
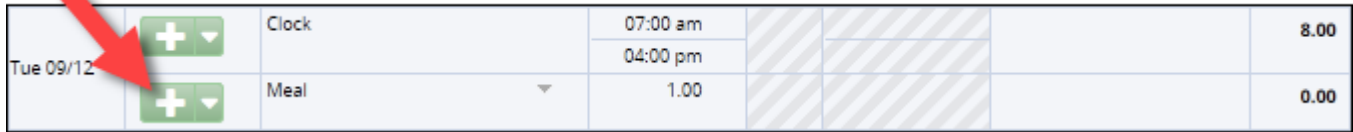




## Recording Essential Time in EmpCenter – Employee

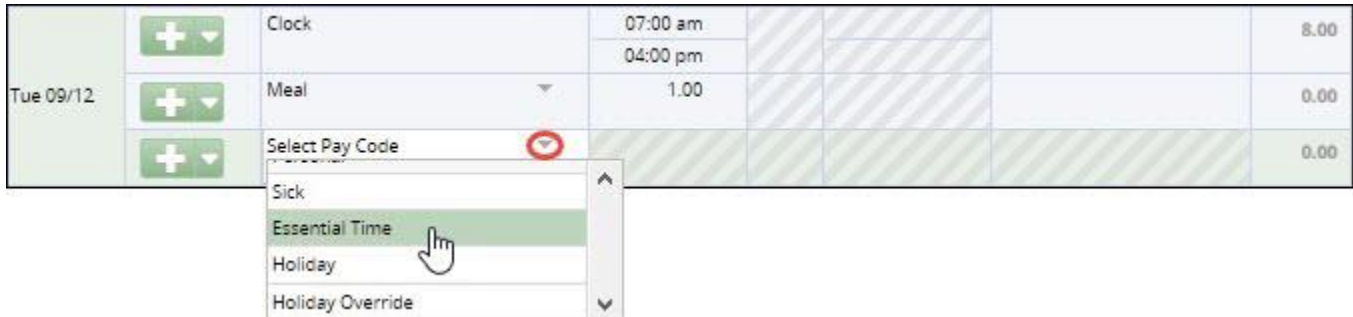
If you are designated as an “Essential” employee and are required to report to work during a University closure you need to note the time worked during the closure as Essential Time in EmpCenter to ensure you are paid properly.




1. After recording your hours for the day as normal (clocking, work in/out, regular hours), access your timesheet and add a row to the day you need to add Essential Time by clicking on the green plus sign (  ):



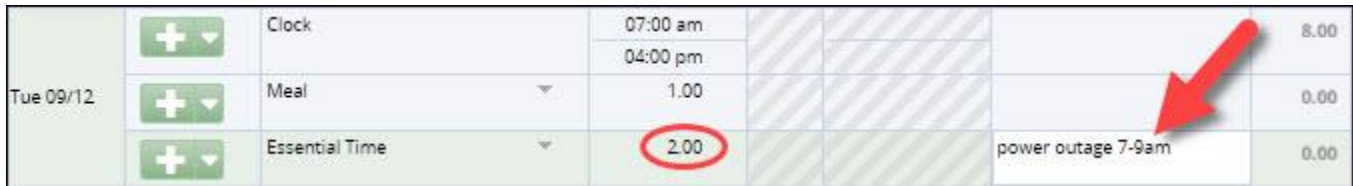
Tue 09/12		Clock	07:00 am			8.00
			04:00 pm			
		Meal	1.00			0.00




2. Select Essential Time from the Pay Code drop down list:



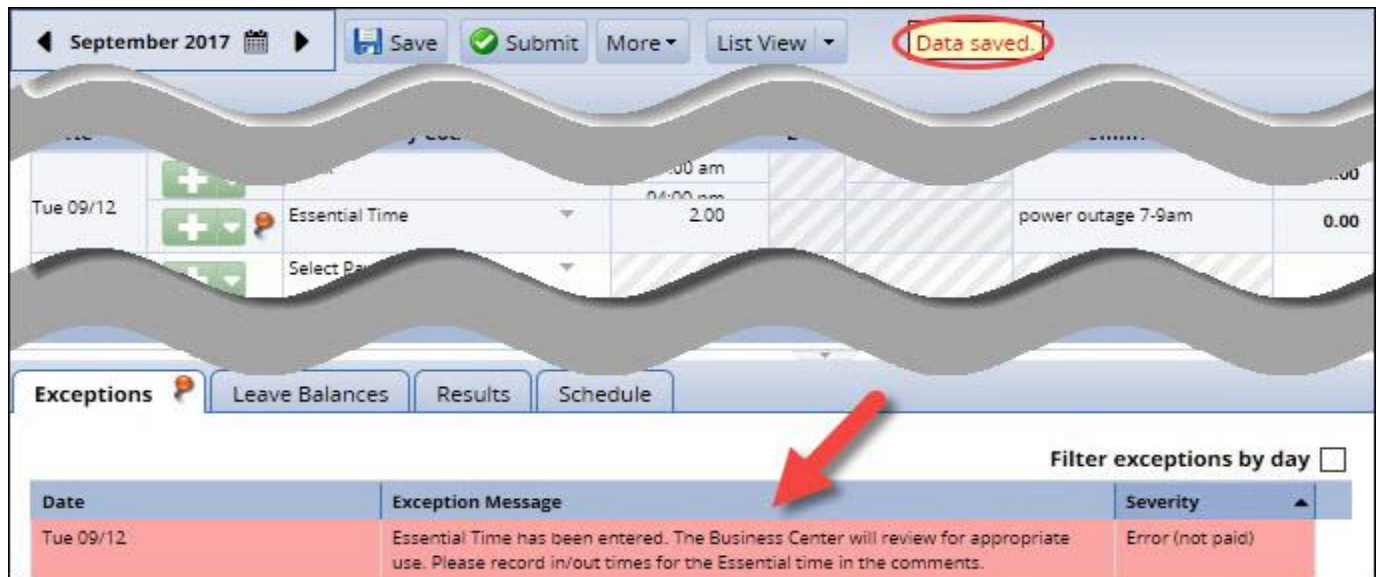
Tue 09/12		Clock	07:00 am			8.00
			04:00 pm			
		Meal	1.00			0.00
		Select Pay Code				0.00
		Sick				
		Essential Time				
		Holiday				
		Holiday Override				


3. Enter the number of hours **worked** (only include worked time – do not include your meal break) during the closure and enter comments explaining the hours:



Tue 09/12		Clock	07:00 am			8.00
			04:00 pm			
		Meal	1.00			0.00
		Essential Time	2.00		power outage 7-9am	0.00

4. Save your timesheet:



September 2017			Save	Submit	More	List View	Data saved.
Tue 09/12		Essential Time	2.00		power outage 7-9am	0.00	
Exceptions			Leave Balances	Results	Schedule		Filter exceptions by day <input type="checkbox"/>
Date	Exception Message					Severity	
Tue 09/12	Essential Time has been entered. The Business Center will review for appropriate use. Please record in/out times for the Essential time in the comments.					Error (not paid)	

Note: you will see a red-level exception. After you submit your timesheet for the pay period, your supervisor will review the hours for appropriateness and approve the time if it is correct. If your supervisor determines that any of the hours are not eligible for Essential Time, they will reduce the hours as appropriate and explain the changes in the Comments column or Timesheet Comments. The exception will remain until the business center reviews the hours to ensure you are paid correctly.