

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.

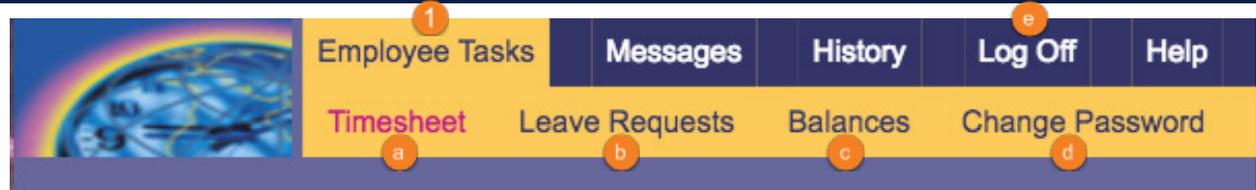
Logging into HBS

Logging into **HBS** using MyAccess

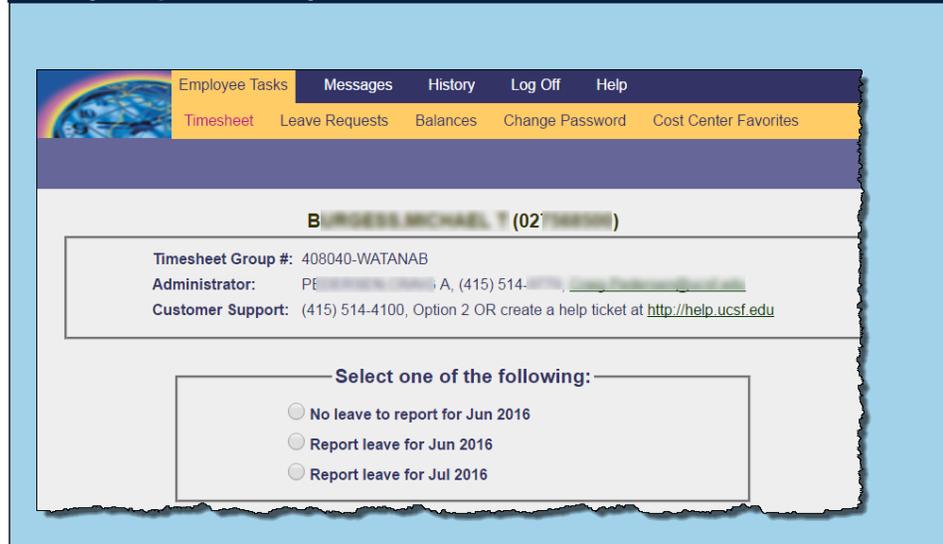
- Login to **MyAccess** at <http://myaccess.ucsf.edu> (not shown). Scroll down to locate and select **HBS Timekeeping System** from the applications menu. If you have set **MyAccess** to display “Favorites”, you may need to change to “All Apps” or search for **HBS**.
- Use of the Virtual Private Network (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/>.
- If you do not yet have a **MyAccess** account or need more help see the [Logging Into HBS](#) job aid for more information.

Navigation using the HBS tabs and links

- 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



Faculty are paid monthly:



The screen to the left is the default screen for all Monthly Paid Employees

- Faculty only receive vacation so there is no need to enter sick days
- Faculty should request vacation via HBS and with enough notice for clinic staff to reschedule patients and/or find other coverage
- Clinical Faculty should work with their Division Chief if/when they are sick in order to ensure clinical coverage

HBS Employee Quick-Start Guide

Submitting timesheets *without leave or changes to hours*

Monthly Paid Employees

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](#).

Types of Leave:

- VAC***: Vacation (Faculty receive 24 days/year, prorated based on their FTE. Accrual is 2 days/month-16 hours-for a 100% FTE faculty member)
- CFT**: Non-UCSF Floater Holiday
- FUR**: Furlough
- UFMLA**: unpaid FMLA (please note that paid and unpaid FMLA are coordinated with your leave specialist and s/he will add FMLA leave to your HBS)

If you take more vacation than is available on your HBS balance, you will not get paid for the hours that are unaccounted for. Please review your balance before requesting leave.

