

**Oregon
State
University**

**EMPCENTER 20.2 USER
GUIDE**

Oregon State
UNIVERSITY

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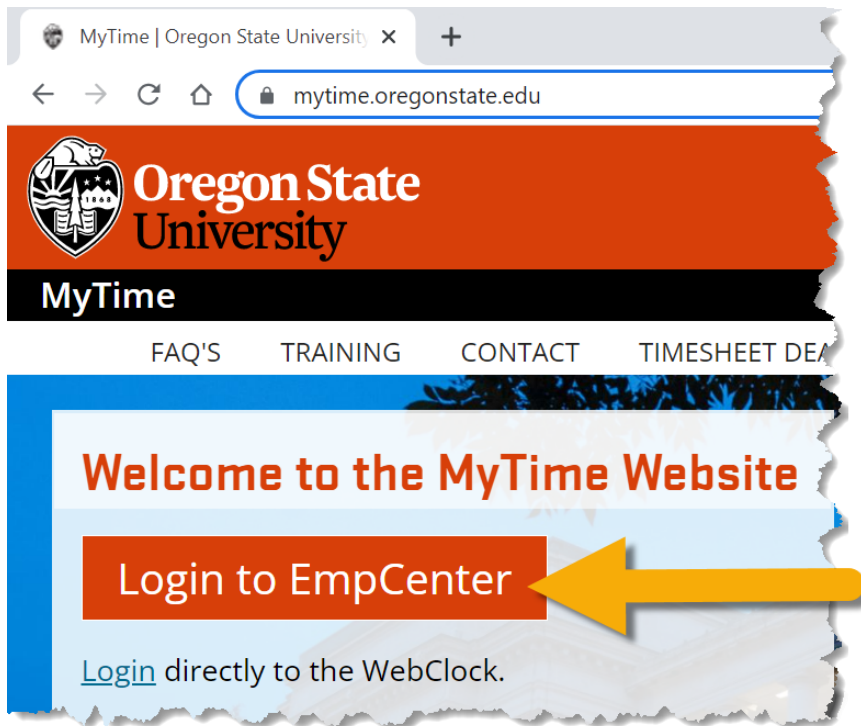
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EmpCenter Overview

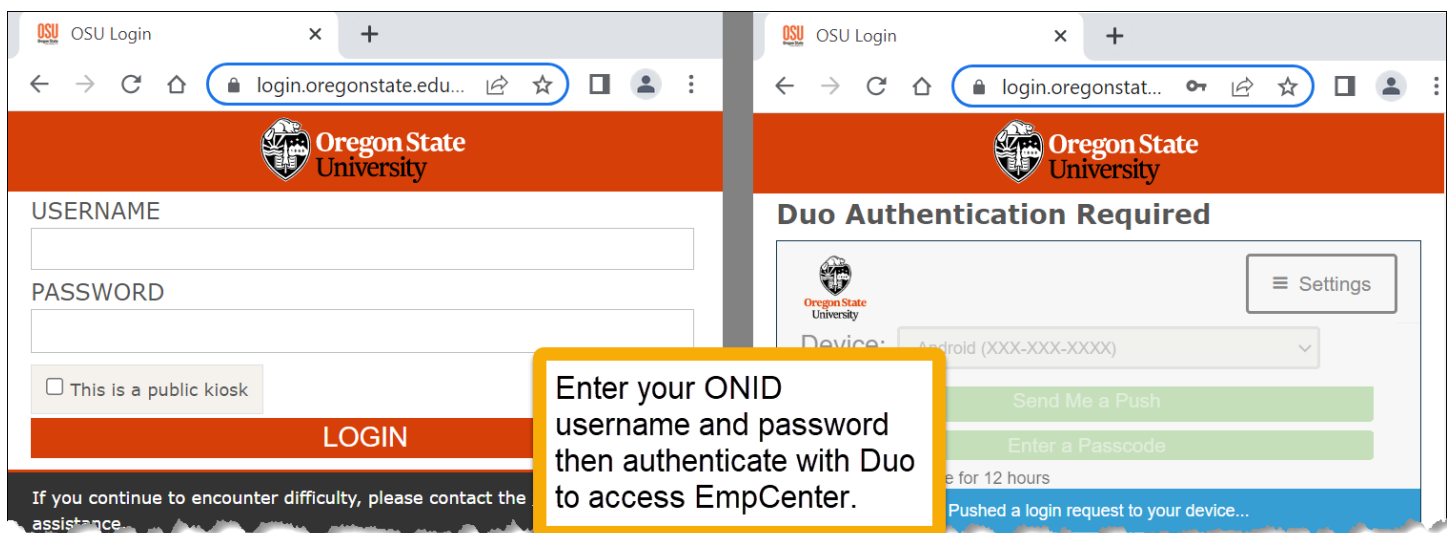
Accessing EmpCenter

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/>:



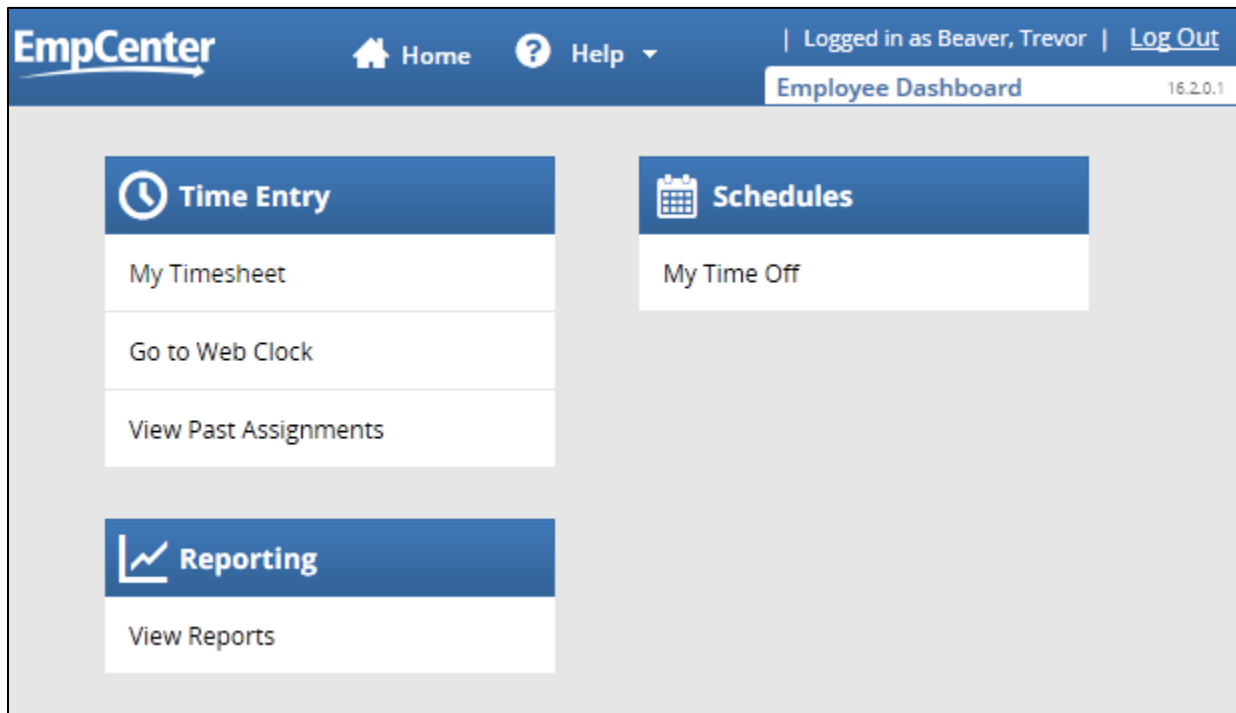
At the OSU Single Sign On (SSO) page, login with your ONID username and password then authenticate with Duo Multi-Factor Authentication (MFA):



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.
- Go to Web Clock: access the web clock to clock in or out. The web clock functions like a traditional time clock.
- View Past Assignments: access timesheets from previous jobs and/or previous pay periods.

Reporting link:

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


Schedules link:

- My Time Off: access time off requests for pre-planned Oregon Sick leave use. 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  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. Switch Assignments: if you have more than one job, or assignment, this option will appear. Click to change the timesheet to a different assignment.

Timesheet Middle

The screenshot shows the 'Timesheet' application interface. At the top, there is a header bar with the title 'Timesheet'. Below it, a text box contains a certification statement: 'By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.' To the right of this statement is a date 'Jan 16, 2018' and a checkbox labeled 'Show All Weeks'. Below the text box is a calendar bar showing dates from 16 to 15. The main table has columns: Date, Pay Code, Hours, L, Clock Location, Comments, and Total. The first row shows 'Tue 01/16' with a plus sign icon, 'Select Pay Code', and empty fields for Hours, L, Clock Location, Comments, and Total. The second row shows 'Wed 01/17' with a plus sign icon, 'Select Pay Code', and empty fields. The third row shows 'Thu 01/18' with a plus sign icon, 'Select Pay Code', and empty fields. The fourth row shows 'Fri 01/19' with a plus sign icon, 'Select Pay Code', and empty fields. The fifth row shows 'Sat 01/20' with a plus sign icon, 'Select Pay Code', and empty fields. The sixth row shows 'Sun 01/21' with a plus sign icon, 'Select Pay Code', and empty fields. The seventh row shows 'Mon 01/22' with a plus sign icon, 'Select Pay Code', and empty fields. The eighth row shows 'Tue 01/23' with a plus sign icon, 'Select Pay Code', and empty fields. The ninth row shows 'Wed 01/24' with a plus sign icon, 'Select Pay Code', and empty fields. The tenth row shows 'Thu 01/25' with a plus sign icon, 'Select Pay Code', and empty fields. The eleventh row shows 'Fri 01/26' with a plus sign icon, 'Select Pay Code', and empty fields. The twelfth row shows 'Sat 01/27' with a plus sign icon, 'Select Pay Code', and empty fields. The thirteenth row shows 'Sun 01/28' with a plus sign icon, 'Select Pay Code', and empty fields. The total for the week is shown as '0.00'.

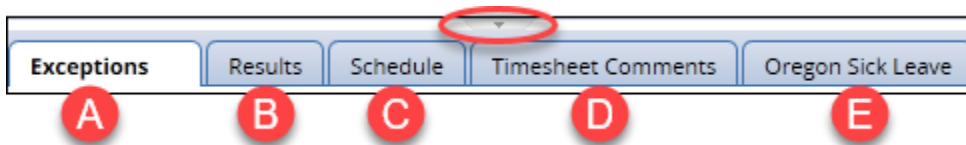
Note: this is the List View of the Timesheet; Table and Day views have slightly different organizations. See Appendix B.

