Basic Time Entry

Grad students enter substitute hours worked and sick leave taken if the time off request process was not used.

1. Log in to EmpCenter at http://mytime.oregonstate.edu/.
2. Select Enter My Hours from the Dashboard.
3. If you have more than one job, select the job you are entering hours for; if not skip to step 4.
4. Select the day you need to enter time for; the Pay Code field will be highlighted.
5. Select the pay code from the Pay Code drop down list.
6. Enter the elapsed time in the Hours column.
   a. Oregon Sick Leave and Grad Sick leave must be entered in whole hour increments (e.g., 1, 8).
   b. For Sub Hours, you must enter information in the comments field that includes the person you were subbing for and the index they work on – if you are unsure of the index, please work with your supervisor to find the information.
7. Click Save at the top of the timesheet to save your changes.
8. You'll receive confirmation that your changes have been saved.

Submitting the Timesheet

At the end of the pay period you are responsible for verifying the information on your timesheet and submitting it to your supervisor for review. EmpCenter will send an email reminder as the pay period end nears.

If you do not take any leave or work any substitute hours in the pay period, you are still required to submit the blank timesheet to certify you worked as expected for the period.

1. Select Enter My Hours under Time Entry on the Employee Dashboard.
2. After reviewing your timesheet, click Submit at the top of the screen.
3. Check the box to certify the timesheet is accurate and activate the Submit Time Sheet button. Note: any red-level Error (not paid) exceptions listed must be corrected before submitting your timesheet; yellow Warning exceptions may need to be corrected as well. If you are unsure, ask your supervisor for assistance.
4. Click the Submit Time Sheet button to send the timesheet to your supervisor for approval. Note: the submit button is greyed out until you certify your timesheet (step 3).
5. You'll receive confirmation that the timesheet was submitted. Note: once your timesheet is submitted, the Time Entry window will default to the next pay period.

Training:

http://mytime.oregonstate.edu/grad-student-training

Overview of Sick Leave and Substitute Hour Policy:

http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/student-employment/graduate-sick-leave-faq.pdf