May 2022

**Oregon State University**

# EmpCenter 20.2 User Guide

Policy Profile | Business Center

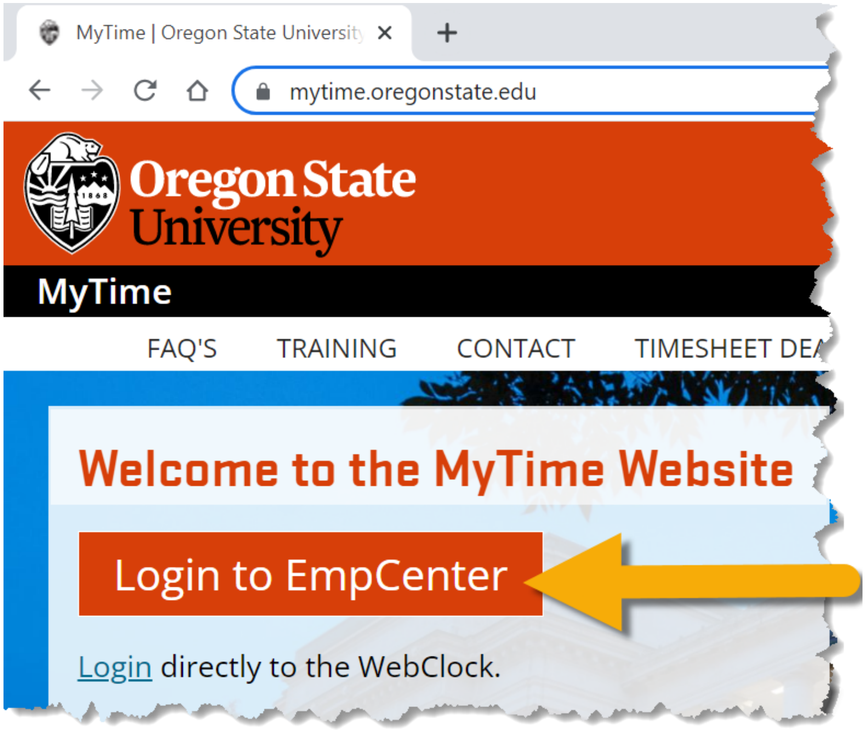
## Table of Contents

# EmpCenter Overview

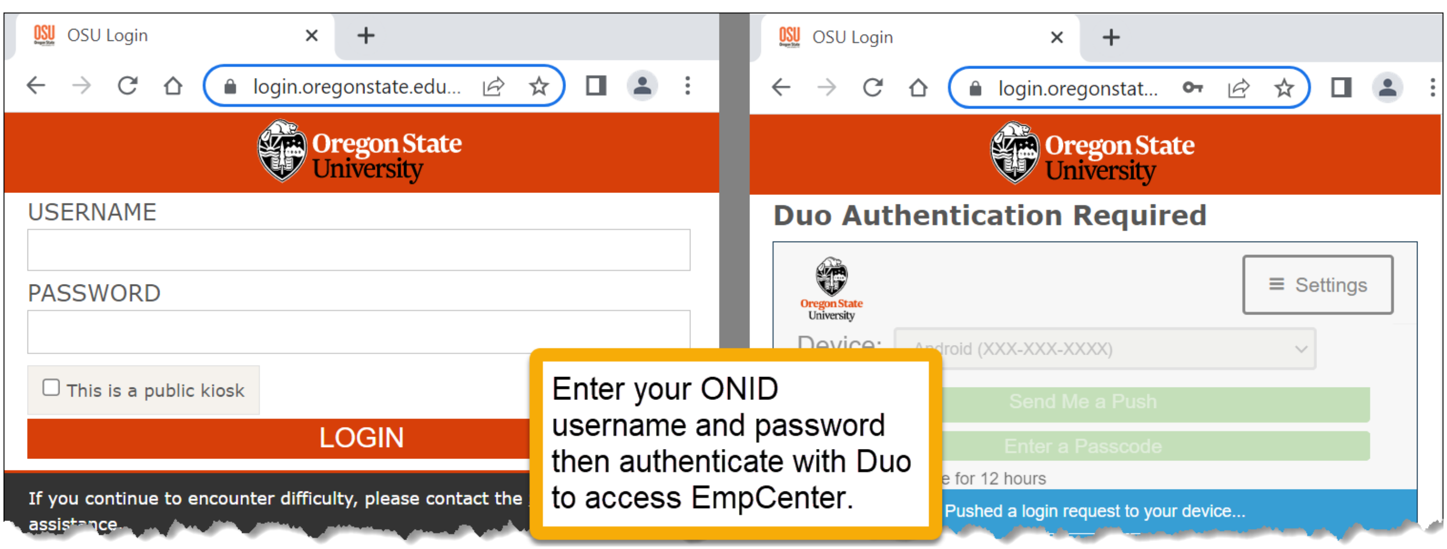
## Accessing EmpCenter

EmpCenter is Oregon State University's online time and attendance system.

To access EmpCenter, click the Login to EmpCenter button at https://mytime.oregonstate.edu/:



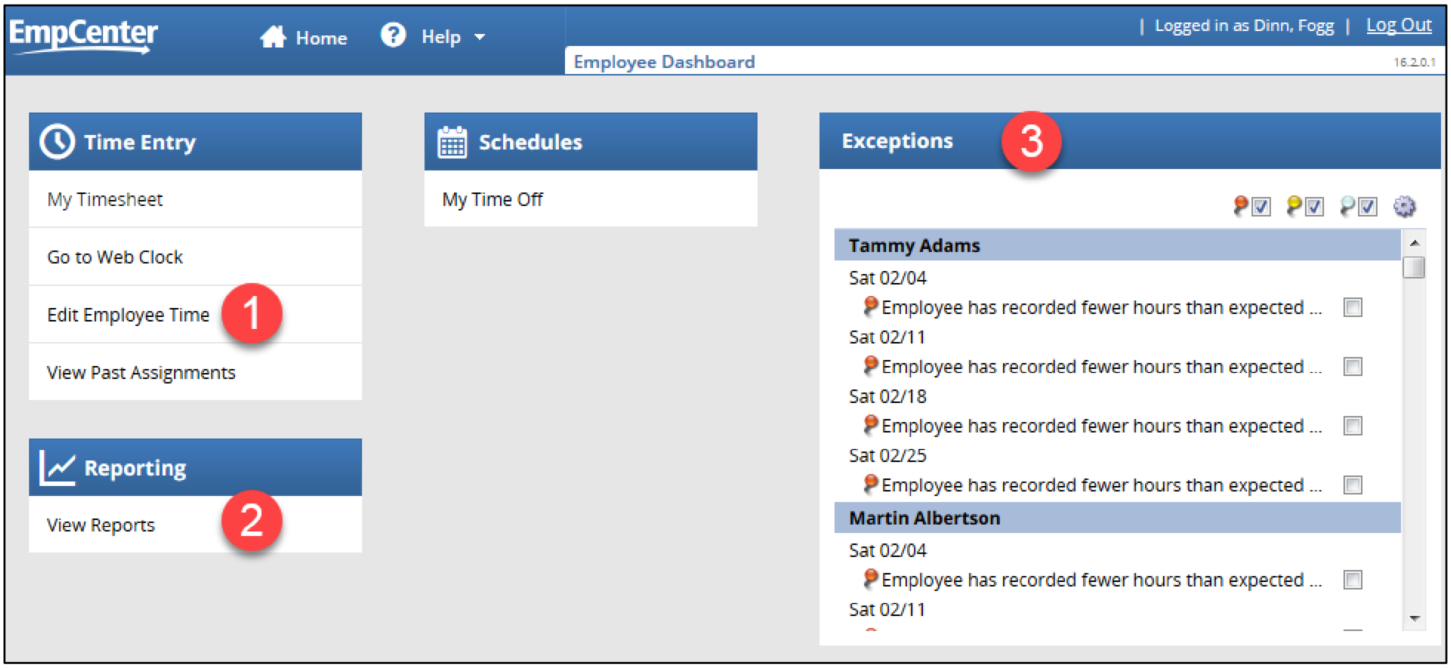

At the OSU Single Sign On (SSO) page, login with your ONID username and password then authenticate with Duo Multi-Factor Authentication (MFA):




If you are on a shared computer, please be sure to check the "This is a public kiosk" box to ensure you are logged out properly when you leave EmpCenter.

## Business Center Dashboard

The Dashboard you see is determined by your policy profile and role in EmpCenter. With the Business Center role you will have three additional options on your Dashboard:




Reminder, the employee dashboard options you see will depend on your policy profile and may look different from the example above. Please see the appropriate policy profile user guide for more information on using the employee options.

If you are a supervisor, you already have the Edit Employee Time, Manager Reports, and Exceptions box. When you access those links, you will see the information for your employees as well as all of the business center employees and timesheet orgs.

Business Center Role Links:

1. Edit Employee Time: access business center employees' timesheets to view or edit their time.
2. View Reports: access Manager Reports to audit business center employees' timesheets.
3. Exceptions Box: This field lists any exception on employees' timesheets based on the settings 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 B: Configure Home Page Exceptions. For more information about editing timesheets, see the Edit Employee Time section.

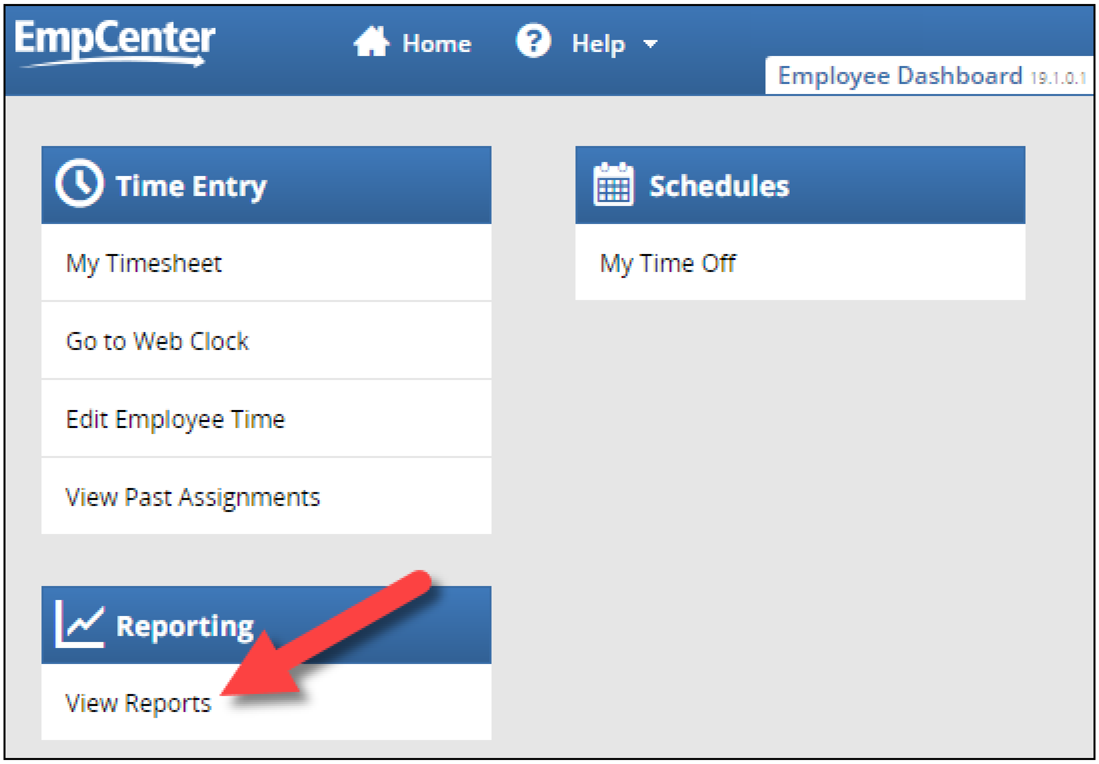
Note: Business Center access is granted with an approved Request for Access form. In the Human Resources Information Systems section, select Timekeeper and in the Other field indicate the business center and/or timesheet orgs that you need to access.

# Reports

In the Business Center role, you have access to additional reports to help you audit employees' time and leave.  See the Report Guide for more details about all of the reports available to you.

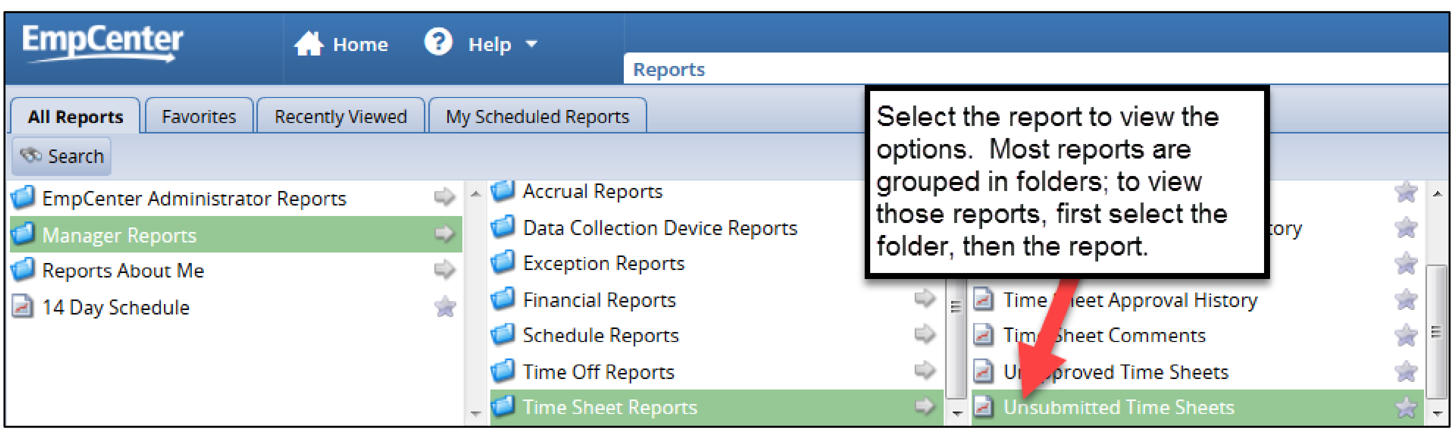
## Viewing Reports

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



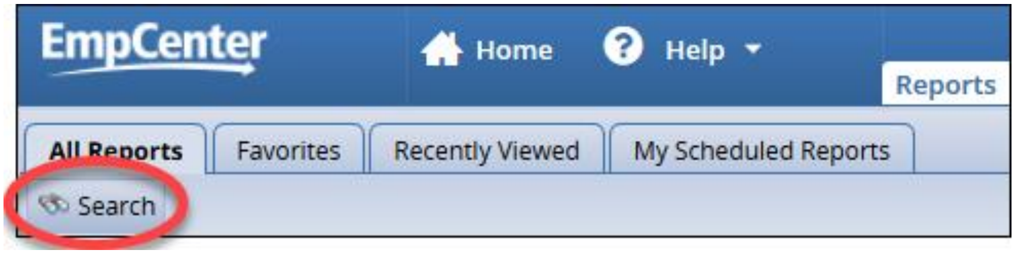

Reminder: your dashboard view is determined by your policy profile and role; it may look slightly different from the example above.

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

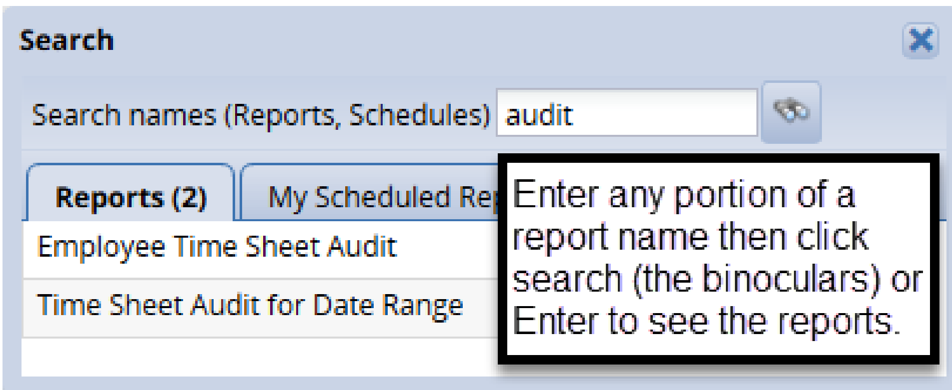



Note: the Manager Reports folder contains reports about business center employees.  The Reports About Me folder contains reports for your timesheet only.

You can also search for a report using the search feature:



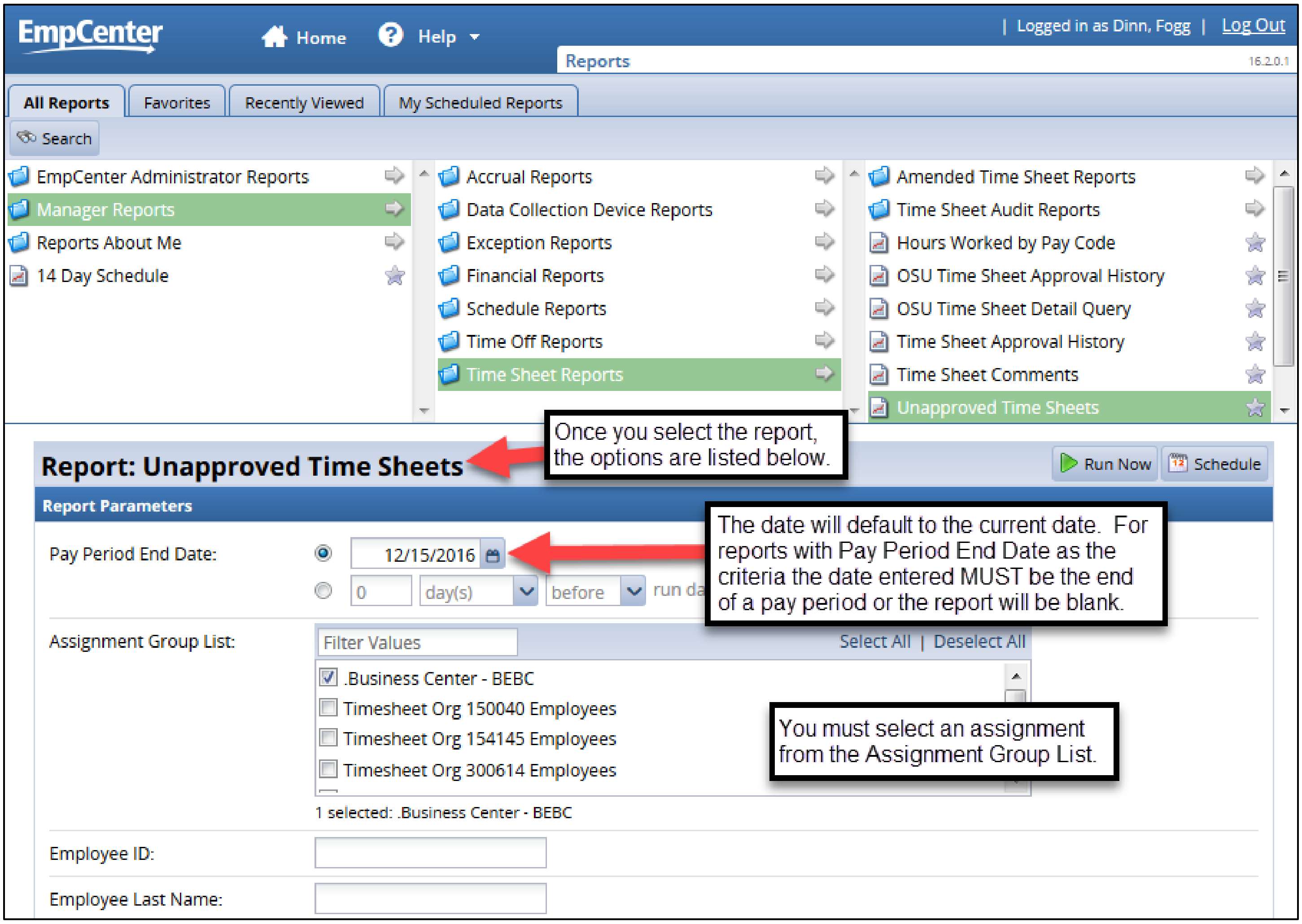

Enter any portion of a report name then click on the binoculars or Enter to search for reports that meet the criteria entered:




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:



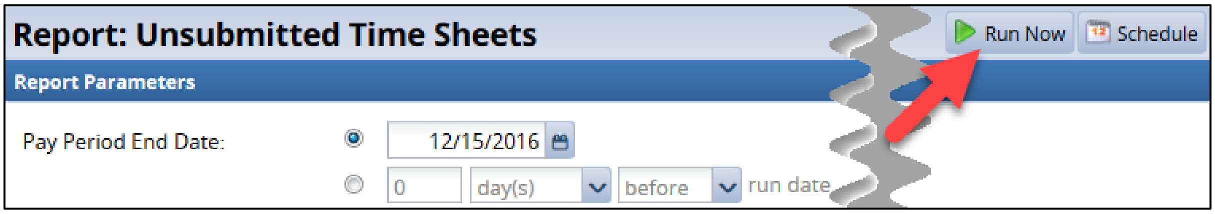

a. Enter the date or use the calendar icon.
   - For reports with Pay Period End Date as the criteria, the date must be the last day of a pay period (e.g., 3/31/22 for salaried, 3/15/22 for hourly).
   - For reports that allow date ranges as the criteria, you can enter the dates or select a range for a period of time before or after the current date.

