Timesheets: Non-Exempt Employees

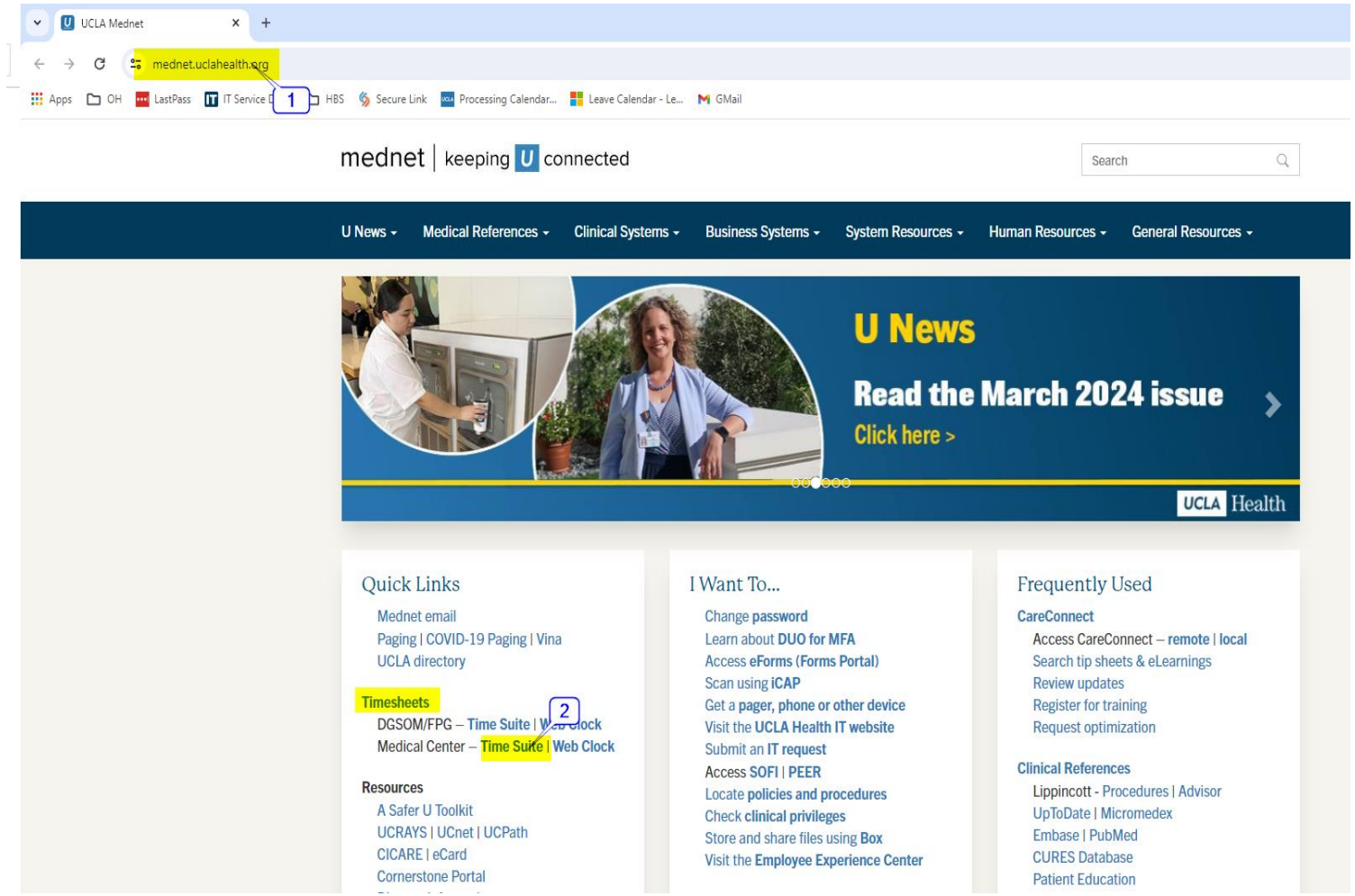
Huntington Business System (HBS)

