UCLA Center for Prehospital Care

Bi-Weekly Timesheet Processing for Hourly Staff

David Skibo, Business Services Director

- Use your Mednet Username and Password to access your timesheet in the HBS System.
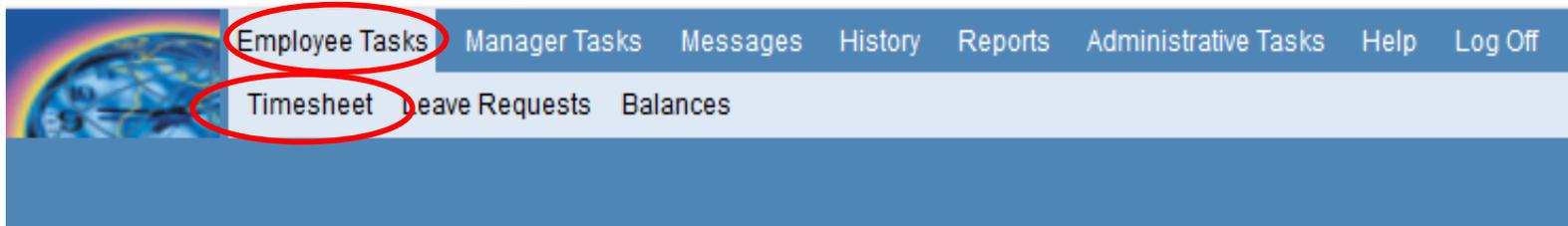
- Click on Employee Tasks
- Click on Timesheet

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- Select the Pay Period of the timesheet you want to complete. NOTE: Since more than one pay period is open, be sure to select the appropriate pay period.

- Click GO.

| Sun 02/21 | Mon 02/22 | Tue 02/23 | Wed 02/24 | Thu 02/25 | Fri 02/26 | Sat 02/27 | Sun 02/28 | Mon 03/01 | Tue 03/02 | Wed 03/03 | Thu 03/04 | Fri 03/05 | Sat 03/06 | Pay Period Summary Pay Period Details |

Friday 02/26/21

Override Scheduled Shift

In: ▢ ▢ Out: ▢ ▢ Meal: 0 ▢ Duration: **0.00** ☐ Not Scheduled Save Delete

Scheduled Shift					Actual Time Clock Hours				
Shift	In	Out	Meal	Duration	Location In/Out	In	Out	Meal	Duration
NO SCHEDULED SHIFT					NO TIME CLOCK INFORMATION				

☐ Exclude CDP	Worked Hours on Friday 02/26/21								Show Exceptions

Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	Project/ Enterprise Project	Full Acct Unit/ Shift	Extra Unschd	Over night	Message
Time In: ▢ ▢ / Time Out: ▢ ▢	0	00	0	<Title Code> / <Pay Code>	<Project> / <Enterprise Project>	<Full Acct Unit> / <Shift>	☐	☐	
Time In: ▢ ▢ / Time Out: ▢ ▢	0	00	0	<Title Code> / <Pay Code>	<Project> / <Enterprise Project>	<Full Acct Unit> / <Shift>	☐	☐	
Time In: ▢ ▢ / Time Out: ▢ ▢	0	00	0	<Title Code> / <Pay Code>	<Project> / <Enterprise Project>	<Full Acct Unit> / <Shift>	☐	☐	
Total:	0	00							

- Click on the day/date near the top of the timesheet
- Enter Time In / Time Out and Meal Break (non-exempt) or hours worked (exempt)
- Select Pay Code (Normal Hours Worked will be the typical entry)
- Click the Save button

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- Click Notes button in the upper toolbar to add a note to your timesheet. Type message in the Notes window and click Save.

- Examples of Notes:
    - If working across multiple teams enter Team, Date and Activity
    - Working over or under scheduled hours

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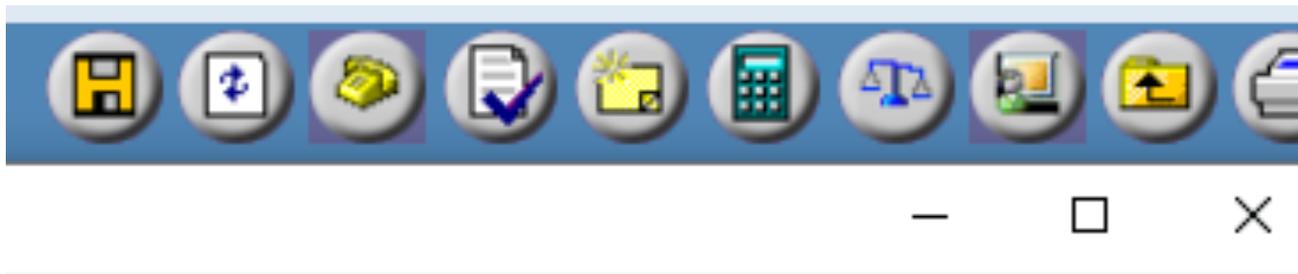
- Click the Save button in upper toolbar after each entry.

- Click the Complete button after you have entered in all data.
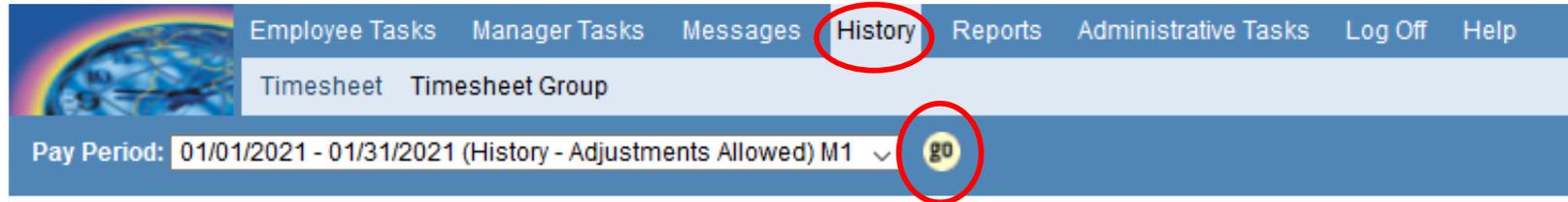
VIEW HISTORY TIMESHEET

- • 1. Navigate to History>Timesheet.

- • 2. Select history pay period from the Pay Period dropdown.

- • 3. Click GO.

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