Current Leave Specialist: Cindy Muzio

Additional Resources

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

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	<ul style="list-style-type: none"> Full 8 hour shifts only, splitting of leave types on the same day not allowed 	<ul style="list-style-type: none"> 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.

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)
<p>Requires special handling – see your HR Generalist.</p> <p>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.</p>

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 using MyAccess
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Requesting, Reporting, and Changing Leave in HBS

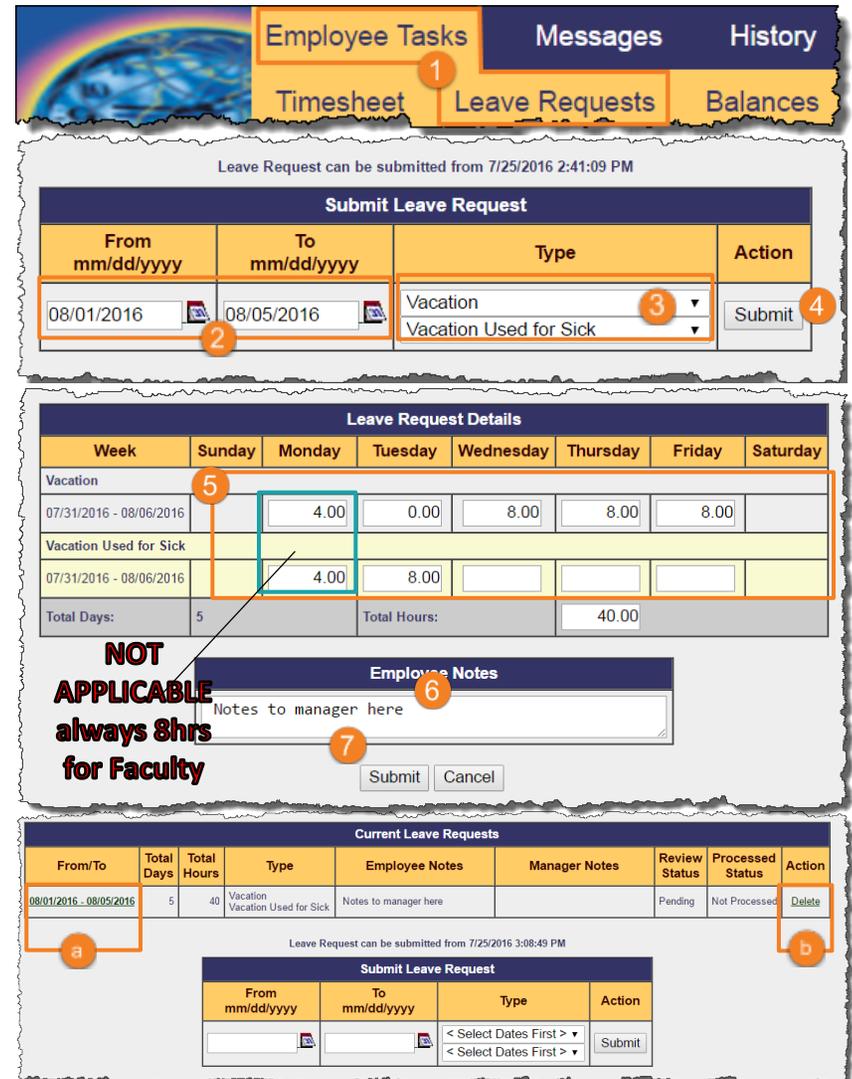
Submitting and Editing Leave Requests

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.



The screenshot illustrates the HBS interface for leave requests. At the top, navigation tabs include 'Employee Tasks', 'Messages', 'History', 'Timesheet', 'Leave Requests', and 'Balances'. The 'Leave Request' form shows a date range from 08/01/2016 to 08/05/2016, with 'Vacation' and 'Vacation Used for Sick' selected. The 'Leave Request Details' table shows hours for each day, with 4.00 hours entered for Monday. The 'Employee Notes' section has a text box for notes to the manager. The 'Current Leave Requests' table shows the submitted request in a pending status, with links to edit (a) or delete (b) the request.

Additional Resources

This job aid, along with many other learning tools, can be found on the [HBS Timekeeping System](#) 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.