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EmpCenter Overview

Accessing EmpCenter

EmpCenter is an online time and attendance system designed to make tracking your employees’ time easier and faster.

To access EmpCenter, click on Login to EmpCenter at http://mytime.oregonstate.edu/:

At the EmpCenter login page, login with your ONID username and password:

Supervisor Dashboard

The home screen in EmpCenter is called the Dashboard. The first time you log in you will see a message with information on customizing the Dashboard. Click OK to access the Dashboard.

Note: you can find the same information about creating favorites in Appendix A.
From the Dashboard you can access timesheet approval, reports, time off requests, and delegation:

**Main Navigation Links:**
At the top of the Dashboard are several links; you will see these same links throughout EmpCenter:

- **Home:** use this link to return to the Dashboard from anywhere in the system.
- **Help:** use this link to open the online help documentation in a new window.
- **Log out:** use this link to sign off of EmpCenter.

The supervisor dashboard includes options for reviewing your employee’s time as well as options to access your own time entry. Please see the appropriate policy profile user guide for more information on using the employee options.

Note: you can move the links around in each section or move a link to the favorites box; the view seen here is the default setting for the supervisor dashboard.
Time Entry Links:
Note: if you do not see all the options, expand the list by clicking on the arrow at the bottom of the section ( ).
- Enter My Hours: access your timesheet to enter hours, correct entries, and submit your timesheet to your supervisor for approval.
- Edit Employee Time: access your employees' timesheets to view or edit their time; you will see any timesheet exceptions for your employees in the Exceptions box.
- Edit Time for Groups: make edits to multiple employee timesheets at once.
- Approve Time Sheets: access all employees' timesheets to approve for payroll processing. You can also access the Approve Time Sheets page by clicking on an employee's row in the Timesheet Submissions box.
- View Past Assignments: access your timesheets from previous jobs and/or previous pay periods.

Schedules Links:
- Review Time Off Requests: access a list pending employee time off requests for your review; you will also see all pending requests on the dashboard under Employee's Time Off Requests.
- My Time Off: access your time off and protected leave requests. You can submit your own requests, track the status of requests, and view past requests.
- Assign Schedules: assign schedule templates to your employees.
- Manage Group Schedules: assign temporary schedules to multiple employees at once.

Reports Links:
- View Reports: access reports for your timesheet and your employees’ timesheets.

Settings Links:
- Manage Delegations: assign another supervisor to approve your employees’ timesheets and time off requests when you are out of the office.

Exceptions Box:
This field lists any exception on your employees’ timesheets based on the settings you have selected. Clicking on an exception will open the timesheet for the employee in a new window. You can make any needed edits and save your changes. For more information on changing the settings in the Exceptions box, see Appendix D: Configure Home Page Exceptions. For more information about editing timesheets, see the Edit Employee Time section.

Employee's Time Off Requests Box:
This field lists any of your employee’s pending time off requests for the current and future pay periods.

Timesheet Submissions Box:
This field lists unapproved timesheets for your employees for the current pay period. You can easily check if the employee has submitted the timesheet and link directly to the Approve Timesheets page.
Timesheet Approvals

You can review your employees’ timesheets at any point in the pay period, but you must approve timesheets at the end of the period. You will receive reminder emails from EmpCenter when approvals are due.

Access your employees’ timesheets to review for approval by clicking on Approve Timesheets from the Supervisor Dashboard or clicking on a name in the Timesheet Submissions box:

Note: if you don’t see all the options listed under Time Entry, click on the arrow () to expand the list.
Approve Time Sheets Overview

Note: you can click on any of the column headings (e.g., employee id, name, etc.) to sort the employees by that column.

A. Employees Active On: the Approve Time Sheets page defaults to the current period and shows employees with timesheets for the current period. To change the date, check the box next to As of Current Period and select the date from the calendar.

B. Assignments: employees that are assigned to you. Typically this list will only include your employees (notated by your name); if you have been delegated employees from another supervisor you will see that supervisor’s name listed. Click on the name to display the employees.

C. Save Approvals: click to save changes made on the page. EmpCenter will warn you if you try to move away from the page before saving changes.

D. Find: search for an employee by name, employee ID, supervisor ID, or assignment description.

E. Show: options are All Time Sheets (default) and Amended Time Sheets Only.

F. Current Timesheet – separated by pay period end date – the order will change based on the current date (e.g., on 3/11, the hourly timesheets will be listed first since the open salaried pay period for that date ends on 3/31)
   1. Salaried employee timesheets for 1st to end of month.
   2. Hourly employee timesheets for 16th-15th.

   Note: if a timesheet from a previous pay period was amended, you will also see that listed. See the Amending Timesheets section for more details.

G. Employee details: the employee’s OSU ID number and name.

H. Assignment details: the employee’s assignment (includes job title, position number, timesheet org, and termination date if terminated) and policy profile (determines how they use EmpCenter and controls leave types, pay codes, and time recording).
I. Timesheet details:
- **Total Hours**: total hours for the month. This is calculated by adding Regular Hours, OT Hours, and Leave Hours. See Appendix B for a complete list of pay codes included in each column.
- **Regular Hours**: regular hours for the month. This number includes all work performed at straight rate including clock time, worked hours, and stand by pay.
- **OT Hours**: if the employee earned overtime during the month, the hours will be listed here. This includes additional hours worked, comp time earned, and exchange time earned.
- **Leave Hours**: any leave taken by the employee during the pay period.
- **Exceptions**: No means there are no exceptions on the employee’s timesheet, Yes indicates there are exceptions. The column will also be color coded with the highest level exception (white = informational, yellow = warning, red = error) on the timesheet. Red exceptions must be corrected by you or the employee before payroll processing.
- **Submitted**: No means the employee has not submitted their timesheet, Yes indicates they have submitted their timesheet. You can approve unsubmitted timesheets.

J. Approval details:
- **Approval Check box**: check the box to indicate your approval of the employee’s timesheet.
- **History**: click on the scroll button to open a new window with the approval history of the timesheet; this includes actions taken by the employee and the supervisor.
- **Reject**: click on the reject icon to send the timesheet back to the employee for correction.

**Approving Timesheets**

1. After clicking **Approve Timesheets** on the dashboard, select the group of employees you would like to review.

2. You will see all of the employees for the assignment selected listed, separated by pay period end date (salaried, end of month employees and hourly, mid-month employees):
3. Click on an employee’s row to view their timesheet:

The timesheet will open in a new window:

You can edit the timesheet from this screen if needed. The process is the same as changes made when viewing the timesheet from the Edit Employee Time page or Enter My Hours.

4. If no changes were needed, select Close Time Sheet to close the window and return to the Approve Time Sheet page:
If changes were made, select Save and Close to save your changes and close the window to return to the Approve Time Sheet page:

5. To approve the timesheet, check the box next to Approve in the Approval column:

Note: only approve timesheets for hourly or salary, not both. Timesheets are due at different times of the month for each group and you will receive separate reminders for each pay period.

6. Click Save Approvals to save your changes:

You'll receive confirmation that your changes have been saved:

Note: you can continue to review and approve timesheets before saving approvals; the system will warn you if you try to move away from the page before saving your changes.
Rejecting Timesheets

If there are problems with an employee’s timesheet, you can choose to reject it and send it back to the employee for changes. Please note, if there are hours on the timesheet the hours are still sent to payroll during processing even if you reject the timesheet. You will need to follow up with the employee to ensure corrections are made before the pay period closes.

