

Access and Login

- Navigate to ecotimecampus.ucsd.edu and sign in using Active Directory credentials

SINGLE SIGN-ON

UC San Diego

Passwords and Access Enroll in Two-Step Login Get Help

Signing on using: Active Directory

User name (or email address)

jnemeth@UCSD.EDU

Register

Password:

- Click on **Employee Tasks** and select **Timesheet** in the upper-left corner

Huntington Business Systems, Inc.

ucsd.ecotimebyhbs.com/Ecotime/frames.asp?mode=1

ecotime By HBS

Employee Tasks Manager Tasks Messages Employee Setup History Reports Log Off NEMETH, JULIA

Timesheet Balances TimeOff Request

Period: 06/01/2026 - 06/30/2026 MO

JUN 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

NEMETH, JULIA (0 [REDACTED]) (Not Approved, Not Completed)

Timesheet Employee Information

Timesheet Group: NGUYEN, SONLONG VO [REDACTED]

Home Department: 000465 [REDACTED]

Timesheet Pay Code Profile: Non-Represented Exempt

Timesheet Summary 06/01/2026 - 06/30/2026			Hide
Pay Codes	Input	Calculated	
Holiday Calculated	0.00	8.00	
Totals:	0.00	8.00	

Add Multiple Entries

Holidays: 06/19/2026 - Juneteenth

javascript:Redirect('TIMESHEET')

Pay Period Details 06/01/2026 - 06/30/2026 Add Row

Standard Submission (No Time Off)

- If no sick time or leave was taken during the pay period, nothing needs to be entered
- Click the **Save button** (old-school file icon)
- Click the **Complete button** (fourth button/icon)

Period: 06/01/2026 - 06/30/2026 MO

JUN 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

NEMETH, JULIA (Not Approved, Not Completed)

Timesheet Employee Information
Timesheet Group: NGUYEN, SONLONG VO (41047447)
Home Department: 000465
Timesheet Pay Code Profile: Non-Represented Exempt

Pay Codes	Input	Calculated
Holiday Calculated	0.00	8.00
Totals:	0.00	8.00

[Add Multiple Entries](#)

Holidays: 06/19/2026 - Juneteenth

javascript:Redirect('TIMESHEET')

Pay Period Details 06/01/2026 - 06/30/2026 [Add Row](#)

- Certify that the anticipated work schedule was worked and click OK

ucsd.ecotimebyhbs.com says

I certify I have worked my anticipated work schedule for the period specified with the exception of the dates listed on this timecard.

[OK](#) [Cancel](#)

Timesheet Group: NGUYEN, SONLONG VO (41047447)
Home Department: 000465
Timesheet Pay Code Profile: Non-Represented Exempt

Pay Codes	Input	Calculated
Holiday Calculated	0.00	8.00
Totals:	0.00	8.00

[Add Multiple Entries](#)

Holidays: 06/19/2026 - Juneteenth

Pay Period Details 06/01/2026 - 06/30/2026 [Add Row](#)

- Status changes from "not completed" to "completed"; supervisor receives automated email for approval

The screenshot shows the 'ecotime By HBS' web application interface. The user is logged in as NEMETH, JULIA. The status of the timesheet is '(Not Approved, Completed)'. The interface includes a calendar for June 2026, employee information, and a timesheet summary table.

Calendar (JUN 2026):

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Employee Information:

- Timesheet Group: NGUYEN, SONLONG VO
- Home Department: 000465
- Timesheet Pay Code Profile: Non-Represented

Timesheet Summary 06/01/2026 - 06/30/2026

Pay Codes	Input	Calculated
Holiday Calculated	0.00	8.00
Totals:	0.00	8.00

Holidays: 06/19/2026 - Juneteenth

Pay Period Details 06/01/2026 - 06/30/2026

After supervisor has reviewed/approved your submission it will show (Approved, Completed)

Requesting Time Off

- On the small calendar in the top-left, click the specific date requiring time off to populate the date below.
- Select your position ID (System automatically populates job information)
- Select your pay-code (Dropdown to select sick, vacation, etc)

The screenshot shows the 'ecotime By HBS' web application. The browser address bar displays 'ucsd.ecotimebyhbs.com/Ecotime/frames.asp?mode=1'. The user is logged in as 'NEMETH, JULIA'. The interface includes a top navigation bar with links like 'Employee Tasks', 'Manager Tasks', 'Messages', 'Employee Setup', 'History', 'Reports', and 'Log Off'. Below this is a sub-navigation bar with 'Timesheet', 'Balances', and 'TimeOff Request'. A 'Period' dropdown is set to '06/01/2026 - 06/30/2026 MO'. On the left, a small calendar for 'JUN 2026' is highlighted with a red box, and a red arrow points from the date '26' to the 'Date' field in the 'Pay Period Details' table. The main content area shows 'NEMETH, JULIA (Not Approved, Not Completed)' and 'Timesheet Employee Information' for 'NGUYEN, SONLONG VO'. A 'Timesheet Summary' table shows 'Holiday Calculated' and 'Totals' for the period. The 'Pay Period Details' table at the bottom has columns for 'Date (mm/dd/yyyy)', 'Position ID', 'Pay Codes', 'Duration', 'Message', and 'Audit'. The 'Date' field is currently empty, and the 'Position ID' and 'Pay Codes' fields are dropdown menus.