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

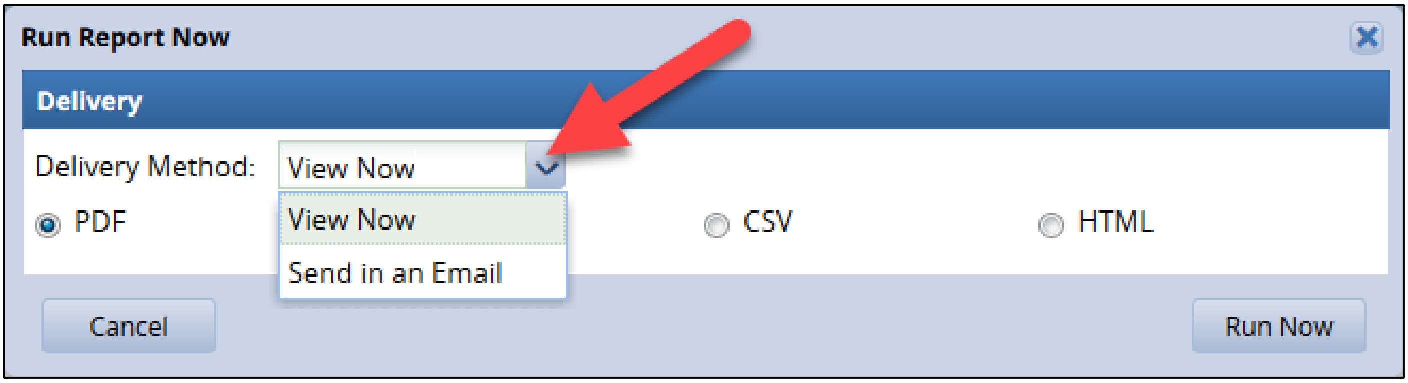
c. To view the report for only one employee, enter the employee's id or last name.

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:

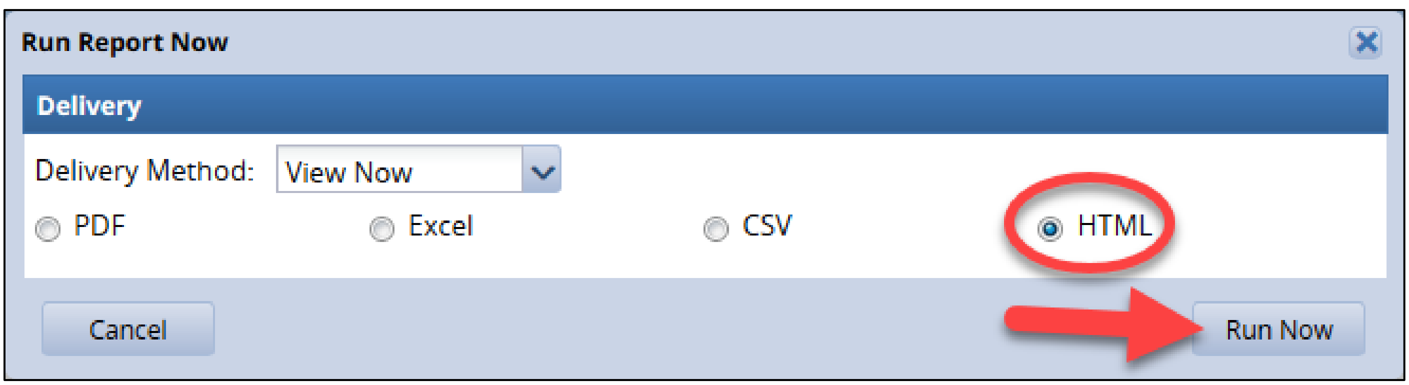



5. Select the delivery option:




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:

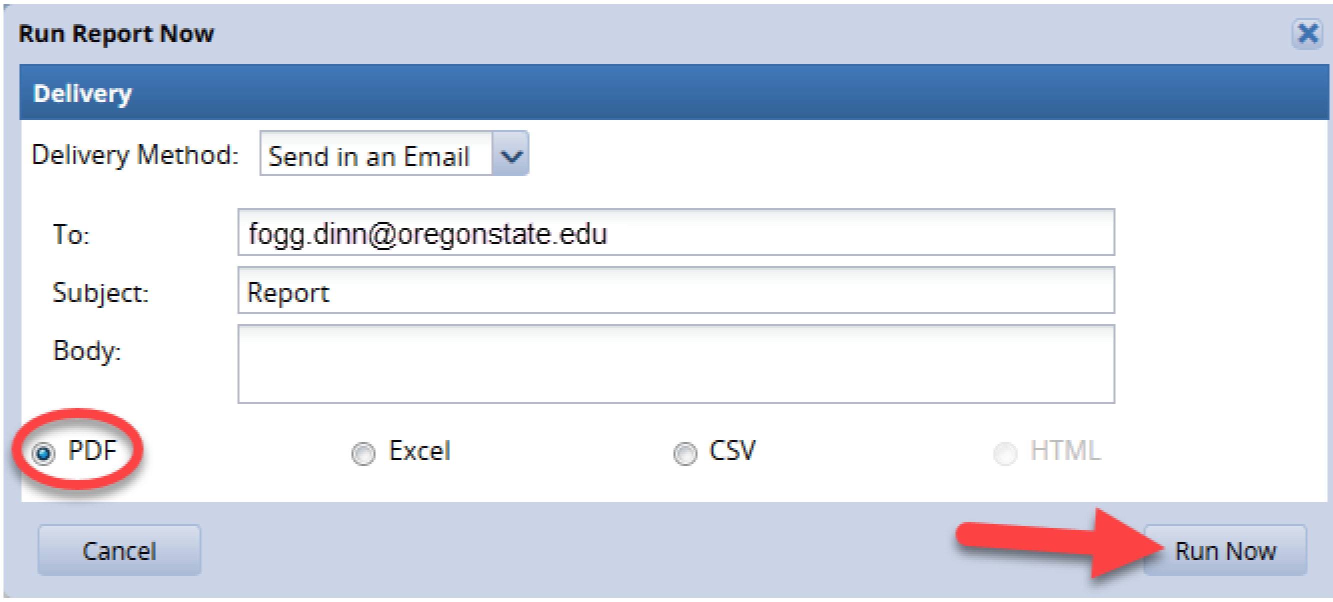



View Now options:

- 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.

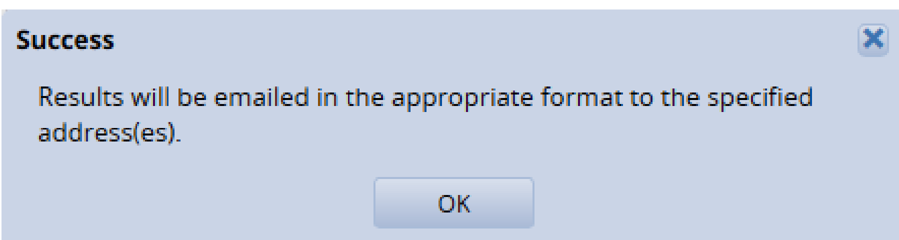



Note: you must enter at least one valid email address. Separate multiple addresses with a space, comma, or semicolon. If the email address is entered incorrectly, you will **not** receive any notification that the delivery failed.

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.

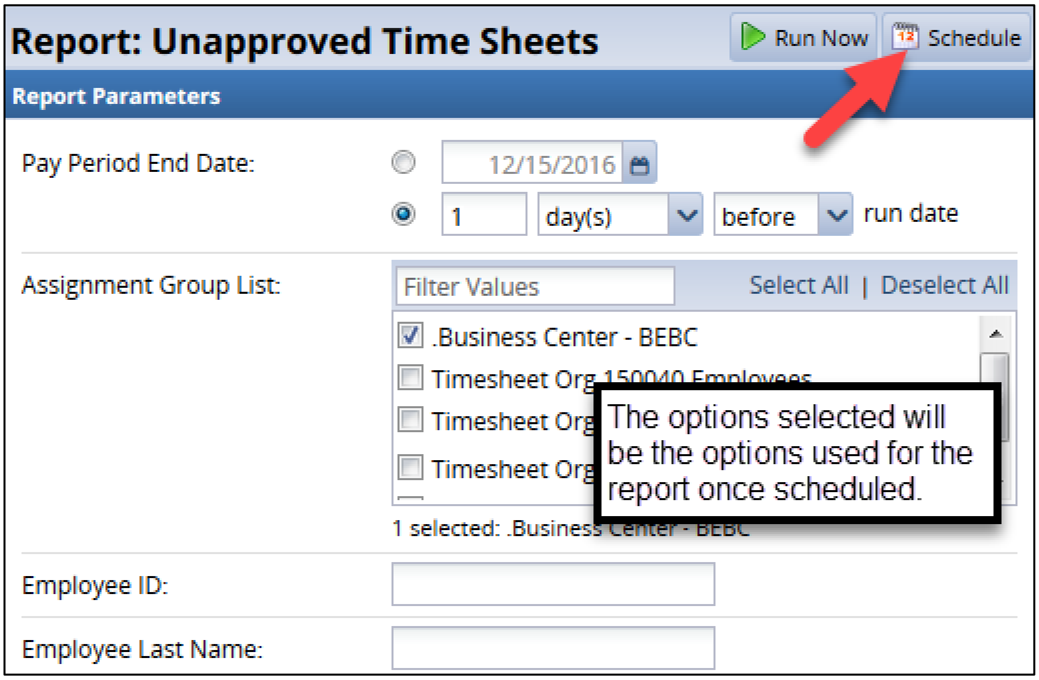
You'll receive confirmation that the report will be sent to the email addresses entered:



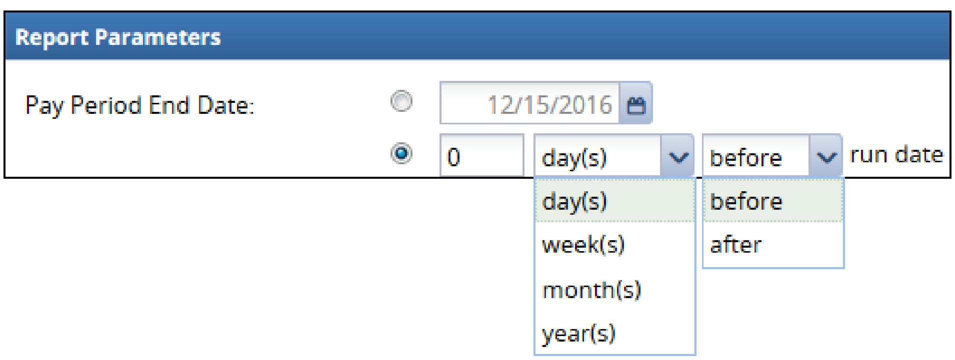
## Scheduling Reports

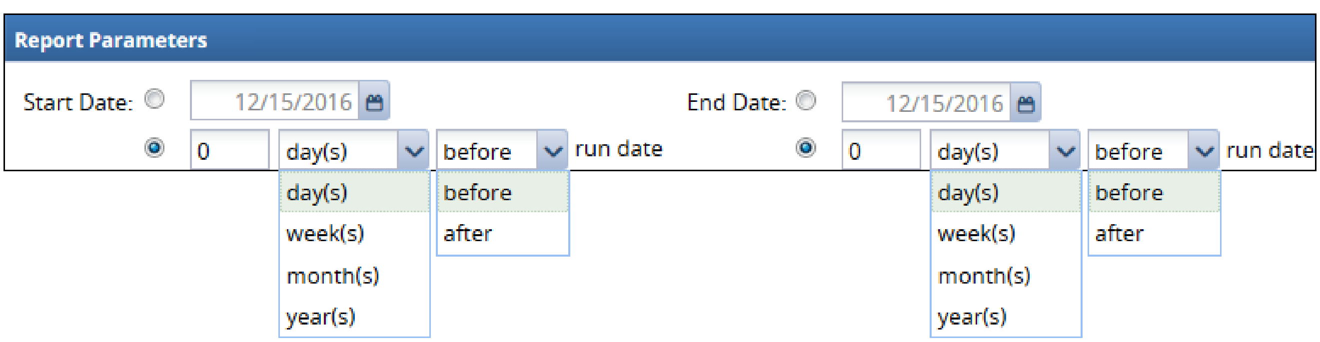
You can schedule reports you use frequently to be emailed to you or others on a daily, weekly, monthly, or yearly basis.

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

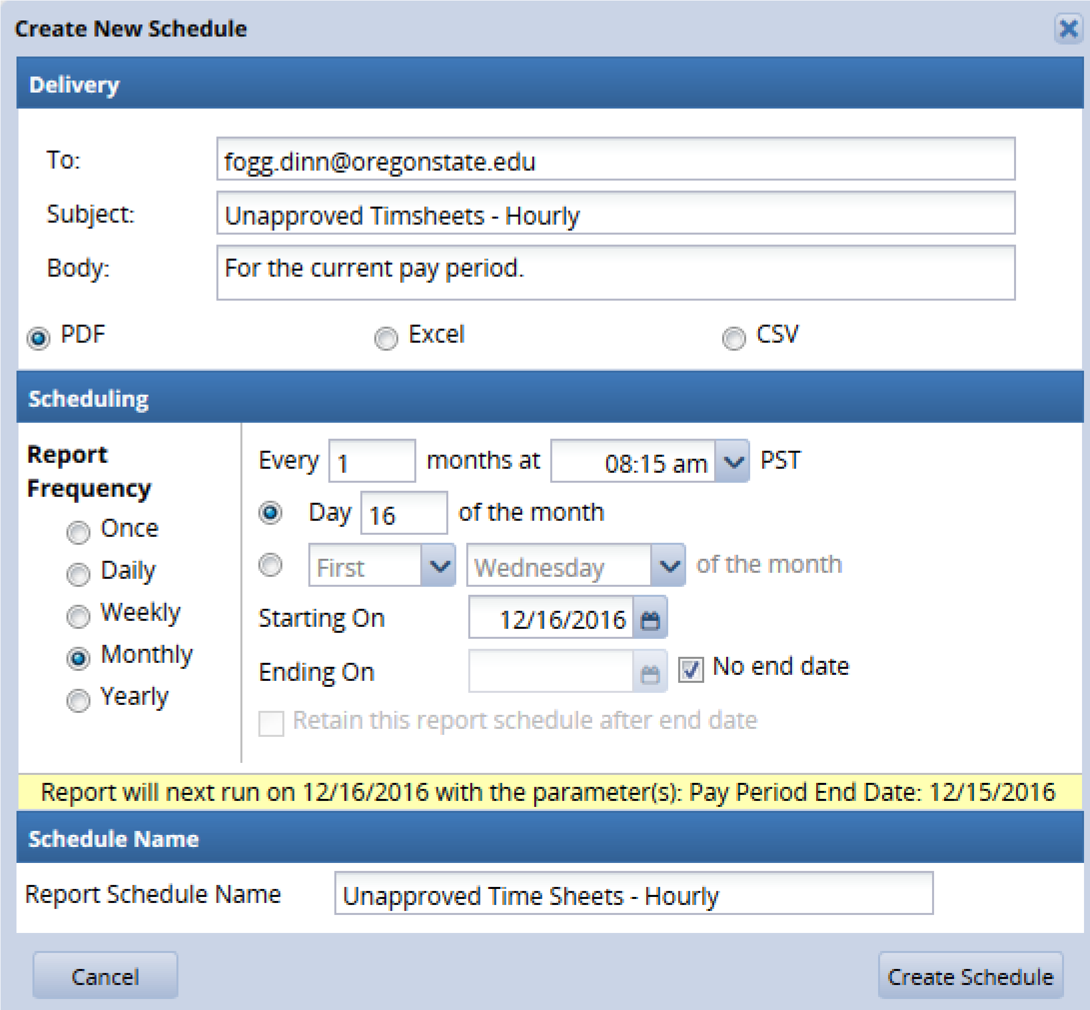



For the date criteria, use the run date options instead of entering a pay period end date or date range, unless you want the report to always run for the same date range or pay period.



2. Enter the schedule options:

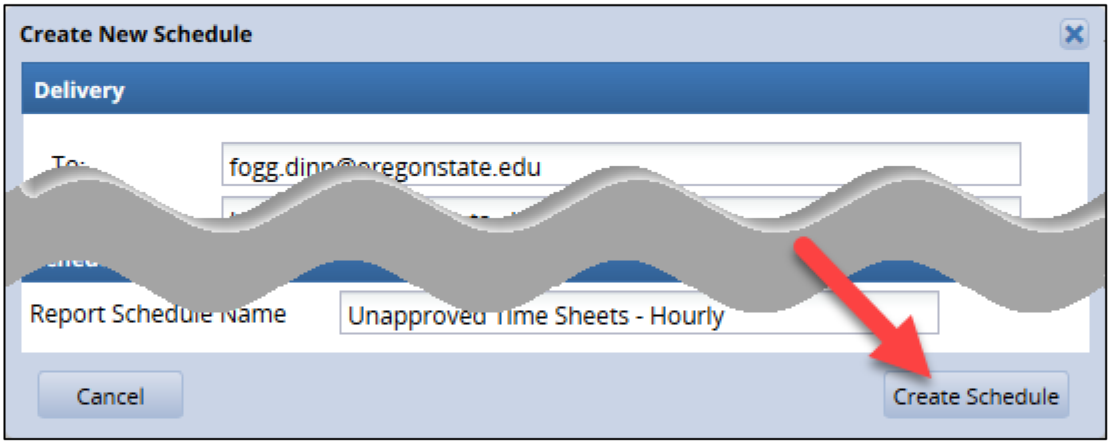



a. Delivery
   - Enter the email address(es) to send the report to; separate multiple emails with a space, comma, or semicolon. There is no notification if the email delivery fails.
   - Enter a subject and body (if needed) for the email.
   - Select the output option. The report will be emailed in the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

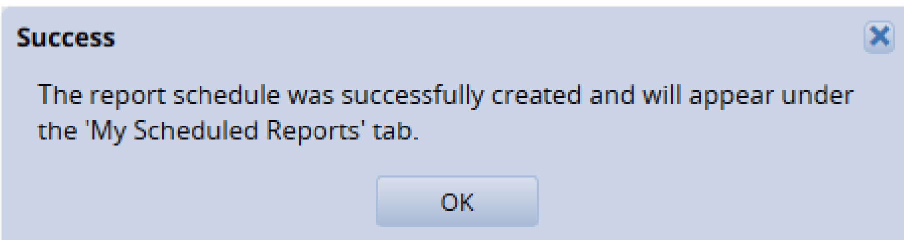
b. Scheduling
   - Select the report frequency:
     - Once: one time run at a later date
     - Daily: run every X number of days
     - Weekly: run every X number of weeks on a set day or days
     - Monthly: run every X number of months on a set day
     - Yearly: run yearly on a set day
   - Select 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:

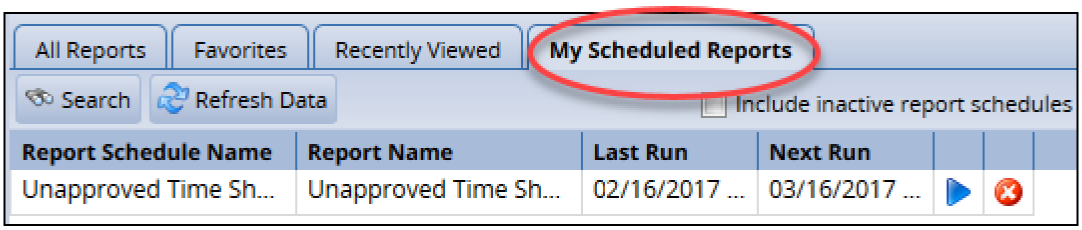



You'll receive confirmation the report schedule was successfully created:



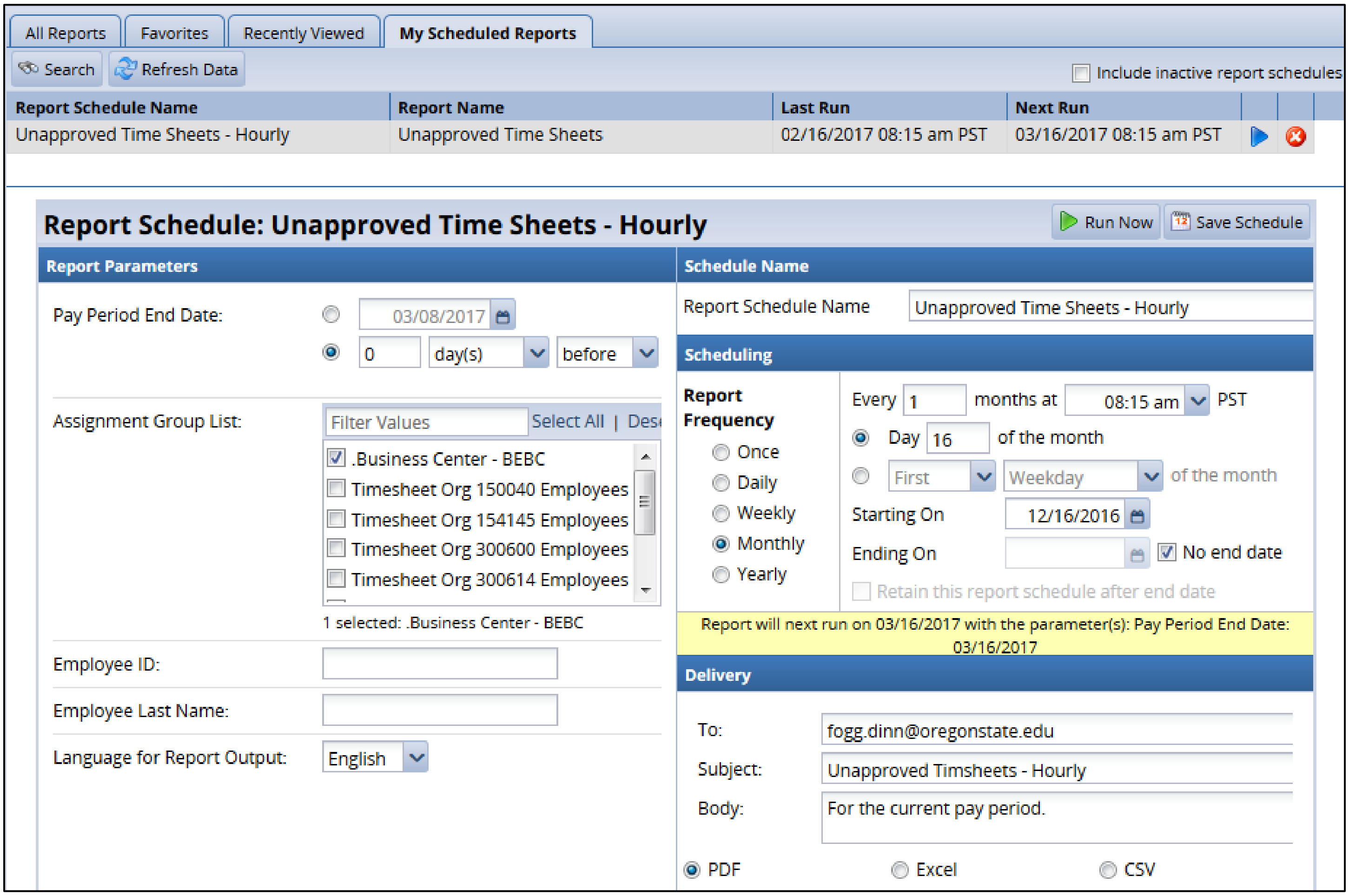

The report will be emailed to the addresses entered on the day(s) and times selected.

