May 2022

Oregon State University

# EmpCenter 20.2 User Guide

Policy Profile | Graduate Students

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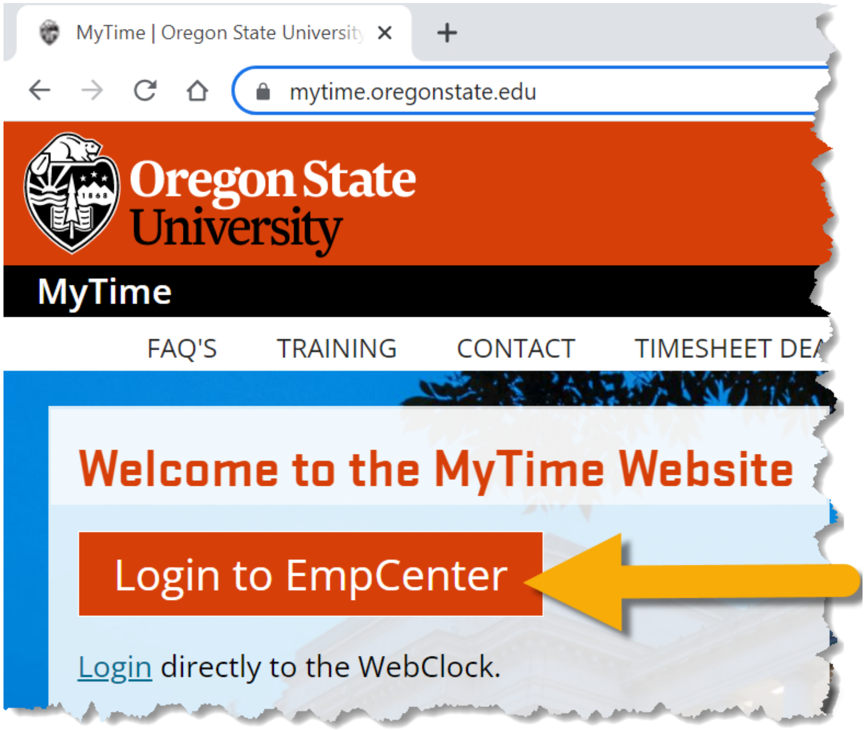
# EmpCenter Overview

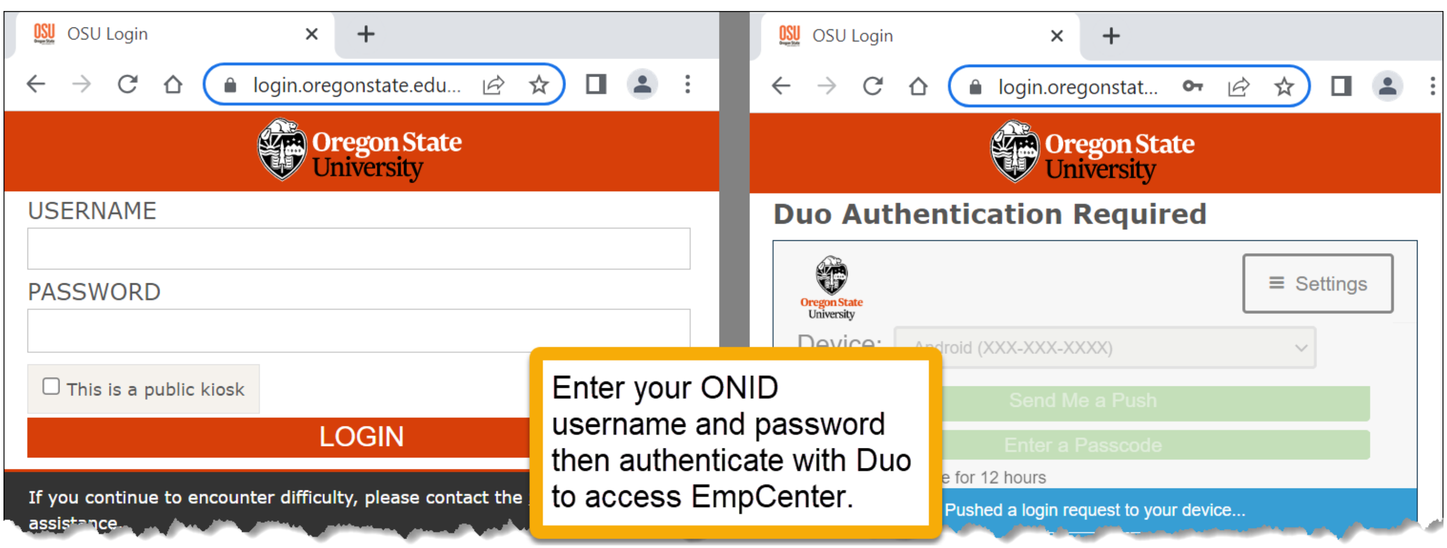
## Accessing EmpCenter

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/](https://mytime.oregonstate.edu/):



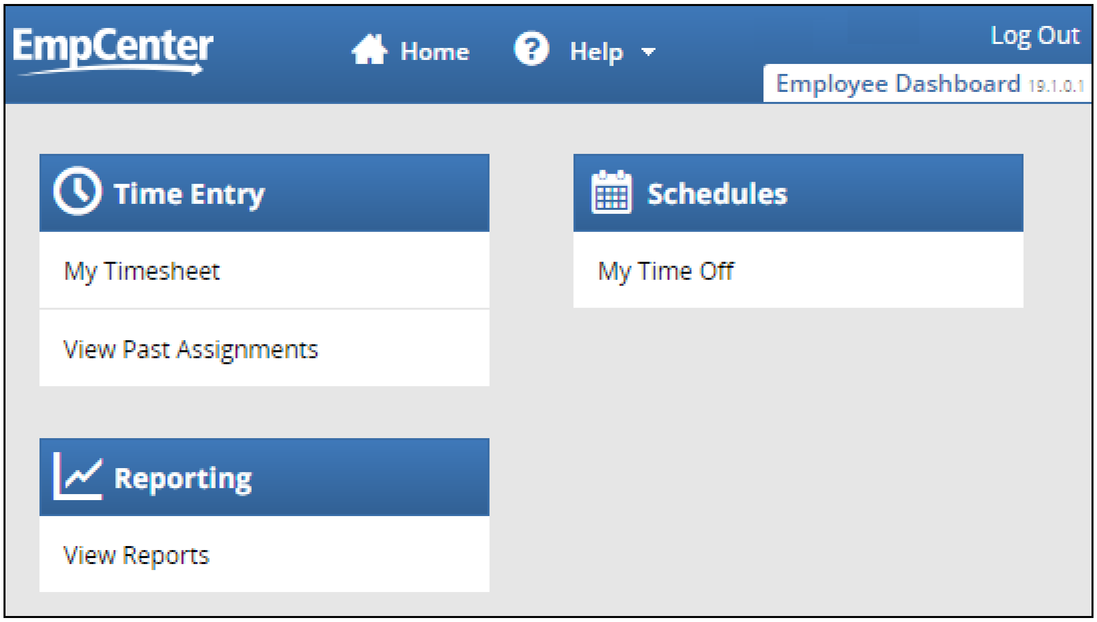

At the OSU Single Sign On (SSO) page, login with your ONID username and password then authenticate with Duo Multi-Factor Authentication (MFA):




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.

## Employee Dashboard

The home screen in EmpCenter is called the Dashboard. From the Dashboard you can access time entry, time off requests, and report options.




**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 MyTime website or to contact EmpCenter support directly.
- Log Out: use this link to close EmpCenter; logging out of EmpCenter does NOT log you out of SSO.

**Time Entry Links:**

- My Timesheet: access your timesheet to enter hours, correct entries, and submit your timesheet to your supervisor for approval.
- View Past Assignments: access timesheets from previous jobs and/or previous pay periods.

Note: if you also have a student position, your Time Entry group may include a Go to Web Clock link. For details about using the web clock, see the Student User Guide or the Web Clock FAQ on the MyTime training page.

**Reporting Link:**

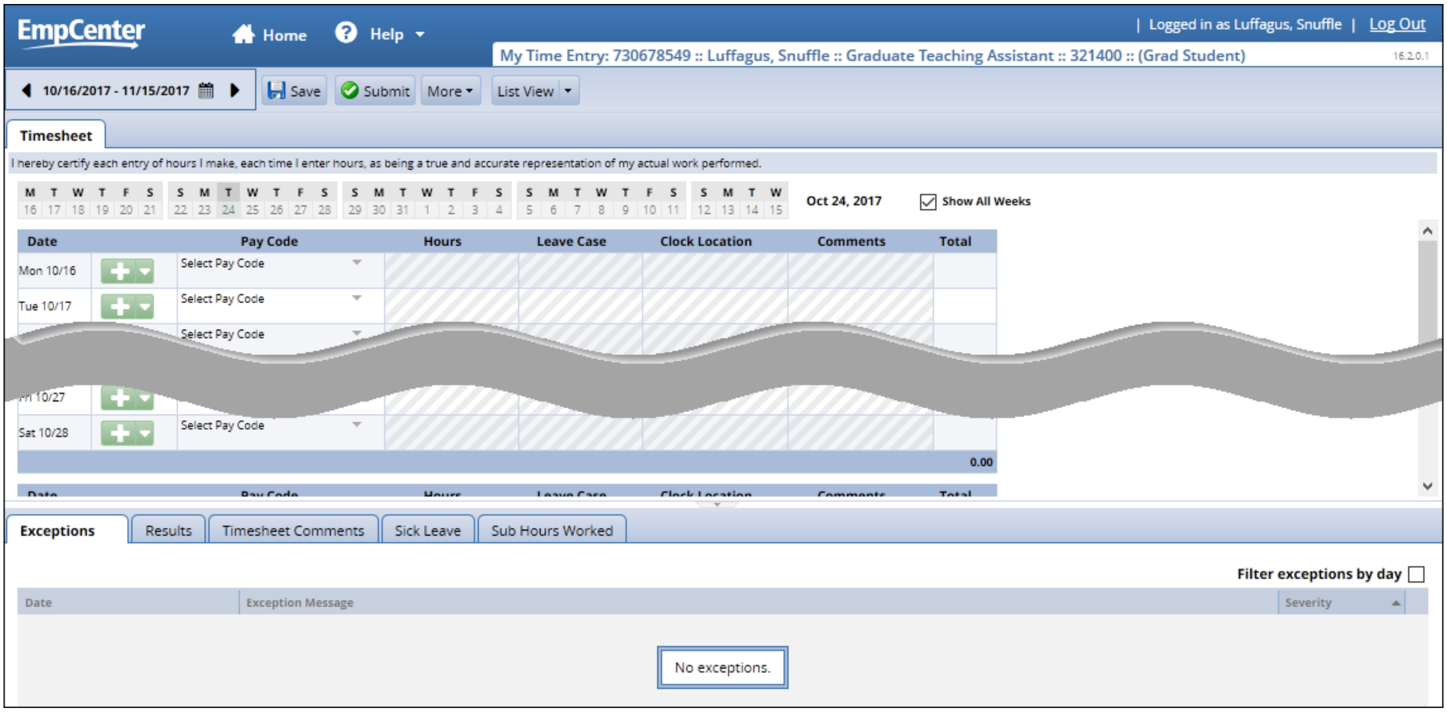
- View Reports: access employee reports such as Absence History, Time Sheet Audit, and Time Sheet Approval History.

**Schedules Link:**

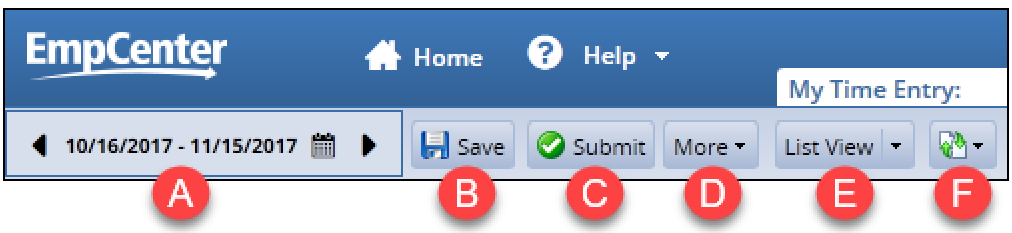
- My Time Off: access time off requests for pre-planned sick and Graduate Student protected leave. You can submit requests, track the status of requests, and view past requests.

## Employee Timesheet (My Timesheet)

Access your timesheet by clicking on My Timesheet on the Dashboard.

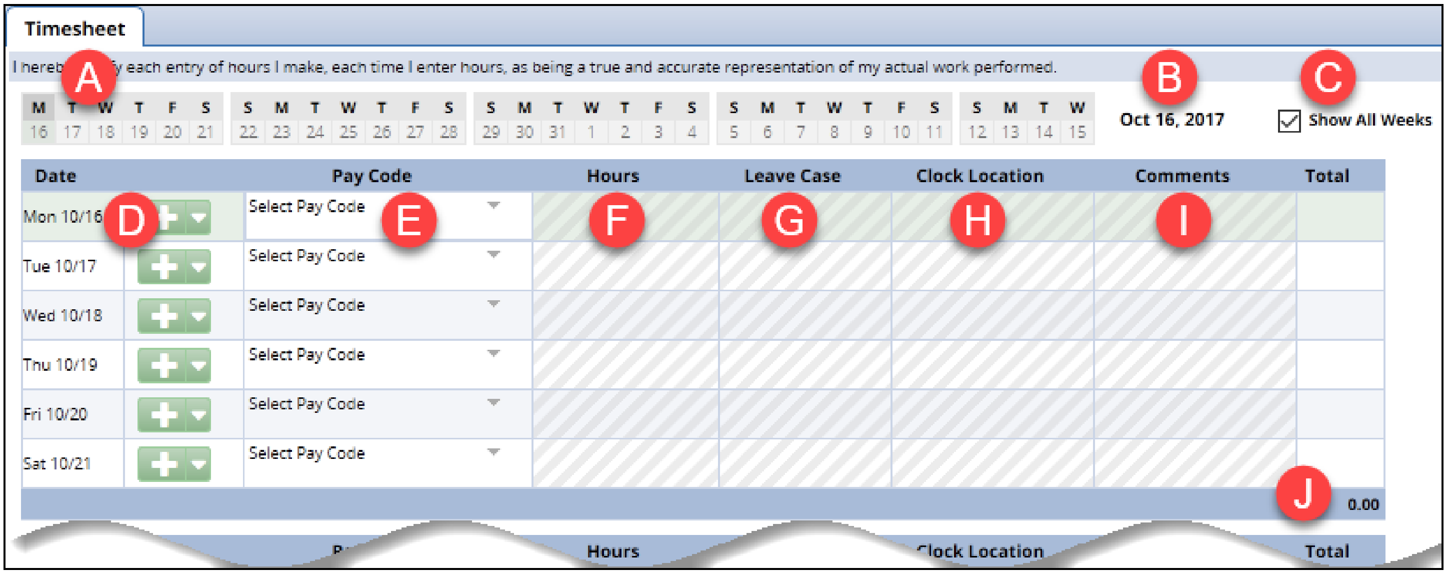



### Timesheet Top




A. Timesheet date range: the date range will always default to the current open pay period. You can change the dates using the arrow keys or the calendar icon.
B. Save: save any changes to your timesheet. EmpCenter will warn you if you try to navigate away from the page before saving your changes.
C. Submit: certify your timesheet is correct and send it to your supervisor for review and approval. Once submitted, the button changes to Recall until the timesheet has been processed. You can recall your timesheet to make changes any time prior to your supervisor approving it.
D. More: options to print your timesheet and set your print preferences. If you print the timesheet without changing the preferences the entire timesheet will be printed including exceptions and results. See Appendix C for details on changing your print preferences.
E. List View: the drop down menu allows you to change the timesheet view. Options are List, Table or Day view. The system will remember your selection. See Appendix B for more information on view options.
F. If you have more than one job, or assignment, the switch assignment option will appear. Click to change the timesheet to a different assignment.

## Timesheet Middle

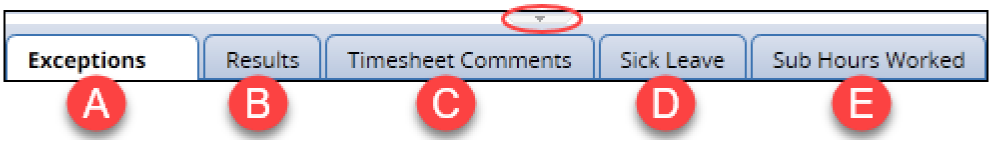



Note: this is the List View of the Timesheet; Table and Day views have slightly different organizations. See Appendix B for more details.

A. Calendar bar/pay period dates: the date range for the pay period you are viewing. You can click on any day to quickly navigate to that day's row. Bold dates indicate there is data recorded for that day.
B. Date you are currently editing or viewing. This date will also be highlighted in the date list (A).
C. Show All Weeks: uncheck the box to view only the week you are editing, check the box to view all weeks in the pay period.
D. To quickly add a row for the day, click the plus sign. The drop down menu options (accessed by clicking on the down arrow) allow you to cut, copy, paste, duplicate, or delete the row.
E. Pay Code: select the pay code you are using from the drop down menu.
F. Hours: enter the hours worked for the pay code selected. Hours are entered in elapsed times (e.g. 2, 1.5).
G. Leave Case: if you are on protected leave and recording time associated with an active leave case, select the leave case number from the drop down so it is reported correctly to HR.
H. Clock Location: not used for grad student time entry.
I. Comments: type comments for your supervisor, if needed, about the hours entered. Comments are always required for Sub Hours worked.
J. Total hours recorded for the week. This field is view only and cannot be modified.

You can change the width of the columns (except date) by clicking between any two columns and dragging to resize:

### Timesheet Bottom




Drag the arrow at the top of the section (circled) up or down to expand or collapse the bottom section.

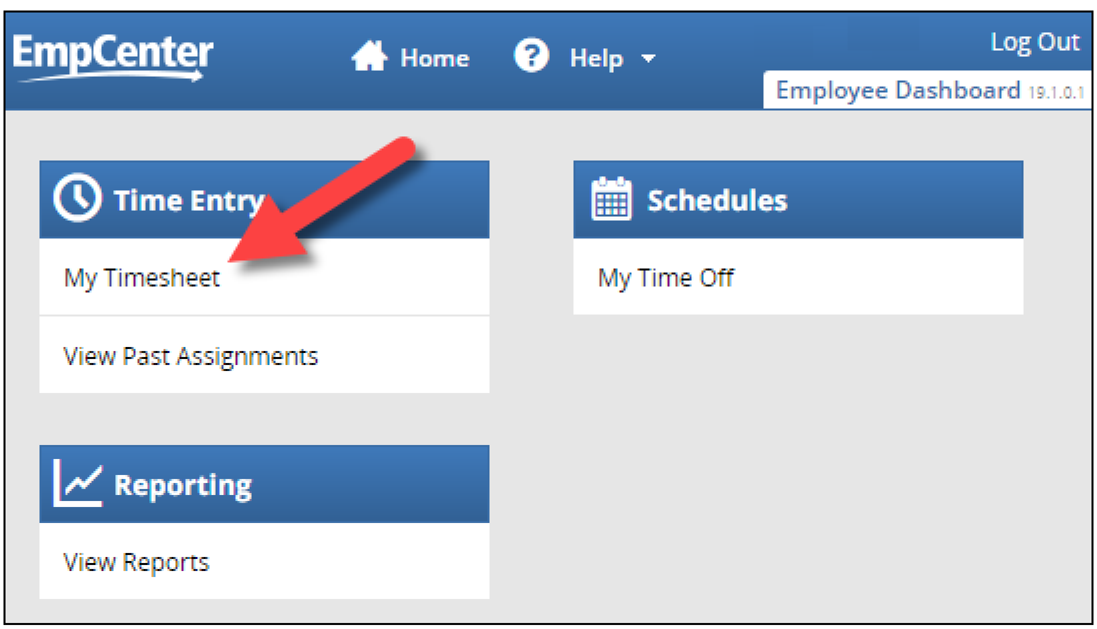
A. Exceptions: information, warnings, or errors on your timesheet. Errors must be corrected before submitting your timesheet for approval.
B. Results: totals by pay code for each day time was recorded for the pay period. If you have more than one assignment, you will see results for all hours entered on all timesheets listed here.
C. Timesheet Comments: enter comments for your supervisor if needed. You will also see comments entered by business center or central staff if they make changes to your timesheet.
D. Sick Leave: all available banks will be listed with initial balance, earned hours, taken hours, and ending balance for the pay period/term.
E. Sub Hours Worked: substitute hours worked for the term.

## Using the Timesheet

General Timesheet rules:

- The work week is Sunday through Saturday.
- The work day is midnight to midnight.
- Graduate students' timesheets run from the 16$^{th}$ of the month to the 15$^{th}$ of the next month for sub hours worked and sick leave reporting.
- All employees are paid on the last day of the month.

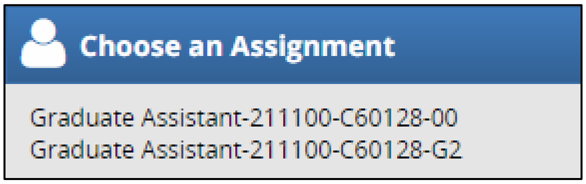
Select My Timesheet on the Employee Dashboard to access your timesheet:




Reminder: if you also have a student job, you will see the Go to Web Clock option under Time Entry on the Dashboard.

