

Logging into HBS

UCSF employees use **Huntington Business Systems (HBS)** to submit hours and request leave. Managers, in addition to entering their own time and leave requests, use HBS to edit and approve or unapprove timesheets and leave requests for their employees, along with reviewing employee leave balances and resetting passwords. This job aid visually explains the methods available to log into **HBS**.

Logging into HBS using MyAccess – preferred method

- 1 Login to **MyAccess** at <https://myaccess.ucsf.edu> (not shown).
 - 2 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](#).

If MyAccess is unavailable or you do not yet have a MyAccess account:

Use the direct **HBS** link: <https://hbsweb.ucsfmedicalcenter.org/tpweb/>

If you already have an account and know your UCSF Employee ID and HBS password:

- 1 Enter your Employee ID into the **Logon ID** field.
- 2 Enter your **HBS Password** (may not be your MyAccess password).
If you cannot remember your password, contact your manager and then see **Setting your HBS Password** below.
- 3 Click **Log On**.

If you do not know your UCSF Employee ID:

Locate your ID using the **Help I Forgot My Login ID** section on the **HBS** login page by entering your **Last Name** and clicking the **Find** button. If unique, your **Logon ID** is populated. Otherwise, select your name from the list of results.

Setting Your HBS Password for the first time, or after a password reset:

After entering your Logon ID (Employee ID), leave the **Password** field blank and click **Log On**. Follow on-screen prompts to set your password for **HBS**. Changing your **HBS** password **will not** affect your ability to log in using MyAccess.

Additional Resources

Access other **HBS** learning tools on the [Employee Time and Leave Reporting using HBS](#) page on the Controller's Office website.