



# online timekeeping

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t r a i n i n g   w o r k s h o p

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Business & Financial Services  
Payroll Training Division

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*<http://www-bfs.ucsd.edu/pay/timehm.htm>*

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Revisions are made periodically to this document, Technical inaccuracies and typographic errors will be corrected in subsequent releases.

# Credits

We are pleased to express our sincere thanks and appreciation to the following contributors, individuals and teams, whose efforts helped to make the UCSD Online Timekeeping application possible.

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# contents

<b>introduction</b>	<b>6</b>
<b>module one</b> - System Overview	<b>9</b>
<b>module two</b> - System Features and Logon	<b>14</b>
<b>module three</b> - Employee Selection and Navigation	<b>21</b>
<b>module four</b> - Quick and Detailed Time Entry	<b>28</b>
<b>module five</b> - PPS Database Updates	<b>49</b>
<b>module six</b> - Special Pay Entry	<b>55</b>
<b>module seven</b> - Time Entry Activities	<b>61</b>
<b>module eight</b> - Printing Timesheets and Reports	<b>99</b>
<b>module nine</b> - Additional Information and Logoff	<b>107</b>
<b>reference and index</b>	<b>113</b>



# introduction

# Introduction

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Welcome to the UCSD Online Timekeeping Training Workshop.

This material was designed to help you become an effective timekeeper and understand key concepts of the Online Timekeeping system. It is not intended to be a substitute for your hands-on training or experience.

In addition to this Training Workshop, there is a complete electronic facility on the World Wide Web dedicated to information about and the use of the UCSD Online Timekeeping system. It can be located at the following address: [www-bfs.ucsd.edu/pay/timehm.htm](http://www-bfs.ucsd.edu/pay/timehm.htm). The web site was developed to complement the Training Workshop and to distribute future revisions of the training material. It will be discussed and demonstrated during the class.

The Online Timekeeping system was specifically designed for the UCSD campus. From the beginning, departmental staff were consulted and actually active members of the development team. They were very instrumental in making the system features beneficial and easy to use. Whether you are an existing timekeeper or a new one, we believe you will find both the system and training a positive experience that will help you be successful and productive.

Following this introduction, you will find the Training Workshop. The material contains system information, demonstrations, and hands-on activities for each training module in the workshop. A table of contents and index have been included to help you quickly locate information within the Training Workshop.

Following the workshop modules, you will find additional quick reference tools and resources including:

**Troubleshooting Guide** - This section refers to common error messages, their meaning, and possible corrective actions.

**Payroll Specialist Directory** - This reference provides the phone numbers and e-mail addresses of payroll staff that can assist you.

# Legend

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The following conventions apply throughout the Online Timekeeping Training Workshop:



**Symbolizes a Helpful Hint or Shortcut**



**Note this reference**



**Not Advised - Could result in serious repercussions**



**Contact a Payroll Specialist for assistance**

The following conventions apply to the hands-on activities and the step-by-step instructions found in the Training Workshop.

**NAME** field      System field and button names are displayed in bold typeface.

'ABCDE'            Data that you enter is shown in single quotation marks.

[ENTER]           Indicates to click this button or press the enter key.

DETAIL             Screen titles are always indicated in capital letters.

"mmddyy"         Date formats are shown in double quotation marks.

<24.00>            Negative hour or dollar entry amounts are indicated between less than and greater than signs.