## Selecting an Assignment

If you have only one job, or “assignment”, you will be directed to the timesheet without any extra steps. If you have more than one assignment, you must first select the assignment you are entering time for before being directed to the timesheet:

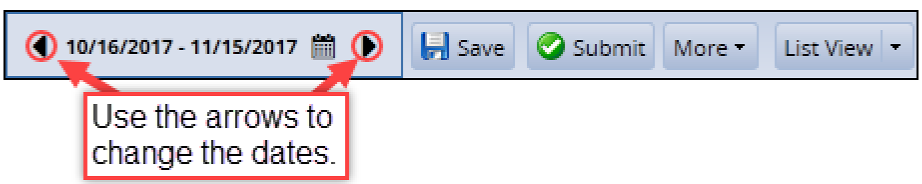



## Changing the Pay Period

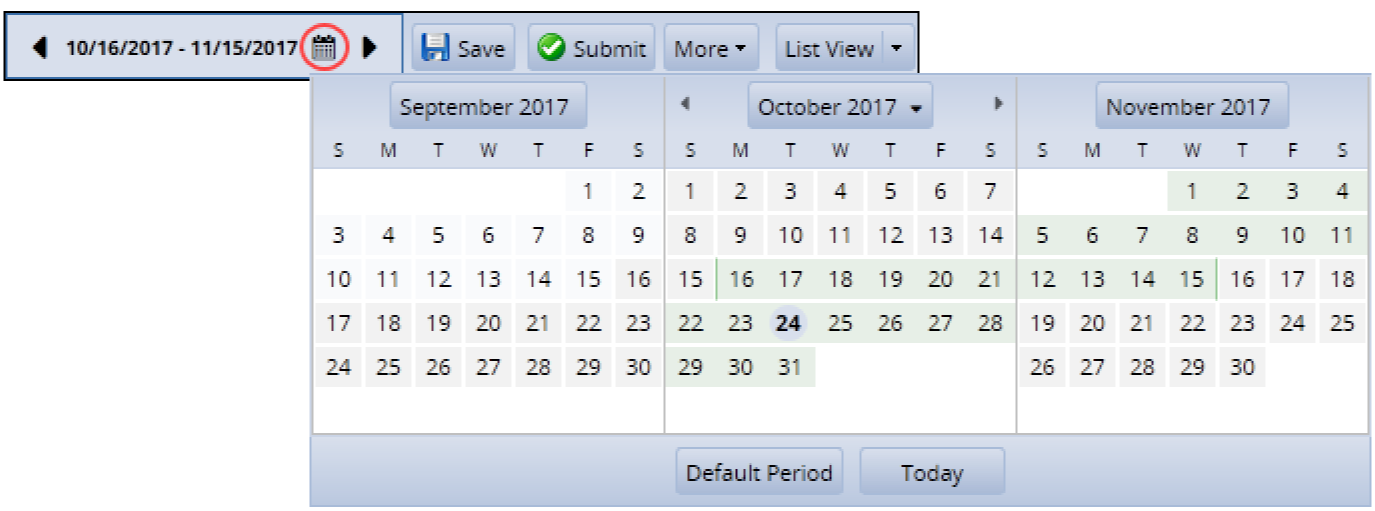
The timesheet will default to the current open pay period; once you have submitted your timesheet, it will default to the next pay period. However, you can change the period to view past or future timesheets.

- You can view timesheets up to one year in the past from the current date, unless you have changed assignments (jobs).
    - For previous assignment timesheets, see Viewing Past Assignments for more details.
- You can view timesheets up to one year in the future from the current date.
- You can make changes to future timesheets up to 12 weeks from the current date to allow for protected leave tracking.

To change the pay period, click on the arrows to the right (for future dates) or left (for past dates) of the pay period:




You can also use the calendar icon to select a date:




Note: The Default Period button will return you to the current open pay period.

## Basic Time Entry

Grad students enter substitute hours worked and sick leave taken if the time off request process was not used; you do not need to record your regular work hours.

1. Select the day you need to enter time for; the Pay Code field will be highlighted:

| Date | | Pay Code | Hours | Leave Case | Clock ... | Comments | Total |
|---|---|---|---|---|---|---|---|
| Mon 10/16 | | Select Pay Code | | | | | |
| Tue 10/17 | | Select Pay Code | | | | | |

2. Select the pay code from the Pay Code drop down list:

| Date | | Pay Code | Hours | Leave Case | Clock ... | Comments | Total |
|---|---|---|---|---|---|---|---|
| Mon 10/16 | | Select Pay Code | | | | | |
| Tue 10/17 | | Select Pay Code | | | | | |

Select Pay Code
Grad Sick Leave
Oregon Sick Leave
Sub Hours Worked

3. Enter the elapsed time in the Hours column:

| Date | | Pay Code | Hours | Leave Case | Clock ... | Comments | Total |
|---|---|---|---|---|---|---|---|
| Mon 10/16 | | Select Pay Code | | | | | |
| Tue 10/17 | | Sub Hours Worked | 2.00 | | | | 0.00 |

Sub Hours Worked can be entered in any increment worked; Oregon Sick Leave and Grad Sick Leave, however, must be entered in whole hour increments (e.g., 1, 2, 8).

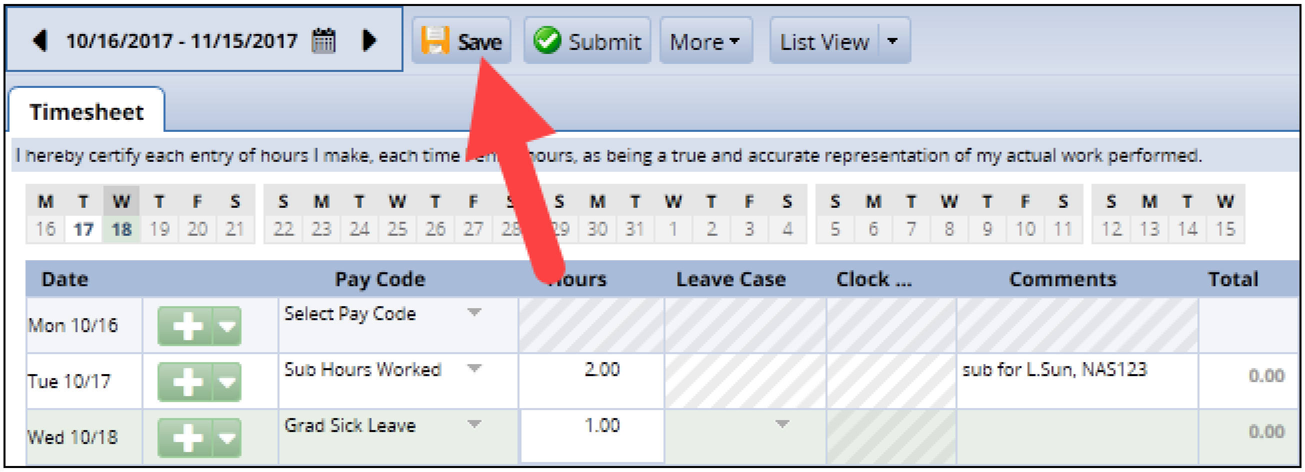
In addition, when entering Sub Hours Worked, you must enter information in the comments field that includes the person you were subbing for and the index they work on – if you are unsure of the index, please work with your supervisor to find the information:

| Date | | Pay Code | Hours | Leave Case | Clock ... | Comments | Total |
|---|---|---|---|---|---|---|---|
| Mon 10/16 | | Select Pay Code | | | | | |
| Tue 10/17 | | Sub Hours Worked | 2.00 | | | sub for L.Sun, NAS123 | 0.00 |

Comments are required for sub hours.

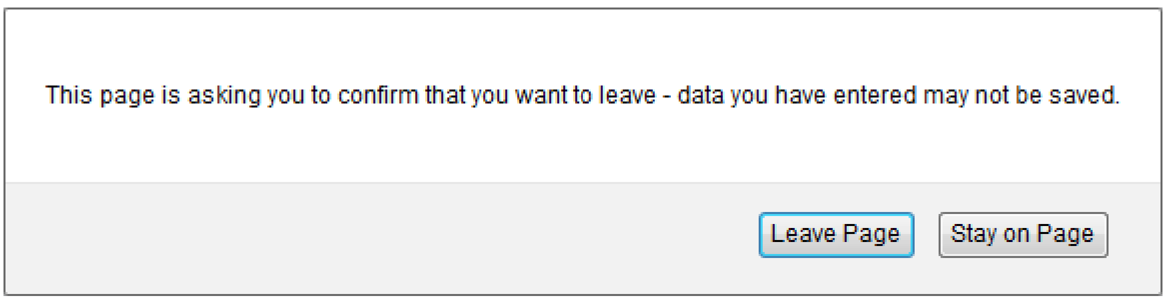
Note: you will receive a red exception (error) if you try to save your timesheet without entering comments for Sub Hours.

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

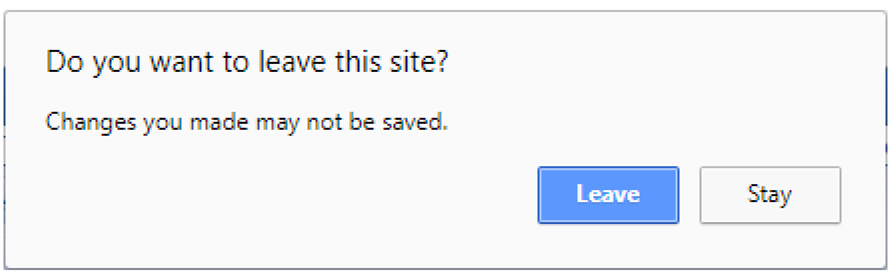



You'll receive confirmation that your changes have been saved:


If you try to navigate away from the timesheet before saving any changes, you'll receive a warning:



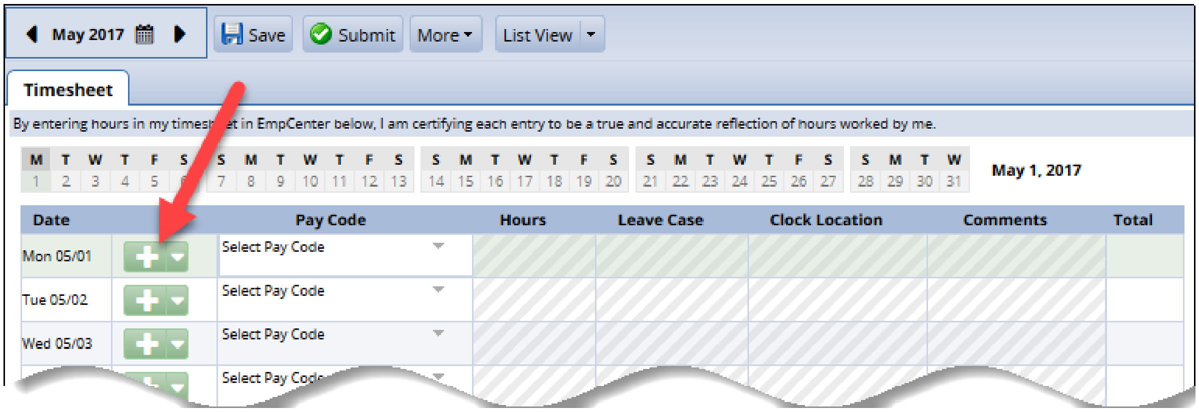

or



## Timesheet Row Options

### Add a Row

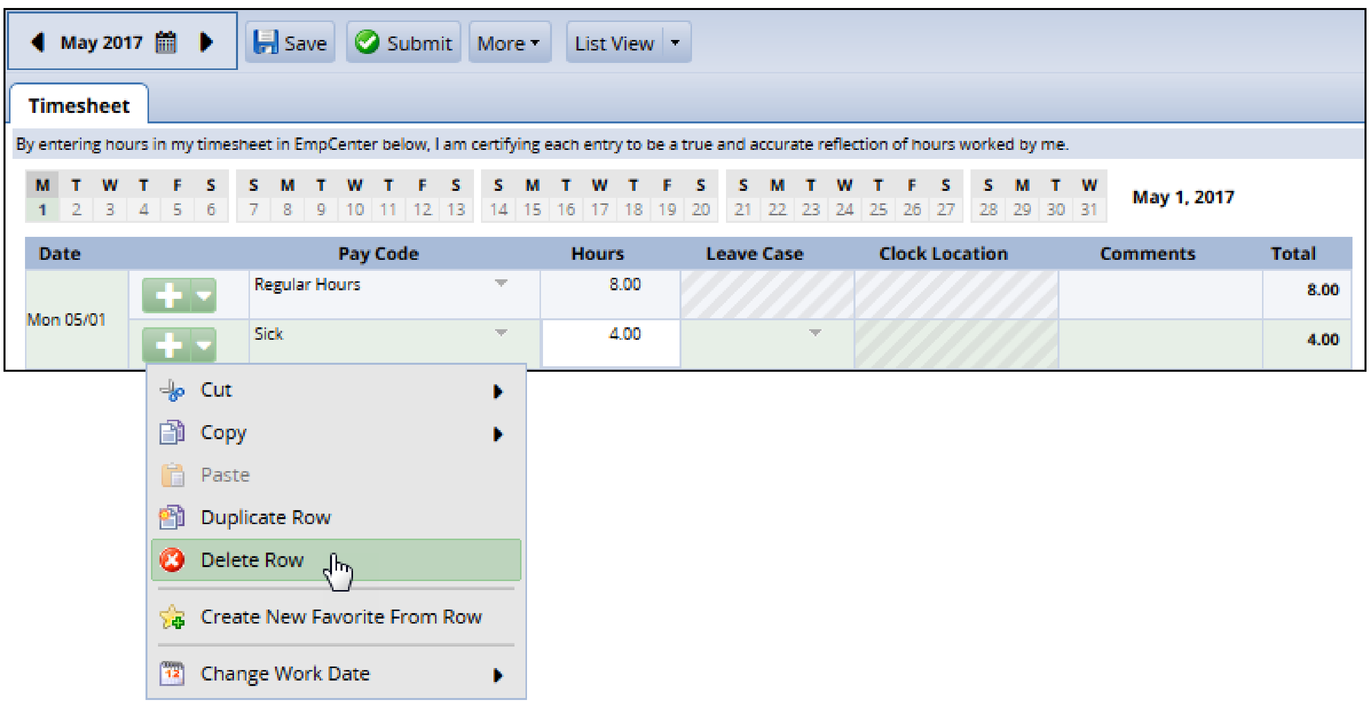
1. Click on the plus sign for the date you would like to add an additional row to:




Note: you can add as many rows as needed for the day.

### Delete a Row

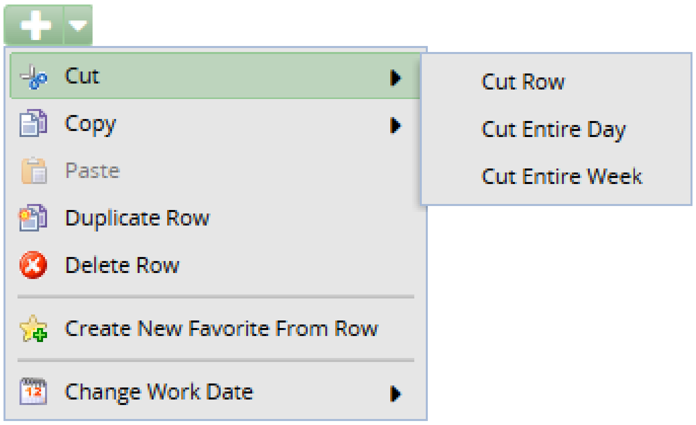
1. Click on the down arrow next to the plus sign then select Delete Row:

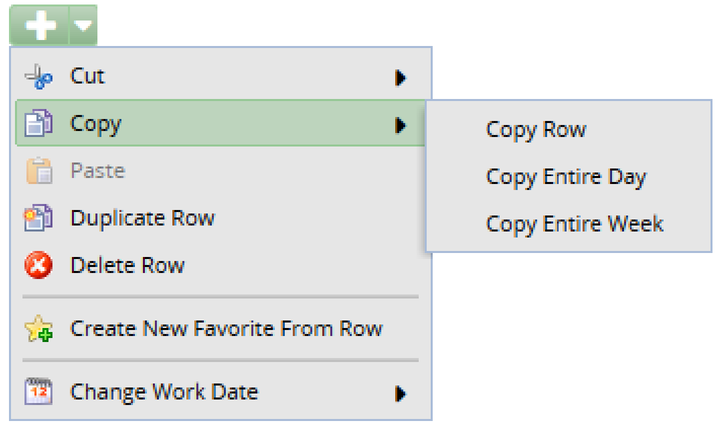



Note: you can only delete rows with data.

## Copy/Cut an Entry

1. Click on the down arrow next to the plus sign for the date you would like to copy or cut.  Select a Copy or Cut option:



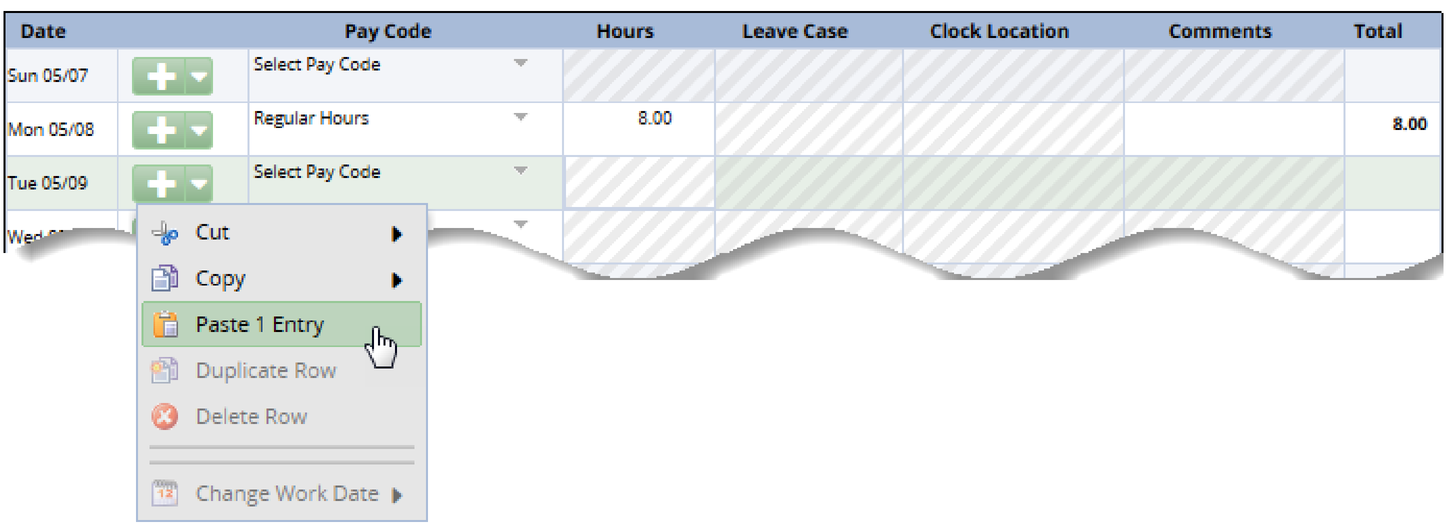




Copy/Cut options:

- Copy Row/Cut Row: copies or cuts the selected row.
- Copy Entire Day/Cut Entire Day: copies or cuts all rows for the selected day.
- Copy Entire Week/Cut Entire Week: copies or cuts all rows for the week selected.

Note: Duplicate Row will only add the same row to the selected date.

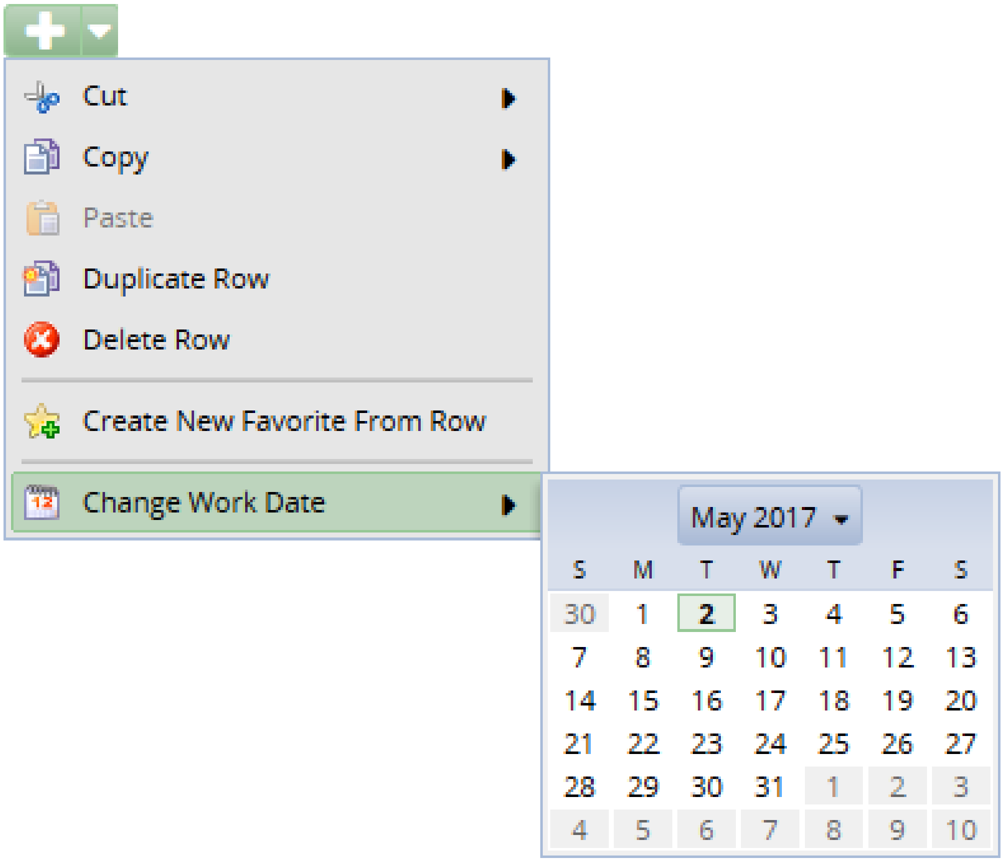
2. To paste the selection, click on the down arrow next to the plus sign for the date you would like to add the copied time to then select Paste 1 Entry:




Note: the number of entries to paste will change depending on the number of rows copied or cut.

## Change Work Date

1. If you entered time on the wrong day, you can easily change the work date.  Click on the down arrow next to the plus sign then select Change Work Date:




Note: you can only change to a date within the timesheet pay period.

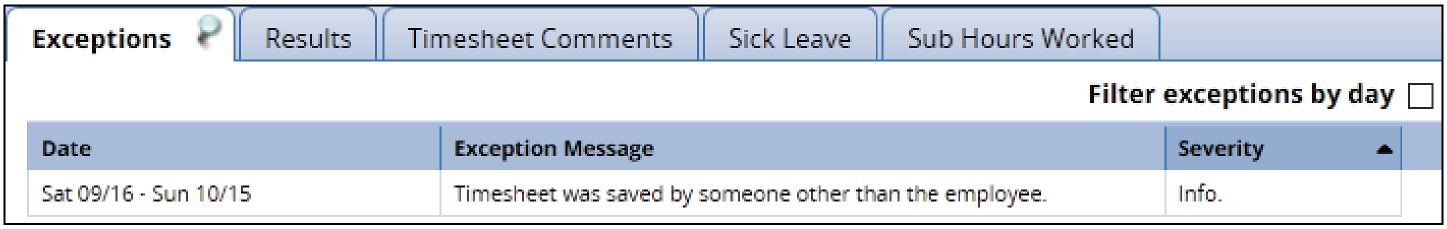
2. Select the date the entry should be moved to then save your changes.