- 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 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 using in and out times for Work In/Out (e.g. 8am, 5pm) or elapsed times for Oregon Sick Leave (e.g., 2).
- G. Leave Case: This column is not used for the Students/Temps Hourly policy profile.
- H. Clock Location: if you use the web clock or a physical time clock to enter your time, the IP address for the clock used will be listed. This field is view only and cannot be modified.
- I. Comments: type comments for your supervisor, if needed, about the time slice. Work In/Out always requires comments.
- J. Total: total hours recorded for the day. This field is view only and cannot be modified.
- K. 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:

Date	Pay Code	Hours	Leave C...	Clock Location	Comments	Total
------	----------	-------	------------	----------------	----------	-------

Timesheet Bottom

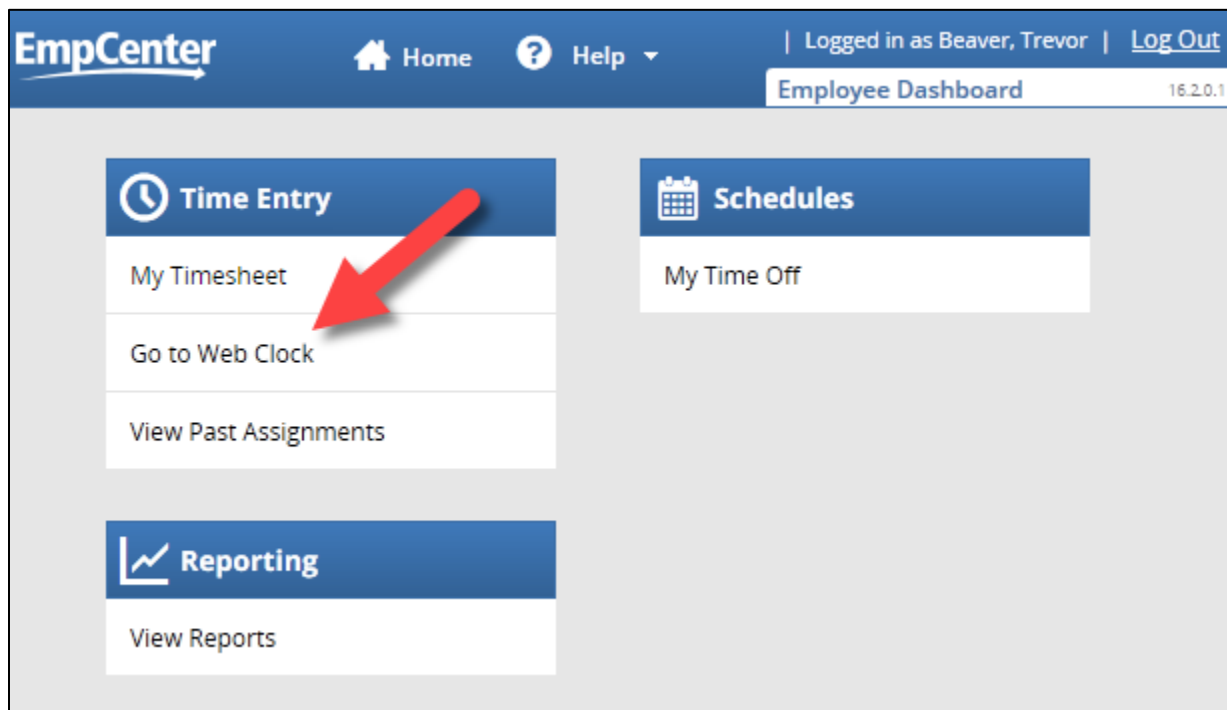


Drag the arrow at the top of the section (circled) up or down to expand or collapse the bottom section.

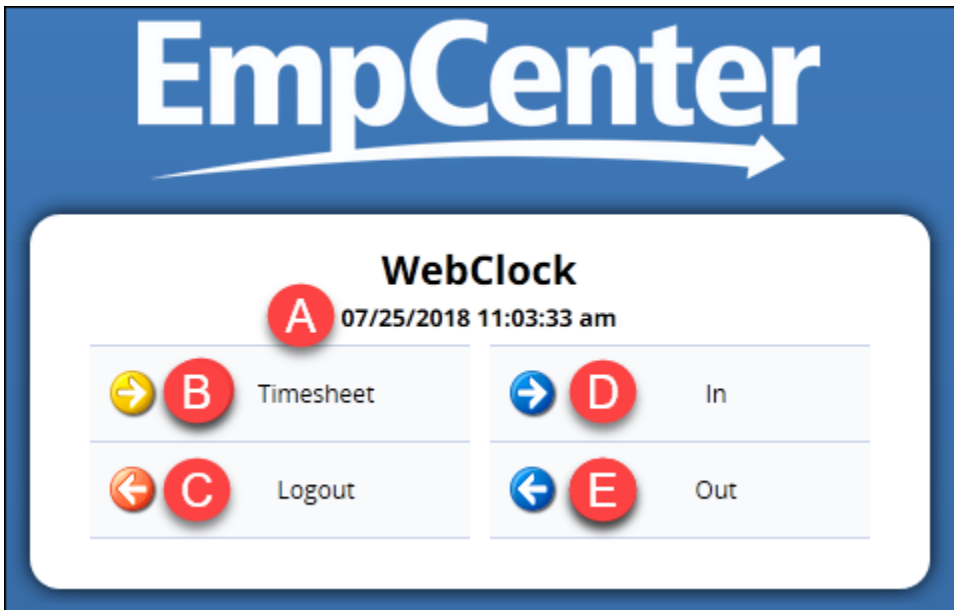
- A. Exceptions: information, warning, or errors on your timesheet. Errors must be corrected before submitting your timesheet for approval.
- B. Results: totals by pay code for each day time was recorded for the pay period for all timesheets.
- C. Schedule: if you have an assigned schedule, the details for the pay period are listed here.
- D. Timesheet Comments: comments can be added by anyone with access to the timesheet.
- E. Oregon Sick Leave: Oregon Sick Leave and Grad Sick Leave (if applicable) balances available.

Using the Web Clock

Access the Web Clock by selecting Go to Web Clock from the Employee Dashboard:

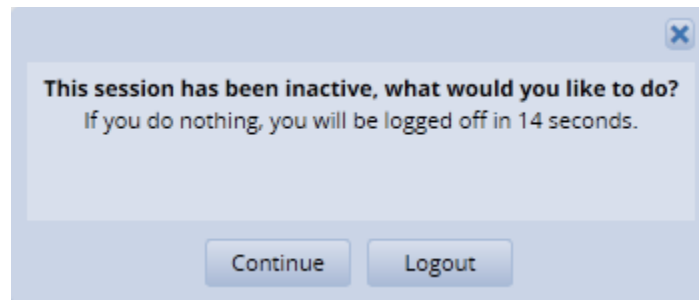


Web Clock Overview



- A. Current date and time: the time that will be recorded when either clocking option is selected.
- B. Timesheet: select to go directly to your timesheet for the current pay period.
- C. Logout: select to log off EmpCenter.
- D. In: select this option when you are starting your shift.
- E. Out: select this option when you are ending your shift.

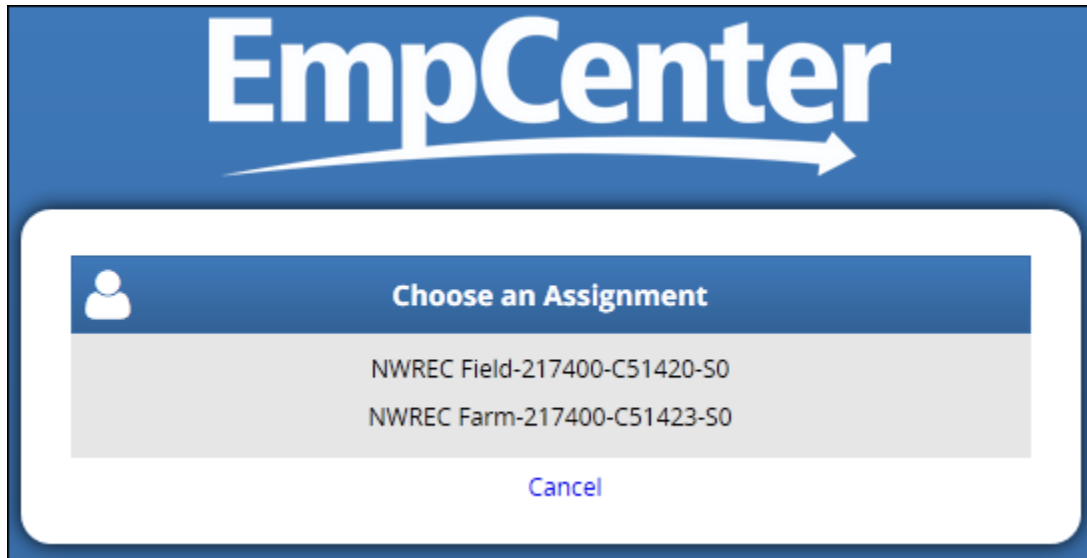
For security, the Web Clock times out after 30 seconds of inactivity; you receive a warning at 15 seconds:



Choose Continue to remain on the Web Clock screen or Logout to close EmpCenter. If you do nothing, the system will automatically log you out.

Selecting Assignment

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

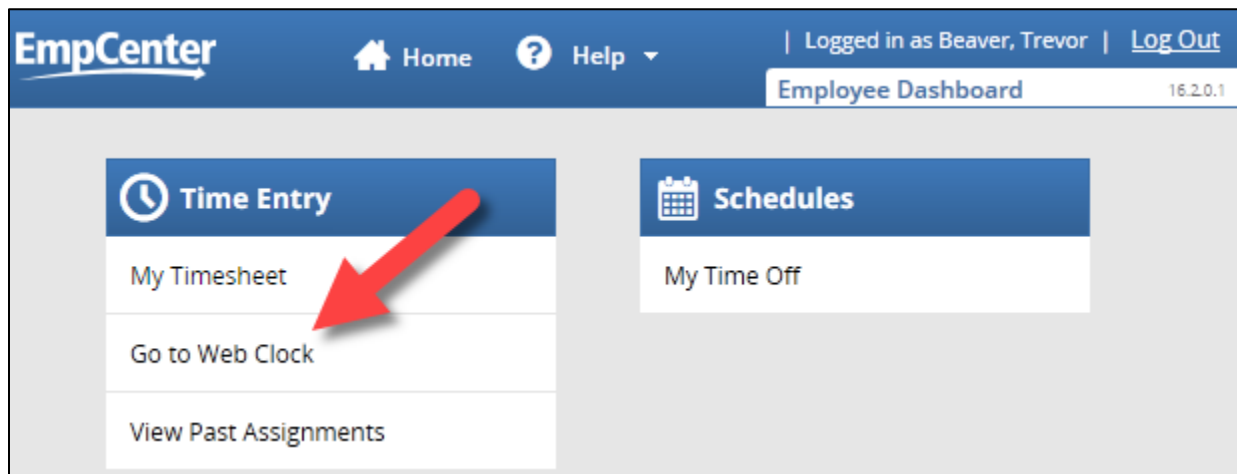


Select the assignment you want to clock in or out of to access the Web Clock.

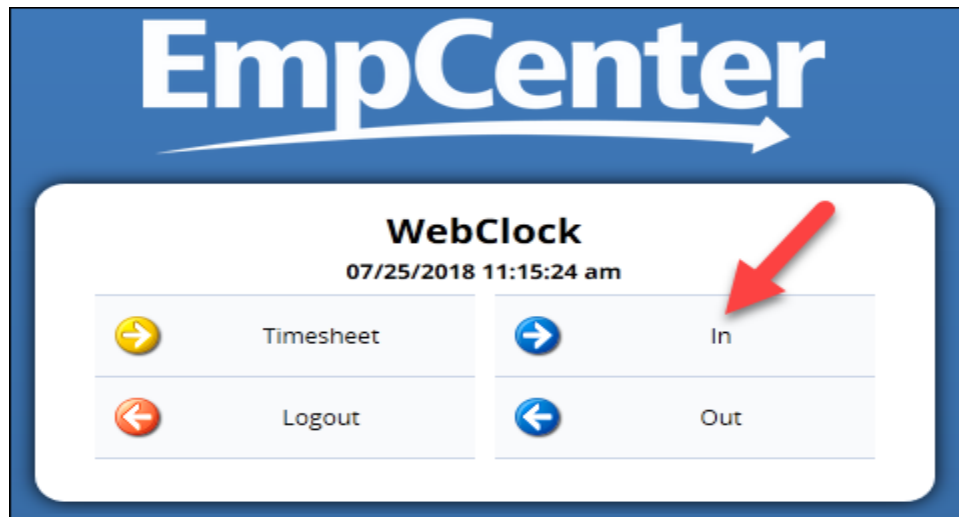
Clocking

Student employees and OSU temps are expected to clock in and out for the work day and lunch (if you work 6 or more hours in a day). Clocking allows for the appropriate calculation of overtime.

