



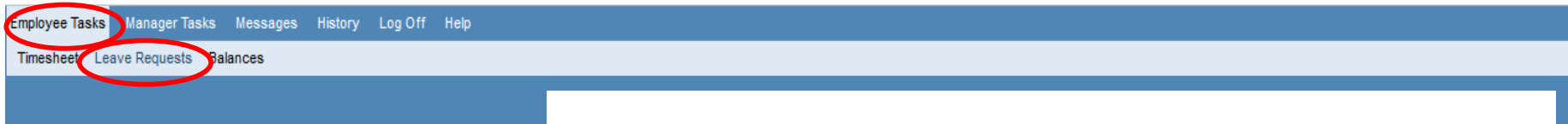
Monthly Timesheet Processing for Career (Salary) Staff

David Skibo, Business Services Director

- Monthly paychecks will be issued on the **1st of each calendar month**
- You do NOT submit hours worked, **you only record approved TIME OFF** (vacation requests, sick, etc.). Holidays are automatically recorded.
- Approved TIME OFF must be **submitted by the 10th for the previous month.**
 - Example: By August 10th you will record time off taken in July. (vacation, sick, jury duty, etc.)
- **Supervisors must approve TIME OFF by the 10th of each month.**

To Request Time Off

- Click on Employee Tasks
- Click on Leave Request
- Enter From & To dates
- Select the type of time off requested
- Click on Submit



Leave Request can be submitted from 08/01/2018

Submit Leave Request			
From mm/dd/yyyy	To mm/dd/yyyy	Type	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	Submit

To Request Time Off

- You will see the leave request details and a box where you can enter notes.
- If everything is correct click on submit.

Leave Request Details							
Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Vacation							
02/17/2019 - 02/23/2019		8.00	8.00	8.00	8.00	8.00	
Total Days:	5	Total Hours:		40.00			

Employee Notes
Vacation request for a trip to Hawaii with my family.

To Request Time Off

- Your request will be listed as pending until approved by your supervisor.
- NOTE: Supervisors do not receive a notification so employees should email the supervisor. Supervisors are encouraged to review time off requests each time they log into HBS.

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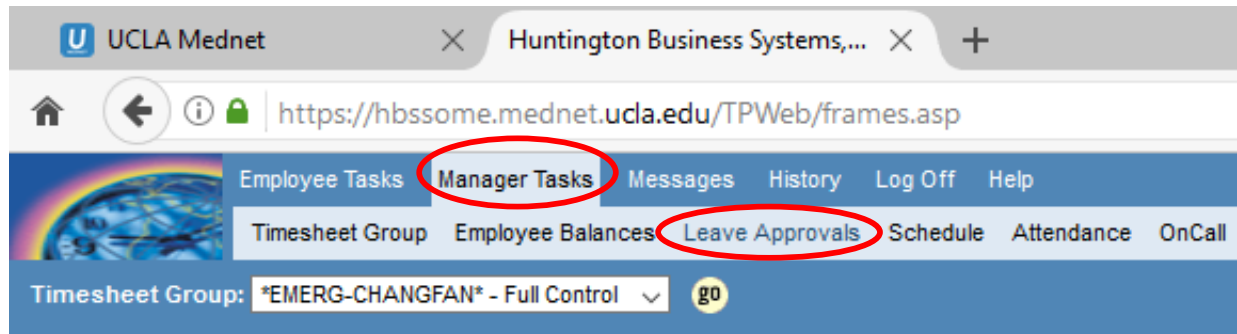
Current Leave Requests							
From/To	Total Days	Total Hours	Type	Employee Notes	Manager Notes	Status	Action
09/26/2018 - 09/28/2018	3	24	Vacation	Vacation Request to visit parents in PA		Approved by LEGASSICK,TODD F	
12/03/2018 - 12/07/2018	5	40	Vacation	Vacation Request for a trip to Disney World		Approved by LEGASSICK,TODD F	
02/18/2019 - 02/22/2019	5	40	Vacation	Vacation request for a trip to Hawaii with my family.		Pending	Delete



Leave Request can be submitted from 08/01/2018

Submit Leave Request			
From mm/dd/yyyy	To mm/dd/yyyy	Type	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Submit"/>

Approving Requests for Time Off

- Click on Manager Tasks
- Click on Leave Approvals
- Click on Approve or Deny
- The request will automatically appear as time off in the month the dates are requested.



Current Leave Requests							
From/To	Total Days	Total Hours	Type	Employee Notes	Manager Notes	Status	Action
SKIBO,DAVID A (003155796)							
 09/26/2018 - 09/28/2018	3	24	Vacation	Vacation Request to visit parents in PA		Approved by LEGASSICK,TODD F	<input type="checkbox"/> Pend
 12/03/2018 - 12/07/2018	5	40	Vacation	Vacation Request for a trip to Disney World		Approved by LEGASSICK,TODD F	<input type="checkbox"/> Pend
 02/18/2019 - 02/22/2019	5	40	Vacation	Vacation request for a trip to Hawaii with my family.		Pending	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Press the button to the right to approve/unapprove all checked items							<input type="button" value="Submit"/>

How Employees Record Approved Time Off

Log into HBS like you normally do:

- Click on Employee Tasks
- Click on Timesheet
- Select date you took time off.
- Select type of time off taken.

