


CRUZPAY: BIWEEKLY STAFF AND ACADEMIC EMPLOYEE QUICK START GUIDE

LOGGING INTO CRUZPAY

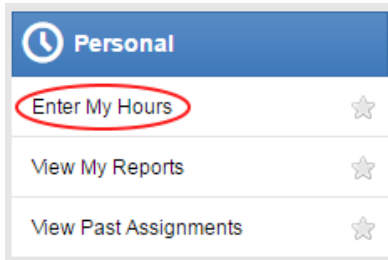
1. Go to <http://cruzpay.ucsc.edu>.
2. Click the **Launch CruzPay** button. 
3. Enter your CruzID (this is the part of your UCSC email address before the '@' sign) and CruzID Gold password.
4. Click **Login** or press Enter.



UC SANTA CRUZ
Login to CruzPay
CruzID
Gold Password
Single sign-on disabled. Uncheck to use single sign-on.
Login
CruzID GOLD Forgot password? Get Help

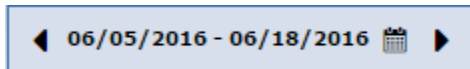
ENTERING YOUR TIME

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



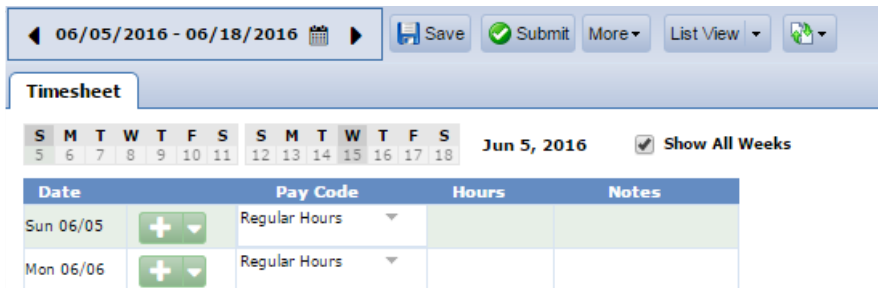
Personal
Enter My Hours
View My Reports
View Past Assignments

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



06/05/2016 - 06/18/2016

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'.



06/05/2016 - 06/18/2016 Save Submit More List View

Timesheet

S	M	T	W	T	F	S	S	M	T	W	T	F	S	Jun 5, 2016	Show All Weeks
5	6	7	8	9	10	11	12	13	14	15	16	17	18		
Date	Pay Code	Hours	Notes												
Sun 06/05	Regular Hours														
Mon 06/06	Regular Hours														

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.

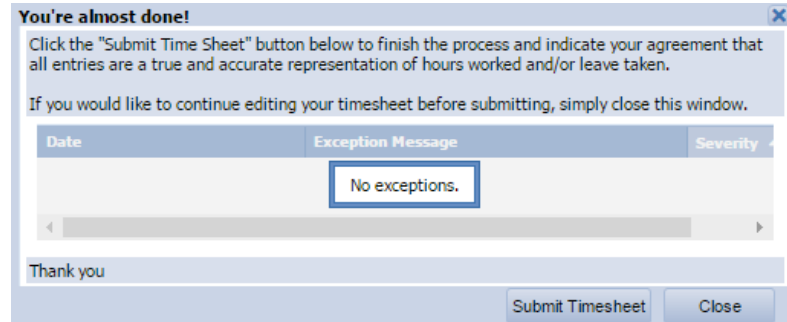
SAVING YOUR TIMESHEET

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.



You're almost done!
Click the "Submit Time Sheet" button below to finish the process and indicate your agreement that all entries are a true and accurate representation of hours worked and/or leave taken.
If you would like to continue editing your timesheet before submitting, simply close this window.

Date	Exception Message	Severity
	No exceptions.	

Thank you

Submit Timesheet Close

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.