

## DAVID GEFFEN SCHOOL OF MEDICINE & FACULTY PRACTICE GROUP

### HBS BI-WEEKLY & MONTHLY TIMESHEET EMPLOYEE TASKS

#### QUICK START GUIDE

#### GET HELP

- Refer to HBS training materials and references at: <http://hr.uclahealth.org/body.cfm?id=222>
- Contact your department Payroll Representative for questions on how to navigate to **Messages** screen for contact information or call the **MITs Help Desk** at **4HELP** or **(310) 794-4357** to open a ticket online.

#### LOG ON

1. Go to: the Mednet page, [www.mednet.ucla.edu](http://www.mednet.ucla.edu), under **Business Systems**, and click the link for **DGSOM / FPG HBS Time Suite**
2. Enter your **AD logon** name.
  - a. If unknown, please call the MITs Help Desk at 4HELP or (310) 794-4357.
  - b. If you do not have one, please notify your supervisor and the department Payroll Representative.
3. Enter **Password** and click **Log On**

#### COMPLETE CURRENT TIMESHEET

1. Navigate to **Employee Tasks>Timesheet**.
2. 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.
3. Click **GO**.
4. Enter Time / Review timesheet details.

##### Monthly Employees

- **NOTE:** If no leave has been added, screen will display "No data available."
- If you have no leave to report or no additional changes, skip to Step 7.
- If you need to report leave, click **Add Multiple Entries** or **Add Row** to add a single day
- Enter date(s) of leave in **Date From** and **Date To** fields or select dates on the calendar.
- Select type of leave from the **Hours Type** dropdown list.
- Click **Add**.
- Click the **Save** button

##### Bi-Weekly Employees

- 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**
  - Click the **Save** button
5. OPTIONAL: Click **Notes** button in the upper toolbar to add a note to your timesheet. Type message in the Notes window and click **Submit Note**.
  6. Click **Complete** button in the upper toolbar.
  7. Click **OK** to certify timesheet when prompted.
  8. Verify HBS displays **Completed** at the top of your timesheet.

## EDIT TIMESHEET

- During open period and before it has been approved:
  - Click **Remove Complete** button in the upper toolbar. Follow steps in Complete Current Timesheet section to edit and re-complete your timesheet.
- After period has closed (e.g., History Timesheet):
  - Contact your approver to submit Errors and Omissions *Request Form* according to your department's process, and your HR Admin will edit the timesheet.

## VIEW HISTORY TIMESHEET

1. Navigate to **History>Timesheet**.
2. Select history pay period from the **Pay Period** dropdown.
3. Click **GO**.

## VIEW LEAVE BALANCES

1. Navigate to **Employee Tasks>Balances**.
2. Select a **Category** to view leave details.

## SUBMIT LEAVE REQUEST

1. Navigate to **Employee Tasks>Leave Requests**.
2. Enter date(s) of requested leave in **From** and **To** fields or select dates on the calendar.
3. Select type of leave from the **Type** dropdown list.
4. Click **Submit**.
5. You will be taken to the **Leave Request Details** screen to review your request and to make any changes.
6. OPTIONAL: Add a note if necessary and click **Submit**.
7. Verify leave request is added to the **Current Leave Requests** screen and displays as *Pending*.

## SAVE CHANGES AND LOG OFF

- Always save your changes or complete your timesheet before logging off as HBS does not automatically save data.
- Navigate to **Log Off** in the upper toolbar to end your session. If you browse away from HBS without logging off, your timesheet records are exposed to anyone with access to your computer.