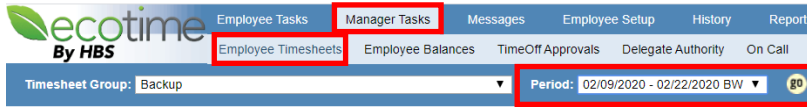


Review, Edit, Approve and Audit Employee Timesheets

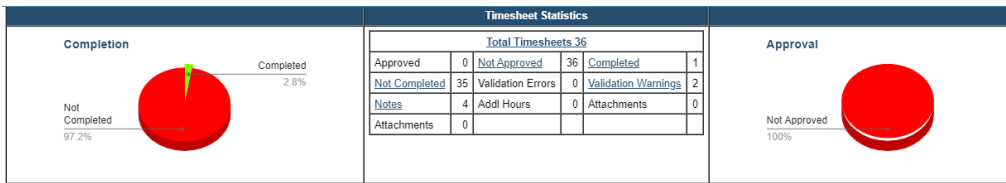


Review Employee Timesheet

1. Open Web Browser, enter Ecotime URL
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Manager Tasks**, select **Employee Timesheets**, select **Period**, defaults to current pay period, click **go**



4. Manager dashboard displays



Last Name: << Previous Page Page 1 of 4 Next Page >>

Filter: All

Hours Summary for 02/09/2020 - 02/22/2020 - BW												
Timesheet Group	Employee Name	Regular	Exception	Total Hours	On Call	Addl Hours	Complete	Notes	Attachments	# Messages	Approved	Action
000301075 Full Access	BURKHART, PAUL HARRY NonExempt/Hourly/BW											<input type="checkbox"/> Approve
000301075 Full Access	CARLSON, SHEILA MARIE F NonExempt/Hourly/BW	83.00		83.00				✓				<input type="checkbox"/> Approve
000708681 Full Access	COLEMAN, RHIANNON KEIKO NonExempt/Hourly/BW		8.00	8.00						1		<input type="checkbox"/> Approve
000105590 Full Access	DEVALIA, DIVYA NonExempt/Hourly/BW	80.00		80.00	17.00							<input type="checkbox"/> Approve
000708681 Full Access	GABRIEL, ANGELINE CONSTANCE NonExempt/Hourly/BW	72.00	8.00	80.00				✓				<input type="checkbox"/> Approve
000105590 Full Access	GRIFFIN, COLEEN J NonExempt/Hourly/BW	40.00	32.00	72.00			✓	✓				<input type="checkbox"/> Approve
000708681 Full Access	HENNON, DESIREE MICHELLE NonExempt/Hourly/BW	8.00		8.00								<input type="checkbox"/> Approve
000301075 Full Access	JONES, WASHON MAURICE NonExempt/Hourly/BW	8.00	16.00	24.00						1		<input type="checkbox"/> Approve
000105590 Full Access	KARMACHARYA, SWETA SHRESTHA NonExempt/Hourly/BW	63.00	8.00	71.00								<input type="checkbox"/> Approve
000301075 Full Access	LAVRIGATA, MELISSA ROSE NonExempt/Hourly/BW											<input type="checkbox"/> Approve

Press the button to the right to approve/unapprove all checked items

5. In this example, an employee has completed their timesheet
6. You can select any employee link to review their timesheet

Edit Employee Timesheet

1. If needed, you may need to **unapprove** timesheet in manager dashboard
2. After selecting an employee timesheet, you can make edits to that timesheet
3. 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	Select		
Comp. Time Election																	
Comp. Time Premium	100%	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%	100%		
Paid Summary																	
Hours Worked		8.00	8.00					16.00								0.00	16.00

Review, Edit, Approve and Audit Employee Timesheets



4. 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: <Select Appointment> Time Out: <Select Pay Codes>	<input type="checkbox"/>	0	0	<Select Appointment> <Select Pay Codes>	
Time In: <Select Appointment> Time Out: <Select Pay Codes>	<input type="checkbox"/>	0	0	<Select Appointment> <Select Pay Codes>	
Total:		8.00			

5. 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 more than 40 hours are entered for the week or qualify for Shift Differential, the Payroll Profile will automatically calculate the **OT**, **Comp Time Premium** or **Straight** (needs to be added to the profile by Timekeeper or Supervisor) or **Shift Differential** owed to employee, and will display on row in **Paid Summary**
6. In **Meal Break**, select 30, **Duration** displays 8.0
 - a. If meal break is different, select appropriate one
 - b. UCSD policy dictates that 30 minutes are unpaid, if combining 2-15 minute breaks, for an hour, still enter 30 minutes
7. Select **Appointment** and **Pay Code – Hours Worked**
 - a. If employee has more than one job, select the **Appointment** that matches the hours being entered
8. In upper right hand corner of screen, click **Save**