## Exceptions Tab

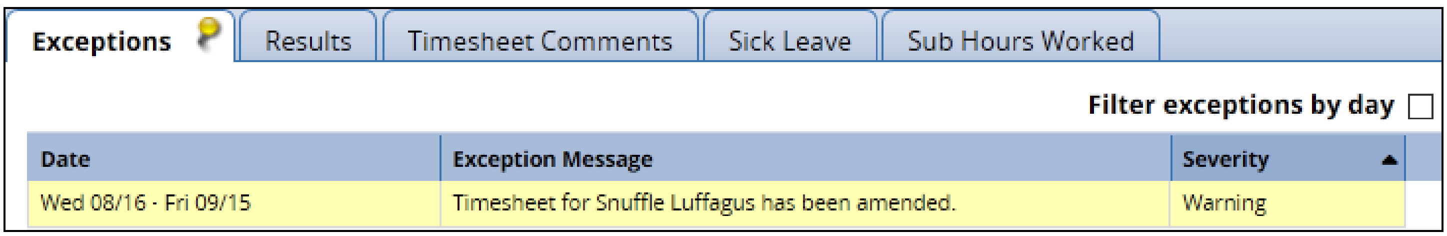
An exception occurs when there is a conflict between the time entered on your timesheet and the rules in the system.

All exceptions on the timesheet are listed in the exceptions tab with the date, exception message, the severity of the exception, and any action needed. There are three levels of exceptions:

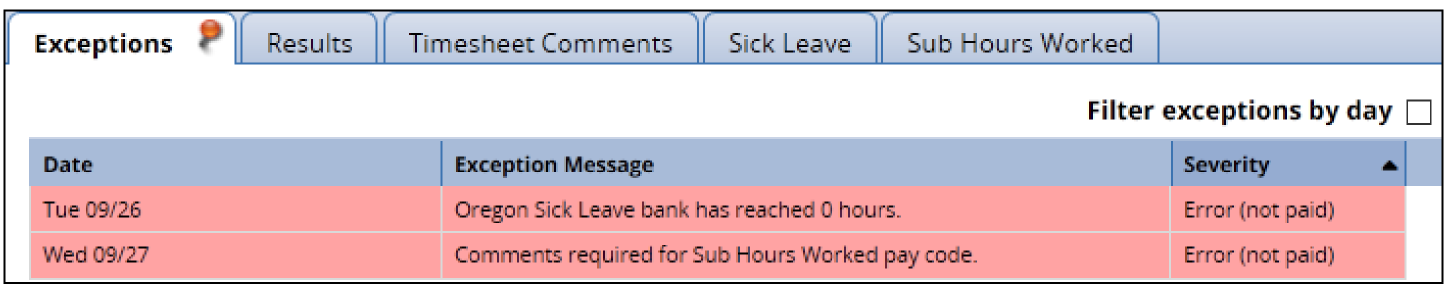
1. Informational – these exceptions are color coded white. They are informational only. Examples include definitions of pay codes and rules. You do not need to do anything with these exceptions.




2. Warning – these exceptions are color coded yellow. They are warnings about something on your timesheet. They may or may not need to be addressed.




3. Error (not paid) – these exceptions are color coded red. Error (not paid) must be fixed before payroll processing.

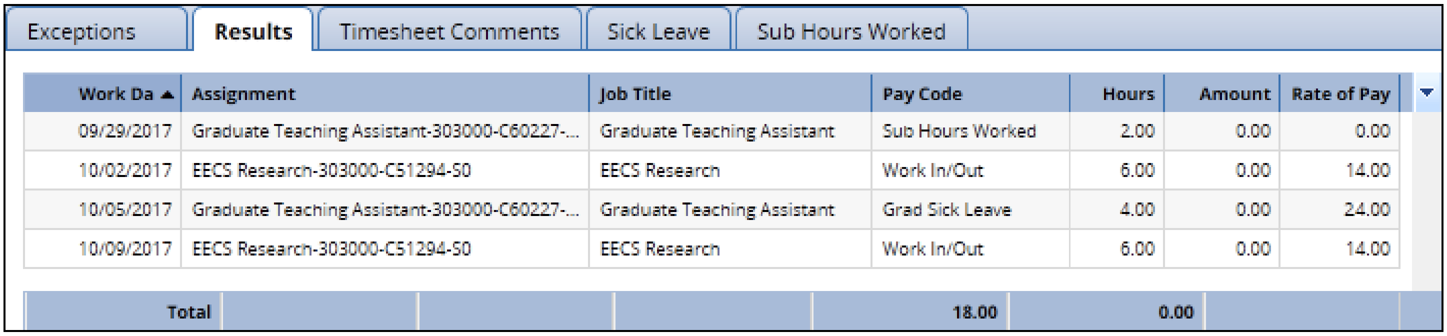



Note: some red level exceptions will not allow you to save the timesheet – you must correct the error before you can continue. One example is the Comments required for Sub Hours Worked exception; you will not be able to save your changes until you have entered comments.

The pin color on the exceptions tab and on the timesheet corresponds to the highest severity level of the exception(s).

## Results Tab

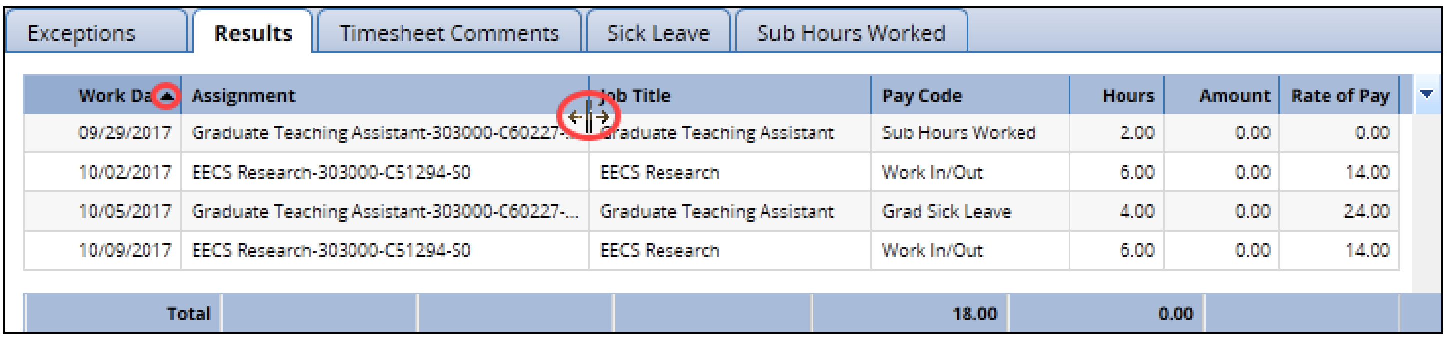
The Results tab lists the calculated results for all time entered on the timesheet for all of your assignments (jobs). If you do not enter any time on the timesheet, the results tab will be blank.




| Work Da ▲ | Assignment | Job Title | Pay Code | Hours | Amount | Rate of Pay |
|---|---|---|---|---|---|---|
| 09/29/2017 | Graduate Teaching Assistant-303000-C60227-... | Graduate Teaching Assistant | Sub Hours Worked | 2.00 | 0.00 | 0.00 |
| 10/02/2017 | EECS Research-303000-C51294-S0 | EECS Research | Work In/Out | 6.00 | 0.00 | 14.00 |
| 10/05/2017 | Graduate Teaching Assistant-303000-C60227-... | Graduate Teaching Assistant | Grad Sick Leave | 4.00 | 0.00 | 24.00 |
| 10/09/2017 | EECS Research-303000-C51294-S0 | EECS Research | Work In/Out | 6.00 | 0.00 | 14.00 |
| Total | | | | 18.00 | 0.00 | |

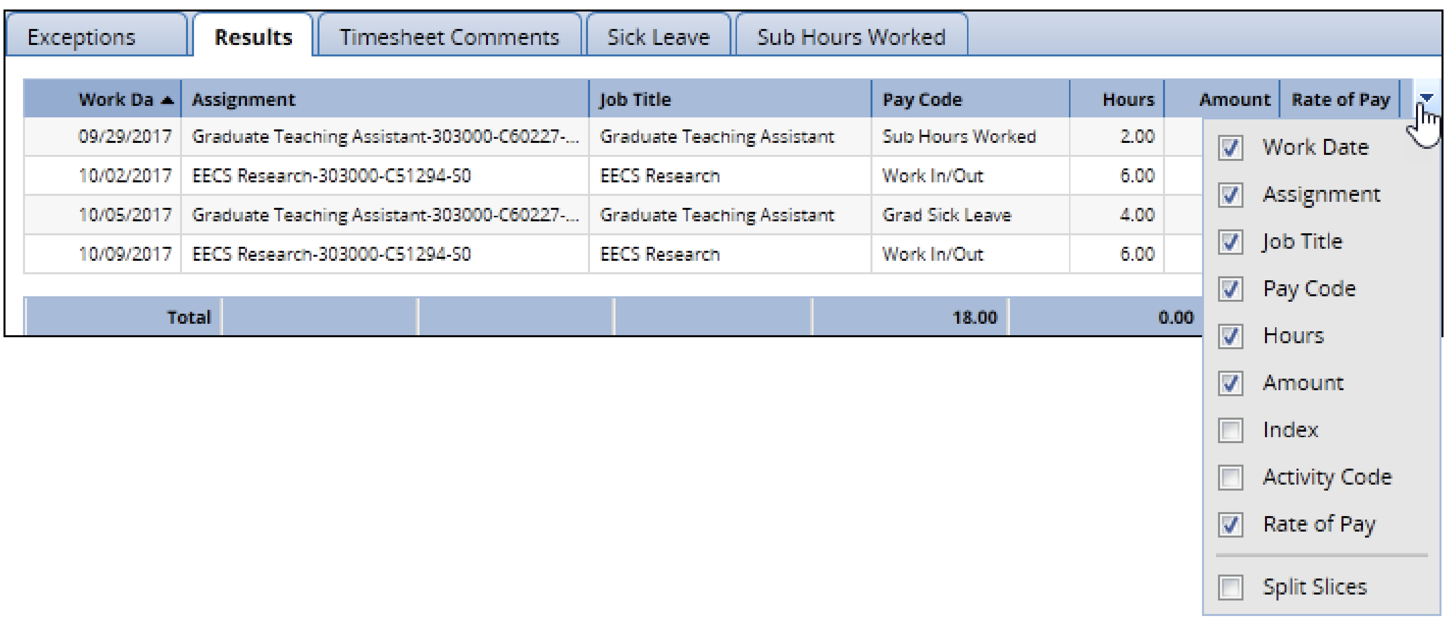
Note: Sub Hours will show 0.00 in the rate of pay column; the calculation for pay is handled in the payroll system.

You can change the sorting by clicking any header column to display the sorting arrow and change the column size by clicking between on the edge of the column to display the drag bar.




| Work Da ▲ | Assignment | Job Title | Pay Code | Hours | Amount | Rate of Pay |
|---|---|---|---|---|---|---|
| 09/29/2017 | Graduate Teaching Assistant-303000-C60227-... | Graduate Teaching Assistant | Sub Hours Worked | 2.00 | 0.00 | 0.00 |
| 10/02/2017 | EECS Research-303000-C51294-S0 | EECS Research | Work In/Out | 6.00 | 0.00 | 14.00 |
| 10/05/2017 | Graduate Teaching Assistant-303000-C60227-... | Graduate Teaching Assistant | Grad Sick Leave | 4.00 | 0.00 | 24.00 |
| 10/09/2017 | EECS Research-303000-C51294-S0 | EECS Research | Work In/Out | 6.00 | 0.00 | 14.00 |
| Total | | | | 18.00 | 0.00 | |

To add or remove columns from the display, click on the down arrow to the far right. Check the box to add the column, uncheck to remove:




| Work Da ▲ | Assignment | Job Title | Pay Code | Hours | Amount | Rate of Pay |
|---|---|---|---|---|---|---|
| 09/29/2017 | Graduate Teaching Assistant-303000-C60227-... | Graduate Teaching Assistant | Sub Hours Worked | 2.00 | | |
| 10/02/2017 | EECS Research-303000-C51294-S0 | EECS Research | Work In/Out | 6.00 | | |
| 10/05/2017 | Graduate Teaching Assistant-303000-C60227-... | Graduate Teaching Assistant | Grad Sick Leave | 4.00 | | |
| 10/09/2017 | EECS Research-303000-C51294-S0 | EECS Research | Work In/Out | 6.00 | | |
| Total | | | | 18.00 | 0.00 | |

## Timesheet Comments Tab

The Timesheet Comments tab can be used for any additional comments you may need to add to your timesheet for the pay period. The space allows for more information than what can easily be seen in the Comments column. It is also used by the Business Center and Central Payroll and HR offices if someone other than the employee makes a change to the timesheet.

Exceptions | Results | **Timesheet Comments** | Sick Leave | Sub Hours Worked

Comments

added 4 hours grad sick leave to 9/25 per email from employee. A. Helper

## Sick Leave Tab

Grad Sick leave is accrued at the beginning of each term (9/16, 12/16, 3/16, and 6/16) based on your FTE. You will see the available balance on the Sick Leave tab.

Exceptions | Results | Timesheet Comments | **Sick Leave** | Sub Hours Worked

| Oregon Sick Leave Bank | Hours |
|---|---|
| Initial Balance Sat 09/16 | 0.00 |
| Earned | 0.00 |
| Taken | 0.00 |
| Ending Balance Sun 10/15 | 0.00 |
| | No Details |

| Grad Sick Leave | Hours |
|---|---|
| Initial Balance Sat 09/16 | 27.00 |
| Earned | 6.00 |
| Taken | -4.00 |
| Ending Balance Sun 10/15 | 29.00 |
| | Show Details >> |

Note: you will see the Oregon Sick Leave Bank, but only accrue hours if you also have a student job.

To see additional information about the sick leave earned and used, click on the Show Details link:

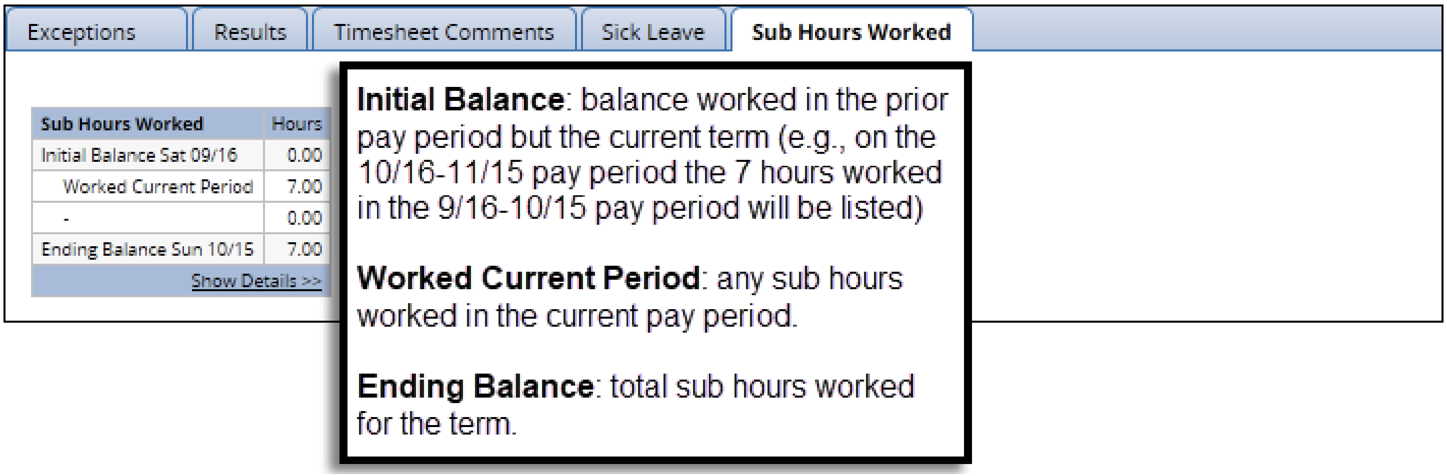
Exceptions | Results | Timesheet Comments | **Sick Leave** | Sub Hours Worked

| Oregon Sick Leave Bank | Hours |
|---|---|
| Initial Balance Sat 09/16 | 0.00 |
| Earned | 0.00 |
| Taken | 0.00 |
| Ending Balance Sun 10/15 | 0.00 |
| | No Details |

| Grad Sick Leave | | | | | |
|---|---|---|---|---|---|
| Date | Earned | Taken | Balance | Action | Source |
| Sat 09/16 | | | 27.00 | Balance Forward | |
| Sat 09/16 | 6.00 | | 33.00 | Accrual | |
| Mon 09/25 | | -4.00 | 29.00 | Usage | Grad Sick Leave |
| **Hours** | **6.00** | **-4.00** | **29.00** | | Hide Details << |

## Sub Hours Worked Tab

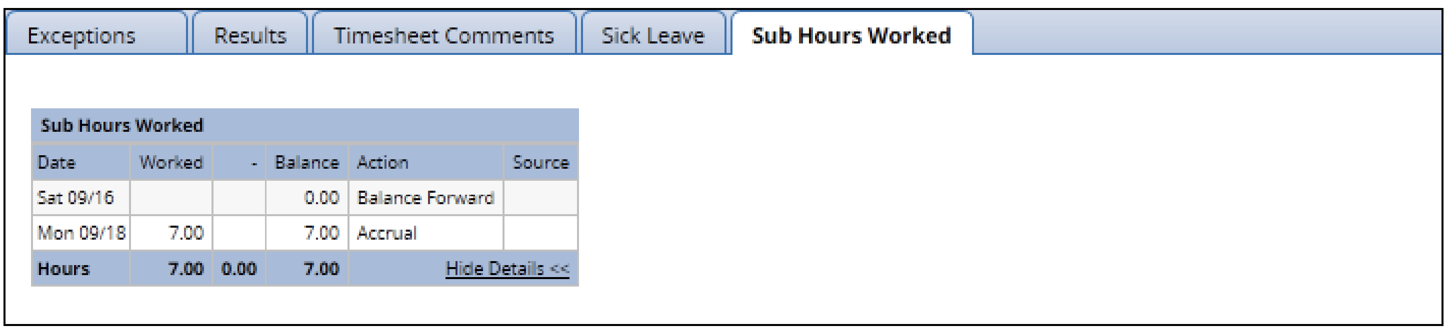
The Sub Hours Worked tab tracks substitute hours worked for the term.  The number of sub hours you can work per term is based on your FTE.  See the Graduate Student Contract for details.




| Sub Hours Worked | Hours |
|---|---|
| Initial Balance Sat 09/16 | 0.00 |
| Worked Current Period | 7.00 |
| - | 0.00 |
| Ending Balance Sun 10/15 | 7.00 |
| Show Details >> | |



To see additional information about the sub hours worked, click on the Show Details link:




**Sub Hours Worked**

| Date | Worked | - | Balance | Action | Source |
|---|---|---|---|---|---|
| Sat 09/16 | | | 0.00 | Balance Forward | |
| Mon 09/18 | 7.00 | | 7.00 | Accrual | |
| **Hours** | **7.00** | **0.00** | **7.00** | Hide Details << | |

Note: for this view, accrual in the Action column means the same as worked.

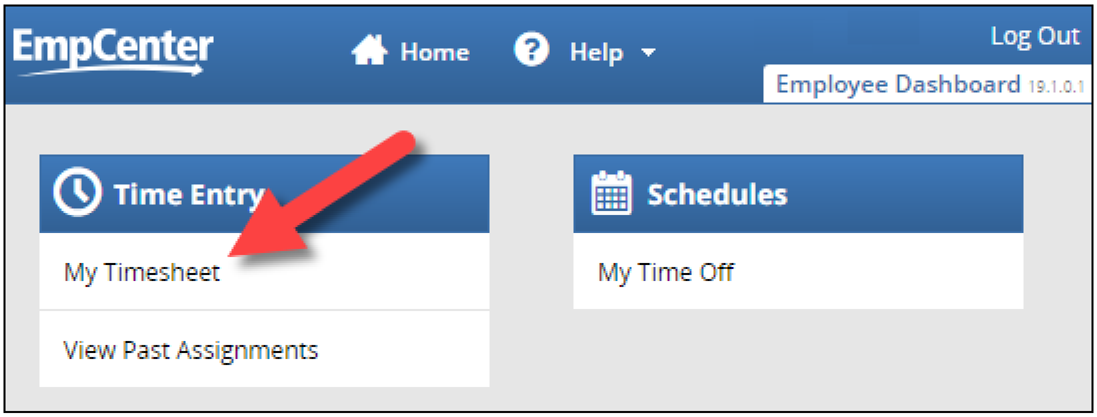
The sub hours work tab will reset at the beginning of each term (9/16, 12/16, 3/16, and 6/16).

## Submitting Your Timesheet

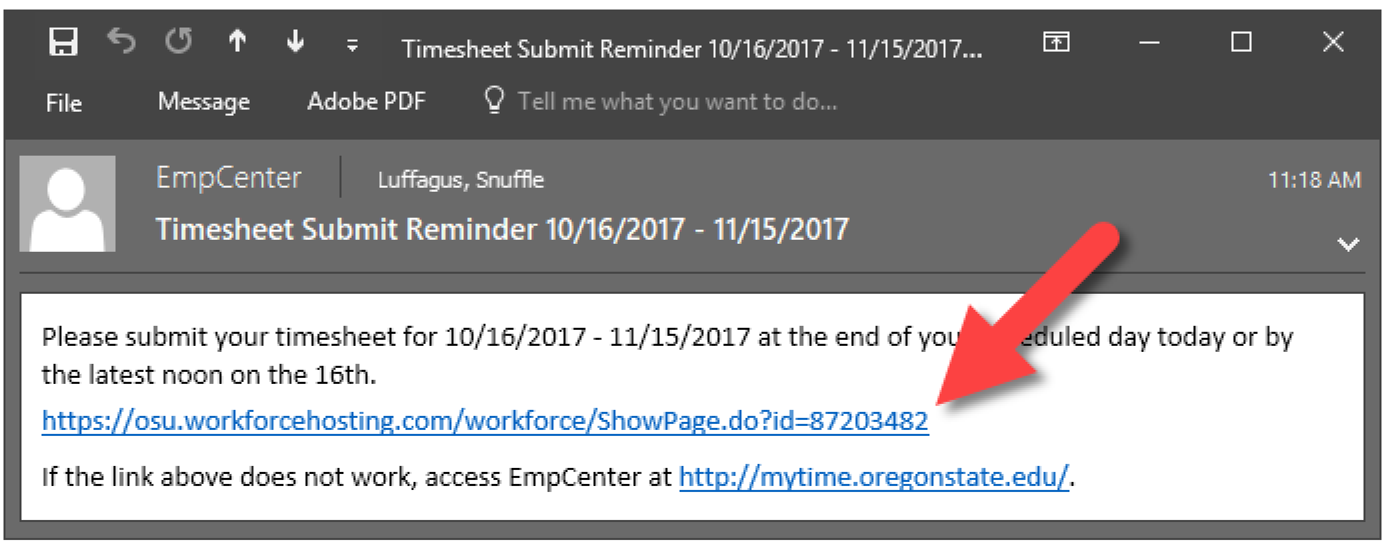
At the end of the pay period you are responsible for verifying the information on your timesheet and submitting it to your supervisor for review.  EmpCenter will send an email reminder as the pay period end nears.

