

UCSF/Workforce Logiq Timesheet Instructions

Weekly timesheets must be submitted every Friday on workforcelogiq.com. Your username is your personal email. **Timesheets are due Fridays by end of day**

Example of timesheet entry: (For full 40 hours, enter 3 lines per day, 15 lines total per week)

Date	Paycode	Start	End
Wed 1/9/19	Regular Time	8:00am	12:00pm
Tues 1/8/19	Regular Time	1:00pm	5:00pm
Tues 1/8/19	Lunch Time	12:00pm	1:00pm
Tues 1/8/19	Regular Time	8:00am	12:00pm
Mon 1/7/19	Regular Time	1:00pm	5:00pm
Mon 1/7/19	Lunch Time	12:00pm	1:00pm
Mon 1/7/19	Regular Time	8:00am	12:00pm

Pay codes:

- Regular Time: Please use the Regular Time pay code for your regular hours
- Lunch Time: Use the Lunch time pay code for unpaid meal periods; required when working 5 hours or more.
- Overtime/Double time: All OT/DT must have prior manager approval
- Sick Time: only to be used for accrued sick time under the San Francisco Paid Sick Leave Ordinance; see below
- **Payday:** Workforce Logiq employees are paid every Friday for the previous week worked. Supplier employees are paid on their supplier's schedule please reach out to your supplier to confirm pay cycle.
- Entering hours: You may enter hours each day, then 'save as draft' your timesheet, or you may enter all hours for the week on Friday and submit. The system will display an error and not allow you to proceed if you enter hours that either overlap with other time entries or create a gap.
- Editing timesheets: You may 'save as draft' to edit or add hours later. To modify an existing line, use the green plus on the right side of the line entry, modify time, click green plus again, then click Save. Please note once your manager has approved your timesheet, you may not edit your timesheet.
- **Copying timesheets:** You have the option to 'copy' the previous week's timesheet. If you use that function, always double check that your new timesheet reflects this week's late arrivals, overtime, or holidays. For example, if Monday was a holiday, be mindful and delete the entry for that day.
- Sick time: Per the San Francisco Sick Leave Ordinance, you accrue 1 hour for every 30 hours worked. You are not eligible to use the sick time pay code until your 90th day on assignment. To find out how much sick time you have available, please contact your employer of record. Sick time may not be used for vacation.

Workforce Logiq Service Team can be contacted via: Live chat: click the chat icon at the top right-hand corner of the page while logged into to workforcelogiq.com Email: <u>Service@workforcelogiq.com</u> Phone: 877-937-6242 x 1

WORKFORCE INTELLIGENCE AT WORK

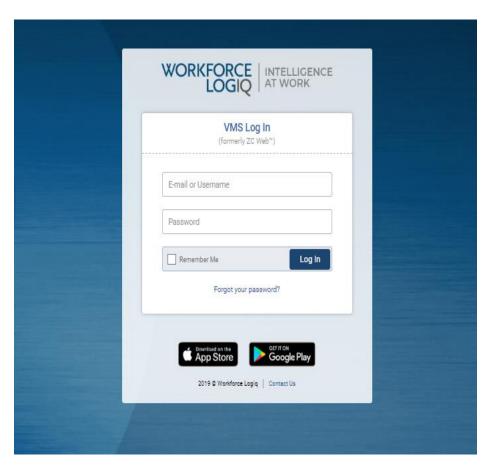
Resource Timesheet Instructions

Onsite Program Team Oct 2019

WORKFORCELOGIQ PROPRIETARY AND CONFIDENTIAL

Login

- Username: Email
- Password: upon initial enrollment, will receive email to reset and set up password

