UC San Diego
CENTER FOR OPERATIONAL EXCELLENCE

Lean, Lunch & Learn Workshop

"Timekeeping Best Practices"

August 2, 2024

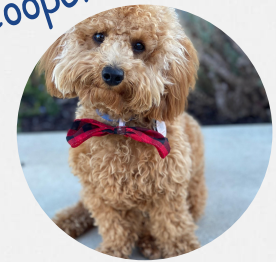
Our Sponsor:

Marie Carter-Dubois

Associate Vice Chancellor,
Finance & Administration, Academic Affairs

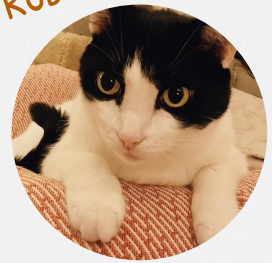
Center for Operational Excellence

Cooper



Ahren Crickard
Director

Robbie

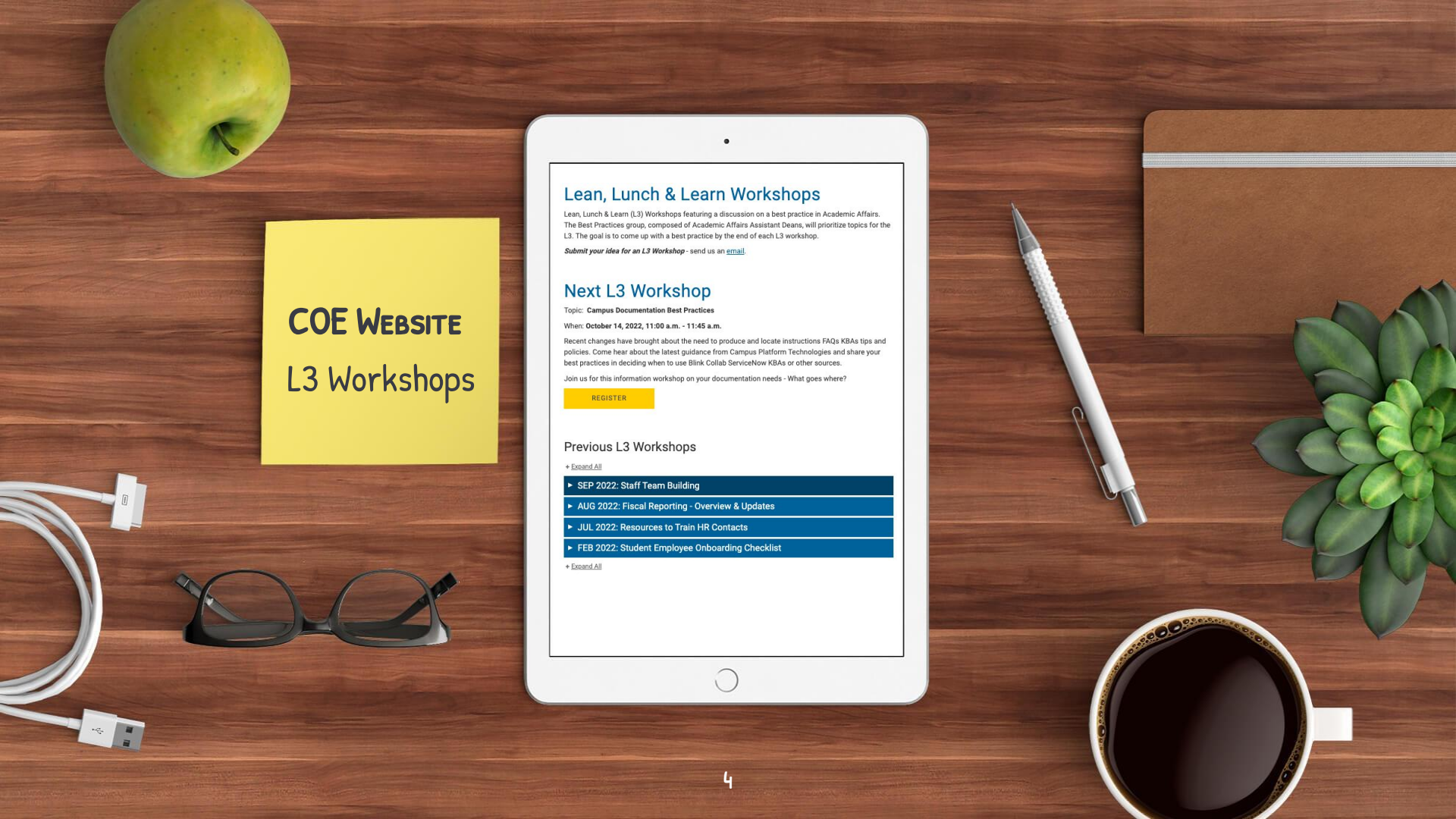


Kevin Waldrop
Assistant Director

Mipha

Kate Balderston
Sr. Strategic Initiatives Mgr

The "Team"


COE Website
L3 Workshops
Lean, Lunch & Learn Workshops
Lean, Lunch & Learn (L3) Workshops featuring a discussion on a best practice in Academic Affairs. The Best Practices group, composed of Academic Affairs Assistant Deans, will prioritize topics for the L3. The goal is to come up with a best practice by the end of each L3 workshop.
Submit your idea for an L3 Workshop - send us an email.
Next L3 Workshop
Topic: Campus Documentation Best Practices
When: October 14, 2022, 11:00 a.m. - 11:45 a.m.
Recent changes have brought about the need to produce and locate instructions FAQs KBAs tips and policies. Come hear about the latest guidance from Campus Platform Technologies and share your best practices in deciding when to use Blink Collab ServiceNow KBAs or other sources.
