Requesting, Reporting, and Changing Leave in HBS

UCSF

UCSF employees use **Huntington Business Systems (HBS)** to submit hours and request leave. This job aid details how to request and enter leave on both monthly and biweekly timesheets. Approvers needing to edit leave on an employee's timesheet may also use this guide for help performing leave edit steps.

Understanding Leave and Leave Types

Any employee that accrues leave is required to use **HBS** to report leave used for each pay period. Leave includes paid types such as vacation, sick, bereavement, jury and military duties, as well as unpaid leave such as furlough.

Timesheet Type	Hours Allowed	Reporting Leave (Unplanned absences)	Requesting Leave (Pre-planned absences)
Monthly	• Full 8 hour shifts only, splitting of leave types on the same day not allowed	• Even if no leave taken, attestation must be given that no leave is being taken for the current period • See **page 2** for instructions	Use the Submit Leave Requests feature of HBS to request planned absences. If approved by your manager, the requested leave is automatically recorded on your timesheet when the period containing the approved leave opens. Requests for leave are made using the same steps outlined on **page 3** for all timesheet types.
Biweekly *Exempt*	• Full 8 hour shifts only, splitting of leave types on the same day *not* permitted	• Report leave as if you were entering hours worked, see the **Entering & Editing Biweekly Timesheets in HBS** job aid for complete details	
Biweekly *Non-Exempt*	• Partial shifts and use of multiple leave types on the same day *are* permitted		

There are many different types of leave available in **HBS**. Your selection menu *only displays the leave types available to you*. Some UCSF Health employees have PTO, or Personal Time Off. There two situations when you will require outside guidance to properly submit leave:

Family Medical Leave Act (FMLA)
Requires special handling – see your HR Generalist.
The Family Medical Leave Act (FMLA) is a federal law that provided eligible employees with up to 12 weeks of unpaid, job-protected leave per year for certain family and medical reasons. FMLA allows an eligible employee to elect (or an employer to require) that certain accrued leave be substituted for the 12 weeks of unpaid leave mandated by the Act. University personnel policies and collective bargaining agreements have varying requirements on the use of paid leave for family and medical leave purposes.
Senior Management Group
Go to the Senior Management Group Service Center online for help and more information

Please see your manager with questions about what pay code(s) to select or if you need further guidance on the type to use when requesting or reporting leave.

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/.
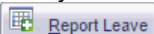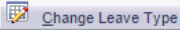
Reporting Unplanned Leave on *Biweekly* Timesheets

Monthly timesheets provide a unique leave reporting interface for reporting unplanned leave, however on Biweekly timesheets; entry is made directly in the timesheet for the specific day. Follow the instructions for editing your timesheet in the **Entering and Editing Biweekly Timesheets in HBS** job aid, available via the Employee Time and Leave Reporting using HBS page on the Controller's Office Website.

