

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: Service@workforcelogiq.com

Phone: 877-937-6242 x 1

WORKFORCE INTELLIGENCE AT WORK LOGIQ

Resource Timesheet Instructions

Onsite Program Team

Oct 2019

Login



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

A screenshot of the Workforce Logiq VMS Log In page. The page has a dark blue background. At the top, the logo 'WORKFORCE LOGIQ | INTELLIGENCE AT WORK' is displayed. Below the logo is a white box containing the login form. The form is titled 'VMS Log In (formerly ZC Web™)'. It has two input fields: 'E-mail or Username' and 'Password'. Below the input fields is a checkbox labeled 'Remember Me' and a blue 'Log In' button. Below the button is a link that says 'Forgot your password?'. At the bottom of the white box are two buttons: 'Download on the App Store' and 'GET IT ON Google Play'. At the very bottom of the page, there is a small copyright notice: '2019 © Workforce Logiq | Contact Us'.

Entering Timesheets



ADD TIMESHEETS



Timesheets

Timesheets

Add Timesheets



You may be asked to select a Project



Dashboard

Timesheets

Expenses

Add Timesheets

Select Project

Select Project :

Select...

Select...

967581 A1 (01-Aug-17 - 01-Aug-18) P-29037 Program Director - [redacted]

954121 (01-Aug-17 - 31-Dec-17) P-29037 Program Director - [redacted]

Add Timesheets

Hourly Timesheet for P-29037 Program Director (967581 A1)

The Copy Previous Timesheet option is not available because: No timesheet exists for this project and Resource for the previous week's ending date.

Timesheet Ending Date: 05-Aug-2018

Status: Pending

[View More Details](#)

Submit Date: Not Submitted

Region: United States / Arizona / Phoenix

Project Start: 01-Jul-2017

Project End: 01-Aug-2018

External ID:

First Day: 30-Jul-2018

Project Information will appear next



WEEKLY TIMESHEETS - HOURLY WITH DETAIL (CALIFORNIA)



Hourly With Detail Timesheet for **Make sure to select the correct Timesheet Ending Date**

Timesheet Ending Date: Mon 01-Oct-2018

Approval Manager: Olivier Giele **Your manager's name should be listed here**

Date	Pay Code	Units	Start	End	Total Units	
Select...	Select...	Hourly				+ Add Line
Tue 25-Sep-2018	Regular Time		26-Sep-2018 9:00 AM	26-Sep-2018 5:00 PM		
Wed 26-Sep-2018	BP_Lunch_Time					
Thu 27-Sep-2018	Sick Time (B)					
Fri 28-Sep-2018						
Sat 29-Sep-2018						
Sun 30-Sep-2018						
Mon 01-Oct-2018						

Select the Pay Code for the time being entered

Chose the start and end time for that Pay Code

*** 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.

Save As Draft Submit For Payment

WEEKLY TIMESHEETS - HOURLY WITH DETAIL (CALIFORNIA)



Hourly With Detail Timesheet for Account Analyst (990726 A1)

Timesheet Ending Date

Mon 01-Oct-2018

Approval Manager

Olivier Giele

Date	Pay Code	Units	Start	End	Total Units	
Select...	Select...	Hourly	<input type="text"/>	<input type="text"/>		+ Add Line
Mon 01-Oct-2018	Regular Time	Hourly	01-Oct-2018 01:00 PM	01-Oct-2018 06:00 PM	5.00	+
Mon 01-Oct-2018	BP_Lunch_Time	Hourly	01-Oct-2018 12:00 PM	01-Oct-2018 01:00 PM	1.00	+
Mon 01-Oct-2018	Regular Time	Hourly	01-Oct-2018 09:00 AM	01-Oct-2018 12:00 PM	3.00	+
TOTAL					9.00	

Pay Code	Units	Tue 25-Sep	Wed 26-Sep	Thu 27-Sep	Fri 28-Sep	Sat 29-Sep	Sun 30-Sep	Mon 01-Oct	Total Units
Regular Time	Hourly	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00
BP_Lunch_Time	Hourly	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
TOTAL								9.00	

*** 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 choose Submit for Payment to send to your manager for approval

Save As Draft

Submit For Payment

Sick & Vacation Time



- 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.

Timesheet Entry



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 in delays in pay.
- If for any reason you cannot submit time in the system, please contact your supplier ASAP.

WorkforceLogiq.com Questions?



Workforce Logiq Service Desk:

service@workforcelogiq.com

877-937-6242, opt 1

Or via Chat on workforcelogiq.com

Thank you