Join us for this information workshop on your documentation needs - What goes where?
REGISTER
Previous L3 Workshops
+ Expand All
SEP 2022: Staff Team Building
AUG 2022: Fiscal Reporting - Overview & Updates
JUL 2022: Resources to Train HR Contacts
FEB 2022: Student Employee Onboarding Checklist
+ Expand All

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Welcome Our Guests

George Gomez

Payroll Analyst, HR

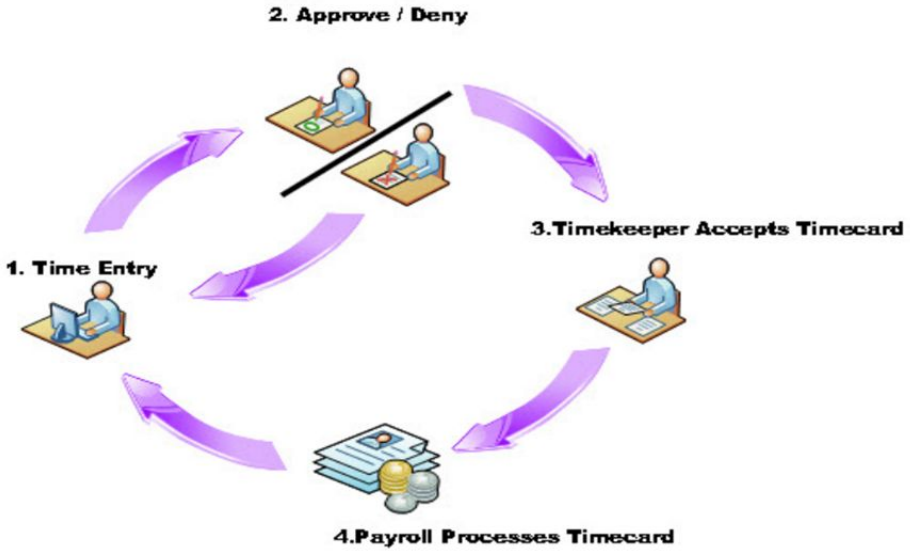
Tara Mallis

Academic Employee & Labor Relations

Jaime High

Labor Relations Representative

Timekeeping Workflow



Timekeeping Workflow

1. Employees enter time data and submit timecards online. The application totals the hours, applies rounding rules, calculates overtime, calculates differentials, calculates holidays.
2. Supervisors/ time approvers review timecard entries with pre-approved records and approve timecards.
3. Timekeepers review timecards for completeness and accuracy of calculations.
4. Payroll processes timecards output.
5. UCPath processes output for payment.