Time Suite

UCLA Health | Information Technology

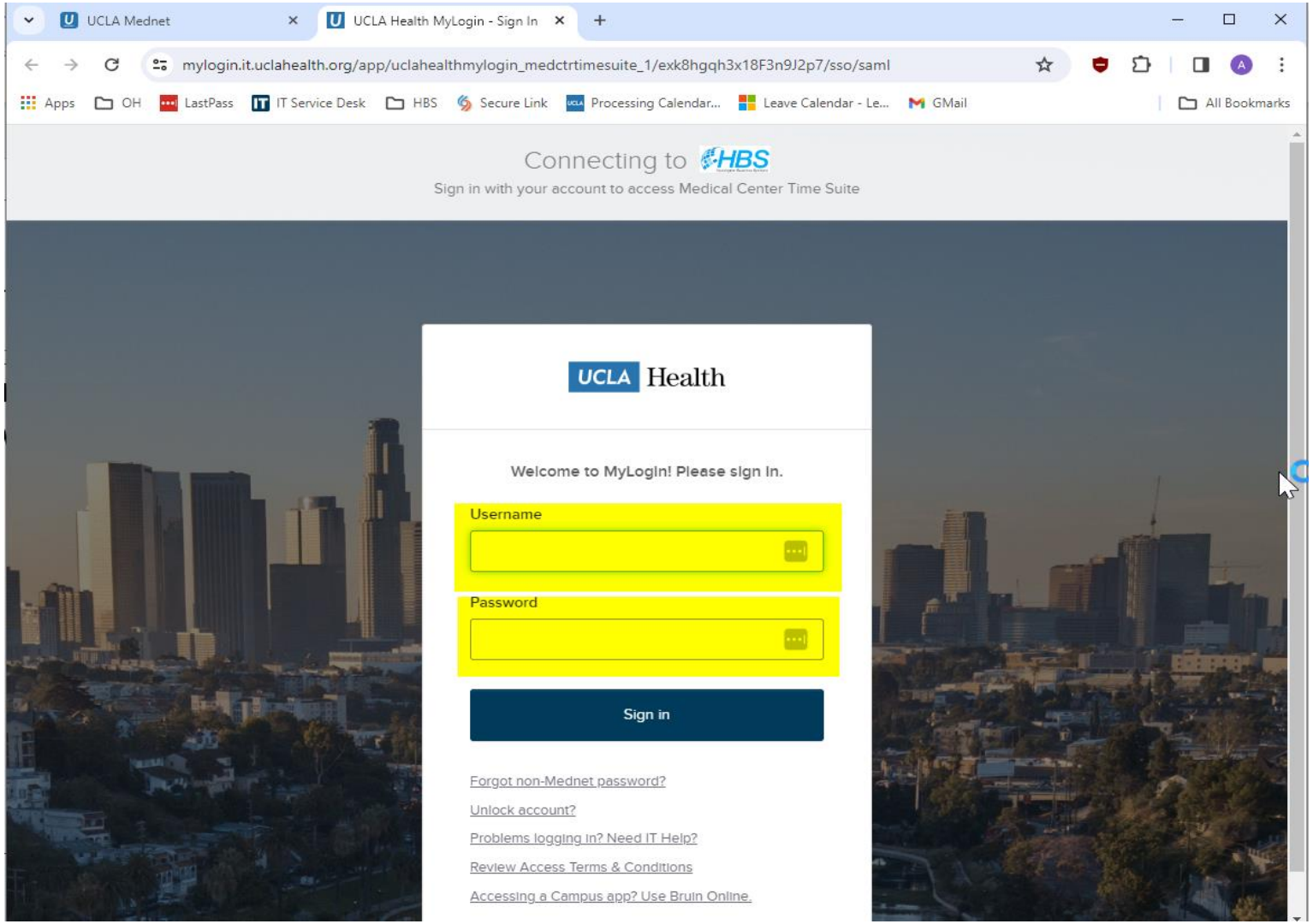
Log into the system

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



Login

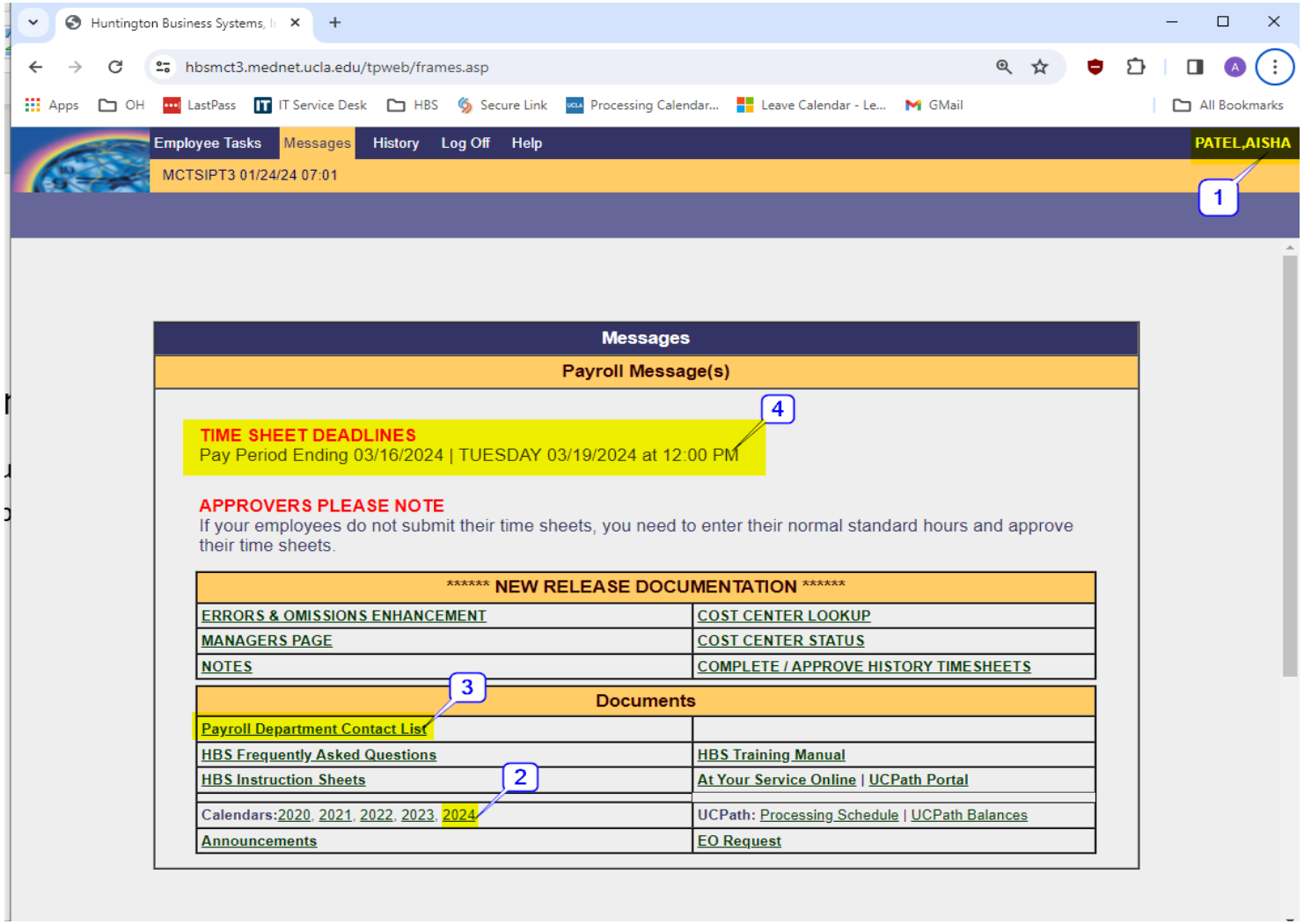
1. System will prompt to enter your Mednet **username** and **password**.
2. This will connect you to the Time Suite application within the Huntington Business System (HBS).



