EcoTime Updates and Facts

- Biweekly employees deployed in EcoTime on 4/19/2020
- Monthly employees will deploy in EcoTime on 5/1/2020
- Postdoc scholars & housestaff will deploy in Ecotime on 6/1/2020
  - Collect alternate time approver for postdocs
- Supervisor & alternate time approver
  - Can review, edit, and approve timesheets
  - Can only have 1 supervisor and 1 alternate time approver for each per employee

Approvals in EcoTime
- Regular timesheets will be processed even without complete and approval.
- Adjustments will need to be approved before they can be processed.

Usage Adjustment in EcoTime
- Usages effective prior to 5/1/2020, will need to submit by 4/30/2020 in order to get the funding credit. After 4/30/2020, no longer gets the funding credit.
- Usages effective 5/1/2020 and later, still waiting for guidance from Payroll office.
EcoTime Notifications, Reminders, Training, and More!

- Notifications from system
  - Incomplete timesheets (to employee, cc: supervisor)
  - Unapproved timesheets (to supervisor)
  - Modified timesheets (to employee)
  - Time off requests (to supervisor and response to employee)
  - Adjustments (to supervisor and response to employee)
- Reminder from ARC to employees + approvers each pay period
  - with specific deadlines to submit and approve timesheets
    - Especially important for MSP variables since ARC will need to calculate the non-base salary based on the worked hours in the timesheets.
- Training – register for a session at [https://blink.ucsd.edu/finance/payroll/timekeeping/ecotime/training.html](https://blink.ucsd.edu/finance/payroll/timekeeping/ecotime/training.html)
- Questions
  - ask Ecotime team during “Office Hours” [https://blink.ucsd.edu/finance/payroll/timekeeping/ecotime/training.html#Office-Hours](https://blink.ucsd.edu/finance/payroll/timekeeping/ecotime/training.html#Office-Hours)
  - EcoTime FAQs at [https://blink.ucsd.edu/finance/payroll/timekeeping/ecotime/faq/index.html](https://blink.ucsd.edu/finance/payroll/timekeeping/ecotime/faq/index.html)
Retro Timekeeping and COVID-19 Reporting

Retro usages taken prior to 5/1/20, MUST be sent to ARCrequest@health.ucsd.edu by 4/30/2020.

- After 4/30/2020, only the LASR balances get updated, no longer gets the funding credit.
- Use the Excel template we have provided on the communication sent on 4/27/20.

Reporting COVID-19 leave?

- Usages taken prior to 5/1/20 - departments compile the information into the Excel template and send to ARCrequest@health.ucsd.edu by 4/30/2020 for processing.

- Usages effective 5/1/20 onward – employees and approvers can report usages in Ecotime using the pay code named “Admin COVID-19.”
## Effort, Salary and Fund Changes - April in Review

<table>
<thead>
<tr>
<th>Total Current and Retro Fund Changes Received:</th>
<th>By Deadline (04/14/2020):</th>
<th>After Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>399</td>
<td>101</td>
</tr>
</tbody>
</table>

ARC completed 448 of them, except for 52 that were late, incomplete and/or need further clarification.

<table>
<thead>
<tr>
<th>Total Effort or Salary Changes Received:</th>
<th>By Deadline (04/14/2020):</th>
<th>After Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>130</td>
<td>90</td>
<td>30</td>
</tr>
</tbody>
</table>

ARC completed 125 of them, except for 5 that need employee acknowledgement and/or VC approval.

<table>
<thead>
<tr>
<th>New Hire/Rehire/CIS Received:</th>
<th>43</th>
</tr>
</thead>
</table>

ARC completed 36 of them in April, except for 7 that are future dated (May, June, or July start date).

Fund Changes received after the April deadline that were not processed will be processed in June/July, if feasible. Departments will be responsible for processing Direct Retros.
ARC – May Activities

Super User Update Access for UC Path: 05/09/20-05/20/2020 (Monthly) & 05/30 (Biweekly)

• Validate the conversion records for Faculty, MSP, Non-Faculty, Housestaff, Postdocs, GSRs, Readers, TAs, CLIFF (5000+)
  • Appointment, Effort, Pay
• Conversion - Manual adjustments
  • Update Faculty with split FTE (LR/IR, HS/Campus FTE splits) (100+)
  • Update records for MSP variable appointments (150+)
  • Enter the non-base for all the MSP into OnlineZ (350+)
  • Update the Chairs’ stipend
• New Hire
• Rehire
• Separation
• Leave
• Z payments for May
Prioritization – June Actions

UC Path is LIVE!

- FY 20-21- July implementation for Faculty (1700+ FSWs)
- MSP renewals (400+)
- Housestaff renewals and separations (800+)
  - Potential system-wide scales changes
- Enter the merit/promotion/extensions for all the academics
- FY 20-21 – Funding implementation for non-Faculty (300+)
- Enter GSR reappointments (100+)
- Z payments for June

<table>
<thead>
<tr>
<th>Pay affected requests</th>
<th>Transactions effective prior to 05/01/20</th>
<th>Transactions effective 05/01/20 or after</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2) ARC will try to process in June (if feasible).</td>
<td>1) ARC will try to process in June (if feasible).</td>
</tr>
<tr>
<td>Funding changes only</td>
<td>4) ARC will try process in June/July (if feasible). Requestor/dept. will be responsible for Direct Retro.</td>
<td>3) ARC will try process in June/July (if feasible). Requestor/dept. will be responsible for Direct Retro.</td>
</tr>
</tbody>
</table>