


# CRUZPAY: SUPERVISOR 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.



## ACCESSING YOUR APPROVAL WINDOW

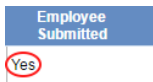
1. After successful login, you will be directed to the Home screen. Click on **Approve Timesheets** in the **Manage Employees** menu.
2. The Approve Timesheets window will appear with a list of the employee groups you have access on the left. You must **click on the group name** to bring up the employee timesheets for that group.



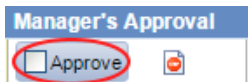
Approve Current Time Sheet for Period Ending		
Name	Employee	Total Hours
Employee, Staff	712345678	80.00

## APPROVING YOUR EMPLOYEE'S TIMESHEET

1. A value of "Yes" in the Employee Submitted column indicates the employee has completed their timesheet and has submitted the timesheet for your review and approval. **NOTE: Do not approve unsubmitted employee timesheets without Timekeeper consultation.**

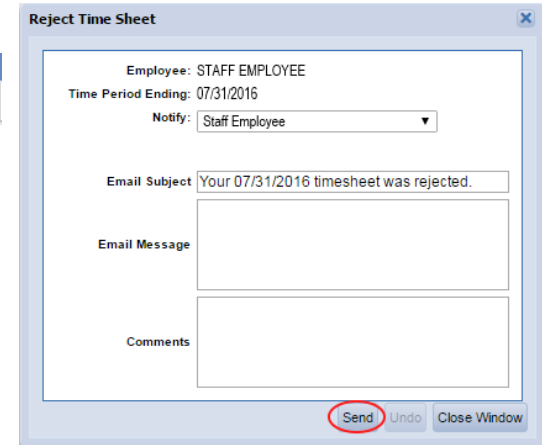
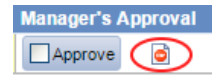


2. Open the timesheet by clicking on your employee's **Name** in the approval window. A new window will appear to display the timesheet.
3. Review your employee's reported time worked and/or leave taken, then close the timesheet window. If you approve the hours worked and/or leave taken as entered on the timesheet, check the **Manager's Approval** box on the approval window for that employee. This approval is your confirmation that the entries made by your employee are, to the best of your knowledge, a true representation of reported hours worked and/or leave taken.



## REJECTING YOUR EMPLOYEE'S TIMESHEET

1. If there are errors on the timesheet, click the **Reject** button. The Reject Timesheet pop-up box will appear allowing you to compose an email to your employee explaining why the timesheet was rejected.

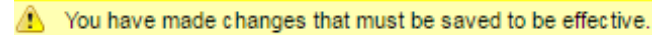


2. Enter your message in the Email Message section.
3. Click the **Send** button.
4. Your email is not sent until you click the **Save Approvals** button.

## SAVING YOUR APPROVAL WINDOW ACTIONS

The approval window allows you to approve/reject timesheets, send emails. In order to complete these actions, you will need to save them.

1. After verifying and approving/rejecting timesheets click the **Save Approvals** button to save your updates and send any email. Failing to save will prevent your approvals from taking effect.
2. A yellow message will remind you to save any changes you make.



## 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 **Log Out** link at the top right of the window.

## NOTES

- Review and validate all **Exception Messages** appearing at the bottom of the timesheet. See [https://financial.ucsc.edu/Pages/CruzPay\\_Supervisor\\_Manual.aspx#exc\\_intro](https://financial.ucsc.edu/Pages/CruzPay_Supervisor_Manual.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 Supervisor Toolbox 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 Reporting policies. For a list of Timekeepers by unit, visit [https://financial.ucsc.edu/Pages/CruzPay\\_User\\_Resources.aspx#help\\_find](https://financial.ucsc.edu/Pages/CruzPay_User_Resources.aspx#help_find).