Landing page: Messages

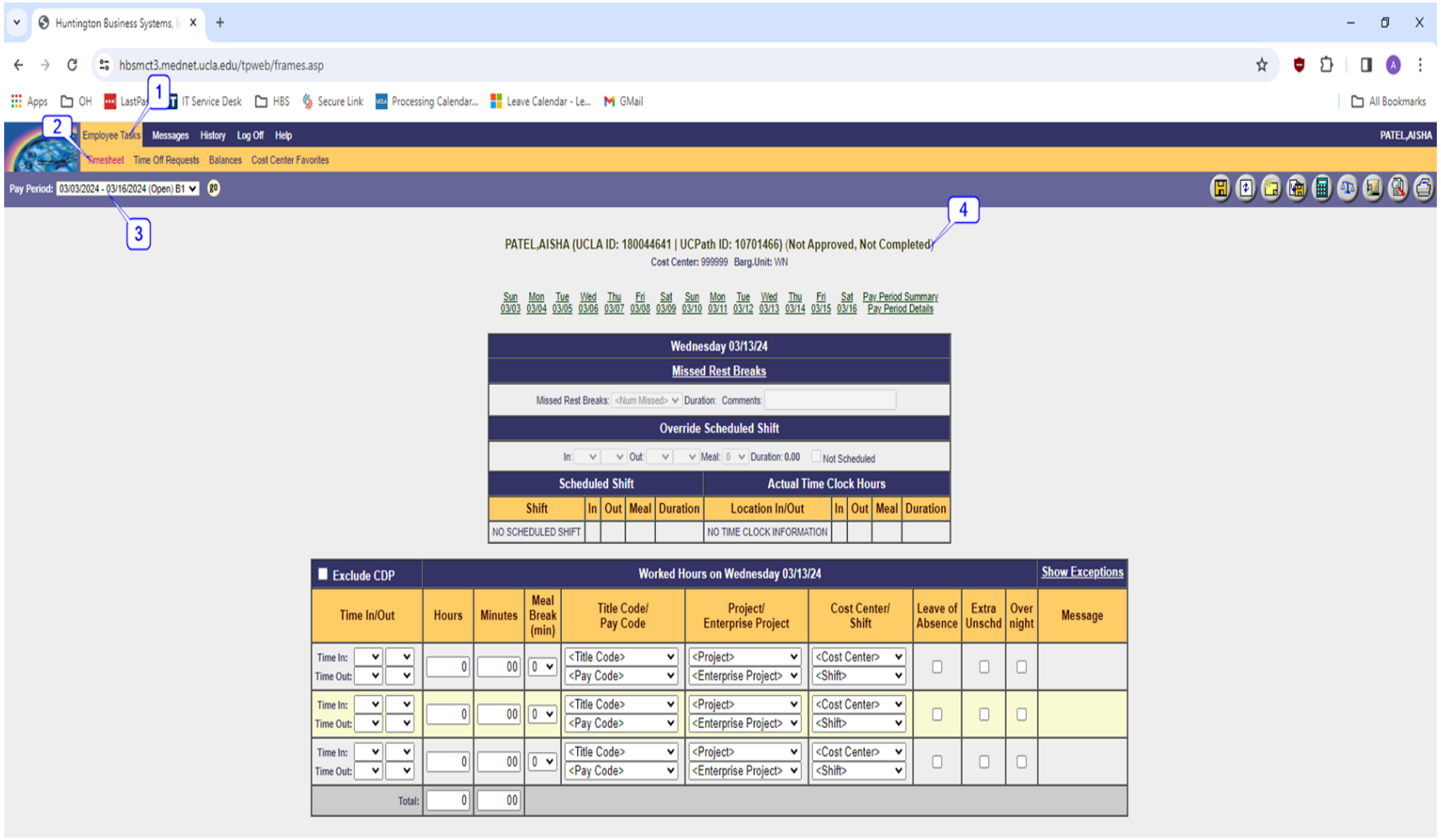
After successful login, you will be directed to **Messages** tab of HBS.

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.



