

UCSF employees use **Huntington Business Systems (HBS)** to submit hours and request leave. Managers, in addition to entering their own time and leave requests, use **HBS** to edit and approve timesheets and leave requests for their employees. **UCSF Health managers** have the ability to break up Timesheet Groups (TSGs) into sub-timesheet groups, which can then be assigned to alternate qualified approvers. This guide explains how to create sub-TSGs and assign the desired employees and approver to each sub-group.

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/>.

Understanding Timesheet Groups

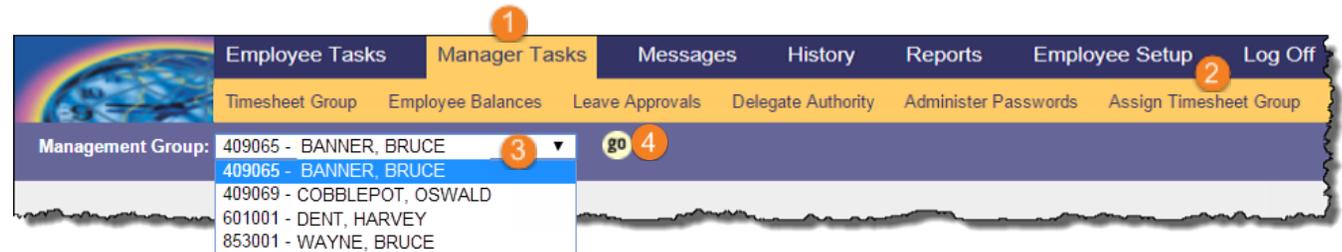
HBS organizes groups of employees into “buckets” called *Timesheet Groups (TSGs)* which are assigned to a manager (usually the employee’s manager). Managers review and approve the employee timesheets and leave requests of the employees contained within their assigned group(s). UCSF Health managers may delegate approval work by creating sub-TSGs and assigning qualified Timesheet Group Managers. Employees are then assigned to the sub-TSGs. For more information on approving timesheets and leave requests, see available training on the [HBS Processing Center](#) page on the Controller’s Office website.

Tips & Tricks

- Allow enough lead time to complete the process, especially if you are dividing a very large group
- May be helpful to outline the groups to be created and their approvers, then follow the outline as a checklist
- Use care when selecting approvers as **any UCSF Health employee** wishing to act as a Timesheet Group Manager **must have already completed the [HBS Payroll Manager eCourse](#) training in the UC Learning Center** or their name **will not be available** from the assignment drop-down menu
 - If you find a user’s name is unavailable but are sure they have already taken the training, contact the Controller’s Office Solution Center for help at COsolutionCenter@ucsf.edu or 415-476-2126

Navigating to the Management Group Console

- 1 Click on **Manager Tasks**
- 2 Click **Assign Timesheet Group**
- 3 Select the appropriate **Management Group** from the drop-down
- 4 Click the icon



The TSG management console displays.

HBS for UCSF Health Timesheet Group (TSG) Managers

Creating a New or Deleting an Existing Timesheet Group

- 1 Click **Manage Timesheet Groups** from the upper right-hand corner
The **Manage Timesheet Groups** window displays in a pop-up. If the window does not display, turn off your browser pop-up blocker and repeat step 1.
- 2 To add a new group, select the approver to **Give Authority To** using the drop-down. If the employee has not completed required training, their name **will not** display. Ask the employee to complete the [HBS Payroll Manager eCourse](#) training. Their name should display in the drop-down list within 2 business days after completion.
- 3 Enter the next available two-digit sequence number for the group (01-99). In the example, groups **01-04** are already created and assigned (a), so the next entry is **05**.
- 4 Click **Add Entry**. Employees can now be assigned to the newly created group.
- 5 If you need to delete a group you've created:
 - a Remove all currently assigned employees (steps shown in next section)
 - b Repeat step 1 above, then click the **Delete** link of the now emptied group
- 6 Click the **Close Window** button to return to the previous **HBS** window

Step 1. Timesheet Groups

Assign From: 409069 - BANNER, BRUCE Assign To: 409069-02 - GORDON, BARBARA

Management Group: 409069 - BANNER, BRUCE

Current Timesheet Group Assignment				
Give Authority To	For TS Group	Assigned By	Assigned On	Action
COBBLEPOT, OSWALD	409069-01	BANNER, BRUCE	11/13/2014 8:56:54 AM	Delete
GORDON, BARBARA	409069-02	BANNER, BRUCE	11/4/2014 2:41:49 PM	Delete
BANNER, BRUCE	409069-03	MASTER	3/8/2014 6:27:43 PM	
ROJAS, ANGEL	409069-03	BANNER, BRUCE	3/8/2014 6:27:43 PM	Delete
KYLE, SELINA	409069-04	BANNER, BRUCE	3/8/2014 6:27:43 PM	Delete

Create New Timesheet Group		
Give Authority To	For TS Group	Action
PENNYWORTH, ALFRED	05	Add Entry

Close Window

Assigning Approver and Employees to Timesheet Groups

- 1 From the drop-down menus, select which TSG to move employees from (**Assign From**) and the desired TSG/approver (**Assign To**) for the employee
- 2 Use the **Available** window to select employees to move to the **Assign To** group. Hold down CTRL on your keyboard and click to select multiple names.
 - a Click **Add** to move the selected names to the **Selected** window
To add *all names* in the **Available** group, click **Add All**
- 3 If necessary, remove any names you added in error before saving. Choose them as you did in step 2 but this time from the **Selected** column and using the **Remove/ Remove All** links *instead of Add/Add All*.
- 4 Click the **Save** link when the group contains the desired employees

Step 1. Timesheet Groups

Assign From: 409069 - BANNER, BRUCE Assign To: 409069-02 - GORDON, BARBARA

Step 2. Employees

Available	Selected
COBBLEPOT, OSWALD DENT, HARVEY JAMESON, JONAH JR. MURDOCK, MATT OCTAVIUS, OTTO OSBORN, NORMAN PARKER, PETER RICHARDS, REED STORM, SUE STRANGE, STEPHEN VON DOOM, VICTOR	BANNER, BRUCE COBBLEPOT, OSWALD JAMESON, JONAH JR.

Add All Add a Save Remove All Remove

Additional Resources

Find this and other **HBS** training resources and contacts on the [HBS Processing Center](#) page on the Controller's Office website.