
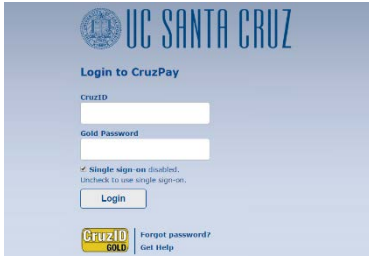


CRUZPAY: BIWEEKLY STAFF/ACADEMIC EMPLOYEE QUICK START GUIDE

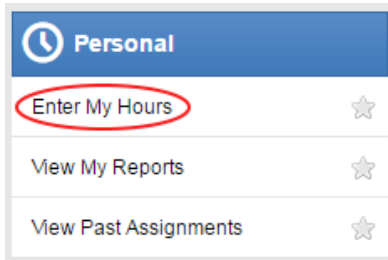
LOGGING INTO CRUZPAY

1. Go to <http://cruzpay.ucsc.edu>.
2. Click the **Launch CruzPay** button. 
3. Enter your CruzID (this is the part of your UCSC email address before the '@' sign) and CruzID Gold password.
4. Click **Login** or press Enter.

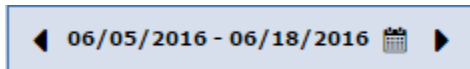


ENTERING YOUR TIME

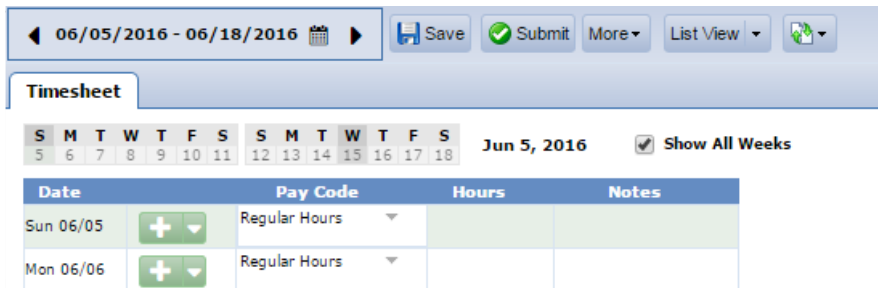
1. After successful login, you will be directed to the Home screen. Click on **Enter My Hours** in the Personal menu.



2. The system will display the first, unprocessed timesheet when you enter. Click the **Pay Period** arrows to select the appropriate pay period.



3. As a **non-exempt employee**, you will enter time worked and leave taken to the nearest quarter hour. The default pay code for a non-exempt employee is 'Regular Day'.



INSERTING/ DELETING A ROW

1. For each different pay code used in the same week you will need to add an additional row.
2. Click the green **+** symbol for the appropriate week and a new row will appear below the existing row.
3. Click the **Pay Code** drop down menu, select a pay code and enter time in the new row.
4. To delete a row click the arrow next to the green **+** symbol and select **Delete Row** symbol.
5. Select **Yes** to delete.

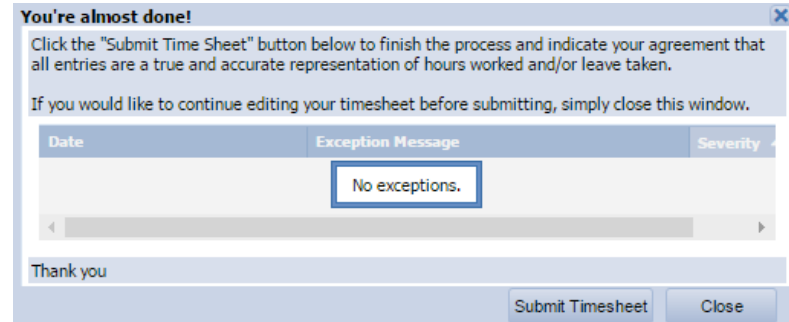
SAVING YOUR TIMESHEET

Anytime you enter or change information on your timesheet, you will need to click the **Save** button.



SUBMITTING YOUR TIMESHEET

1. In the Time Entry window click the **Submit** button. This indicates your timesheet is ready for your supervisor's online review and approval.
2. Click **Submit Timesheet** when you receive the **Submit Timesheet** window.



3. The process is complete when you receive the message **Time sheet submitted.**

LOGGING OUT OF CRUZPAY

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

NOTES

- Review and validate all **Exception Messages** appearing at the bottom of your timesheet. See https://financial.ucsc.edu/Pages/CruzPay_Employee_Manual_BiWeekly_Staff.aspx#exc_intro.
- 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 Employee Toolbox at https://financial.ucsc.edu/Pages/Launch_CruzPay_Toolboxes.aspx.
- Contact your **Timekeeper** for questions regarding UCSC Time Reporting policies. A list of Timekeepers by unit is available at https://financial.ucsc.edu/Pages/CruzPay_User_Resources.aspx#help_find.