



System Features and Logon

module two

Security & System Access

System Login

Participant Activity 1

Timekeeper Select Screen

Pay Period Note Screen

Security and System Access

Please be aware that the UCSD Online Timekeeping system is secure to protect both the University and its employees from unauthorized use. To use the system you must have completed this training class and be an active authorized timekeeper.

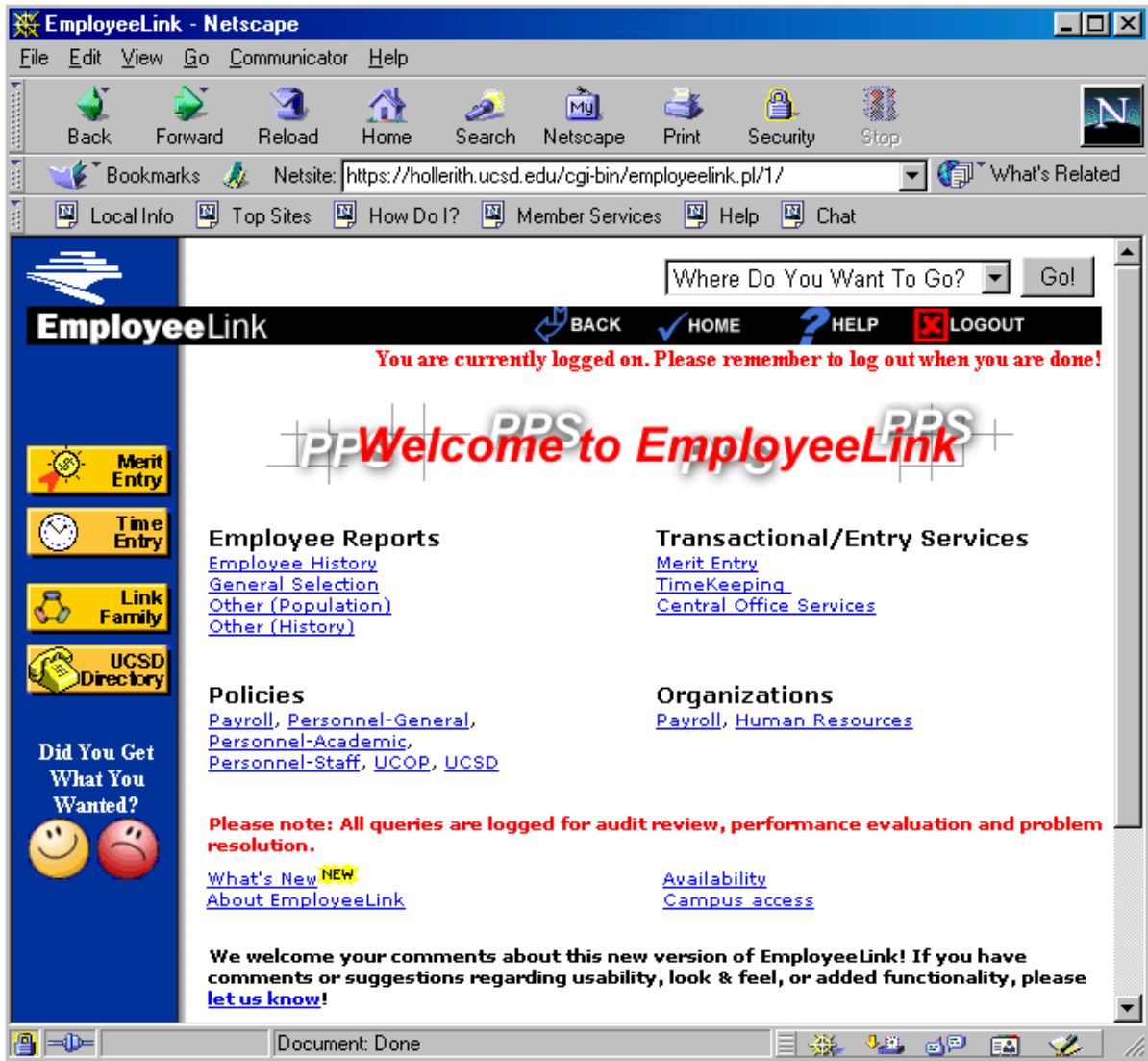
All timekeepers are assigned access to a valid timekeeper code(s) for which they have been delegated the responsibility by their department. All employees working at UCSD must have a valid timekeeper code, which is assigned and maintained in the Payroll Personnel System (PPS) by the employee's home department.