1. After reviewing the timesheet, select Reject ( ) from the Approve Timesheet page:

2. The Reject Time Sheet window will open to allow you to send an email to the employee, yourself, or the employee’s supervisor (if you have been delegated the employee):

![Reject Timesheet Window]

Notes:
- The employee must have an email in the system.
- The email is sent from the empcenter@oregonstate.edu email address and does not include any identifying information about the timesheet/assignment/supervisor/person who sent the email other than what is entered in the email message field.
3. Enter the message to the employee in the Email Message field, change the default subject if needed, enter any notes for yourself in the Comments field, then click Send:

![Reject Timesheet]

Enter information for the employee in the Email Message field so the employee knows why their timesheet was rejected, what they need to do to correct the timesheet, and who is rejecting the timesheet.

Any comments entered will only show on the Approval History screen - the employee does not see the comments.

When you are ready to send the email, click Send.

Note: this message will only be in the email; the employee will not see the details in any other location.

4. The Approval column will show that the timesheet has been rejected:

![Timesheet has been rejected]

5. To review your comments – or add additional comments – click on the yellow note icon (📝) in the Approval column before saving your changes:

![Attach Timesheet Comment]

Note: the comments icon will disappear once you save your changes; you’ll see the comments on the Approval History screen by clicking on the scroll icon (🔍).
6. Save your changes:

Once the employee has fixed the errors on their timesheet, you can approve the timesheet using the Approve Timesheet process outlined above.

**Approval Deadlines**

**Salaried Employees**

The pay period for salaried employees is the 1st of the month through the end of the month. Employees submit timesheets by the end of the day on the 4th of the month after the end of the pay period. Supervisors must approve timesheets by the end of the day on the 6th of the month – or the next business day if the 6th is a holiday or weekend – after the end of the pay period.

**Hourly Employees**

The pay period for hourly employees is the 16th-15th. Employees submit timesheets by the end of the day on the 16th and supervisors must approve timesheets by the end of the day on the 17th, or the next business day if the 17th is a weekend or holiday.

**Sample Deadlines**

The table below illustrates the submission and approval deadlines for the November pay period:

<table>
<thead>
<tr>
<th></th>
<th>Pay Period</th>
<th>November 1st-November 30th</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaried Employees</strong></td>
<td>Employee Submission Deadline*</td>
<td>December 4th</td>
</tr>
<tr>
<td></td>
<td>Supervisor Approval Deadline</td>
<td>December 6th</td>
</tr>
<tr>
<td></td>
<td>Payday</td>
<td>November 30th</td>
</tr>
<tr>
<td><strong>Hourly Employees</strong></td>
<td>Pay Period</td>
<td>October 16th-November 15th</td>
</tr>
<tr>
<td></td>
<td>Employee Submission Deadline*</td>
<td>November 16th</td>
</tr>
<tr>
<td></td>
<td>Supervisor Approval Deadline</td>
<td>November 17th</td>
</tr>
<tr>
<td></td>
<td>Payday</td>
<td>November 30th</td>
</tr>
</tbody>
</table>

*Supervisors can approve timesheets that have not been submitted. It is your responsibility to know when your employees work.*
Approval History
You can review all actions taken on a timesheet from the Approve Timesheet page.

Click on the History icon (¿) in the Approval column:

Note: if there has been no action taken on the timesheet, you will not see the History icon.

The history will open in a new window:
Edit Employee Time

You can view and edit your employees’ timesheets at any point in the pay period.

To access employee timesheets, select Edit Employee Time from the Supervisor Dashboard:

Manager Time Entry Overview

On the Manager Time Entry page you can view all of your employees' timesheets plus any employees that have been delegated to you.
A. Work Period: the pay period for the timesheet you are viewing. You can navigate to past or future timesheets – up to one year from the current date – using the arrows or the calendar icon.

B. Minimize the left column by clicking on the double arrows.

C. Assignment Options:
   - Prev: Move to the previous employee’s timesheet.
   - Next: Move to the next employee’s timesheet.
   - Find: Search for an employee. See details below on using the Find function.
   - Sort: Change the way the employees are listed – by last name (default), first name, or employee id.

D. Assignment Group: you must select an assignment group to view the employees within that assignment.
   - Click on an employee’s name to view their current period timesheet. The employee you are viewing will be highlighted in the assignment group list.

E. Employee Timesheet: the header on the timesheet includes the employee id, name, job title, timesheet org, and policy profile.

Changing Work Period

When you first access the Manager Time Entry screen, the date will default to the current day.

When you select an employee’s timesheet to view, the date will default to the current open timesheet. You can change the pay period using the arrows or the calendar icon:

Note: the Default Period button will open the current pay period; Today will open the pay period that includes the current date.
Find Employees
You can search for employees within all assignments listed using the Find button under Assignments.

Search options are last name, first name, employee id, supervisor id, or assignment description. You can use the asterisk (*) as a wildcard in any of the fields. To include inactive/terminated employees or jobs uncheck the Exclude inactive employees box at the bottom of the search criteria window:

```
Find Employees
Search Criteria

Last Name:  
First Name:  
Employee ID:  
Supervisor ID:  
Assignment Description:  

Exclude inactive employees

Search Results
```

Note: the box can be resized by hovering your mouse near an edge, holding the mouse button down and dragging to make the window larger or smaller.
Sort Options

You can sort the list of employees in the Assignment Group by Last Name, First Name, or Employee ID. Select the option from the Sort drop down menu:

Editing Timesheets

Supervisors have access to make changes on their employees’ timesheets.

EmpCenter will track all changes made on the timesheet, including the employee id of the person making the change. In addition, EmpCenter will send an email notification to the employee and the supervisor when any edits are made and an exception will display on the timesheet.

1. Select the assignment group you would like to review:

2. Select the employee from the list to view their timesheet:
3. Make any changes necessary to the timesheet – the function is the same as time entry using the Enter My Hours process (see the appropriate policy profile employee user guide for more details):

![Timesheet screenshot]

Make edits to the employee timesheet. You can add rows to days, change pay codes, change hours, and add comments if needed.

4. Save your changes:
You’ll receive a warning if you try to navigate away from the page before saving your changes:

![Warning message]

or

![Confirmation message]

5. You’ll receive confirmation that the data was saved and you’ll see the informational exception that someone other than the employee saved the timesheet:

![Data saved message]

You’ll receive confirmation that the data was saved. You’ll also see the informational exception that the timesheet was saved by someone other than the employee.
Group Time Entry

Group time entry allows you to add or edit time on a weekly basis for more than one employee at the same time.

Select Edit Time for Groups from the Supervisor Dashboard to access the Group Time Entry Window:
A. Date: the first day of the current week. You can change the date by entering the date or using the calendar icon.

B. Clear Selection: when cells are selected in the employee grid below, clear all selections by clicking on this button.

C. Group Entry options: use to add the same pay code to each day selected for the employee.
   - Add: select to add time to the day(s) highlighted for the employee(s) selected.
   - Edit: select to edit time on the day(s) highlighted for the employee(s) selected.

