UC San Diego Health

Timekeeping and Pay Action Items for East Campus Employees

UCPath

On 1/1/24

Starting 1/1, you will have access to UCPath online (ucpath.universityofcalifornia.edu/).

❑ 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 1/1/24 and 1/6/24

Starting 1/1, you will have access to the UC Learning Center (uclearning.ucsd.edu/). Note: If you are a timekeeper, HTS will reach out to you with information on timekeeping training.

❑ Complete the "Timekeeping and Pay Training for UC San Diego Health Employees" course on the UC Learning Center

ecotime By HBS

Between 1/1/24 and 1/6/24

Starting 1/1, you will have access to Ecotime (tpsweb.ucsd.edu/). If you don't have access on 1/1, check again on 1/2. Sometimes new hire access to Ecotime is delayed by a day or two after an employee's start date. Complete the following by the last day of the pay period, 1/6. **These action items are critical to avoid incorrect or delayed pay.**

❑ Check your "default schedule" in Ecotime (at the top of your timesheet). Ask 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 (0% comped, all overtime paid). If you would like to change from the default, 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.

UCPath

On 1/17/24

This is your first pay day. You will already have access to UCPath online (ucpath.universityofcalifornia.edu/). Remember, your first check will only have pay for one week. 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**.

❑ Log into UCPath online and review your earnings statement.

UC San Diego Health

Timekeeping and Pay Resources for East Campus Employees

Key Resources

You will have access to these resources on your first day of work as a UCSD Health employee.

HTS Resources & Training page on Pulse

https://pulse.ucsd.edu/departments/finance/timekeeping/Pages/resources.aspx

Visit this page to see all the training resources provided by HTS. There will be a section for East Campus employees, which will include the onboarding materials you received and viewed during NEO.

HTS Portal

https://hts.ucsd.edu/

Visit the HTS Portal to submit a timekeeping question or request to HTS. The HTS Portal can be accessed from any browser. However, for optimal performance, we recommend using Google Chrome, Firefox, or Safari. Log in using your UCSD Health Active Directory (AD) credentials and DUO. To get started, you can click on the icons or use the search bar to find what you need.

HTS Knowledge Base

https://uchealth.service-now.com/hts?id=hts_kb_view

The HTS Knowledge Base is on the HTS Portal. Visit the Knowledge Base to get more information on timekeeping and pay topics. We recommend using the **Search** bar in the HTS Knowledge Base to find and review the following articles first:

- Timekeeping and Pay Guide for New Employees (This article includes links to the articles that have step-by-step instructions for Ecotime actions and more.)
- Timekeeping and Pay Onboarding Resource for Managers
- How to Submit a Case to Health Timekeeping Services
- Timekeeping and Pay Support
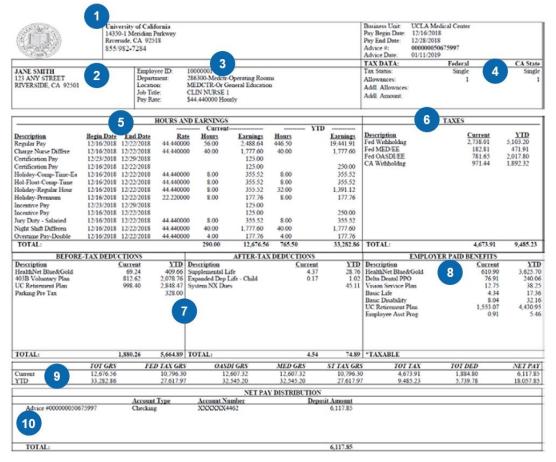- Overview of the HTS Portal

UCPath Online

https://ucpath.universityofcalifornia.edu/

UCPath online is where you sign up for direct deposit, verify your home address and update it if needed, and view your earnings statements. **We strongly recommend you sign up for direct deposit and verify your home address as soon as you have access to UCPath online.**

UC San Diego Health

How to Read Your UCPath Earnings Statement

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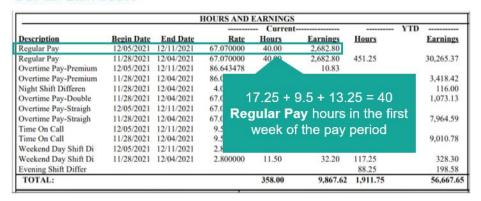10. The check number, account type, and total amount of pay deposited to your account

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 exactly 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	4.								
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

To get more information on how to compare your timesheet and your paycheck, visit the **HTS Portal** at hts.ucsd.edu and select **Find Answers** to open the HTS Knowledge Base and review the articles in the **How a Timesheet Becomes a Paycheck** category.

Consider reviewing the following articles first:
- UCPath Paycheck Overview: General information about how to compare your timesheet and your paycheck.
- How to Translate Your Ecotime Timesheet to Your UCPath Paycheck: Describes, with examples, how the most common types of pay look on your timesheet versus your paycheck. Use "Ctrl +f" to search through this article for a particular type of pay, or review these shorter articles with the same information that group similar types of pay together:
  - Compensatory Time Pay and Your Paycheck
  - Floating Holiday Pay and Your Paycheck
  - Holiday Pay and Your Paycheck
  - Leave of Absence Pay and Your Paycheck
  - Overtime Pay and Your Paycheck
  - Shift Differential Pay and Your Paycheck
  - Sick and Vacation Pay and Your Paycheck
- Ecotime Pay Code to Earn Code Crosswalk: A quick reference article that lists each Ecotime pay code and its corresponding UCPath earn code(s).