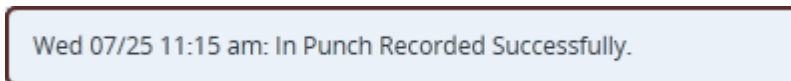
1. From the Employee Dashboard, select Go to Web Clock:



2. To record your time, simply select the appropriate clock option:



3. You'll receive a confirmation that the "swipe" was successful:



4. Choose Logout to close EmpCenter or Timesheet to view your entry.

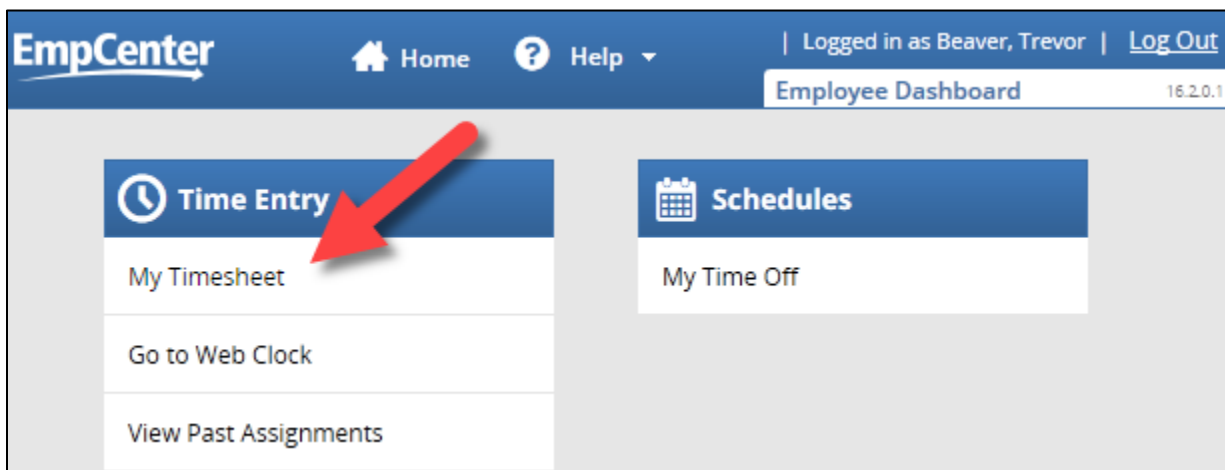
Adjusting Clock Entries

Valid reasons for adjusting clock time include:

- Computer issues preventing use of the web clock.
- Assisting students and/or customers at start of shift and unable to clock.
- Missed in or out punch.
- Beginning or ending your shift away from a computer.
- EmpCenter unavailable.

Running late or being out of the office are not valid reasons for adjusting clock time. Any changes to clocked time will be recorded in the system.

If you need to adjust a clock entry, the change is made on your timesheet. Select My Timesheet from the Employee Dashboard to access your timesheet:



Adjust Clock Time

1. Enter the correct time on the Clock time slice for the day:

07/16/2018 - 08/15/2018 Save Submit More List View

Timesheet

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

Jul 26, 2018 Show All Weeks

Date	Pay Code	Hours	L	Comments	Total
Thu 07/26	Select Pay Code	10:54 am	128.193.8.56		0.00
	Clock				
	Select Pay Code				

Add a comment to let your supervisor know why you adjusted the clock time:

07/16/2018 - 08/15/2018 Save Submit More List View

Timesheet

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

Jul 26, 2018 Show All Weeks

Date	Pay Code	Hours	L	Clock Location	Comments	Total
Thu 07/26	Select Pay Code	10:30 am	128.193.8.56		offsite	0.00
	Clock					
	Select Pay Code					

2. Save your changes:

07/16/2018 - 08/15/2018 Save Submit More List View

Timesheet

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

Jul 26, 2018 Show All Weeks

Date	Pay Code	Hours	L	Clock Location	Comments	Total
Thu 07/26	Select Pay Code	10:30 am	128.193.8.56		offsite	0.00
	Clock					
	Select Pay Code					

You'll receive confirmation that your changes were saved:

07/16/2018 - 08/15/2018 Save Submit More List View Data saved.

Missing In/Out Punch

1. Enter the time you arrived or left to the appropriate line on the Clock time slice for the day:

Pin = exception; you'll see the exception explained below.

07/16/2018 - 08/15/2018 Save Submit More List View

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Jul 16, 2018 Show All Weeks

Date	Pay Code	Hours	L	Clock Location	Comments	Total
Wed 07/25	Select Pay Code	11:15 am		128.193.8.56		0.00
	Select Pay Code					

Exceptions Results Schedule Timesheet Comments Oregon Sick Leave

Filter exceptions by day ☐

Date	Exception Message	Severity
Wed 07/25	Missing In or Out time.	Error (not paid)

Note: If you missed an in punch, enter the time in the first line of the Hours column.

2. Add a comment to let your supervisor know why you adjusted the clock time and Save your changes:

07/16/2018 - 08/15/2018 Save Submit More List View

Timesheet

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W							
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Jul 16, 2018 Show All Weeks

Date	Pay Code	Hours	L	Clock Location	Comments	Total
Wed 07/25	Select Pay Code	11:15 am		128.193.8.56	forgot to clock	0.00
	Select Pay Code	04:00 pm				

Exceptions Results Schedule Timesheet Comments Oregon Sick Leave

Filter exceptions by day ☐

Date	Exception Message	Severity
Wed 07/25	Missing In or Out time.	Error (not paid)

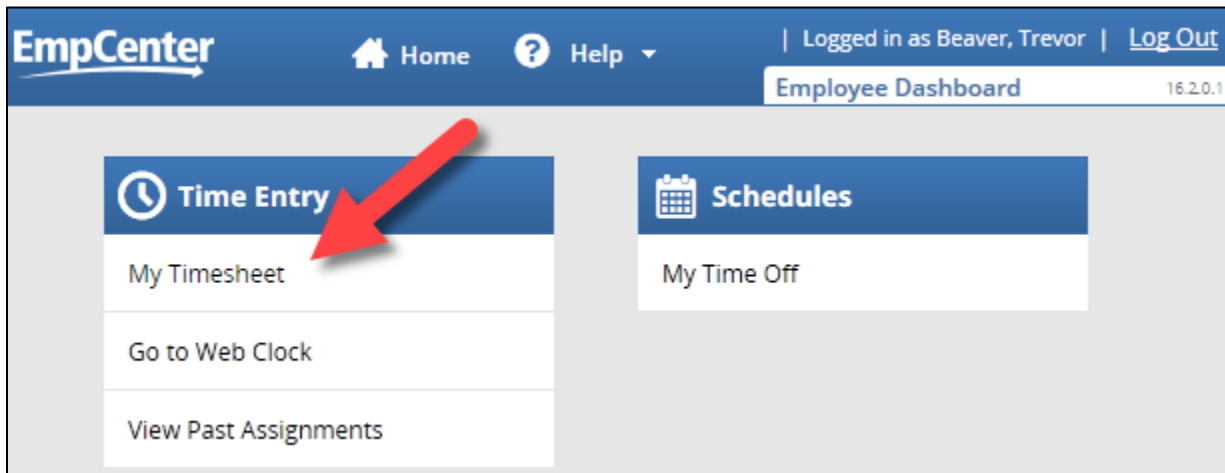
Enter the missing time and comments for your supervisor then Save your changes.

Using the Timesheet

General Timesheet rules:

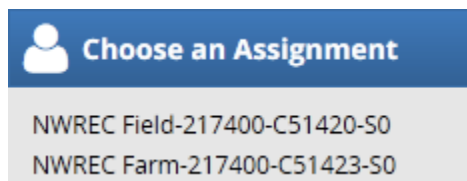
- The work week is Sunday through Saturday.
- The work day is midnight to midnight.
- For shifts that cross over midnight, the time will be recorded on the day the shift started.
- Salaried employees' timesheets run from the first of the month through the end of the month; hourly employees' timesheets run from the 16th of the month to the 15th of the next month.
- All employees are paid on the last day of the month.

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



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:

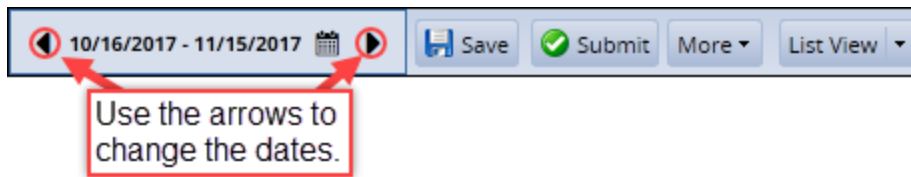


Changing the Pay Period

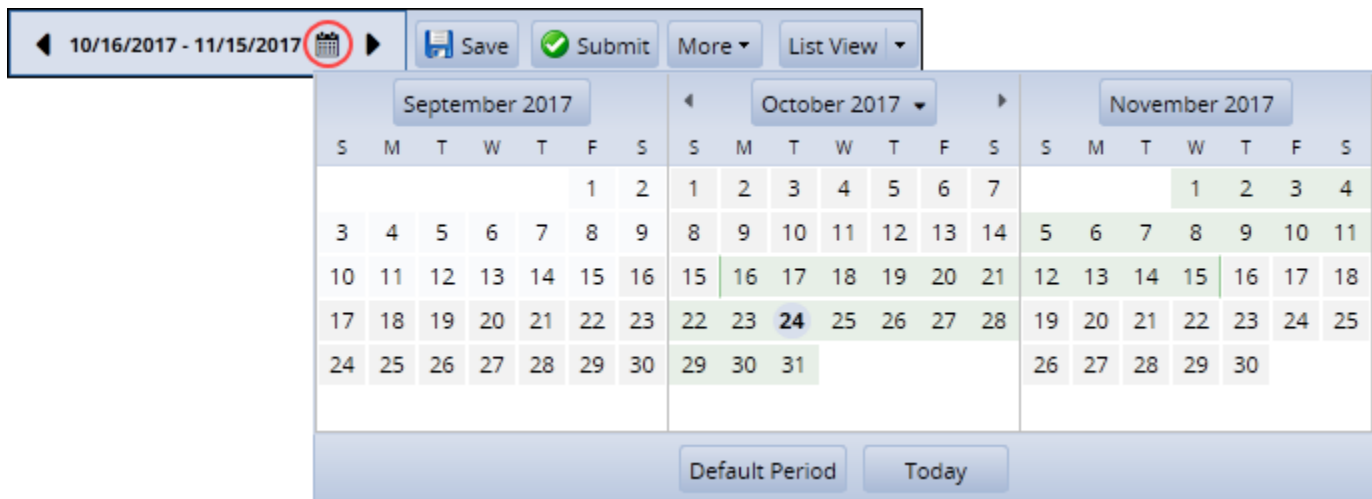
The timesheet will default to the current open pay period; once you have submitted your timesheet, it will default to the next pay period. However, you can change the period to view past or future timesheets.

- 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

Student employees and OSU temps are expected to clock in and out for the work day and meals using the Web Clock and use the time off request process for planned sick leave (e.g., doctor appointments).

The time entry process is used for times when clocking is unavailable or to record sick leave that was unplanned.

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

Date		Pay Code	Hours	L	Clock Location	Comments	Total
Mon 07/16		Select Pay Code					
Tue 07/17		Select Pay Code					

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

Date		Pay Code	Hours	L	Clock Location	Comments	Total
Mon 07/16		Select Pay Code					
Tue 07/17		Select Pay Code					
		Work In/Out					
		Grad Sick Leave					
		Oregon Sick Leave					

3. Enter the time worked or leave used in the Hours column:

Work In/Out requires in and out times. Enter the start time on the first row and the end time on the second row:

Date		Pay Code	Hours	L	Clock Location	Comments	Total
Mon 07/16		Select Pay Code					
Tue 07/17		Work In/Out	08:00 am				0.00
			01:00 pm				

Time entry notes:

- Each row entry is called a time slice.
- For in and out times, you do not need to enter 8:00 am or 5:00 pm; you can enter 8 for the start time and 5p – or 17 if you prefer military time – for the end time. EmpCenter assumes the am for any number between 1-11 and 24, and the pm for any number between 12-23.
- If the out time is past midnight, add a + sign before entering the time.