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

1. Select My Timesheet under Time Entry on the Employee Dashboard:

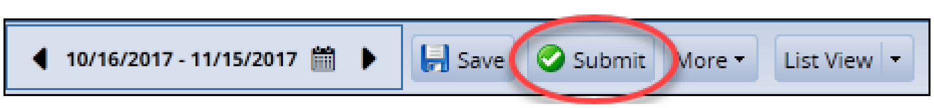



Or click on the link in the email:

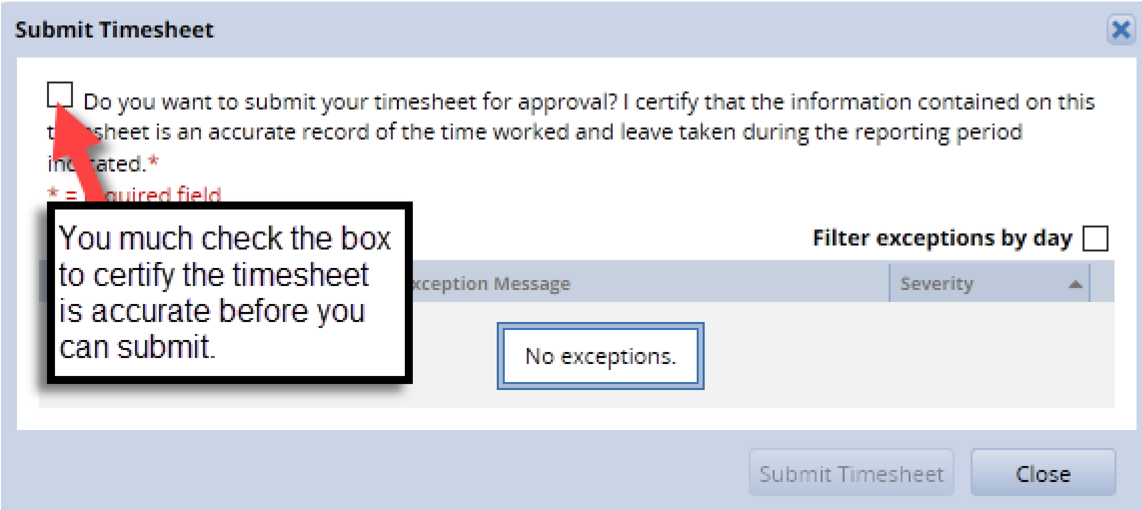



Note: if you have more than one timesheet, you will additional links in the email.  If you use the link on the dashboard, you will be prompted to select the timesheet you want to view first.

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 Timesheet button to send the timesheet to your supervisor for approval:

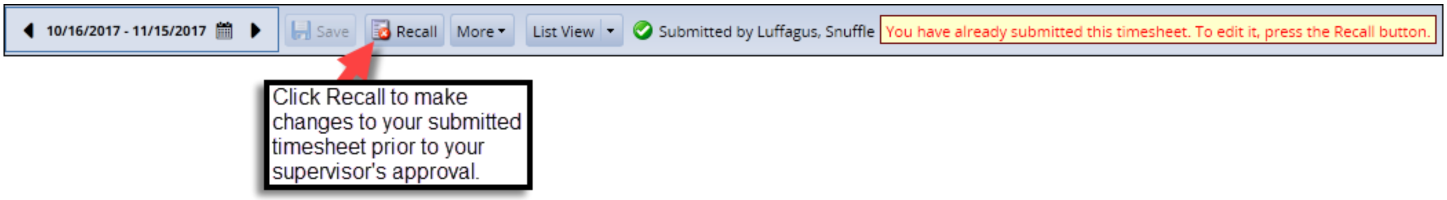

Note: the submit button is greyed out until you certify your timesheet (step 3).

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.

## Recalling a Submitted Timesheet

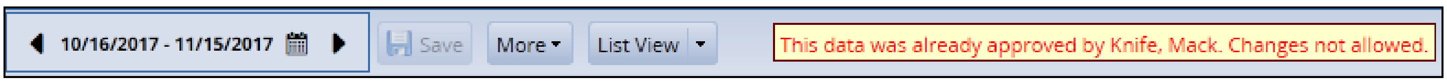
If your submitted timesheet has not been approved, you can recall it to make changes.




You are now able to make changes and resubmit your timesheet.


Note: once you make your changes to your timesheet, you must save and resubmit it; simply saving does not automatically submit the timesheet.

If your supervisor has already approved the timesheet, you will not be able to recall and make changes. It will be noted on the timesheet:



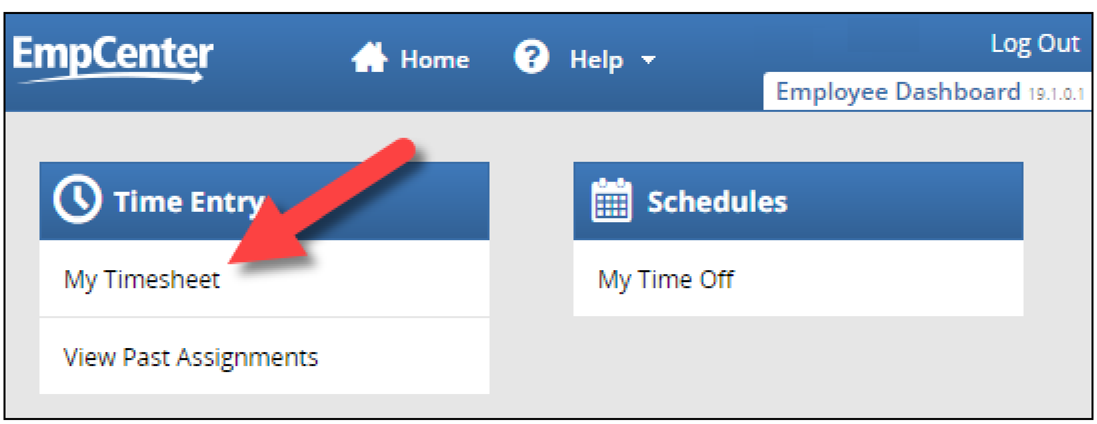

If you cannot recall your timesheet and changes are needed, contact your supervisor. For closed timesheets see the Amending Timesheet process.

## Amending Timesheets

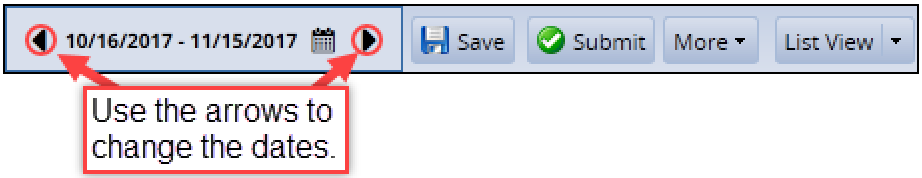
After a timesheet has been processed, any changes must go through the amended timesheet procedure.

The Amend process is only used to correct misreported time or leave.

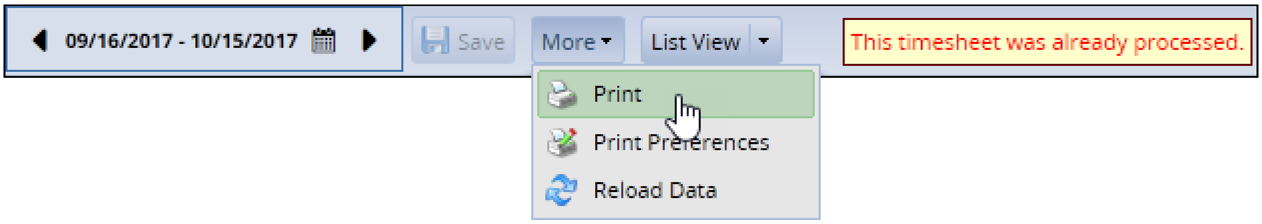
1. Select My Timesheet from the Employee Dashboard:



2. Change the pay period to the period that needs to be corrected:

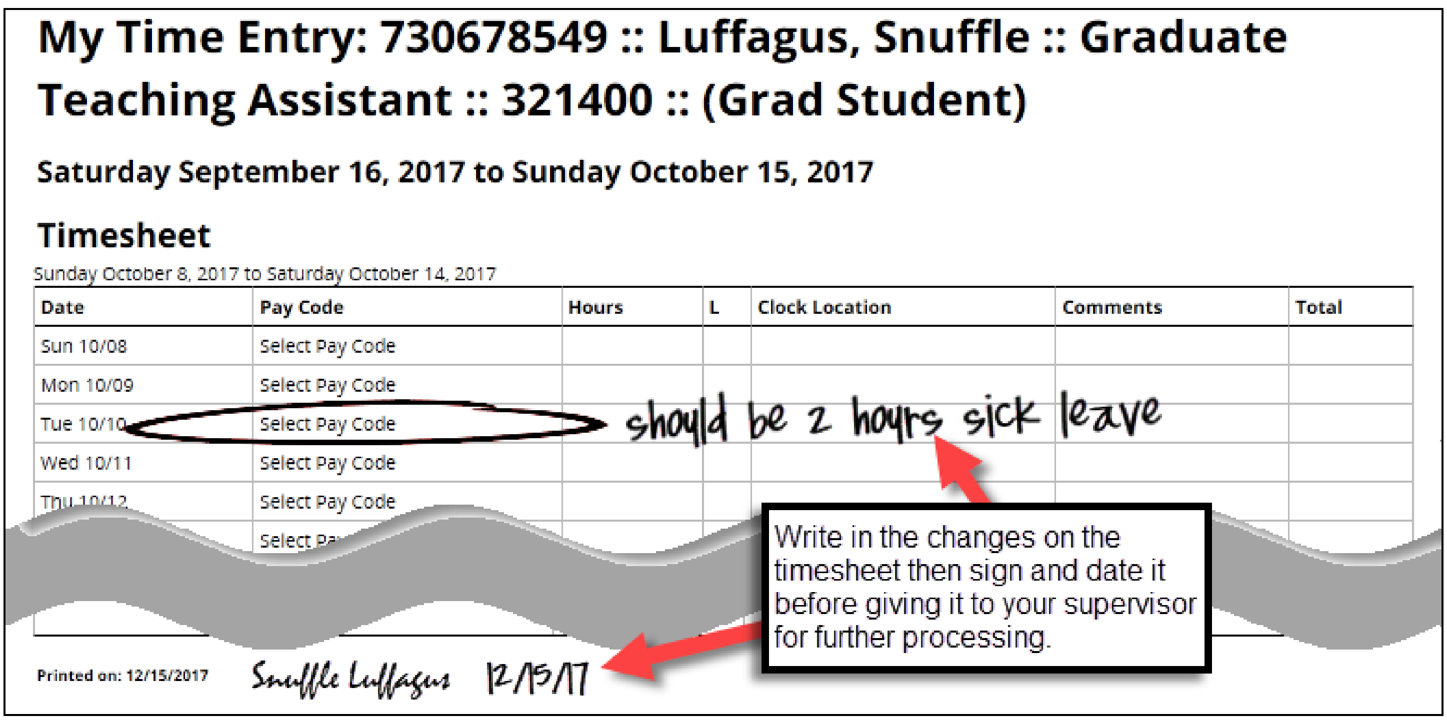



3. Click on the More button then Print to print the timesheet. You may need to first change the print preferences to only print the timesheet, see Appendix C for more details:




Note: if you cannot access the timesheet, see the Viewing Past Assignments process for details on viewing timesheets from previous jobs.

4. On the printed timesheet, write in the changes that need to be made then sign the timesheet and give it to your supervisor for further processing:



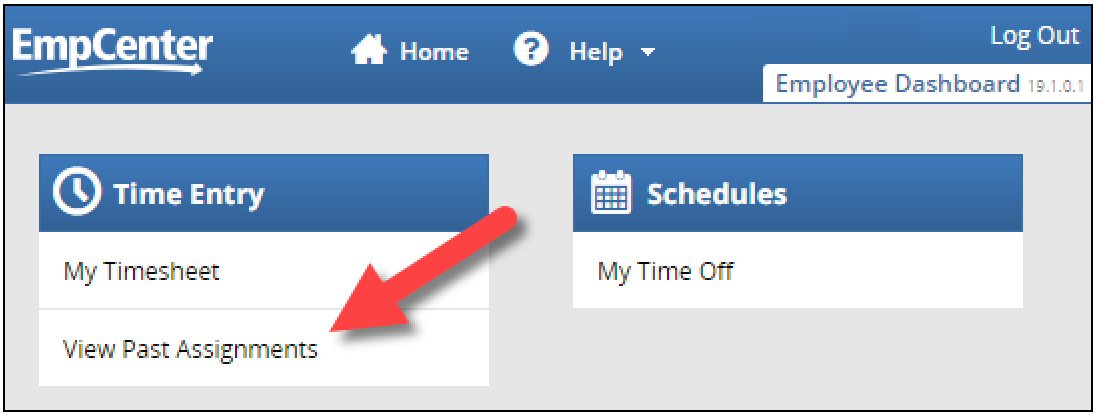

Your supervisor will submit the timesheet to your Business Center. If additional pay is required, you may receive a manual check.

Please note, it may take several weeks before the changes are reflected in EmpCenter.

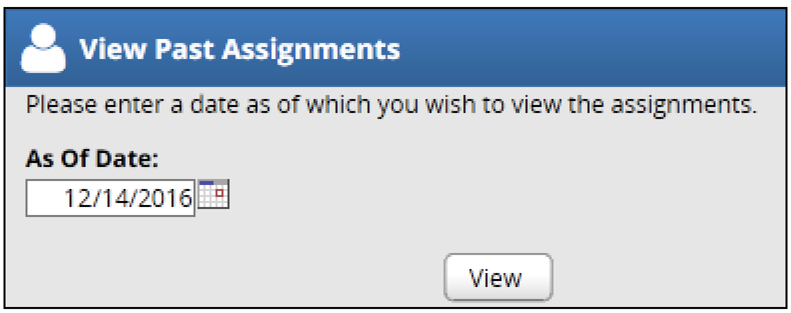
## Viewing Past Assignments

If you have changed jobs, you will not see your timesheets from past assignments using the pay period navigation on the My Time Entry screen.  Timesheets from previous assignments are found under View Past Assignments.  You can view timesheets up to a year in the past.

1. Select View Past Assignments from the Employee Dashboard:

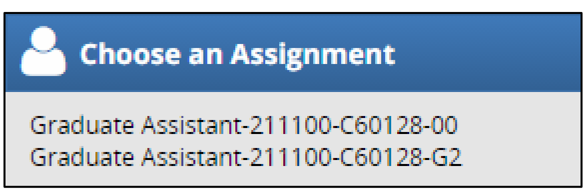



2. Enter the date you would like to view and click view to see your timesheet:



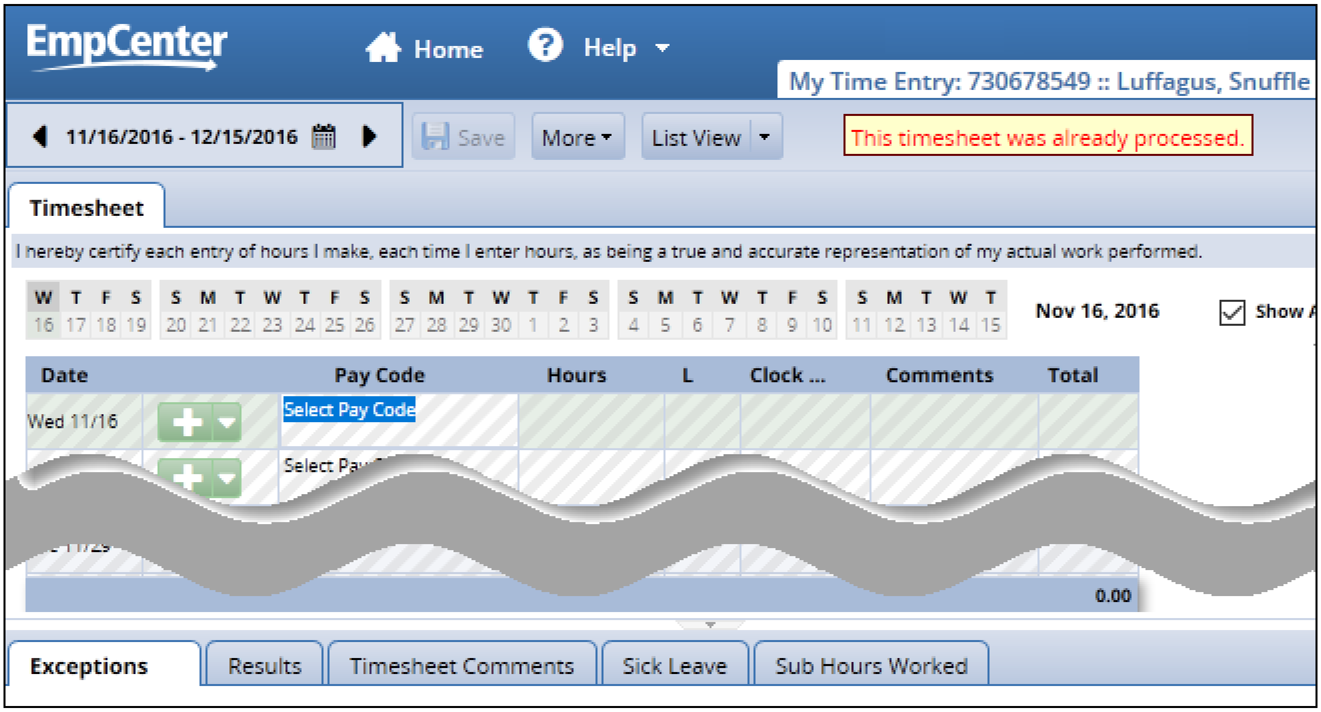

Note: you can either type in the date or use the calendar icon.

3. If you had more than one assignment for the time period selected, choose the assignment you would like to view:



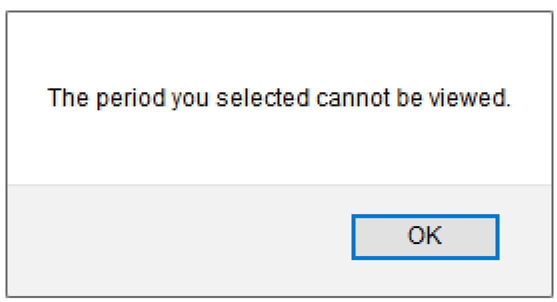

Note: if you only had one assignment for the time period selected, you will be directed immediately to the timesheet.

4. The timesheet for the period selected will open:




5. You can navigate to other timesheets for the assignment using the arrows or calendar icon:


If you select a date that you weren't on that assignment or is more than a year in the past, you will receive an error message:



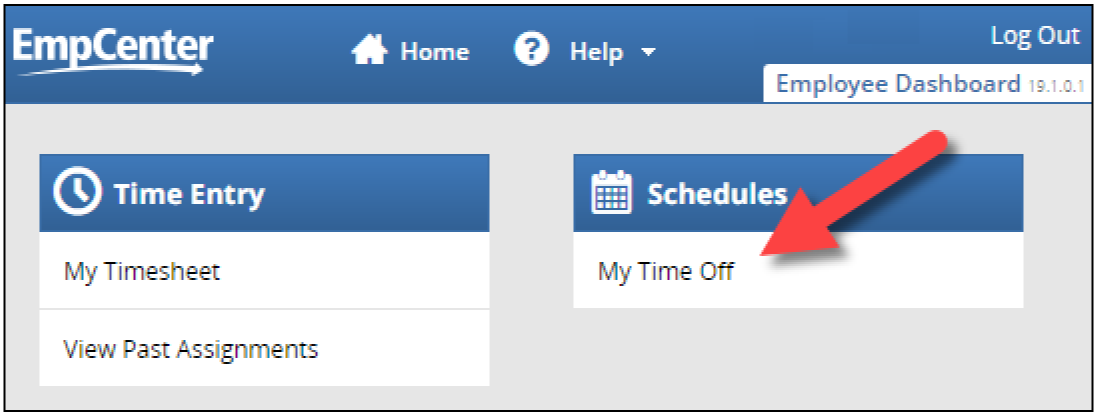
# Time Off Requests

## Basic Time Off Request

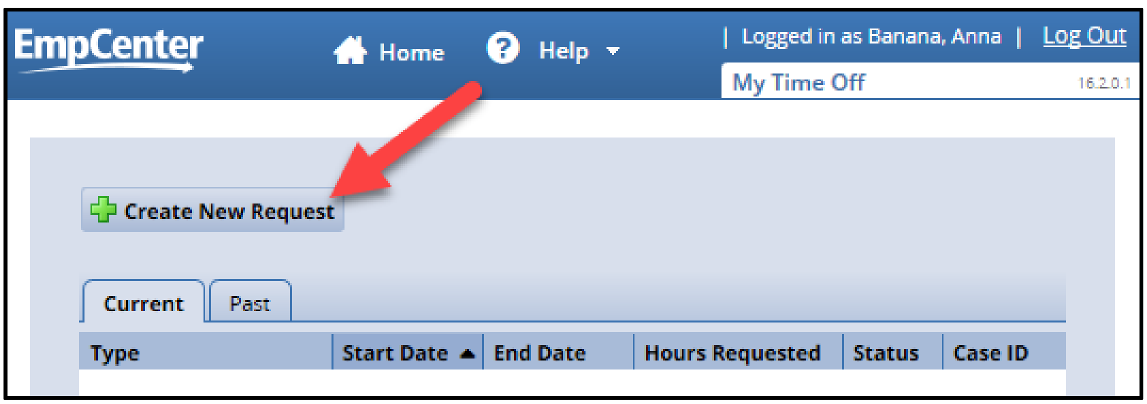
EmpCenter allows time off requests to be made up to 365 days from the current date. The system will show your balance as of the current date, but you are responsible for ensuring you still have the time available when the leave occurs.

When a time off request is approved, EmpCenter will add the leave to your timesheet for the dates requested.