This process is repeated for the next pay period.

Department Responsibilities

- Perform daily online review for accuracy
- Check that hours to date are reasonable
- Check that all time in/time out transactions are entered correctly
- Clean up exceptions
- Serve as liaison to the HR/UCPath and staff for all requested information.
- Notify manager of patterns of behavior that may be of concern.
- Enter catastrophic time for the employee
- Enter disapproved leave for the employee
- Enter intermittent Family Medical Leave for the employee
- Sign and submit adjustment forms
- Enter On-Call time for employees, if applicable
- Enter Call-Back worked (TRC code - CBW) (if applicable)
- Does not make entries and or changes to their own time
- Approvals can only be made by departmental Manager or Supervisor

EMPLOYEE

Roles & Responsibilities

Employee:

- Enter time data in the system and complete timesheet.
- Are required to complete their timesheet by the specified due date.
- Obtain advance approval for leave requests.
- Provide reasons for absences and provide documentation if requested by supervisor.
- Monitor leave balances.

SUPERVISOR

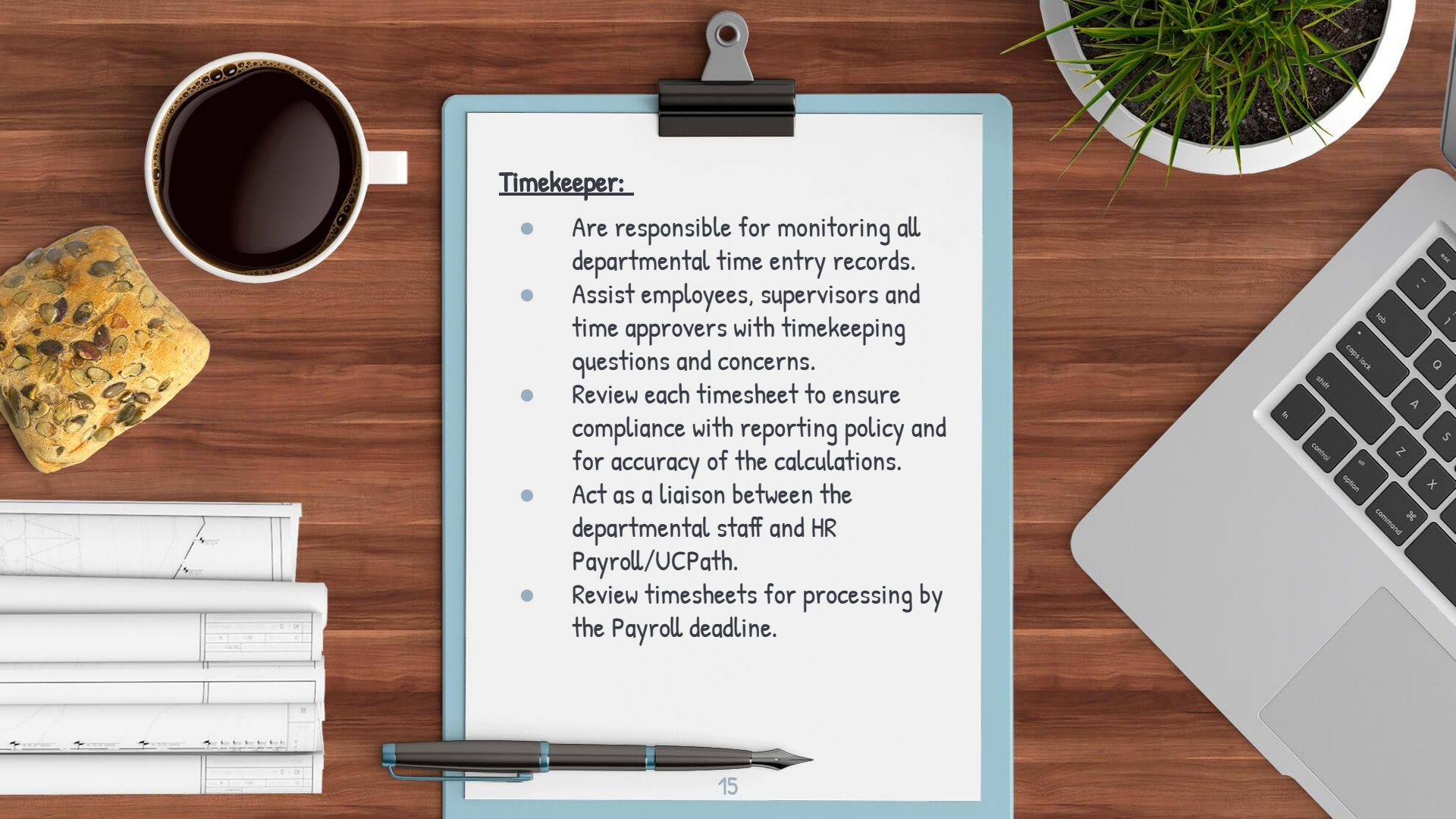
Roles & Responsibilities

Supervisor:

- Ensure that all employees in their area of responsibility are accurately recording their time.
- Approve timecards submitted by employees in a timely manner.
- Review and approve all leave requests in accordance with policy and bargaining unit agreements.
- Inform employees of leave balances as needed.
- Authorize overtime in advance of it being worked.
- Maintain files of records used that support time and attendance entries.