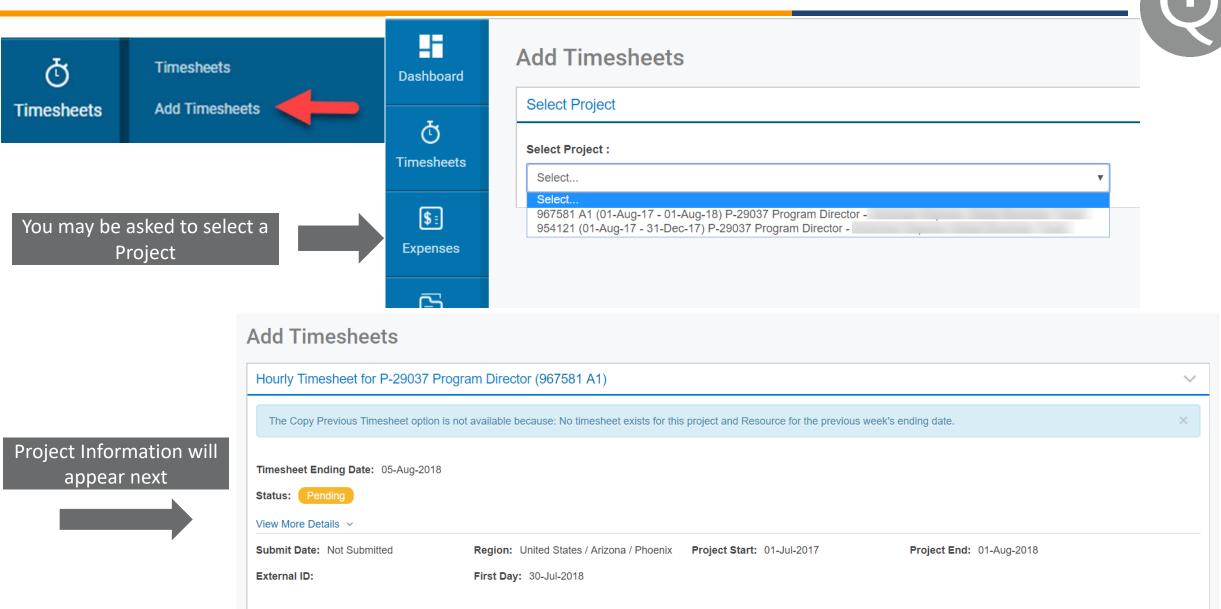


workforcelogiq.com

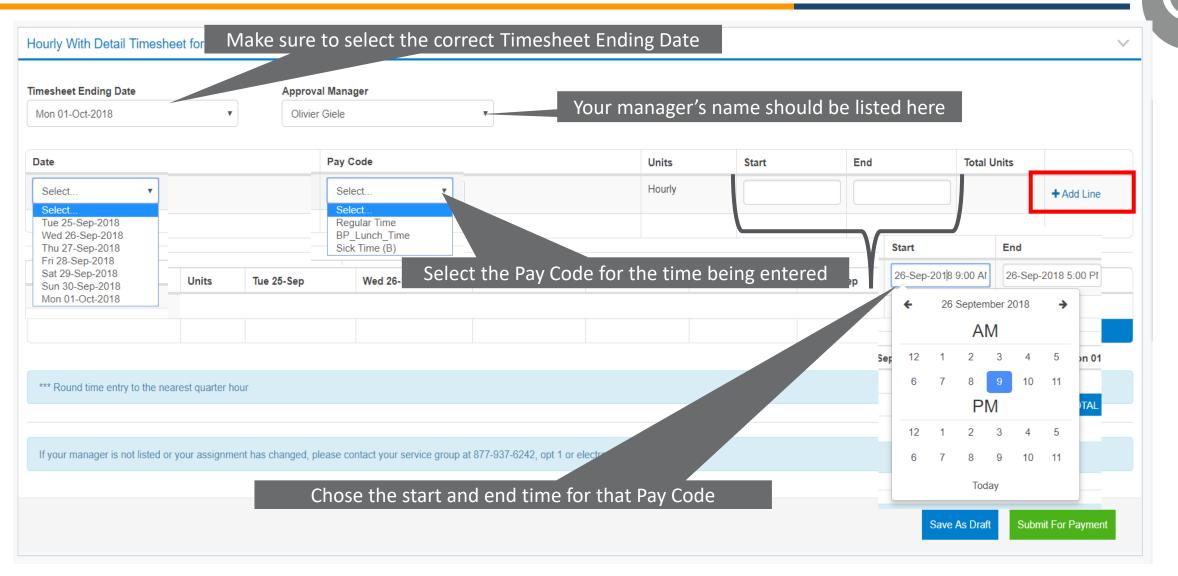
Entering Timesheets



ADD TIMESHEETS



WEEKLY TIMESHEETS - HOURLY WITH DETAIL (CALIFORNIA)



workforcelogiq.com

WEEKLY TIMESHEETS - HOURLY WITH DETAIL (CALIFORNIA)

Hourly With Detail Timesheet for Account Analyst (990726 A1)

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*** Round time entry to the nearest quarter hour If your manager is not listed or your assignment has changed, please contact your service group at 877-937-6242, opt 1 or electronically by clicking here Record saved successfully. Once all time is entered, select Save as Draft to return to the timesheet later or	BP_Lunch_Time	Hourly	0.00	0.00	0.00	0.00		0.00	0.00		1.00			1.00
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choose Submit for Payment to send to your manager for approval												S	ave As Draft	Submit For Paymer



- San Francisco Paid Sick Leave Ordinance (PSLO)
 - Accrual rate is 1 hour of sick time for every 30 hours worked and available to beginning on the 90th day of assignment.
- Vacation Time
 - Not eligible for PTO/vacation time while on assignment through the Workforce Logiq program.
- Holiday Pay
 - Paid for holidays only if you actually work on said day. Pay is at regular rate.

Reminders:

- Timesheets are submitted weekly in workforcelogiq.com.
- Timesheets should be submitted by Friday end of day, at the latest midnight on Sundays.
- Once the timesheet has been submitted, your manager will be notified and will approve.
- Any time submitted late may result is delays in pay.
- If for any reason you cannot submit time in the system, please contact your supplier ASAP.





Workforce Logiq Service Desk:

service@workforcelogiq.com

877-937-6242, opt 1

Or via Chat on workforcelogiq.com



