TAR online timekeeping

t r a i n i n g   w o r k s h o p

Produced by University of California, San Diego
Business & Financial Services
Payroll Training Division

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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 TAR Online Timekeeping application possible.

Development Team
Departments that participated in the implementation of Phase I

ACT - *Dee Chilcoat, Ron Block, Bob Merryman*
Payroll - *Pearl Trinidad, Tom Pirolli*

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Payroll Team
The internal payroll team comprised of *Adelina Ludwig, Aileen Serrano, Anne Pratarelli, Anne Winterton, Ben Manuel, Carmen Puente, Coleen Griffen, Eric Holmes, George Gomez, Gloria Poon, Jennifer Farrell, Judy Garnet, Karen Yamada-Amos, Loida Alberter, Nini Cruz, Paul Rodriguez, Pearl Trinidad,* Remy Razon, Shiela Carlson, and Tom Pirolli participated in Alpha and Beta testing.

Other Contributors
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Sally Brainerd, Payroll Manager, Business & Financial Services *Don Larson*, Assistant Vice Chancellor, Business & Financial Services

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introduction

Introduction

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 UCSD Blink Web site dedicated to information about and the use of the UCSD Online Timekeeping system. It can be located at the following address: **http://blink.ucsd.edu/finance/payroll/timekeeping/index.html**.

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:

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

Legend

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.

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