In addition, when entering Work In/Out on the timesheet, you must enter comments:

Date		Pay Code	Hours	L	Clock Location	Comments	Total
Mon 07/16		Select Pay Code					
Tue 07/17		Work In/Out	08:00 am			offsite	0.00
			01:00 pm				

Note: you will receive a red exception (error) if you try to save your timesheet without entering comments for Work In/Out and you will not be able to save.

Oregon Sick Leave (and Grad Sick Leave, if applicable) are entered in elapsed time and must be entered in whole hour increments (e.g., 1, 2, 8):

Date		Pay Code	Hours	L	Clock Location	Comments	Total
Mon 07/16		Oregon Sick Leave	2.00			sick	0.00
Tue 07/17		Work In/Out	08:00 am			offsite	0.00
			01:00 pm				

Note: you will receive a red exception (error) if you try to use Oregon Sick Leave or Grad Sick Leave in anything other than whole hour increments or if you do not have enough time to cover the hours entered.

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

07/16/2018 - 08/15/2018

Save
 Submit
 More
 List View

Timesheet

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

M T W T F S

16 17 18 19 20 21

S M T W T F S

22 23 24 25 26 27 28

S M T T F S

29 30 31 1 2 3 4

S M T W T F S

5 6 7 8 9 10 11

S M T W

12 13 14 15

Jul 16, 2018

Date		Pay Code	Hours	L	Clock Location	Comments	Total
Mon 07/16		Oregon Sick Leave	2.00			sick	0.00
Tue 07/17		Work In/Out	08:00 am			offsite	0.00
			01:00 pm				

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

07/16/2018 - 08/15/2018

Save
 Submit
 More
 List View

Data saved.

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

This page is asking you to confirm that you want to leave - data you have entered may not be saved.

Leave Page

Stay on Page

or

Do you want to leave this site?
Changes you made may not be saved.

Leave

Stay

Timesheet Row Options

Add a Row

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

The screenshot shows the 'Timesheet' interface for May 2017. At the top, there are navigation buttons: 'May 2017', 'Save', 'Submit', 'More', and 'List View'. Below this is a calendar grid for May 1, 2017. The main table has columns: Date, Pay Code, Hours, Leave Case, Clock Location, Comments, and Total. The first row is for 'Mon 05/01' with a plus sign in the 'Date' column. A red arrow points to this plus sign.

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

Delete a Row

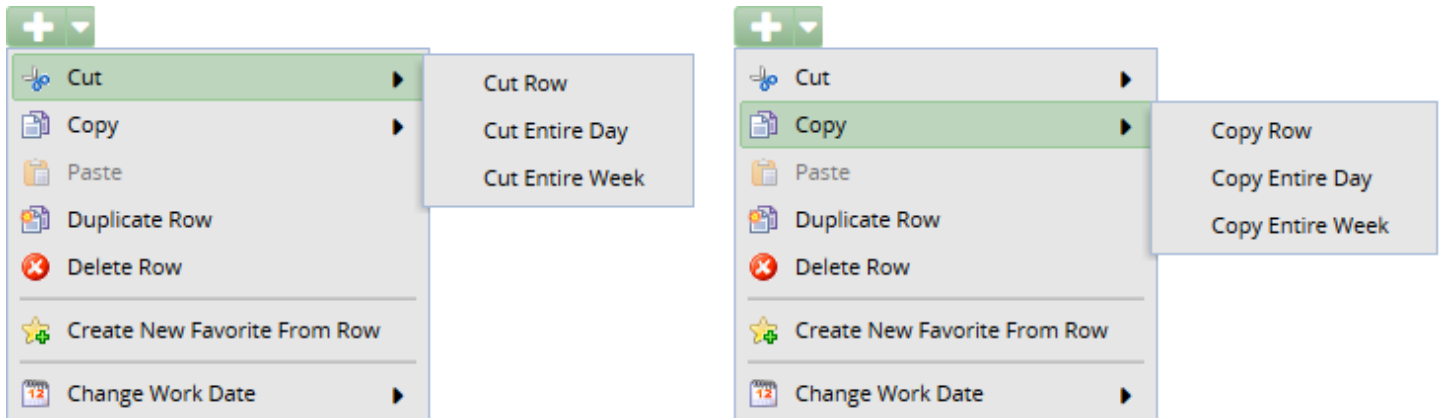
1. Click on the down arrow next to the plus sign then select Delete Row:

The screenshot shows the 'Timesheet' interface for May 2017. The main table has columns: Date, Pay Code, Hours, Leave Case, Clock Location, Comments, and Total. The first row is for 'Mon 05/01' with 'Regular Hours' and 8.00 hours. The second row is for 'Mon 05/01' with 'Sick' and 4.00 hours. A context menu is open over the plus sign in the 'Date' column for the first row. The menu options are: Cut, Copy, Paste, Duplicate Row, Delete Row (highlighted), Create New Favorite From Row, and Change Work Date.

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:

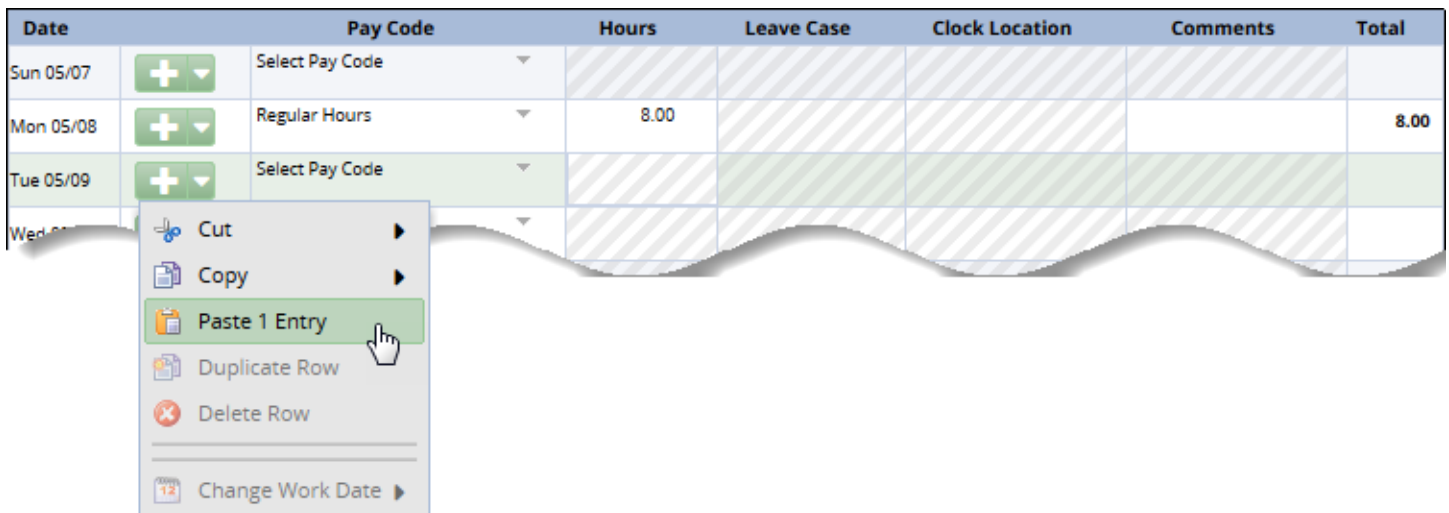


Copy/Cut options:

- 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.

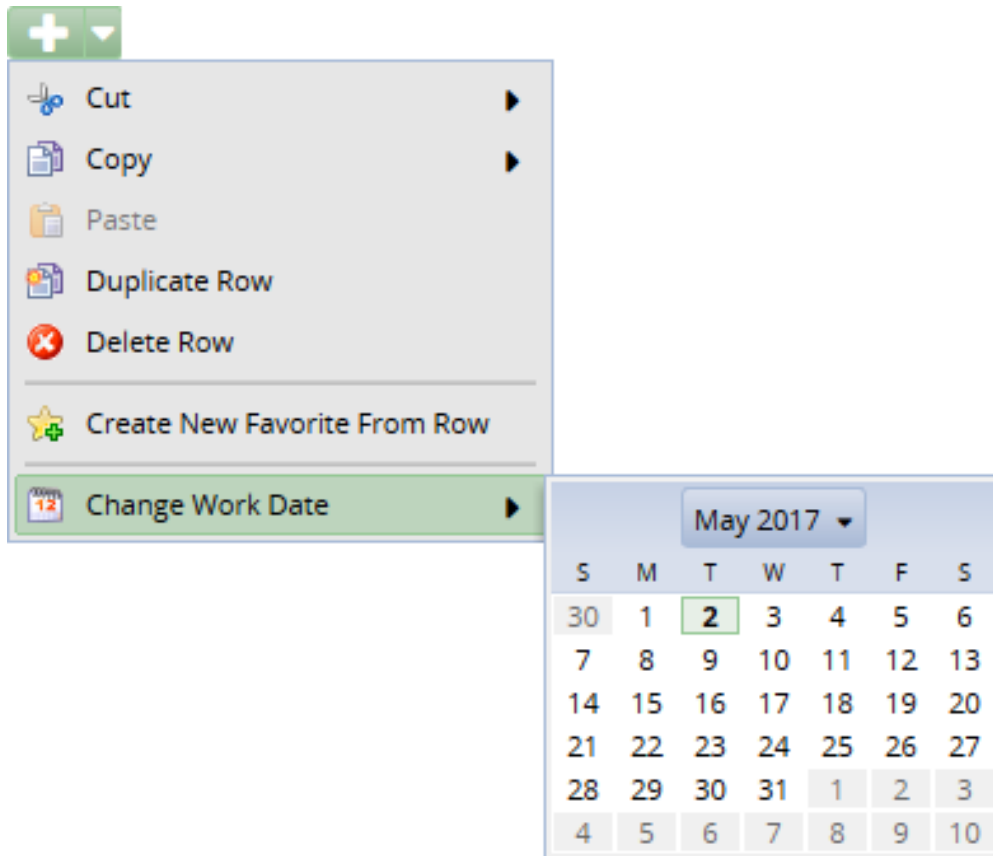
2. To paste the selection, click on the down arrow next to the plus sign for the date you would like to add the copied time to then select Paste 1 Entry:



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.

Exceptions 			
Results Schedule Timesheet Comments Oregon Sick Leave			
Filter exceptions by day <input type="checkbox"/>			
Date	Exception Message	Severity	
Mon 07/16 - Wed 08/15	Timesheet was saved by someone other than the employee.	Info.	

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.

Exceptions 			
Results Schedule Timesheet Comments Oregon Sick Leave			
Filter exceptions by day <input type="checkbox"/>			
Date	Exception Message	Severity	
Wed 07/25	Clock has been manually modified. The original start time was 2018-07-25 11:15:00 and the original end time was NULL.	Warning	

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

Exceptions 			
Results Schedule Timesheet Comments Oregon Sick Leave			
Filter exceptions by day <input type="checkbox"/>			
Date	Exception Message	Severity	
Wed 07/25	Missing In or Out time.	Error (not paid)	

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 Work In/Out 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).

Exceptions	Results	Schedule	Timesheet Comments	Oregon Sick Leave			
Work Da ▲	Assignment	Job Title	Pay Code	Hours	Amount	Rate of Pay	
07/16/2018	NWREC Farm-...	NWREC Farm	Work In/Out	2.00	0.00	11.00	▲
07/18/2018	NWREC Farm-...	NWREC Farm	Work In/Out	5.00	0.00	11.00	
07/19/2018	NWREC Farm-...	NWREC Farm	Oregon Sick Leave	2.00	0.00	11.00	
07/25/2018	NWREC Field-2...	NWREC Field	Clock	4.75	0.00	11.00	
07/26/2018	NWREC Field-2...	NWREC Field	Clock	2.25	0.00	11.00	▼
Total				16.00	0.00		

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.

