


CRUZPAY: BIWEEKLY STUDENT AND HOURLY ACADEMIC EMPLOYEE QUICK START GUIDE

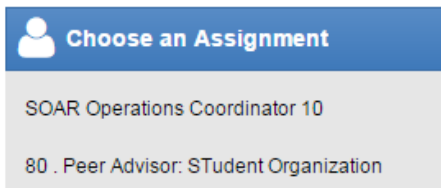
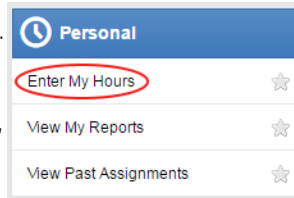
LOGGING INTO CRUZPAY

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.



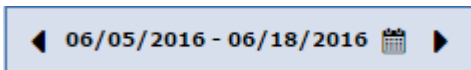
ENTERING YOUR TIME

1. After successful login, you will be directed to the Home screen. Click on **Enter My Hours** in the Personal Menu.
2. If you have more than one student and/or hourly academic job, you will be asked to **Choose an Assignment**.

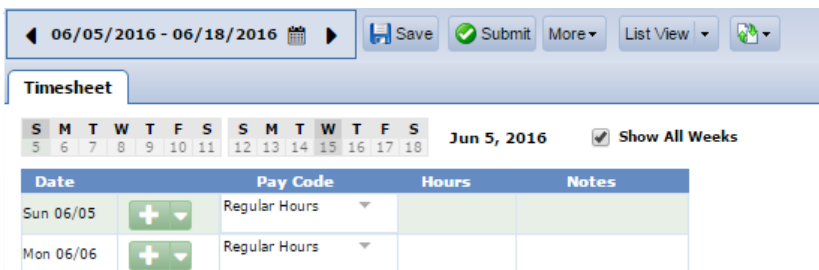


*Be careful to enter hours on the correct timesheet!
Users have one timesheet for each assignment in each pay period – mistakes will cause your timesheet to be rejected; and may delay payment.*



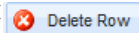
3. The system will display the first, unprocessed timesheet when you enter. Click the **Pay Period** arrows to select the appropriate pay period.




4. Student/hourly employees should enter time worked and leave taken to the nearest quarter hour. The default pay code for a student/hourly employee is **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  symbol.
5. Select **Yes** to delete.


SAVING YOUR TIMESHEET

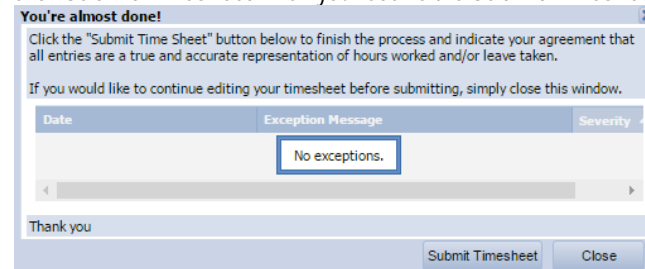
Anytime you enter or change information on your timesheet, you need to click the  button.

MOVING TO A DIFFERENT TIMESHEET (FOR ANOTHER JOB/ASSIGNMENT)

Once a timesheet is saved, you can move to another timesheet by clicking the  button at the top of the timesheet for a drop-down list of all your jobs/assignments.

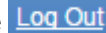
SUBMITTING YOUR TIMESHEET

1. If you have no hours to report for the pay period, please submit your timesheet to indicate to your supervisor and timekeeper that your timesheet is finalized.
2. In the Time Entry window click the  button. This indicates your timesheet is ready for your supervisor's online review and approval.
3. Click **Submit Timesheet** when you receive the **Submit Timesheet** window.



4. The process is complete when you receive the message .

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  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_Student.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 Toolboxes at https://financial.ucsc.edu/Pages/Launch_CruzPay_Toolboxes.aspx.
- Contact your **Timekeeper** for questions regarding UCSC Time Reporting policies, work study balances or payment concerns. Contact information at https://financial.ucsc.edu/Pages/CruzPay_User_Resources.aspx#help_find.