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.

## Timesheet Auditing – Required Reports

Business Center auditing is the last step to ensure employee time is reported correctly before it is exported to payroll. The following audits help you find issues that could affect employee pay before payroll processing.

### Error (Not Paid) Exceptions

Note: you will now see all exceptions on your dashboard. You can easily ensure that they are corrected before the end of the pay period. For information about filtering the exceptions in the Exceptions box, see Appendix B.

- Purpose
  - Error (not paid) or red level exceptions indicate an issue with the time entered on the employee's timesheet. All red level exceptions must be corrected by the employee, the supervisor, or the business center **before** timesheets are locked.
    - If red level exceptions are not corrected before the payroll export (18th of the month for hourly and 10th of the month for salaried), the business center is responsible for completing the Amended Timesheet process to remove the red level exception for manual pay.
- EmpCenter Report
  - Time Sheet Exceptions or Time Sheet Exceptions Within Date Range
- Parameters
  - Pay Period End Date (for Time Sheet Exceptions) or Start and End Date (for Time Sheet Exceptions Within Date Range)
  - Assignment Group – check the box next to the assignment(s) that are relevant to the employees or pay period you are auditing
  - Exception Code – check the box next to the relevant exceptions or click Select All to select all of the exceptions
  - Lowest Severity to Report – Error (not paid)
- Frequency
  - At least once per pay period, but can be run throughout the pay period to catch errors early. Errors must be cleared before the timesheets are locked.
  - Note: if scheduling this report to run automatically you cannot select all exception codes, you must select only the red level exception codes.
- Results
  - See the Exception Messages spreadsheet for appropriate resolution to the exception.

### Bereavement

Reminder: This exception will show in the Exceptions box on the Dashboard.

- Purpose
  - Determine if an employee entered over 32 hours of Bereavement on consecutive days.
- EmpCenter Report
  - Time Sheet Exceptions or Time Sheet Exceptions Within Date Range
- Parameters
  - Pay Period End Date (for Time Sheet Exceptions) or Start and End Date (for Time Sheet Exceptions Within Date Range)
  - Assignment Group – check the box next to the assignment(s) that are relevant to the employees or pay period you are auditing
  - Exception Code – Bereavement Leave Tracking
  - Lowest Severity to Report – Warning

- Frequency
  - At least once per pay period, but can be run throughout the pay period to catch errors early.  Errors must be cleared before the timesheets are locked.
- Results
  - Contact the supervisor or employee to determine if there was more than one qualifying event.  If not, change the time to another appropriate leave code.

## Hours Below FTE Minimum

Reminder: This exception will show in the Exceptions box on the Dashboard.

- Purpose
  - Locate classified salaried employees who have recorded fewer hours than expected for the week.  This warning must be addressed to prevent overpayments.
- EmpCenter Report
  - Time Sheet Exceptions or Time Sheet Exceptions Within Date Range
- Parameters
  - Pay Period End Date (for Time Sheet Exceptions) or Start and End Date (for Time Sheet Exceptions Within Date Range)
  - Assignment Group – Classified Exempt and Classified Nonexempt
  - Exception Code – Hours FTE Below Minimum
  - Lowest Severity to Report – Error (not paid)
- Frequency
  - At least once per pay period, but can be run throughout the pay period to catch errors early.  Errors must be cleared before the timesheets are locked.
- Results
  - Review the timesheet for missing punches and/or determine if LWOP or paid leave is required.

Note: see Appendix D for more information about this exception.

## Leave Without Pay

- Purpose
  - Determine if DOC pay needs to be added for salaried on employees on unpaid leave for the month to prevent overpayments.
- EmpCenter Report
  - Hours Worked by Pay Code
- Parameters
  - Start and End Date
  - Assignment Group – check the box next to the assignment(s) that are relevant to the employees or pay period you are auditing
  - Pay Code – LWOP and LWOP – Pre-Approved
- Frequency
  - At least once per pay period, but can be run throughout the pay period.
- Results
  - See the Estimated Timesheets section below for more information on determining if DOC pay should be entered to prevent an overpayment.

## Holiday Pay

- Purpose
  - Ensure employee worked as expected to generate the holiday pay code on timesheet.
- EmpCenter Report
  - OSU Time Sheet Detail Query
- Parameters
  - Start and End Date
  - Assignment Group – check the box next to the assignment(s) that are relevant to the employees or pay period you are auditing
  - LD1 and LD2 – All
  - Pay Code – Click Select All to see all pay codes on the report
- Frequency
  - At least once per pay period with a holiday, but can be run throughout the pay period.
- Results
  - Correct errors or add missing time if needed to generate Holiday Pay code. Zero out holiday hours if employee did not meet requirements for holiday pay.

## Unsubmitted Timesheets

- Purpose
  - Locate employees that have not submitted their timesheet in EmpCenter.
- EmpCenter Report
  - Unsubmitted Time Sheets or OSU Time Sheet Approval History
- Parameters – Unsubmitted Time Sheets
  - Pay Period End Date
  - Assignment Group – check the box next to the assignment(s) that are relevant to the employees or pay period you are auditing
- Parameters – OSU Time Sheet Approval History
  - Start and End Date (last day of the pay period you are auditing for both for best results)
  - Assignment Group – check the box next to the assignment(s) that are relevant to the employees or pay period you are auditing
- Frequency
  - Once per pay period before the deadline. Salaried employees have until the 4th of the month to submit; hourly employees have until the 16th of the month to submit.
- Results
  - Connect with the employee or supervisor to ensure the timesheet is submitted.

## Unapproved Timesheets

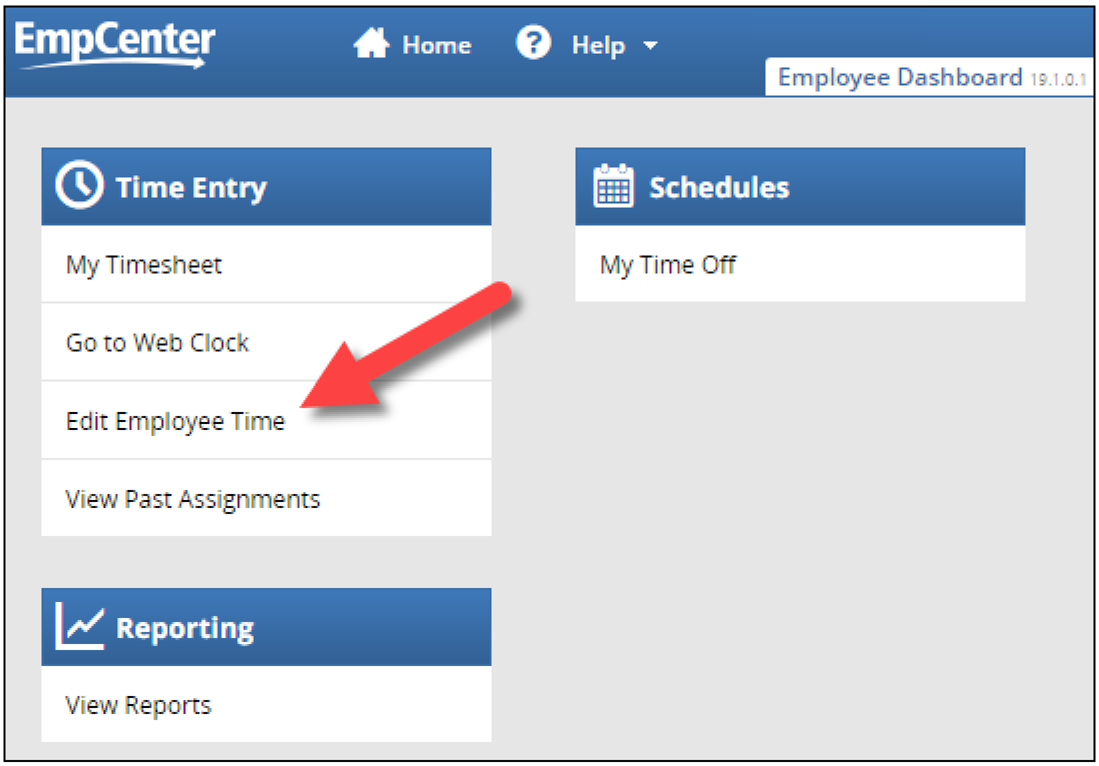
- Purpose
  - Locate supervisors that have not approved employee timesheets in EmpCenter.
- EmpCenter Report
  - Unapproved Time Sheets or OSU Time Sheet Approval History
  - Note: the OSU Time Sheet Approval History report provides more detail including employee submission, hours worked, and supervisor name.
- Parameters – Unapproved Time Sheets
  - Pay Period End Date
  - Assignment Group – check the box next to the assignment(s) that are relevant to the employees or pay period you are auditing

- Parameters – OSU Time Sheet Approval History
  - Start and End Date (last day of the pay period you are auditing for both for best results)
  - Assignment Group – check the box next to the assignment(s) that are relevant to the employees or pay period you are auditing
- Frequency
  - Once per pay period before the deadline.  Supervisors have until the 6th of the month to approve salaried timesheets and until the 17th to approve hourly timesheets.
- Results
  - Connect with the supervisor to ensure the timesheet is approved.

## Edit Employee Time

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

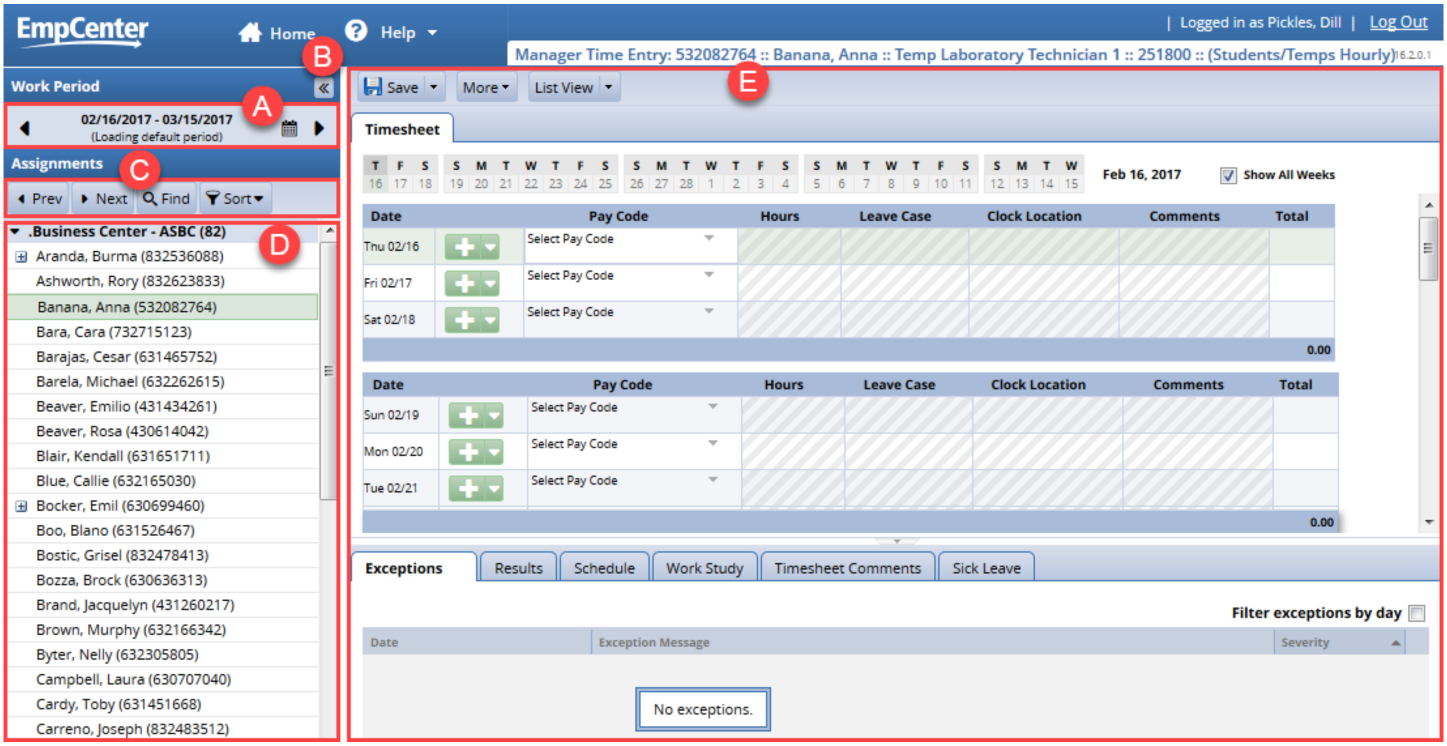
To access employee timesheets, select Edit Employee Time from the Dashboard:




Reminder: your dashboard view is determined by your policy profile and role; it may look slightly different from the example above.

## Manager Time Entry Overview

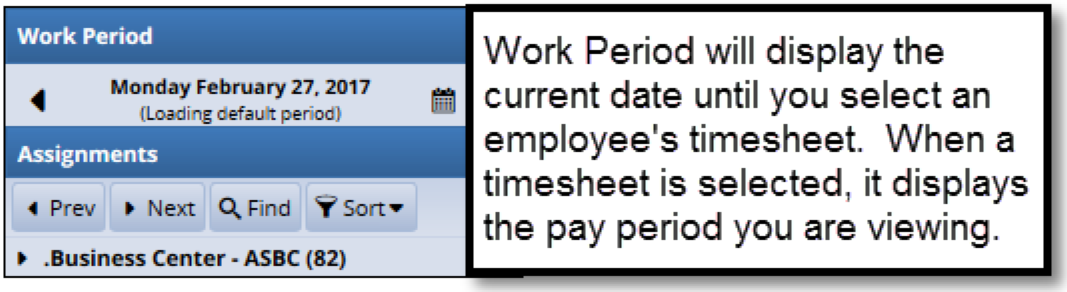
On the Manager Time Entry page you can view all of the business center's employees' timesheets – either the full list or by timesheet org.



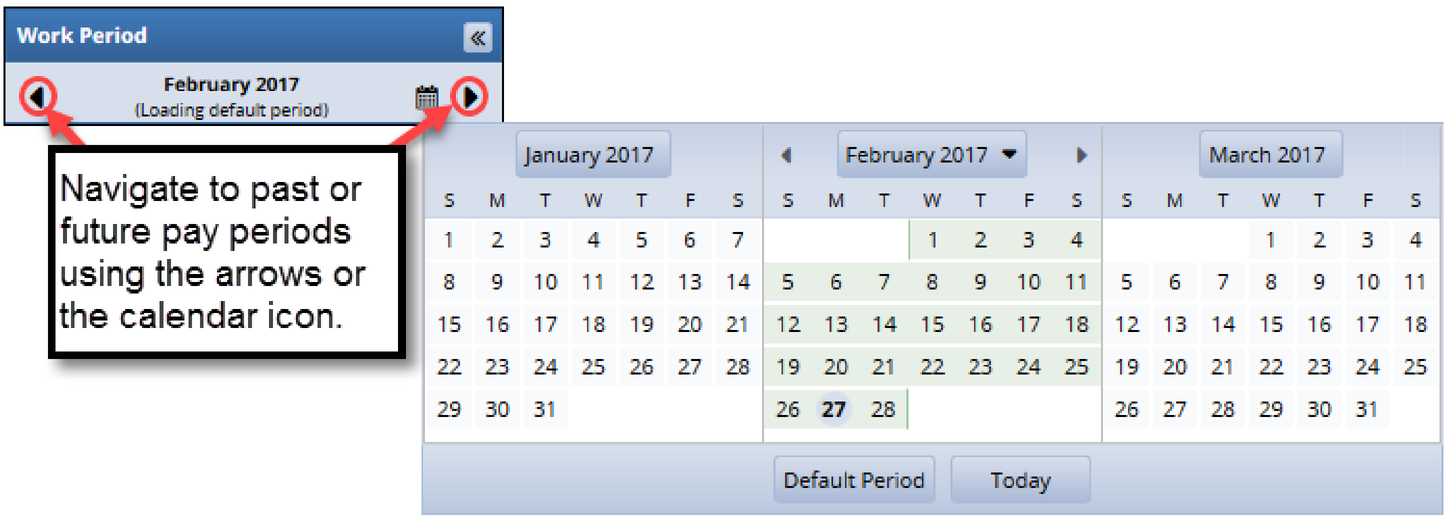
A. Work Period: the pay period for the timesheet you are viewing. You can navigate to past or future timesheets – up to one year from the current date – using the arrows or the calendar icon.
B. Minimize the left column by clicking on the double arrows.
C. Assignment Options:
   - Prev: Move to the previous 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:

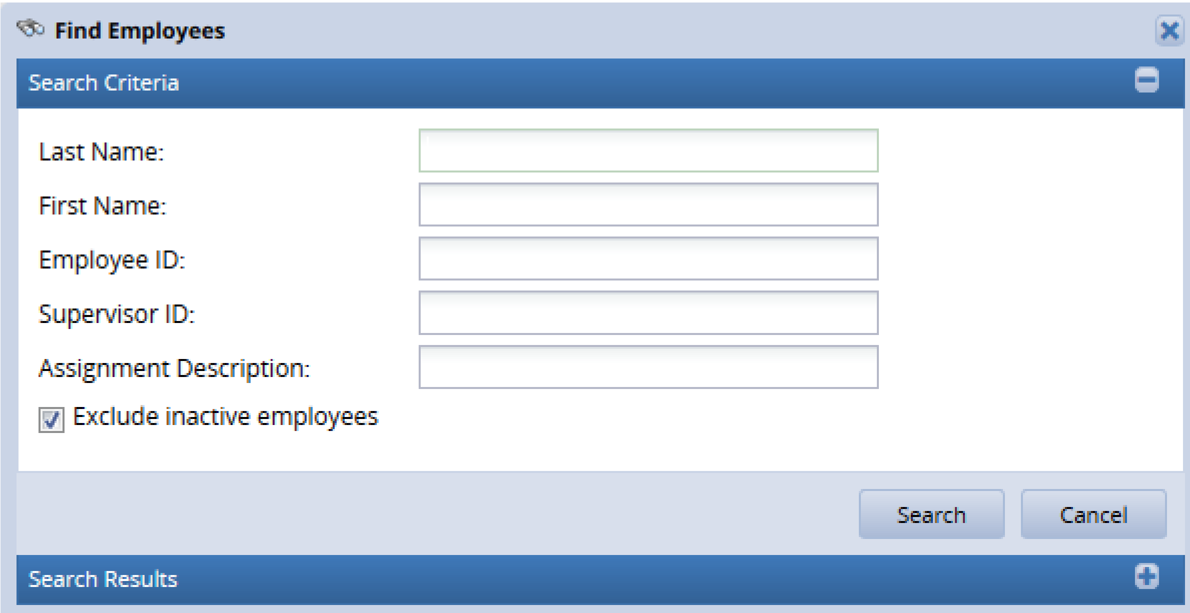


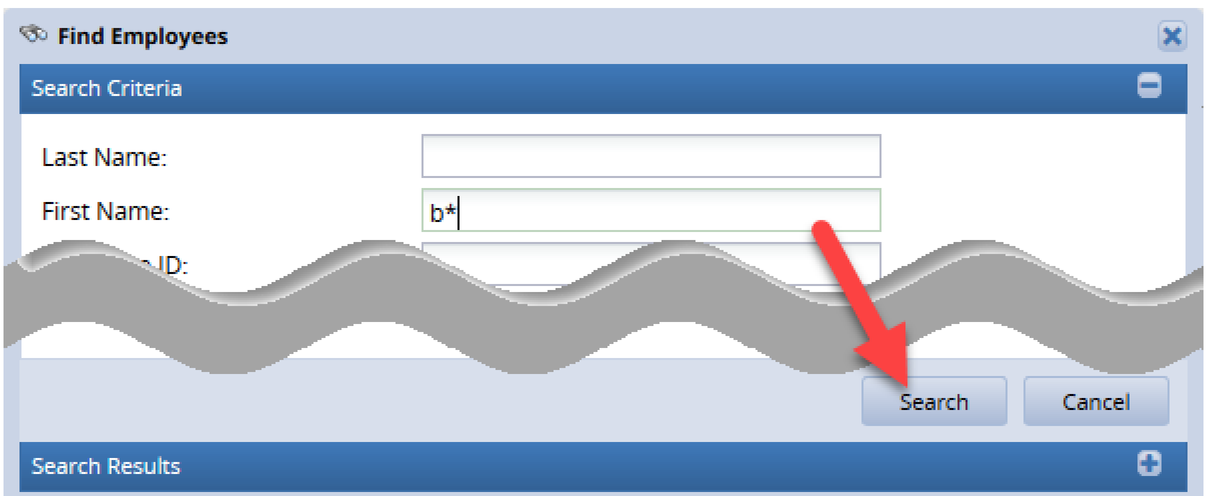

Note: the Default Period button will open the current, open pay period; Today will open the pay period that includes the current date. See Appendix E: Common EmpCenter Terms for more details about pay period terminology.

