

Timesheets: Non-Exempt Employees

Huntington Business System (HBS)

Time Suite

Log into the system



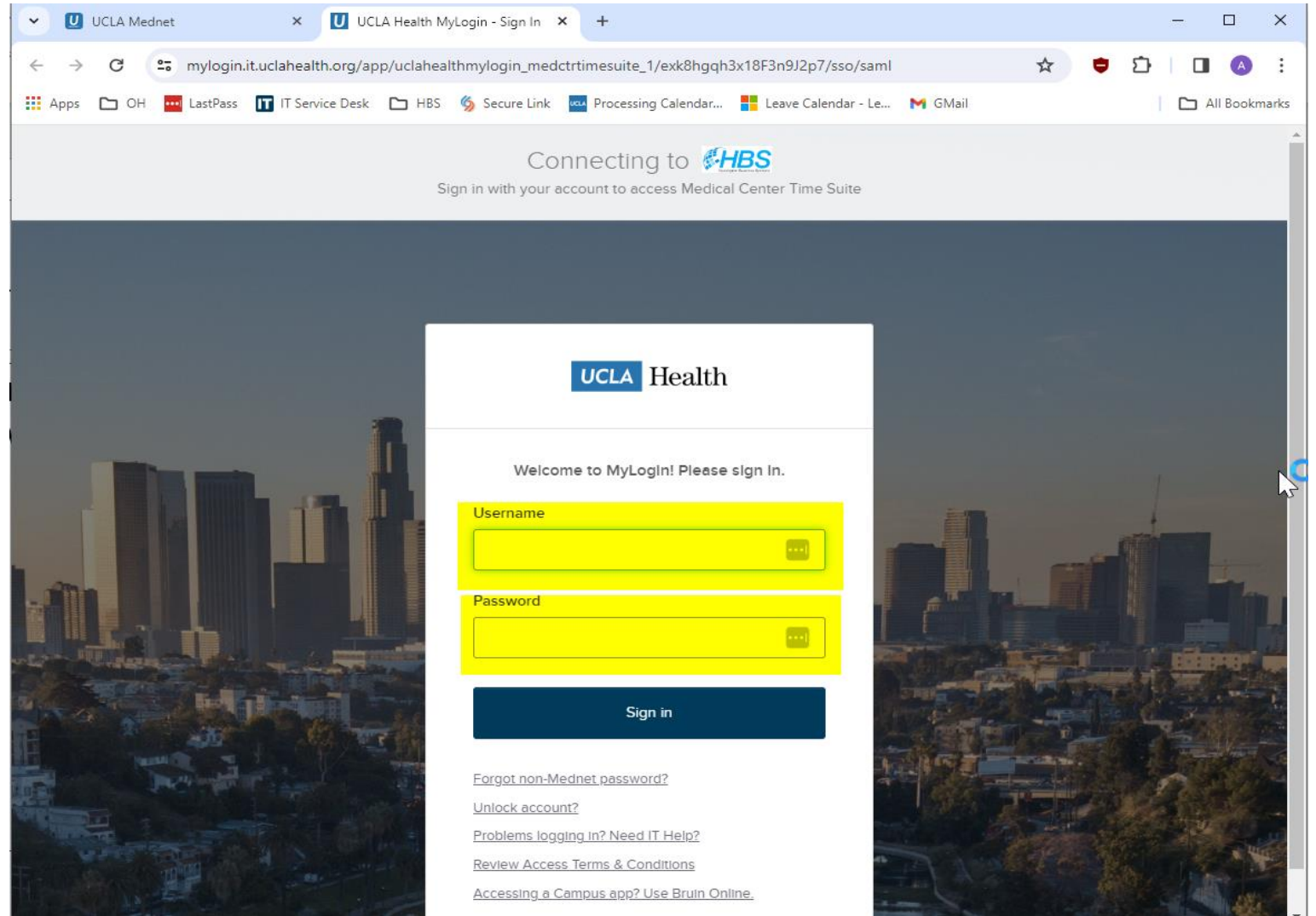
1. Go to UCLA Mednet homepage using your browser :
<https://mednet.uclahealth.org>
2. Click on Medical Center - **Time Suite** in the section Timesheets.