Exceptions	Results	Schedule	Timesheet Comments	Oregon Sick Leave			
Work Da ▲	Assignment	Job Title	Pay Code	Hours	Amount	Rate of Pay	
07/16/2018	NWREC Farm-...	NWREC Farm	Work In/Out	2.00	0.00	11.00	▲
07/18/2018	NWREC Farm-...	NWREC Farm	Work In/Out	5.00	0.00	11.00	
07/19/2018	NWREC Farm-...	NWREC Farm	Oregon Sick Leave	2.00	0.00	11.00	
07/25/2018	NWREC Field-2...	NWREC Field	Clock	4.75	0.00	11.00	
07/26/2018	NWREC Field-2...	NWREC Field	Clock	2.25	0.00	11.00	▼
Total				16.00	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:

Exceptions	Results	Schedule	Timesheet Comments	Oregon Sick Leave			
Work Da ▲	Assignment	Job Title	Pay Code	Hours	Amount	Rate of Pay	
07/16/2018	NWREC Farm-...	NWREC Farm	Work In/Out	2.00	0.00		
07/18/2018	NWREC Farm-...	NWREC Farm	Work In/Out	5.00	0.00		
07/19/2018	NWREC Farm-...	NWREC Farm	Oregon Sick Leave	2.00	0.00		
07/25/2018	NWREC Field-2...	NWREC Field	Clock	4.75	0.00		
07/26/2018	NWREC Field-2...	NWREC Field	Clock	2.25	0.00		
Total				16.00	0.00		

☒ Work Date
☒ Assignment
☒ Job Title
☒ Pay Code
☒ Hours
☒ Amount
☐ Index
☐ Activity Code
☒ Rate of Pay
☐ Split Slices

Schedule Tab

The Schedule tab displays any assigned schedule; even if you do not have an assigned schedule, you will still see the Schedule tab. Schedules are not usually set up for students/temps, but your supervisor may choose to manually enter schedule hours in EmpCenter. Employees cannot edit the schedule, only supervisors can assign or change schedules.

Exceptions					Results					Schedule					Timesheet Comments					Oregon Sick Leave										
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date		Pay Code										Hours		Total																
Mon 07/23	<div><div>+</div><div>▼</div></div>	Select Pay Code												3.00																
	<div><div>+</div><div>▼</div></div>	Work In/Out										02:00 pm 05:00 pm																		
Tue 07/24	<div><div>+</div><div>▼</div></div>	Select Pay Code																												
Wed 07/25	<div><div>+</div><div>▼</div></div>	Select Pay Code												5.00																
	<div><div>+</div><div>▼</div></div>	Work In/Out										11:00 am 04:00 pm																		
Thu 07/26	<div><div>+</div><div>▼</div></div>	Select Pay Code																												
Fri 07/27	<div><div>+</div><div>▼</div></div>	Select Pay Code																												
														8.00																

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 on the timesheet. 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	Schedule	Timesheet Comments	Oregon Sick Leave
Comments out sick on Monday. Trevor				

Oregon Sick Leave Tab

Reminder: sick leave is accrued at the rate of 1 hour for every 30 hours worked, excluding hours worked on Federal Work Study jobs. EmpCenter is programmed to automatically accrue leave based on the hours entered on your timesheet.

You can view the number of sick leave hours you have available on the Oregon Sick Leave tab:

Exceptions	Results	Schedule	Timesheet Comments	Oregon Sick Leave																								
<table><tr><th>Oregon Sick Leave Bank</th><th>Hours</th></tr><tr><td>Initial Balance Mon 07/16</td><td>8.00</td></tr><tr><td>Earned</td><td>0.00</td></tr><tr><td>Taken</td><td>-2.00</td></tr><tr><td>Ending Balance Wed 08/15</td><td>6.00</td></tr><tr><td colspan="2">Show Details >></td></tr></table>		Oregon Sick Leave Bank	Hours	Initial Balance Mon 07/16	8.00	Earned	0.00	Taken	-2.00	Ending Balance Wed 08/15	6.00	Show Details >>		<table><tr><th>Grad Sick Leave</th><th>Hours</th></tr><tr><td>Initial Balance Mon 07/16</td><td>0.00</td></tr><tr><td>Earned</td><td>0.00</td></tr><tr><td>Taken</td><td>0.00</td></tr><tr><td>Ending Balance Wed 08/15</td><td>0.00</td></tr><tr><td colspan="2">No Details</td></tr></table>			Grad Sick Leave	Hours	Initial Balance Mon 07/16	0.00	Earned	0.00	Taken	0.00	Ending Balance Wed 08/15	0.00	No Details	
Oregon Sick Leave Bank	Hours																											
Initial Balance Mon 07/16	8.00																											
Earned	0.00																											
Taken	-2.00																											
Ending Balance Wed 08/15	6.00																											
Show Details >>																												
Grad Sick Leave	Hours																											
Initial Balance Mon 07/16	0.00																											
Earned	0.00																											
Taken	0.00																											
Ending Balance Wed 08/15	0.00																											
No Details																												

You will see the Grad Sick Leave bank but will only accrue Grad Sick Leave hours if you also have a Graduate Student position.

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

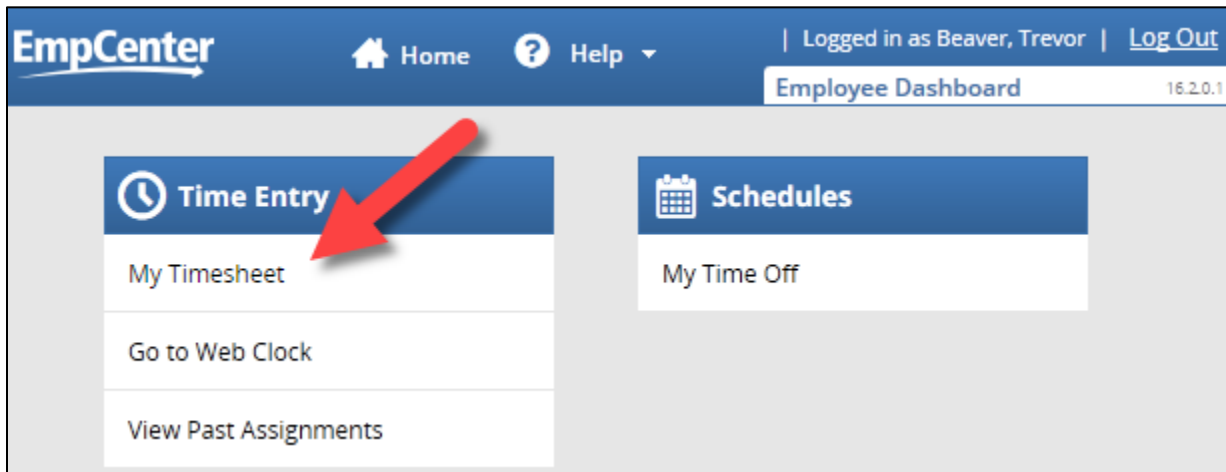
Exceptions	Results	Schedule	Timesheet Comments	Oregon Sick Leave	
Oregon Sick Leave Bank					
Date	Earned	Taken	Balance	Action	Source
Mon 07/16			8.00	Balance Forward	
Thu 07/19		-2.00	6.00	Usage	Oregon Sick Leave
Hours	0.00	-2.00	6.00	Hide Details <<	

Grad Sick Leave	Hours
Initial Balance Mon 07/16	0.00
Earned	0.00
Taken	0.00
Ending Balance Wed 08/15	0.00
No Details	

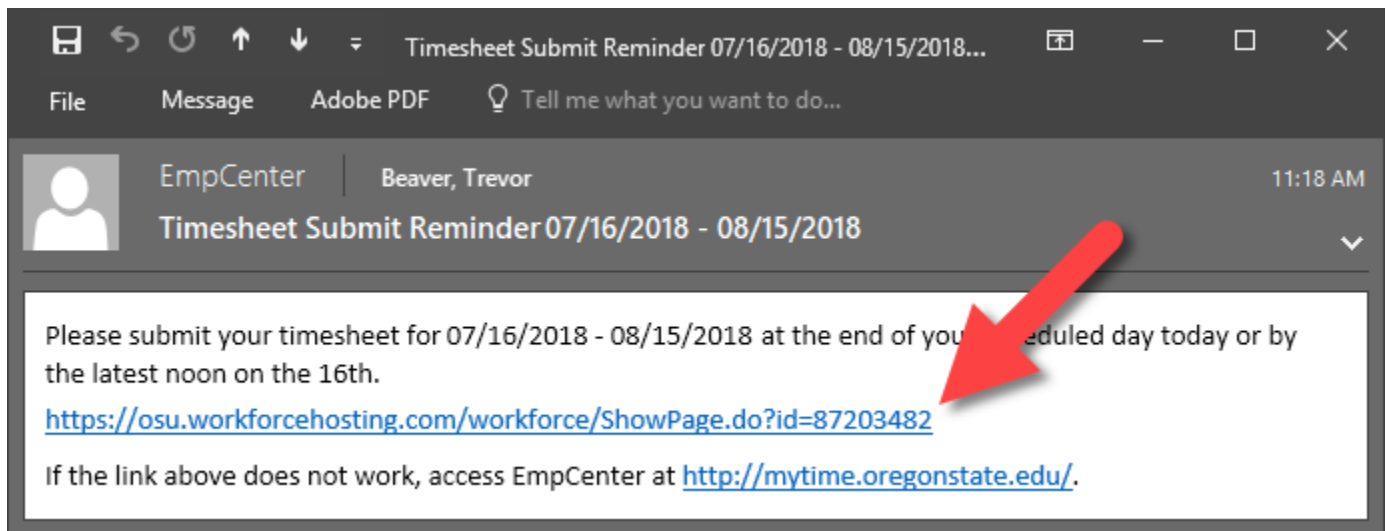
Submitting Your Timesheet

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 to submit your timesheet as the pay period end nears and again on the last day of the pay period if the timesheet still needs to be submitted.

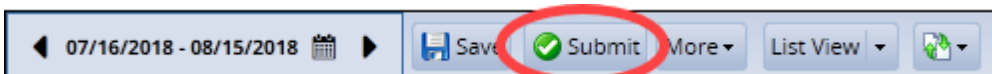
1. Select My Timesheet under Time Entry on the Employee Dashboard:



Or click on the link in the email:



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:

Submit Timesheet

☐ Do you want to submit your timesheet for approval? I certify that the information contained on this timesheet is an accurate record of the time worked and leave taken during the reporting period indicated.*

* = required field

You must check the box to certify the timesheet is accurate before you can submit.

Filter exceptions by day ☐

Exception Message	Severity
No exceptions.	

Submit Timesheet Close

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 Submit to send the timesheet to your supervisor for approval:

Submit Timesheet

☒ Do you want to submit your timesheet for approval? I certify that the information contained on this timesheet is an accurate record of the time worked and leave taken during the reporting period indicated.*

* = required field

Filter exceptions by day ☐

Date	Exception Message	Severity
No exceptions.		

Submit Timesheet Close

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

5. You'll receive confirmation that the timesheet was submitted:

◀ 07/16/2018 - 08/15/2018 ▶ Save Recall More List View 🌐 Submitted by Beaver, Trevor Timesheet submitted.

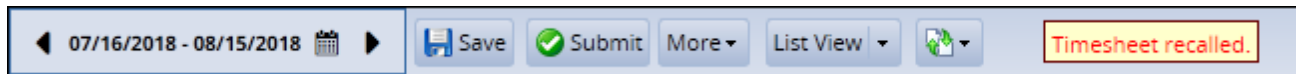
Note: once your timesheet is submitted, the Time Entry window will default to the next pay period.

Recalling a Submitted Timesheet

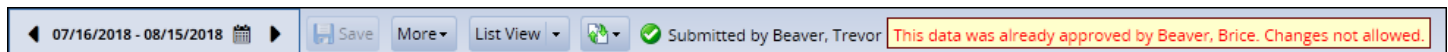
If your submitted timesheet has not been approved, you can recall it to make changes.



