CRUZPAY: MONTHLY STAFF AND ACADEMIC EMPLOYEE QUICK START GUIDE

LOGGING INTO CRUZPAY

- 1. Go to http://cruzpay.ucsc.edu
- 2. Click the Launch CruzPay button. CruzPa
- 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 YOUR TIME

1. After successful login, you will be directed to the Home screen. Click on **Enter My Hours** in the Personal menu.

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Enter My Hours	${\approx}$
View My Reports	${\simeq}$
View Past Assignments	\Rightarrow

2. The system will display the first, unprocessed timesheet when you enter. Click the **Pay Period** arrows to select the appropriate pay period.



3. As an exempt employee, you will record leave taken in whole day increments. Only enter time for days when you take leave. Other days, including holidays, should remain blank. The default pay code for Postdoctoral Scholars & Graduate Student Researchers is 'PTO Taken'; the default pay code for salaried ASEs is 'Short Term Leave'; all other monthly exempt employees is 'Vacation Taken'.

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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. Click the Pay Code drop down menu, select a pay code and enter time in the new row.
- 4. To delete a row click the arrow next to the green 🔝 symbol and select 2 Delete Row symbol.
- 5. Select Yes to delete.

SAVING YOUR TIMESHEET

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

SUBMITTING YOUR TIMESHEET

- 1. In the Time Entry window click the Submit button. This indicates your timesheet is ready for your supervisor's online review and approval.
- Click Submit Timesheet when you receive the Submit Timesheet window.
 You're almost done!

Click the	Submit time sneet	button below to finish	the process and indi-	cate your agreement that
all entries	s are a true and accu	rate representation of	hours worked and/or	leave taken.

If you would like to continue editing your timesheet before submitting, simply close this window.

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			Submit Timesheet	Close					

3. The process is complete when you receive the message Time sheet submitted.

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 your timesheet. See https://financial.ucsc.edu/Pages/CruzPay_Employee_Manual_Monthly.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 Employee Toolboxes at https://financial.ucsc.edu/Pages/Launch_CruzPay_Toolboxes.aspx.
- → Contact your Timekeeper for questions regarding UCSC Time and Leave Reporting policies. Find the timekeeper for your unit at <u>https://financial.ucsc.edu/Pages/CruzPay_User_Resources.aspx#help_find</u>.