

Portal to CruzPay Reference Guide

Portal Process	CruzPay Process
<p>Login and Password</p> <ul style="list-style-type: none"> • Same as CruzMail username and password 	<p>Login and Password</p> <ul style="list-style-type: none"> • Access login screen at http://cruzpay.ucsc.edu/ • Login is the same as CruzMail username (email before the @ucsc.edu) • Initial password sent to CruzMail account from the CruzPay Office (etas_office@ucsc.edu) • Initial password changed to a user-chosen password conforming to UCSC password standards • CruzPay password does not automatically match Cruzmail password
<p>Entering hours</p> <ul style="list-style-type: none"> • Vertical timesheet • Place hours in appropriate columns (regular, sick, vacation, comp time, etc.) and any leave applicable code for leave usage • Exempt employees only report leave taken 	<p>Entering hours</p> <ul style="list-style-type: none"> • Horizontal timesheet • Enter Regular hours on the pay line provided using a pay code to report applicable time entries (reg, sick, vac, etc.) • Add additional pay lines to choose additional pay codes (jury duty, comp. straight taken, comp. premium taken, etc.) • Exempt employees only report leave taken
<p>Accrual Usage</p> <ul style="list-style-type: none"> • Portal allows you to use more hours than accrued • Accrual calculations occur after the timesheet has been audited by the timekeeper (AHRP) 	<p>Accrual Usage</p> <ul style="list-style-type: none"> • CruzPay calculates real-time accruals as time is entered • System will stop you if you enter more than accrued • Exception messages appear on the timesheet if entry is made in error
<p>Viewing accrual balances</p> <ul style="list-style-type: none"> • Accrual balances as of the first of the month are displayed at the bottom of the committed timesheet 	<p>Viewing accrual balances</p> <ul style="list-style-type: none"> • Real time accrual balances are viewable at any time throughout the month, on the Time Off Balances window
<p>Holiday Pay</p> <ul style="list-style-type: none"> • Hours are automatically calculated and entered on the timesheet for the non-exempt employee • Exempt employees don't report holiday time 	<p>Holiday Pay</p> <ul style="list-style-type: none"> • Holiday hours are automatically calculated by the system • Non-exempt employee selects holiday pay code and enters hours • Exception message appears if the employee is eligible for holiday, and advises how many hours are entitled • Employee will not be able to finalize timesheet without entering their eligible hours. • Exempt employees don't report holiday time
<p>Schedules</p> <ul style="list-style-type: none"> • Schedules do not exist in the Portal 	<p>Schedules</p> <ul style="list-style-type: none"> • Schedules are maintained in the system by the timekeeper • Schedules reflect the employee's work schedule (ex: Monday – Friday, 8 hours/day), not hours of arrival or departure • Allow for more accurate pay and accruals • Save time and reduce errors in your time entry

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<p>Making Changes on Timesheet</p> <p>Current Timesheets:</p> <ul style="list-style-type: none"> • If employee has committed timesheet in portal, they contact timekeeper to uncommitt • Employee makes changes and routes paper timesheet to the supervisor for re-approval • Supervisor signs and sends paper timesheet to HR <p>Past Timesheets:</p> <ul style="list-style-type: none"> • Employee or supervisor contacts timekeeper to uncommitt timesheet • Employee makes changes and reroutes paper timesheet for supervisor approval • Supervisor signs and sends 'revised' paper timesheet to HR 	<p>Making Changes on Timesheet</p> <p>Current Timesheets:</p> <ul style="list-style-type: none"> • If timesheet has not been approved by supervisor or timekeeper, employee can recall timesheet and make changes themselves • If supervisor has approved, the employee can contact the supervisor and/or timekeeper to remove approval and then recall timesheet to make changes themselves <p>Past timesheets</p> <ul style="list-style-type: none"> • To make changes to past timesheets, employee or supervisor will contact their timekeeper with revisions • Timekeeper amends timesheet, captures employee approval via email and pastes it into timesheet comments • Supervisor approves amended timesheet electronically
<p>Special Pay</p> <p>Shift differentials</p> <ul style="list-style-type: none"> • Shift differentials are calculated in the portal by actual hours entered on the timesheet or by marking (*) on the timesheet 	<p>Special Pay</p> <p>Shift differentials</p> <ul style="list-style-type: none"> • Shift differentials are communicated to the timekeeper and annotated on the schedule • Employee selects Regular Night or Regular Evening pay code to specify their shift differential hours
<p>Campus closure</p> <ul style="list-style-type: none"> • Employee enters vacation, CTO or LNP for campus closure dates • System allows them to drop below zero hours to a negative balance 	<p>Campus closure</p> <ul style="list-style-type: none"> • Employees select pay code Vacation Curtailment or LNP Curtailment for campus closure dates if they don't have sufficient leave time available • Vacation Curtailment pay code allows employees to "borrow hours" and will not allow the employee to use vacation until the balance is above zero <ul style="list-style-type: none"> ◦ Currently curtailment pay codes can only be used during campus closure period • LNP Curtailment pay code will not affect the vacation and sick leave accruals
<p>Submit Reminders</p> <ul style="list-style-type: none"> • No automatically generated reminders exist • Timekeepers may send reminder on their own 	<p>Submit Reminders</p> <ul style="list-style-type: none"> • CruzPay automatically sends system e-mail reminders on the 1st and 4th working day of the month if staff employees have not submitted their timesheet • Supervisors will receive approval e-mail reminders on the 2nd and 5th working day of the month for any unapproved or unsubmitted Staff timesheet in their Assignment Group • Student employee will receive submit e-mail reminders on the 21st and 23rd of the month • Supervisors of students will receive student approval e-mail reminders by the 25th of the month