1. Select My Time Off under Schedules on the Employee Dashboard:

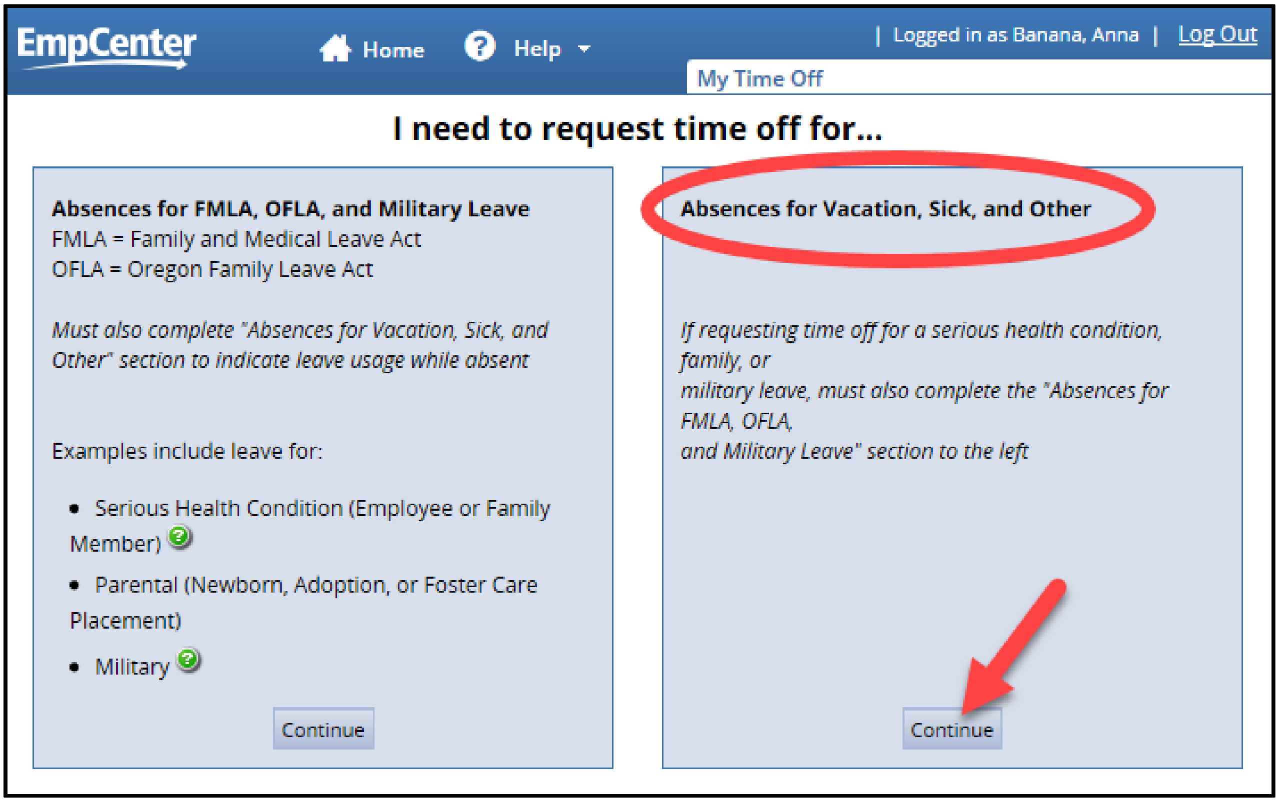



2. On the My Time Off screen, select Create New Request:



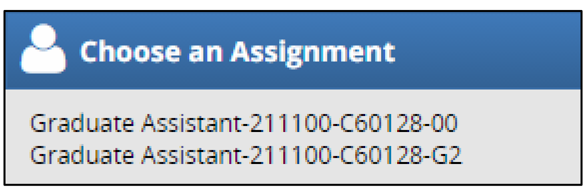

Note: any upcoming time off requests will be listed on the Current tab; past requests can be viewed on the Past tab.

3. Select Continue under Absences for Vacation, Sick, and Other:



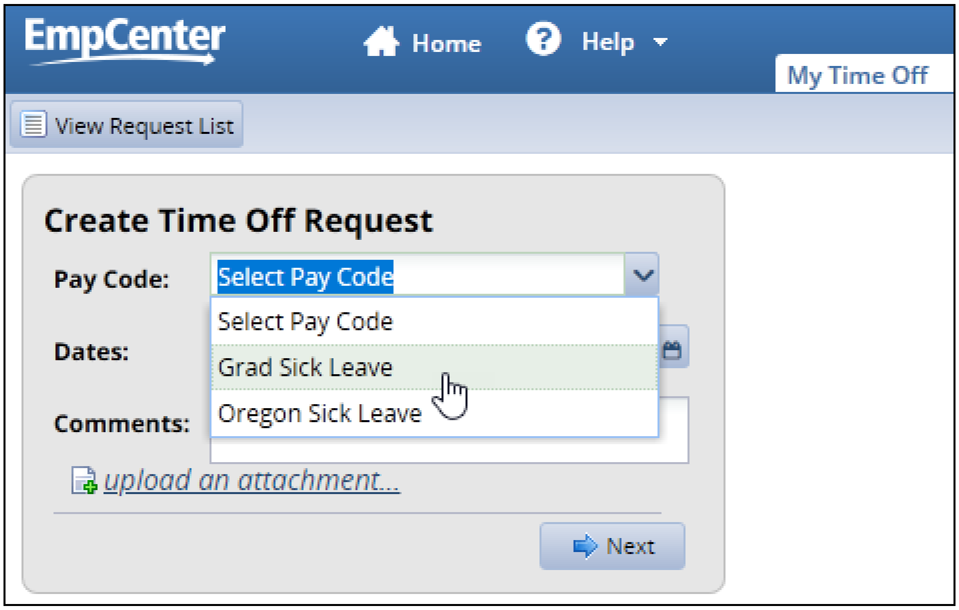

Note: For information on requesting FMLA or other protected leave, see the Protected Leave guide on the MyTime training page.

4. If you have more than one assignment, or job, you will first need to select the assignment you are requesting time off for. The time off request will be sent to the supervisor for that assignment:




Note: if you only have one assignment, you will be immediately directed to the time off request (step 5) and you will not see assignment listed on the request list page.

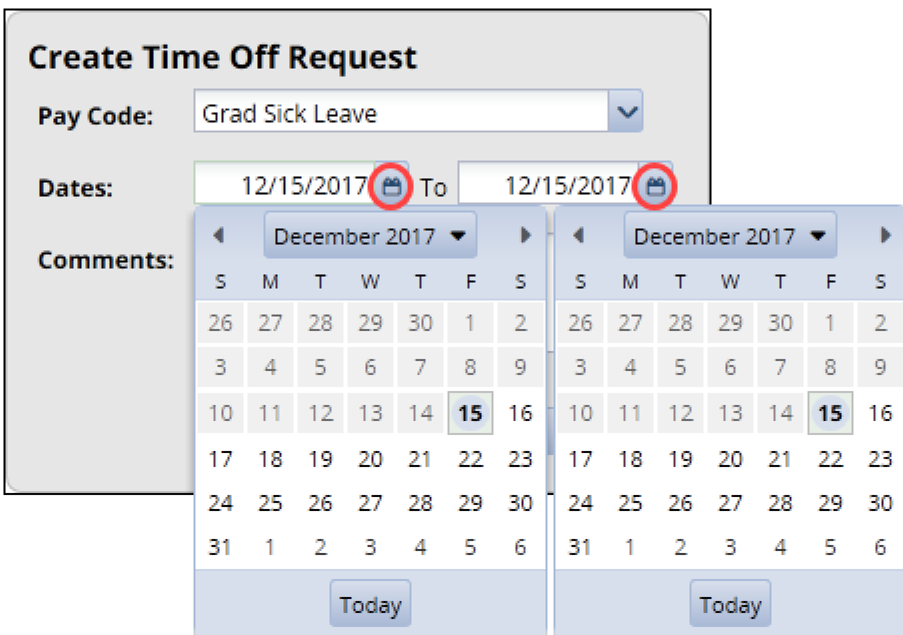
5. Select the Pay Code from the drop down list:




Note: you can only select one pay code at this step; if you need to use more than one pay code you can make changes at step 8. You can also add an attachment at this step or step 8.

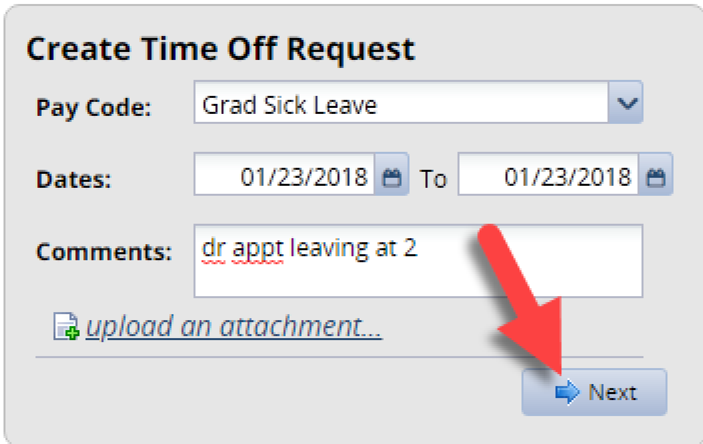
Reminder: you will see Oregon Sick Leave in the drop down, but will only be able to use it if you have a student job that accrues sick leave and you have leave available.

6. Select the start and end dates for your request – either type in the dates or use the calendar icon; if you are taking a partial day you can change the number of hours on the next screen:



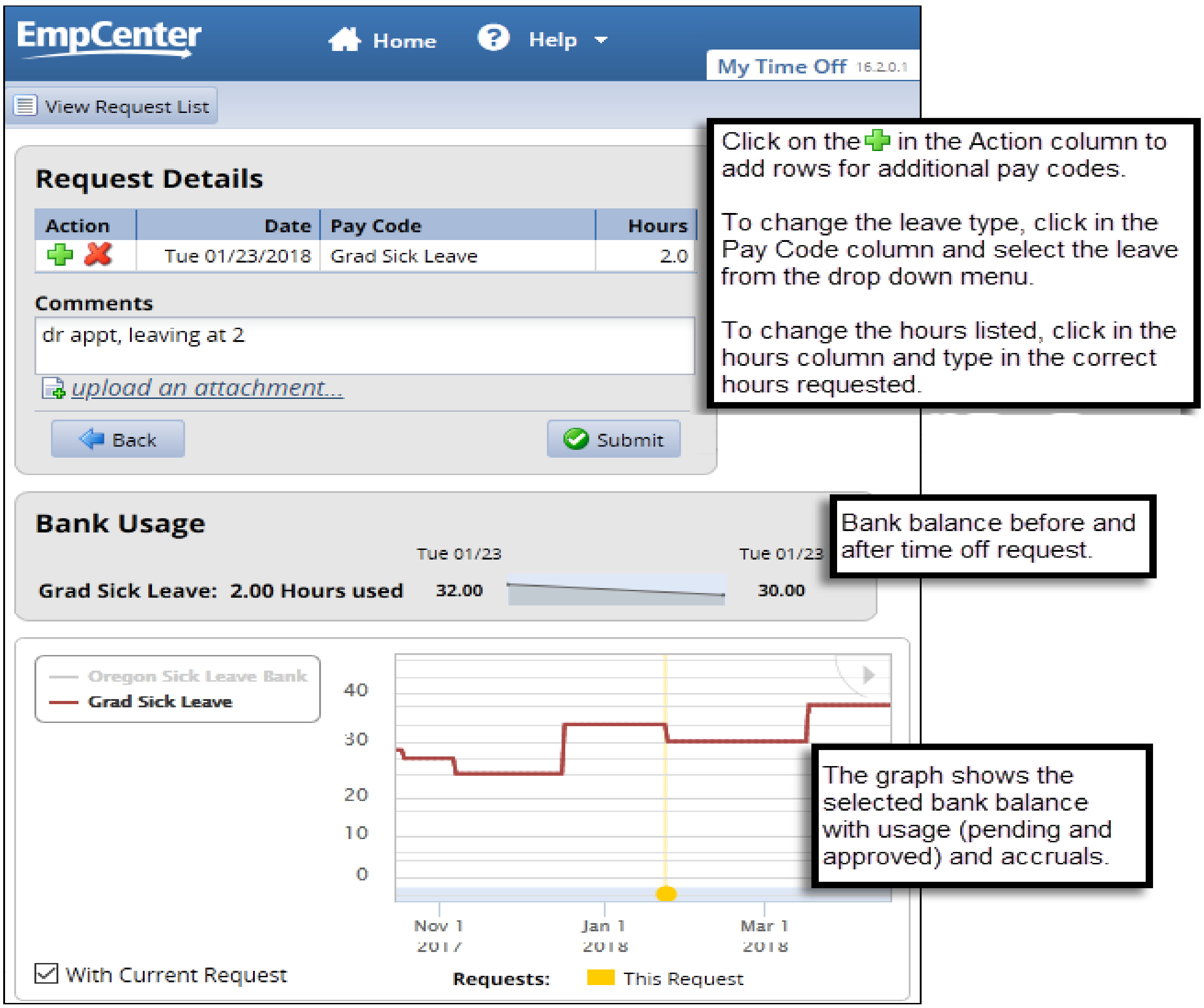

Note: the time off request will always default to the current date; you can request leave up to 365 days in the future from the current date.

7. Enter any comments, if needed, then click Next:



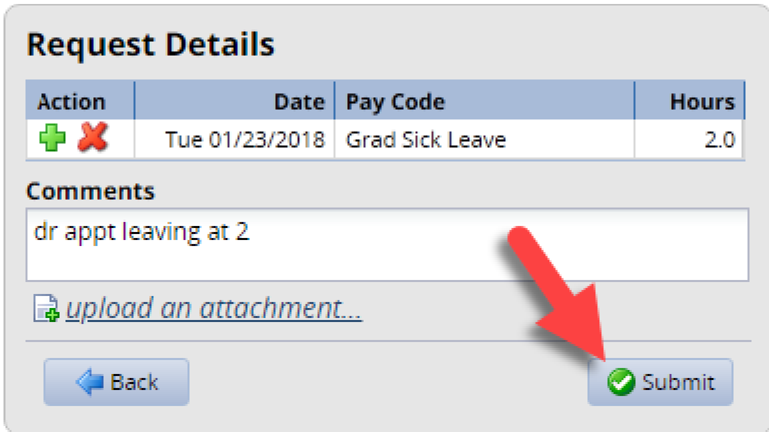

Note: if taking a partial day, be sure to include the time in the comments (e.g. "Doctor appointment, will be out 1pm-2pm.") – you will still need to change the hours in the next step.

8. On the Request Details page, make any changes to pay codes or hours and add additional comments, if needed:

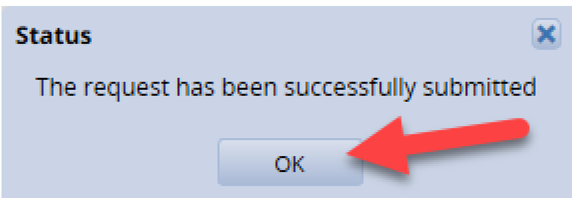



Note: EmpCenter will default the hours based on your FTE, rounded to the nearest hour.

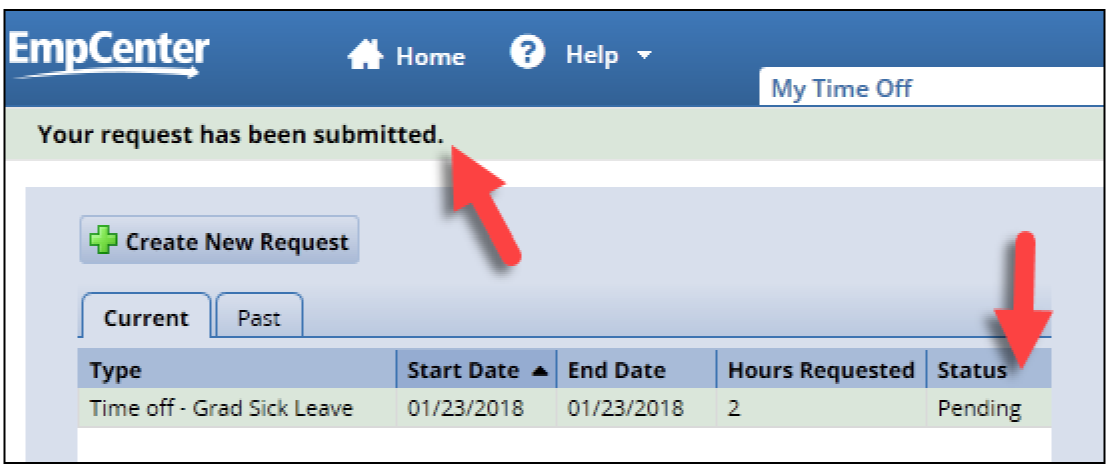
9. Once you have made all changes (if needed), click Submit to send the request to your supervisor for review:




10. Click OK to return to the Request List page:




11. On the Request list page, you'll see confirmation that the request was submitted. The request will be listed with a Status of Pending until your supervisor approves or rejects the request:



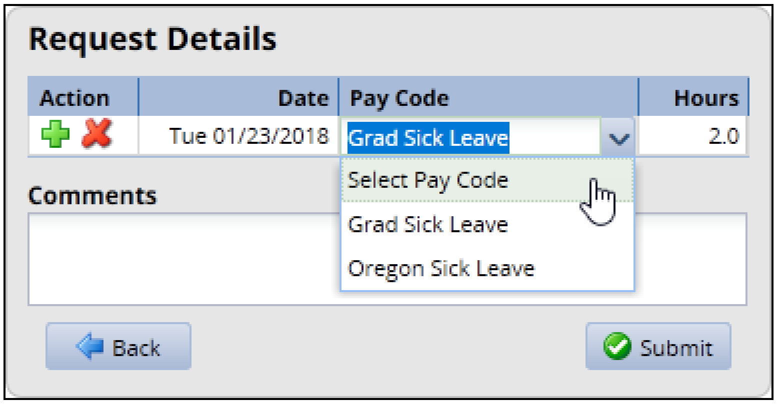

Note: you will receive an email from EmpCenter once your supervisor reviews the request.

## Using Multiple Leave Types/Request Detail Changes

If you need to use multiple leave types for a time off request – or other changes such as hours used – you can make changes on the Request Detail page prior to submitting the request.

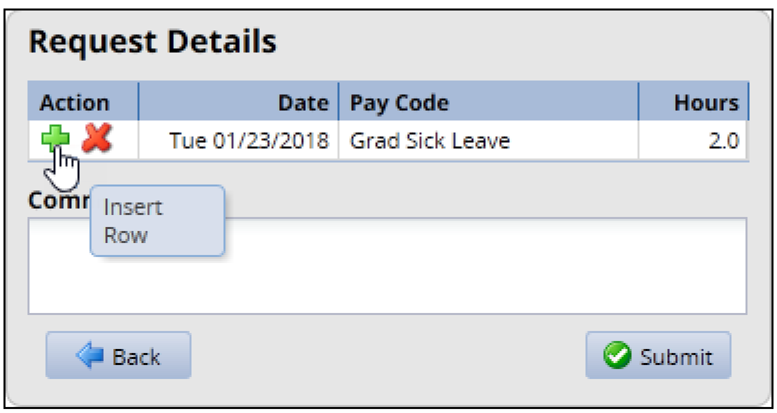
After creating the initial request (through step 7 above):

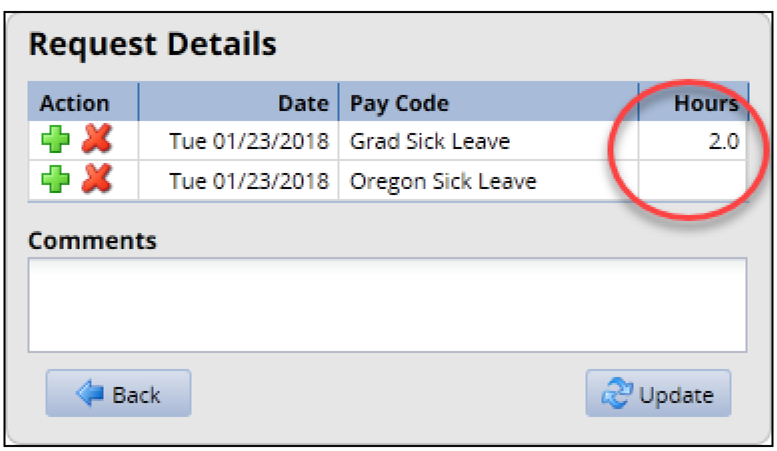
1. To change the leave type, click in the Pay Code column and select the appropriate leave from the drop down list:




Reminder: you will only have Oregon Sick Leave available if you also have a student job that accrues leave.

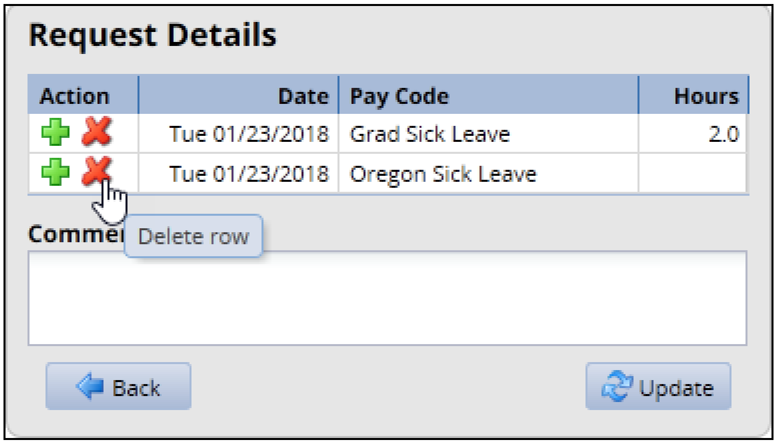
2. To apply more than one type of leave to a day, click on the + in the Action column, then change the pay code as needed:



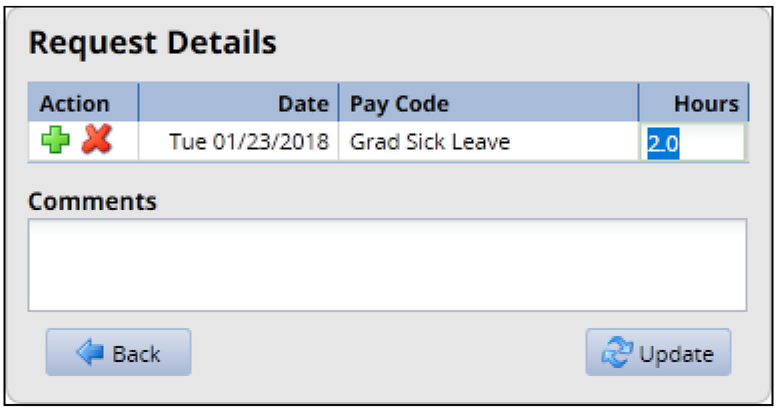




Be sure to change the hours for all rows on the day selected.

3. To delete a row, click on the  in the Action column:




4. To change the hours used for the pay code selected, click in the hours column then enter the correct amount:




Reminder: Grad Sick Leave must be entered in whole hour increments.