You'll are now able to make changes and resubmit your 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:



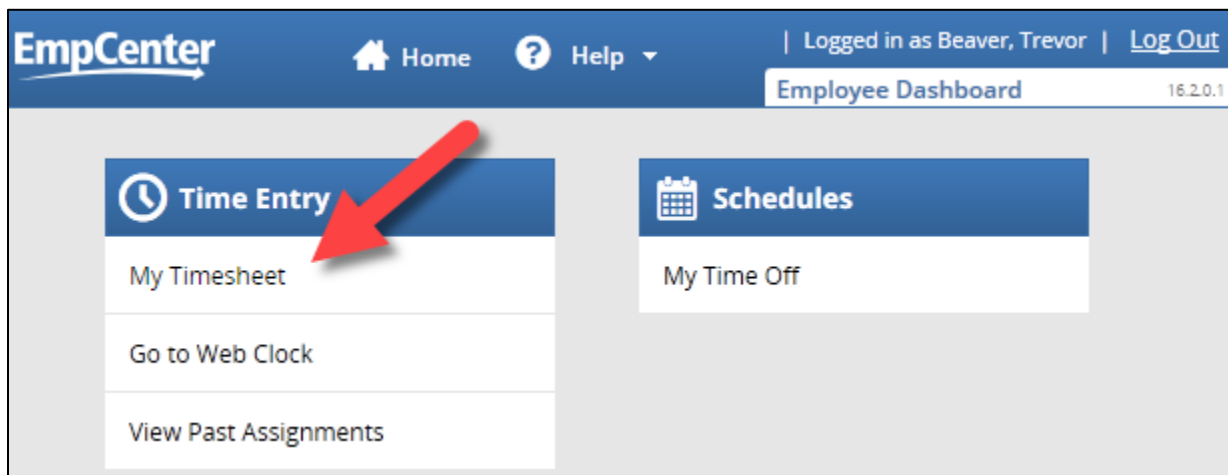
If you cannot recall your timesheet and changes are needed, contact your supervisor. For closed timesheets see the Amending Timesheet process.

Amending Timesheets

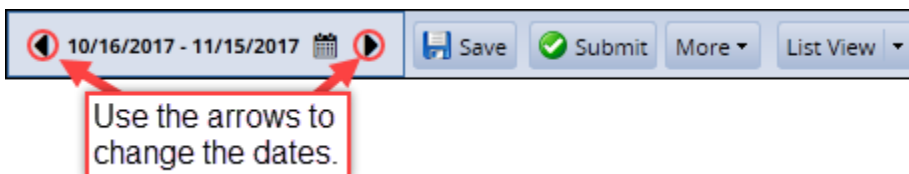
After a timesheet has been processed, any changes must go through the amended timesheet procedure.

You will only amend your timesheet to correct misreported time or leave.

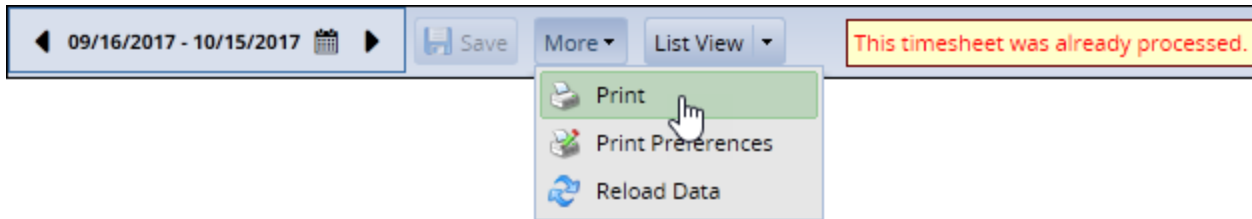
1. Select My Timesheet from the Employee Dashboard:



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



- 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.

- 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:

My Time Entry: 832499526 :: Beaver, Trevor ::
NWREC Field :: 217400 :: (Students/Temps Hourly)
Saturday September 16, 2017 to Sunday October 15, 2017

Timesheet
 Sunday October 1, 2017 to Saturday October 7, 2017

Date	Pay Code	Hours	L	Clock Location	Comments	Total
Sun 10/01	Select Pay Code					
Mon 10/02	Select Pay Code				should be work 8am-10am	
Tue 10/03	Select Pay Code					
	Select Pay Code					

Printed on: 10/27/2017 *Trevor Beaver 10/27/17*

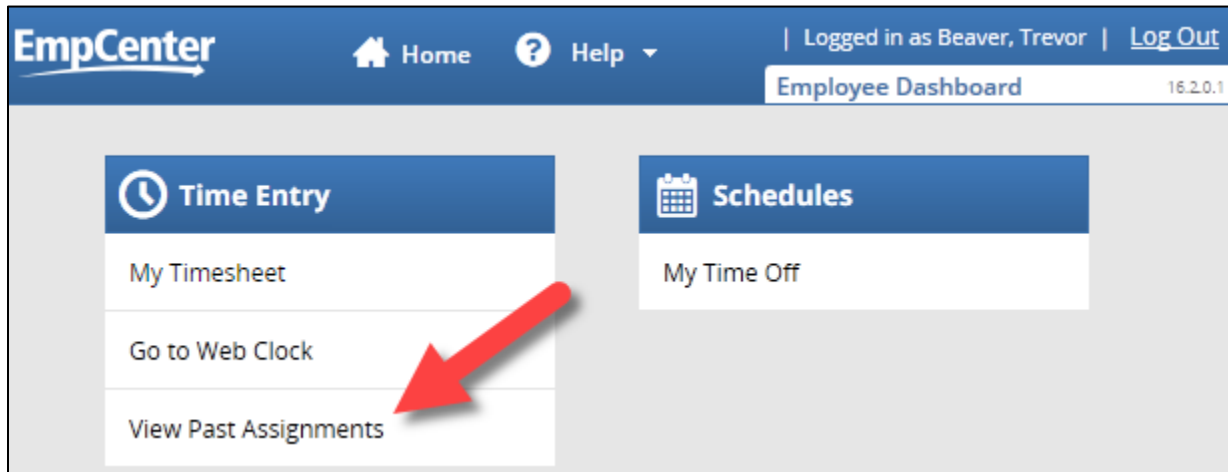
Your supervisor will submit the timesheet to your Business Center. If additional pay is required, you may receive a manual check.

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

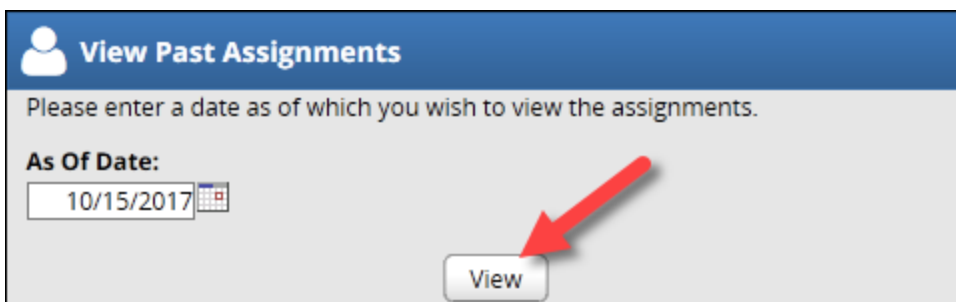
Viewing Past Assignments

If you have changed assignments (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.

1. Select View Past Assignments from the Employee Dashboard:

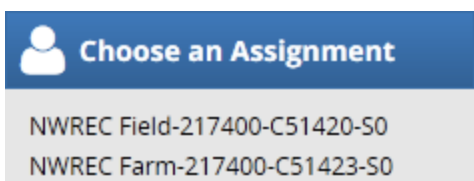


2. Enter the date you would like to view and click view to see your timesheet:



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:

EmpCenter Home ? Help | Logged in as Beaver, Trevor | Log Out

My Time Entry: 832499526 :: Beaver, Trevor

09/16/2017 - 10/15/2017 Save More List View

This timesheet was already processed.

Timesheet

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

S S M T W T F S S S M T W T F S S S M T W T F S S Oct 11, 2017 ☒ Show All Weeks

Date	Pay Code	Hours	L	Clock Location	Comments	Total
Thu 09/28	Select Pay Code					
Wed 10/11	Pay Code					

0.00

Exceptions Results Schedule Timesheet Comments Oregon Sick Leave

Filter exceptions by day ☐

Date	Exception Message	Severity
------	-------------------	----------

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

09/16/2017 - 10/15/2017 Save More List View

This timesheet was already processed.

Change the dates using the arrows or the calendar icon.

If you select a date that you weren't on that assignment you will receive an error message:

The period you selected cannot be viewed.

OK

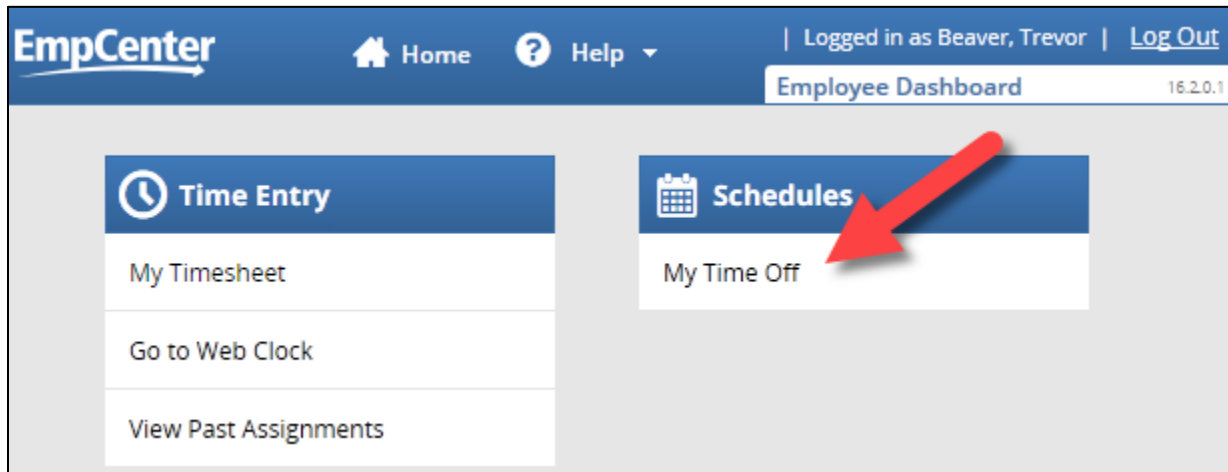
Time Off Requests

Basic Time Off Request

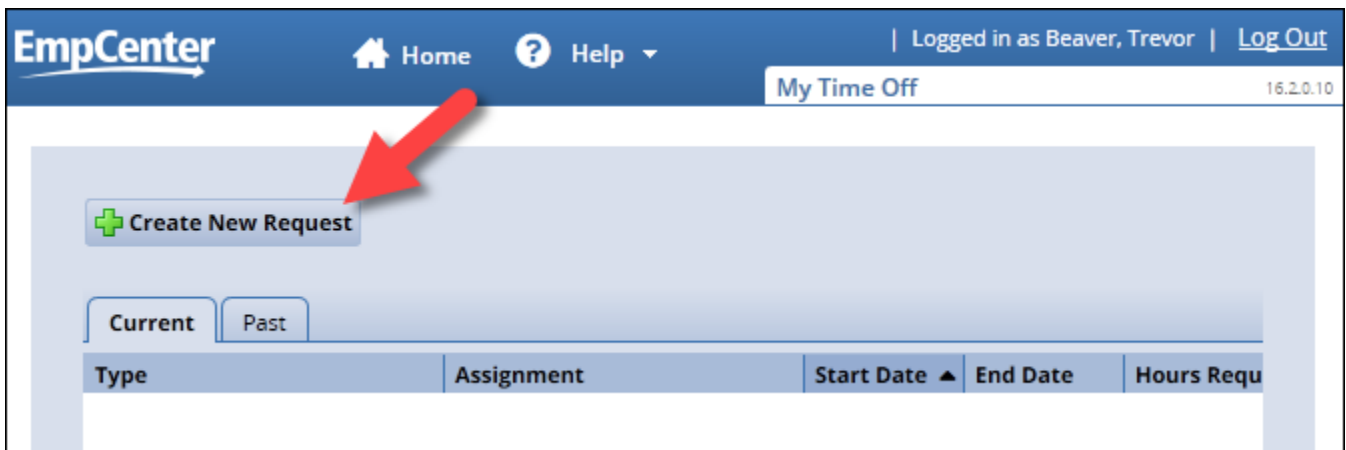
EmpCenter allows time off requests to be made up to 365 days from the current date. The system will show your balance as of the current date, but you are responsible for ensuring you still have the time available when the leave occurs.

