

UCSF employees use **Huntington Business Systems (HBS)** to submit hours and request leave. This guide provides a visual overview of the basic features for all employees, and how to quickly submit timesheets that **do not need to be changed** in any way.

## Logging into HBS

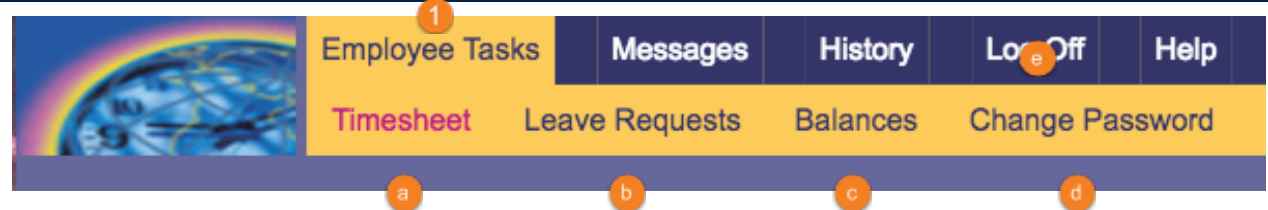
Logging into **HBS** using MyAccess

- Login to **MyAccess** at <http://myaccess.ucsf.edu> (not shown). Locate and select **HBS Timekeeping System** from the applications menu. For help using **MyAccess**, see the [MyAccess Single Sign-On](#) page.
- Use of the Virtual Private Network (VPN) is required to use **HBS** outside of the UCSF network. For help with the VPN, go to the [UCSF IT VPN page](#).
- In the event **MyAccess** is unavailable, you can use the **HBS** direct link: <https://hbsweb.ucsfmedicalcenter.org/tpweb/>.

## Navigation using the HBS tabs and links

1 From the **Employee Tasks** tab, click the desired option to:

- Enter/edit your **Timesheet**
- Enter, edit, or review your **Leave Requests**
- Check your leave **Balances**
- Change** your **Password**
- Log Off** of HBS when finished working



## Determining employee pay frequency

*If after logging in, you see this interface, you are paid monthly:*

*If after logging in, you see this interface, you are paid biweekly:*

# HBS Employee Quick-Start Guide

## Submitting timesheets *without leave or changes to hours*

### Monthly Paid Employees

Employee Tasks Messages History Log Off Help

Timesheet Leave Requests Balances Change Password Cost Center Favorites

BUF (500)

Timesheet Group #: 408040-WATANAB

Administrator: PEI @ucsf.edu

Customer Support: (415) 514-4100, Option 2 OR create a help ticket at <http://help.ucsf.edu>

By pressing the 'OK' button, I certify that I have accurately recorded all hours that I have worked or taken as time off in accordance with UC Policy. I understand that I may be subject to discipline, up to and including termination, if I have misrepresented any information on my timesheet. I understand and agree that if my timesheet shows over usage of accrued leave, those hours may be considered as unpaid leave and may result in my not being paid for those hours of over usage.

☐ No leave to report for Jun 2016

☐ Report leave for Jun 2016

☐ Report leave for Jul 2016

OK Cancel

- 1 **Review your timesheet for accuracy**
- 2 Click the **No leave to report** radio button
- 3 Click the **OK** button to certify and submit your timesheet

Monthly employees **do not report** hours, only **leave**. If you have leave to report, see the [Requesting, Reporting, and Changing Leave in HBS Job Aid](#).

### Biweekly Paid Employees

Timesheet Leave Requests Balances Change Password

Pay Period: 04/24/2016 - 05/07/2016 (Open) B1 go

05/08/2016 - 05/21/2016 (Open) B1

04/24/2016 - 05/07/2016 (Open) B1

Please select the appropriate pay period then click 'GO' button.

By pressing the 'OK' button, I certify that I have accurately recorded all hours that I have worked or taken as time off in accordance with UC Policy. I understand that I may be subject to discipline, up to and including termination, if I have misrepresented any information on my timesheet. I understand and agree that if my timesheet shows over usage of accrued leave, those hours may be considered as unpaid leave and may result in my not being paid for those hours of over usage.

OK Cancel

- 1 Click the **Pay Period** drop-down, select the pay period you want to submit, and click **go**.
- 2 **Review your timesheet for accuracy.**
- 3 Click the icon in the upper right-hand corner of HBS.
- 4 Click the **OK** button to certify you are submitting accurately recorded hours.

See the [Entering & Editing Biweekly Timesheets in HBS](#) and [Requesting, Reporting, and Changing Leave in HBS](#) job aids for details on making changes to hours or leave.

### Additional Resources

For information on entering time daily, editing a timesheet prior to submission, requesting leave, and for other HBS training, see the [Employee Time and Leave Reporting using HBS](#) page on the Controller's Office website.