UC San Diego Health System Payroll Department Instruction Manual *

Introduction:

UC San Diego Health System uses Huntington Business Systems (HBS) for payroll processing. All hours reported appear within this system. Time worked is recorded as follows:

- Non-exempt employees use the telephone to call HBS to record all clock-ins and clock-outs
- HBS auto-generates the hours worked for exempt staff.

* This orientation manual is a condensed version of the employee manual. The complete employee manual is located at the UC Learning Center at [http://mycourses.ucsd.edu](http://mycourses.ucsd.edu). The Username/Password for this is your Active Directory login (Outlook email). In the search section, enter the word “payroll” and you will see the option for the employee manual. You can also print this manual, if needed. Some key points that are covered in the manual are:

- how to access HBS using a telephone and correctly enter codes for daily check-in, clock-in, on call in/call back in, float department/job classification, charge nurse, and clock out;
- how to inform timekeeper/supervisor in writing or using the notes application in HBS when they did not enter an appropriate or correct clock code;
- explains the criteria for post pay period adjustments and, if an adjustment is appropriate, explains how to request from timekeeper/supervisor that a post-pay period adjustment be made;
- how to use the correct chain of command for making notification of errors or problems with the payroll and timekeeping issues;
- how to access HBS from work or at home [http://tpsweb.ucsd.edu](http://tpsweb.ucsd.edu) to view timesheet and submit leave requests;
- how to view leave balances;
Exempt employees have their hours auto-generated by HBS.

Non-exempt employees are required to clock in and out for all hours worked.

When using HBS with a telephone, hearing the initial time message indicates that HBS is ready for input. Hearing the closing thank you message indicates that HBS has accepted your entries.

All employees – non-exempt and exempt – report their leave usage time (vac., sick, etc.) to their department timekeeper who enters usage into the HBS system.

When using the phone for HBS, your login number is 2 zeroes followed by your employee ID number. There are a total of 8 digits.

All clock codes will have either 1 or 2 digits. For example, if the code is 2, enter “2”, not “02”.

If you make an error while entering your HBS number or you decide not to continue with a clocking transaction, hang up and start again. If you enter an invalid HBS number or an invalid clock code, you will hear a message to reenter.

If you are unable to clock-in or clock-out, advise your timekeeper/supervisor as soon as possible.

If you are having trouble accessing HBS via the phone or the website, call the UC San Diego Health System Payroll department at x33620 (619)543-3620.

The HBS provides a 7 minute grace period (before the quarter hour and after the quarter hour) for clocking in and clocking out. For example, any clocking transaction between 7:53 A.M. and 8:07 A.M. inclusive would be converted to *:00 A.M. on the pay report. However, clocking in during the grace period three (3) times or more in a 30 day period will result in one (1) occurrence per the Work Time and Attendance policy. This grace period computation is for pay purpose only. Actual clocked times are recorded and attendance or tardiness is based on actual clocked times.
Home Department Clock In/ Out

Clock Code 1(in) or 9(out)

For clocking in and out each day, use the clock code 1 when arriving for a scheduled shift and use clock code 9 when leaving.

Basic Procedure

1. To Access HBS:
   Dial 286

2. Hear the time message:
   “Welcome to the TACS system. The time is ##:##.”
   Note: Press 9 (or the dial additional digits key) before proceeding to the next step.

3. Hear the request:
   “Please enter your employee ID.”
   Enter your employee ID. Your employee ID is 2 zeroes followed by the 6-digit number you were given.

4. Hear the request:
   “Please enter your clock code”
   Enter 1 if you are starting your shift and 9 if you are ending your shift.

5. Hear the message:
   “Verifying”.
   If the number entered was correct, proceed to the next step.
   If not, you will hear the message, “that number was invalid”, try again.
   If you get the message a 2nd time, please let your timekeeper or manager know.

6. Hear the message:
   “Your clock in was recorded” or “your clock out was recorded” and “thank you for using the TACS system. Goodbye”. Please wait for this message before you hang up.
Department Float (working in a department other than your home department)

When you are assigned work in another department, clock in with a 5.