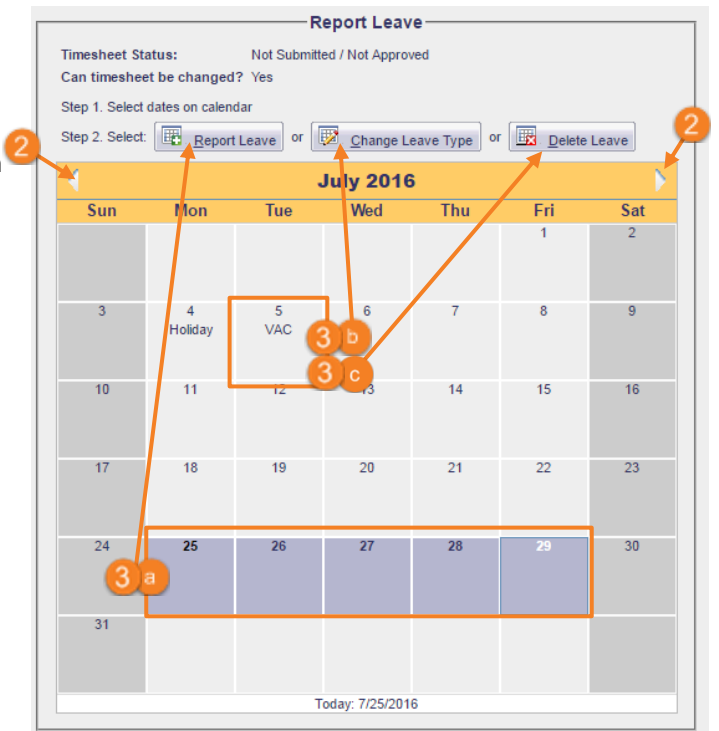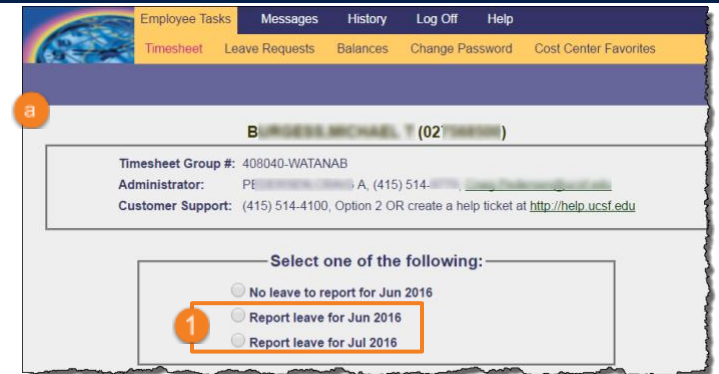# Requesting, Reporting, and Changing Leave in HBS

Reporting or Changing Leave on Monthly Timesheets

If you incur leave that is unplanned (not requested and approved in advance,) you are required to report it on your timesheet before submission. This process is different for *monthly* and *biweekly* timesheets. To report leave on a *monthly timesheet,* begin by clicking **Employee Tasks** > **Timesheet**:

Your monthly timesheet can display in one of two ways depending on the date you access it. If after navigating to your timesheet, you are presented with a timesheet like (a), follow step (1) first, otherwise, skip to step (2) below:

(1) Select the correct month.

(2) The **Report Leave** calendar displays. You may use the arrow icons (◄ ►) to switch months if necessary.

(3) Choose the dates to report or change leave:

  (a) To report *unplanned leave*: select the appropriate empty date(s) on the calendar by clicking and dragging or holding down CTRL on your keyboard and clicking individual dates until all desired dates are selected, then click the [Report Leave] button.

  (b) To *change approved leave*: select date(s) with leave to be changed as in (a) above, and then click the [Change Leave Type] button. *Note as an Approver/Manager, you may also perform this task on an employee's timesheet.*

  (c) To *delete leave*: select the appropriate date(s) and click the **Delete Leave** button.

  The **Report or Change Leave Type** interface displays in a new window.

(4) Select the correct leave type using the drop-down menu but *do not change* the **Hours per day**. Monthly employees should only submit full 8 hour days of leave.

(5) Click **Save** to save *without submitting* (submit later) or **Save & Submit** to *save and submit* your timesheet to your manager for approval. Click **Cancel** if you would like to start over.