Access to the employee's time record will only be granted to the employee's assigned timekeeper. If you are not the employee's assigned timekeeper, the system will allow you to create a special entry if you meet the following criteria: a.) your department is set up in PPS with home department access, or b.) your department has a current or previous appointment on the employee's PPS data file. Questions pertaining to PPS information should be directed to your departmental PPS contact. We will discuss special pay entries further in Module 6.

System Login

The Online Timekeeping system is a web application. The link to this application is found on the EmployeeLink menu. You will need to have a recent version web browser (Netscape or Internet Explorer) installed on your workstation to run the timekeeping application. If you are not familiar with what web browser or version you have, please consult with your systems administrator or contact the ACT Help Desk at x41853 for assistance.

When you're ready to login, proceed to the EmployeeLink (employee.ucsd.edu) page and select "Timekeeping" from the Transactional/Entry Services or click the "Time Entry" button on the left border. See the sample EmployeeLink screen on the next page.



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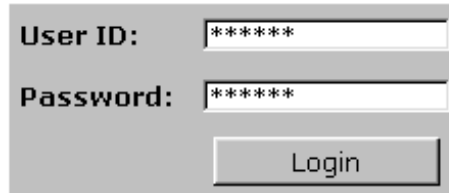
EMPLOYEELINK HOME PAGE

Again, you will choose the “Timekeeping” link from the menu. This will take you to the Login page. To login, enter you assigned userid and password and then click on the “Login” button. You will need to complete the timekeeping class in order to be set-up with a password that will let you access the system. See the sample Login page on the next page.

Please Login...

By pressing the Login button below, you agree to:

- use the system and data only for bona fide University business which you are explicitly authorized to conduct.
- never provide anyone with your password or with access to the system.
- promptly report suspected security violations to your DSA and ACT.
- LOGOUT and exit your browser when done using the system.
- read and understand UCSD's policy on [computer security](#).



The image shows a login form with two input fields. The first field is labeled 'User ID:' and contains six asterisks. The second field is labeled 'Password:' and also contains six asterisks. Below these fields is a button labeled 'Login'.

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All inquiries and transactions are automatically logged and are used for audit and security monitoring purposes. Unauthorized access and unauthorized users will be prosecuted to the full extent of the law.