D. Daily Entry options: use to add different pay codes to each day selected for the employee.
   - Add: select to add time to the day(s) highlighted for the employee(s) selected.
   - Edit: select to edit time on the day(s) highlighted for the employee(s) selected.

E. Approve Day/Withdraw Day Approval: OSU does not use the daily approval feature.

F. Assignment Group: select a group to view the employees in that assignment. You will see your name and the name of any supervisor's that have delegated their employees to you.

G. Employee options:
   - Find: search for an employee or group of employees by last name, first name, employee id, supervisor id, or assignment description. You can use the * wildcard in the search.
   - Sort Employees: change the order of employees in the employee grid. You can sort by last name, first name, or employee id.
   - Edit Exceptions: filter the employees listed in the employee grid to only see those with exceptions for the time period selected.

H. Employee Grid: employees in the selected assignment group for the selected time period.

Sort Employees

Click on the Sort Employees icon then select the sort option. You must then move the sort option to the desired ranking before clicking sort to save your changes and change the order of employees:
Editing Time for Groups

1. Select the group you would like to add or edit time for from the assignment group drop down – you will see your name and any supervisors that have delegated their employees to you:

   ![EmpCenter Group Time Entry Window](image)

   - Note: the date will default to the current week; change the week by entering a different date or using the calendar icon.

2. Select the days and employees you would like to edit by clicking on the cells in the grid:

   ![EmpCenter Group Time Entry Window](image)

   - To select entire week for an employee, click on the employee’s name.
   - To select the same day for all employees, click on the date.
   - To select specific dates for specific employees, click on the individual cell.
   - To select concurrent cells, click a cell and drag the mouse across the cells.
   - To deselect any cell, simply click on the cell.
   - The Clear Selection button will clear all selected cells.
3. To enter the same pay code and times for all of the dates selected, choose Add or Edit under Group Entry:

- Use Add if you want to add a pay code and hours to the employees’ time; if there is already time on the timesheet this option will add the pay code/hours in addition to what is on the timesheet.
- Use Edit if you want to edit pay codes or hours already on the employees’ timesheets.
- If there are no hours entered on the employee’s timesheet, add and edit act the same.

Note: because each policy profile has different pay codes available, employees will be grouped by policy profile. See Appendix A for a list of pay codes by policy profile.

4. To enter different pay codes and/or times for the dates selected, choose Add or Edit under Daily Entry:

- Use Add if you want to add a pay code and hours to the employees’ time; if there is already time on the timesheet this option will add the pay code/hours in addition to what is on the timesheet.
- Use Edit if you want to edit pay codes or hours already on the employees’ timesheets.
- If there are no hours entered on the employee’s timesheet, add and edit act the same.
5. Select the pay code from the drop down list:

Note: you can change between Group Entry and Daily Entry from this page using the drop down menu at the top:

Daily Entry allows you to select different pay codes and/or enter different hours for each employee and day selected in step 2:

You can also add or delete rows for Daily or Group Entry using the (add) or (delete) buttons in the Action column.
6. Enter times for the selected days/pay codes:

![EmpCenter Group Time Entry Window](image)

Note: the pay code determines whether you need to enter in/out times as actual hours (e.g., 8am, 5pm) or elapsed hours (e.g., 8, 1.5)

7. Save your changes:

- Save and Return will save your changes and return to the Group Time Entry window
- Save will save your changes and remain on the current page.
- Back will discard your changes and return to the Group Time Entry window.

You’ll see the changes on the main Group Time Entry Window:
Amending Timesheets

After a timesheet has been processed, any changes must go through the amended timesheet procedure.

Your employees should only request to amend their timesheet to correct misreported time or leave.

1. The employee is responsible for printing out the timesheet for the affected pay period, writing in the necessary changes, and signing and dating the timesheet before submitting the timesheet to you:

   ![Corrected Timesheet Example]

   The employee writes the correction on the printed timesheet then signs and dates it.

2. Review the corrected timesheet then add your signature and the date:

   ![Signature Example]

   Add your signature to the timesheet before submitting to your Business Center.

3. Submit the timesheet to your Business Center for processing. Once the Business Center has made the changes in EmpCenter, you will get an email and see the amended timesheet on your Approvals page. You approve the changes in EmpCenter just like you approve other timesheets:

   ![EmpCenter Approval]

Please note it may take several weeks before the changes are reflected in EmpCenter.
Review Time Off Requests

Employees can request time off through EmpCenter. As their supervisor, you must review the request and either approve or reject it.

When an employee submits a time off request, you will receive an email and see the pending request on the Supervisor Dashboard:

Click on the employee’s name to access the request. You can also access the time off request by clicking on the link in the email you receive or by clicking on the Review Time Off Requests link under Schedules.

Time Off Review Summary

Clicking on the Review Time Off Requests link takes you to the Time Off Review Summary page. You will see all requests that need to be reviewed listed on the Pending Requests tab; approved, rejected, or cancelled requests are listed on the Time Off Request History tab:
Filtering Employees

On the Pending Requests tab click on the Change Filter button to filter the list of requests by date range of request or employee name:

On the Time Off Request History tab click on the Change Filter button to filter the list of requests by date range of request, employee name, or request status:
Approving/Rejecting Time Off Requests

1. Access the employee’s request either from the Dashboard, the Time Off Review Summary page, or the link in the email:

Note: click on the Review Time Off Requests link on the Dashboard to access the Time Off Review Summary page shown above.


*** This is an automatically generated email from EmpCenter, please do not reply ***
2. On the Time Off Approval page, you’ll see all of the details of the request:

A. View Request List: click this button to return to the Time Off Review Summary page.
B. Approve/Reject Request: click an option to approve or reject the time off request.
C. Request Summary: dates, pay codes, and hours for the time off request as well as the status (pending, approved, rejected, or cancelled) are listed here.
D. Bank Usage Graph: employee’s bank balance for the selected leave type – the graph shows any pending or approved requests for the time period you are viewing. You can add additional leave types to the graph by clicking on the bank in the legend to the left of the graph.
E. Request Details:
   - The Exceptions tab lists exceptions (if any) associated with the request.
   - The History tab lists all actions taken on the request.

With Current Request

Requests: This Request  Pending

Exceptions (0)  History (1)  Bank Usage

No exceptions.

Exceptions (0)  History (1)  Bank Usage

<table>
<thead>
<tr>
<th>Date/Time Approval Status</th>
<th>User</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/22/2017 03:43 pm Pending</td>
<td>Beaver, Viola</td>
<td></td>
</tr>
</tbody>
</table>
- The Bank Usage tab lists the leave usage for the request.

3. Once you have reviewed the request, select an option at the top of the page:

   a. To approve the request, select Approve Request. The Manager Comments box will pop up. Add any comments, if needed, then click Approve Request:

   b. To reject the request, select Reject Request. The Manager Comments box will pop up. Add comments so the employee knows why the request was rejected then click Reject Request:

4. You’ll receive confirmation that the request was approved or rejected. Click OK to return to the Time Off Review Summary page:

Note: the employee will receive an email notification from EmpCenter that the request has been approved or rejected.
Cancelling Time Off Requests

Once a time off request has been approved no changes can be made to the request. If changes (dates, times, leave types) need to be made, the time off request must be cancelled.

