



Bi-Weekly Timesheet Processing for Hourly Staff

David Skibo, Business Services Director

Welcome to MyLogin! Please sign in.

MyLogin or Mednet Username

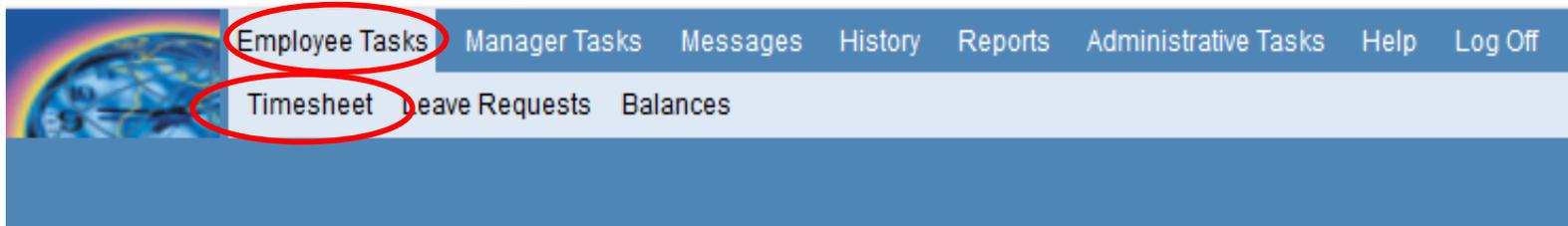
Mednet Users: Do not add your domain (e.g. "AD\") or email domain (e.g. "@mednet.ucla.edu") to your username.

MyLogin or Mednet Password

If you have forgotten your password, please contact Customer Care at 310-267-CARE (2273). Specialists are available 24/7 to provide support.

Sign In

- Use your Mednet Username and Password to access your timesheet in the HBS System.



- Click on Employee Tasks
- Click on Timesheet

Employee Tasks Manager Tasks Messages History Reports Administrative Tasks Help Log Off

Timesheet Group Employee Balances Leave Approvals Schedule Attendance OnCall

Timesheet Group: *Primary* Pay Period: 02/21/2021 - 03/06/2021 (Open) B1 go

02/21/2021 - 03/06/2021 (Open) B1

03/07/2021 - 03/20/2021 (Open) B1

Timeshe

- 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.

Friday 02/26/21										
Override Scheduled Shift										
In:	<input type="text"/>	Out:	<input type="text"/>	Meal:	<input type="text" value="0"/>	Duration:	0.00	<input type="checkbox"/> 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				

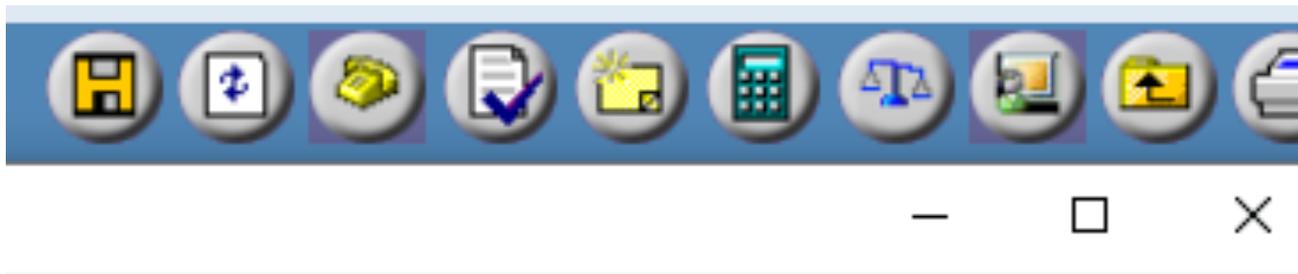
<input type="checkbox"/> Exclude CDP	Worked Hours on Friday 02/26/21									Show Exceptions
Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	Project/ Enterprise Project	Full Acct Unit/ Shift	Extra Unschd	Over night	Message	
Time In: <input type="text"/> <input type="text"/> Time Out: <input type="text"/> <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="00"/>	<input type="text" value="0"/>	<Title Code> <input type="text"/> <Pay Code> <input type="text"/>	<Project> <input type="text"/> <Enterprise Project> <input type="text"/>	<Full Acct Unit> <input type="text"/> <Shift> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Time In: <input type="text"/> <input type="text"/> Time Out: <input type="text"/> <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="00"/>	<input type="text" value="0"/>	<Title Code> <input type="text"/> <Pay Code> <input type="text"/>	<Project> <input type="text"/> <Enterprise Project> <input type="text"/>	<Full Acct Unit> <input type="text"/> <Shift> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Time In: <input type="text"/> <input type="text"/> Time Out: <input type="text"/> <input type="text"/>	<input type="text" value="0"/>	<input type="text" value="00"/>	<input type="text" value="0"/>	<Title Code> <input type="text"/> <Pay Code> <input type="text"/>	<Project> <input type="text"/> <Enterprise Project> <input type="text"/>	<Full Acct Unit> <input type="text"/> <Shift> <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Total:	<input type="text" value="0"/>	<input type="text" value="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



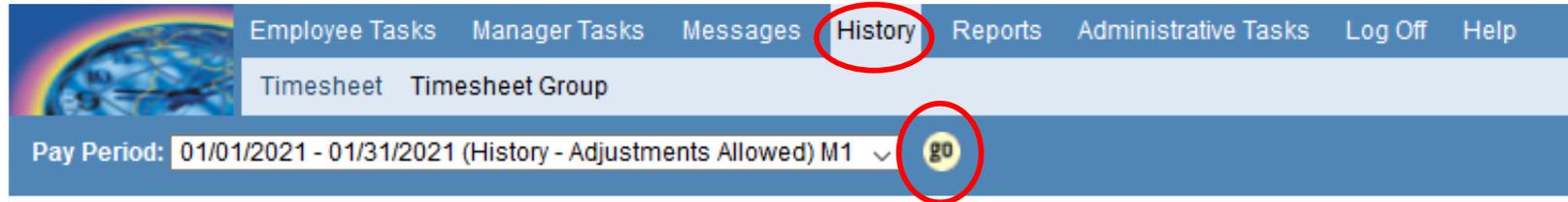
Timesheet Notes for 02/21/2021 - 03/06/2021					Close Window	
Entered By/Date	Note	Action			Save	
		Required	Taken	Message	Entered By/Date	
		<input type="checkbox"/>				

- 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



- 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.