

## Recording Essential Time in EmpCenter – Supervisor

Classified employees that are designated “essential” and are required to work during a University closure record those hours in EmpCenter using the Essential Time pay code. If you are not sure if your employee should be designated as an essential employee, please contact your Business Center HR team for assistance.

When reviewing/approving timesheets at the end of the pay period, the supervisor should determine if the Essential Time entered is appropriate and if the employee is eligible for the additional ½ time pay for the hours worked.

PLEASE NOTE: Per the Bureau of Labor and Industries (BOLI), it is the employers’ responsibility to track hours worked and ensure that employees are paid correctly. The supervisor is taking on the role of employer when they review and approve the timesheets. If an employee is required to work during a closure and didn’t enter Essential time correctly, the supervisor will be responsible for adding it to the employee’s timesheet for them.

### How Will I Know If the Employee Entered Essential Time?

When an employee adds Essential Time to their timesheet, a red-level exception is generated. You will see it listed in the Exceptions box on the Supervisor Dashboard and on the employee timesheet – which can be viewed by either using the Edit Employee Time link or the Approve Timesheets link.

#### Supervisor Dashboard:

The screenshot shows the EmpCenter Supervisor Dashboard. The 'Exceptions' section is highlighted with a red arrow pointing to an entry for 'Grace Church' on 'Tue 09/12'. The message reads: 'Essential Time has been entered. The Business Cent...'

#### Manager Time Entry (access by clicking on Edit Employee Time from the Supervisor Dashboard):

The screenshot shows the EmpCenter Manager Time Entry page for Grace Church. The 'Timesheet' table is visible, with the 'Essential Time' entry for 'Tue 09/12' circled in red. The 'Exceptions' section below shows a red-level exception message: '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.' The severity is 'Error (not paid)'.

Date	Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Tue 09/12	Clock	07:00 am				8.00
		04:00 pm				
Tue 09/12	Meal	1.00				0.00
Tue 09/12	Essential Time	2.00			power outage 7-9am	0.00
						8.00

## Approve Timesheets (access by clicking on Approve Timesheets from the Supervisor Dashboard):

Click on the employee's row to open the timesheet.

The screenshot shows the EmpCenter interface for approving timesheets. The main window is titled "Approve Current Timesheet for Period Ending 09/30/2017". A table lists employees, with the first row for Employee ID 630214472, Church, Grace, assigned to "Trades/Maintenance Worker 2-160600-C32606-00". A red arrow points to this row. Below the table, a window titled "Manager Time Entry: 630214472 :: Church, Grace :: Trades/Maintenance Worker 2 :: 160600 :: (Classified Salary Nonexempt) - Mozilla Fir..." is open. It shows a calendar for September 2017 and a table of time entries for Tuesday, 09/12. The entries are: Clock (07:00 am to 04:00 pm, 8.00 hours), Meal (1.00 hour), and Essential Time (2.00 hours, comment: "power outage 7-9am"). The Essential Time entry is circled in red. Below the table, an "Exceptions" section shows a message: "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." with a severity of "Error (not paid)".

## Approving Essential Hours

If the Essential Time entered is appropriate and the employee is eligible for the additional pay, simply approve the timesheet with the red-level exception when you complete your regular approval process for timesheets.

Your approval of the timesheet indicates to the business center that the time entered is correct. The business center will ensure the employee is paid appropriately.

The screenshot shows the EmpCenter interface after the timesheet has been approved. The main window is titled "Approve Current Timesheet for Period Ending 09/30/2017". The table from the previous screenshot is visible, and the "Approval" column for the first row now shows a green checkmark and the word "Approve", which is circled in red. A yellow notification bar at the top right says "Information saved."

## Removing/Changing Essential Hours

If the employee is not eligible for Essential Time – or not eligible for all of the hours they indicated were Essential Time – simply change the number of hours in the Hours column and add comments in the Comments column or, for more detail, the Timesheet Comments tab:

Manager Time Entry: 630214472 :: Church, Grace :: Trades/Maintenance Worker 2 :: 160600 :: (Classified Salary Nonexempt) X

September 2017 Save Save and Close Close Timesheet More List View

**Timesheet**

F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S Sep 12, 2017 Show All Weeks

Date	Pay Code	Hours	L	Total
Tue 09/12	Clock	07:00 am 04:00 pm		8.00
	Meal	1.00		0.00
	Essential Time	2.00		0.00
				8.00

Change the hours to the correct amount or zero then enter comments.

Exceptions Leave Balances Results Schedule Timesheet Comments

Filter exceptions by day

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)

Save your changes – if you zeroed out the Essential Time, the red level error will be cleared from the timesheet. If you changed the number of hours, the business center will review the time once you have approved the timesheet:

Manager Time Entry: 630214472 :: Church, Grace :: Trades/Maintenance Worker 2 :: 160600 :: (Classified Salary Nonexempt) X

September 2017 Save Save and Close Close Timesheet More List View Data saved.

**Timesheet**

F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S Sep 13, 2017 Show All Weeks

Date	Pay Code	Hours	L	Clock L...	Comments	Total
Tue 09/12	Clock	07:00 am 04:00 pm				8.00
	Meal	1.00				0.00
	Essential Time	0.00			power outage 7-9am	0.00
						8.00

Exceptions Leave Balances Results Schedule Timesheet Comments

Comments

Removing 2 hours of essential time - employee was not required to work during the outage. Wilma Horton

Note: This step can be completed from the Edit Employee Time page, the Approve Timesheets page (after clicking on the employee's row to open the timesheet) or the Supervisor Dashboard by clicking on the exception in the Exceptions box.