Employees can cancel their own time off requests; supervisors should only cancel the request if the employee is unable to access EmpCenter to complete the cancellation.

1. From the Time Off Review Summary page, click on the Time Off Request History tab to find the time off request that needs to be cancelled; click on the employee’s request to access the Time Off Review Summary page:

2. On the Time Off Review Summary page, select Cancel Request:

3. Enter comments for the employee then click Cancel Request:
4. You’ll receive confirmation that the request was successfully cancelled. Click OK to return to the Time Off Review summary page:

5. On the Time Off Review Summary page, you’ll see the cancelled request listed on the Time Off Request History tab:
Reports

As a supervisor, you have access to additional reports to help you keep track of your employee’s time and leave. See the Report Guide for more details about all of the reports available to you.

Viewing Reports

1. All reports are accessed by clicking on View Reports on the Dashboard under Reports:

2. On the Reports page, select the report, or report category then report, to view the report options:

Note: the Manager Reports folder contains reports about your employees. The Reports About Me folder contains reports for your timesheet only.
You can also search for a report using the search feature:

Enter any portion of a report name then click on the binoculars or Enter to search for reports that meet the criteria entered:

To view the report options, select the report you would like to view from the list.

Note: the search results will include manager reports and reports for your timesheet (e.g., “Employee Time Sheet Audit” will only give you information about your timesheet).
3. Select the report options:

a. Enter the date or use the calendar icon.
   - For reports with Pay Period End Date as the criteria, the date must be the last day of a pay period (e.g., 3/31/17 for salaried, 3/15/17 for hourly).
   - For reports that allow date ranges as the criteria, you can enter the dates or select a range for a period of time before or after the current date.

b. You must select an Assignment Group from the Assignment Group List.
   - If you are a supervisor, you will see your name and any supervisors that have delegate their employees to you listed.
   - If you have the Business Center role you will see the business center and all timesheet orgs within the business center listed.

c. To view the report for only one employee, enter the employee’s id or last name.

Each report has different set of options; for any required option, the report will give an error if you do not enter a selection. For options with multiple values, you can check the box next to the values you want to add to the report or click Select All to add all values to a report.
4. Click Run Now to select the delivery options for the report:

![Report: Unsubmitted Time Sheets](image)

5. Select the delivery option:

![Run Report Now](image)

Note: View Now will open the report on your computer using the output option selected, Send Email will email the report to the email address(es) entered as an attachment in the file format selected.

6. Select the output option then click Run Now:

![Run Report Now](image)

View Now options:
- PDF: opens the report as a PDF file. Use this format if you want to print the report.
- Excel: opens the report in Excel with the same formatting as HTML/PDF options.
- CSV: opens the report as a CSV file which can be formatted and manipulated.
- HTML: opens the report on a new tab/window within your web browser.

When you click Run Now, the report will open in the format selected.

Note: some report output options may be grayed out indicating the report is not available in that output. If the option you would like is grayed out, run the report as HTML. You can then export it in the format you would like. See the Exporting a Report section in the Report Guide.
Note: you must enter at least one valid email address. Separate multiple addresses with a space, comma, or semicolon. If the email address is entered incorrectly you will **not** receive any notification that the delivery failed.

Send in an Email options:
- PDF: attaches the report as a PDF file. Use this format if you want to print the report.
- Excel: attaches the report in Excel with the same formatting as PDF option.
- CSV: attaches the report as a CSV file which can be formatted and manipulated.

You'll receive confirmation that the report will be sent to the email addresses entered:
Scheduling Reports
You can schedule reports you use frequently to be emailed to you or others on a daily, weekly, monthly, or yearly basis.

1. After choosing the report and entering the report options to use for the scheduled report, select Schedule:

For the date criteria, use the run date options instead of entering a pay period end date or date range, unless you want the report to always run for the same date range or pay period.
2. Enter the schedule options:

   ![Create New Schedule]

   **a. Delivery**
   - Enter the email address(es) to send the report to; separate multiple emails with a space, comma, or semicolon. There is no notification if the email delivery fails.
   - Enter a subject and body (if needed) for the email.
   - Select the output option. The report will be emailed in the file format selected.

   **b. Scheduling**
   - Select the report frequency:
     - Once: one time run at a later date
     - Daily: run every X number of days
     - Weekly: run every X number of weeks on a set day or days
     - Monthly: run every X number of months on a set day
     - Yearly: run yearly on a set day
   - Select the schedule date range
     - Choose no end date to schedule the report indefinitely
   - Check the “Retain this report schedule after end date” box if you would like to review the report schedule options after it is no longer scheduled.
     Note: you will see at the bottom of the scheduling section the date and parameters of the next scheduled report.

   **c. Schedule Name** – you can give the scheduled report a unique name if needed; the default is the name of the report.
3. Select Create Schedule to save the report schedule with the criteria entered:

You'll receive confirmation the report schedule was successfully created:

The report will be emailed to the addresses entered on the day(s) and times selected.

4. You can review scheduled report options at any time under the My Scheduled Reports tab:

- The Refresh Data button will update the list including the last run and next run dates.
- To view scheduled reports that have ended, check the Include inactive report schedules box.
- Click on the blue arrow ( ) to preview the report (the report will run with the date criteria using today’s date as the run date).
- Click on the red X ( ) to delete the schedule.
5. Click on the report row to view the schedule options:

Note: if you make any changes to the schedule options, select Save Schedule to save the changes.
Delegation

If you will be out of the office, EmpCenter allows you to delegate your supervisor responsibilities to another employee that is currently assigned to the supervisor role. The supervisor delegated to will be able to approve timesheets, time off requests, assign schedules, and edit employee time for your employees. You will also still be able to do all of these tasks for your employees.

To add or revoke a delegation, select Manage Delegations from the Supervisor Dashboard:

Delegate Employees

1. From the Delegate page, select Delegate Authority:
2. Click search on the Enter Search Criteria window:

Note: you do not need to enter anything in the group description field; you will see your “group” as well as any supervisors that have delegate their employees to you if they allow re-delegation.

3. On the Choose Delegate Options window, select the assignment group you are delegating:

4. Enter the effective start and end date and select whether you want to allow re-delegation then click Next:

A. The Effective Date is the day the supervisor you delegate to will begin seeing your employees.
B. The End Effective Date is the last day the supervisor you delegate to will see your employees.

Note: the effective date will default to the current date; the end effective date will default to one week from the current date. You can choose any future dates for the delegation.

C. Allow Re-delegation: if you want to allow the delegated supervisor to re-delegate your employees to another supervisor, check this box.
5. Enter search criteria to find the supervisor you would like to delegate to – you can use the asterisk (*) as a wildcard:

![EmpCenter interface with search criteria entry fields]

Enter the criteria to search for the supervisor you would like to delegate to then click Search.

Note: User ID is the supervisor’s 9-digit employee id, not their ONID.

6. Select the supervisor from the list and click Select:

![EmpCenter interface with search results]

You must select the radio button next to the supervisor’s name you are delegating to then click Select.
7. You’ll receive confirmation that the delegation was successful, click continue to return to the Delegation page:

![Status Message]

**View/Revoke Delegation**

After you have delegated your employees to another supervisor, you can view your delegation and/or revoke the delegation.