Basic Procedure

1. To Access HBS:
   Dial 286

2. Hear the time message:
   "Welcome to the TACS system. The time is ##:##."
   Note: Press 9 (or the dial additional digits key) before proceeding to the next step.

3. Hear the request:
   "Please enter your employee ID."
   Enter your employee ID. Your employee ID is 2 zeroes followed by the 6-digit number you were given.

4. Hear the request:
   "Please enter your clock code"
   Enter clock code 5.

5. Hear the request:
   "Please enter the department."
   The department number is a 3-digit number. If you don’t know it, ask a co-worker, timekeeper or manager.

6. Hear the request:
   "Please enter the job class."
   Press the # key.

7. Hear the message:
   "Your float was recorded" and "thank you for using the TACS system, goodbye". Please wait for this message before you hang up.
**HBS Employee Clock Codes**

The codes below and descriptions are all of the available codes to use when clocking using the phones.

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Prompt for Dept. Code(Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Clock In-home department</td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>Call back/working while on call</td>
<td>Y</td>
</tr>
<tr>
<td>3</td>
<td>Meal Out-used when meal break starts</td>
<td>N</td>
</tr>
<tr>
<td>4</td>
<td>Meal In(used when meal break ends)</td>
<td>N</td>
</tr>
<tr>
<td>5</td>
<td>Department Float</td>
<td>Y</td>
</tr>
<tr>
<td>9</td>
<td>Clock Out</td>
<td>N</td>
</tr>
<tr>
<td>64</td>
<td>Extra Shift-used to change hours from comp to pay or when floating to a different department</td>
<td>Y</td>
</tr>
<tr>
<td>67</td>
<td>Training</td>
<td>Y</td>
</tr>
<tr>
<td>68</td>
<td>Orientation</td>
<td>Y</td>
</tr>
<tr>
<td>69</td>
<td>End Training or Orientation. This indicates end of training or orientation not a substitute for Code 9.</td>
<td>Y</td>
</tr>
<tr>
<td>80</td>
<td>Charge- this can be used to start and stop charge pay. This cannot be used instead of the clock code 9.</td>
<td>Y</td>
</tr>
</tbody>
</table>
Commonly Asked Questions

Do I have to clock-in and out each day?
Non-exempt employees must clock in and out to report their time. Exempt employees covered by the Managers And Senior Professionals (MSP) Program, or exempt Professional and Support Staff Grades (PSS-Grades) Program will be paid according to the percent of their appointment from auto-generated hours in HBS.

Do I have to clock-in and out for lunch?
Generally, no. HBS automatically deducts 30 minutes for lunch for shifts of 6 hours or longer. If you are going to take a lunch longer than 30 minutes, then you can call in with Clock Code 3 for the beginning of your lunch and then call in with Clock Code 4 at the end of your lunch. If your standard lunch is on hour, ask your timekeeper to notify the UC San Diego Health System Payroll Department and HBS will be set up that way.

What do I do if I forget to clock?
Let your timekeeper/supervisor know as soon as possible. Use the written method adopted by your department or the notes section in HBS.

How can I check to see if I forgot to clock?
You as well as your timekeeper/supervisor can check the HBS system to verify if you clocked correctly.

When is the deadline for submitting corrections prior to my paycheck being issued?
Corrections may be submitted to your timekeeper by Monday following the end of a pay period. Check with your timekeeper for your exact submission deadline. Your timekeeper/supervisor will ensure that HBS is updated by the prescribed deadlines, after receiving written notification from you. Corrections will then be reflected on your next check.

What happens if I forget to clock and I do not inform my timekeeper by the designated deadline?
Your next check will not reflect time that did not have a valid set of clocking transactions.

What do I do if I am out sick, on vacation, etc.?
Let your timekeeper/supervisor know in advance of your absence as soon as possible. Use the written method adopted by your department or the leave request option in HBS.
Can I check the HBS system for current leave balances?
Yes, your leave balances are available for viewing within the HBS system.

