

# Working with Closed (History) Timesheets in HBS for Employees

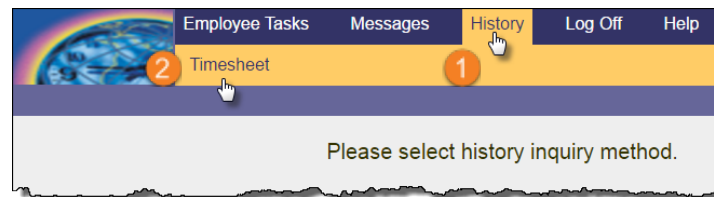
UCSF employees use [Huntington Business Systems \(HBS\)](#) to submit hours and request leave. If a timesheet submission deadline is missed, the un-submitted timesheet is retained along with all previously submitted timesheets in [HBS History](#). Employees are paid regardless of approval status of their timesheet at the time the pay period closes. However, employees should still review and submit the timesheet. This job aid explains the process of accessing and submitting an [HBS History](#) timesheet for employees. Managers, see the [HBS for Managers](#) job aid for information on approving history timesheets once submitted by employees.

## Submitting a Timesheet for a Closed Period

Employees **cannot** make **any** edits to a closed timesheet, only review and submit it. ***If you determine edits are required for a closed timesheet, please see your manager or HR Generalist.*** The timesheet will be retroactively edited based on your needs. Once the edits are approved, you will receive a system notification to review and resubmit your edited **History** timesheet in [HBS](#).

To find and review a **History** timesheet:

- 1 Click the **History** tab on the [HBS](#) homepage
- 2 Click **Timesheet**



## Monthly Employees

The latest closed timesheet displays:

The screenshot shows the 'Report Leave' page for a monthly employee. It displays a calendar for July 2016. The calendar shows days 1 through 17. Day 12 is marked 'VAC'. To the right of the calendar is a 'Timesheet Info' section with buttons for 'Leave Balance Summary', 'Timesheet Summary', 'Timesheet Details', and 'Audit'. Below that is a 'Timesheet Actions' section with buttons for 'Submit' and 'Note'. The 'Submit' button is highlighted with a red circle and the number 4.


- 3 Use the left and right arrow icons to choose the history timesheet requiring submission; review the timesheet thoroughly
- 4 If necessary, to add a **Note** see page 2 for instructions before continuing. If ready to submit, click the **Submit** button beneath **Timesheet Actions**, otherwise contact your HR Generalist for edits.
- 5 (Not shown) click the **OK** button to confirm

## Biweekly Employees

- 3 Choose the History **Pay Period** using the drop-down, then click go

The screenshot shows a dropdown menu for 'Pay Period'. The selected option is '05/15/2011 - 05/28/2011 (History - Adjustments Allowed) B1'. Other options include '04/10/2016 - 04/23/2016 (History - Adjustments Allowed) B1', '03/27/2016 - 04/09/2016 (History - Adjustments Allowed) B1', '03/13/2016 - 03/26/2016 (History - Adjustments Allowed) B1', '02/28/2016 - 03/12/2016 (History - Adjustments Allowed) B1', and '02/14/2016 - 02/27/2016 (History - Adjustments Allowed) B1'. A 'go' button is next to the dropdown.

The screenshot shows the 'History Review' page for a biweekly employee. It displays a 'History Status' box with the text '(Not Approved, Processed, Not Completed)'. Below this is a 'Show History Pay Period Details' button. The main section is a table titled 'History Input Summary' with columns for 'Hours' and dates from Sun 05/15 to Sat 05/28, plus a 'Total' column. The table shows 'Normal Hours Work' with a total of 67.50 and 'Vacation' with a total of 16.00. The 'Totals' row shows a total of 83.50.