TIMEKEEPER

Roles & Responsibilities

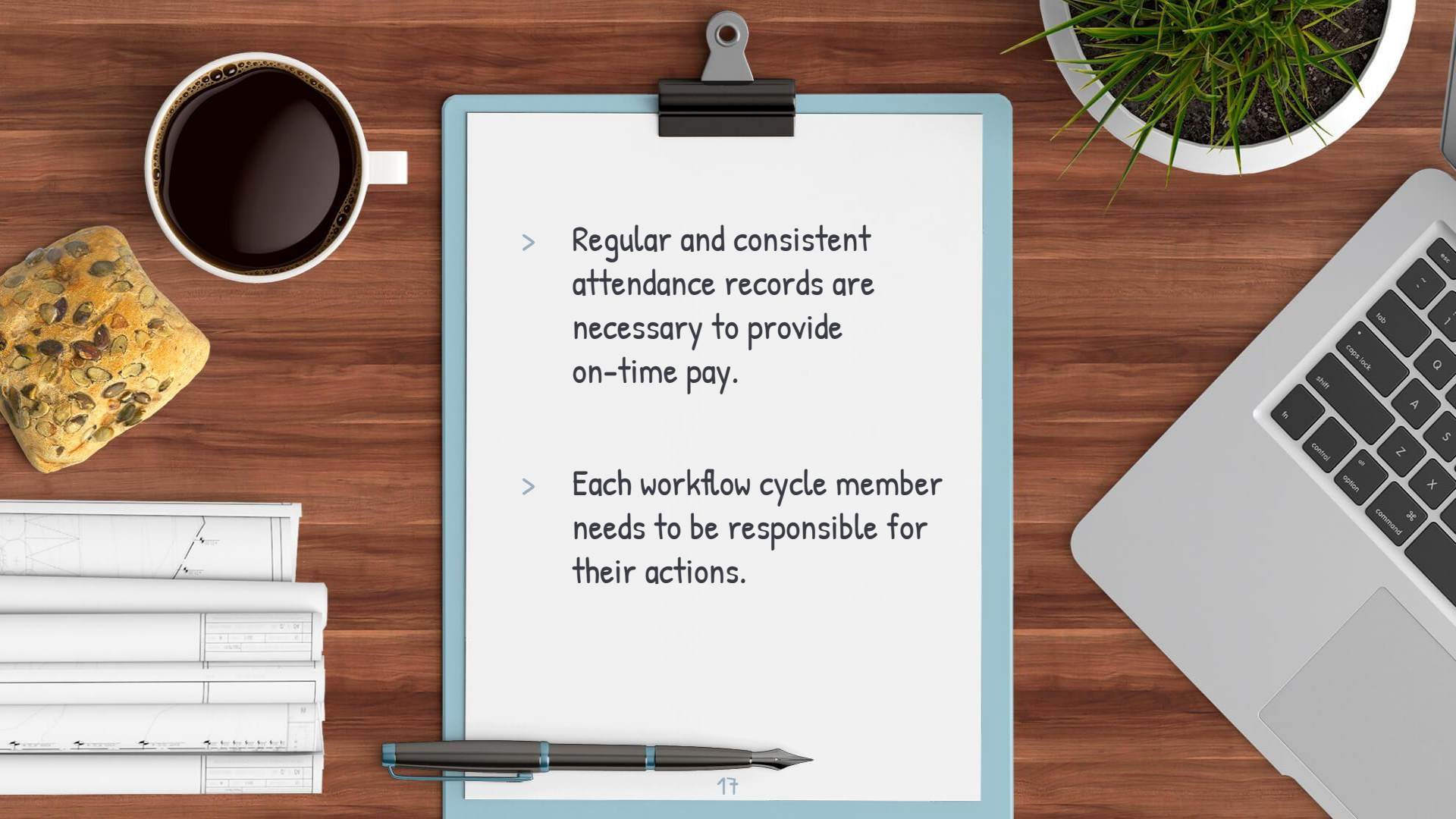


Timekeeper:

- Are responsible for monitoring all departmental time entry records.
- Assist employees, supervisors and time approvers with timekeeping questions and concerns.
- Review each timesheet to ensure compliance with reporting policy and for accuracy of the calculations.
- Act as a liaison between the departmental staff and HR Payroll/UCPath.
- Review timesheets for processing by the Payroll deadline.

Every department should maintain written timekeeping procedures for:

- Department working hours
- Lunch hours
- Overtime and leave requests.



- Regular and consistent attendance records are necessary to provide on-time pay.
- Each workflow cycle member needs to be responsible for their actions.

Other Best Practices to Avoid Delayed Pay

Enroll student in Direct Deposit!

- Only 59.4% enrolled in direct deposit

Paper Check issues:

- Wrong address
  - Must update address!
  - Check lost in the mail
- Forget to deposit
  - AY22-23: 2854 cancel and reissue requests
  - AY23-24: 1625 requests

?

Questions

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"TBD - Coming Soon"

Don't forget to suggest future topics!

10-Second Survey

- Opens upon exit in your browser

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Lean, Lunch & Learn (L3) Exit Survey

Anonymous • 4 questions

1. Including today, how many L3s have you attended?

- ○ 1
- ○ 2
- ○ 3+

2. How relevant was today's topic to your primary role?

- ○ Very
- ○ Somewhat
- ○ Not

3. Do you think you will use any of the information discussed today?

- ○ Yes
- ○ No
- ○ Maybe

4. Comments (optional, anonymous)

Please input

0/200

By responding to this survey, you agree to Zoom's Privacy Statement and Terms of Service.

Submit

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THANKS!

Ahren Crickard, Kevin Waldrop, Kate Balderston

coe@ucsd.edu