

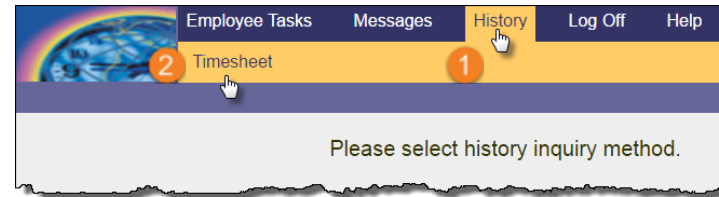
UCSF employees use **Huntington Business Systems (HBS)** to submit hours and request leave. If a timesheet submission deadline is missed, the un-submitted timesheet is retained along with all previously submitted timesheets in **HBS History**. Employees are paid regardless of approval status of their timesheet at the time the pay period closes. However, employees should still review and submit the timesheet. This job aid explains the process of accessing and submitting an **HBS History** timesheet for employees. Managers, see the [HBS for Managers](#) job aid for information on approving history timesheets once submitted by employees.

Submitting a Timesheet for a Closed Period

Employees **cannot** make **any** edits to a closed timesheet, only review and submit it. **If you determine edits are required for a closed timesheet, please see your manager or HR Generalist.** The timesheet will be retroactively edited based on your needs. Once the edits are approved, you will receive a system notification to review and resubmit your edited **History** timesheet in **HBS**.

To find and review a **History** timesheet:

- 1 Click the **History** tab on the **HBS** homepage
- 2 Click **Timesheet**



Monthly Employees

The latest closed timesheet displays:

Report Leave

Timesheet Status: Not Submitted / Not Approved

Can timesheet be changed? No: Month is closed for changes.

July, 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12 VAC	13	14	15	16	17

Timesheet Info

Leave Balance Summary

Timesheet Summary

Timesheet Details

Audit

Timesheet Actions

Submit

Note

- 3 Use the left and right arrow icons to choose the history timesheet requiring submission; review the timesheet thoroughly
- 4 If necessary, to add a **Note** see page 2 for instructions before continuing. If ready to submit, click the **Submit** button beneath **Timesheet Actions**, otherwise contact your HR Generalist for edits.
- 5 (Not shown) click the **OK** button to confirm

Biweekly Employees

- 3 Choose the **History Pay Period** using the drop-down, then click **go**

Pay Period: 05/15/2011 - 05/28/2011 (History - Adjustments Allowed) B1

04/10/2016 - 04/23/2016 (History - Adjustments Allowed) B1

03/27/2016 - 04/09/2016 (History - Adjustments Allowed) B1

03/13/2016 - 03/26/2016 (History - Adjustments Allowed) B1

02/28/2016 - 03/12/2016 (History - Adjustments Allowed) B1

02/14/2016 - 02/27/2016 (History - Adjustments Allowed) B1

History Review

Employee Information Section

History Status (Not Approved, Processed, Not Completed)

Show History Pay Period Details

History Input Summary														Hide	
Hours	Sun 05/15	Mon 05/16	Tue 05/17	Wed 05/18	Thu 05/19	Fri 05/20	Sat 05/21	Sun 05/22	Mon 05/23	Tue 05/24	Wed 05/25	Thu 05/26	Fri 05/27	Sat 05/28	Total
Normal Hours Work	8.00	8.50	11.00	8.00				8.00	8.00	8.00	8.00				67.50
Vacation											8.00			8.00	16.00
Totals:	8.00	8.50	11.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	83.50

- 4 Thoroughly review the timesheet. If a note is required, see page 2 for instructions before continuing. When ready to submit, click the **Submit** icon from the **History Status** box to submit, otherwise contact your HR Generalist for edits.
- 5 (Not shown) click the **OK** button to confirm

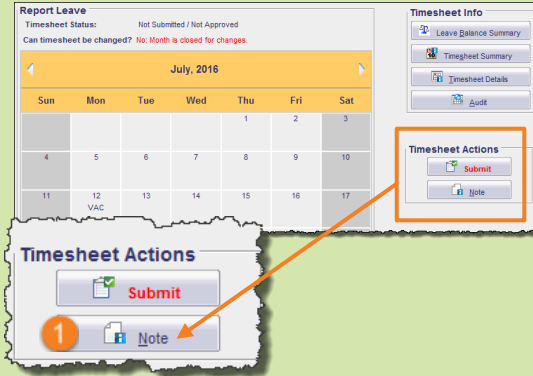
Working with Closed (History) Timesheets in HBS for Employees

Adding a Timesheet Note

Monthly Employees

To add a **Note** to a timesheet:

- 1 From the **Timesheet Actions** menu to the right of the calendar, click the **Note** button; the **Timesheet Notes** pop-up displays




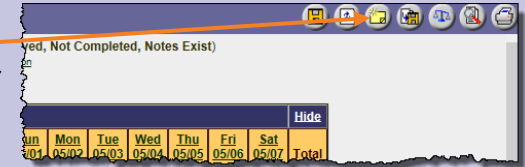
- 2 Enter your **New Timesheet Note** in the box provided
- 3 Click the **Save** Button*

The note is saved to the timesheet and visible by your Approver, as well as displayed in the **Existing Timesheet Notes** section (a)

Biweekly Employees

To add a **Note** to a timesheet:

- 1 Click the  icon in the upper right of the HBS homepage; the **Notes** page displays in a new window/tab.



- 2 Enter your note in the box provided
- 3 Click the **Submit Note** button*

The note is saved to the timesheet and visible by your Approver, as well as displayed in the **Notes** section (a)

*Once entered and saved/submitted, a timesheet note **cannot be changed or deleted**.

Additional Resources

Find this and other **HBS** training resources and contacts on the [Employee Time and Leave Reporting using HBS](#) page on the Controller's Office website.