

## Accessing HBS Outside UCSF

This job aid explains the procedures for accessing the HBS payroll system from outside the UCSF network (for example: at home, on vacation).

### Requirements

Personal Computer (PC) users need to have:

- Internet access
- An active UCSF network and password
- An active HBS user ID and password
- Microsoft Internet Explorer web browser (Firefox is also acceptable)

Apple Macintosh users with proper user IDs and passwords can also access the HBS system provided they use the Firefox browser. Apple's web browser (Safari) is incompatible. There is no version of Microsoft Internet Explorer for Mac OS X available.

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### Instructions

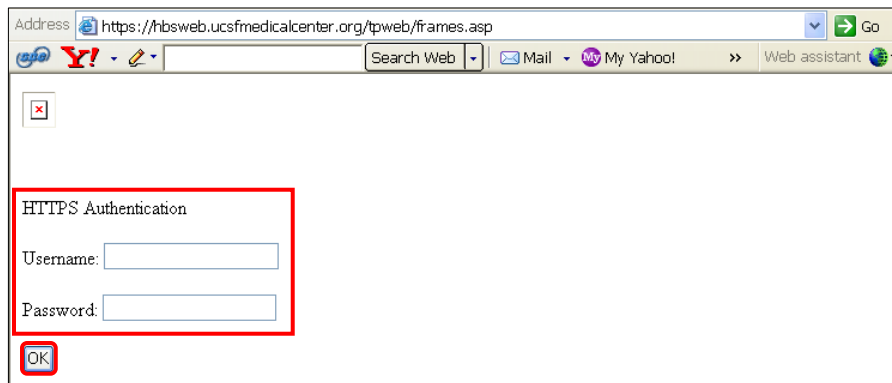
1. Enter the HBS [URL: https://hbsweb.ucsfmedicalcenter.org/tpweb/](https://hbsweb.ucsfmedicalcenter.org/tpweb/) on your browser screen Address field, press Enter.

The following dialog box displays.



2. Click on the Yes button.

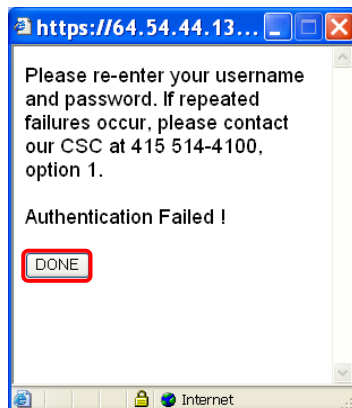
The HTTPS Authentication screen displays, this screen is used to log into the UCSF network.



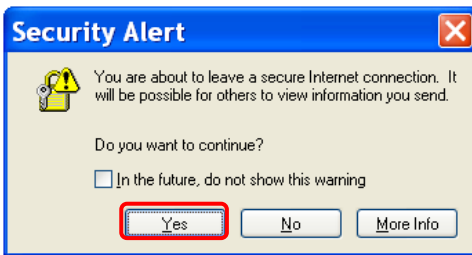
3. Complete the Username and Password field using the same User ID and Password you use when logging into Windows at work. (The User ID is usually your last name, first initial, the password is unique password you created for network access), click on the OK button.

**IMPORTANT!**

If the following dialog box displays after you click on the OK button, you have entered an invalid network logon and/or password. Click on the DONE button to re-enter your logon information.



After you successfully logon, the following dialog box displays.



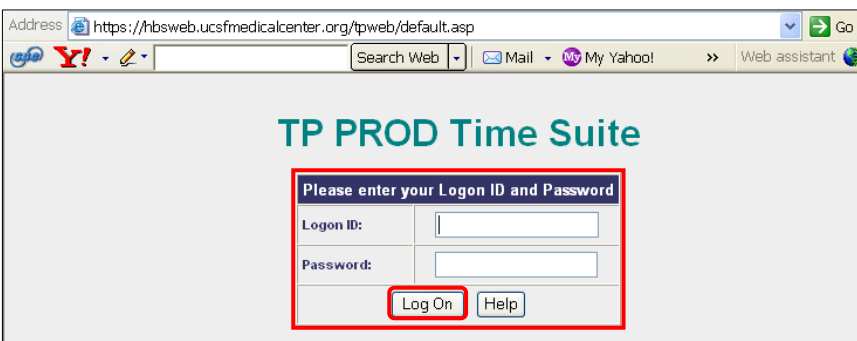
4. Click on the Yes button.

The following dialog box displays.



5. Click on the Yes button.

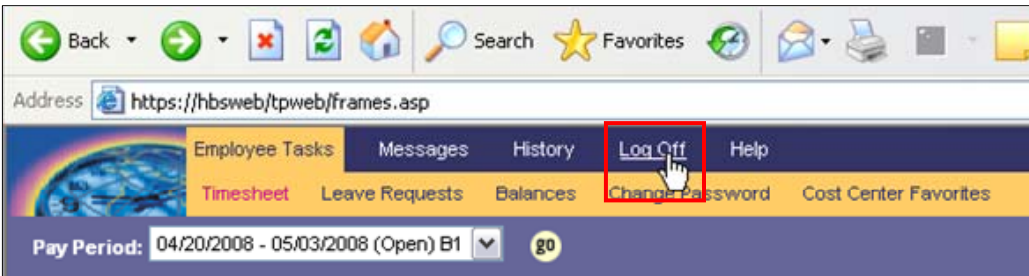
The HBS TP PROD Time Suite screen displays.



6. Complete the Logon ID and Password field using your HBS Logon and Password (not your network logon information), click on the Log On button.

You have now entered the HBS system and can perform all of the HBS functions you can normally perform while at work.

7. When you have finished using HBS, click on the Log Off link to close HBS. If appropriate, close your browser window.



Questions about this job aid or HBS?

Please contact your payroll representative. HBS displays a listing of contacts with their telephone numbers and email addresses when you logon.