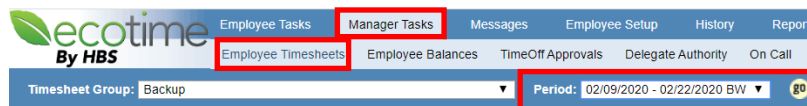


9. Repeat steps #3-#8 for every day being edited
10. When you are done editing the time for the pay period, in upper right hand corner of screen, click **Complete**, and **OK**



Approve Employee Timesheet

1. Open Web Browser, enter Ecotime URL
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **Manager Tasks**, select **Employee Timesheets**, select **Period**, defaults to current pay period, click **go**



Review, Edit, Approve and Audit Employee Timesheets



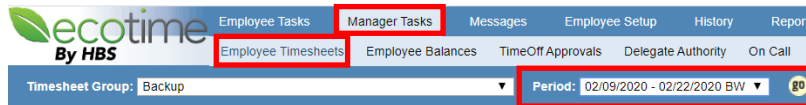
4. Manager dashboard displays (image is partial view of dashboard)

000105590 Full Access	GRIFFEN, COLEEN J NonExempt/Hourly/BW	40.00	32.00	72.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/> Approve
000708881 Full Access	HENNON, DESIREE MICHELLE NonExempt/Hourly/BW	8.00		8.00			<input type="checkbox"/>				<input type="checkbox"/> Approve
000301075 Full Access	JONES, VASHON MAURICE NonExempt/Hourly/BW	8.00	16.00	24.00					1		<input type="checkbox"/> Approve
000105590 Full Access	KARMACHARYA, SWETA SHRESTHA NonExempt/Hourly/BW	63.00	8.00	71.00			<input type="checkbox"/>				<input type="checkbox"/> Approve
000301075 Full Access	LAVRIGATA, MELISSA ROSE NonExempt/Hourly/BW						<input type="checkbox"/>				<input type="checkbox"/> Approve
Press the button to the right to approve/unapprove all checked items											<input type="button" value="Submit"/>

- Reported hours display next to employee link and shows employee has **Completed** timesheet
- Select **Approve**, click **Submit**
- If needed, click on employee link to open, review, and verify hours submitted
- To return to Manager dashboard, select **Timesheet Group**, select **Period**, defaults to current pay period, click **go**

Auditing Employee Timesheets

- Open Web Browser, enter Ecotime URL
- If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
- Select **Manager Tasks**, select **Employee Timesheets**, select **Period** defaults to current pay period, click **go**



4. Manager Dashboard displays

Completion

Timesheet Statistics

Total Timesheets: 36			
Approved	0	Not Approved	36
Not Completed	35	Validation Errors	0
Valid	4	Add Hours	0
Attachments	0	Attachments	0

Approval

Timesheet Group: Backup Period: 02/09/2020 - 02/22/2020 BW go

Filter: All

Timesheet Group	Employee Name	Regular	Exception	Total Hours	On Call	Actual Hours	Complete	Notes	Attachments	# Messages	Approved	Action
000301075 Full Access	BISHOPHART, PAUL HARRY NonExempt/Hourly/BW										<input type="checkbox"/>	Approve
000301075 Full Access	CARLSON, SHEILA MARIE NonExempt/Hourly/BW	83.00		83.00			<input checked="" type="checkbox"/>				<input type="checkbox"/>	Approve
000708881 Full Access	COLEMAN, BISHANNON KEIKO NonExempt/Hourly/BW	8.00	8.00							1	<input type="checkbox"/>	Approve
000105590 Full Access	DEVILLA, DIOVA NonExempt/Hourly/BW	80.00		80.00	17.00						<input type="checkbox"/>	Approve
000708881 Full Access	GABRIEL, ANGELINE CONSTANCE NonExempt/Hourly/BW	72.00	8.00	80.00			<input checked="" type="checkbox"/>				<input type="checkbox"/>	Approve
000105590 Full Access	GRIFFEN, COLEEN J NonExempt/Hourly/BW	40.00	32.00	72.00			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="checkbox"/>	Approve
000708881 Full Access	HENNON, DESIREE MICHELLE NonExempt/Hourly/BW	8.00		8.00							<input type="checkbox"/>	Approve
000301075 Full Access	JONES, VASHON MAURICE NonExempt/Hourly/BW	8.00	16.00	24.00						1	<input type="checkbox"/>	Approve
000105590 Full Access	KARMACHARYA, SWETA SHRESTHA NonExempt/Hourly/BW	63.00	8.00	71.00							<input type="checkbox"/>	Approve
000301075 Full Access	LAVRIGATA, MELISSA ROSE NonExempt/Hourly/BW										<input type="checkbox"/>	Approve

