



# **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

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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.

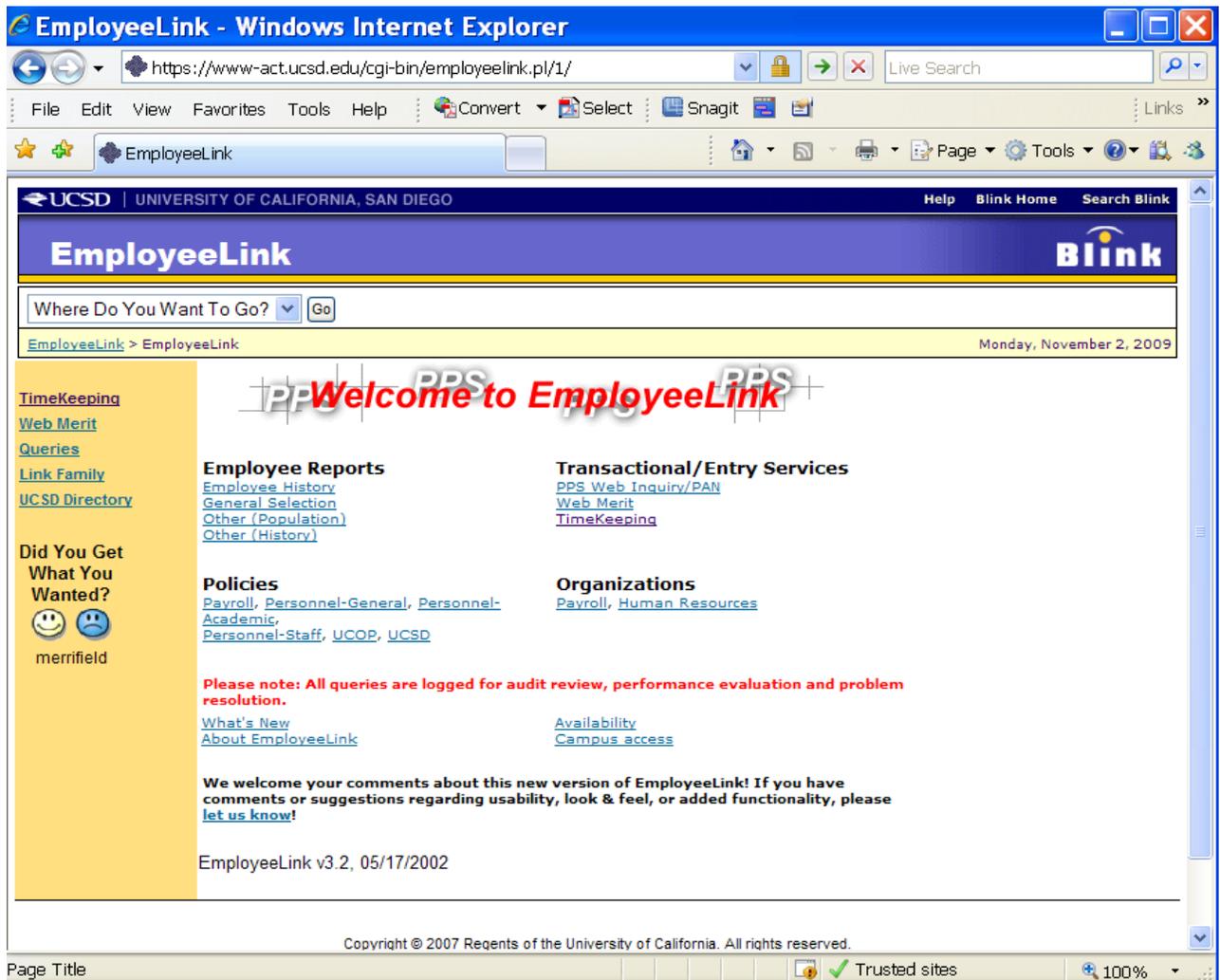
Access to the employee's time record will only be granted to the employee's assigned timekeeper. If you are not the employee's assigned timekeeper, the system will allow you to create a special entry if you meet the following criteria: a.) your department is set up in PPS with home department access, 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

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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 (Internet Explorer, Mozilla Firefox, or Apple Safari ) 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 ([employeelink.ucsd.edu](http://employeelink.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.



## EMPLOYEELINK HOME PAGE

Again, you will choose the “Timekeeping” link from the menu. This will take you to the Sign On page. To Sign On, enter you assigned Username and password and then click on the “Sign On” 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 Sign On page on the next page.

UC San Diego  
SINGLE SIGN-ON

UC San Diego > Single Sign-On

Business Systems

**Sign on only from secure locations.**  
If you remain inactive, you'll be automatically signed-off and you'll lose your work.

**Sign on using your UCSD email and Business Systems password**

Username - [New User?](#)

Password - [Reset your password?](#)

*UCSD logs all transactions for audit and security purposes.  
Access violators will be prosecuted.*

**By pressing the Sign On button, you agree to:**

- Use the system and data only for bona fide University transactions.
- Never share your password or access.
- Promptly [report suspected security violations](#).
- Understand [UCSD's computer security policy](#).
- Sign-out and close your browser when you're finished.

**Help**

- Contact your [Departmental Security Administrator \(DSA\)](#).
- Contact the [ACT Help Desk](#).
- Find your [UCSD E-mail address](#).