1. From the Delegate page, select View/Revoke Delegation:

![EmpCenter: Manage Delegations]

2. On the Search Criteria page, enter any search criteria, if needed, then click Search:

![Enter Search Criteria]

Enter any search criteria, if needed, then click Search.

Note: if you do not enter any search criteria you will see all of your delegations including past delegations.
3. You will see the list of delegations based on your search. Select Back to return to the Manage Delegation screen with no changes. Select Revoke under the Actions column to make changes:

4. If you select Revoke, the Revoke Delegate Roles window opens on the Delegations page:

A. Select the radio button next to Immediately to revoke immediately.
B. Select the radio button and enter a date next to At end of day on to change the end date.
C. Select Cancel to close the window and return to the delegation list with no changes.

5. After selecting an option, click Revoke Delegation(s) to revoke or change the end date:

6. You’ll receive confirmation that the delegation was revoked or the end date changed:
Schedules

EmpCenter has a rudimentary scheduling component that allows for assigning a limited number of schedule templates to employees. The functionality may not meet all of your scheduling needs and only affects Classified employees' timesheets and hours.

Schedules are not required for any employee, however, supervisors can assign schedules on a permanent or temporary basis. Permanent schedule templates are typically used to adjust the automatic meal for Classified Salaried Non-exempt and Classified Hourly employees. Temporary schedules can be used to change meals or set hours for an employee or group of employees for a pay period or portion of a pay period.

Schedule Templates

An EmpCenter administrator creates schedule templates that are available to all supervisors. There are a limited number of schedule templates available. You can assign the schedule templates permanently or temporarily to your employees.

Assign Schedule Templates – Permanent Changes

Note: the process for assigning schedule cycles, assigning a temporary schedule, or changing an assigned schedule template is the same as the steps outlined below.

1. Select Assign Schedules on the Dashboard under Schedules to access the templates:

2. Select Assign Schedule Templates under Permanent Changes on the Assign Schedules page:
Choose an Action options:
Permanent Changes – the employee will remain on the schedule until you change it.
- Assign Schedule Cycles: allows you to assign a permanent schedule cycle (i.e., week 1 employee works M-F 8am-5pm, week 2 employee works Tu-Sa 10am-7pm, week 3 cycles back to week 1 schedule) to an employee or group of employees.
- Assign Schedule Templates: allows you to assign a permanent schedule template to an employee or group of employees.

Temporary Changes – the schedule is only in affect for the current (or selected) pay period.
- Assign Schedule Templates: allows you to assign a schedule template to an employee or group of employees for the current pay period – or a later pay period selected.

3. Select the assignment to view your employees – you will see your name and any supervisors that have delegated their employees to you:

![EmpCenter Home Screen](image)

Click on the assignment to view your employees.

Note: The employee list and available effective dates will default to the current open pay period. If you need to change the pay period so you can assign the schedule to start later, check the box under Employees Active On and select the date from the calendar:

![EmpCenter Employees Active On](image)

To change the pay period for the schedule assignment to start, check the box and select the date from the calendar.
4. To assign a schedule template to one employee, check the Manager Override box to activate their row:

![Image of EmpCenter interface showing schedule assignment](image)

Note: if an employee has a schedule template already assigned, the Manager Override box will be checked and the schedule listed in the Schedule Template field.

To assign a schedule template to several employees, check the box to the left of their name (for all employees check the box at the top to the right of Name) and the Manager Override box on the Mass Edit line. You will need to complete the remaining steps on the Mass Edit line:

![Image of EmpCenter interface showing mass schedule assignment](image)

Reminder: while you can assign any schedule template to any employee, the schedule function only affects Classified employees’ timesheets and hours.
5. Click in the Schedule Template field to see the available schedules. Select the template you would like to assign to the employee from the drop down:

![Schedule Template selection](image1)

Note: if assigning a schedule cycle, you will also have to select the cycle start schedule (i.e., start with the 2nd week of the schedule):

6. Enter the date you would like the employee to start working the assigned schedule. The effective date must be within the Valid Date Range to the right:

![Effective Date](image2)

Reminder: if you want the employee to start working the assigned schedule for a future date not in the effective date range, you must change the date as shown in step 3.

7. Save your changes:

![Save button](image3)

Note: the Reset button will clear your entry and the Back button will return you to the Schedule Maintenance page without saving your changes.

If you are using the Mass Edit feature, be sure to first check Apply to all checked rows before saving:
8. The employee is now assigned the schedule as of the effective date selected:

Temporary Schedules

Schedule Tab

You can assign an individual schedule to an employee using the Schedule tab in Edit Employee Time. This process must be repeated each pay period and will only affect Classified employees’ timesheets and schedules.

Temporary schedules can also be used to change the assigned schedule for an employee for a day or several days in the pay period.

1. Select Edit Employee Time from the Supervisor Dashboard to access the employee’s timesheet:
2. After selecting the assignment, employee, and pay period (if needed), click on the Schedule tab:

![EmpCenter Schedule Tab]

Choose the assignment, the employee, and - if needed - the pay period. Click on the Schedule tab to add or make changes to the employee's schedule.

3. Add the schedule to the days in the pay period:

a. Select the pay code from the drop down list:

![Select Pay Code]

Select the pay code from the drop down list.

Note: to add additional rows to a day, click on the `+`.

![Add Row]

Select the pay code from the drop down list.
b. Enter the hours:

Note: the pay code selected determines if you need to enter elapsed hours or actual hours. Work In/Out requires actual hours (i.e., 8am, 5pm); Worked Hours and Meal require elapsed hours (i.e., 8, 1.5)

If you are changing a permanent assigned schedule, the hours will be listed on the schedule tab; simply change the hours on the schedule tab to reflect the updated times:
c. Continue to add pay codes and hours to the days you are scheduling; if you are add the same pay code and hours to multiple days, use the copy and paste option:

![Copy the row, day, or week then paste the entry on the day you would like.]

4. Click Save at the top of the window to save your changes:

![You'll receive confirmation the data was saved:]

Data saved.
Group Schedules for Temporary Schedules

The Group Schedules process allows you to add a schedule to an employee or group of employees on a weekly basis. The Group Schedule process is similar to the Group Time Entry process.

Reminder: this process must be repeated for each week you want to assign the schedule to the employees and will only affect Classified employees’ timesheets and hours.

1. Select Manage Group Schedules on the Supervisor Dashboard to access the Group Schedule page:

2. Select the group you would like to add or edit schedules for from the Assignment Group drop down – you will see your name and any supervisors that have delegated their employees to you:

Note: the date will default to the current week; change the week by entering a different date in MMDDYY format or using the calendar icon.
3. Select the days and employees you would like to edit by clicking on the cells in the grid; if an employee has a schedule assigned for the week selected, you will see listed:

- To select entire week for an employee, click on the employee’s name.
- To select the same day for all employees, click on the date.
- To select specific dates for specific employees, click on the individual cell.
- To select concurrent cells, click a cell and drag the mouse across the cells.
- To deselect any cell, simply click on the cell.
- The Clear Selection button will clear all selected cells.