- 4 Thoroughly review the timesheet. If a note is required, see page 2 for instructions before continuing. When ready to submit, click the  icon from the **History Status** box to submit, otherwise contact your HR Generalist for edits.
- 5 (Not shown) click the **OK** button to confirm

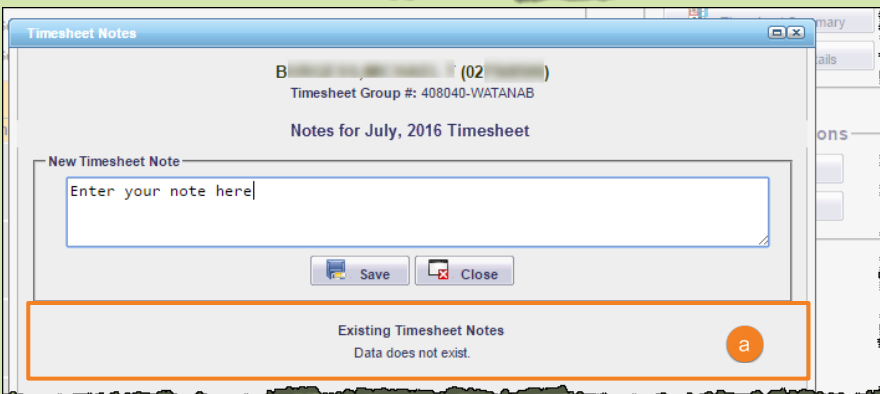
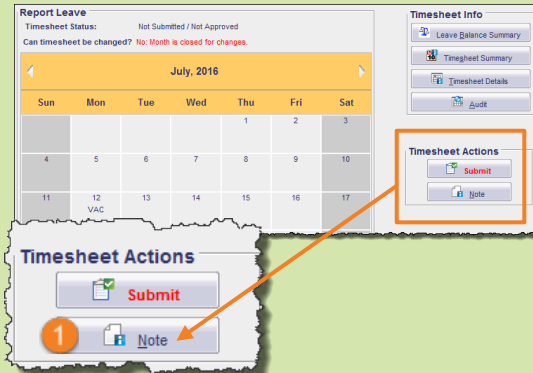
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## Adding a Timesheet Note

### Monthly Employees

To add a **Note** to a timesheet:

- 1 From the **Timesheet Actions** menu to the right of the calendar, click the **Note** button; the **Timesheet Notes** pop-up displays




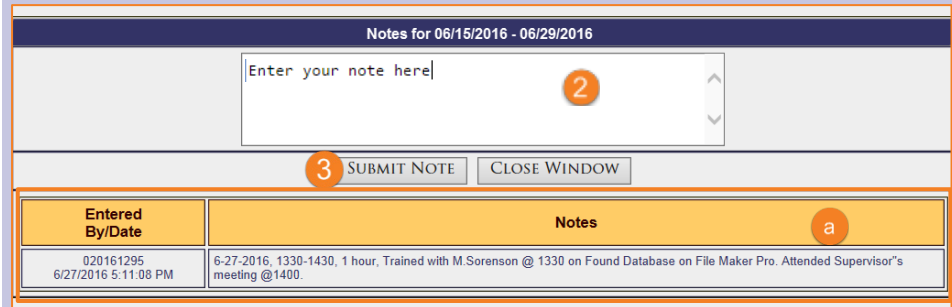
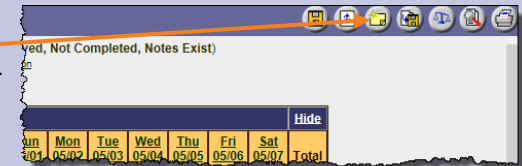
- 2 Enter your **New Timesheet Note** in the box provided
- 3 Click the **Save** Button\*

The note is saved to the timesheet and visible by your Approver, as well as displayed in the **Existing Timesheet Notes** section (a)

### Biweekly Employees

To add a **Note** to a timesheet:

- 1 Click the  icon in the upper right of the HBS homepage; the **Notes** page displays in a new window/tab.



- 2 Enter your note in the box provided
- 3 Click the **Submit Note** button\*

The note is saved to the timesheet and visible by your Approver, as well as displayed in the **Notes** section (a)

\*Once entered and saved/submitted, a timesheet note **cannot be changed or deleted**.

## Additional Resources

Find this and other **HBS** training resources on the [Employee Time and Leave Reporting using HBS](#) page on the Controller's Office website.