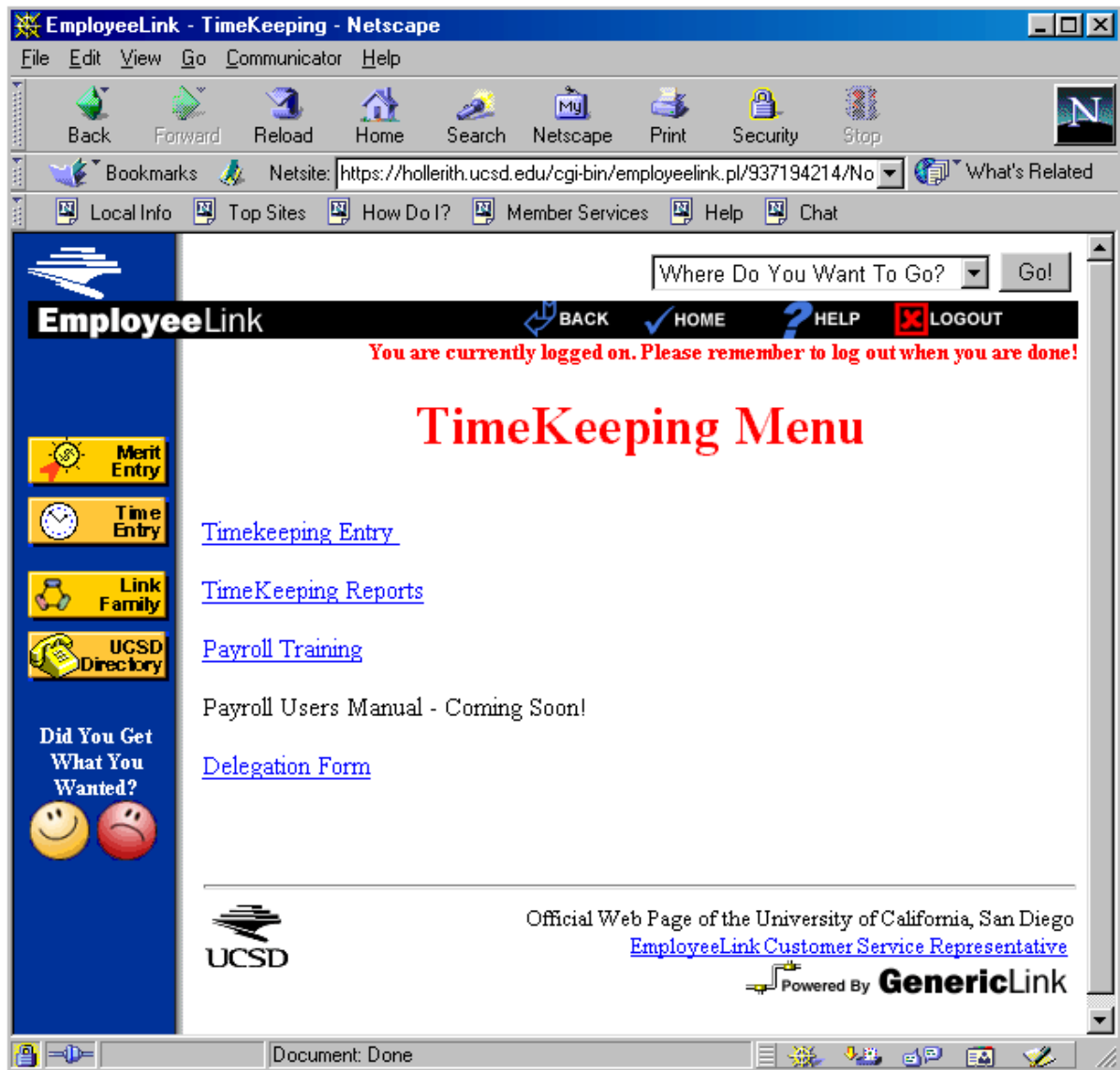
You must have a valid mainframe or darwin user ID and password and you must have a PPS Online access profile established in order to use Employee Reports. Please note that Departmental Merit Entry requires a special and separate user ID and password combination. If you don't have an appropriate user ID and password and feel you should have one, contact your Departmental Security Administrator (DSA) or call the ACT Help Desk at x41853. To continue using EmployeeLink without logging on, use your browser's back button.

LOGIN PAGE DIAGRAM

Logon Window Fields

USER ID - This six character code is assigned by ACT security. Please consult your Departmental Security Administrator (DSA) for more information or visit the ACT Security Access Webpage. A valid userid is required in order to access and use the UCSD Online Timekeeping system.

PASSWORD - This code is initially assigned by ACT security when you are authorized to access the UCSD Online Timekeeping production server. If you experience problems with your password, please contact the ACT Security desk for assistance.