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:

The screenshot shows the EmpCenter 'My Time Off' page. The header includes the EmpCenter logo, navigation links for Home and Help, and a user status bar indicating 'Logged in as Beaver, Trevor' with a Log Out link. The main heading is 'I need to request time off for...'. Below this, there are two panels. The left panel is titled 'Absences for FMLA, OFLA, and Military Leave' and includes definitions for FMLA and OFLA, a note about completing the 'Absences for Vacation, Sick, and Other' section, and a list of examples: Serious Health Condition, Parental, and Military. The right panel is titled 'Absences for Vacation, Sick, and Other' and includes a note about completing the 'Absences for FMLA, OFLA, and Military Leave' section. A red circle highlights the title of the right panel, and a red arrow points to the 'Continue' button at the bottom of the right panel.

EmpCenter Home ? Help My Time Off | Logged in as Beaver, Trevor | Log Out

I need to request time off for...

Absences for FMLA, OFLA, and Military Leave
FMLA = Family and Medical Leave Act
OFLA = Oregon Family Leave Act
Must also complete "Absences for Vacation, Sick, and Other" section to indicate leave usage while absent

Examples include leave for:

- Serious Health Condition (Employee or Family Member)
- Parental (Newborn, Adoption, or Foster Care Placement)
- Military

Continue

Absences for Vacation, Sick, and Other
If requesting time off for a serious health condition, family, or military leave, must also complete the "Absences for FMLA, OFLA, and Military Leave" section to the left

Continue

Note: student and temp employees are not currently eligible for FMLA or OFLA.

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:

The screenshot shows a dropdown menu titled 'Choose an Assignment'. It contains two options: 'NWREC Field-217400-C51420-S0' and 'NWREC Farm-217400-C51423-S0'.

Choose an Assignment

NWREC Field-217400-C51420-S0
NWREC Farm-217400-C51423-S0

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

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

EmpCenter Home ? Help ▾ My Time Off

View Request List

Create Time Off Request

Pay Code: **Select Pay Code** ▾

Dates: **Select Pay Code**

Comments: **Oregon Sick Leave**

[upload an attachment...](#)

Next

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 Grad Sick Leave in the drop down, but will only be able to use it if you have a grad student job.

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:

Create Time Off Request

Pay Code: **Oregon Sick Leave** ▾

Dates: **08/07/2018** To **08/07/2018**

Comments:

August 2018

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

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:

Create Time Off Request

Pay Code: Oregon Sick Leave

Dates: 08/21/2018 To 08/21/2018

Comments: dr appt leaving at 2

[upload an attachment...](#)

[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 or an attachment (if needed):

EmpCenter Home ? Help ▾ My Time Off

[View Request List](#)

Request Details

Action	Date	Pay Code	Hours
+ -	Tue 08/21/2018	Oregon Sick Leave	2.0

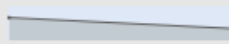
Comments: dr. appt leaving at 2

[upload an attachment...](#)

[Back](#) [Submit](#)

Bank Usage

Oregon Sick Leave Bank: 2.00 Hours used

Tue 08/21 6.00  Tue 08/21 4.00

Bank balance before and after the time off request.

The graph shows the selected bank balance with usage (pending and approved) and accruals.



Legend: Oregon Sick Leave Bank (blue line), Grad Sick Leave (grey line)



Requests: ■ This Request

☒ With Current Request

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:

Request Details

Action	Date	Pay Code	Hours
 	Tue 08/21/2018	Oregon Sick Leave	2.0


Comments

dr appt leaving at 2

 [upload an attachment...](#)

[Back](#) [Submit](#)

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

Status 

The request has been successfully submitted

[OK](#)

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:

EmpCenter [Home](#) [Help](#) | Logged in as Beaver, Trevor | [Log Out](#)

My Time Off 16.2.0.10

Your request has been submitted.

[+ Create New Request](#)

[Current](#) [Past](#)

Type	Assignment	Start Date ▲	End Date	Hours Requested	Status
Time off - Oregon Sick Leave	NWREC Farm-217...	08/21/2018	08/21/2018	2	Pending

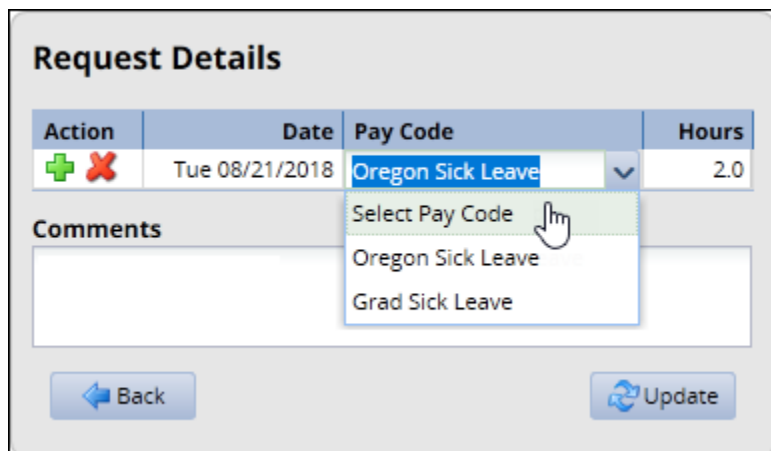
Note: you will receive an email from EmpCenter once your supervisor reviews the request.

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:




The screenshot shows the 'Request Details' page with a table containing one row for 'Tue 08/21/2018'. The 'Pay Code' column is set to 'Oregon Sick Leave'. A dropdown menu is open, showing 'Select Pay Code', 'Oregon Sick Leave', and 'Grad Sick Leave'. A hand cursor is pointing at 'Oregon Sick Leave'. Below the table is a 'Comments' text area and 'Back' and 'Update' buttons.

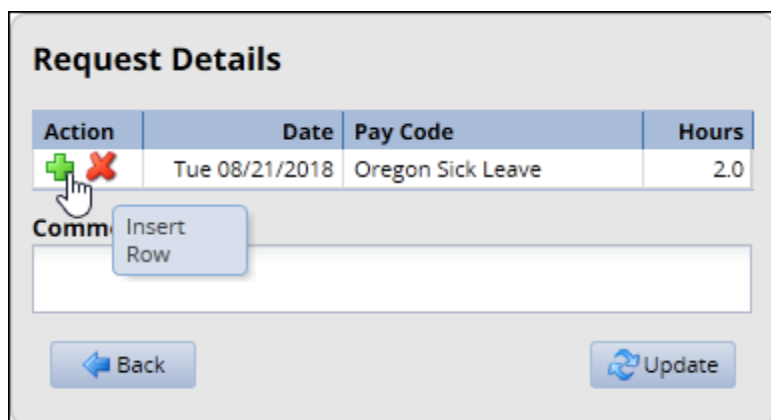
Action	Date	Pay Code	Hours
 	Tue 08/21/2018	Oregon Sick Leave	2.0

Comments



Back Update

Reminder: you will only have Grad Sick Leave available if you also have a grad student job.

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:

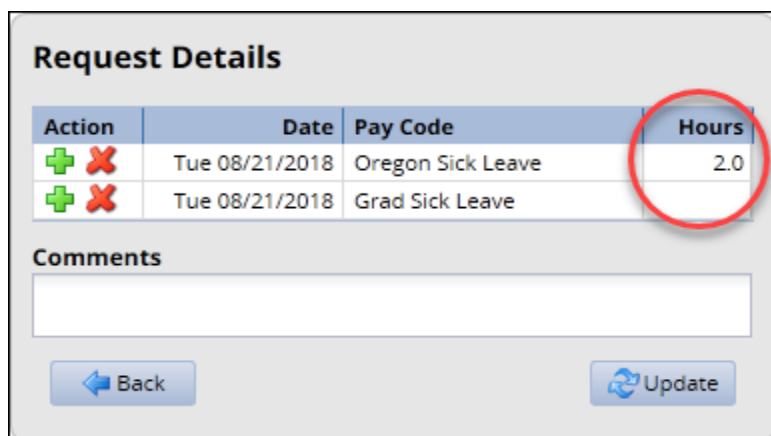


The screenshot shows the 'Request Details' page with the 'Add' icon in the 'Action' column highlighted. A tooltip 'Insert Row' is visible. The table currently has one row for 'Tue 08/21/2018' with 'Oregon Sick Leave' and '2.0' hours. Below the table is a 'Comments' text area and 'Back' and 'Update' buttons.





Action	Date	Pay Code	Hours
 	Tue 08/21/2018	Oregon Sick Leave	2.0

Comments

Back Update




The screenshot shows the 'Request Details' page with two rows in the table for 'Tue 08/21/2018'. The first row is 'Oregon Sick Leave' with '2.0' hours, and the second row is 'Grad Sick Leave' with '2.0' hours. The 'Hours' column is circled in red. Below the table is a 'Comments' text area and 'Back' and 'Update' buttons.

Action	Date	Pay Code	Hours
 	Tue 08/21/2018	Oregon Sick Leave	2.0
 	Tue 08/21/2018	Grad Sick Leave	2.0





Comments

Back Update

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:



Request Details

Action	Date	Pay Code	Hours
 	Tue 08/21/2018	Oregon Sick Leave	2.0
 	Tue 08/21/2018	Grad Sick Leave	

Comments

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

Request Details

Action	Date	Pay Code	Hours
 	Tue 08/21/2018	Oregon Sick Leave	<input type="text" value="2.0"/>

Comments

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

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

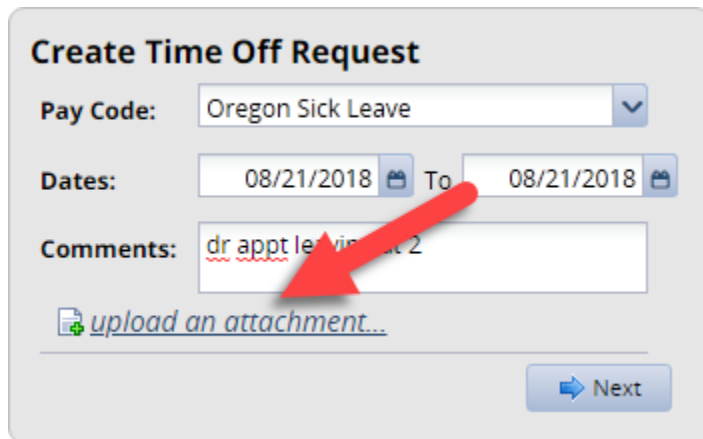


6. Click Submit to send the request to your supervisor for review.

Adding an Attachment

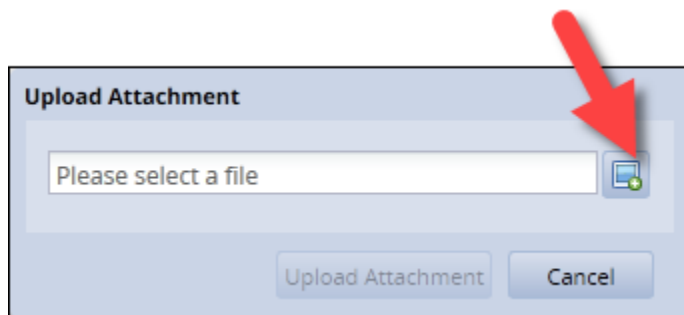
If needed, you can add an attachment to the time off request. The file must be 10MB or less and can be pdf, jpg, png, tif, doc, docx, xls, xlsx, or txt file type.