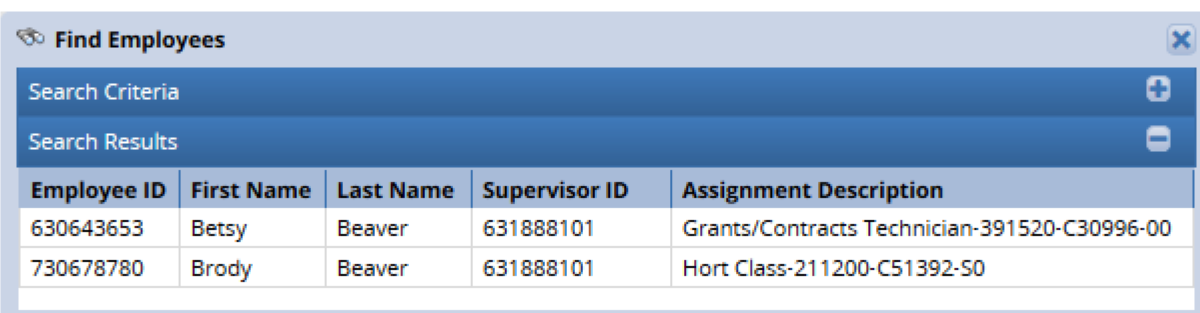
## Find Employees

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:



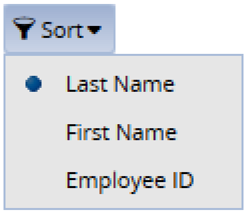




Note: the box can be resized by hovering your mouse near an edge, holding the mouse button down and dragging to make the window larger or smaller.

## 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:

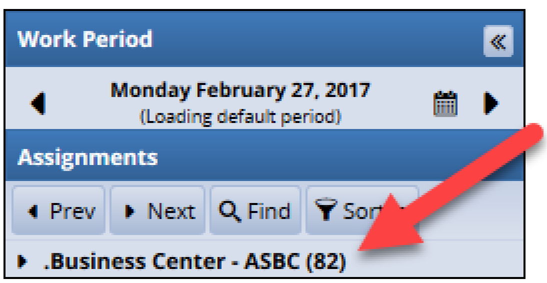



## Editing Timesheets

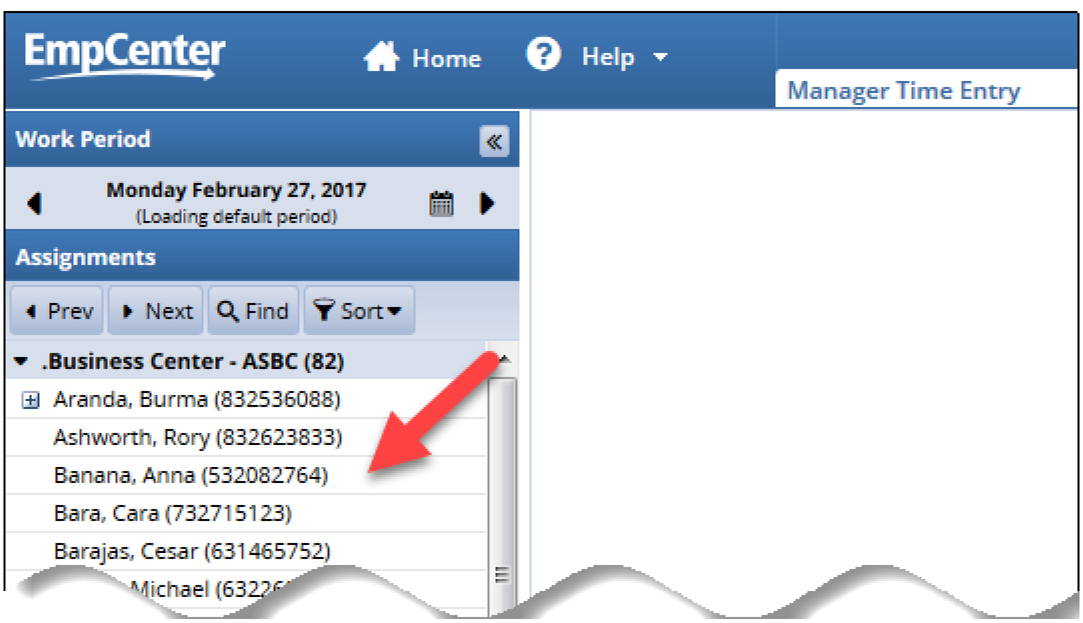
The Business Center role gives you access to view and/or make changes to employees' timesheets within the business center.  You will only make changes to the employee's timesheet if an issue is found during auditing or you are assisting an employee.

Please note EmpCenter will track all changes made on the timesheet, including the user id of the person making the change.  In addition, EmpCenter will send an email notification to the employee and supervisor when a change is made and an informational exception will display on the timesheet. It is best practice to enter time slice or timesheet comments when editing employees' timesheets.

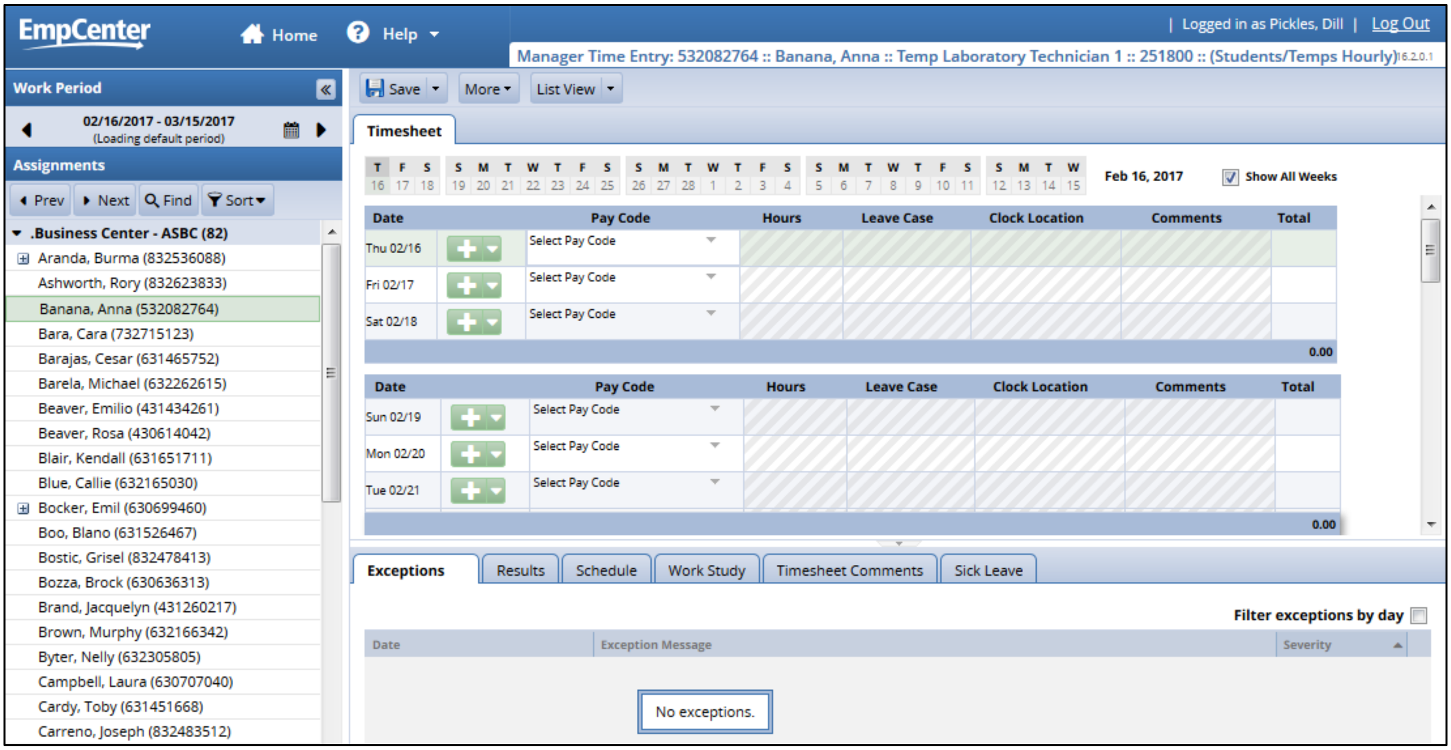
1. Select the assignment group you would like to review – you will see the business center and all timesheet orgs within the business center listed:

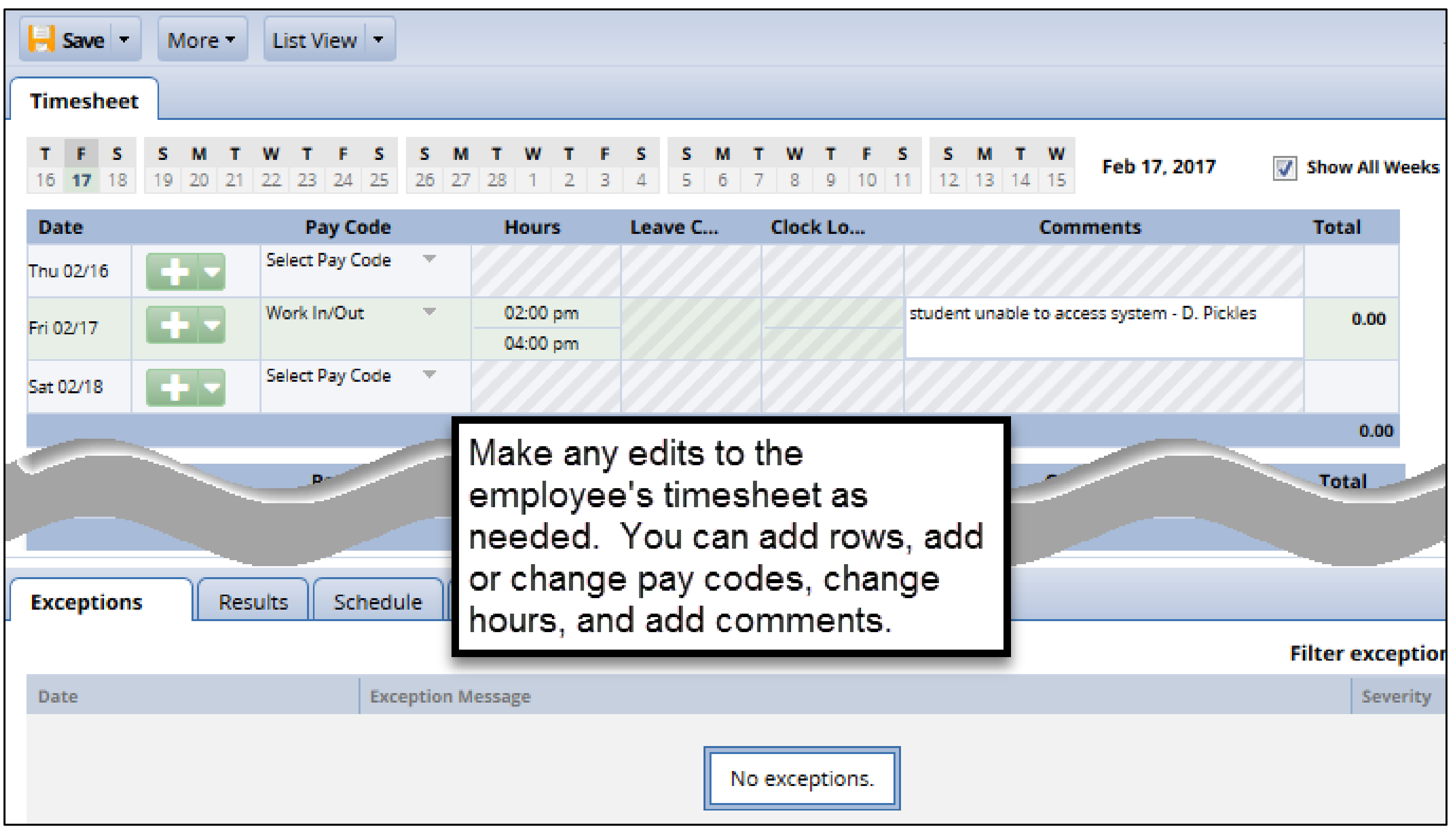



2. Select the employee from the list to view their timesheet:

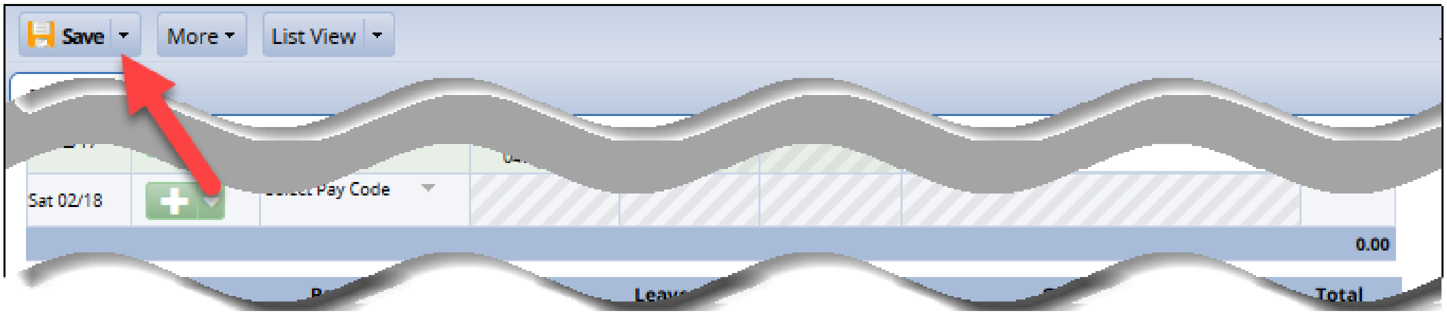


Make any changes necessary to the timesheet – the function is the same as time entry using the Enter My Hours process (see the appropriate employee user guide for more details):

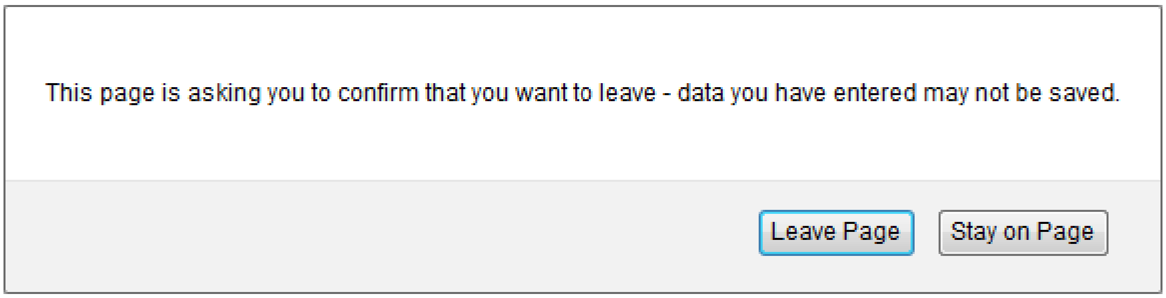


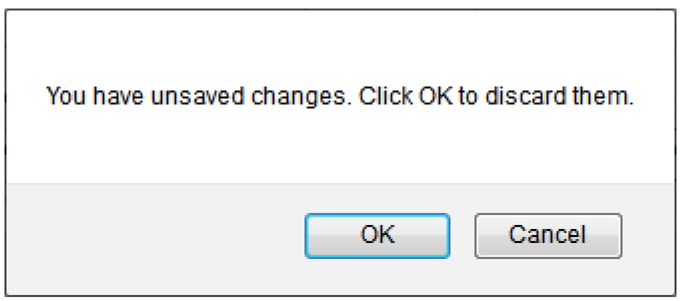
3. Save your changes:



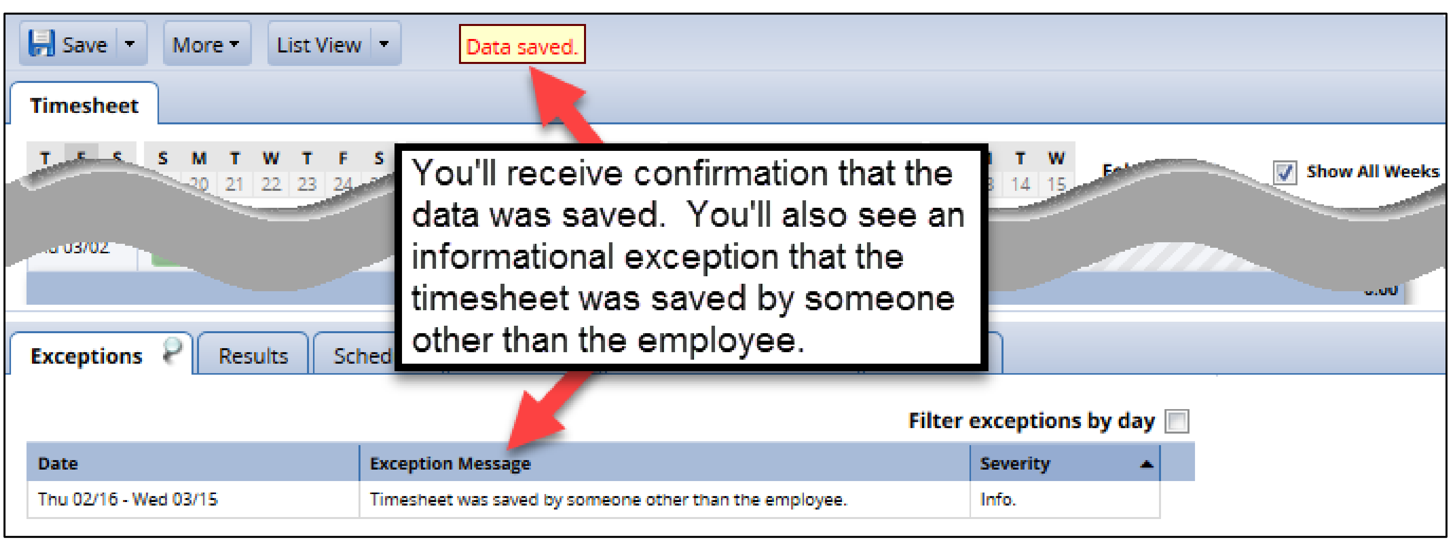

You'll receive a warning if you try to navigate away from the page before saving your changes:




or




4. 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:

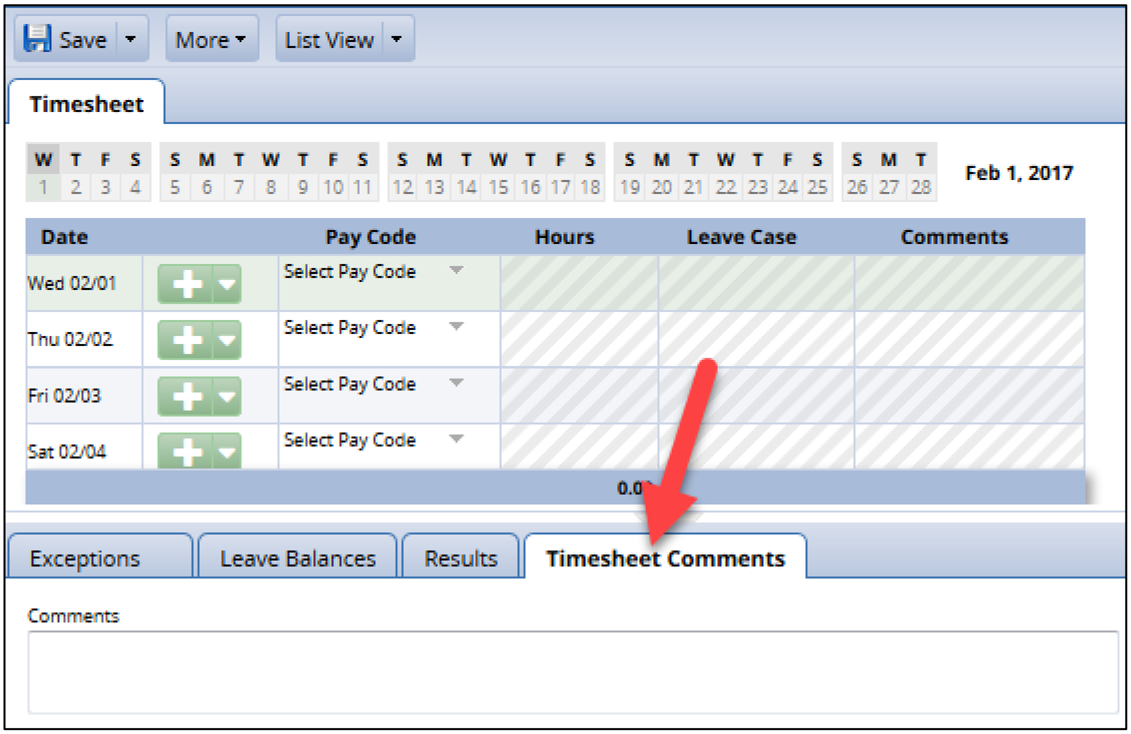



Note: the employee and their supervisor will receive an email notifying them that someone other than the employee saved the timesheet.