4. To enter the same pay code and times for all of the dates selected, choose Add or Edit under Group Entry:

Choose Add to add time to the employee’s timesheet in addition to what is already on the timesheet; choose edit to edit the time entered on the timesheet.

- Use Add if you want to add a pay code and hours to the employees’ schedule; if there is already time on the timesheet this option will add the pay code/hours in addition to what is on the timesheet.
- Use Edit if you want to edit pay codes or hours already on the employees’ timesheets.
- If a schedule is not already assigned, add and edit act the same.
5. To enter **different** pay codes and/or times for the dates selected, choose Add or Edit under Daily Entry:

- Use Add if you want to **add** a pay code and hours to the employees’ schedule; if there is already time on the timesheet this option will add the pay code/hours in addition to what is on the timesheet.
- Use Edit if you want to **edit** pay codes or hours already on the employees’ timesheets.
- If a schedule is not already assigned, add and edit act the same.

6. Select the pay code from the drop down list:

Note: you can change between Group Entry and Daily Entry from this page using the drop down menu at the top:

Daily Entry allows you to select different pay codes and/or enter different hours for each employee and day selected in step 2:

You can also add or delete rows for Daily or Group Entry using the (add) or (delete) buttons in the Action column.
7. Enter times for the selected days/pay codes:

Note: the pay code determines whether you need to enter actual hours (i.e. 8am, 5pm) or elapsed hours (i.e. 8, 1.5)

8. Save your changes:

- Save and Return will save your changes and return to the Group Schedule window
- Save will save your changes and remain on the current page.
- Back will discard your changes and return to the Group Time Entry window.

You'll see the changes on the main Group Schedule Window:
## Appendix A: Pay Codes by Policy Profile

Note: for all policy profiles, the pay codes are listed in alphabetical order; the order within EmpCenter is by most common first.

### Classified Hourly

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement</td>
<td>Paid leave taken for death in the immediate family. If entered directly on the timesheet, comments are required. Limited to 4 days (hours based on FTE) per instance.</td>
</tr>
<tr>
<td>Call Back Pay</td>
<td>Hours worked when called back after being released from duty.</td>
</tr>
<tr>
<td>Comp</td>
<td>Leave taken from the Comp Time leave bank.</td>
</tr>
<tr>
<td>Confined Space Differential</td>
<td>Additional pay earned when working in a confined space as defined by the collective bargaining agreement.</td>
</tr>
<tr>
<td>Diving Differential</td>
<td>Additional pay earned when diving underwater as defined by the collective bargaining agreement.</td>
</tr>
<tr>
<td>Exchange</td>
<td>Leave taken from the Exchange leave bank. (Exempt employees only.)</td>
</tr>
<tr>
<td>High Work Differential</td>
<td>Additional pay earned when working in an elevated location as defined by the collective bargaining agreement.</td>
</tr>
<tr>
<td>Holiday</td>
<td>Used when changing holiday hours from observed day to actual day.</td>
</tr>
<tr>
<td>Holiday Normal Day Off</td>
<td>Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank.</td>
</tr>
<tr>
<td>Holiday Override</td>
<td>If the actual holiday (different from observed) falls on a regularly schedule work day, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on normal day off.</td>
</tr>
<tr>
<td>Holiday Work Comp Requested</td>
<td>Used to request Comp Time for any hours worked on an observed holiday.</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Paid leave for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required.</td>
</tr>
<tr>
<td>Military</td>
<td>Leave taken for Military time off as defined in the collective bargaining agreement. If entered directly on the timesheet, comments are required.</td>
</tr>
<tr>
<td>On Call Pay</td>
<td>Hours on call for work as defined by the collective bargaining agreement.</td>
</tr>
<tr>
<td>Overtime Comp Requested</td>
<td>Used to convert overtime hours earned in the week to Comp Time. (Non-exempt employees only.)</td>
</tr>
<tr>
<td>Personal</td>
<td>Leave taken from the Personal leave bank.</td>
</tr>
<tr>
<td>Retirement Leave</td>
<td>Paid leave taken for Retirement planning. If entered directly on the timesheet, comments are required.</td>
</tr>
<tr>
<td>Sick</td>
<td>Leave taken from the Sick leave bank.</td>
</tr>
<tr>
<td>Special Day</td>
<td>Leave that can be used the day before or after Christmas or before or after New Year’s Day as defined in the collective bargaining agreement.</td>
</tr>
<tr>
<td>Stand By</td>
<td>Hours on standby for work as defined in the collective bargaining agreement.</td>
</tr>
<tr>
<td>Steward Hours</td>
<td>Amount of hours spent on union steward duties. Does not add to time for the week.</td>
</tr>
<tr>
<td>Vacation</td>
<td>Leave taken from the Vacation leave bank.</td>
</tr>
<tr>
<td>Work In/Out</td>
<td>Actual in and out hours for the day. Used when clocking is not available. Entered as actual hours (i.e., 8am, 5pm) not elapsed hours. Comments are required.</td>
</tr>
</tbody>
</table>

### Supervisor Only Pay Code – only displays on the Edit Employee Time page for the Supervisor

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show-up Compensation</td>
<td>Pay to employees who are scheduled to work, show up for work, and are released. Paid the equivalent of two (2) hours at the appropriate rate as defined in the collective bargaining agreement.</td>
</tr>
</tbody>
</table>
# Classified Salaried Non-Exempt

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement</td>
<td>Paid leave taken for death in the immediate family. If entered directly on the timesheet, comments are required. Limited to 4 days (hours based on FTE) per instance.</td>
</tr>
<tr>
<td>Call Back Pay</td>
<td>Hours worked when called back after being released from duty.</td>
</tr>
<tr>
<td>Comp</td>
<td>Leave taken from the Comp Time leave bank.</td>
</tr>
<tr>
<td>Confined Space Differential</td>
<td>Additional pay earned when working in a confined space as defined by the collective bargaining agreement.</td>
</tr>
<tr>
<td>Diving Differential</td>
<td>Additional pay earned when diving underwater as defined by the collective bargaining agreement.</td>
</tr>
<tr>
<td>High Work Differential</td>
<td>Additional pay earned when working in an elevated location as defined by the collective bargaining agreement.</td>
</tr>
<tr>
<td>Holiday</td>
<td>Used when changing holiday hours from observed day to actual day.</td>
</tr>
<tr>
<td>Holiday Normal Day Off</td>
<td>Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank.</td>
</tr>
<tr>
<td>Holiday Override</td>
<td>If the actual holiday (different from observed) falls on a regularly schedule work day, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on normal day off.</td>
</tr>
<tr>
<td>Holiday Work Comp Requested</td>
<td>Used to request Comp Time for any hours worked on an observed holiday.</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Paid leave for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required.</td>
</tr>
<tr>
<td>LWOP</td>
<td>Leave Without Pay. Used when all available leave has been exhausted.</td>
</tr>
<tr>
<td>Military</td>
<td>Leave taken for Military time off as defined in the collective bargaining agreement. If entered directly on the timesheet, comments are required.</td>
</tr>
<tr>
<td>On Call Pay</td>
<td>Hours on call for work as defined by the collective bargaining agreement.</td>
</tr>
<tr>
<td>Other Class/Temp Hours</td>
<td>Pay for services not covered by appointment that does not exceed full-time employment for which the contract pertains.</td>
</tr>
<tr>
<td>Overtime Comp Requested</td>
<td>Used to convert overtime hours earned in the week to Comp Time.</td>
</tr>
<tr>
<td>Personal</td>
<td>Leave taken from the Personal leave bank.</td>
</tr>
<tr>
<td>Retirement Leave</td>
<td>Paid leave taken for Retirement planning. If entered directly on the timesheet, comments are required.</td>
</tr>
<tr>
<td>Sick</td>
<td>Leave taken from the Sick leave bank.</td>
</tr>
<tr>
<td>Special Day</td>
<td>Leave that can be used the day before or after Christmas or before or after New Year’s Day as defined in the collective bargaining agreement.</td>
</tr>
<tr>
<td>Stand By</td>
<td>Hours on standby for work as defined in the collective bargaining agreement.</td>
</tr>
<tr>
<td>Steward Hours</td>
<td>Amount of hours spent on union steward duties. Does not add to time for the week.</td>
</tr>
<tr>
<td>Vacation</td>
<td>Leave taken from the Vacation leave bank.</td>
</tr>
<tr>
<td>Work In/Out</td>
<td>Actual in and out hours for the day. Used when clocking is not available. Entered as actual hours (i.e., 8am, 5pm) not elapsed hours. Comments are required.</td>
</tr>
</tbody>
</table>