Period: 06/01/2026 - 06/30/2026 MO

JUN 2026

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

NEMETH, JULIA (Not Approved, Not Completed)

Timesheet Employee Information

Timesheet Group: NGUYEN, SONLONG VO ()
Home Department: 000465
Timesheet Pay Code Profile: Non-Represented Exempt

Timesheet Summary 06/01/2026 - 06/30/2026			Hide
Pay Codes	Input	Calculated	
Holiday Calculated	0.00	8.00	
Totals:	0.00	8.00	

Add Multiple Entries

Holidays: 06/19/2026 - Juneteenth

Pay Period Details 06/01/2026 - 06/30/2026					Add Row
Date (mm/dd/yyyy)	Position ID	Pay Codes	Duration	Message	Audit
	Select Position ID	Select Pay Codes			View

Huntington Business Systems, Inc. | [ucsd.ecotimebyhbs.com/Ecotime/frames.asp?mode=1](#)

HELP SLATE VAC FSRT IA Find a Student Grad Student DB uAchieve

ecotime By HBS Employee Tasks Manager Tasks Messages Employee Setup History Reports Log Off NEMETH,JULIA

Timesheet Balances TimeOff Request

Period: 06/01/2026 - 06/30/2026 MO       

JUN 2026

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

NEMETH,JULIA [Redacted] **Not Approved, Not Completed)**

[Timesheet Employee Information](#)

Timesheet Group: NGUYEN,SONLONG VO [Redacted]

Home Department: 000465

Timesheet Pay Code Profile: Non-Represented Exempt

Timesheet Summary 06/01/2026 - 06/30/2026			Hide
Pay Codes	Input	Calculated	
Holiday Calculated	0.00	8.00	
Totals:	0.00	8.00	

[Add Multiple Entries](#)

Holidays: 06/19/2026 - Juneteenth

Pay Period Details 06/01/2026 - 06/30/2026					Add Row
Date (mm/dd/yyyy)	Position ID Pay Codes	Duration	Message	Audit	
06/26/2026	POS# : 40974126 (11/06/2025-12/31/2099) Job Code: 004575 Rate: [Redacted] Dept ID: 000465 Vacation	8.00			View

Enter hours matching the scheduled shift (e.g., 4 hours for a 4-hour shift, 8 hours for an 8-hour shift) Click the **Save button** on the static board at the top right corner

Making Changes

- Click **Uncomplete** to revert status and make changes after submission

The screenshot shows the ecotime web application interface. The top navigation bar includes links for Employee Tasks, Manager Tasks, Messages, Employee Setup, History, Reports, and Log Off. The user is logged in as NEMETH, JULIA. The main content area displays a timesheet for the period 06/01/2026 - 06/30/2026. The status is '(Not Approved, Completed)'. A red box highlights the 'Remove Complete' button in the toolbar. The toolbar also contains buttons for Save, Print, and other functions.

ecotime By HBS

Period: 06/01/2026 - 06/30/2026 MO

NEMETH, JULIA (Not Approved, Completed)

[Timesheet Employee Information](#)
Timesheet Group: NGUYEN, SONLONG VO
Home Department: 000465
Timesheet Pay Code Profile: Non-Represented Exempt

Timesheet Summary 06/01/2026 - 06/30/2026 [Hide](#)

Pay Codes	Input	Calculated
Holiday Calculated	0.00	8.00
Totals:	0.00	8.00

[Add Multiple Entries](#)

Holidays: 06/19/2026 - Juneteenth

Pay Period Details 06/01/2026 - 06/30/2026 [Add Row](#)

Date (mm/dd/yyyy)	Position ID Pay Codes	Duration	Message	Audit
No data available.				

- To remove time-off requests: check the delete checkbox, click delete button, then save

Huntington Business Systems, Inc. x +

ucsd.ecotimebyhbs.com/Ecotime/frames.asp?mode=1

HELP SLATE VAC FSRT IA Find a Student Grad Student DB uAchieve

ecotime By HBS

Employee Tasks Manager Tasks Messages Employee Setup History Reports Log Off NEMETH, JULIA

Period: 05/01/2026 - 05/31/2026 MO

Timesheet Employee Information

Timesheet Group: NGUYEN, SONLONG VO

Home Department: 000465

Timesheet Pay Code Profile: Non-Represented Exempt

Timesheet Summary 05/01/2026 - 05/31/2026

Pay Codes	Input	Calculated
Holiday Calculated	0.00	8.00
Sick	8.00	8.00
Totals:	8.00	16.00

Add Multiple Entries

Holidays: 05/25/2026 - Memorial Day

Pay Period Details 05/01/2026 - 05/31/2026

Date (mm/dd/yyyy)	Position ID	Pay Codes	Duration	Message	Audit	Delete
05/01/2026	POS#: 40	Sick	8.00		View	☒

Press the button to the right to delete all checked items

Delete

Important Notes

- Timesheet submission is **mandatory** for payment as a TA, Reader, GSR, or other campus employee.
- Every completion/uncompletion action (4th icon along the top-right) triggers an automated email to the supervisor