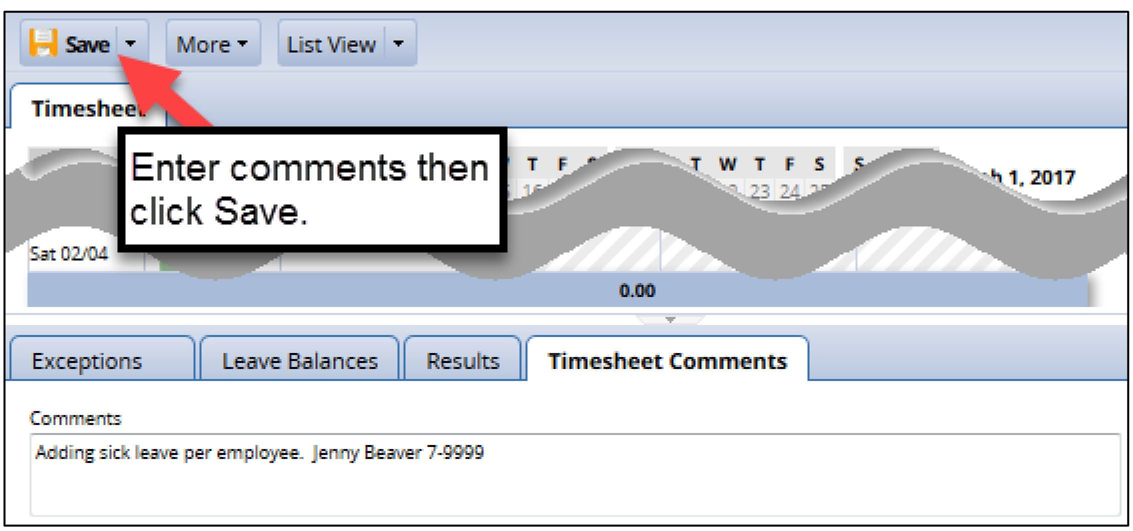
## Timesheet Comments

In addition to comments for the time slice, you can enter comments for the timesheet as a whole. Timesheet comments are useful for tracking more details about changes made to an employee's timesheet. Furthermore, employees and supervisors can see the timesheet comments.

1. Click on the Timesheet Comments tab at the bottom of the timesheet:




2. Enter comments, then save your changes:




To review comments, simply click on the Timesheet Comments tab or run the Time Sheet Comments report.

# Amended Timesheets

After a timesheet has been processed, any changes must go through the amended timesheet procedure. Timesheets should only be amended in EmpCenter to correct misreported time or leave and to ensure Oregon Sick Leave is calculated correctly for students and temps.

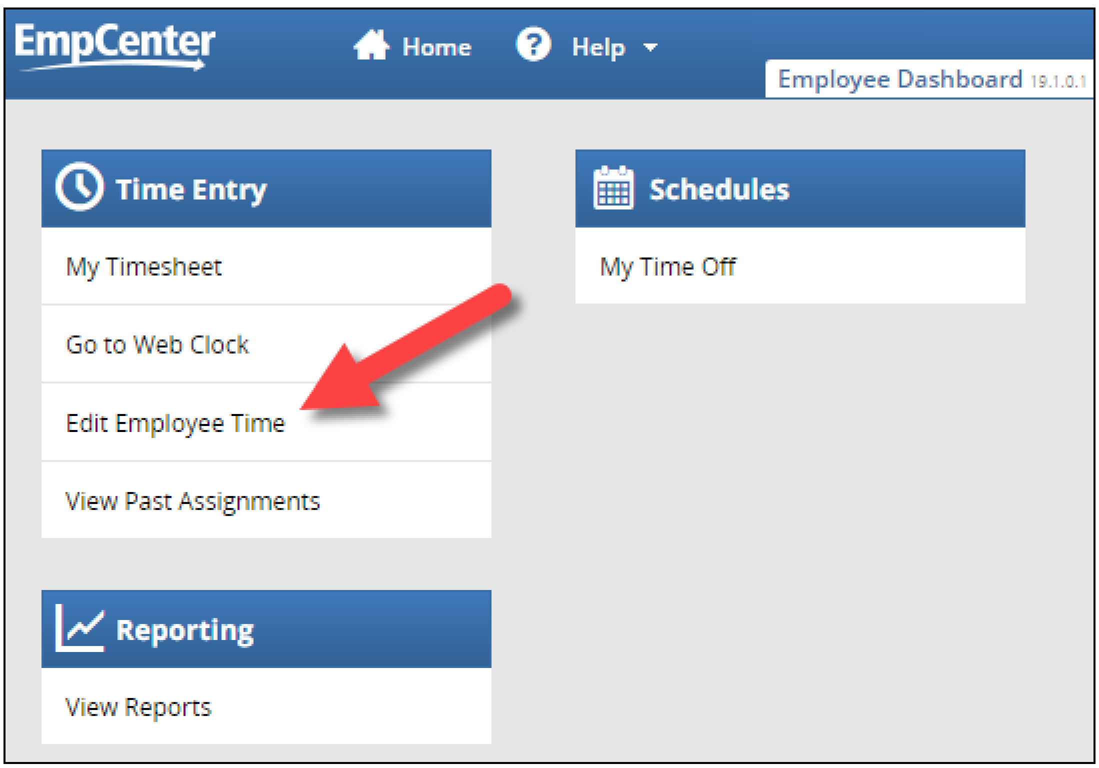
Pay changes, updates for past pay periods, and leave balance changes (for classified and unclassified employees) are still processed through Banner. However, EmpCenter is the system of record for time so the timesheet must be updated to reflect the actual time worked. When an amendment to the timesheet requires a change to the employee's leave balances for classified and unclassified employees, the business center will also need to update PEALEAV in Banner.

Amended timesheets can be initiated by the employee or the business center. If initiated by the employee, you should receive a print out of the affected timesheet with the changes that need to be made noted on the timesheet. Both the employee's and the supervisor's signatures should be on the timesheet. This corrected timesheet should be kept as backup in case of an audit. If initiated by the business center, corrections need to be documented in the Timesheet Comments section.

If an assignment that needs to be amended is terminated, contact the central EmpCenter helpdesk at empcenter@oregonstate.edu for assistance.

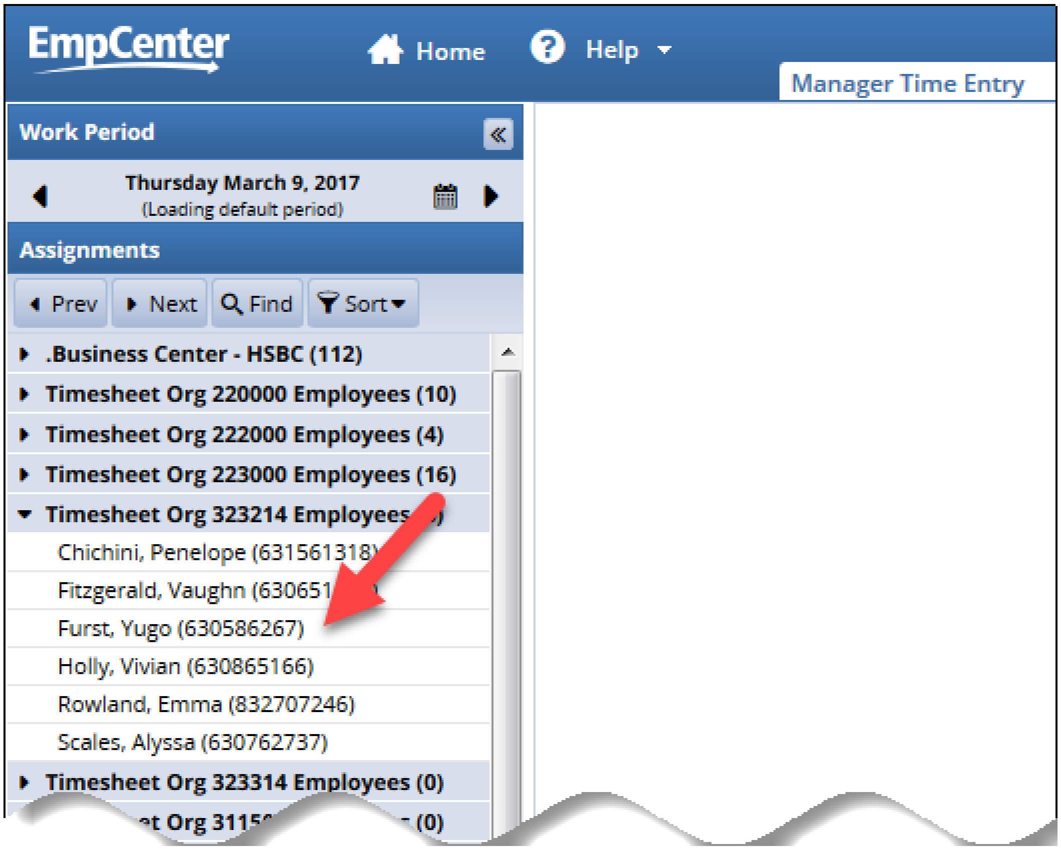
## Amending Timesheets in EmpCenter

1. Select Edit Employee Time to access the employee's timesheet:

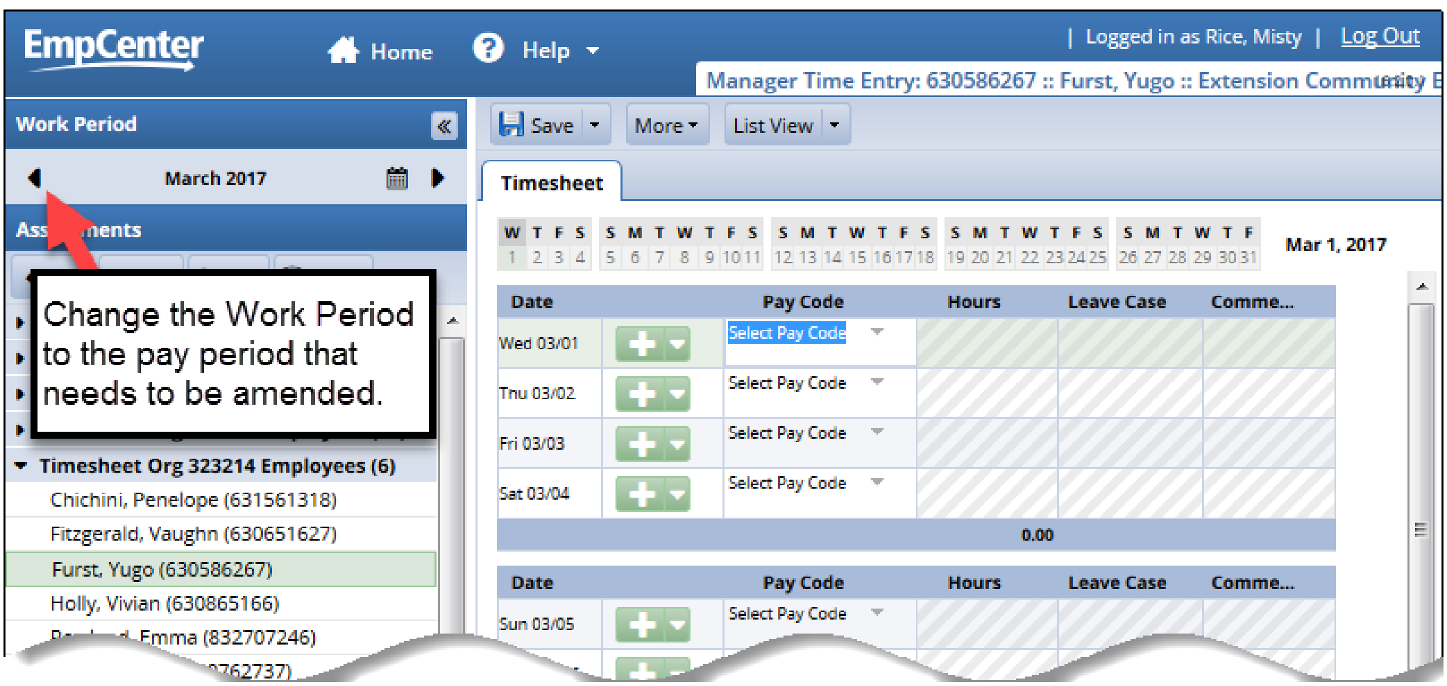



Reminder: your dashboard view is determined by your policy profile and role; it may look slightly different from the example above.

2. Select the assignment group then the employee to view their timesheet:

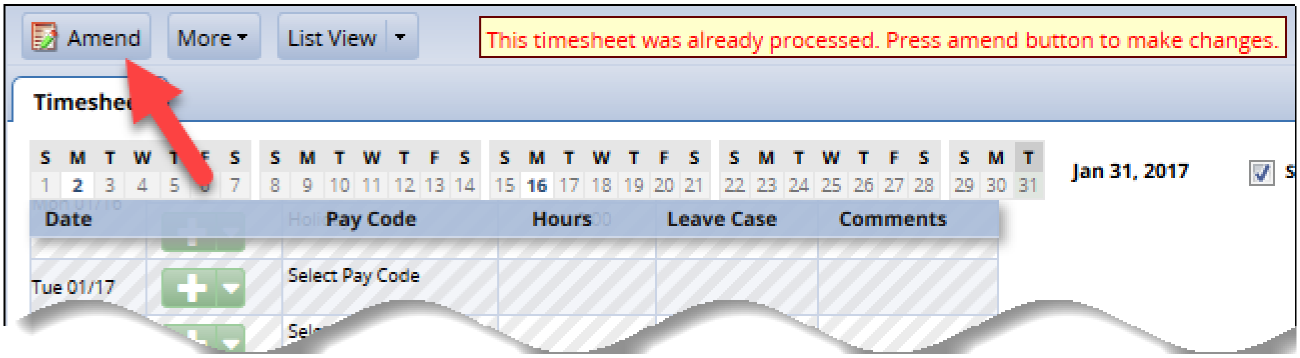



3. Change the Work Period to the pay period that needs to be amended:



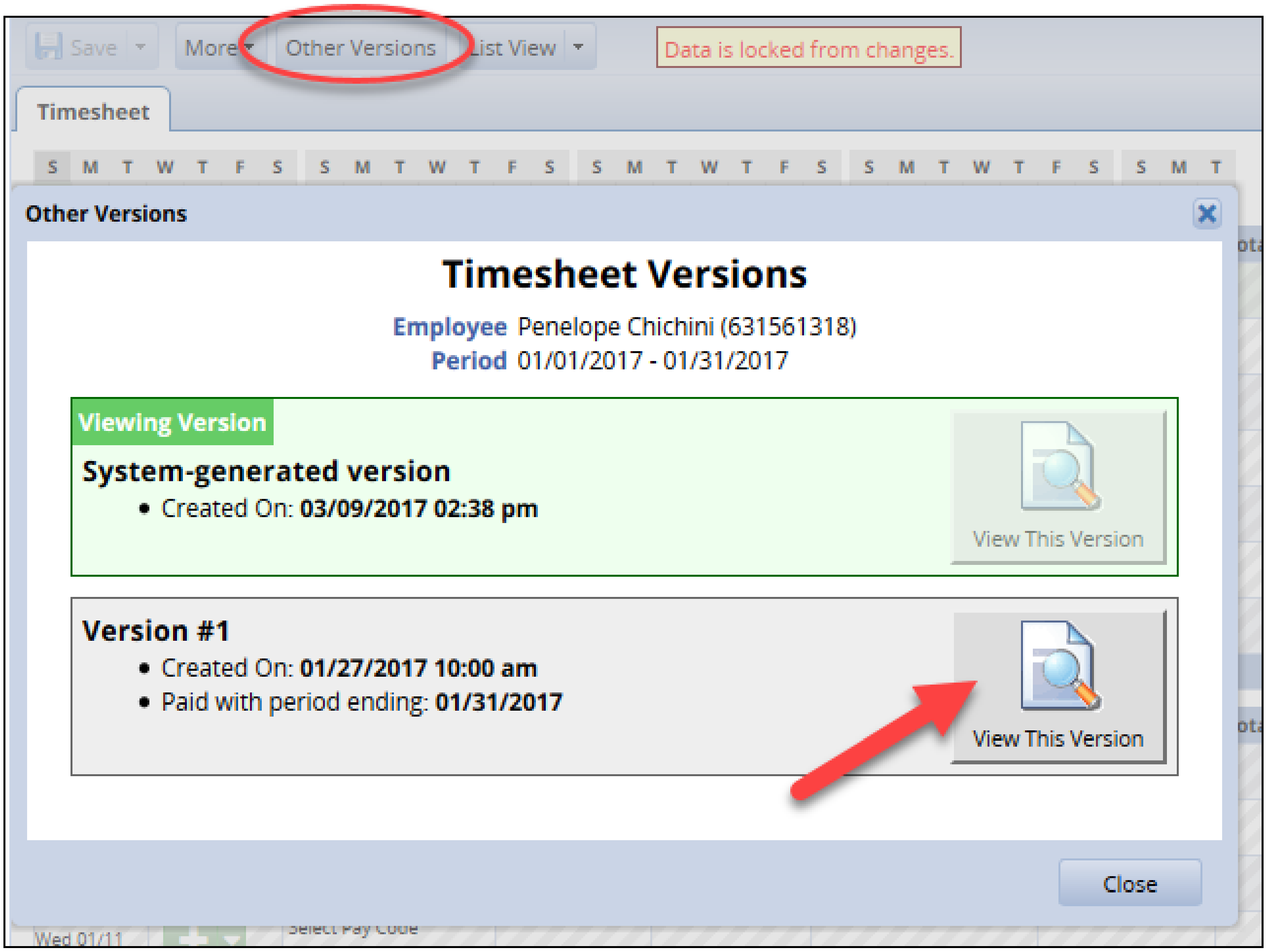

Note: you can use the arrows or the calendar icon to change the work period you are viewing.

4. Click on Amend to make changes:



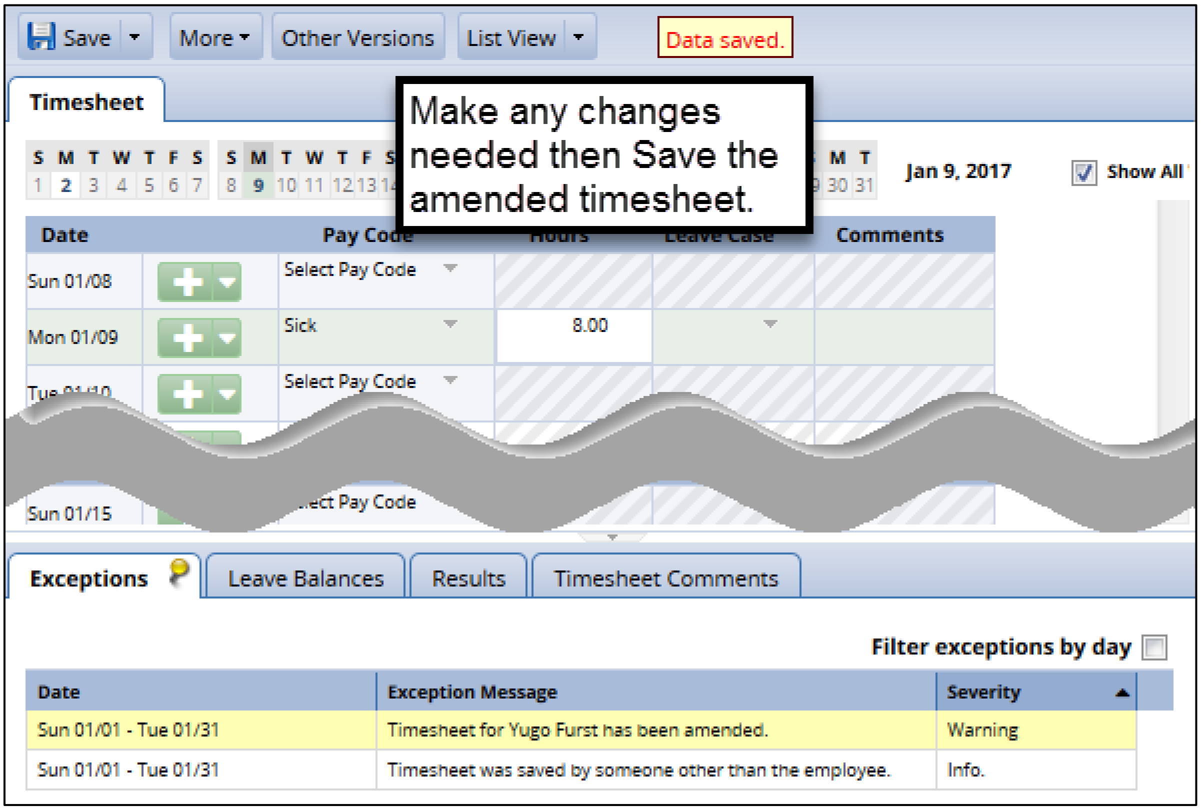

- If you do not see the Amend button and the timesheet says "This timesheet was already processed." contact the central EmpCenter helpdesk at empcenter@oregonstate.edu for assistance.

- If you do not see the Amend button and the timesheet says "Data is locked from changes." click on the Other Versions button to access the original timesheet that you can amend:




(EmpCenter auto-amends future closed timesheets when an amendment is saved, creating the System-generated version you are viewing. Changing to Version #1 will allow you to amend the timesheet.)

5. Make the necessary edits to the employee's timesheet then save your changes:

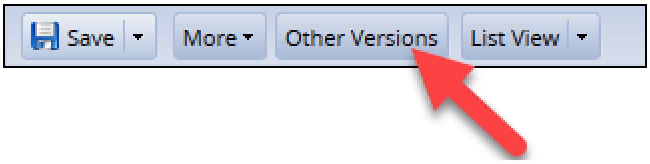



The employee and the supervisor will receive emails that the timesheet was amended and that someone other than the employee saved the timesheet.

