

From: [Dean of Grad Ed & Postdoc Affrs](#)
To: [Dean of Grad Ed & Postdoc Affrs](#)
Subject: Leave Time Reporting Info for graduate academic employees
Date: Tuesday, May 7, 2024 11:20:47 AM
Attachments: [image002.png](#)

Dear Colleagues,

As part of the implementation of the contract ratified on December 23, 2022, Graduate Student Researchers (GSRs) began reporting leave time into the [Ecotime Campus Payroll timekeeping system](#) beginning on Oct. 1, 2023. Ecotime has also been configured to enable leave-reporting for Academic Student Employees (ASEs). **This note is a friendly reminder that both GSRs and ASEs are expected to continue to use the Ecotime system to report leave.**

As a refresher, please see the information below that was sent in the fall.

How do graduate academic employees log in and approve leave in Ecotime?

The process GSRs and ASEs will follow is very similar to the process followed by most staff. They will log into ecotimecampus.ucsd.edu and use the two-step DUO login process.

What if graduate academic employees 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 Ecotime users will be offered on **Thursday, May 16th, 2:00pm-3:00pm**. To attend office hours, please use [this Zoom link](#).

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