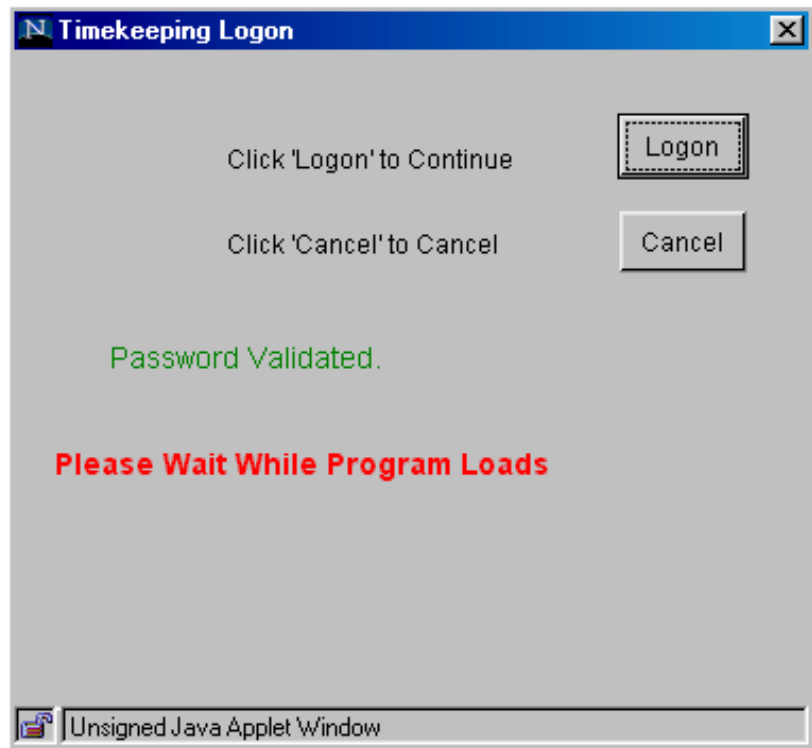


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MENU PAGE DIAGRAM

When you have successfully logged in, the “Timekeeping Menu” page will be loaded in your browser. The menu you will provide you several options, such as links to Timekeeping Entry, Timekeeping Reports (see Module 8), Payroll Training, Payroll User’s Manual, and Delegation Form.

For now, we want to select the “Timekeeping Entry” link. Clicking this link will launch another browser window where the timekeeping application will begin to load. You will be prompted with another logon validation window and you will need to click the “Logon” button to continue the application load. Please be patient as the application may take up to a minute or so to finish loading. See sample Loading Application window on the next page.



LOADING APPLICATION DIAGRAM

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Participant Activity 1

Let's Login to the System

1. Your instructor will assign you your own training dataset.
2. Enter your training userid in the **USER ID** field.
3. Tab or click in the **PASSWORD** field and enter your training password (which will be the same as the userid +1).
4. Click on the [**LOGIN**] button to proceed to the Timekeeping Menu page and then click on the Timekeeping Entry link.
5. When prompted, click the [**LOGON**] button to continue loading the timekeeping application.

Timekeeper Select Screen



From this screen you will select a pay cycle for which you wish to key time, either Biweekly or Monthly. The current active pay period will default as the selected choice in the window. You also have the option of reviewing time entered for previous pay periods, just click the down arrow to the far right of the window to see the previous periods from which you can choose. You can only view prior pay period data. Any changes should be keyed on the current pay period as an adjustment to a prior pay period.

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Timekeeper Select

Biweekly

* Period: 09/05/99 - 09/18/99 Entry: 09/11/99 - 09/22/99 Pay: 09/29/99 Hrs: 80

Monthly

* Period: 09/01/99 - 09/30/99 Entry: 09/01/99 - 09/23/99 Pay: 10/01/99 Hrs: 168

0609-99	DEPT	609
0610-99	DEPT	610
0611-99	DEPT	611
0612-99	DEPT	612
0613-99	DEPT	613
0614-99	DEPT	614
0615-99	DEPT	615
0616-99	DEPT	616
0617-99	DEPT	617

Go

Special

UCSD

Official Web Page of the University of California, San Diego
[EmployeeLink Customer Service Representative](#)
Powered By **GenericLink**

TIMEKEEPERSELECTSCREENDIAGRAM

Select a Timekeeper Code from the list in the window. Most timekeepers will only have one code from which to choose, while others may have several. You will only be able to access employees for which you are an authorized timekeeper. An individual employee's timekeeper code is assigned and maintained by the employee's home department in the Payroll Personnel System (PPS). Please consult your departmental PPS contact for assistance.

Click the Go button to key time for employees on the timekeeper code you selected, as described above. Click the Special button to complete a special entry for an employee which you are not the authorized timekeeper. You will need to have affiliation to the employee's record, as discussed earlier in this module under Security and System Access.

Timekeeper Select Fields & Buttons

BIWEEKLY - Pay cycle for general assistance employees. These employees are "Positive Time Reported", which means all hours that they are to be compensated for must be key entered, otherwise they will not be paid. Biweekly employees are paid every other Wednesday, 11 days following the end of the pay period. The standard workweek is Sunday to Saturday.

*PERIOD: pay period begin and end dates

ENTRY: begin and end date for time entry

PAY: paydate for this pay period

HRS: standard number of working hours for pay period

MONTHLY - Pay cycle for salary roll employees, typically on staff and academic titles. These employees are "Exception Time Reported", which means they only report exceptions to their regular time or standard hours. Exceptions are considered approved absences such as vacation, sick, comp time, etc. Only overtime to be paid, either standard or premium, must be positive time reported. Monthly employees are paid on the first day of the month following the pay period, unless the first falls on a non-work day, then payday will be the last working day of the pay period month. December earnings are always paid on the first working day of January. The standard workweek is Monday to Sunday.