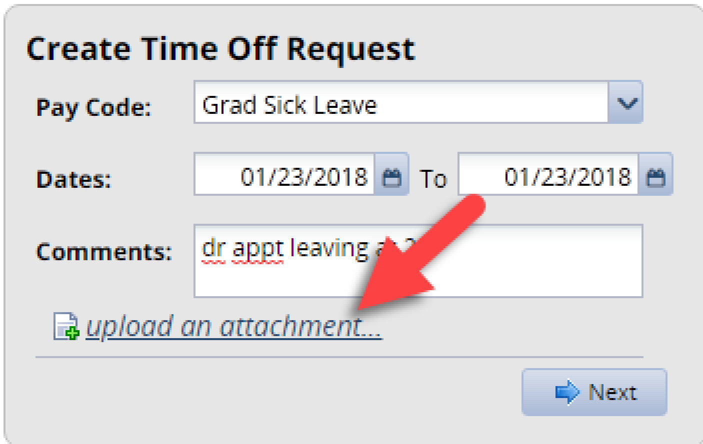
5. When you have made all the necessary changes, click Update to save your changes:


6. Click Submit to send the request to your supervisor for review.

## Adding an Attachment

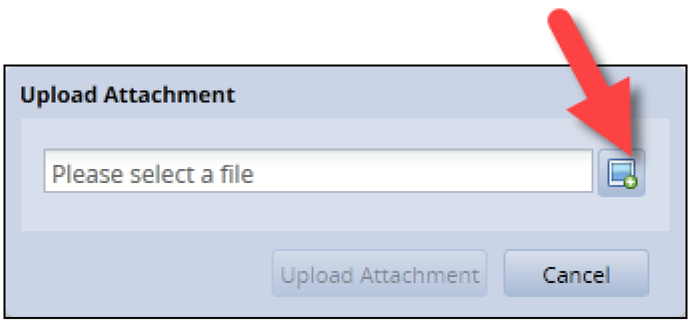
If needed, you can add an attachment to the time off request. The file must be 10MB or less and can be pdf, jpg, png, tif, doc, docx, xls, xlsx, or txt file type.

1. After selecting a pay code and entering the dates, click on the upload attachment link:

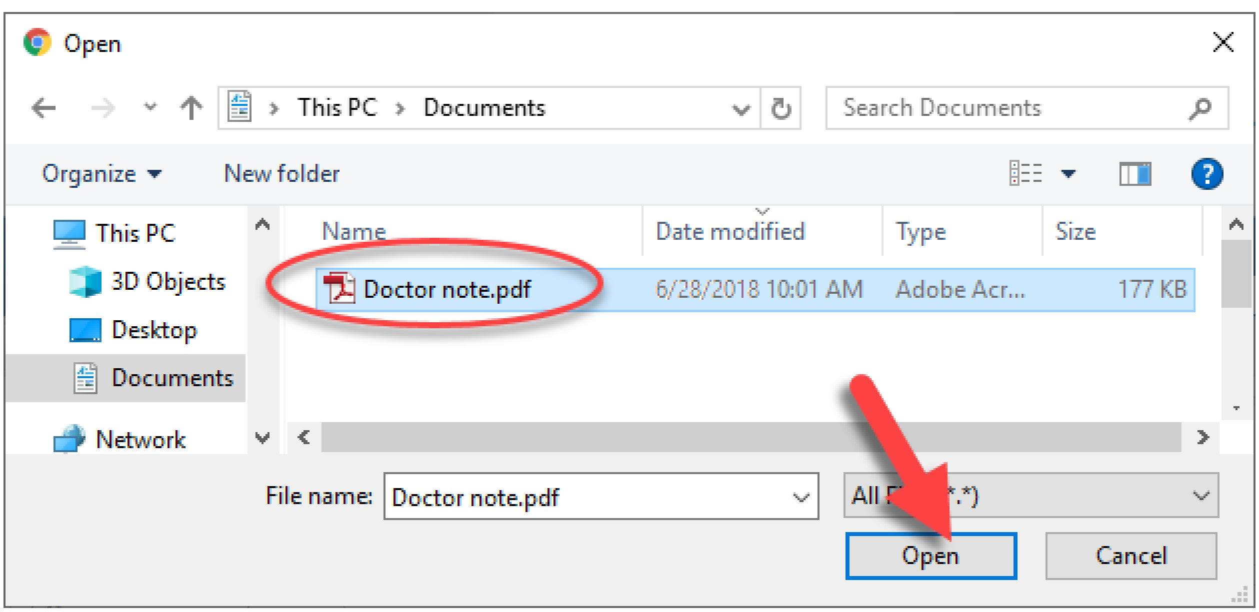



Note: you can also complete this process on the Request Details page; the steps are the same.

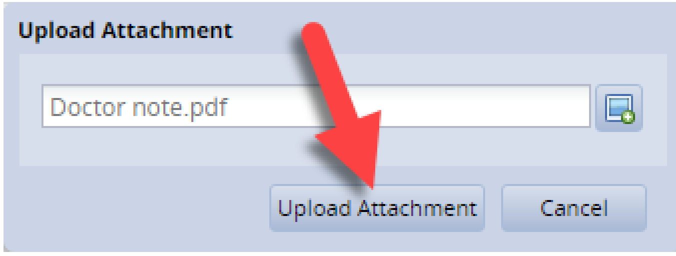
2. In the Upload Attachment window, click on the file browser link:



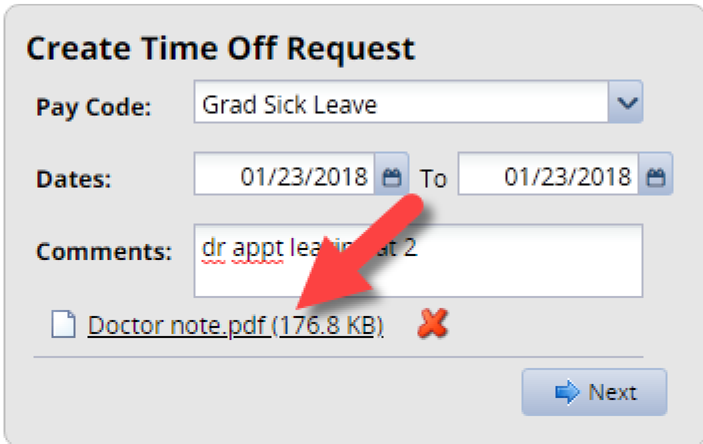

3. In the File Upload window, select the file then click Open:



4. In the Upload Attachment window, click on Upload Attachment:




5. You will see the file on the Create Time Off Request Window:



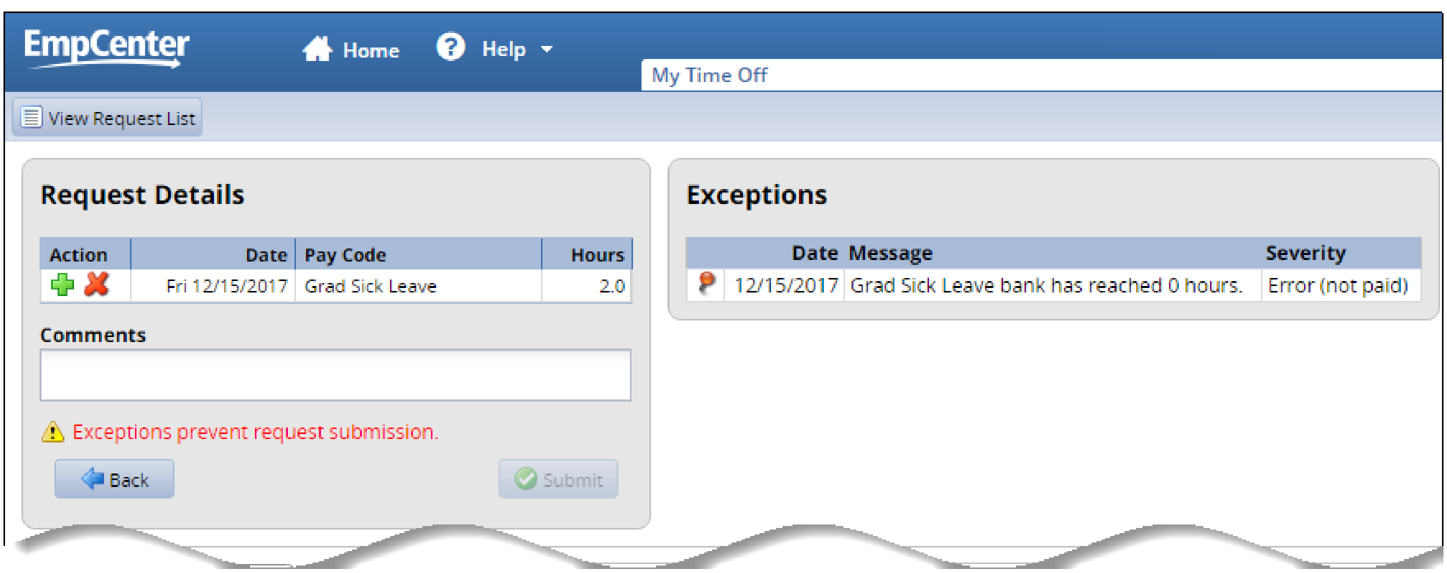

Note: if you need to remove the document, click on the to delete it.

## Exceptions (Errors) on Time Off Requests

If there are exceptions on your time off request, you must fix any errors before submitting.

### Not Enough Leave

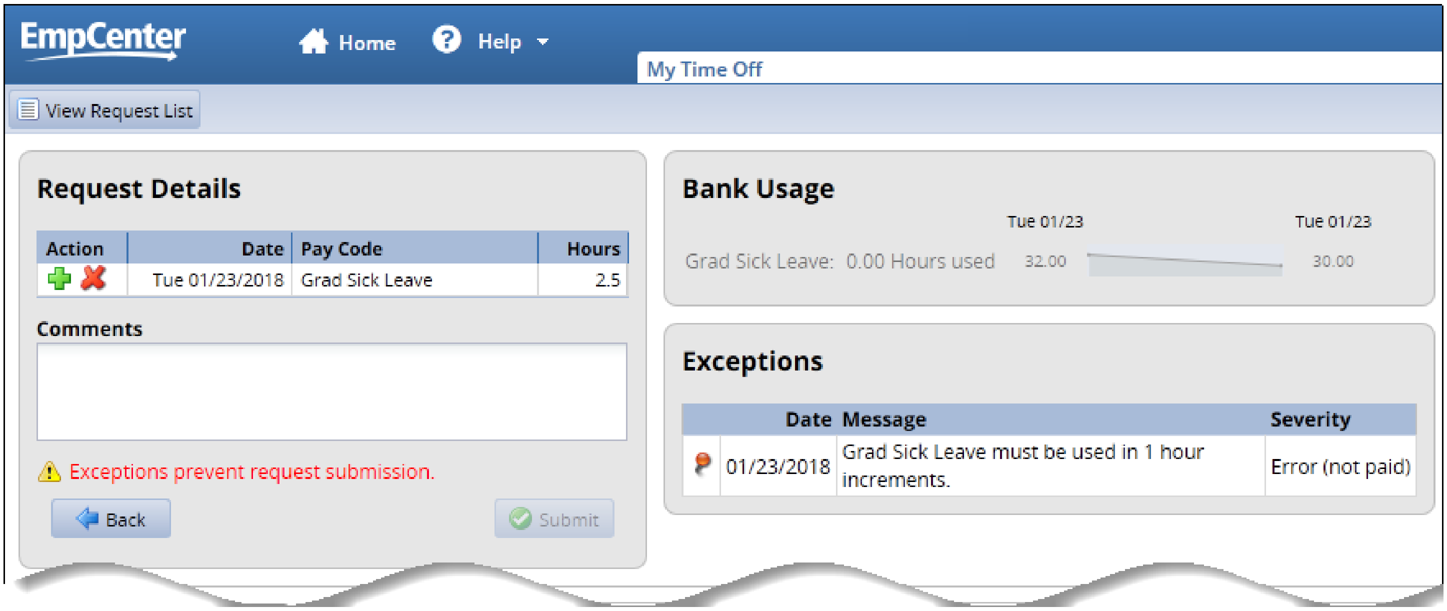
This error occurs when time off is requested for more hours than available in the leave bank.




To correct the error, either delete the affected days or change the hours requested.

## Hours Entered

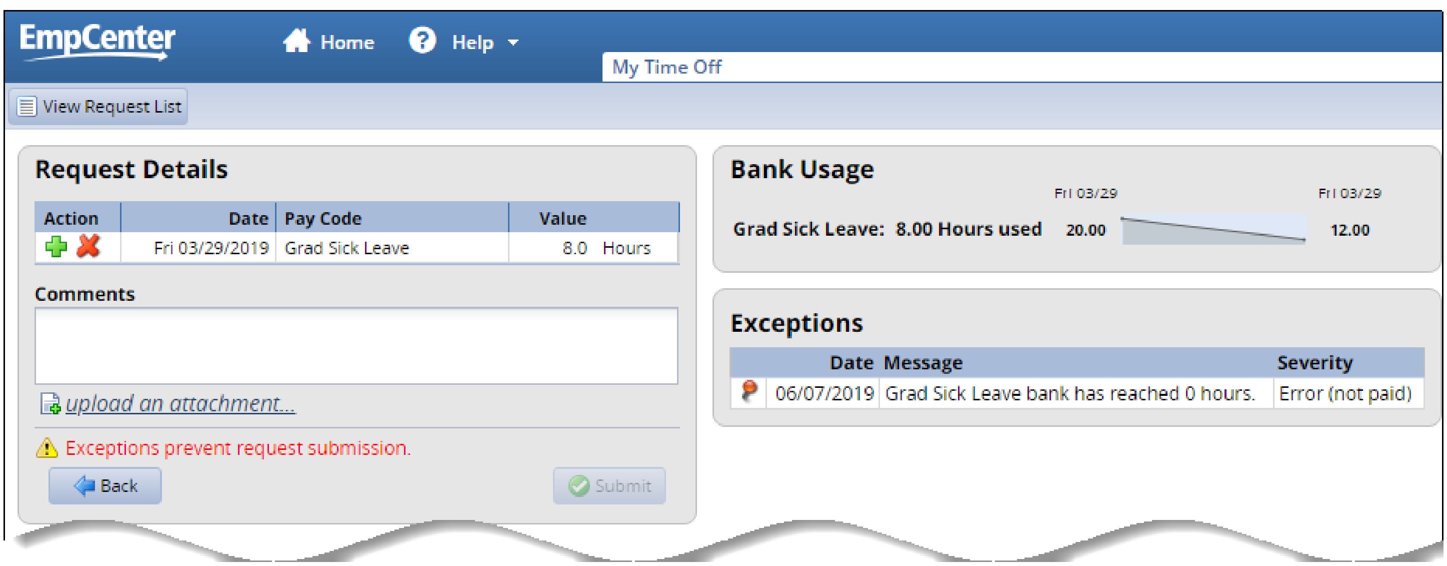
This error occurs if the request is not made in whole hour increments.




To correct the error, change the hours entered to whole hour increments.

## Not Enough Hours – Future Leave Request

EmpCenter will let you know if the current request will impact leave balances for any future requests that have already been approved. If you will not have enough leave for any portion of the future request, the system will generate exception messages for those future dates:

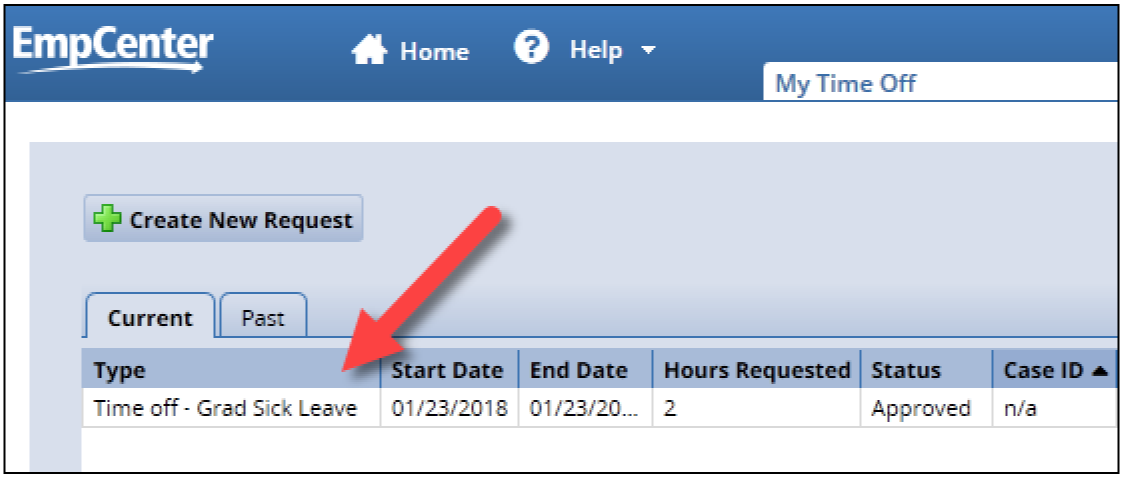



To correct the error, either change the leave type (if available) for the current request or cancel the future request.

## Viewing a Time Off Request

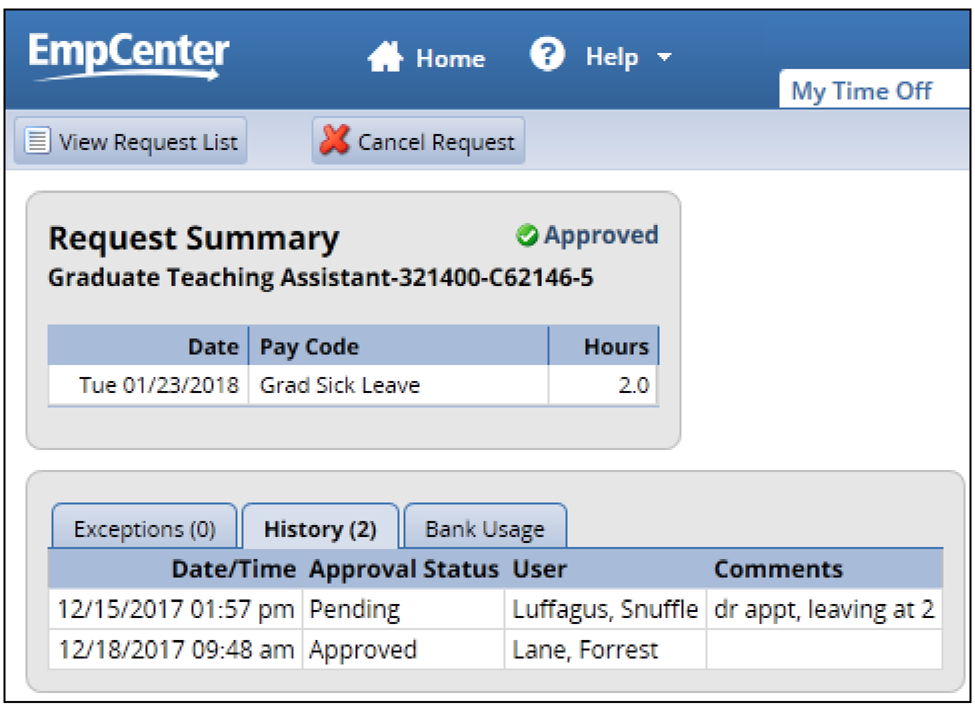
You can view time off requests at any time – whether they are approved, pending, cancelled, or rejected.

1. After selecting My Time Off from the Employee Dashboard, click on the Time Off Request you would like to view from the Request List:




Note: if the date of the request is in the past, you will need to click on the Past tab to see it listed.

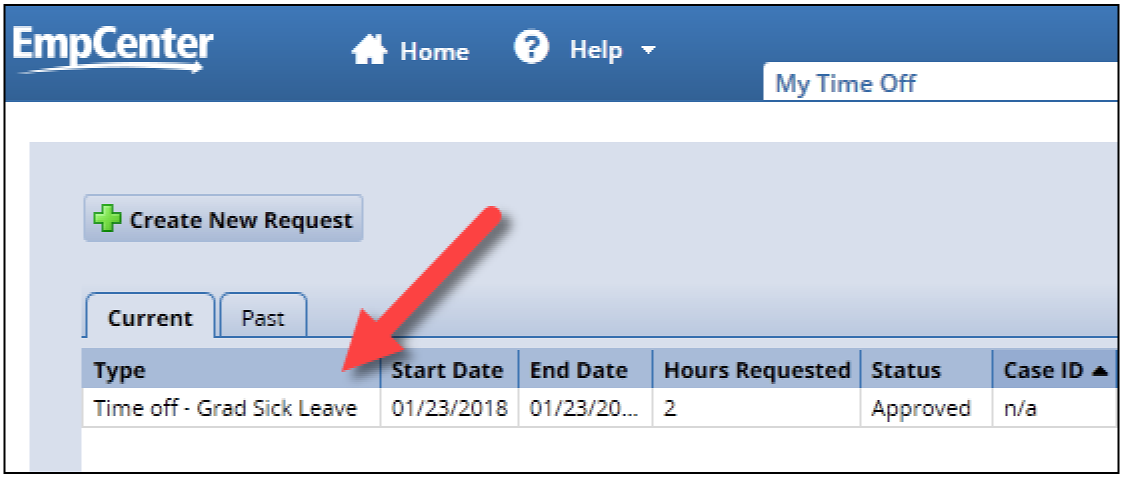
2. On the Request Summary screen, you can view the history of the request with any comments you or your supervisor added:



## Cancelling a Time Off Request

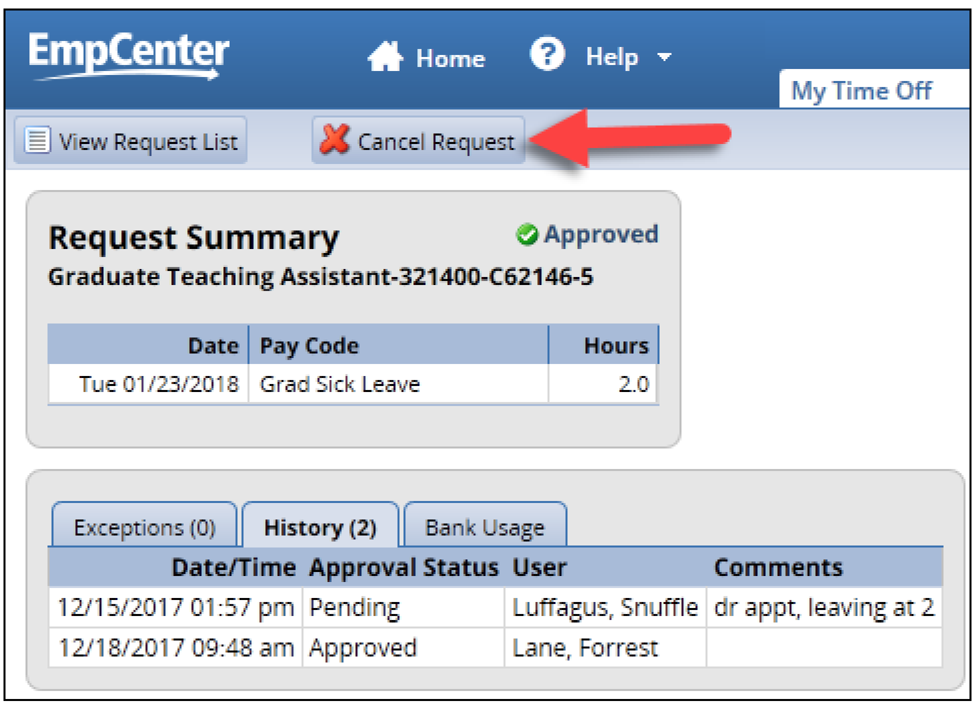
You can cancel an approved or pending request if the timesheet and pay period are still open for editing. If the request was already approved, cancelling will alert your supervisor and put the time back in your leave bank.

