

## Time Reporting Process for Hourly Employees

### Employee

As an employee paid on the hourly pay cycle (8<sup>th</sup> of the month) there are specific timesheet processes you need to follow in order to ensure timely and accurate pay.

To facilitate payroll processing, each month you will need to submit a preliminary timesheet.

- The preliminary timesheet reflects all actual hours worked and/or leave taken from the 1<sup>st</sup> to the 23<sup>rd</sup> and projected hours and/or leave taken from the 24<sup>th</sup> to the end of the month.
- This timesheet with the appropriate supervisor approval is due no later than the 25<sup>th</sup> of the month.

On your last working day of the month, you will confirm and/or update all projected hours from the 24<sup>th</sup> to the end of the month and submit your timesheet in CruzPay for the second time. Your supervisor will then approve your final timesheet electronically validating they concur with your entries.

Below is a step by step process you will use to accurately report your time in CruzPay:

1. Log onto CruzPay; choosing the correct month from the drop down menu.
  - Using the appropriate pay codes, record your actual hours worked and/or leave taken from the 1<sup>st</sup> to the 23<sup>rd</sup>
  - Save your entries
2. On the 23<sup>rd</sup> of the month:
  - Project your time from the 24<sup>th</sup> through the end of the month
  - Save your entries
  - Click the '**Submit**' button at the top of your time entry screen to validate all entries are a true representation of your hours
3. Your supervisor should review and approve your submitted preliminary timesheet in CruzPay no later than the 24<sup>th</sup> of the month.
4. The timekeeper will review the preliminary timesheets within CruzPay and process payroll. At that point s/he will reject the timesheet to return it to unsubmitted status to allow you to validate your projected hours and make your final submission at the end of the month.
5. On your last working day of the month, confirm projected hours from the 24<sup>th</sup> through the end of the month, making any necessary changes in CruzPay.
  - Click the '**Submit**' button at the top of your time entry screen to finalize your timesheet. Submitting your timesheet indicates you have reviewed and validated your projected entries and signifies to your supervisor your timesheet is ready for approval.

**Your final timesheet must be submitted in CruzPay no later than the first working day of the following month.**

6. Your supervisor should review and approve your final timesheet in CruzPay by the 3<sup>rd</sup> working day of the following month.

Additional instructions for electronically submitting your timesheet and printing a paper copy of your timesheet can be found at: <http://cruzpay.ucsc.edu/etoolbox/endofmonth.html>

\*\*\*\*\*

### Supervisor:

As a Supervisor of an employee paid on the hourly pay cycle (paid on the 8<sup>th</sup> of the month) there are specific processes that you need to follow in order to ensure timely and accurate pay for these employees.

- Each month the hourly employee will submit a preliminary timesheet. This preliminary timesheet reflects all actual hours worked and leave taken from the 1<sup>st</sup> to the 23<sup>rd</sup> as well as projected hours from the 24<sup>th</sup> to the end of the month. You will need to approve this timesheet by the 24<sup>th</sup> of the month. Your approval represents your validation that the actual hours entered by the employee are, to the best of your knowledge a true representation of the employee's time. Your approval also indicates that you are aware of the hours your employee projected for the remainder of the month (24<sup>th</sup> to end of month).
- The timekeeper will review the preliminary timesheet in CruzPay and process payroll, at that point s/he will reject the timesheet to return it to unsubmitted status to allow the employee to validate their projected hours and make their final submission at the end of the month.
- On the last working day of the month, your hourly employees will validate and/or update all projected hours in the system and submit their timesheets again within the CruzPay system.
- After the final submittal, no later than the 3<sup>rd</sup> business day of the month, you will need to make your final approval. Review the final timesheet and validate the projected hours were updated appropriately if applicable. This approval dovetails to the approvals you are making for monthly staff employees.

Please see the [Supervisor Quick Start Guide](#) for more information.

For information with helpful tips on what to look for, please refer to the [Supervisor Approval Checklist](#) in your Supervisor Toolbox

\*\*\*\*\*

### Timekeeper:

We suggest that employees and supervisors use the system to record their submittal and respective approval for the preliminary timesheet. This will allow CruzPay to capture all information in the approval history of the timesheet as well as eliminate the need for paper processing.

- During payroll processing, after your audit and respective approval of the preliminary timesheet, please reject the timesheet to open it once again for final validation, submittal and approval by the employee and supervisor. Send an email to the employee through the system to explain why the timesheet was rejected. **[See email template below]**
- Employees have been instructed to validate their projected hours and submit their timesheet electronically on their last working day of the month. Supervisors have been asked to approve the timesheet by the 3<sup>rd</sup> business day of the month.

Additional information regarding the approval process can be found in the Timekeeper Manual in the Timekeeper Toolbox, which can be found at: [Timekeeper Toolbox](#)

### Email Template – Employee Notification of Rejected Timesheet for Additional Validation (sent through CruzPay):

To: EE  
From: System will send email from you

Revised 5/22/09

Subject: [Your XX month timesheet has been rejected] (system subject default)

I have rejected your preliminary timesheet to return it to unsubmitted status. This will allow you to validate your projected hours and submit your final verification at the end of the pay period.

Once you have validated and resubmitted your timesheet, your supervisor will make their final approval.

If you have any questions, please contact me.

TK Name