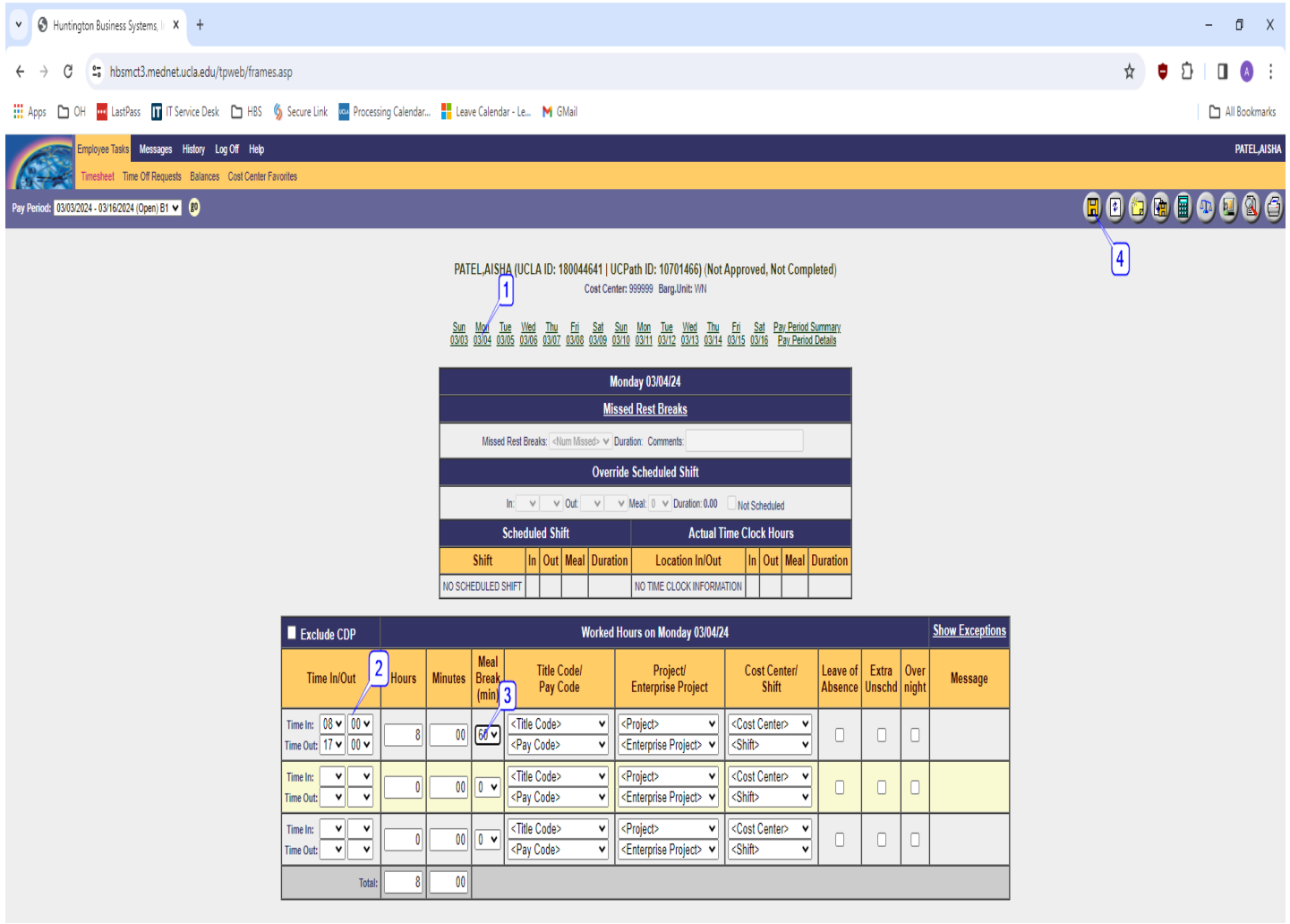
Timesheet Entry

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.**



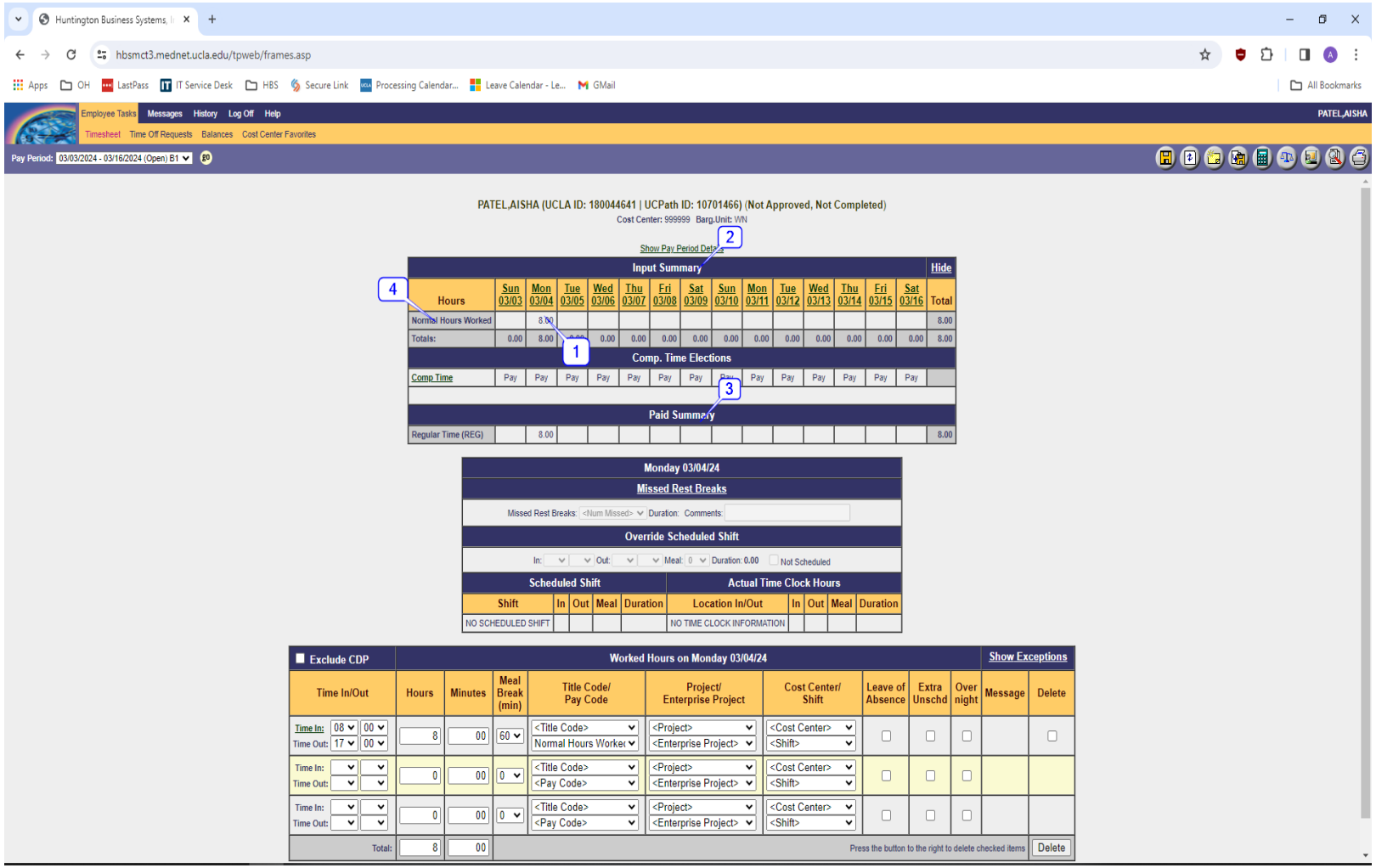
Timesheet Entry

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.