1. After selecting My Time Off from the Employee Dashboard, click on the Time Off Request you would like to cancel from the Request List:

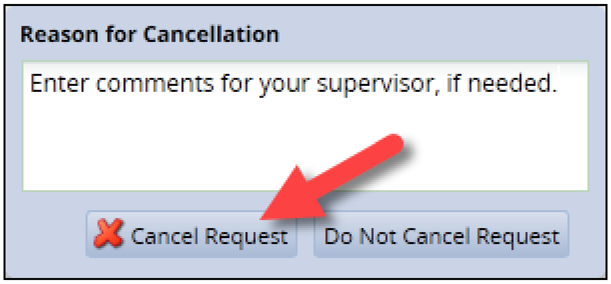



Note: if the date of the request is in the past, you will need to click on the Past tab to see it listed.

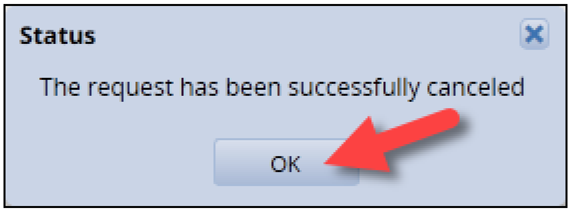
2. On the Request Summary page, select Cancel Request:



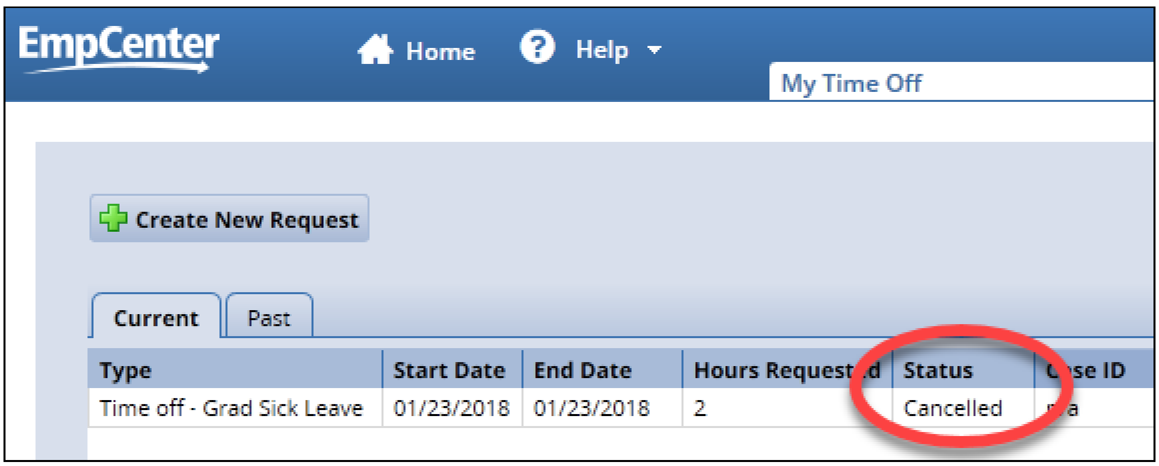
3. Add any comments, if needed, then click Cancel Request:




4. You'll receive confirmation that the request was cancelled. Click OK to return to the Request List page:




5. On the Request List page, the request will be listed with a status of Cancelled:



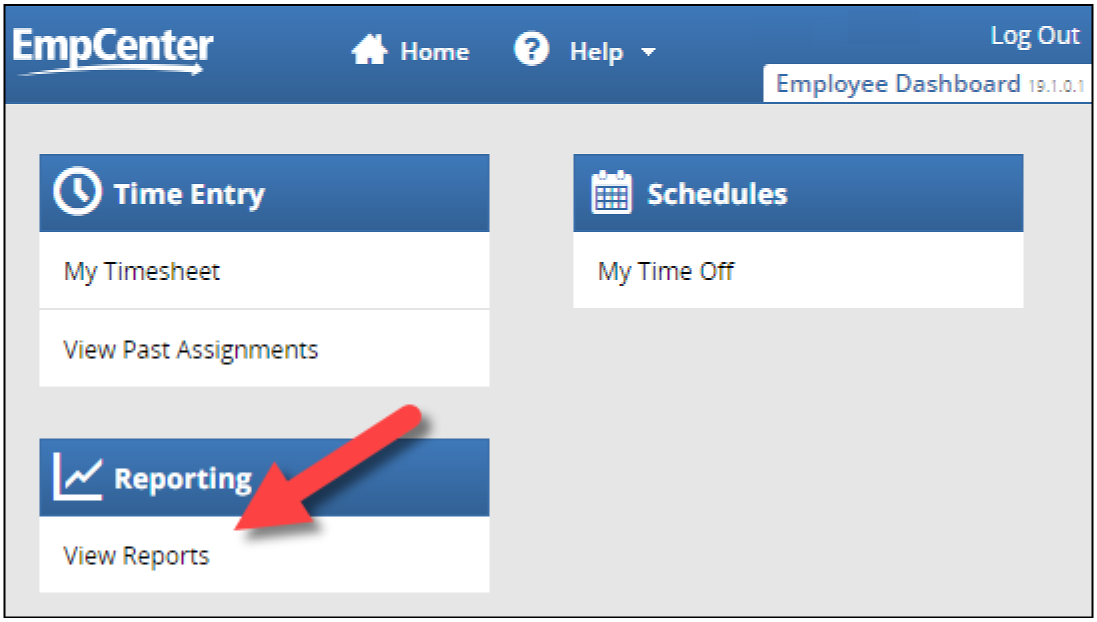

Note: once the request is cancelled, no further action can be taken. If you need the day off again, you must create a new time off request.

## Reports

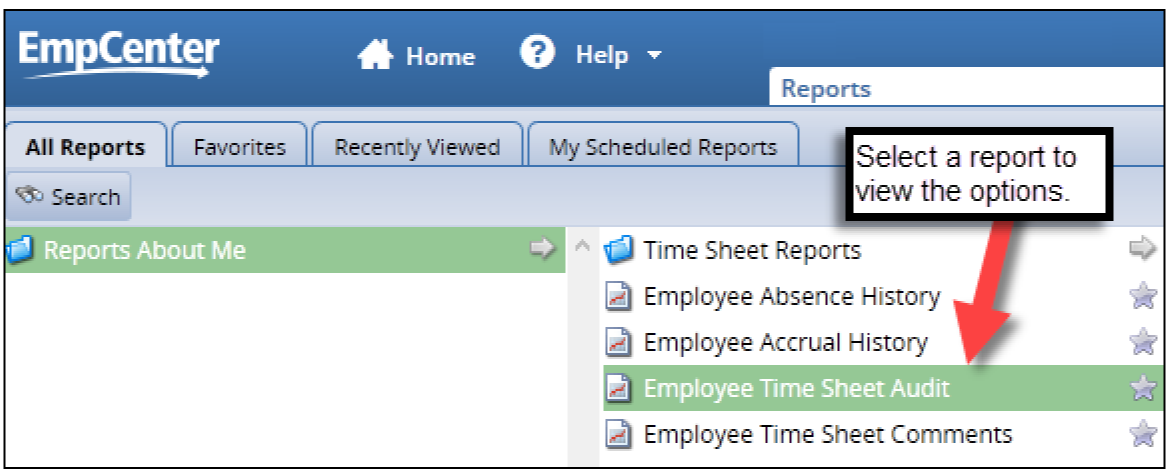
EmpCenter allows you to run reports for the current and past pay periods. Reports include leave accrual information and timesheet audit reports.

### Viewing Reports

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

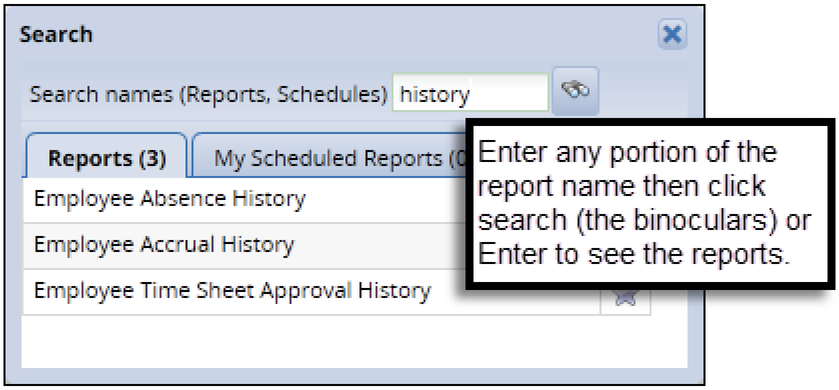



2. On the Reports page, select Reports About Me then the report name to view the options:



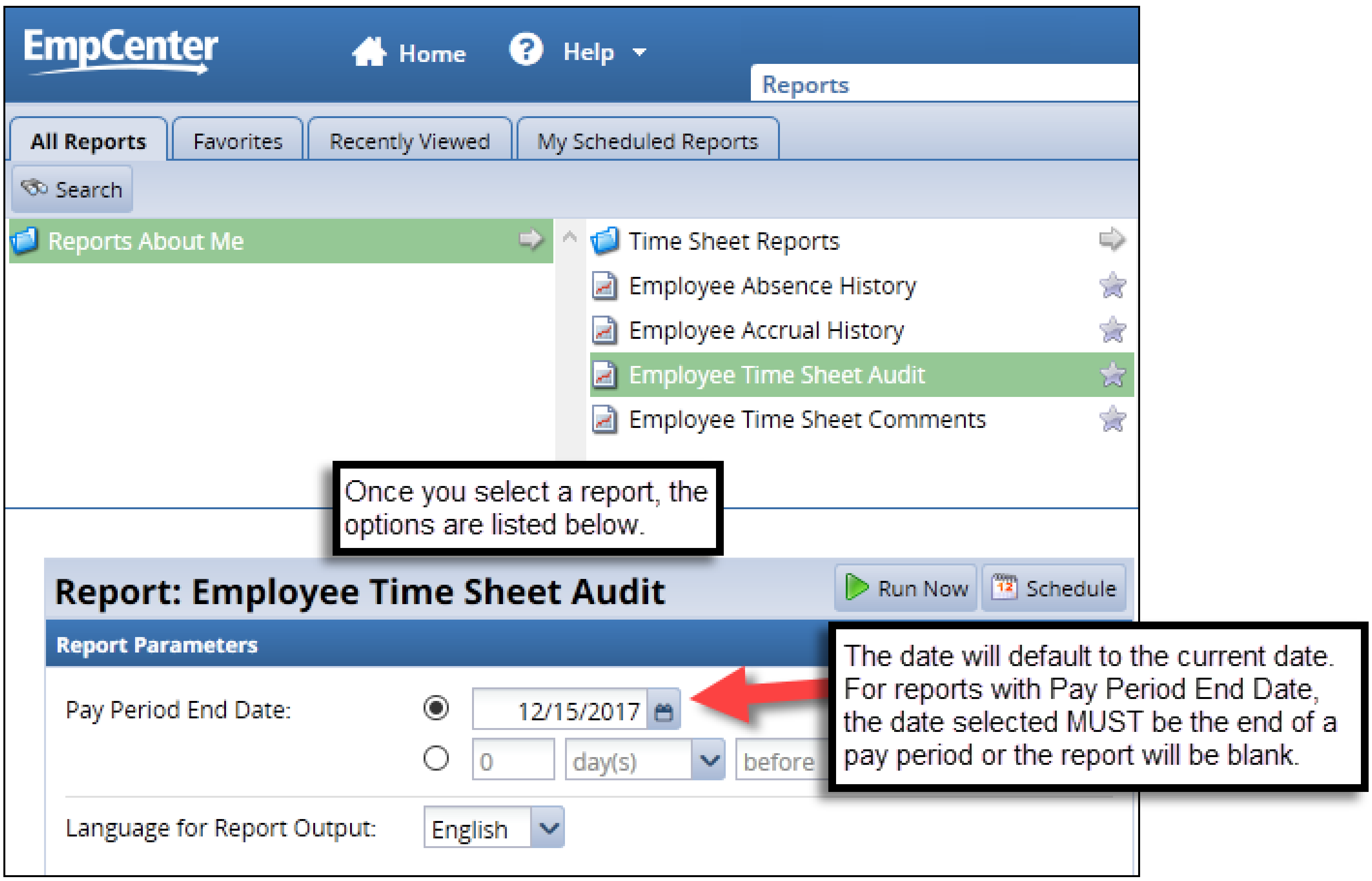

You can also search for a report using the search feature:

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 from the list.

3. Select the report options:

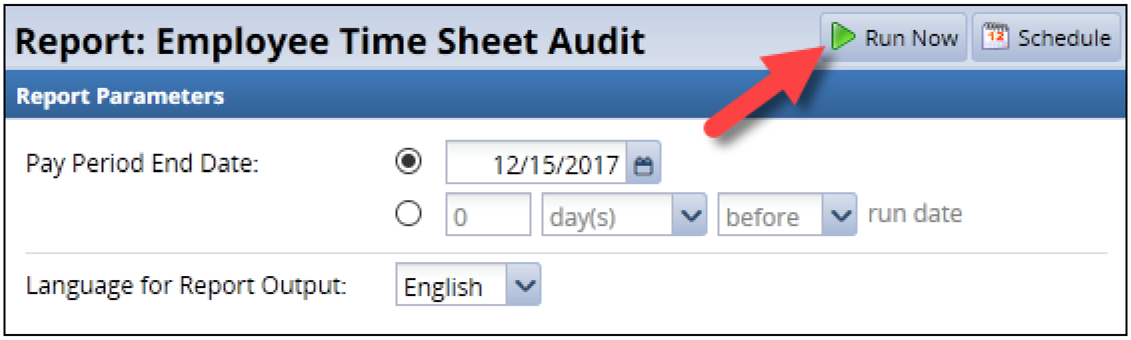



Enter the date or use the calendar icon.

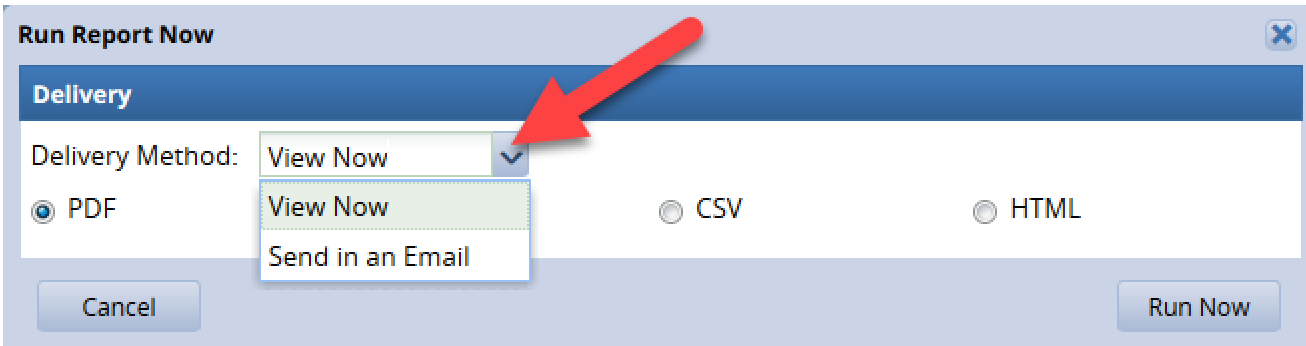
- For reports with Pay Period End Date as the criteria, the date must be the last day of a pay period (i.e., 12/15/17).
- For reports that allow date ranges as the criteria, you can enter the dates or select a range for a period of time before or after the current date.

Note: Each report has different set of options.

4. Click Run Now to select the delivery options for the report:

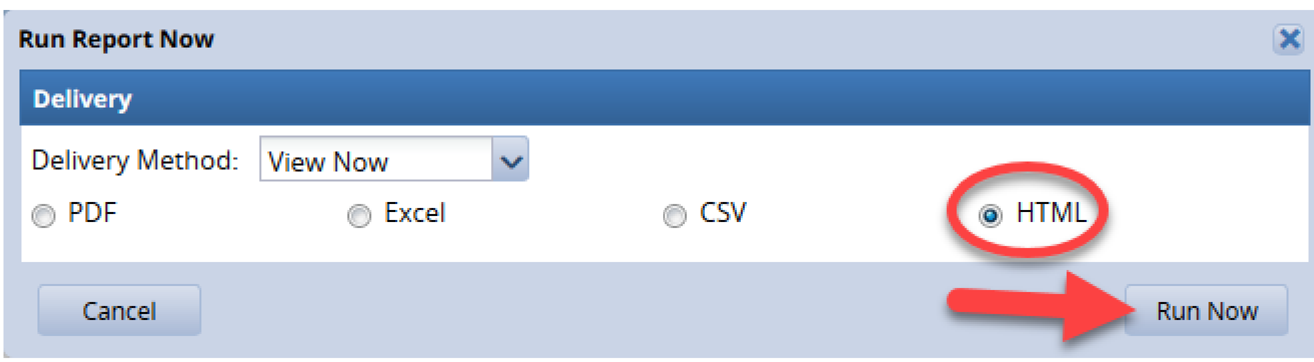



5. Select the delivery option:




- 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.

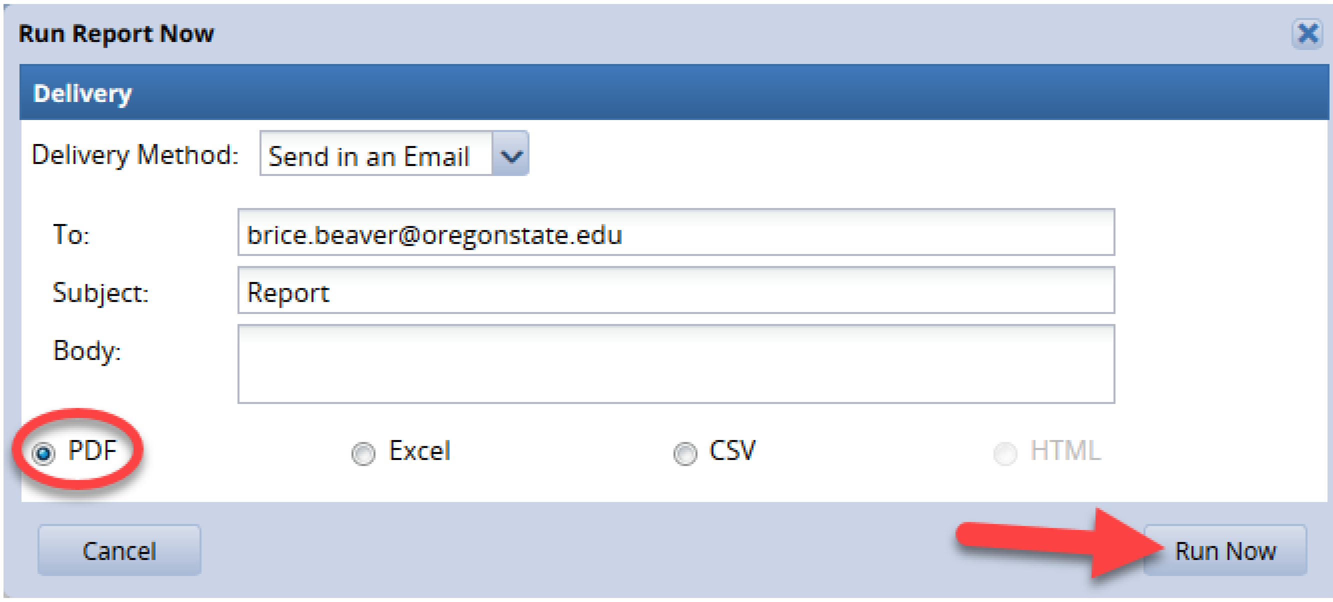
6. Select the output option then click Run Now:




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 in a new window within your web browser.

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

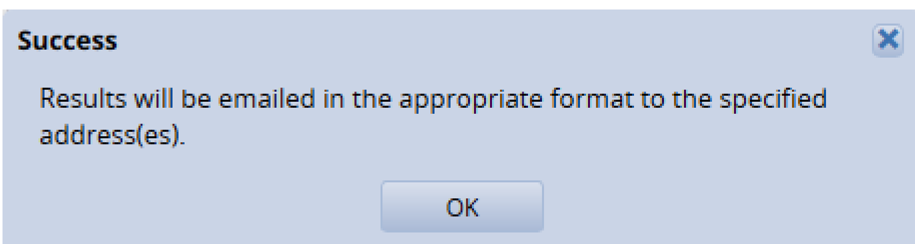



Note: you must enter at least one valid email address. Separate multiple addresses with a space, comma, or semicolon. If the email address is entered incorrectly you will not receive any notification that the email delivery failed.

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 emailed to the email addresses entered:



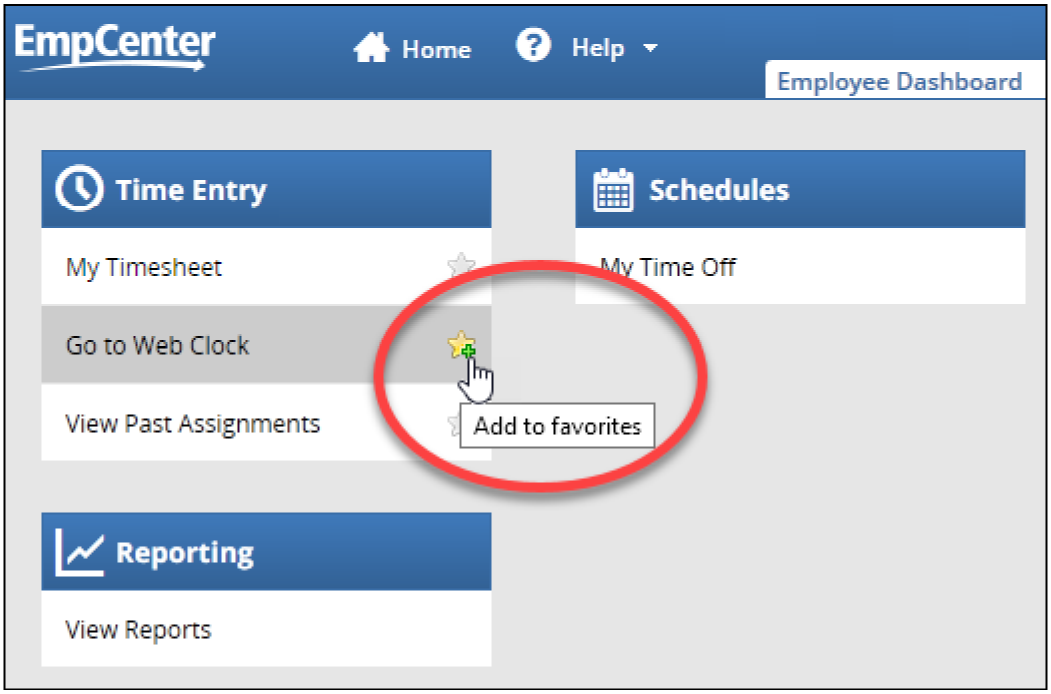

Note: If needed, you can schedule reports you use frequently to be emailed to you on a daily, weekly, monthly, or yearly basis. See the Reports guide on the MyTime Supervisor Training page for more details on how to set up a schedule for a report in EmpCenter.