What happens if I request more leave than I have available?
The payroll system, HBS, will automatically reduce the amount paid to what you have available and your paycheck will be short by the difference.

What do I do if my paycheck is incorrect?
Let your timekeeper/supervisor know as soon as possible. Use the written procedure adopted by your department. Timekeepers/supervisors must notify the UC San Diego Health System Payroll department via e-mail to ensure the adjustment is made.

Who can I talk to if I have other questions?
Your timekeeper/supervisor is your primary contact on timekeeping or payroll questions. Your timekeeper/supervisor will get answers from the appropriate department.
**Leave Balances—Commonly Asked Questions**

1. **How will I have access to the information on my leave balances?**

   All of your leave balance information is located within the HBS system. You have the option to print that screen. You also have access to a campus report under MyLeaveBalances. The website is https://act.ucsd.edu/leaveactivity/balances. Please note that these leave balances are updated only once a month and are not as up to date as the balances in HBS.

2. **How do I know the hours used and earned are correct?**

   The hours used/earned listed within HBS, should coincide with the hours used/earned in the timesheets, under paid summary, for the 2 biweekly periods for that month.

3. **How do I get corrections made?**

   You should first go to your timesheet and review the hours submitted for you for that pay period. Any corrections needed would have to be e-mailed to the UC San Diego Health System Payroll department by your timekeeper/supervisor. Once the adjustments are made, your leave balances will be updated with the new amounts.

4. **What is the difference between Comp Time and Comp X Time?**

   Comp time is when overtime straight hours are accrued. Holiday is also recorded here. Once a holiday is posted, the hours appear as earned. When the holiday is paid, it appears as used. If you work on a holiday, the hours appear in the earned column. Comp X Time is where overtime premium hours (time and a half) are accrued. The number of hours of premium hours worked are multiplied by 1.5 before being added to your balances.

5. **If I am eligible, how do I get my accrual base rate changed?**

   Your supervisor can request an accrual base rate change for you from Human Resources.

6. **What tells me how many hours were paid off in the quarterly compensatory time payoff?**

   An adjustment reducing your total comp time will appear within the HBS system under each comp time section if applicable.
VACATION MAXIMUM/ACCRUALS AND SICK ACCRUALS

Employees who accrue vacation time have a maximum number of hours they can maintain on the books. This maximum is based on the employee’s accrual rate. An employee is allowed to maintain 24 full months of vacation at their accrual rate.

<table>
<thead>
<tr>
<th>ACCRUAL RATE</th>
<th>MAXIMUM VACATION HOURS</th>
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<tbody>
<tr>
<td>10 x 24 months=</td>
<td>240</td>
</tr>
<tr>
<td>12 x 24 months=</td>
<td>288</td>
</tr>
<tr>
<td>14 x 24 months=</td>
<td>336</td>
</tr>
<tr>
<td>16 x 24 months=</td>
<td>384</td>
</tr>
</tbody>
</table>

Once an employee reaches the maximum, the hours stop accumulating. On the payroll system (HBS), any vacation accrued over the maximum allowed appears as a minus under maximum balance adjustment.

SICK/VACATION ACCRUAL CHARTS

<table>
<thead>
<tr>
<th>SICK ACCRUAL RATE</th>
<th>2 pay period month</th>
<th>3 pay period month</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>hrs reported</td>
<td>earned</td>
</tr>
<tr>
<td>0-79</td>
<td>0</td>
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<tr>
<td>80-89</td>
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<td>149+</td>
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<table>
<thead>
<tr>
<th>VACATION- 10 HOUR ACCRUAL RATE</th>
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<td>56-79</td>
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<td>80-87</td>
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<td>88-103</td>
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<td>120-135</td>
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<tr>
<td>136-151</td>
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<tr>
<td>152+</td>
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### VACATION- 12 HOUR ACCRUAL RATE

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<td>154+</td>
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### VACATION- 14 HOUR ACCRUAL RATE

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### VACATION - 16 HOUR ACCRUAL RATE

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<td>hrs reported</td>
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<td>233+</td>
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