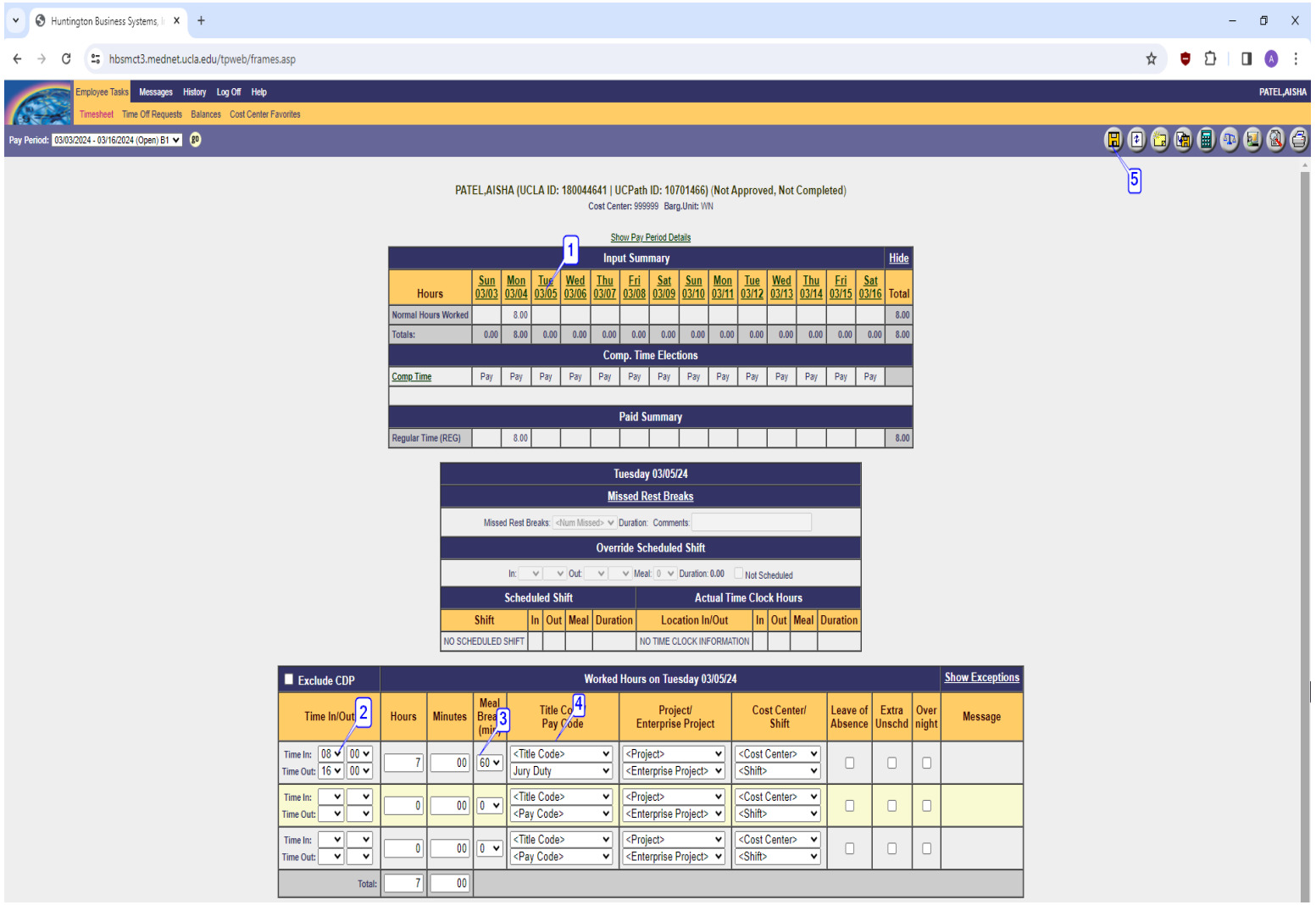
Timesheet Entry

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.**



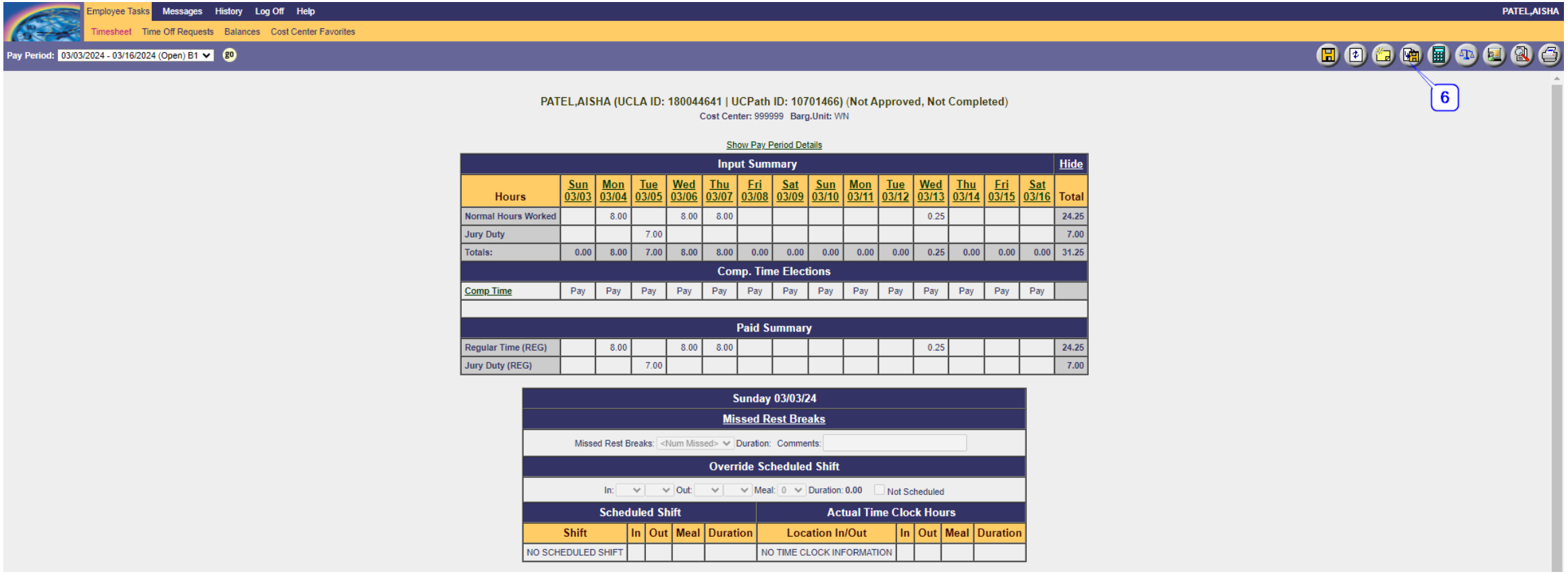
Timesheet Entry

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.



