Basic Time Entry

Unclassified Non-Exempt employees only enter exception time (sick, vacation, etc.) if the time off request process was not used and additional hours worked in the week above their FTE (e.g., over 40 hours for a full-time, 1.0 FTE; over 20 hours for a half-time, 0.50 FTE).

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 (e.g., 1, 2.5, 8).
   Note: for additional hours worked, only enter hours worked in addition to your regular hours for the week. EmpCenter assumes your work hours for the week based on your FTE. For a full-time, 1.0 FTE, EmpCenter assumes 40 hours; for a half time, 0.50 FTE EmpCenter assumes 20 hours. You will only enter additional hours worked **if** you work more than your FTE hours.
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 if you haven't submitted your timesheet by the deadline.

If you do not take any leave or work any additional hours during 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 and Resources:

http://mytime.oregonstate.edu/empcenter-training/unclassified-non-exempt
Holiday Guide: http://mytime.oregonstate.edu/sites/default/files/empcenter-holidays-2015.pdf (for work time on a Holiday or Holiday Normal Day Off instructions)
Enter Time FAQ: http://mytime.oregonstate.edu/enter-time-unclassified-nonexempt
Request Comp Time FAQ: http://mytime.oregonstate.edu/comp-time-une
BOLI Overtime FAQs: http://www.oregon.gov/boli/TA/pages/t_faq_taovrtim.aspx

*Note on overtime for unclassified employees from the BOLI FAQs: The required overtime pay is 1.5 times the hourly rate for hours worked in excess of 40 in a workweek. Overtime is calculated based on hours **actually worked**. Unless a policy, contract or collective bargaining agreement states otherwise, **sick leave, vacation time, holidays, or other paid time during which the employee did not actually work does not count toward the 40 hours for overtime calculation**.