

## Dean of Grad Ed & Postdoc Affrs

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**From:** Dean of Grad Ed & Postdoc Affrs  
**Sent:** Wednesday, September 20, 2023 4:30 PM  
**To:** gc-sio-dept-ap-contacts-l@ucsd.edu; deans-ap-contacts-l@ucsd.edu; hs-dean-apcontacts-l@ucsd.edu; hs-dept-apcontacts-l@ucsd.edu; gc-dbo-l@ucsd.edu; msos@sio.ucsd.edu; oruba-l@ucsd.edu; GRADCOORDS-L@ucsd.edu  
**Cc:** Dean of Grad Ed & Postdoc Affrs; Lamke Calderon, Kimberly; Crickard, Ahren; Aguila, Courtney; Swiderski, Tiffany  
**Subject:** Leave Time Reporting Info for GSRs

Dear Colleagues,

We appreciate your patience as we have worked to fully implement the elements of the new Graduate Student Researcher (GSR)/BR contract that was ratified on December 23, 2022.

Beginning on Oct. 1, 2023, as part of that new contract implementation, GSRs will need to begin reporting their leave time or absences, which is sometimes referred to as negative time reporting. This means that GSRs will only be reporting when they are using some form of leave instead of working their scheduled time. This leave could include things such as personal time off (PTO), long-term leave for serious health conditions, family care, baby bonding, pregnancy or childbirth-related needs.

To do this, these employees will use the [Ecotime Campus Payroll timekeeping system](#). As you likely already know, Ecotime is a flexible payroll reporting tool that is integrated with the UCPath Payroll & Human Resources system for pay and leave reporting. As someone who may interact with faculty and/or GSRs, you may be asked about this new system for certifying leave. We know this is a new process for all involved and we wanted to make you aware of this change and the details related to the GSR leave reporting process. In the next day or so, HR/Grad Coordinators will be provided with detailed instructions on how to assist with the selection of delegates for this approval process.

### **How do GSRs log in and approve leave in Ecotime?**

The process GSRs will follow is very similar to the process followed by most staff. They will log into [ecotimecampus.ucsd.edu](https://ecotimecampus.ucsd.edu) and use the two-step DUO login process.

### **What if GSRs have problems logging in, seeing their timesheets, etc.?**

Links to guidance on how to use Ecotime can be found on the [Ecotime Blink page](#). Information included on these pages includes resources for assistance with Ecotime.

### **What if my PI/faculty member has questions?**

Office hours for new Ecotime users and approvers will also be offered on Thursdays and Fridays beginning Thursday, Oct. 5, ending Friday, Oct. 27. Office hours will be held on Thursdays and Fridays. On Thursdays, office hours will be at 1 p.m. and Fridays at 11 a.m.. To attend office hours, please use this Zoom [link](#). The calendar will be posted on this [page](#).

We understand that this change may create some consternation and require some adjustment time. We appreciate you providing reassurance to faculty and GSRs as we establish this leave reporting process. If you have questions or concerns, please contact the timekeeping administrator in your department.

Sincerely,

**James Soto Antony**

*Dean, Division of Graduate Education and Postdoctoral Affairs*