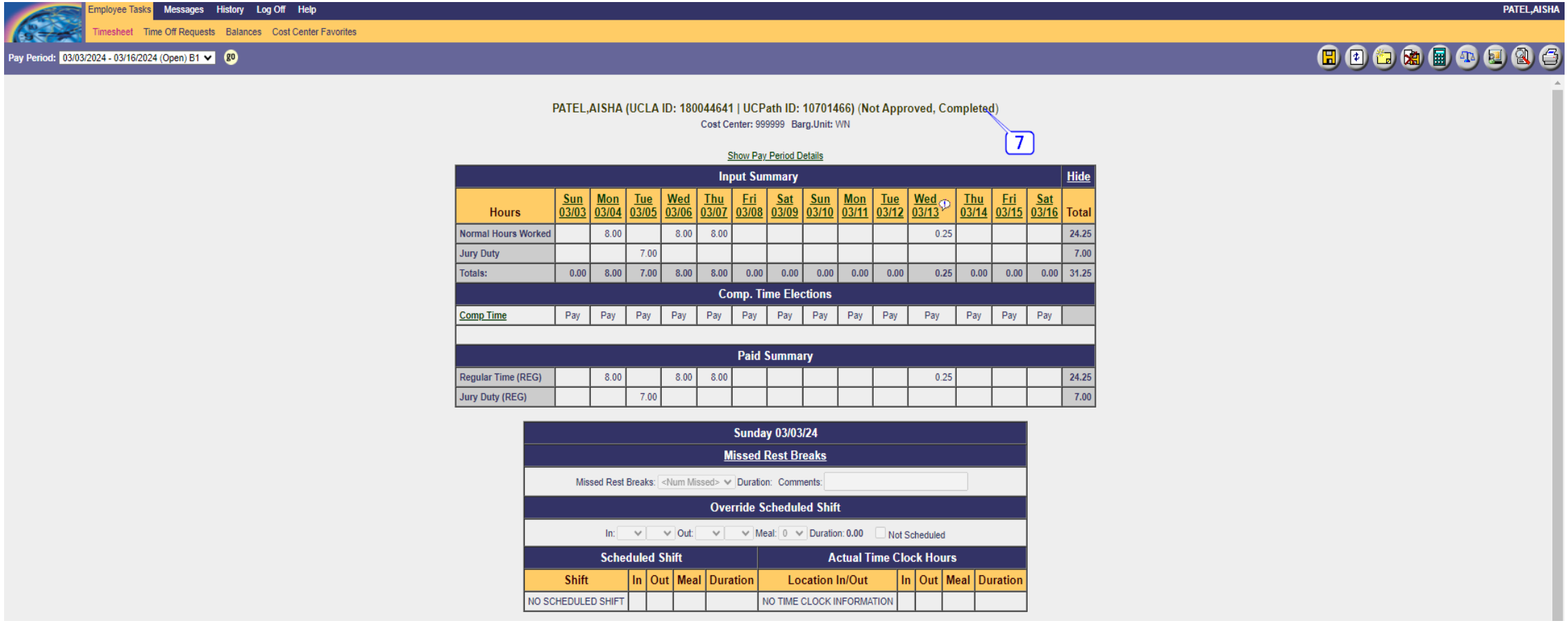
Submit Timesheet

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



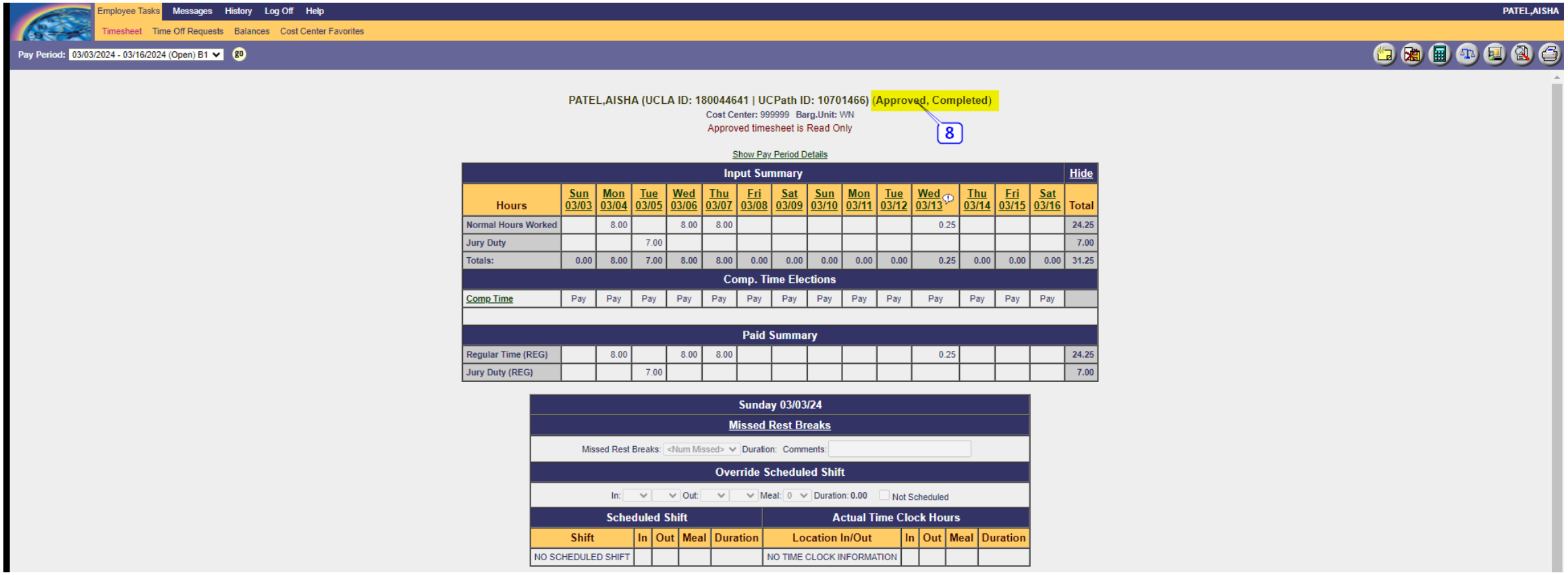
Completed Timesheet

7. Status will change to ***Not Approved, Completed.***



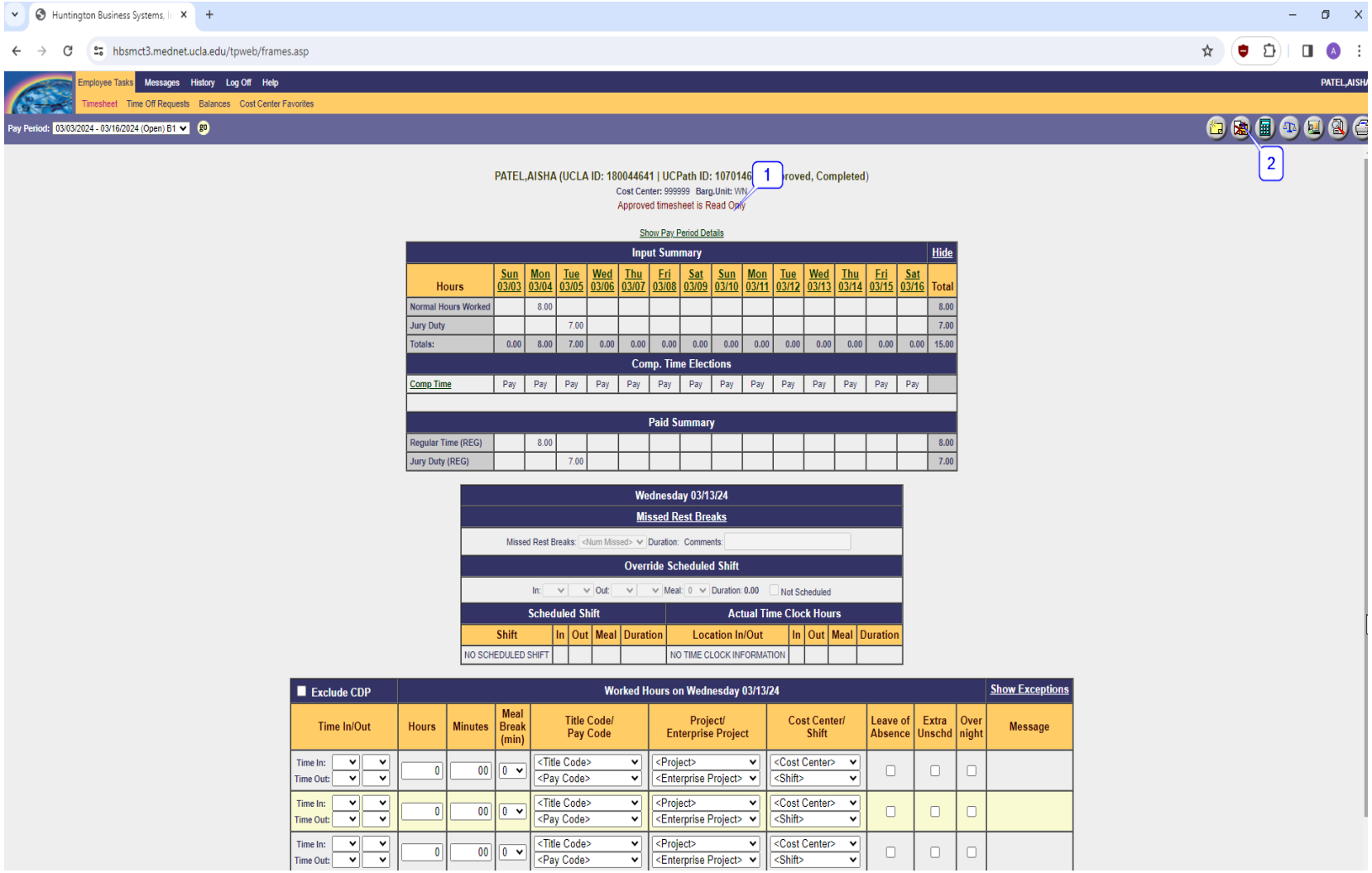
