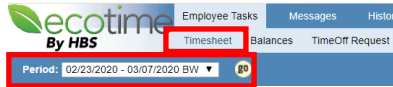


Entering Hours Worked

1. Open Web Browser, enter Ecotime URL
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Employee Tasks**



4. Select **Timesheet**, select **Period**, defaults to current pay period, click **go**, timesheet displays
5. In **Timesheet Summary**, select day of the week, e.g. **Wed 2/26**, selection will be highlighted

Timesheet Summary																	Hide
Hours	Sun 02/23	Mon 02/24	Tue 02/25	Wed 02/26	Thu 02/27	Fri 02/28	Sat 02/29	Week Total	Sun 03/01	Mon 03/02	Tue 03/03	Wed 03/04	Thu 03/05	Fri 03/06	Sat 03/07	Week Total	Total
Worked		8.00	8.00					16.00								0.00	16.00
Exceptions								0.00								0.00	0.00
Totals:	0.00	8.00	8.00	0.00	0.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00
Late Time	Select	Select	Select	Select	Select	Select	Select		Select	Select	Select	Select	Select	Select	Select		
Comp. Time Election																	
Comp. Time Premium	100%	100%	100%	100%	100%	100%	100%		100%	100%	100%	100%	100%	100%	100%		
Comp. Time Straight	100%	100%	100%	100%	100%	100%	100%		100%	100%	100%	100%	100%	100%	100%		
Paid Summary																	
Hours Worked		8.00	8.00					16.00								0.00	16.00

6. Scroll down

Worked Hours on Wednesday 02/26/20					
Time In/Out	Overnight	Duration	Meal Break	Appointment Pay Codes	
Time In: 8:00 A.M. Time Out: 4:30 P.M.	<input type="checkbox"/>	8.00	30	Title Code: 6943 - PAYROLL ANL 2, Dept: 000001 - BUSINESS AND FINANCIAL SERV.; Pay Rate: \$29.11 <<Select Pay Codes>>	
Time In: Time Out:	<input type="checkbox"/>	0	0	<<Select Appointment> <<Select Pay Codes>>	
Time In: Time Out:	<input type="checkbox"/>	0	0	<<Select Appointment> <<Select Pay Codes>>	
Total:		8.00			

7. Enter **Time In/Out**, e.g. **Time In: 8:00 A.M.** and **Time Out: 4:30 P.M.**
 - a. System only records in 15 minute increments, e.g. enter 8:00 for time up to 8:07, enter 8:15 for any time after 8:08
 - b. If you enter more than 40 hours for the week or qualify for Shift Differential, your Payroll Profile will automatically calculate the **OT**, **Comp Time Premium** or **Straight** (needs to be added to your profile by Timekeeper or Supervisor) or **Shift Differential** owed to you, and will display on row in **Paid Summary**
8. In **Meal Break**, select 30, **Duration** displays 8.0
 - a. If your meal break is different, select appropriate one
 - b. UCSD policy dictates that 30 minutes are unpaid, if you combine your 2-15 minute breaks, for an hour, still enter 30 minutes
9. Select **Appointment** and **Pay Code – Hours Worked**
If you have more than one job, select the **Appointment** that matches the hours you are entering
10. In upper right hand corner of screen, click **Save**



11. Repeat steps #5-#10 for every day you worked of Pay Period
12. When you are done entering your time for the pay period, in upper right hand corner of screen, click **Complete**, and **OK**



Entering Exception Hours

1. In **Timesheet Summary**, select day of the week, e.g. **Wed 2/26**, selection will be highlighted
2. Scroll down to bottom of page

Please Enter Exception Hours Taken, If Any:

Exception Time Wednesday 02/26/20		
Duration	Appointment Pay Codes	Message
8.00	Title Code: 6943 - PAYROLL ANL 2; Dept: 000001 - BUSINESS AND FINANCIAL SERV.; Pay Rate: \$29.11 Sick	

3. In **Exception Hours** dialog box, in **Duration**, enter 8.00, select **Appointment** and **Pay Code – Sick or Vacation**
 - a. Non-exempt Postdocs must use 8 hour increments
4. If you are on an approved Leave of Absence, you may select the corresponding **Pay Code** type
If you have more than one job, select the **Appointment** that matches the exception you are reporting
5. In upper right hand corner of screen, click **Save**
6. When you are done entering your time for the pay period, in upper right hand corner of screen, click **Complete**, and **OK**

Reminders

- Deadline to **Save** and **Complete** timesheet is the **Saturday** at the end of the pay period
- When you click **Complete**, your supervisor/manager will be notified by email
- When your supervisor/manager **Approves** your timesheet, you will be notified by email
- If supervisor/manager makes edits to your timesheet, you will be notified by email
- 2 previous and 2 future pay period timesheets will be available
- As long as you enter and **Save** time, you will be paid for that time, **Paid Summary** displays what you will be paid
- As an hourly employee you may enter less than 8 hours of exception, e.g. you entered 4 **hours worked** and 4 hours **exception**
- Exempt and Non-exempt Postdocs: your award of 12 sick and 24 PTO days will be available, at the beginning of your 12-month appointment and renewed annually, for a 6 month appointment, you would receive 6 days of sick and 12 days of PTO