

# CRUZPAY: MONTHLY STAFF AND ACADEMIC EMPLOYEE QUICK START GUIDE

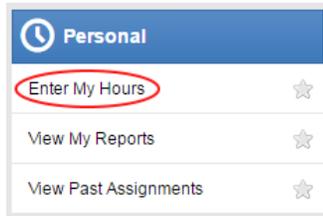
## LOGGING INTO CRUZPAY

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.

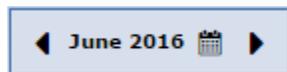


## ENTERING YOUR TIME

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 an exempt employee, you will record leave taken in whole day increments. Only enter time for days when you take leave. Other days, including holidays, should remain blank. The default pay code for Postdoctoral Scholars & Graduate Student Researchers is 'PTO Taken'; the default pay code for salaried ASEs is 'Short Term Leave'; all other monthly exempt employees is 'Vacation Taken'.



## INSERTING/ DELETING A ROW

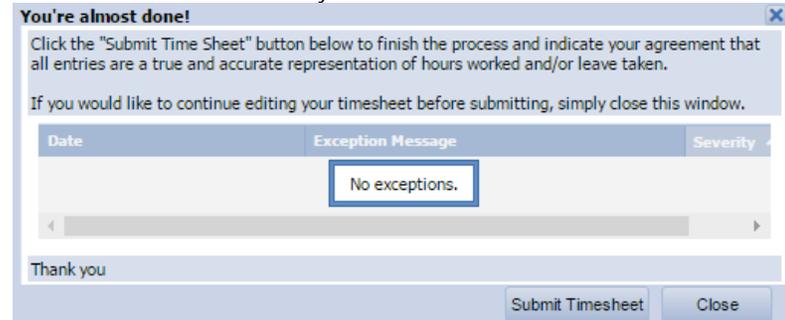
1. For each different pay code used in the same week you will need to add an additional row.
2. Click the green  symbol for the appropriate week and a new row will appear below the existing row.
3. Click the **Pay Code** drop down menu, select a pay code and enter time in the new row.
4. To delete a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

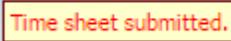
## SAVING YOUR TIMESHEET

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

## SUBMITTING YOUR TIMESHEET

1. In the Time Entry window click the  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 .

## 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\\_Monthly.aspx#exc\\_intro](https://financial.ucsc.edu/Pages/CruzPay_Employee_Manual_Monthly.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](https://financial.ucsc.edu/Pages/Launch_CruzPay_Toolboxes.aspx).
- Contact your **Timekeeper** for questions regarding UCSC Time and Leave Reporting policies. Find the timekeeper for your unit at [https://financial.ucsc.edu/Pages/CruzPay\\_User\\_Resources.aspx#help\\_find](https://financial.ucsc.edu/Pages/CruzPay_User_Resources.aspx#help_find).