
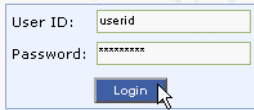


CRUZPAY: SUPERVISOR QUICK START GUIDE

LOGGING INTO CRUZPAY

1. Go to <http://cruzpay.ucsc.edu>
2. Click the **Click Here to Enter CruzPay** link or click on the  CruzPay logo.
3. Enter your CruzPay ID (this is the part of your UCSC email address before the '@' sign) and CruzPay password.
4. Click **Login** or press Enter.



ACCESSING YOUR APPROVAL WINDOW

1. After successful login, you will be directed to the dashboard. Click on **Approve Timesheets** in the **Supervisor Functions** box.



2. The Approve Timesheets window will appear, with a list of your employees' current timesheets. If you are currently a delegate for another supervisor, you will have multiple employee groups listed on the left. Click on the group name to bring up the employee time sheets for that group.

Current Timesheets for Pay Period Endin

Employee #	Name	Total Hours	Reg Hours
77799911	LETTUCE LILY	0.0	0.0

APPROVING YOUR EMPLOYEE'S TIMESHEET

1. A value of "Yes" in the Employee Submitted column indicates the employee has completed their timesheet and has submitted the timesheet for your review and approval. **NOTE: Do not approve unsubmitted employee timesheets without Timekeeper consultation.**

Employee Submitted	Approval Level	Manager's Approval
Yes	Employee	<input type="checkbox"/>


2. Open the timesheet by clicking on your employee's **Name** in the approval window. A new window will appear to display the timesheet.

Employee #	Name	Total Hours
800000113	Slug14, Sammy	0.0

3. Review your employee's reported time worked and/or leave taken, then close the timesheet window. If you approve the hours worked and/or leave taken as entered on the timesheet, check the **Manager's Approval** box on the approval window for that employee. This approval is your confirmation that the entries made by your employee are, to the best of your knowledge, a true representation of reported hours worked and/or leave taken.

Approval Level	Manager's Approval	Last Action
Employee	<input checked="" type="checkbox"/>	Approval by Slug11

REJECTING YOUR EMPLOYEE'S TIMESHEET

1. If there are errors on the timesheet, click the **Reject**  button. The Reject Timesheet pop-up box will appear allowing you to compose an email to your employee explaining why the timesheet was rejected.



2. Enter your message in the Email Message section. The Comments section may be used for additional information viewable only by you and the Timekeeper.
3. Click the **Reject** button.
4. Your email is not sent until you click the **Save Approvals** button.

SAVING YOUR APPROVAL WINDOW ACTIONS

The approval window allows you to approve/reject timesheets, send emails and enter timesheet comments. In order to complete these actions, you will need to save them.

1. After verifying and approving/rejecting timesheets click the **Save Approvals** button to save your updates and send any email. Failing to save will prevent your approvals from taking effect.
2. A red message below the icon will remind you to save any changes you make.



You have made changes that must be saved to be effective.

LOGGING OUT OF CRUZPAY

1. Make sure to **Save** your work before logging out.
2. Exit the system at any time by clicking on the **LOGOUT** link at the top right of the window.

NOTES

- Review and validate all **Exception Messages** appearing at the bottom of the timesheet. See <http://cruzpay.ucsc.edu/suptools/supmanual/index.html>
- Do not use the standard browser navigation buttons, e.g. page back, page forward, etc.
- For more detailed instructions and reference materials, please see the Supervisor Toolbox at <http://cruzpay.ucsc.edu>
- Contact your **Timekeeper** for questions regarding UCSC Time Reporting policies. A list of Timekeepers by unit is available at http://shr.ucsc.edu/hrst/hrst_locate-team.htm