

CRUZPAY: TIMESHEET COORDINATOR 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.

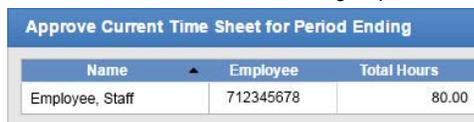


ENTERING EMPLOYEE TIME

1. After successful login, you will be directed to the Home screen. Click on **View Employee Time** in the Manage Employees menu.



2. The Manager Time Entry window will appear with a list of the employee groups you have access to on the left. Click on the group name to open the employee timesheets for that group.



- 3a. **Non-Exempt employees (NEX)** - enter time to the nearest quarter hour.
- 3b. **Exempt employees (EX)** - enter time in whole day increments.
- 3c. **Swipe In/Out** - missed punch record in/out time; otherwise use elapsed hours for daily entries.

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. To delete a row click the arrow next to the green **+** symbol and select **Delete Row** symbol.



SAVING THE TIMESHEET ENTRIES

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

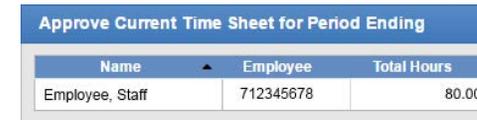


ACCESSING YOUR APPROVAL WINDOW

1. The *Approval Window* is accessed from the home page. Click on **Approve Timesheets** in the Manage Employees Menu.

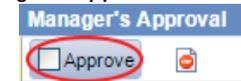


2. The Approve Timesheets window will appear with a list of the employee groups you have access to on the left. Click on the group name to open the employee timesheets for that group.



APPROVING EMPLOYEE TIMESHEET'S

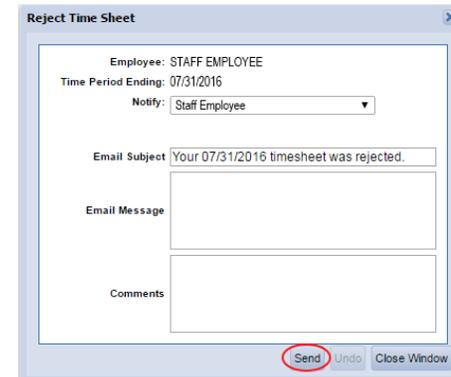
1. In some units Timesheet Coordinators approve the timesheets signifying to the approving manager the timesheet is ready for their approval.
2. To review timesheets in the approval window, open the timesheet by clicking on the employee's *Name*. A new window will appear to display the timesheet.
3. To approve, check the **Manager's Approval** box on the approval window for that employee.



- Custodial or Dining Timesheets are typically not submitted by the employee.
- CruzPay will identify the appropriate holiday hours based on time entry in the look-back period and display them (if not already entered) in the *Exception Messages* tab.

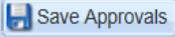
REJECTING EMPLOYEE'S TIMESHEET

4. If there are errors on the timesheet completed by an employee, who submits their timesheets in CruzPay click the **Reject** button. The Reject Timesheet pop-up box will appear allowing you to compose an email to the employee explaining why the timesheet was rejected.



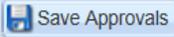
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REJECTING EMPLOYEE'S TIMESHEET CONT.

1. Enter your message in the Email Message section.
2. Click the  button.
3. Your email is not sent until you click the  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  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.

 You have made changes that must be saved to be effective.

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 the timesheet. See https://financial.ucsc.edu/Pages/CruzPay_Timesheet_Coordinator_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#.
- 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.