Approved Timesheet

8. Once the manager has approved the timesheet, the timesheet status will change to ***Approved, Completed.***



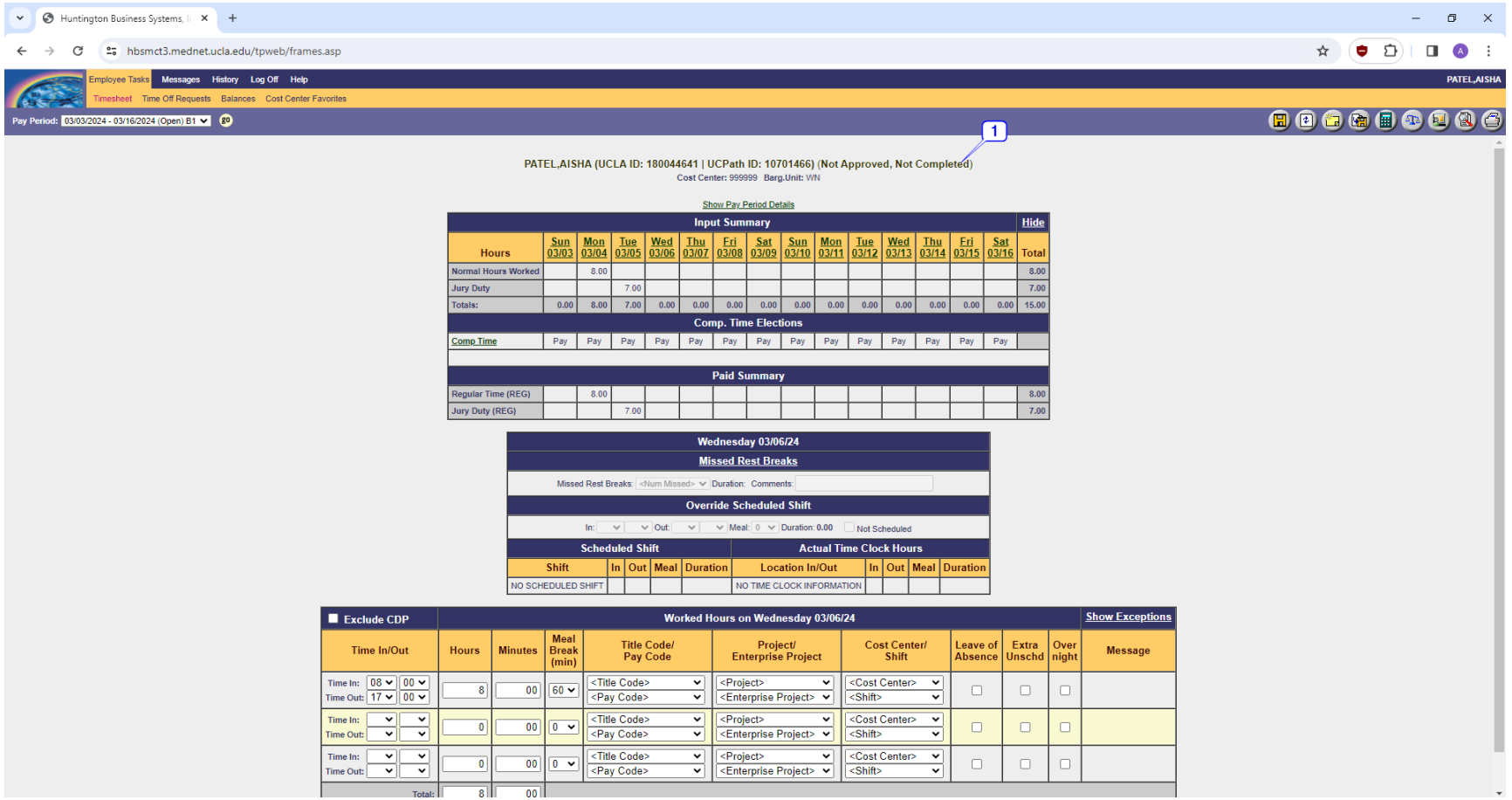
Approved Timesheet, Read Only

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.