The screenshot shows the UCLA Mednet homepage in a web browser. The browser's address bar displays 'mednet.uclahealth.org'. A yellow box highlights the address bar, and a blue circle with the number '1' points to it. The page header includes the text 'mednet | keeping U connected' and a search bar. Below the header is a navigation bar with links: U News, Medical References, Clinical Systems, Business Systems, System Resources, Human Resources, and General Resources. The main content area features a 'U News' banner with the text 'Read the March 2024 issue' and a 'Click here >' link. Below the banner are three columns of links. The first column, 'Quick Links', includes 'Mednet email', 'Paging | COVID-19 Paging | Vina', 'UCLA directory', and a 'Timesheets' section. The 'Timesheets' section has a yellow box around it, and a blue circle with the number '2' points to the 'Medical Center - Time Suite | Web Clock' link. The second column, 'I Want To...', includes links like 'Change password', 'Learn about DUO for MFA', 'Access eForms (Forms Portal)', 'Scan using iCAP', 'Get a pager, phone or other device', 'Visit the UCLA Health IT website', 'Submit an IT request', 'Access SOFI | PEER', 'Locate policies and procedures', 'Check clinical privileges', 'Store and share files using Box', and 'Visit the Employee Experience Center'. The third column, 'Frequently Used', includes 'CareConnect' with links to 'Access CareConnect - remote | local', 'Search tip sheets & eLearnings', 'Review updates', 'Register for training', and 'Request optimization', as well as 'Clinical References' with links to 'Lippincott - Procedures | Advisor', 'UpToDate | Micromedex', 'Embase | PubMed', 'CURES Database', and 'Patient Education'.

Login



1. System will prompt to enter your Mednet **username** and **password**.
2. This will connect you to the Time Suite application within the Huntington Business System (HBS).



Landing page: Messages



After successful login, you will be directed to **Messages** tab of HBS.

1. Name will appear in the top right corner.
2. Under the section labeled **Documents**, you can view the current payroll calendar.
3. Find the **Payroll Department Contact List** under Documents section.
4. Under **Payroll Message(s)** the Time Sheet deadline for the current pay period will display.

Huntington Business Systems, Inc. | hbsmct3.mednet.ucla.edu/tpweb/frames.asp

Apps | OH | LastPass | IT Service Desk | HBS | Secure Link | Processing Calendar... | Leave Calendar - Le... | GMail | All Bookmarks

Employee Tasks | Messages | History | Log Off | Help | PATEL, AISHA

MCTSIPT3 01/24/24 07:01

Messages

Payroll Message(s)

TIME SHEET DEADLINES
Pay Period Ending 03/16/2024 | TUESDAY 03/19/2024 at 12:00 PM

APPROVERS PLEASE NOTE
If your employees do not submit their time sheets, you need to enter their normal standard hours and approve their time sheets.

***** **NEW RELEASE DOCUMENTATION** *****

ERRORS & OMISSIONS ENHANCEMENT	COST CENTER LOOKUP
MANAGERS PAGE	COST CENTER STATUS
NOTES	COMPLETE / APPROVE HISTORY TIMESHEETS

Documents

Payroll Department Contact List	HBS Training Manual
HBS Frequently Asked Questions	At Your Service Online UCPath Portal
HBS Instruction Sheets	UCPath: Processing Schedule UCPath Balances
Calendars: 2020, 2021, 2022, 2023, 2024	EO Request
Announcements	

Timesheet Entry



1. To enter your hours, click on **Employee Tasks** tab.
2. Click on **Timesheet**.
3. Select the appropriate **Pay Period** from the dropdown.
4. Timesheet Status is **Not Approved, Not Completed**.

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Apps | OH | LastPa | 1 | IT Service Desk | HBS | Secure Link | Processing Calendar... | Leave Calendar - Le... | Gmail

Employee Tasks | Messages | History | Log Off | Help

Timesheet | Time Off Requests | Balances | Cost Center Favorites

Pay Period: 03/03/2024 - 03/16/2024 (Open) B1 | GO

PATEL,AISHA (UCLA ID: 180044641 | UCPATH ID: 10701466) (Not Approved, Not Completed)

Cost Center: 999999 Barg.Unit: VN

Sun 03/03 Mon 03/04 Tue 03/05 Wed 03/06 Thu 03/07 Fri 03/08 Sat 03/09 Sun 03/10 Mon 03/11 Tue 03/12 Wed 03/13 Thu 03/14 Fri 03/15 Sat 03/16 Pay Period Summary Pay Period Details

Wednesday 03/13/24

Missed Rest Breaks

Missed Rest Breaks: <Num Missed> Duration: Comments:

Override Scheduled Shift

In: Out: Meal: 0 Duration: 0.00 ☐ Not Scheduled

Scheduled Shift				Actual Time Clock Hours					
Shift	In	Out	Meal	Duration	Location	In	Out	Meal	Duration
NO SCHEDULED SHIFT					NO TIME CLOCK INFORMATION				

Exclude CDP

Worked Hours on Wednesday 03/13/24										Show Exceptions
Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	Project/ Enterprise Project	Cost Center/ Shift	Leave of Absence	Extra Unschd	Over night	Message
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total:	0	00								

Timesheet Entry



1. To enter time, click on the **Day/Date** for which time needs to be entered. (i.e. Mon 03/04)
2. Enter **Time In, Time Out** for the appropriate day.
3. Enter duration of **Meal Break (min)** in minutes.
4. Once you have completed making changes, click the **Save** button located in top right icon menu.