*PERIOD: pay period begin and end dates

ENTRY: begin and end date for time entry

PAY: paydate for this pay period

HRS: standard number of working hours for pay period

TIMEKEEPER CODE - This code is assigned to departmental timekeepers, primary or backup, authorized to perform time entry for specified employees. Only employees with the same timekeeper code on the Employee Database (EDB) will be listed for time entry. The employee's EDB record is maintained by their home departmental PPS preparer. Please consult your departmental PPS contact for information.

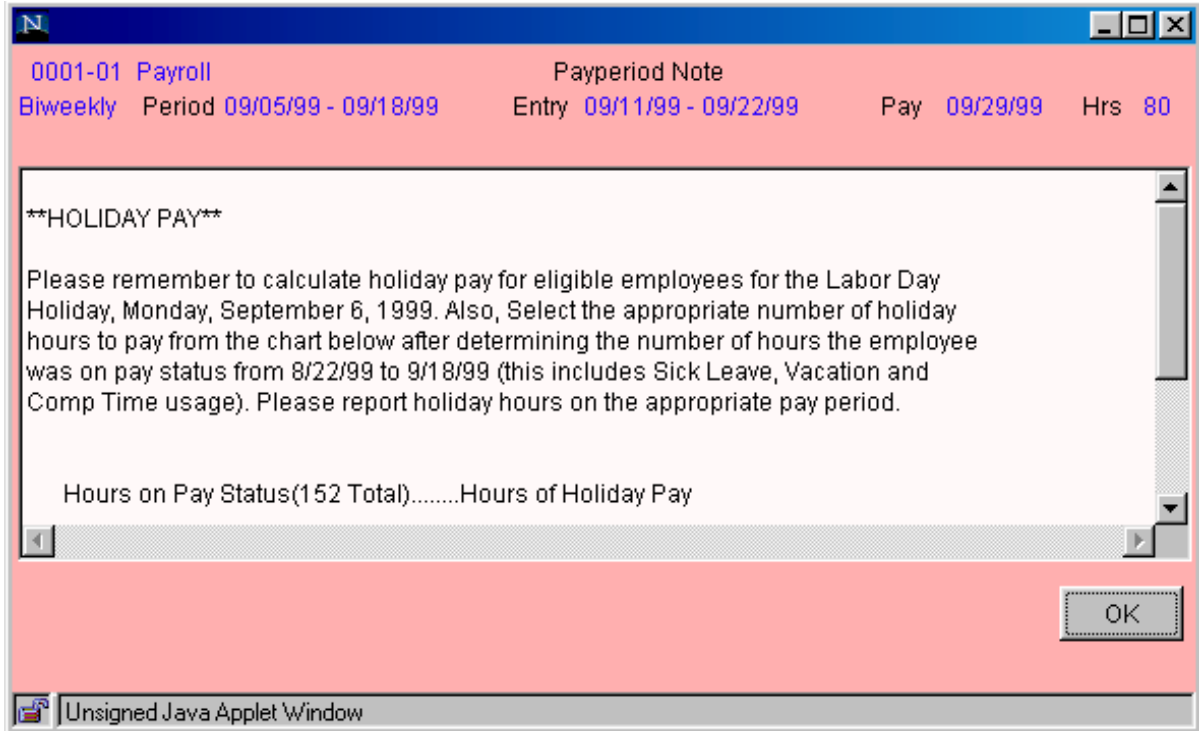
GO - Click on this button to continue, after selecting a timekeeper code for the employees which you would like to key time.

SPECIAL - Click on this button to create a special time entry for an employee with a timekeeper code for which you are not the authorized timekeeper. You must have some affiliation to the employee's EDB record, before you will be allowed access. This was discussed in Security and System Access. You may also consult your departmental PPS contact for affiliation requirements.

LOGOFF - Click on this button to log off the timekeeping application. To completely log out, make sure you click on the red "X" on the black bar in EmployeeLink or close all browser windows. This will prevent any unauthorized access to the system using your id.

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Pay Period Note Screen



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PAY PERIOD NOTE WINDOW DIAGRAM



Prior to moving on to the time entry screens, you will may be prompted with the Pay Period Note window. Here you will find important information related to the pay period which you selected. The pay period details will be displayed again in the fields at the top of the screen. It is essential to review the information, because it may affect your timekeeping entries.

If there is no pay period note information for the pay period you have selected, then you will not see the Pay Period Note window. Once you have reviewed the information, click the "OK" button to continue.