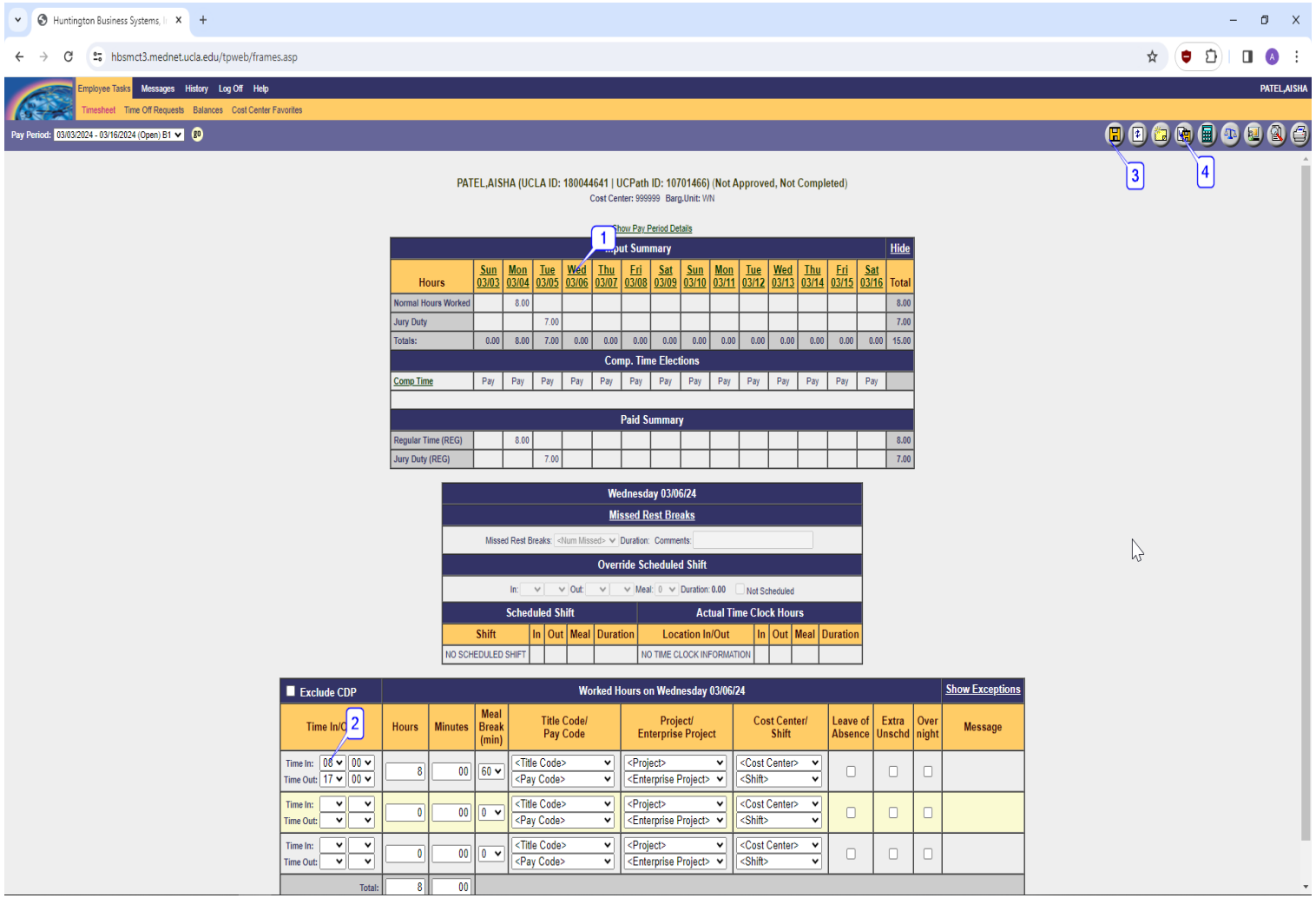
Modify Approved Timesheet

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



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.



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