### Viewing Amended Timesheets

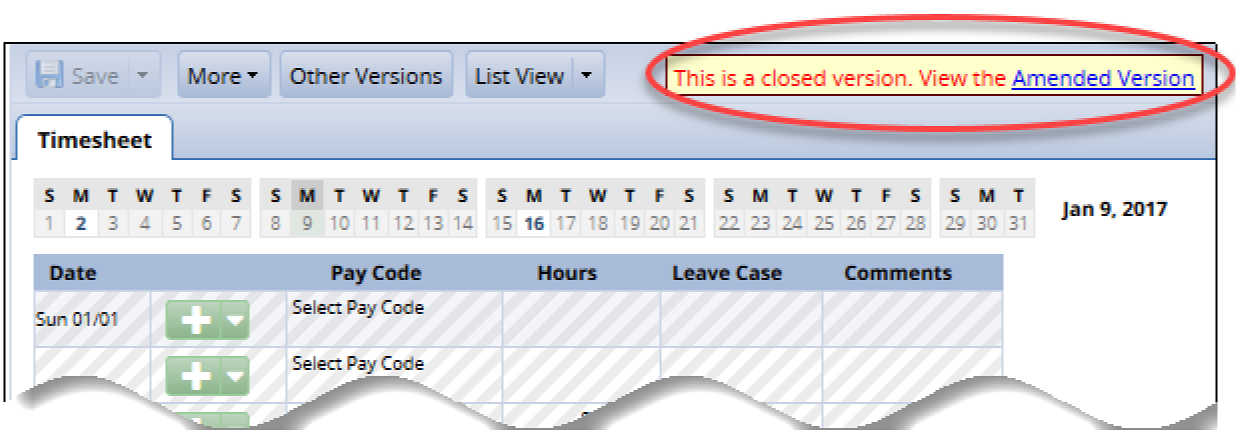
Once a timesheet has been amended, you can view the original timesheet and any amended versions in EmpCenter.

1. After selecting the employee and the appropriate pay period, click Other Versions:




2. Select the version you would like to view:


3. The version selected will display in the Manager Time Entry screen:



### Amended Timesheet Processing

Amended timesheets remain open and pending until the next payroll processing to close timesheets for the pay period type (i.e., an hourly amended timesheet will close when payroll processes hourly timesheets on the 18th of the month, salaried amended timesheets will close when processed on the 10th of the month).

Remember, amended timesheets do not update Banner. If additional pay is needed, the business center must complete the manual pay process with business center payroll; any changes to leave for classified and unclassified employees must be manually entered in Banner.

Since leave is not automatically adjusted in Banner with an amendment to the timesheet in EmpCenter, leave balances could be over- or under- stated for the current pay period. If the employee's leave needs to be adjusted in EmpCenter prior to payroll processing contact the EmpCenter helpdesk at empcenter@oregonstate.edu.

## Termination Pay

For all employees, follow your normal Banner procedures for terminating employees. If the effective date of the termination is prior to the current open pay period for the employee, the date of the termination in EmpCenter will be the last day of the previous pay period. If the effective date is within the current open pay period, the termination date in EmpCenter will be the same as Banner.

For termination pay that is processed before the end of the pay period, Central Payroll will ensure that the hours for employees that have already received manual checks do not feed into Banner Time Entry for the following month.

For an employee that is being terminated without their knowledge, you may need to use a paper timesheet for the termination pay request – the supervisor can write in any additional time needed. After the termination, the business center can then update the employee's timesheet in EmpCenter to reflect what was paid.

As a reminder, for the pay period the termination is processed, the employee and the supervisor will still see the employee's timesheet.

## Estimated Timesheets

If an estimated timesheet is need for LWOP, it can be completed in EmpCenter in advance by the employee or the supervisor – including submitting and approving the timesheet. If the employee does not have computer access, a paper estimated timesheet can be submitted.

Business center staff will need to estimate the hours by Time Entry to manually enter DOC into Banner. Central Payroll will keep track of the DOC entered each month and will review to ensure DOC is not applied again in the following month.

### Current Month Estimated Timesheet/LWOP

If a salaried employee uses LWOP during the current month, the business center may need to calculate and enter DOC pay to avoid an overpayment.

1. Run the Hours Worked by Pay Code report for the following Pay Codes to determine which employees have LWOP and/or Leave of Absence:
    a. LWOP and LWOP – Pre-Approved
        - This shows employees that entered LWOP on their timesheet for the current month.
    b. Leave of Absence
        - This shows employees that have an approved protected leave case and the FMLA Case Manager has entered Leave of Absence on their timesheet.
2. Review the reports to determine further action:
    a. Hours Worked by Pay Code – LWOP/LWOP – Pre-Approved:
        i. Assess the risk of overpayment – this may be based on the amount of LWOP already entered or by contacting the employee and/or supervisor to determine if additional LWOP will be used through the end of the month.
        Note: If LWOP was recorded for 3 or more days, contact the employee and/or supervisor to determine if it was due to a protected leave issue and if OHR FMLA should be notified.
    b. Hours Worked by Pay Code – Leave of Absence:
        i. Ensure that a leave pay code has been entered on the employee's timesheet to account for the Leave of Absence time. If no pay code has been entered, contact the employee and/or supervisor to determine how the employee will be paid during their absence. If using LWOP, assess the risk of overpayment.
        Note: OHR FMLA will also review timesheets during the first week of the following month (i.e., review April timesheets the first week of May) to ensure leave has been entered to account for the Leave of Absence time.
3. If there is a risk of overpayment, estimate DOC pay for the current month.

    Note: when LWOP is entered in EmpCenter, the conversion to DOC can be found on the Results tab of the employee's timesheet. If using a paper timesheet to enter, you must do the conversion to ensure the correct amount of DOC is applied.

Additional steps outside of EmpCenter:
1. Enter the DOC pay in Banner during Time Entry.
2. The next month, reconcile DOC Pay to the actual timesheet.
3. Verify employee status and place on leave if needed.

See the Processing Estimated Timesheets and Advanced LWOP Notices guide on the Central HR site for more information on these steps.

## Unsubmitted/Unapproved Timesheets

EmpCenter will feed the information on the timesheet to Banner even if the timesheet has been not been submitted by the employee or approved by the supervisor.

It is up to each individual business center how they will follow up with employees for unsubmitted timesheets and supervisors for unapproved **salaried** timesheets to address the situation. One option is to print the timesheet and have the employee and/or supervisor sign it as documentation.

For unapproved **hourly** timesheets, certification reports are sent directly to the supervisor through DocuSign after the timesheets are closed in EmpCenter.

Please note the Amended Timesheet process is NOT to be used for these timesheets.

# New Employees

Business centers should make every effort to ensure employees are set up in Banner prior to their start. However, if an employee does not have access to EmpCenter on day one, they will need to track their time manually then enter the time in EmpCenter once they have access.

In addition, employees will not be able to access EmpCenter until the day after they have activated their ONID account.

For student employees that are set up after their hire date – especially if the hire date is in a prior pay period – EmpCenter will automatically create a retro timesheet for the earlier pay periods. You need to enter time from the paper timesheet on to the EmpCenter timesheet to ensure Oregon Sick Leave is accrued correctly for the hours worked. For more information about retro timesheets, see Appendix C: Oregon Sick Leave.

## Hire Dates

Future dated job records are not sent to EmpCenter. However, Banner will allow you to enter a job start date that is **earlier** than the employee hire date on the PEAEMPL screen. When this occurs, the employee record is sent to EmpCenter as of the job start date but with the future employee hire date.

Because EmpCenter has a future employee hire date, even with a current job (or assignment) start date, the employee will not be able to access the system until the hire date. This must be corrected manually in EmpCenter once the record is set up; changing the hire date on the PEAEMPL screen will not update the EmpCenter record. Contact the central EmpCenter helpdesk at empcenter@oregonstate.edu for assistance.

To prevent this from occurring, check the hire date on the PEAEMPL screen when setting up a new job to ensure the job start date is not before the current hire date.

Also, be cautious when changing the current hire date, especially if the employee already has an active position or has been active. Changing the current hire date can have unexpected effects on leave accruals and usage.

# EmpCenter Load Notes

The employee and timesheet information in EmpCenter is populated from Banner with an overnight load process. Changes entered in Banner will not reflect in EmpCenter until the next day. Because of the complex variety of jobs and employees at the university and how the system works, there are a few details to know about how the EmpCenter load works:

1. Secondary jobs that are placed on leave in Banner are **NOT** sent to EmpCenter. If you need to place a job on leave in EmpCenter, it must be the primary job in Banner.
2. Employees with active hourly and salaried jobs in Banner will only have an hourly timesheet in EmpCenter. As long as the hourly job is active, the salaried job will **NOT** be included in the load.
3. Changes to FLSA status or switching from hourly to salaried (or vice versa) with no change in job title or termination will **NOT** be updated in EmpCenter. Contact the central EmpCenter helpdesk at empcenter@oregonstate.edu for assistance in updating the employee timesheet.

## Appendix A: Pay Codes by Policy Profile

Note: pay codes are listed in alphabetical order; the order within EmpCenter is by most common first.

### Classified Hourly

| Pay Code | Definition |
|---|---|
| Bereavement | 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. |
| Call Back Pay | Hours worked when called back after being released from duty. |
| Comp | Leave taken from the Comp Time leave bank. |
| Confined Space Differential | Additional pay earned when working in a confined space as defined by the collective bargaining agreement. |
| Diving Differential | Additional pay earned when diving underwater as defined by the collective bargaining agreement. |
| Essential Time | Hours required to work while the university was closed for essential employees. Must be approved by the business center to be paid. |
| Exchange | Leave taken from the Exchange leave bank. (Exempt employees only.) |
| Furlough | Leave taken from the Furlough leave bank. Not a valid pay code after June 30, 2013. |
| Hardship Leave | Leave taken from the Hardship leave bank (donated leave). Must be used with an approved protected leave case. |
| High Voltage Electrician | Additional pay earned while working as a high voltage electrician as defined by the collective bargaining agreement. |
| High Work Differential | Additional pay earned when working in an elevated location as defined by the collective bargaining agreement. |
| Holiday | Paid time off for OSU observed holidays. |
| Holiday Normal Day Off | Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank. |
| Holiday Override | If the actual holiday (different from observed) falls on a regularly schedule work day, holiday override is used to move the holiday hours from the observed holiday to the actual holiday or for holiday normal day off. |
| Holiday Work Comp Requested | Used to request Comp Time for any hours worked on an observed holiday. |
| Jury Duty | Paid leave for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required. |
| Meal | Used to add meal to the timesheet if taken when less than 6 hours worked in the day. |
| Military | Leave taken for Military time off as defined in the collective bargaining agreement. If entered directly on the timesheet, comments are required. |
| On Call Pay | Hours on call for work as defined by the collective bargaining agreement. |
| Overtime Comp Requested | Used to convert overtime hours earned in the week to Comp Time. (Non-exempt employees only.) |
| Personal | Leave taken from the Personal leave bank. |
| Retirement Leave | Paid leave taken for Retirement planning. If entered directly on the timesheet, comments are required. |
| Sick | Leave taken from the Sick leave bank. |
| Special Day | 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. |
| Steward Hours | Amount of hours spent on union steward duties. Does not add to time for the week. |
| Vacation | Leave taken from the Vacation leave bank. |
| Work In/Out | 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. |

### Classified Hourly

| | |
|---|---|
| Supervisor/Business Center Only Pay Code – only displays on the Edit Employee Time page for the Supervisor/BC Roles | |
| 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. |
| Stand By | Hours on standby for work as defined in the collective bargaining agreement. |
| Work Out of Class | Payments to employees for work in higher classifications. |
| Business Center Only Pay Code – only displays on the Edit Employee Time page for the Business Center Role | |
| Comp Time Earned | Used to add Comp Time that was not calculated on the employee's timesheet. Used only for unusual situations where EmpCenter does not compute weekly Comp Time, such as an employee with an hourly and salaried job. This will add to the work for the week, so work time for the week must be reduced when using this pay code. |
| Exchange Time Earned | Used only for Exempt employees, this pay code is used to add Exchange Time that was not calculated on the employee's timesheet. Used only for unusual situations where EmpCenter does not compute weekly Exchange Time, such as an employee with an hourly and salaried job. This will add to the work for the week, so work time for the week must be reduced when using this pay code. |
| Overtime Earned | Used to add overtime to an employee's timesheet. Necessary during the first month the employee starts using EmpCenter if the first week crosses pay periods and the employee earned overtime during the week or if the employee has an hourly and salaried job. This will add to the work for the week, so work time for the week must be reduced when using this pay code. |

### Classified Salaried Non-Exempt

| Pay Code | Definition |
|---|---|
| Bereavement | 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. |
| Call Back Pay | Hours worked when called back after being released from duty. |
| Comp | Leave taken from the Comp Time leave bank. |
| Confined Space Differential | Additional pay earned when working in a confined space as defined by the collective bargaining agreement. |
| Diving Differential | Additional pay earned when diving underwater as defined by the collective bargaining agreement. |
| Essential Time | Hours required to work while the university was closed for essential employees. Must be approved by the business center to be paid. |
| Furlough | Leave taken from the Furlough leave bank. Not a valid pay code after June 30, 2013. |
| Hardship Leave | Leave taken from the Hardship leave bank (donated leave). Must be used with an approved protected leave case. |
| High Voltage Electrician | Additional pay earned while working as a high voltage electrician as defined by the collective bargaining agreement. |
| High Work Differential | Additional pay earned when working in an elevated location as defined by the collective bargaining agreement. |
| Holiday | Paid time off for OSU observed holidays. |
| Holiday Normal Day Off | Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank. |
| Holiday Override | If the actual holiday (different from observed) falls on a regularly schedule work day, holiday override is used to move the holiday hours from the observed holiday to the actual holiday or for holiday normal day off. |
| Holiday Work Comp Requested | Used to request Comp Time for any hours worked on an observed holiday. |
| Jury Duty | Paid leave for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required. |
| LWOP | Leave Without Pay. Used when all available leave has been exhausted. |
| Meal | Used to add meal to the timesheet if taken when less than 6 hours worked in the day. |
| Military | Leave taken for Military time off as defined in the collective bargaining agreement. If entered directly on the timesheet, comments are required. |
| On Call Pay | Hours on call for work as defined by the collective bargaining agreement. |
| Overtime Comp Requested | Used to convert overtime hours earned in the week to Comp Time. |
| Personal | Leave taken from the Personal leave bank. |
| Retirement Leave | Paid leave taken for Retirement planning. If entered directly on the timesheet, comments are required. |
| Sick | Leave taken from the Sick leave bank. |
| Special Day | 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. |
| Steward Hours | Amount of hours spent on union steward duties. Does not add to time for the week. |
| Vacation | Leave taken from the Vacation leave bank. |
| Work In/Out | 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. |
| Supervisor/Business Center Only Pay Code – only displays on the Edit Employee Time page for the Supervisor/BC Roles | |
| 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. |
| Stand By | Hours on standby for work as defined in the collective bargaining agreement. |

### Classified Salaried Non-Exempt

| Business Center Only Pay Code – only displays on the Edit Employee Time page for the Business Center Role | |
|---|---|
| Comp Time Earned | Used to add Comp Time that was not calculated on the employee's timesheet. Used only for unusual situations where EmpCenter does not compute weekly Comp Time, such as an employee with an hourly and salaried job. This will add to the work for the week, so work time for the week must be reduced when using this pay code. |
| Overtime Earned | Used to add overtime to an employee's timesheet – necessary during the first month the employee starts using EmpCenter if the first week crosses pay periods and the employee earned overtime during the week or if the employee has an hourly and salaried job. This will add to the work for the week, so work time for the week must be reduced when using this pay code. |

### Classified Salaried Exempt

| Pay Code | Definition |
|---|---|
| Bereavement | 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. |
| Call Back Pay | Hours worked when called back after being released from duty. |
| Comp | Leave taken from the Comp Time leave bank. |
| Essential Time | Hours worked while the university was closed for essential employees. Must be approved by the business center to be paid. |
| Exchange | Leave taken from the Exchange Time leave bank. |
| Furlough | Leave taken from the Furlough leave bank. Not a valid pay code after June 30, 2013. |
| Hardship Leave | Leave taken from the Hardship leave bank (donated leave). Must be used with an approved protected leave case. |
| Holiday | Paid time off for OSU observed holidays. |
| Holiday Normal Day Off | Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank. |
| Holiday Override | If the actual holiday (different from observed) falls on a regularly schedule work day, holiday override is used to move the holiday hours from the observed holiday to the actual holiday or for holiday normal day off. |
| Holiday Work Comp Requested | Used to request Comp Time for any hours worked on an observed holiday. |
| Jury Duty | Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required. |
| LWOP | Leave Without Pay. Used when all available leave has been exhausted. |
| Military | Leave taken for Military time off as defined in the collective bargaining agreement. If entered directly on the timesheet, comments are required. |
| On Call Pay | Hours on call for work as defined by the collective bargaining agreement. |
| Personal | Leave taken from the Personal leave bank. |
| Regular Hours | Used to record worked hours for the day. |
| Retirement Leave | Paid leave taken for Retirement planning. If entered directly on the timesheet, comments are required. |
| Sick | Leave taken from the Sick leave bank. |
| Special Day | 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. |
| Steward Hours | Amount of hours spent on union steward duties. Does not add to time for the week. |
| Vacation | Leave taken from the Vacation leave bank. |

### Classified Salaried Exempt

| | |
|---|---|
| Supervisor/Business Center Only Pay Code – only displays on the Edit Employee Time page for the Supervisor/BC Roles | |
| 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. |
| Stand By | Hours on standby for work as defined in the collective bargaining agreement. |
| Business Center Only Pay Code – only displays on the Edit Employee Time page for the Business Center Role | |
| Exchange Time Earned | Used to add Exchange Time that was not calculated on the employee's timesheet. Used only for unusual situations where EmpCenter does not compute weekly Exchange Time, such as an employee with an hourly and salaried job. This will add to the work for the week, so work time for the week must be reduced when using this pay code. |

### Grad Students

| Pay Code | Definition |
|---|---|
| Grad Sick Leave | Leave taken from the Grad Sick leave bank. Must be used in whole hour increments. |
| Oregon Sick Leave | Leave taken from the Oregon Sick leave bank. Must be used in whole hour increments. |
| Sub Hours Worked | 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. |
| Business Center Only Pay Code – only displays on the Edit Employee Time page for the Business Center Role | |
| Grad Sick Leave Adj Increase | Used to add sick leave to the Grad Sick bank. Should be used if the FTE increases. |
| Sub Hours Adj | Used to adjust the Sub Hours worked bank. A positive number adds to the bank, a negative number deducts from the bank. |

### Students/Temps Hourly

| Pay Code | Definition |
|---|---|
| Grad Sick Leave | Leave taken from the Grad Sick leave bank. Must be used in whole hour increments. |
| Oregon Sick Leave | Leave taken from the Oregon Sick leave bank. Must be used in whole hour increments. |
| Work In/Out | 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. |
| Business Center Only Pay Code – only displays on the Edit Employee Time page for the Business Center Role | |
| Grad Sick Leave Adj Increase | Used to add sick leave to the Grad Sick bank. Should be used on the grad timesheet if possible and only used if the FTE increases. |
| Overtime Earned | Used to add overtime to an employee's timesheet – necessary during the first month the employee starts using EmpCenter if the first week crosses pay periods and the employee earned overtime during the week or if the employee has an hourly and salaried job. This will add to the work for the week, so work time for the week must be reduced when using this pay code. |
| Oregon Sick Leave Adjust | Used to adjust the Oregon Sick leave bank if the hours were not entered in EmpCenter to accrue correctly. A positive number adds to the bank, a negative number deducts from the bank. |

### Unclassified Hourly

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

### Unclassified Non-Exempt

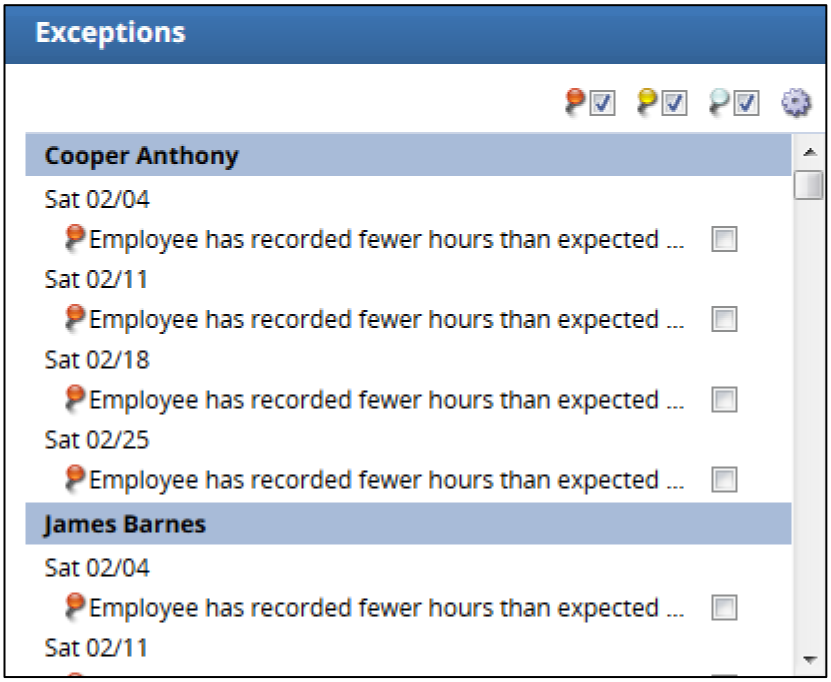
| Pay Code | Definition |
|---|---|
| Additional Hours Worked | Hours over your regularly scheduled hours worked in a day. Hours default to be paid as overtime. |
| Comp | Leave taken from the Comp Time leave bank. |
| Holiday | Paid time off for OSU observed holidays. |
| Holiday Normal Day Off | Used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

