Timeoff ▾

Time Off request can be submitted within 04/07/2022 and 05/07/2023

Submit Time Off Request			
From mm/dd/yyyy	To mm/dd/yyyy	Type	Action
<input type="text" value="04/14/2022"/>	<input type="text" value="04/15/2022"/>	Vacation ▾ <SelectHours Type> ▾	<input type="button" value="Submit"/>

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

Pay Process Overview

Time Collection

1

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

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

Timesheet Review

2

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

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.

Time File Processing

3

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

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

Payroll Processing

4

- **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

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

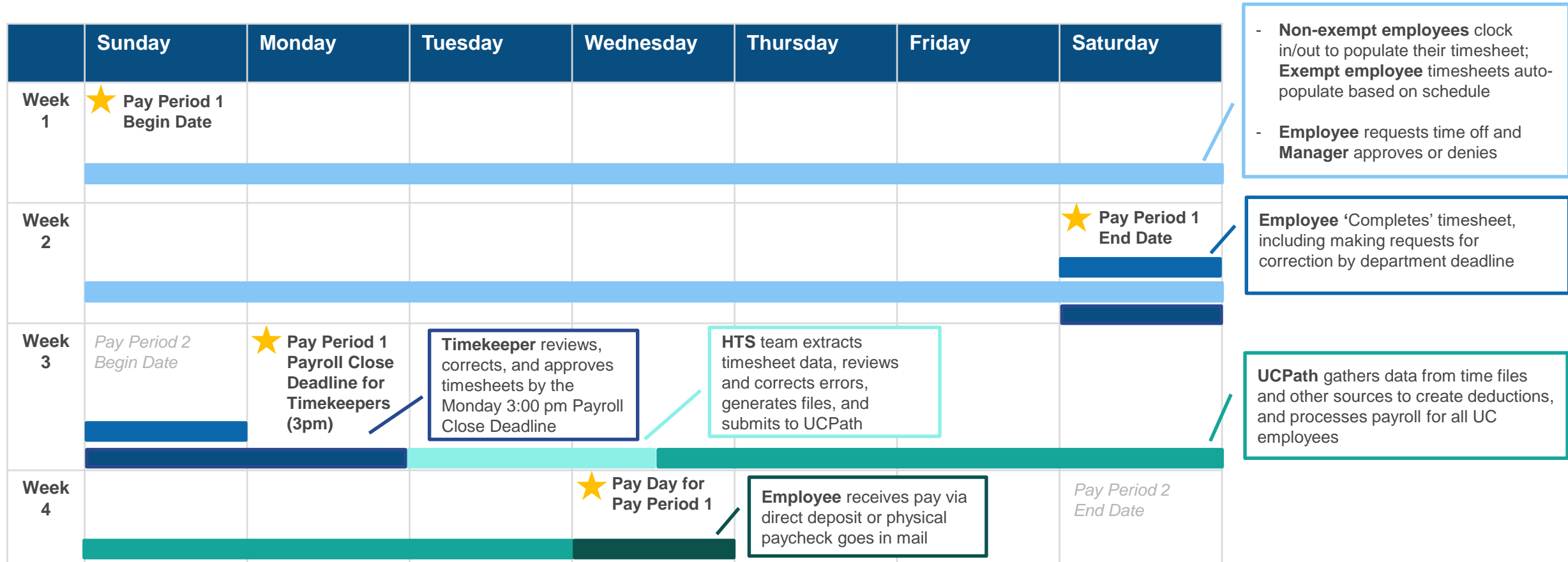
UCPATH Center is responsible for using each UC Location's time file and the personal and job information in UCPATH to generate pay for all UC employees

Paycheck

5


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

Overview of the Timekeeping & Payroll Cycle



Earnings Statement Overview

★ Check out your handout!
How to Read Your UCPath
Earnings Statement

 <p>1 University of California 14350-1 Meridian Parkway Riverside, CA 92518 855/982-7284</p>		<p>Business Unit: UCLA Medical Center Pay Begin Date: 12/16/2018 Pay End Date: 12/28/2018 Advice #: 000000050675997 Advice Date: 01/11/2019</p>																																																																																																																																		
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Delta Dental PPO	76.91	240.06																																																																																																																																		
Vision Service Plan	12.75	38.25																																																																																																																																		
Basic Life	4.34	17.36																																																																																																																																		
Basic Disability	8.04	32.16																																																																																																																																		
UC Retirement Plan	1,553.07	4,430.95																																																																																																																																		
Employee Asst Prog	0.91	5.46																																																																																																																																		
TOTAL:	2,716.84	8,792.91																																																																																																																																		
	TOI GRS	FED TAX GRS	OASDI GRS	MED GRS	ST TAX GRS	TOI TAN	TOI DED	NET PAY																																																																																																																												
Current	12,676.56	10,796.30	12,607.32	12,607.32	10,796.30	4,673.91	1,884.80	6,117.85																																																																																																																												
YTD	33,282.86	27,617.97	32,545.20	32,545.20	27,617.97	9,485.23	5,739.78	18,057.85																																																																																																																												
<p>NET PAY DISTRIBUTION</p> <table border="1"> <thead> <tr> <th>Account Type</th> <th>Account Number</th> <th>Deposit Amount</th> </tr> </thead> <tbody> <tr> <td>Advice #000000050675997 Checking</td> <td>XXXXXX4462</td> <td>6,117.85</td> </tr> <tr> <td>TOTAL:</td> <td></td> <td>6,117.85</td> </tr> </tbody> </table>				Account Type	Account Number	Deposit Amount	Advice #000000050675997 Checking	XXXXXX4462	6,117.85	TOTAL:		6,117.85																																																																																																																								
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TOTAL:		6,117.85																																																																																																																																		

- 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