# Appendix A: Create Favorites

## Employee Dashboard

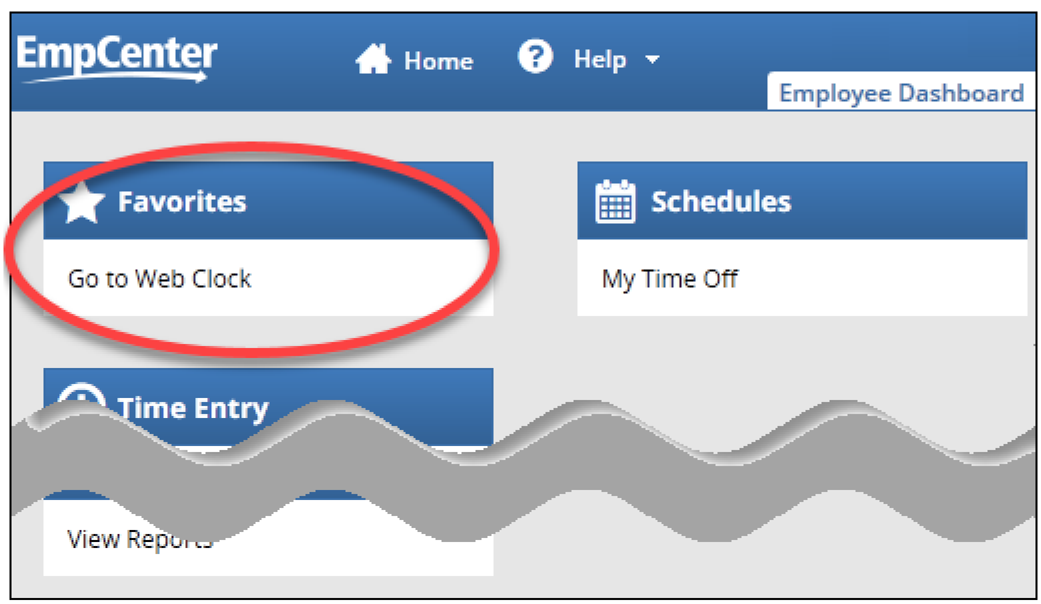
On the EmpCenter Dashboard, you can create favorites for tasks you access most often.

1. Hover the mouse over the item to see the favorites option then click on the star to save as a favorite: a group to see the favorites option:




Note: your dashboard may look different than the picture above depending on your policy profile and role. The process to create favorites is the same.

2. The item is now in your Favorites group:

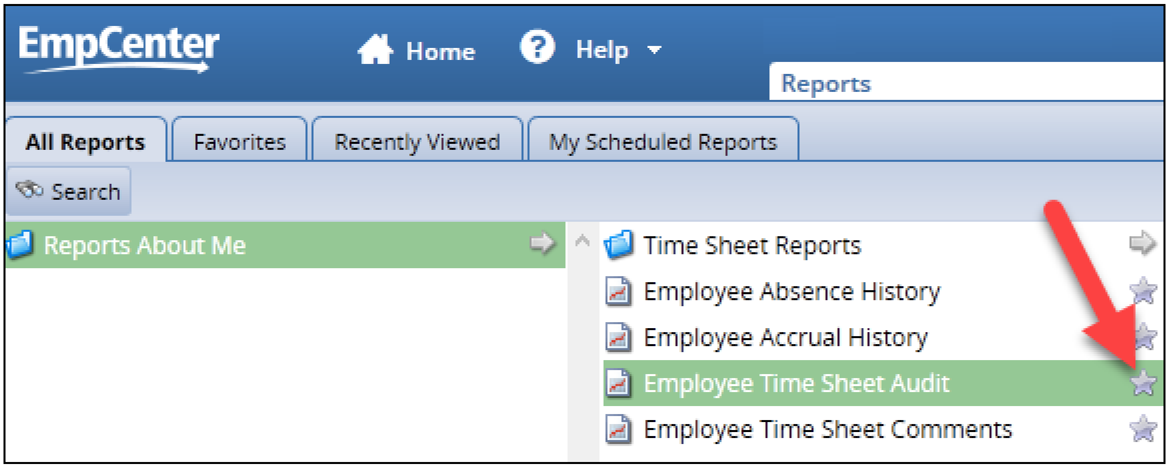



Note: to remove any item from the Favorites group, simply drag it back to its original group or hover your mouse over the item to click on the yellow star.

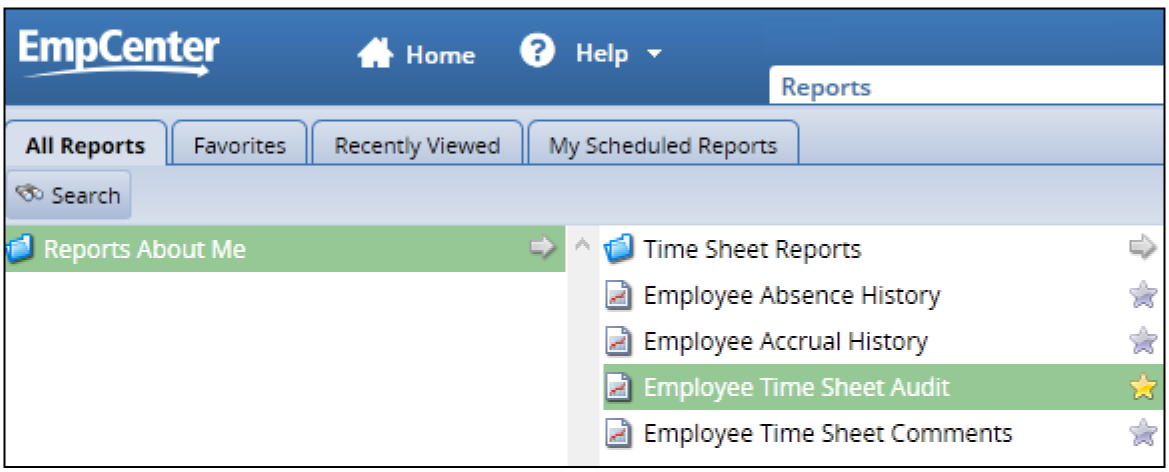
## Reports

You can create favorites for reports you access most often.

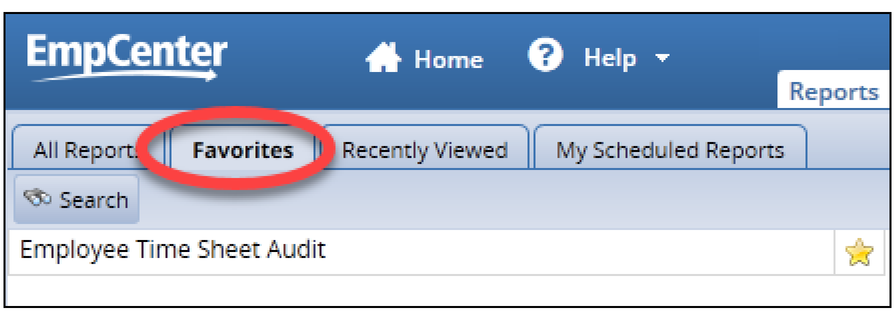
1. After selecting View Reports from the Employee Dashboard, find the report you would like to make a favorite then click the gray star next to the report title:




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



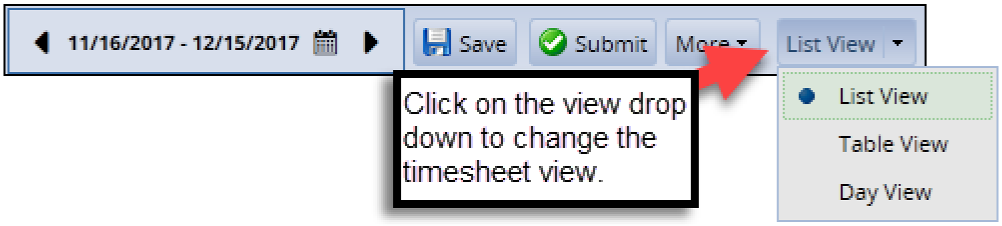

2. You can view all favorite reports by clicking on the Favorites tab:




Note: to remove any item from the Favorites group, simply click on the star again.

# Appendix B: Timesheet Views

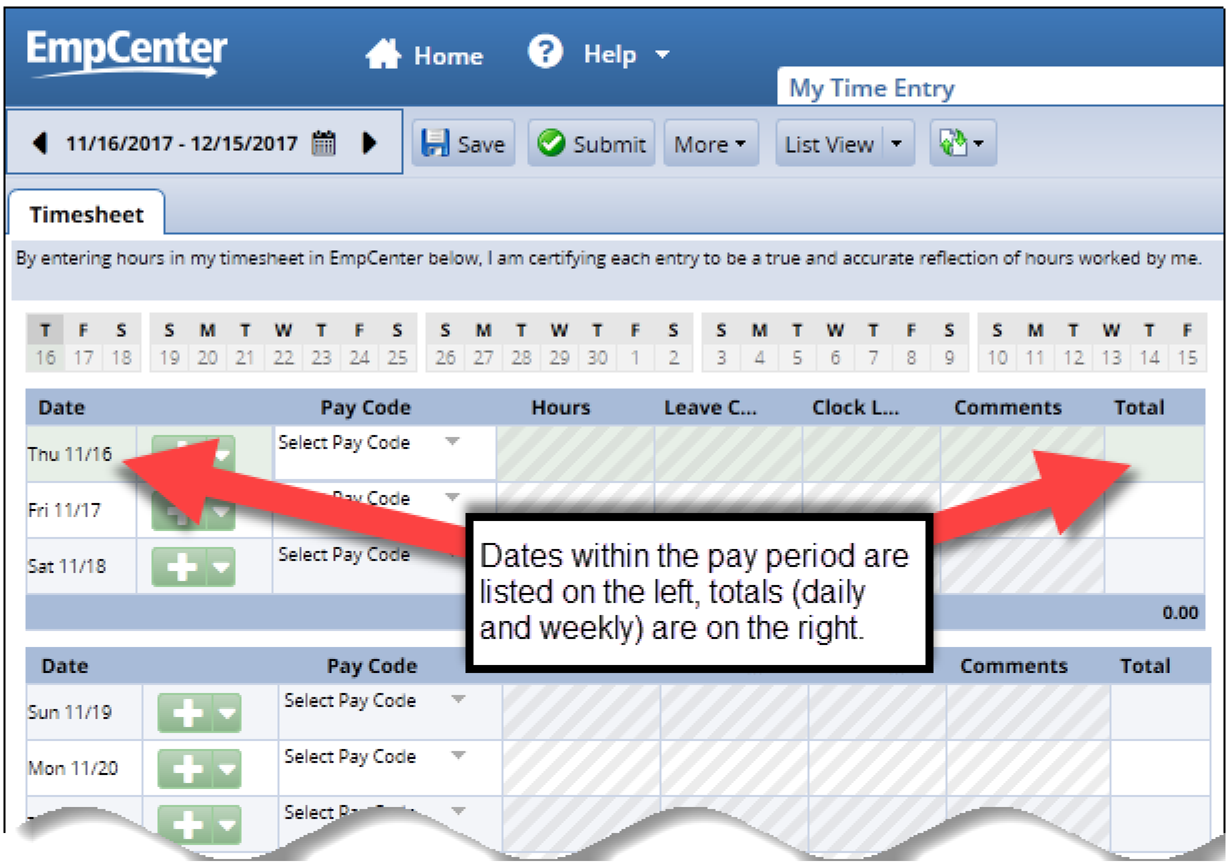
Timesheets have three view options: List view, Table view, and Day view. Change the view by clicking on the view drop down at the top of the My Time Entry page:




EmpCenter will remember the last view selected the next time you access the timesheet.

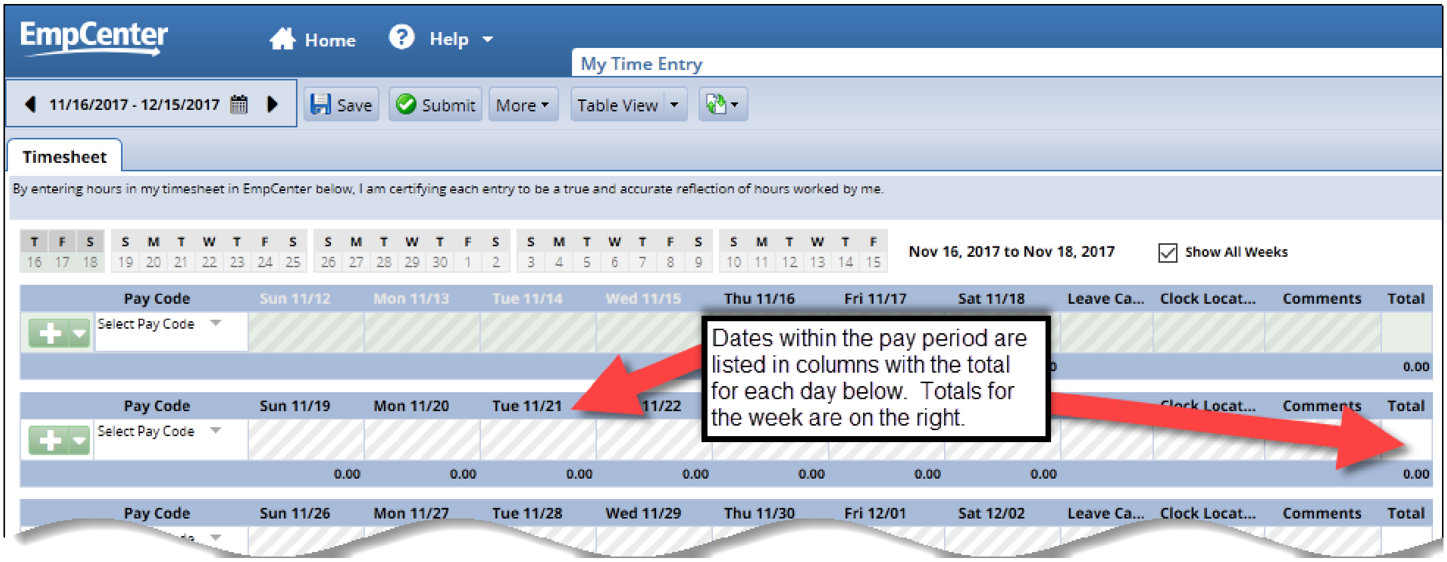
## List View

List view is the default view. It displays the days in the pay period as a list; each day has a row.



## Table View

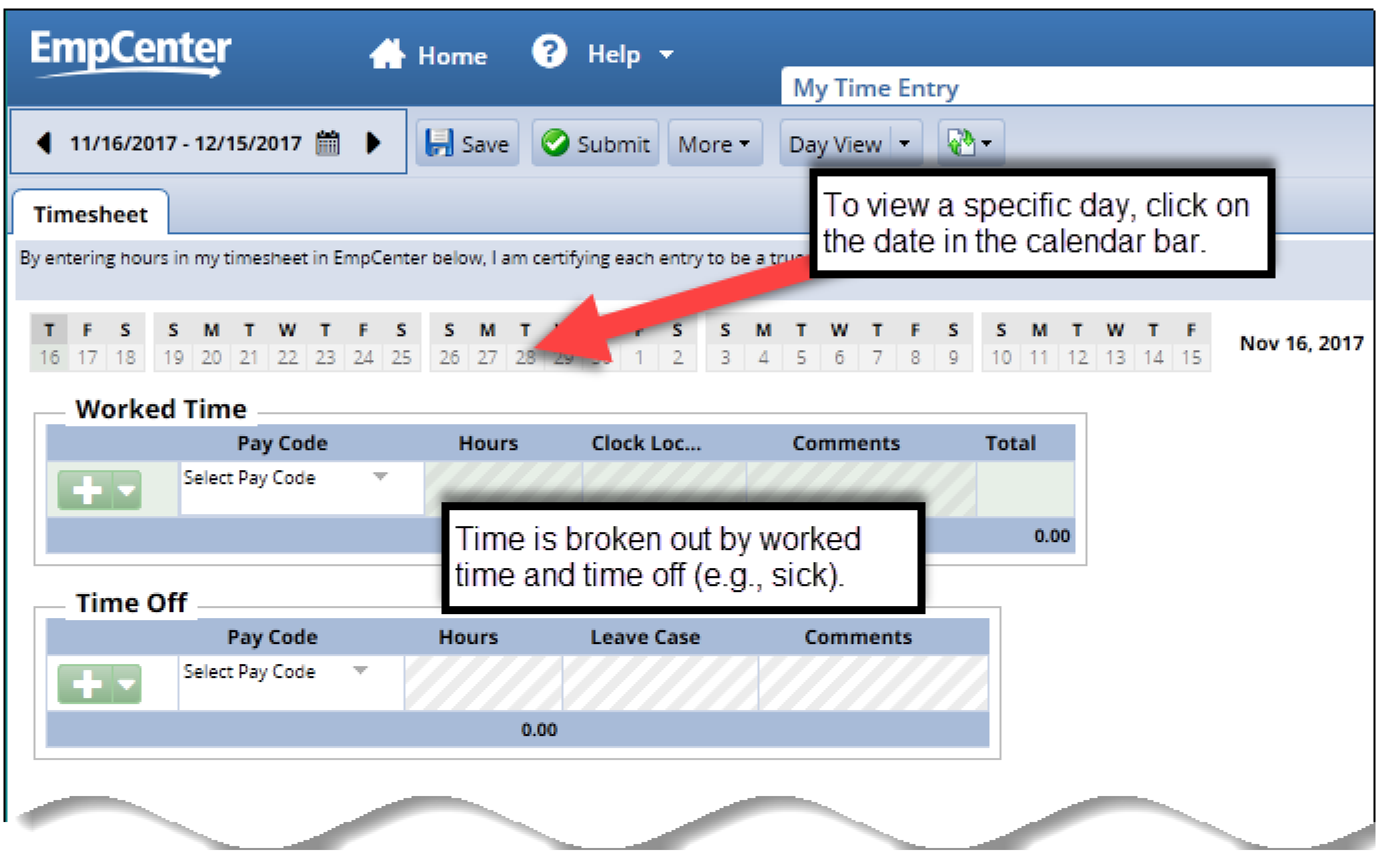
Table view displays days in the pay period as a table. It is useful if you need to enter the same information for each day of the week on your timesheet.




To add additional pay codes to the week, click on the . You can also duplicate, copy, paste, and cut using the drop down menu next to the plus sign.

## Day View

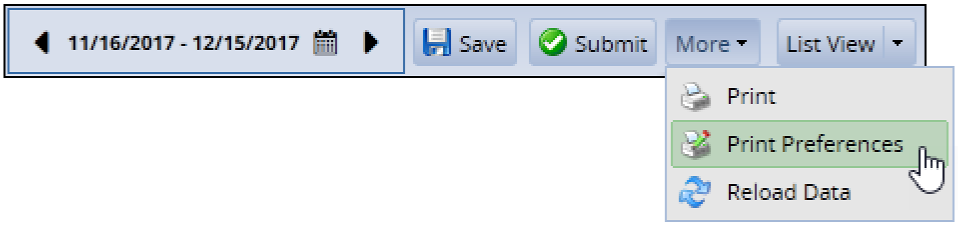
Day view displays a single day of the pay period. Day view separates work time and time off (sick, vacation) for each day.



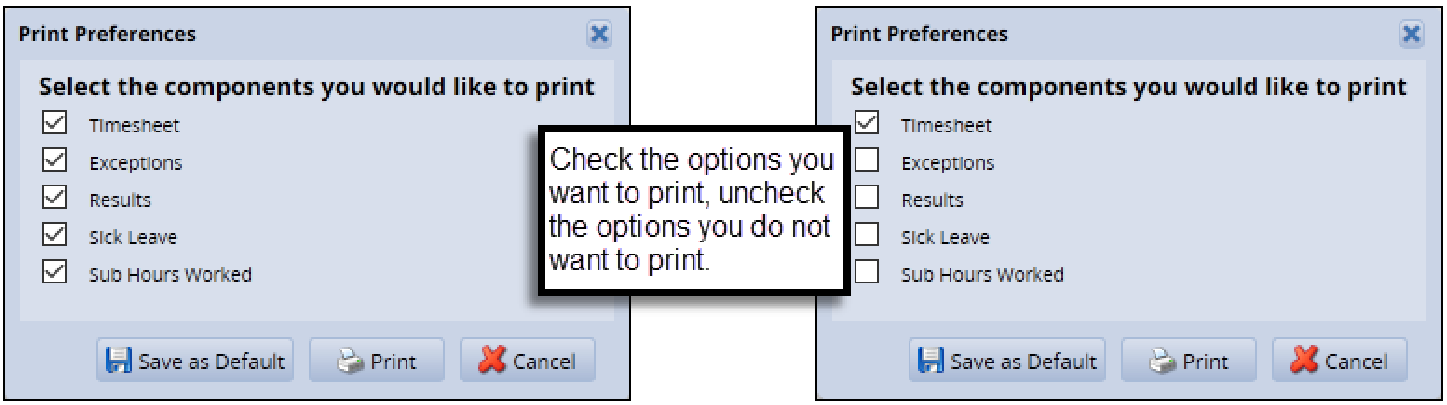
# Appendix C: My Time Entry Print Preferences

The default print setting in EmpCenter is to print everything in the My Time Entry view (the timesheet, exceptions, results, sick leave, and sub hours worked). You can limit what is printed by changing your print preferences.

1. From the More drop down, select Print Preferences:

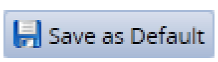



2. In the Print Preferences window, select the options you would like to print:




Note: your options may be different depending on your policy profile.

3. To save your changes, click Save as Default:




4. Click Print to print your selections:


5. The selections to be printed will open in a new window, select print or close.