Huntington Business Systems,...

https://hbssome.mednet.ucla.edu/TPWeb/frames.asp

Employee Tasks Manager Tasks Messages History Log Off Help

Timesheet Leave Requests Balances

Pay Period: 07/01/2018 - 07/31/2018 (Open) M1 go

JUL 2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

SKIBO,DAVID A (003155796) (Not Approved, Not Completed)
Timesheet Group: EMERG-LEGASSICK Home Department: EMERG
Duration: 8 hrs.
[Add Multiple Entries](#)

Pay Period Details 07/01/2018 - 07/31/2018					Add Row
Date (mm/dd/yyyy)	Hours Type	Duration	Message	Audit	
07/06/2018	Vacation	8.00			

Vacation
Sick
Sick-Med Appt
Sick-Family Member
Vacation-FMLA
Sick-FMLA
Bereavement
Blood Donation Leave
Educational Leave
Jury Duty
Military Duty
Other Paid Absence
Unpaid Leave

How Employees Submit Approved Time Off

- Click on the **Save** icon.
- Click on the **Complete** icon.

Now your time off is available for your manager to approve.



SKIBO,DAVID A (003155796) (Not Approved, Not Completed)
 Timesheet Group: EMERG-LEGASSICK Home Department: EMERG
 Duration: 8 hrs.

Pay Period Summary 07/01/2018 - 07/31/2018			Hide
Hours Type	Duration		
	Input	Calculated	
Vacation / PTO (REG)	40.00	40.00	
Totals:	40.00	40.00	

[Add Multiple Entries](#)

Pay Period Details 07/01/2018 - 07/31/2018					Add Row
Date (mm/dd/yyyy)	Hours Type	Duration	Message	Audit	Delete
07/09/2018	Vacation	8.00		View	<input type="checkbox"/>
07/10/2018	Vacation	8.00		View	<input type="checkbox"/>
07/11/2018	Vacation	8.00		View	<input type="checkbox"/>
07/12/2018	Vacation	8.00		View	<input type="checkbox"/>
07/13/2018	Vacation	8.00		View	<input type="checkbox"/>
Press the button to the right to delete all checked items					<input type="button" value="Delete"/>

How Supervisors Approve Employee's Recorded Time Off

- Click on Manager Tasks
- Click on Timesheet Groups
- In the Pay Period drop down make sure to **select the M1 dates**. B1 is only for the Bi-Weekly employees.
- Click on the employees name to review and verify time off submitted. Do not just approve it.

Employee Task **Manager Tasks** Messages History Log Off Help

Timesheet Group Employee Balances Leave Approvals Schedule Attendance OnCall

EMERG LEASICK* - Full Access Pay Period: 07/01/2018 - 07/31/2018 (Open) M1 go

07/15/2018 - 07/20/2018 (Open) B1

07/01/2018 - 07/31/2018 (Open) M1

07/29/2018 - 08/11/2018 (Open) B1

08/01/2018 - 08/31/2018 (Open) M1

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Displaying All Timesheets

Hours Summary for 07/01/2018 - 07/31/2018

Employee Name	Vacation Leave	Sick Leave	Overused Leave	Other Paid Leave	Other Unpaid Leave	Complete	Notes	# Messages	Approved	Action
CHANG,FAN,JENNY 700917583	24.00						:	:		<input type="checkbox"/> Approve
DAVIS,HEATHER MICHOLENE 102885620							:	:		<input type="checkbox"/> Approve
FLICK,SUZETTE CABIBIL 702631994							:	:		<input type="checkbox"/> Approve
MACCURDY,JAMES R 400682736							:	:		<input type="checkbox"/> Approve
NEWBY,MARIANNE LOUISE 203350235							:	:		<input type="checkbox"/> Approve
RILEY,EVELYN A 303060179							:	:		<input type="checkbox"/> Approve
SKIBO,DAVID A 003155796	16.00					✓	:	:		


Press the button to the right to approve/unapprove all checked items

Submit

How Supervisors Approve Employee's Recorded Time Off (Approving Time Off)

- Verify the time off submitted. If there are no corrections click on the check mark icon on the top right to approve.




Filter: No Filter

Last Name:  << Previous Employee Employee 1 of 7 Next Employee >>

CHANG FAN, JENNY (700917583) (Not Approved, Not Completed)
 Timesheet Group: EMERG-LEGASSICK Home Department: EMERG
 Duration: 8 hrs.

Pay Period Summary 07/01/2018 - 07/31/2018		Hide	
Hours Type	Duration		
	Input	Calculated	
Vacation / PTO (REG)	24.00	24.00	
Totals:	24.00	24.00	

[Add Multiple Entries](#)

Pay Period Details 07/01/2018 - 07/31/2018						Add Row
Date (mm/dd/yyyy)	Hours Type	Duration	Message	Audit	Delete	
07/02/2018 	Vacation	8.00		View	<input type="checkbox"/>	
07/03/2018 	Vacation	8.00		View	<input type="checkbox"/>	
07/05/2018 	Vacation	8.00		View	<input type="checkbox"/>	
Press the button to the right to delete all checked items						<input type="button" value="Delete"/>

Approving Time Off

- Employees time off will appear as approved on the Display All Timesheet page.

Displaying All Timesheets
Hours Summary for 07/01/2018 - 07/31/2018

Employee Name	Vacation Leave	Sick Leave	Overused Leave	Other Paid Leave	Other Unpaid Leave	Complete	Notes	# Messages	Approved	Action
CHANG FAN, JENNY 700917583	24.00					✓	;	;	✓	<input type="checkbox"/> UnApprove
DAVIS, HEATHER MICHOLENE 102885620							;	;		<input type="checkbox"/> Approve
FLICK, SUZETTE CABIBIL 702631994							;	;		<input type="checkbox"/> Approve
MACCURDY, JAMES R 400682736							;	;		<input type="checkbox"/> Approve
NEWBY, MARIANNE LOUISE 203350235							;	;		<input type="checkbox"/> Approve
RILEY, EVELYN A 303060179							;	;		<input type="checkbox"/> Approve
SKIBO, DAVID A 003155796	16.00					✓	;	;		
Press the button to the right to approve/unapprove all checked items										<input type="button" value="Submit"/>