

Employee

- Unless your supervisor requests otherwise, use the [time off request](#) process within EmpCenter to request leave from work.
- When requesting less than a full work day of leave, include the specific hours (ex: 2pm – 5pm) in the comments section.
- Do not include confidential information such as personal medical information in the comments section of your timesheet or time off request.
- Be familiar with the [EmpCenter User Guides](#).
- If you are an employee who clocks in/out (using the time clock or the web clock), change the clock time only if you were unable to clock or you missed a clock punch. Do not change daily clock times to correct rounding; the system is programmed to round the same for all employees.
- Closed timesheets must be updated manually. If you need to modify a closed timesheet, print the timesheet, handwrite the changes and sign the bottom. Give the timesheet to your supervisor to sign, and then deliver it to your Business Center HR staff.

Supervisor

- Enter leave usage and/or leave without pay whenever your employee is not able to do so. If the employee's assignment is on leave, there is no need to add leave to the timesheet.
- Respond to your employees' time off requests in a timely manner.
- Be familiar with the [EmpCenter User Guides](#) and [Supervisor Training](#).
- Review your employees' timesheets for exceptions and errors and ensure corrections are made prior to payroll processing.
- If needed, add supervisor-only pay codes to employees' timesheet.
- Approve your employees' timesheets before the deadlines listed on the [Timesheet Deadlines](#) page.
- Read and understand the The Collective Bargaining Agreement, the Oregon Administrative rules and the Leave Administration Policies, Procedures, and Guidelines.
- Delegate your supervisor responsibilities on a temporary basis only, and only during periods of absence from work.
- Make sure your employees have activated their ONID accounts.
- All additional hours worked by overtime-eligible employees must be compensated, even if overtime was not pre-approved. You may counsel your employee about requiring pre-approval for overtime or paying close attention to clock times, and you may convert overtime to comp time, but you may not remove time worked due to misunderstanding of expectations.
- When making a change to a timesheet, enter your name in the comments section.

Business Center

- Business Center HR serves as the point of contact to advise supervisors on timesheets.
- Business Center employees should be familiar with the [EmpCenter User Guides](#).
- Run [required audit reports](#).
- If needed, add Business Center only pay codes to employees' timesheet.
- Process handwritten changed timesheets with the amend timesheet function (use this function only for over/underpayments).
- When changing to a timesheet, enter your name in the comments section.
- Look for LWOP for current month DOC by processing estimated timesheets. Work with central payroll or put position on leave when necessary.