**Supervisor Only Pay Code** – only displays on the Edit Employee Time page for the Supervisor

| Show-up Compensation      | Pay to employees who are scheduled to work, show up for work, and are released. Paid the equivalent of two (2) hours at the appropriate rate as defined in the collective bargaining agreement. |
## Classified Salaried Exempt

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement</td>
<td>Paid leave taken for death in the immediate family. If entered directly on the timesheet, comments are required. Limited to 4 days (hours based on FTE) per instance.</td>
</tr>
<tr>
<td>Call Back Pay</td>
<td>Hours worked when called back after being released from duty.</td>
</tr>
<tr>
<td>Comp</td>
<td>Leave taken from the Comp Time leave bank.</td>
</tr>
<tr>
<td>Exchange</td>
<td>Leave taken from the Exchange Time leave bank.</td>
</tr>
<tr>
<td>Holiday</td>
<td>Used when changing holiday hours from observed day to actual day.</td>
</tr>
<tr>
<td>Holiday Normal Day Off</td>
<td>Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank.</td>
</tr>
<tr>
<td>Holiday Override</td>
<td>If the actual holiday (different from observed) falls on a regularly schedule work day, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on normal day off.</td>
</tr>
<tr>
<td>Holiday Work Comp Requested</td>
<td>Used to request Comp Time for any hours worked on an observed holiday.</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required.</td>
</tr>
<tr>
<td>LWOP</td>
<td>Leave Without Pay. Used when all available leave has been exhausted.</td>
</tr>
<tr>
<td>Military</td>
<td>Leave taken for Military time off as defined in the collective bargaining agreement. If entered directly on the timesheet, comments are required.</td>
</tr>
<tr>
<td>On Call Pay</td>
<td>Hours on call for work as defined by the collective bargaining agreement.</td>
</tr>
<tr>
<td>Other Class/Temp Hours</td>
<td>Pay for services not covered by appointment that does not exceed full-time employment for which the contract pertains.</td>
</tr>
<tr>
<td>Personal</td>
<td>Leave taken from the Personal leave bank.</td>
</tr>
<tr>
<td>Regular Hours</td>
<td>Used to record worked hours for the day.</td>
</tr>
<tr>
<td>Retirement Leave</td>
<td>Paid leave taken for Retirement planning. If entered directly on the timesheet, comments are required.</td>
</tr>
<tr>
<td>Sick</td>
<td>Leave taken from the Sick leave bank.</td>
</tr>
<tr>
<td>Special Day</td>
<td>Leave that can be used the day before or after Christmas or before or after New Year’s Day as defined in the collective bargaining agreement.</td>
</tr>
<tr>
<td>Stand By</td>
<td>Hours on standby for work as defined in the collective bargaining agreement.</td>
</tr>
<tr>
<td>Steward Hours</td>
<td>Amount of hours spent on union steward duties. Does not add to time for the week.</td>
</tr>
<tr>
<td>Vacation</td>
<td>Leave taken from the Vacation leave bank.</td>
</tr>
<tr>
<td><strong>Supervisor Only Pay Code</strong></td>
<td>– only displays on the Edit Employee Time page for the Supervisor</td>
</tr>
<tr>
<td>Show-up Compensation</td>
<td>Pay to employees who are scheduled to work, show up for work, and are released. Paid the equivalent of two (2) hours at the appropriate rate as defined in the collective bargaining agreement.</td>
</tr>
</tbody>
</table>

## Grad Student

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Sick Leave</td>
<td>Leave taken from the Grad Sick leave bank. Must be used in whole hour increments.</td>
</tr>
<tr>
<td>Oregon Sick Leave</td>
<td>Leave taken from the Oregon Sick leave bank. Must be used in whole hour increments.</td>
</tr>
<tr>
<td>Sub Hours Worked</td>
<td>Hours worked covering a class for another grad student. Comments are required and must name of the person subbing for and the index to charge.</td>
</tr>
</tbody>
</table>
### Students/Temps

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad Sick Leave</td>
<td>Leave taken from the Grad Sick leave bank. Must be used in whole hour increments.</td>
</tr>
<tr>
<td>Oregon Sick Leave</td>
<td>Leave taken from the Oregon Sick leave bank. Must be used in whole hour increments.</td>
</tr>
<tr>
<td>Work In/Out</td>
<td>Actual in and out hours for the day. Used when clocking is not available. Entered as actual hours (i.e., 8am, 5pm) not elapsed hours. Comments are required.</td>
</tr>
</tbody>
</table>

### Unclassified Hourly

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp</td>
<td>Leave taken from the Comp Time leave bank.</td>
</tr>
<tr>
<td>Holiday</td>
<td>Used when changing holiday hours from observed day to actual day.</td>
</tr>
<tr>
<td>Holiday Normal Day Off</td>
<td>Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank.</td>
</tr>
<tr>
<td>Holiday Override</td>
<td>If the actual holiday (different from observed) falls on a regularly schedule work day, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on normal day off.</td>
</tr>
<tr>
<td>Holiday Work Comp Time Earned</td>
<td>Used to record work time for any hours worked on an observed holiday. Hours will be converted to Comp Time.</td>
</tr>
<tr>
<td>Holiday Work Pay</td>
<td>Hours worked on a holiday to be paid as additional work time.</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required.</td>
</tr>
<tr>
<td>Overtime Comp Requested</td>
<td>Used to convert overtime hours earned in the week to Comp Time.</td>
</tr>
<tr>
<td>Sick</td>
<td>Leave taken from the Sick leave bank.</td>
</tr>
<tr>
<td>Special Day</td>
<td>Formerly Governor’s day. Leave that can be used the day before Christmas.</td>
</tr>
<tr>
<td>Vacation</td>
<td>Leave taken from the Vacation leave bank.</td>
</tr>
<tr>
<td>Worked Hours</td>
<td>Enter hours worked for the day.</td>
</tr>
</tbody>
</table>

