

# HBS Time & Attendance Transition

## October 2012 Go-Live

David Geffen School of Medicine & Faculty Practice Group Staff

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### FREQUENTLY ASKED QUESTIONS (FAQ)

1. Why are we using a new Time and Attendance System?
  - a. As part of the University of California UCPATH initiative to implement PeopleSoft, each campus has been asked to adopt a time and attendance system that would integrate with UCPATH. HBS was selected as the best option for the staff at DGSOM and FPG.
2. Why Huntington Business Systems (HBS)?
  - a. Currently HBS is used for all staff at UCLA Hospital System; staff and academic personnel at UCSF Health System and all staff UCSD Health System.
  - b. HBS has pay rules built into the system that automatically calculates overtime, shift differential and other special pay for eligible employees.
3. What are the benefits of the HBS Time & Attendance System?
  - a. Gives employees and managers access to leave balances, accruals and leave history.
  - b. Automates complex pay rules and policies.
  - c. Streamlines the leave reporting process and minimizes paper handling.
  - d. Includes a leave request process which auto-populates timesheets.
  - e. Provides automated notifications with reminders and updates.
4. What Time & Attendance (T&A) system is the UCLA Campus community using?
  - a. A variety of time & attendance systems are currently used on the Campus including Kronos, TRS and others depending on the area.
5. Why didn't we select to adopt one of the Campus T&A systems?
  - a. HBS was selected primarily because of the flexibility in calculating complex ancillary pay rules such as overtime, shift differentials and on-call time; another reason HBS was selected was because it has been successfully adopted by UCSF Health System including their School of Medicine and UCSD Health System.
6. Do I need to submit time on HBS?
  - a. Non-Exempt Staff:
    - i. HBS timesheets need to be completed daily, end of the week or end of the pay period to reflect the employee's actual schedule.
    - ii. Employees need to report vacation and sick time usage on HBS.
  - b. Exempt Staff:
    - i. HBS timesheets are prepopulated to reflect the employee percent of time.
    - ii. Employees need to report vacation and sick time usage on HBS.
7. Who approves my HBS timesheet?
  - a. Approvers will remain the same.
8. How do I logon into HBS?
  - a. Logon into HBS using your AD logon and password. In most cases this is the same logon and password used to access MedNet email.

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9. Do I need to clock in and out with HBS?
  - a. HBS offers a Web Clock option that some departments may choose to use. Please confirm with your supervisor or payroll representative if your team will be using the web clock.
  
10. When is the training scheduled?
  - a. A training schedule is posted online; users are strongly encouraged to attend.
  
11. What if I am unavailable to attend live training?
  - a. An online training will be posted on the website the last week in September for review and reference.
  
12. Who can help me with any HBS questions?
  - a. The Payroll Representative in each department will be able to help employees with HBS questions.
  
13. I work off-site, how can I submit my time on HBS?
  - a. HBS may be used from off-site locations to submit time. Off-site users must work with their Payroll Representatives for specific questions.
  
14. When is my first timesheet due in HBS?
  - a. Non-Exempt and Exempt Biweekly staff:
    - i. First HBS timesheet will be due on Monday, October 15<sup>th</sup> for the pay period beginning September 30 – October 13.
  - b. Exempt Monthly staff:
    - i. First HBS timesheet will be due on Saturday, November 10<sup>th</sup> for the pay period beginning October 1 – October 31.
  
15. What are my responsibilities as an employee?
  - a. Edit and submit timesheets before the deadline communicated by Payroll (email reminders will be sent to you).
  - b. Regularly check vacation balance by logging into HBS. Request vacation time from supervisor prior to vacation balance reaching the maximum.
  
16. What are my responsibilities as a manager/approver?
  - a. Review, edit, correct and approve timesheets before the deadline communicated by Payroll.
  - b. Approve prior pay period corrections as soon as known.
  - c. Contact your Personnel representative who will work with Employee and Labor Relations for advice on any investigation related to payroll entries.
  
17. Does my vacation balance change with this transition?
  - a. No, there are no changes to your vacation or sick time balances. Balances will transition to the HBS system. The balance in HBS is now the official record instead of the pay check stub. Previously the pay check stub was the official record because it corresponded to EDB