## Unclassified Exempt

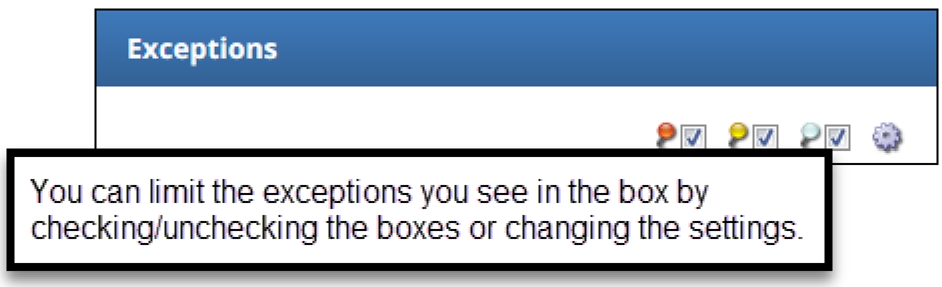
| Pay Code | Definition |
|---|---|
| Comp | Leave taken from the Comp Time leave bank. |
| Holiday | Paid time off for OSU observed holidays. |
| Holiday Normal Day Off | Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank. |
| Holiday Override | If the actual holiday (different from observed) falls on a regularly schedule work day, holiday override is used to move the holiday hours from the observed holiday to the actual holiday or with holiday normal day off. |
| Holiday Work Comp Earned | Used to record work time for any hours worked on an observed holiday. Hours will be converted to Comp Time. |
| Holiday Work Pay | Hours worked on a holiday to be paid as additional work time. |
| Jury Duty | Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required. |
| LWOP | Leave Without Pay. Used when all available leave has been exhausted. |
| Parental Leave | Leave taken from the Parental leave bank. |
| Sick | Leave taken from the Sick leave bank. |
| Special Day | Leave that can be used the day before Christmas. Formerly Governor's Day. |
| Vacation | Leave taken from the Vacation leave bank. |
| Business Center Only Pay Code – only displays on the Edit Employee Time page for the Business Center Role | |
| Additional Hours Worked | Used in rare instances to record additional hours worked by an exempt employee. |

In addition, all classified and unclassified leave eligible policy profiles have additional "-Pre-Approved" leave pay code versions (e.g., 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: Configure Home Page Exceptions




The Exceptions box on the Dashboard shows all exceptions on the timesheet for the current open pay periods for all of the employees in the business center. You can limit what you see in the box by using the filters at the top right:

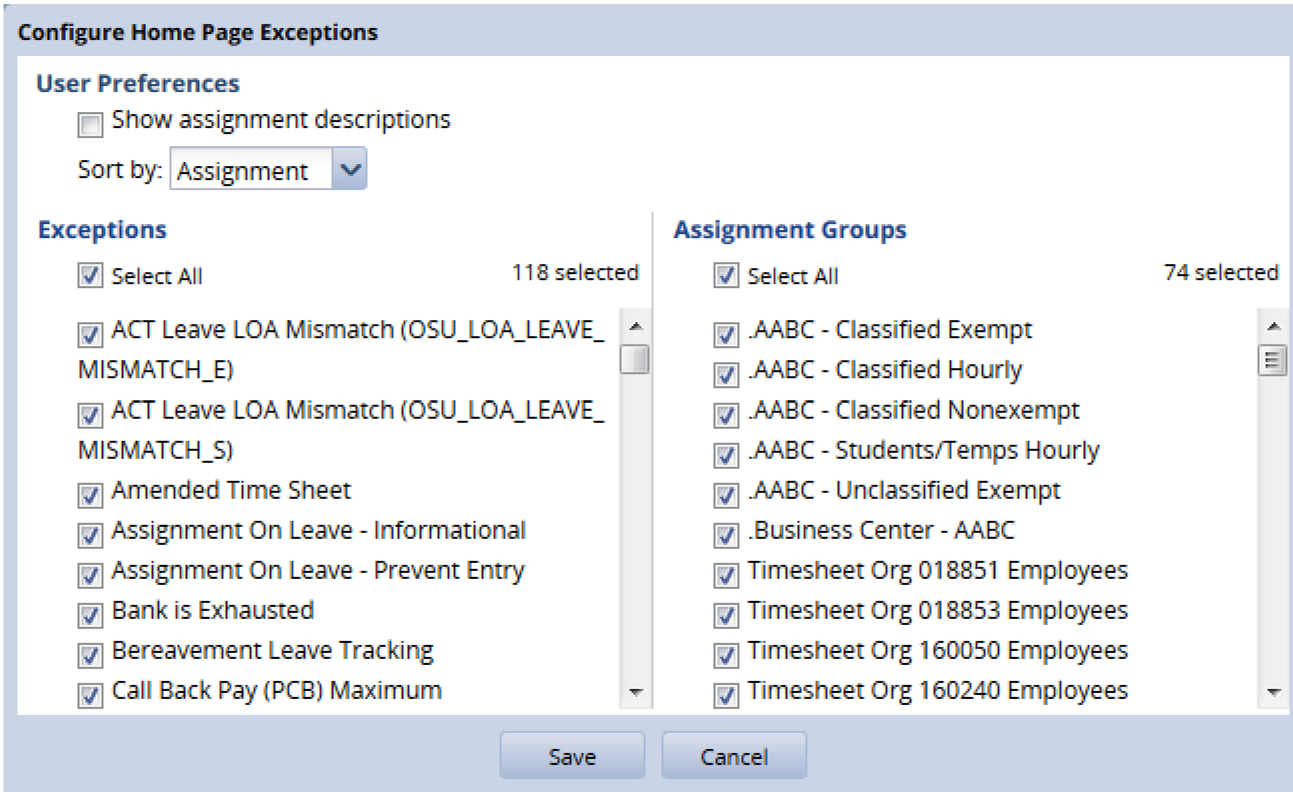



The check boxes next to the colored pins will display (if checked) or exclude (if unchecked) all exceptions for that level of exception:

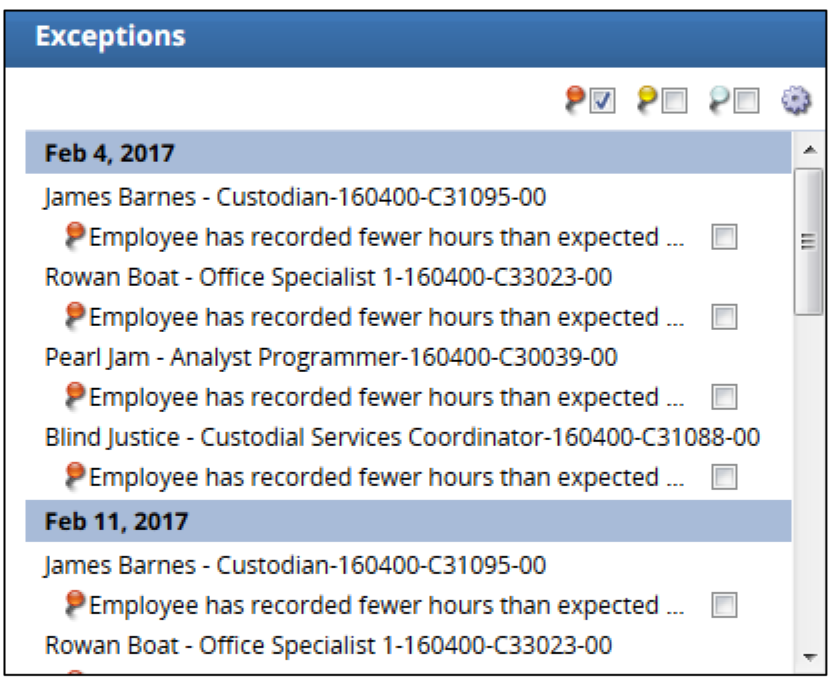
- Red pin (error level) exceptions must be corrected before the end of the pay period by the employee, supervisor, or business center.
- Yellow pin (warning level) exceptions may or may not need to be corrected.
- White pin (informational level) exceptions are informational only and do not need to be 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:



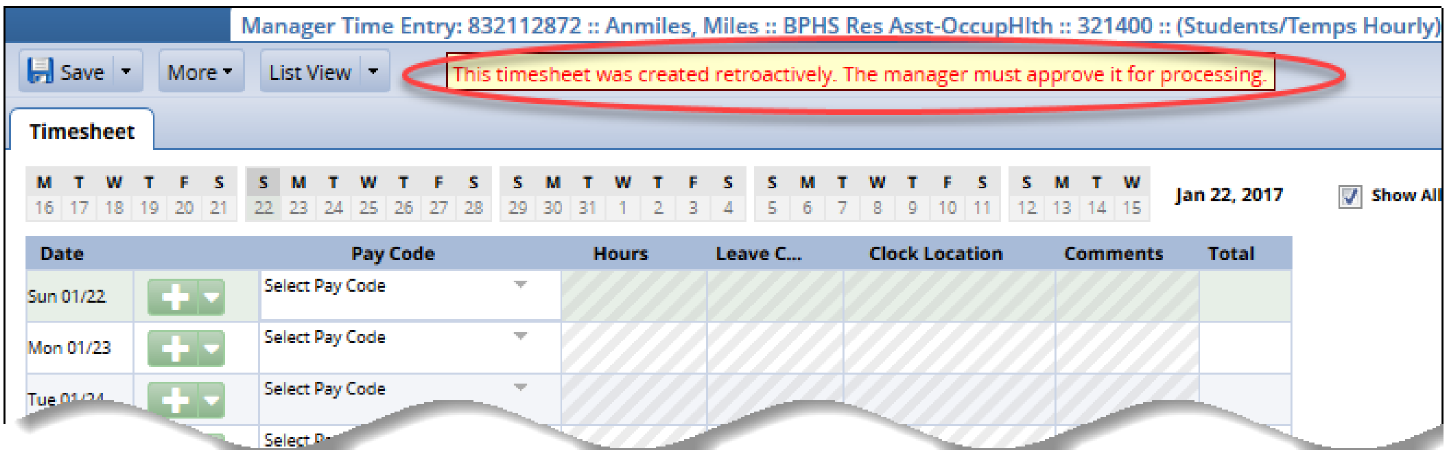

Note: clicking on the exception will open the employee timesheet in a new window.  You can make any changes needed to update the timesheet and clear the exception.  See the Edit Employee Time section for more information about editing an employee timesheet.  If the Exception is acknowledgeable, checking the box next to the exception will acknowledge it.

# Appendix C: Oregon Sick Leave

Oregon Sick Leave for Student and Temp employees is only calculated in EmpCenter. Work hours reported with a paper timesheet and not captured in EmpCenter are not counted towards the employee's sick leave accrual. You need to ensure the Oregon Sick Leave balance is correct by amending the timesheet in EmpCenter to include hours reported on paper timesheets. This will allow EmpCenter to correctly calculate the employee's sick leave accrual.

For information about amending a timesheet, see the Amending Timesheets section.

For student jobs that are processed in Banner with a hire date in a closed pay period, EmpCenter will automatically create retro timesheets for the closed pay periods. You will see the timesheet(s) in EmpCenter as soon as the assignment loads:




In the above example, the job started on 1/22/17 but didn't come in to EmpCenter until 3/1/17 – after the 1/16/17-2/15/17 pay period was closed. EmpCenter automatically creates retro timesheets for any closed pay periods based on the job start date.

You can enter the hours worked on the retro timesheet in EmpCenter to ensure the Oregon Sick Leave accrual is correct. Pay will still need to go through the manual pay process in Banner; this procedure only corrects the Oregon Sick Leave accrual.

## Multiple Retro Timesheets

If more than one retro timesheet is created, you **MUST** edit the most recent pay period first, then the older pay period(s). If you start with the oldest pay period first, later retro timesheets will be locked from editing until after the current pay period is closed and processed in EmpCenter.

For example, an assignment comes in to EmpCenter during the 3/16/17-4/15/17 pay period with a 1/16/17 job start date. EmpCenter will automatically create retro timesheets for the 1/16/17-2/15/17 and 2/16/17-3/15/17 pay periods. You must edit the 2/16/17-3/15/17 timesheet **FIRST** to ensure you do not get locked out of the timesheet.

## Job Start Date Changes

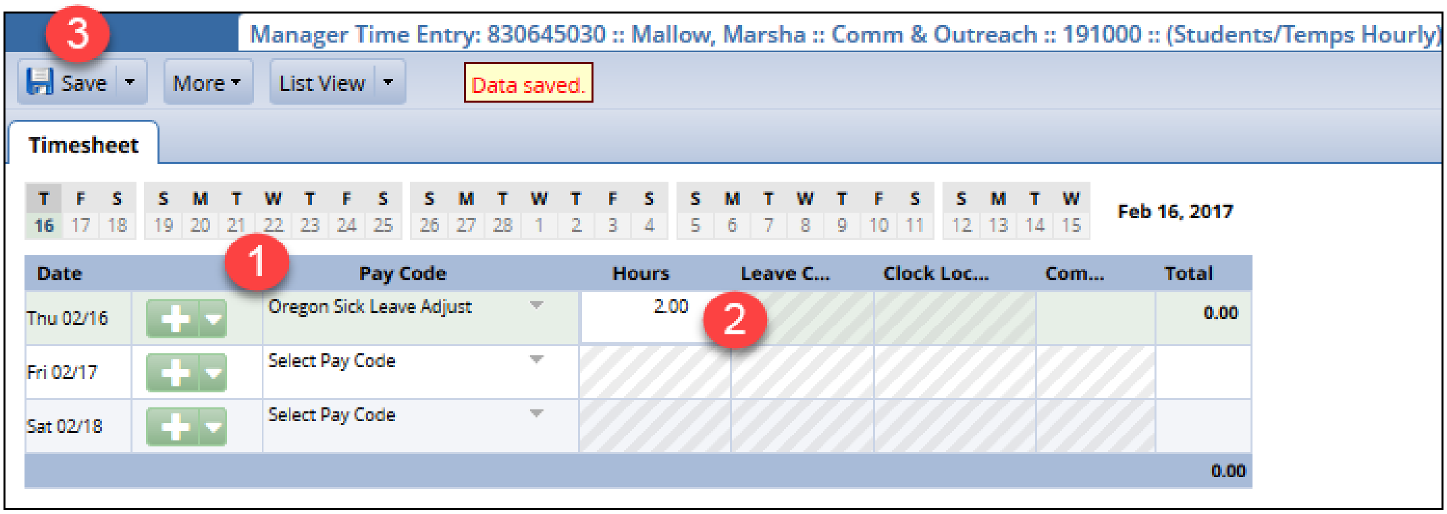
If the job is in already EmpCenter and then it is discovered that the job start date was earlier than originally thought, after the date is changed in Banner you must contact the central EmpCenter helpdesk at empcenter@oregonstate.edu with the following information for assistance:

1. Employee name and OSU ID
2. Position and suffix – from NBAJOBs or PYIVERI
3. Current hire date – from PEAEMPL or PYIVERI (verify that the current hire date is the same as or prior to the job start date)
4. Job start date – from NBAJOBs or PYIVERI

## Manually Updating Oregon Sick Leave

If amending or retro timesheet creation are not options for the employee timesheet, you can manually adjust the employee's Oregon Sick Leave accrual.

On the current timesheet, select Oregon Sick Leave Adjust from the Pay Code drop down list (1) and enter the number of hours to add to the balance in the Hours column (2) then click Save (3):




Note: Oregon Sick Leave Adjust can add or subtract from the balance. A positive number adds to the balance, a negative number will subtract from the balance. The balance will be available as of the date entered on the timesheet.

### Manually Calculating Oregon Sick Leave

One hour of Oregon Sick Leave is accrued for every 30 hours worked. To simplify the process and ensure the employee is not shorted any leave, you will **round up** the sick leave accrued.

For example, an employee worked 17 hours reported on a paper timesheet and does not have a timesheet in EmpCenter to amend. You will add 1 hours of sick leave to their Oregon sick leave bank in EmpCenter

If an employee reports working 32 hours outside of EmpCenter, add 2 hours of sick leave to the employee leave bank.

# Appendix D: Red-Level Less Than FTE Exception

For classified salaried employees, the exception “Employee has recorded fewer hours than expected for their FTE in a week,” is a red-level, error (not paid) exception. The error level gives more visibility to salaried employees that have not worked their full FTE for the week to help prevent overpayments.

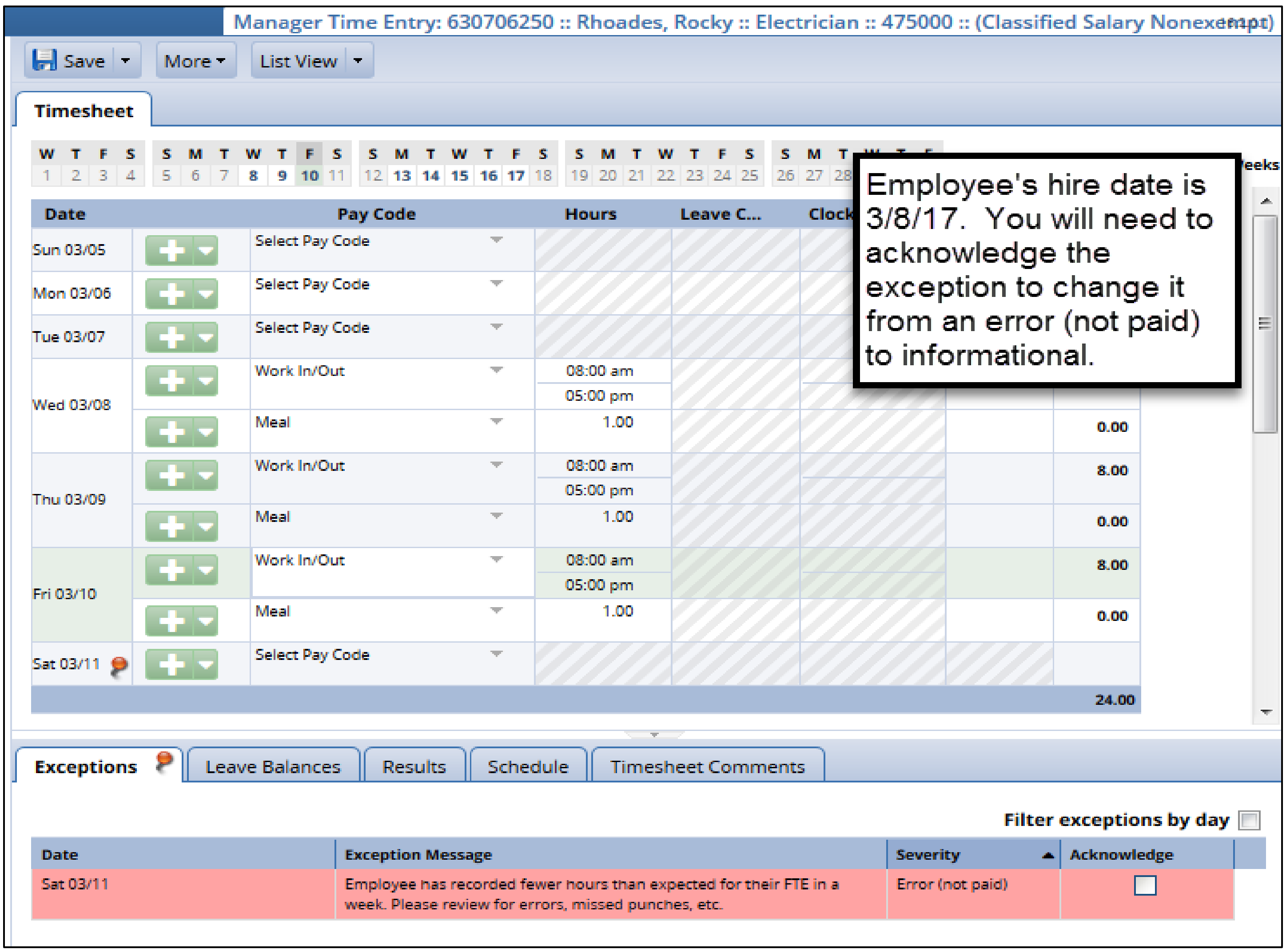
When the exception triggers, you will need to work with the employee and/or supervisor to ensure the full FTE hours are accounted for on the timesheets by correcting missing in or out times, adding leave, or adding LWOP.

There are two situations when you will need to acknowledge the exception to remove the error (not paid) status:

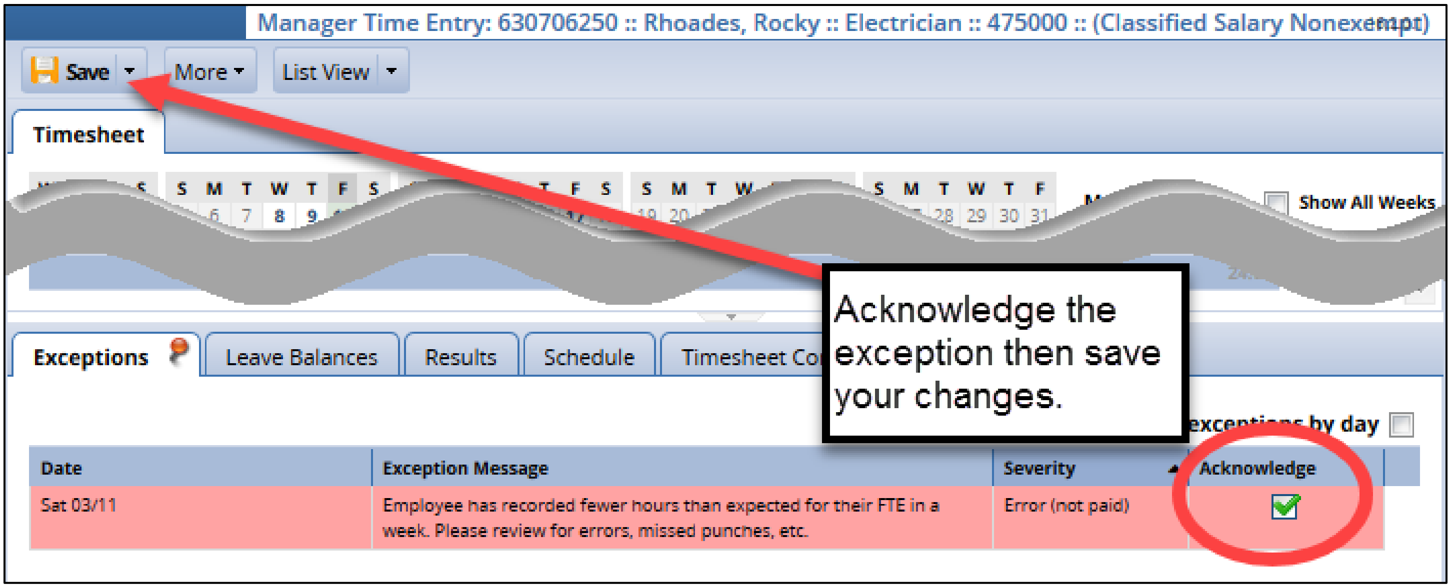
1. New employees that start mid-week (including employees moving from one job to another).
2. Employees with LWOP on a week that crosses a pay period and LWOP is calculated at less than the full FTE hours per day.