Press the button to the right to approve/unapprove all checked items

5. Select employee timesheet

Review, Edit, Approve and Audit Employee Timesheets

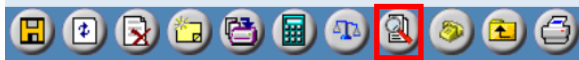


6. Employee timesheet displays (image is partial view of employee timesheet)

Filter: All
 GRIFFEN, COLEEN J (000316592) (Not Approved, Completed, Notes Exist)
 Timesheet Employee Information
 Timesheet Group: 900105590
 Home Department: BUSINESS AND FINANCIAL SERV. (000001)
 Pay Rate Profile: 99 - Non Exempt Pay Code Profile: Non-Represented Non-Exempt
 Hours/Day: 8.00 Standard Hours: 40.00
 Holiday work cycles: Eligibility from 01/26/2020 to 02/22/2020, Earned from 01/26/2020 to 02/22/2020
 Show Pay Period Details

Timesheet Summary																	Hide
Hours	Sun 02/09	Mon 02/10	Tue 02/11	Wed 02/12	Thu 02/13	Fri 02/14	Sat 02/15	Week Total	Sun 02/16	Mon 02/17	Tue 02/18	Wed 02/19	Thu 02/20	Fri 02/21	Sat 02/22	Week Total	Total
Worked		8.00		8.00	8.00			24.00				8.00	8.00			16.00	40.00
Exceptions			8.00					16.00					8.00	8.00		16.00	32.00
Totals:	0.00	8.00	8.00	8.00	8.00	8.00	0.00	40.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	32.00	72.00
Late Time	Select	Select	Select	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	0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Paid Summary																	
Sick - PAYROLL ANL 2			8.00					8.00								8.00	8.00
Sick														8.00		8.00	8.00
Vacation						8.00		8.00				8.00				8.00	16.00
Hours Worked		8.00		8.00	8.00			24.00				8.00	8.00			16.00	40.00
Holiday Calculated										8.00						8.00	8.00

7. In the upper right hand corner of screen, from the toolbar select the **Timesheet Action Audit** icon



8. The following screen displays (image is partial view of action audit)

GRIFFEN, COLEEN J (000316592)

Timesheet Action Audit for Pay Period Ending on 02/22/2020				
Timesheet Version	Action Type	User	Action Date	Details
1	Approval Removed	SAKANDAR, OMIARA	04 Mar 2020 2:46PM Pacific Time	
1	Timesheet Approved	BRUMFIELD, KATHRYN BURGGER	04 Mar 2020 2:08PM Pacific Time	
1	Approval Removed	SAKANDAR, OMIARA	04 Mar 2020 2:06PM Pacific Time	
1	Timesheet Approved	SAKANDAR, OMIARA	04 Mar 2020 1:28PM Pacific Time	
1	Timesheet Completed	SAKANDAR, OMIARA	03 Mar 2020 2:31PM Pacific Time	
1	Timesheet Saved	SAKANDAR, OMIARA	03 Mar 2020 2:29PM Pacific Time	View
1	Completion Removed	SAKANDAR, OMIARA	03 Mar 2020 2:27PM Pacific Time	
1	Timesheet Saved	SAKANDAR, OMIARA	03 Mar 2020 2:27PM Pacific Time	View
1	Approval Removed	SAKANDAR, OMIARA	03 Mar 2020 2:24PM Pacific Time	
1	Timesheet Approved	SAKANDAR, OMIARA	03 Mar 2020 2:24PM Pacific Time	
1	Timesheet Completed	GRIFFEN, COLEEN J	03 Mar 2020 1:16PM Pacific Time	
1	Timesheet Saved	GRIFFEN, COLEEN J	03 Mar 2020 1:15PM Pacific Time	View

9. The **Timesheet Action Audit**, displays **Action Type**, **User**, **Action Date** and **Details**

10. This is very comprehensive information and will be useful in auditing and reviewing employee timesheets

Reminders

- Managers should review and approve all employee timesheets
- Managers can use the **Approve All** icon available on the Manager dashboard
- If employee has multiple jobs, verify that the correct **Appointment** is selected for hours entered
- Once **Approved**, the timesheet is locked and employee is locked out of timesheet
- BW employee timesheets must be **Saved** and **Completed** by Saturday the last day of the pay period
- As long as non-exempt employees **Save** their time, they will be paid