1. Click on the Day/Date for which time needs to be entered.

2. Enter Time In, Time Out for the appropriate day.

3. Enter duration of Meal Break (min) in minutes.

4. Click the Save button located in top right icon menu.

Worked Hours on Monday 03/04/24									
Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	Project/ Enterprise Project	Cost Center/ Shift	Leave of Absence	Extra Unschd	Over night
Time In: 08:00 Time Out: 17:00	8	00	60	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total:	8	00							

Timesheet Entry



1. The number of hours entered will display for the selected **Day/Date**.
2. The hours will also display under the **Input Summary** section.
3. The hours will also display under the **Paid Summary** section.
4. The default pay code for all entries is **Normal Hours Worked**.

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Employee Tasks Messages History Log Off Help

Pay Period: 03/03/2024 - 03/16/2024 (Open) B1

PATEL,AISHA (UCLA ID: 180044641 | UCPATH ID: 10701466) (Not Approved, Not Completed)

Cost Center: 999999 Barg.Unit: VN

Show Pay Period Details

Hours	Sun 03/03	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Sat 03/16	Total
Normal Hours Worked		8.00													8.00
Totals:	0.00	8.00													8.00

Comp. Time Elections

Comp. Time	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay

Paid Summary

Regular Time (REG)	8.00														8.00

Monday 03/04/24

Missed Rest Breaks

Missed Rest Breaks: <Num Missed> Duration: Comments:

Override Scheduled Shift

In: Out: Meal: Duration: 0.00 Not Scheduled

Scheduled Shift

Shift	In	Out	Meal	Duration	Location	In/Out	In	Out	Meal	Duration
NO SCHEDULED SHIFT					NO TIME CLOCK INFORMATION					

Actual Time Clock Hours

Shift	In	Out	Meal	Duration

Exclude CDP

Worked Hours on Monday 03/04/24

Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	Project/ Enterprise Project	Cost Center/ Shift	Leave of Absence	Extra Unschd	Over night	Message	Delete
Time In: 08:00 Time Out: 17:00	8	00	60	<Title Code> Normal Hours Worked	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Total:	8	00									

Press the button to the right to delete checked items

Delete

Timesheet Entry



1. For a different pay code, select the desired **Day/Date**.
2. Enter **Time In, Time Out**.
3. Select **Meal Break (min)** in minutes.
4. Select desired **Title Code Pay Code**.
(Example: Entry is for Jury Duty on Tue 03/05)
5. Once you have made changes, click the **Save** button located in top right icon menu.



Huntington Business Systems, Inc. | hbsmct3.mednet.ucla.edu/tpweb/frames.asp

Employee Tasks Messages History Log Off Help

Timesheet Time Off Requests Balances Cost Center Favorites

Pay Period: 03/03/2024 - 03/16/2024 (Open) B1

PATEL,AISHA (UCLA ID: 180044641 | UCPath ID: 10701466) (Not Approved, Not Completed)
Cost Center: 999999 Barg.Unit: VN

5

1

Hours	Sun 03/03	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Sat 03/16	Total
Normal Hours Worked		8.00													8.00
Totals:	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

Comp. Time Elections

Comp. Time	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay

Paid Summary

Regular Time (REG)														
	8.00													8.00

Tuesday 03/05/24

Missed Rest Breaks

Missed Rest Breaks: <Num Missed> Duration: Comments:

Override Scheduled Shift

In: Out: Meal: Duration: 0.00 Not Scheduled

Scheduled Shift Actual Time Clock Hours

Shift	In	Out	Meal	Duration	Location	In/Out	In	Out	Meal	Duration
NO SCHEDULED SHIFT					NO TIME CLOCK INFORMATION					

Exclude CDP

Worked Hours on Tuesday 03/05/24

Time In/Out	Hours	Minutes	Meal Break (min)	Title Code Pay Code	Project/Enterprise Project	Cost Center/Shift	Leave of Absence	Extra Unsch	Over night	Message
Time In: 08:00 Time Out: 16:00	7	00	60	<Title Code> Jury Duty	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Totals:	7	00								