### New Employees

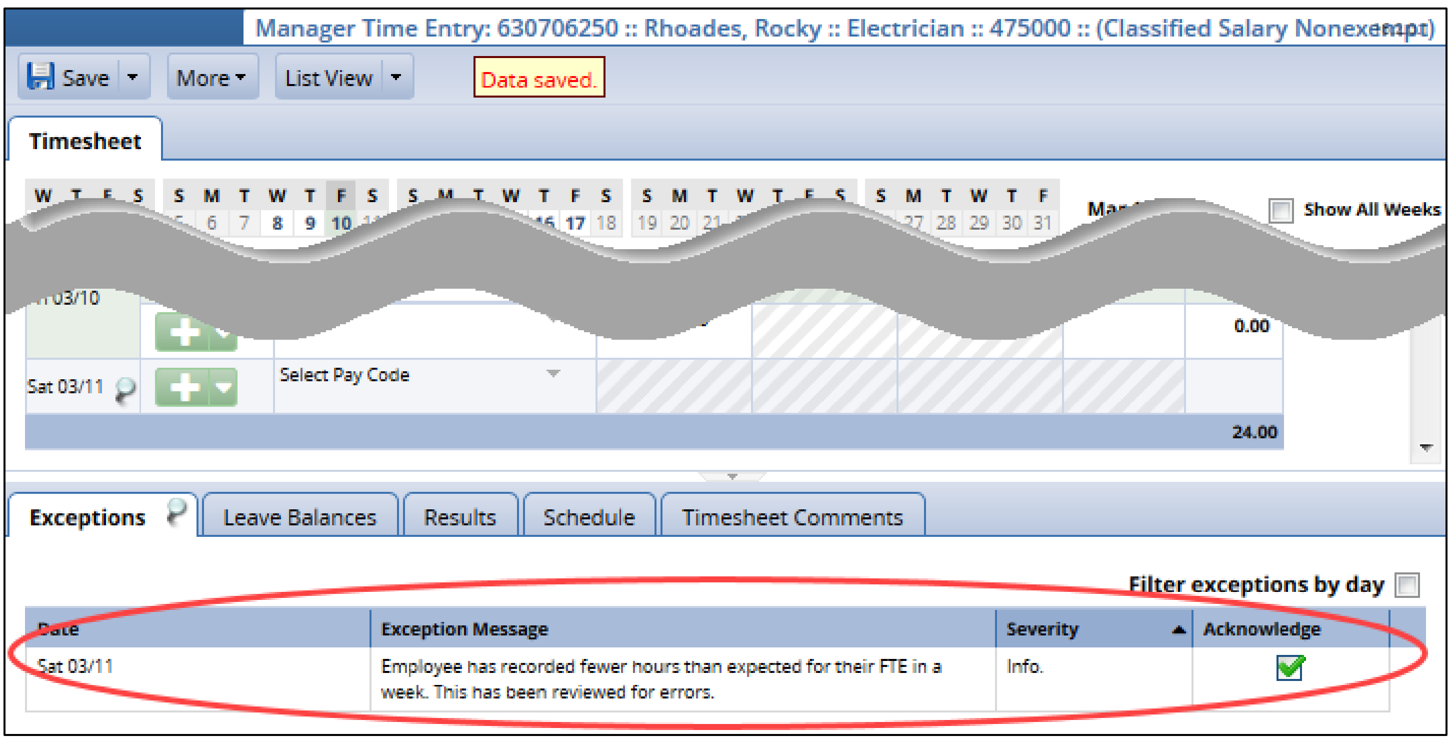
For any employee that starts mid-week, the exception will trigger. You simply acknowledge the exception to change it from error (not paid) to informational:



Acknowledge the exception by checking the box in the Acknowledge column, then save your changes.

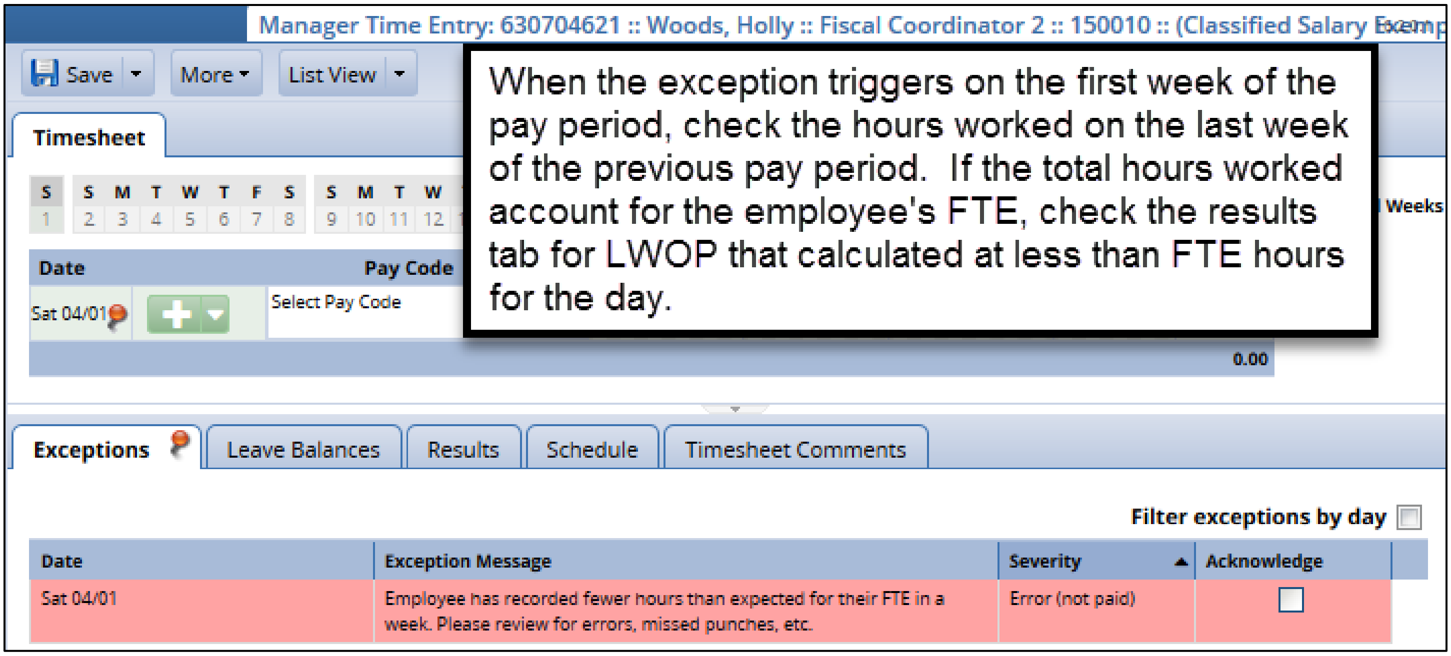



The exception will change to an informational level exception:

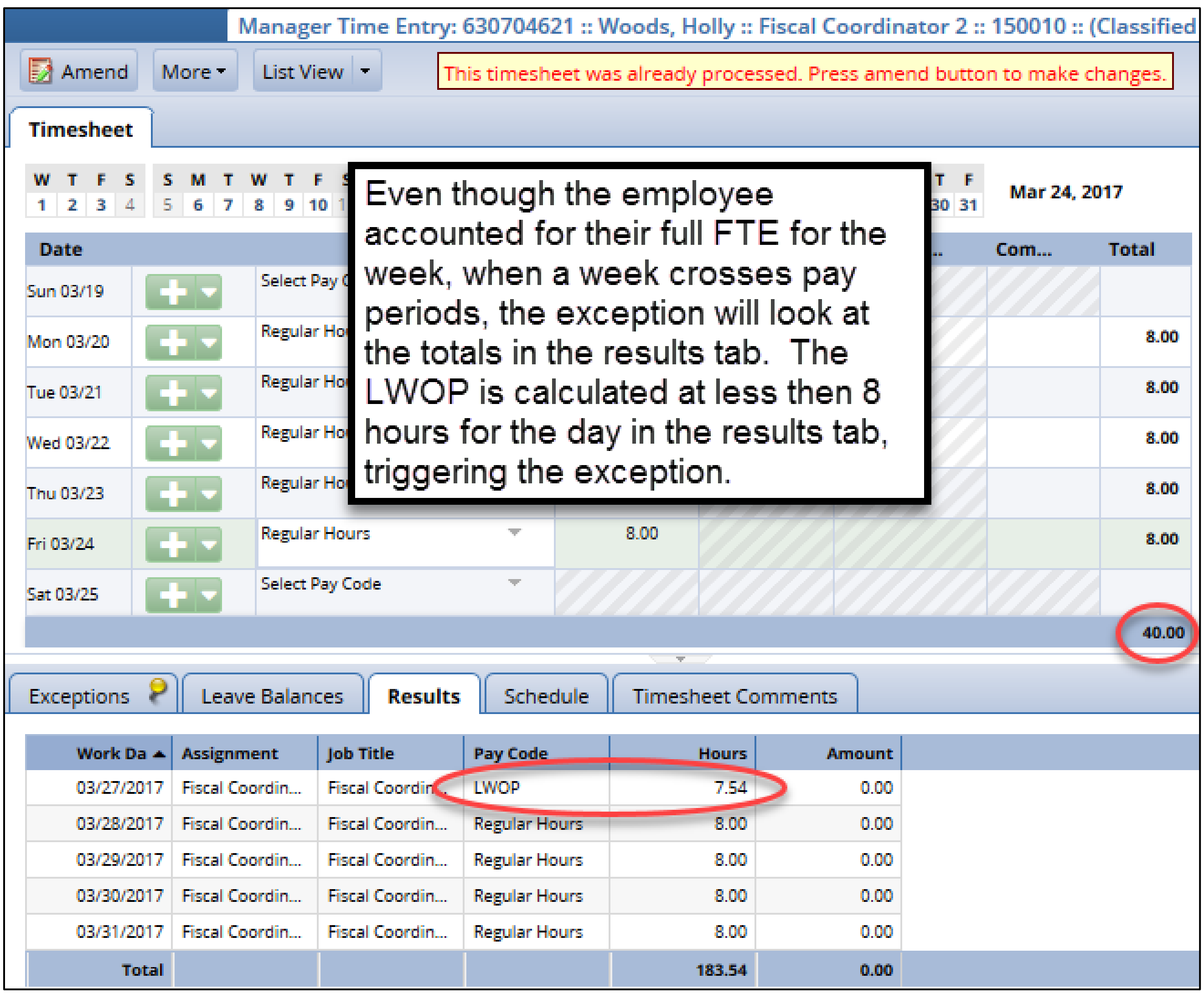



## LWOP

If the employee has LWOP on a week that crosses over pay periods (e.g., the week of 3/26-4/1) **and** LWOP is calculated at less than their FTE hours in the results tab for the previous month's timesheet, the exception will trigger in the current pay period even if the total hours entered on the timesheet for the week add up to their FTE hours.



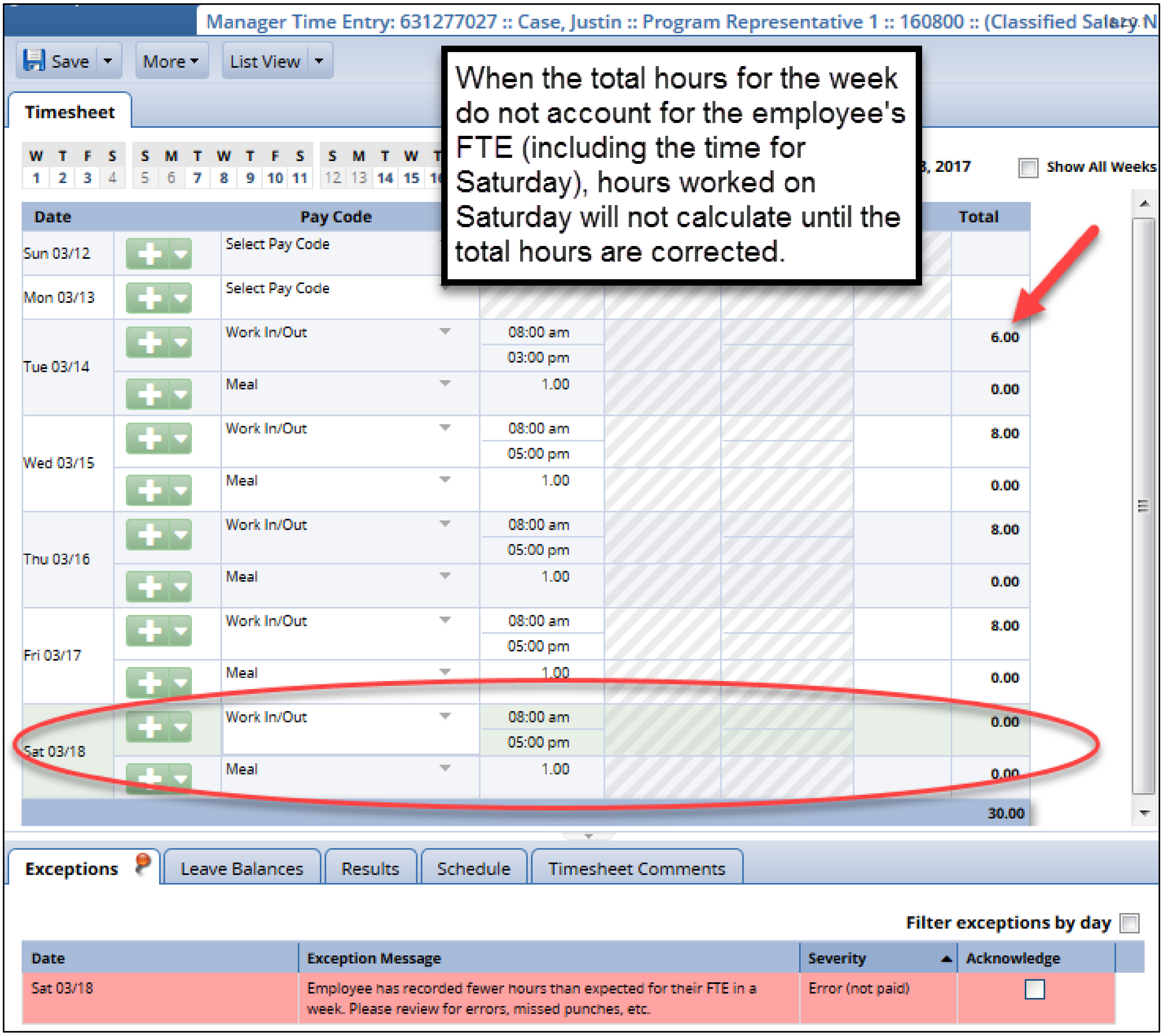

Check the results tab for the LWOP calculation in the last week of the previous pay period:



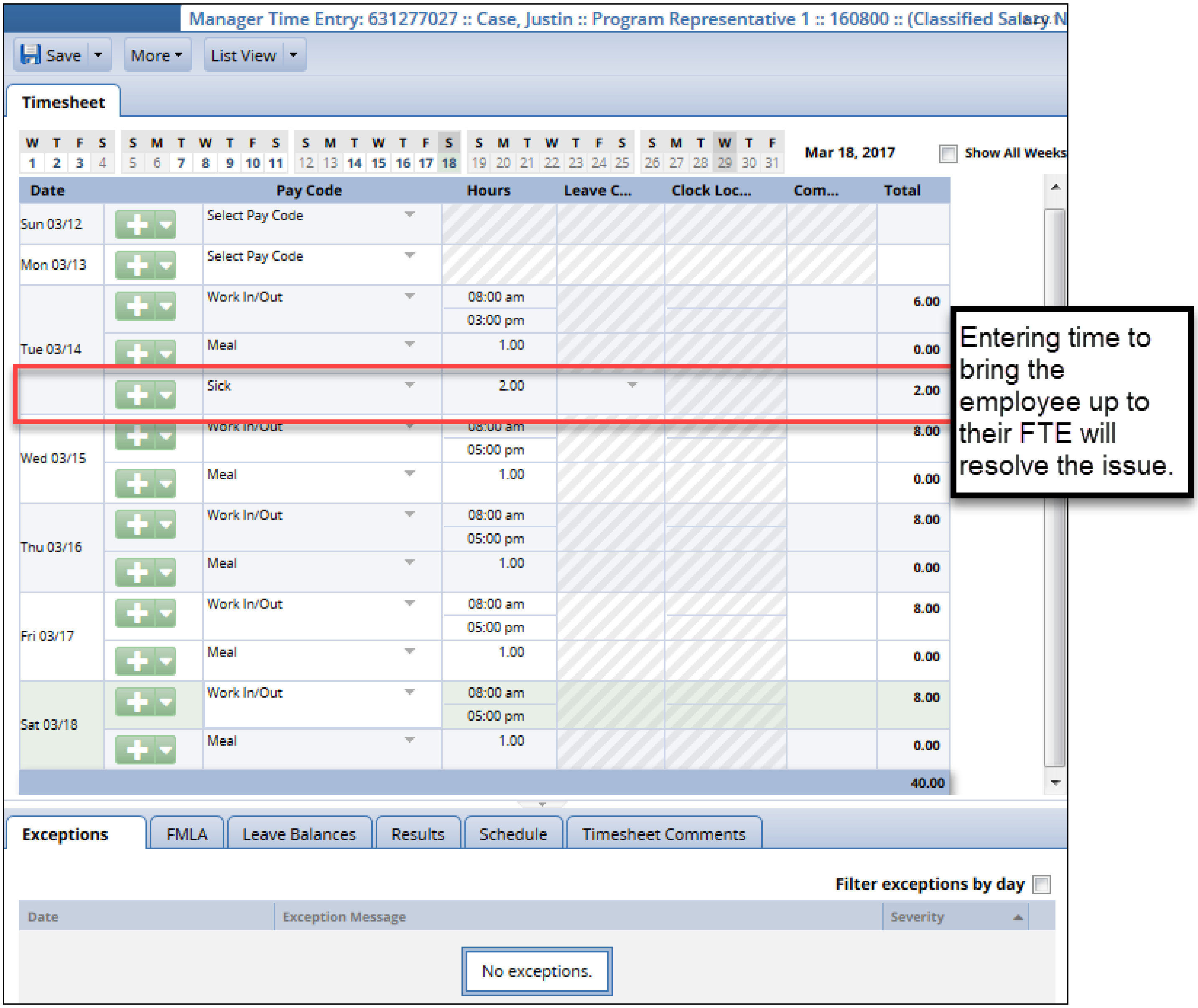

In this case, it is appropriate to acknowledge the exception in the current pay period.

## Saturday Hours Not Calculating

The Less then FTE exception is an error (not paid) exception that triggers on Saturday. Because of the timing and level of the exception, if the total hours entered for the week (including the hours entered on Saturday) are less than the employee's FTE, EmpCenter will not calculate the hours entered on Saturday:



As soon as hours are entered to bring the employee up to their FTE, EmpCenter will calculate the Saturday hours correctly:




Please note, acknowledging the exception (when appropriate) will also resolve the issue.

# Appendix E: Common EmpCenter Terms

### Aggregate Assignment

To allow for employees that have multiple positions (or assignments), EmpCenter creates an aggregate assignment for all employees – even if they only have one position – in addition to the employee's regular assignment(s). The aggregate assignment contains different information about the employee than the regular assignment(s):

*Aggregate Assignment*
- No supervisor
- Leave banks
- Summed FTE
- Active status
- Associated with aggregate level exceptions
- No assignment level information (i.e., position number, timesheet Org, business center, etc.)

*Regular Assignment(s)*
- Supervisor
- No leave banks
- Assignment FTE
- Active status
- Associated with assignment level exceptions
- Assignment level information (i.e., position number, timesheet Org, business center, suffix, pay rate, business center, FLSA status)

Note: the regular assignment information may be different for each position an employee has.

Reports pull information from either the aggregate assignment or the regular assignment – not both. For example, the exception reports will pull from the aggregate level depending on the exceptions selected while the OSU Timesheet Detail Query pulls information form the regular assignment.

In addition, exceptions are programmed to either display at the aggregate level or the assignment level. If an exception displays at the aggregate level, it will display on all timesheets for an employee even if the timesheet is blank. To determine which assignment is triggering the exception, the Results tab list time logged on all of an employee's assignments. See the Exception Messages spreadsheet for more information.

### Current Open Pay Period

The oldest pay period that is open and editable or locked by payroll but not yet processed and closed. This is different for salaried (1st-EOM pay periods) and hourly (16th-15th pay periods) employees. Payroll processes and closes hourly timesheets about 3 days after the end of the pay period (around the 18th) and salaried timesheets around the 10th of the following month.

### Pay Code

Hours are assigned to a pay code in EmpCenter. The pay code is then exported to Banner and mapped to an earn code. See Appendix A for a list of pay codes by policy profile. See the EmpCenter Pay Code Mapping spreadsheet on the MyTime Business Center Training page for details on how the pay codes are exported.