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**SIGN ON PAGE DIAGRAM**

## Sign On Window Fields

**USERNAME** – This is assigned by ACT security. Please consult your Departmental Security Administrator (DSA) for more information or visit the ACT AccessLink website. A valid username 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 help line at (858) 534-1853 for assistance.

UCSD UNIVERSITY OF CALIFORNIA, SAN DIEGO Sign Off Help Blink Home Search Blink

# EmployeeLink Blink

Where Do You Want To Go?

EmployeeLink > EmployeeLink Monday, November 2, 2009

## Timekeeping Menu

[TimeKeeping](#)

[Web Merit](#)

[Queries](#)

[Link Family](#)

[UCSD Directory](#)

**Did You Get What You Wanted?**

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[Timekeeping Entry \(Update Preferences\)](#)

[Reports and Timesheets](#)

[Payroll Training](#)

[Payroll Users Manual](#)

[Delegation Form](#)

### MENU PAGE DIAGRAM

When you have successfully sign in, the “Timekeeping Menu” page will be loaded in your browser. The menu 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. Please be patient as the application may take up to a minute or so to finish loading.

# Participant Activity 1

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## Let's Sign on to the System

1. Your instructor will assign you your own training dataset.
2. Enter your training userid in the **USERNAME** field.
3. Tab or click in the **PASSWORD** field and enter your training password (which will be provided by the instructor).
4. Click on the [**SIGN ON**] button to proceed to the Timekeeping Menu page.

# 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 be marked by an asterik. You also have the option of reviewing time entered for previous pay periods; just click the down arrow 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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Sign Off Help Blink Home Search Blink

**Timekeeping Training**

**Tools (Timekeeping)**

- [Reports and Timesheets](#)
- [Payroll Training](#)
- [Payroll Users Manual](#)
- [Delegation Form](#)

Timekeeper Id

000601-99 DEPT 601 ▾

Monthly

Select Period ▾

Bi-Weekly

Select Period ▾

Select All
Unselect All
Special
Period Note
Detail
Quick Entry

T/S GEN	NAME	EMPL ID	PRIOR UPDATED	CURRENT UPDATED	TOTAL HOURS	TOTAL PERCENT


With Hours
  Timesheets

W/O Hours

Blank

**TIMEKEEPER SELECT SCREEN DIAGRAM**

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Select a Timekeeper Code from the Timekeeper Id drop down list. 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.

After selecting the pay period desired the list of employees with selected codes will be displayed. 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

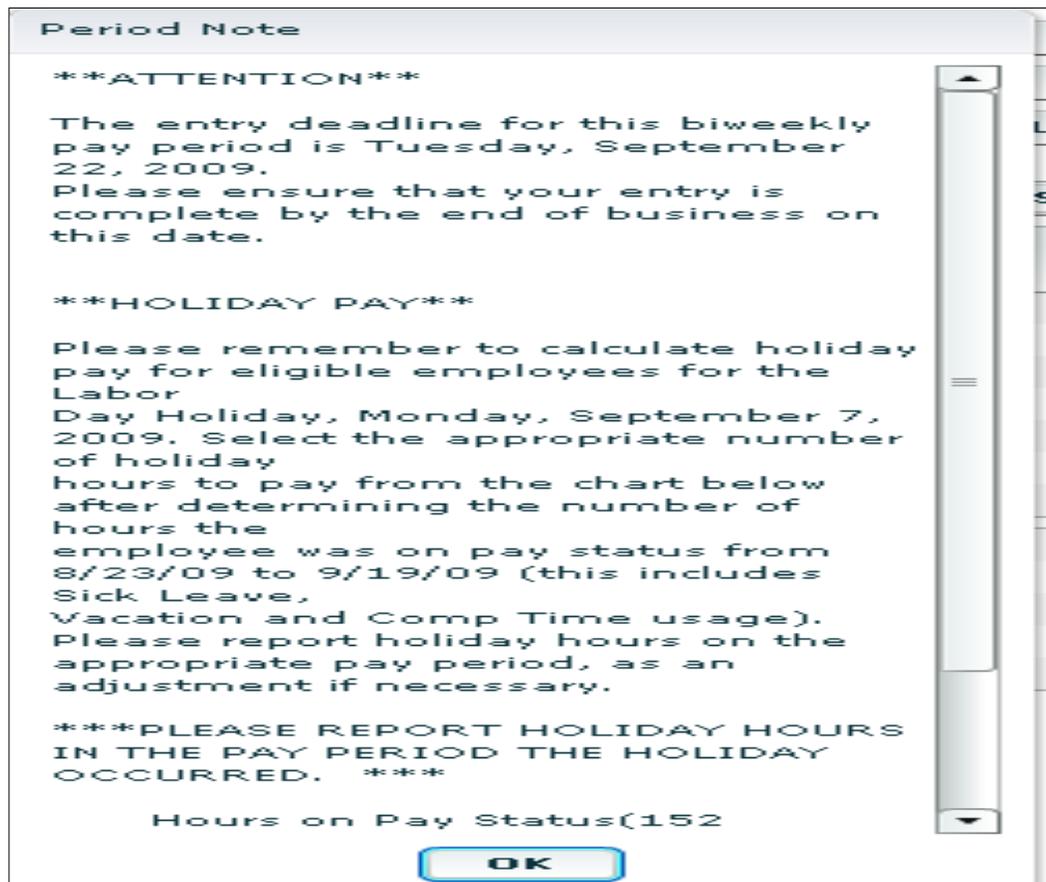
HRS: standard number of working hours for pay period

**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.

**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.

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

# Pay Period Note Screen



## 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.