2

3


4


Show Exceptions


Submit Timesheet





6. To submit timesheet for Approval, click on the **Complete** button located in top right icon menu.


Employee Tasks


Messages


History


Log Off

Help

Timesheet









Time Off Requests

Balances

Cost Center Favorites

Pay Period: 03/03/2024 - 03/16/2024 (Open) B1

go



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PATEL,AISHA (UCLA ID: 180044641 | UCPath ID: 10701466) (Not Approved, Not Completed)

Cost Center: 999999 Barg.Unit: WN

Show Pay Period Details

Input Summary															Hide
Hours	Sun 03/03	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Sat 03/16	Total
Normal Hours Worked		8.00		8.00	8.00						0.25				24.25
Jury Duty			7.00												7.00
Totals:	0.00	8.00	7.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.00	0.00	31.25

Comp. Time Elections

Comp Time	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay

Paid Summary

Regular Time (REG)		8.00		8.00	8.00						0.25				24.25
Jury Duty (REG)			7.00												7.00

Sunday 03/03/24

Missed Rest Breaks

Missed Rest Breaks: <Num Missed> Duration: Comments:

Override Scheduled Shift

In: Out: Meal: 0 Duration: 0.00 Not Scheduled

Scheduled Shift

Shift	In	Out	Meal	Duration	Location	In/Out	In	Out	Meal	Duration
NO SCHEDULED SHIFT					NO TIME CLOCK INFORMATION					

Actual Time Clock Hours

Location	In/Out	In	Out	Meal	Duration
NO TIME CLOCK INFORMATION					

- 
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Pay Period: 03/03/2024 - 03/16/2024 (Open) B1

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[Time Off Requests](#)
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Pay Period: 03/03/2024 - 03/16/2024 (Open) B1 ▼
80

PATEL,AISHA (UCLA ID: 180044641 | UCPath ID: 10701466) (Approved, Completed)

Cost Center: 999999 Barg.Unit: WN

Approved timesheet is Read Only

[Show Pay Period Details](#)

Input Summary																Hide
Hours	Sun 03/03	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Sat 03/16	Total	
Normal Hours Worked		8.00		8.00	8.00						0.25				24.25	
Jury Duty			7.00												7.00	
Totals:	0.00	8.00	7.00	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.25	0.00	0.00	0.00	31.25	

Comp. Time Elections															
Comp Time	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	

Paid Summary															
Regular Time (REG)		8.00		8.00	8.00						0.25				24.25
Jury Duty (REG)			7.00												7.00

Sunday 03/03/24

[Missed Rest Breaks](#)

Missed Rest Breaks: <Num Missed> ▼ Duration: Comments:

[Override Scheduled Shift](#)

In: ▼ Out: ▼ Meal: 0 ▼ Duration: 0.00 ☐ Not Scheduled

Scheduled Shift					Actual Time Clock Hours				
Shift	In	Out	Meal	Duration	Location In/Out	In	Out	Meal	Duration
NO SCHEDULED SHIFT					NO TIME CLOCK INFORMATION				

Approved Timesheet, Read Only



- 1. Approved timesheets cannot be modified. They are **Read-Only**.
- 2. To edit an approved timesheet, the employee needs to ask their timesheet approver to un-approve the timesheet.

Huntington Business Systems | X +

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Employee Tasks Messages History Log Off Help

Timesheet Time Off Requests Balances Cost Center Favorites

Pay Period: 03/03/2024 - 03/16/2024 (Open) B1 00

PATEL,AISHA (UCLA ID: 180044641 | UCPath ID: 1070146) Approved, Completed

Cost Center: 999999 Barg.Unit: VN

Approved timesheet is Read Only

Show Pay Period Details

Hours	Sun 03/03	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Sat 03/16	Total
Normal Hours Worked		8.00													8.00
Jury Duty			7.00												7.00
Totals:	0.00	8.00	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00

Comp. Time Elections

Comp. Time	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay

Paid Summary

Regular Time (REG)	Jury Duty (REG)
8.00	7.00

Wednesday 03/13/24

Missed Rest Breaks

Missed Rest Breaks: <Num Missed> Duration: Comments:

Override Scheduled Shift

In: Out: Meal: 0 Duration: 0.00 Not Scheduled

Scheduled Shift Actual Time Clock Hours

Shift	In	Out	Meal	Duration	Location	In	Out	Meal	Duration
NO SCHEDULED SHIFT					NO TIME CLOCK INFORMATION				