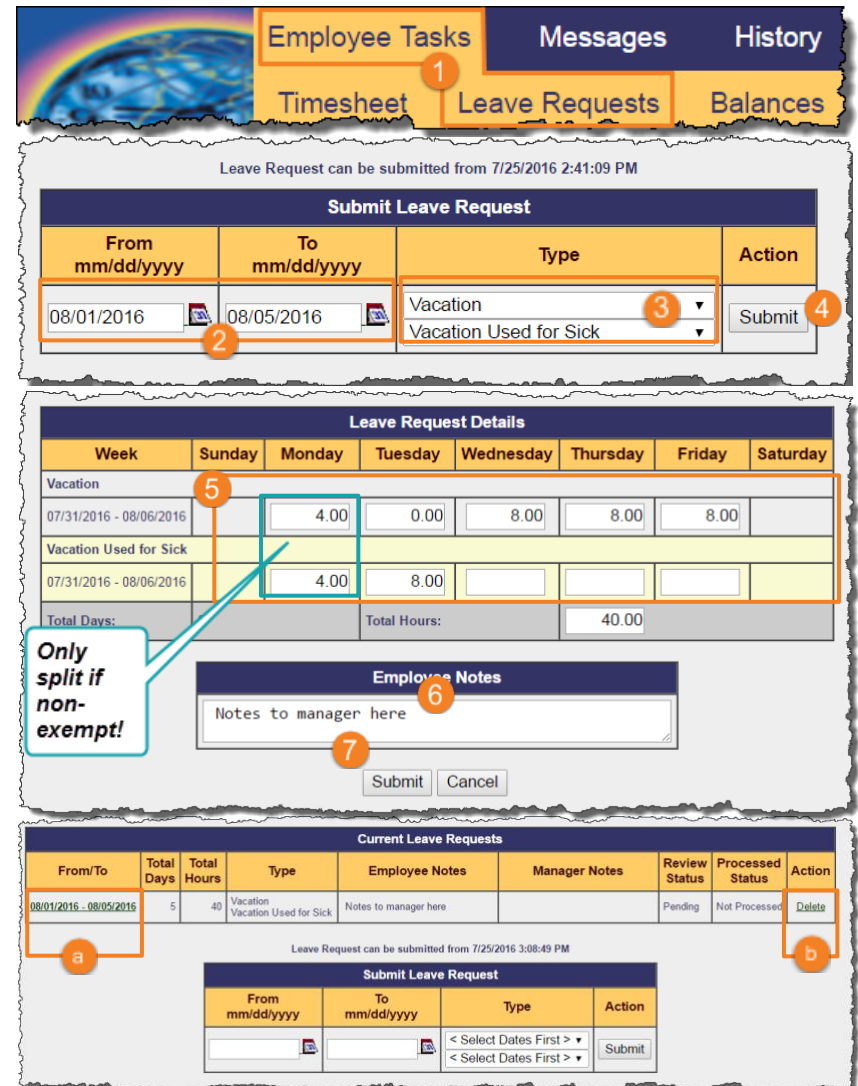# Requesting, Reporting, and Changing Leave in HBS

Submitting and Editing Leave Requests

For both biweekly and monthly timesheet owners:

1 Click on **Employee Tasks > Leave Requests**

The **Submit Leave Request** page displays in HBS.

2 Directly enter, or choose using the ⬛ icons, the **From** and **To** dates of the leave request. Note you must choose dates *prior* to entering the **Type** in the next step.

3 After choosing dates, the **Type** drop-down menus become available. Choose at least one type of leave to request. If you are requesting a second type of leave during the date range, you may choose a second type using the second drop-down.

4 Click the **Submit** button. The **Leave Request Details** page displays.

5 Edit the hours on the request as appropriate. Remember that only non-exempt employees can enter leave which is less than their full day shift. All exempt employees must request a full day's hours for whichever leave type applies to the corresponding day (if using more than one type).

6 Enter notes to your manager (optional) in the **Employee Notes** section.

7 Click **Submit**.

Your request has been submitted to your manager and you are returned to the leave requests page where your submission is shown in the **Current Leave Requests** section. To *edit the request* before it is approved, click the **From/To** date link (**a**). You may also delete unapproved requests by clicking the **Delete** link (**b**).

If you need to edit or delete a request after your manager has approved, ask them to place the request in pending status, which reopens the leave request to you. After editing the request, follow the same steps above to resubmit it for approval.

Additional Resources

This job aid, along with many other learning tools, can be found on the Employee Time and Leave Reporting using HBS page on the Controller's Office website. If you are unable to locate a solution using the available tools:

Issue	Contact
HBS access or other *technical* issues	IT Field Services at 415-514-4100, option 2 or submit a ticket online at http://help.ucsf.edu
Issues with your timesheet	Always work with your manager/supervisor *first*. If you are unable to reach a solution, your manager will help you escalate the issue to the appropriate channel.