### Unclassified Non-Exempt

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Hours Worked</td>
<td>Hours over your regularly scheduled hours worked in a day. Hours default to be paid as overtime.</td>
</tr>
<tr>
<td>Comp</td>
<td>Leave taken from the Comp Time leave bank.</td>
</tr>
<tr>
<td>Holiday</td>
<td>Used when changing holiday hours from observed day to actual day.</td>
</tr>
<tr>
<td>Holiday Normal Day Off</td>
<td>Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank.</td>
</tr>
<tr>
<td>Holiday Override</td>
<td>If the actual holiday (different from observed) falls on a regularly schedule work day, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on normal day off.</td>
</tr>
<tr>
<td>Holiday Work Comp Time Earned</td>
<td>Used to record work time for any hours worked on an observed holiday. Hours will be converted to Comp Time.</td>
</tr>
<tr>
<td>Holiday Work Pay</td>
<td>Hours worked on a holiday to be paid as additional work time.</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required.</td>
</tr>
<tr>
<td>LWOP</td>
<td>Leave Without Pay. Used when all available leave has been exhausted.</td>
</tr>
<tr>
<td>Overtime Comp Requested</td>
<td>Used to convert overtime hours earned in the week to Comp Time.</td>
</tr>
<tr>
<td>Sick</td>
<td>Leave taken from the Sick leave bank.</td>
</tr>
<tr>
<td>Special Day</td>
<td>Formerly Governor’s day. Leave that can be used the day before Christmas.</td>
</tr>
<tr>
<td>Vacation</td>
<td>Leave taken from the Vacation leave bank.</td>
</tr>
</tbody>
</table>
Unclassified Exempt

<table>
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<th>Pay Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp</td>
<td>Leave taken from the Comp Time leave bank.</td>
</tr>
<tr>
<td>Holiday</td>
<td>Used when changing holiday hours from observed day to actual day.</td>
</tr>
<tr>
<td>Holiday Normal Day Off</td>
<td>Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank.</td>
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<td>Holiday Override</td>
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</tr>
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<td>Vacation</td>
<td>Leave taken from the Vacation leave bank.</td>
</tr>
</tbody>
</table>

In addition, all classified and unclassified policy profiles have addition “-Pre-Approved” leave pay code versions (i.e., Vacation – Pre-Approved, Jury Duty – Pre-Approved) that display on the timesheet when the Time Off Request process is used to request the leave.
### Appendix B: Supervisor Approval Screen Pay Codes

<table>
<thead>
<tr>
<th>Pay Codes in Total Hours</th>
<th>Pay Codes in Regular Hours</th>
<th>Pay Codes in OT Hours</th>
<th>Pay Codes in Leave Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Hours Worked</td>
<td>Additional Hours Worked</td>
<td>Call Back Pay</td>
<td>Bereavement</td>
</tr>
<tr>
<td>Bereavement</td>
<td>Clock</td>
<td>Comp Time Earned</td>
<td>Bereavement - Pre-Approved</td>
</tr>
<tr>
<td>Bereavement - Pre-Approved</td>
<td>Holiday</td>
<td>Exchange Time Earned</td>
<td>Comp</td>
</tr>
<tr>
<td>Call Back Pay</td>
<td>Other Class/Temp Pay Hours</td>
<td>Holiday Work Comp Time Earned</td>
<td>Comp - Pre-Approved</td>
</tr>
<tr>
<td>Clock</td>
<td>Regular Hours</td>
<td>Holiday Work Pay</td>
<td>Exchange</td>
</tr>
<tr>
<td>Comp</td>
<td>Show Up Pay</td>
<td>Overtime Earned</td>
<td>Exchange - Pre-Approved</td>
</tr>
<tr>
<td>Comp - Pre-Approved</td>
<td>Stand By</td>
<td>Holiday Normal Day Off</td>
<td>Furlough*</td>
</tr>
<tr>
<td>Comp Time Earned</td>
<td>Work In/Out</td>
<td></td>
<td>Furlough - Pre-Approved*</td>
</tr>
<tr>
<td>Exchange</td>
<td>Worked Hours</td>
<td></td>
<td>Jury Duty</td>
</tr>
<tr>
<td>Exchange - Pre-Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exchange Time Earned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furlough*</td>
<td>LWOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furlough - Pre-Approved*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday</td>
<td>Military</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday Normal Day Off</td>
<td>Personal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday Work Comp Time Earned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday Work Pay</td>
<td>Retirement Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Retirement Leave - Pre-Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jury Duty - Pre-Approved</td>
<td>Sick</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LWOP</td>
<td>Sick - Pre-Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LWOP - Pre-Approved</td>
<td>Special Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military</td>
<td>Special Day - Pre-Approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military - Pre-Approved</td>
<td>Vacation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Class/Temp Pay Hours</td>
<td></td>
<td></td>
<td>Vacation - Pre-Approved</td>
</tr>
<tr>
<td>Overtime Earned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal - Pre-Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Leave - Pre-Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Up Pay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick - Pre-Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Day - Pre-Approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand By</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Vacation</td>
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<td></td>
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<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worked Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Furlough is no longer a valid pay code as of July 1, 2013.
Appendix C: Create Favorites

Supervisor Dashboard

On the EmpCenter Dashboard, you can create favorites for tasks you access most often.

1. Hover your mouse over the item you would like to add to see star icons; click on the Star next to the item you would like to add to your favorites:

   ![Time Entry](image)

   Note: you can also drag an item to the Favorites box.

2. The item is now in your Favorites group:

   ![Favorites](image)

   Note: to remove any item from the Favorites group, simply drag it back to its original group or click on the star again.
**Reports**

You can create favorites for reports you access most often.

1. After selecting View Reports from the Dashboard, find the report you would like to make a favorite then click the gray star next to the report title to save it as a favorite:

![EmpCenter interface](image1)

   The star will turn yellow to indicate the report is saved as a favorite:

![EmpCenter interface](image2)

2. You can view all favorite reports by clicking on the Favorites tab:

![EmpCenter interface](image3)

   Note: to remove any item from the Favorites group, simply click on the star again.
Appendix D: Configure Home Page Exceptions

The Exceptions box on the Supervisor Dashboard shows all exceptions on the timesheet for the current open pay periods for all of your employees (including any employees delegated to you). You can limit what you see in the box by using the filters at the top right:

The check boxes next to the colored pins will display (checked) or exclude (unchecked) all exceptions for that level of exception:
- Red pin (error level) exceptions must be corrected before the end of the pay period by the employee or the supervisor.
- Yellow pin (warning level) exceptions may or may not need to be corrected.
- White pin (informational level) exceptions are informational only and do not need to be corrected.

For a complete list of exceptions – including severity level – see the Exceptions listing for Exceptions Report.
The Gear Icon opens the settings window where you can select the assignments and exceptions that display. You can also choose to include the assignment descriptions to show next to the employee name and to sort by date or by assignment.

Click Save to save your changes and update the Exceptions box:

Note: clicking on the exception will open the employee timesheet in a new window. You can make any changes needed to update the timesheet and clear the exception. See the Edit Employee Time section for more information about editing an employee timesheet.