Exclude CDP

Worked Hours on Wednesday 03/13/24

Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	Project/ Enterprise Project	Cost Center/ Shift	Leave of Absence	Extra Unschd	Over night	Message
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>				
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>				
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>				

Show Exceptions

Modify Approved Timesheet



1. Once timesheet is unapproved, Status will change to **Not Approved, Not Completed**.

1

PATEL,AISHA (UCLA ID: 180044641 | UCPath ID: 10701466) (Not Approved, Not Completed)
Cost Center: 999999 Barg.Unit: WN

Pay Period: 03/03/2024 - 03/16/2024 (Open) B1

Input Summary															Hide
Hours	Sun 03/03	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Sat 03/16	Total
Normal Hours Worked		8.00													8.00
Jury Duty			7.00												7.00
Totals:	0.00	8.00	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00

Comp. Time Elections														
Comp Time	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay

Paid Summary														
Regular Time (REG)		8.00												8.00
Jury Duty (REG)			7.00											7.00

Wednesday 03/06/24

Missed Rest Breaks

Override Scheduled Shift

Scheduled Shift

Actual Time Clock Hours

Shift	In	Out	Meal	Duration	Location In/Out	In	Out	Meal	Duration
NO SCHEDULED SHIFT					NO TIME CLOCK INFORMATION				

Exclude CDP

Worked Hours on Wednesday 03/06/24

Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	Project/ Enterprise Project	Cost Center/ Shift	Leave of Absence	Extra Unschd	Over night	Message
Time In: 08:00 Time Out: 17:00	8	00	60	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total:	8	00								

Show Exceptions

Modify Approved Timesheet



1. Select the desired **Day/Date**.
2. Enter the hours **Time In/Out** under section Worked Hours.
3. Once you have made changes, click the **Save** button located in top right icon menu.
4. Next click the **Submit** button also located in top right icon menu.

Employee Tasks Messages History Log Off Help

Timesheet Time Off Requests Balances Cost Center Favorites

Pay Period: 03/03/2024 - 03/16/2024 (Open) B1

PATEL, AISHA (UCLA ID: 180044641 | UCPath ID: 10701466) (Not Approved, Not Completed)
Cost Center: 999999 Barg.Unit: VN

Input Summary

Hours	Sun 03/03	Mon 03/04	Tue 03/05	Wed 03/06	Thu 03/07	Fri 03/08	Sat 03/09	Sun 03/10	Mon 03/11	Tue 03/12	Wed 03/13	Thu 03/14	Fri 03/15	Sat 03/16	Total
Normal Hours Worked		8.00													8.00
Jury Duty			7.00												7.00
Totals:	0.00	8.00	7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00

Comp. Time Elections

Comp Time	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay

Paid Summary

	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay	Pay
Regular Time (REG)	8.00														8.00
Jury Duty (REG)			7.00												7.00

Wednesday 03/06/24

Missed Rest Breaks

Missed Rest Breaks: <Num Missed> Duration: Comments:

Override Scheduled Shift

In: Out: Meal: Duration: 0.00 Not Scheduled

Scheduled Shift

Shift	In	Out	Meal	Duration	Location	In/Out	In	Out	Meal	Duration
NO SCHEDULED SHIFT					NO TIME CLOCK INFORMATION					

Actual Time Clock Hours

Shift	In	Out	Meal	Duration	Location	In/Out	In	Out	Meal	Duration
NO SCHEDULED SHIFT					NO TIME CLOCK INFORMATION					

Worked Hours on Wednesday 03/06/24

Time In/Out	Hours	Minutes	Meal Break (min)	Title Code/ Pay Code	Project/ Enterprise Project	Cost Center/ Shift	Leave of Absence	Extra Unschd	Over night	Message
Time In: 08:00 Time Out: 17:00	8	00	60	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time In: Time Out:	0	00	0	<Title Code> <Pay Code>	<Project> <Enterprise Project>	<Cost Center> <Shift>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Totals:	8	00								

Helpful Links



1. Payroll Department: hcpayroll@mednet.ucla.edu
2. UCPath (Paycheck and Accrual System):
<https://ucpath.universityofcalifornia.edu>
3. Mednet Homepage: <https://mednet.uclahealth.org/>
4. If you continue to experience difficulties, please email Customer Care (uhitcustomersupport@mednet.ucla.edu) or call 310-267-**CARE** (2273).
5. Employee Experience Center: <https://uclahsprod.service-now.com/eec>