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

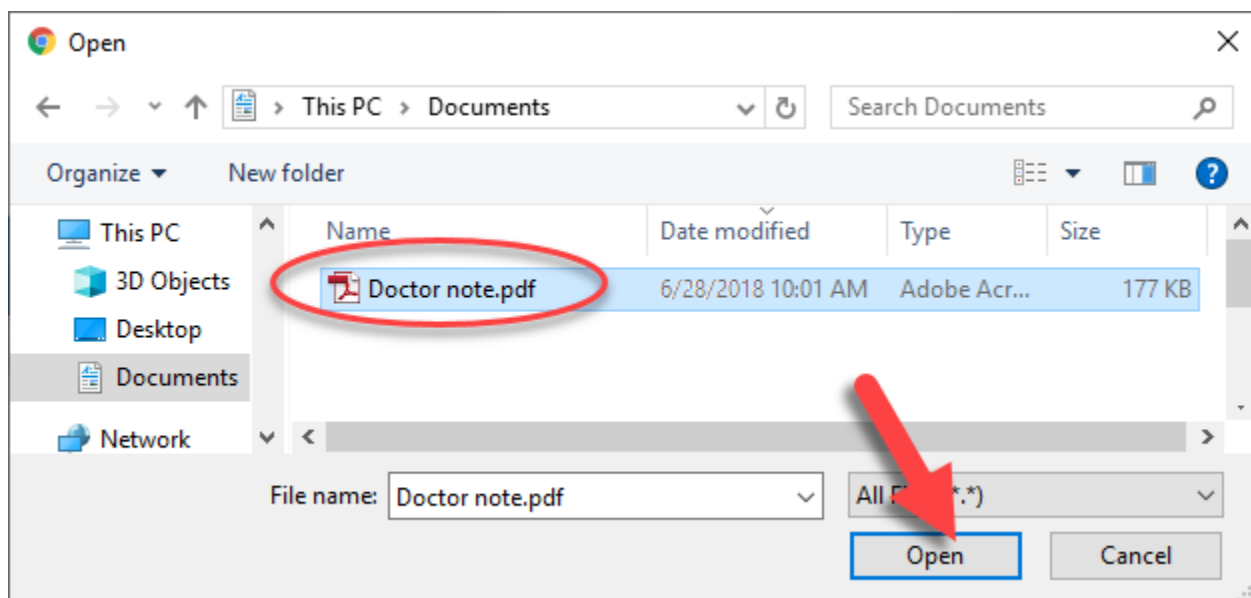


Note: you can also complete this process on the Request Details page; the steps are the same.

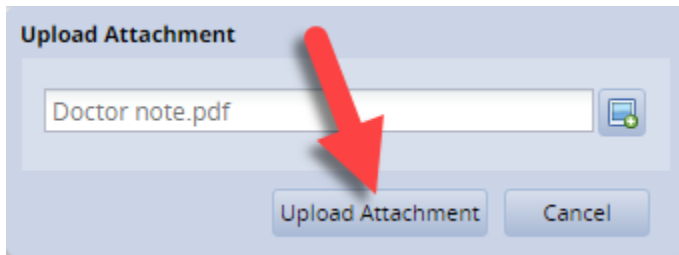
2. In the Upload Attachment window, click on the file browser link:



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.

Request Details

Action	Date	Pay Code	Hours
 	Tue 08/21/2018	Oregon Sick Leave	8.0

Comments
dr. appt leaving at 2

 Exceptions prevent request submission.

[Back](#) [Submit](#)

Bank Usage

	Tue 08/21	Tue 08/21
Oregon Sick Leave Bank:	6.00 Hours used	0.00

Exceptions

Date	Message	Severity
08/21/2018	Oregon Sick Leave bank has reached 0 hours.	Error (not paid)

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.

EmpCenter Home ? Help My Time Off

View Request List

Request Details

Action	Date	Pay Code	Hours
	Tue 08/21/2018	Oregon Sick Leave	1.5

Comments
dr. appt leaving at 2

Exceptions prevent request submission.

[Back](#) [Submit](#)

Bank Usage

	Tue 08/21	Tue 08/21
Oregon Sick Leave Bank:	0.00 Hours used	6.00

Exceptions

Date	Message	Severity
08/21/2018	Employee has attempted to use Oregon Sick Leave using an invalid increment. Oregon Sick Leave must be entered in 1 hour increments	Error (not paid)

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:

EmpCenter Home ? Help My Time Off

View Request List

Request Details

Action	Date	Pay Code	Value
	Fri 03/29/2019	Oregon Sick Leave	2.0 Hours

Comments
[upload an attachment...](#)

Exceptions prevent request submission.

[Back](#) [Submit](#)

Bank Usage

	Fri 03/29	Fri 03/29
Oregon Sick Leave Bank:	2.00 Hours used	7.00

Exceptions

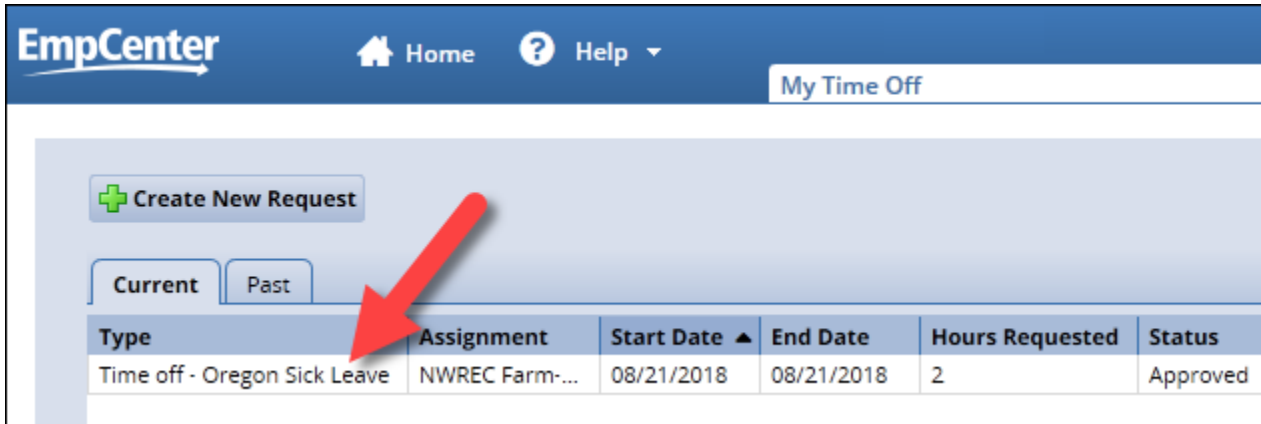
Date	Message	Severity
06/28/2019	Oregon Sick Leave bank has reached 0 hours.	Error (not paid)

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:

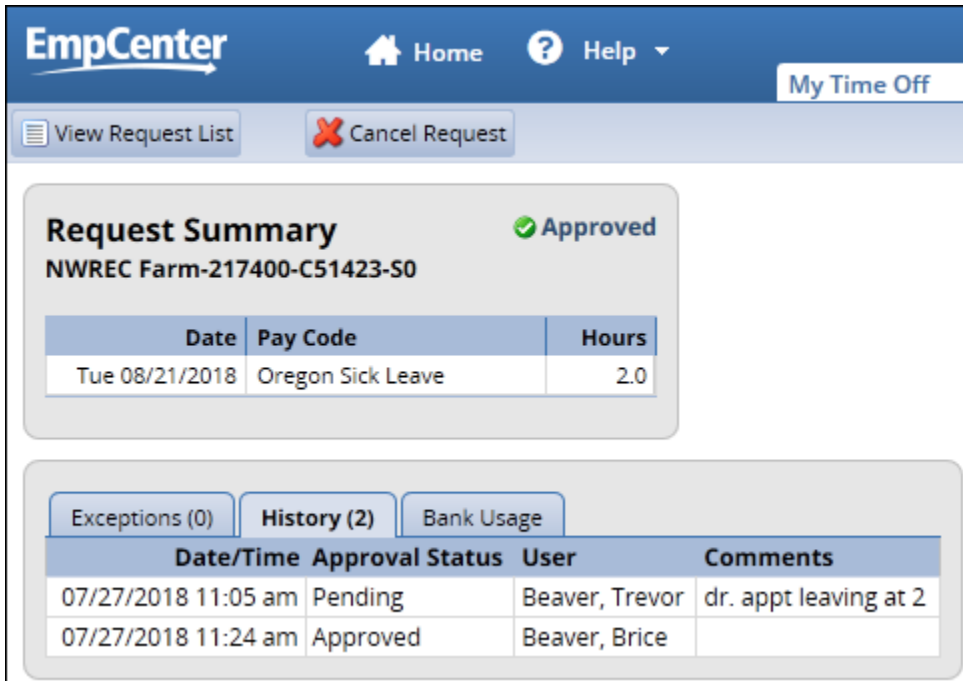


The screenshot shows the EmpCenter interface with the 'My Time Off' tab selected. A red arrow points to the 'Time off - Oregon Sick Leave' request in the list.

Type	Assignment	Start Date	End Date	Hours Requested	Status
Time off - Oregon Sick Leave	NWREC Farm-...	08/21/2018	08/21/2018	2	Approved

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:



The screenshot shows the 'Request Summary' page for a specific request. It includes a table for the request details and a history of approvals.

Request Summary Approved
NWREC Farm-217400-C51423-S0

Date	Pay Code	Hours
Tue 08/21/2018	Oregon Sick Leave	2.0

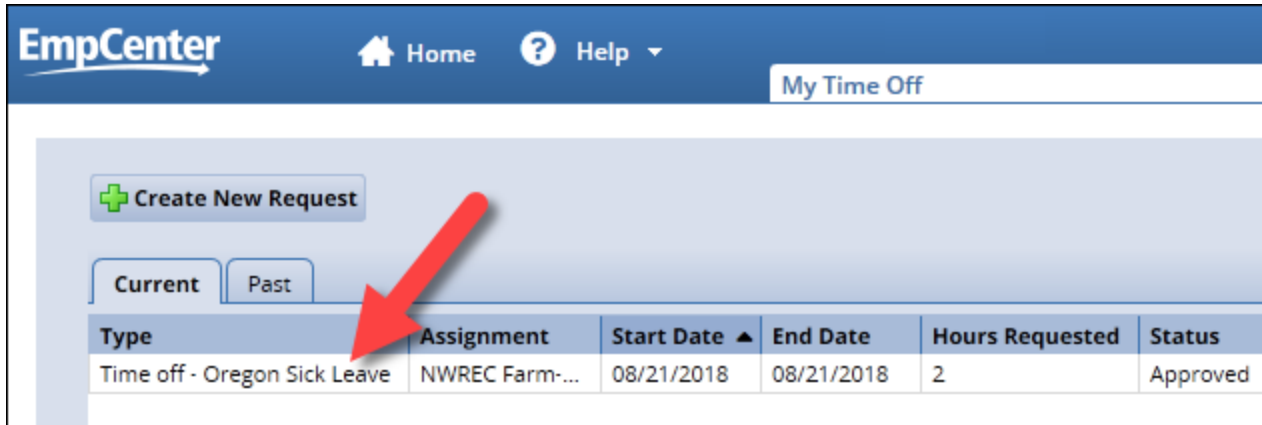
History (2)

Date/Time	Approval Status	User	Comments
07/27/2018 11:05 am	Pending	Beaver, Trevor	dr. appt leaving at 2
07/27/2018 11:24 am	Approved	Beaver, Brice	

Cancelling a Time Off Request

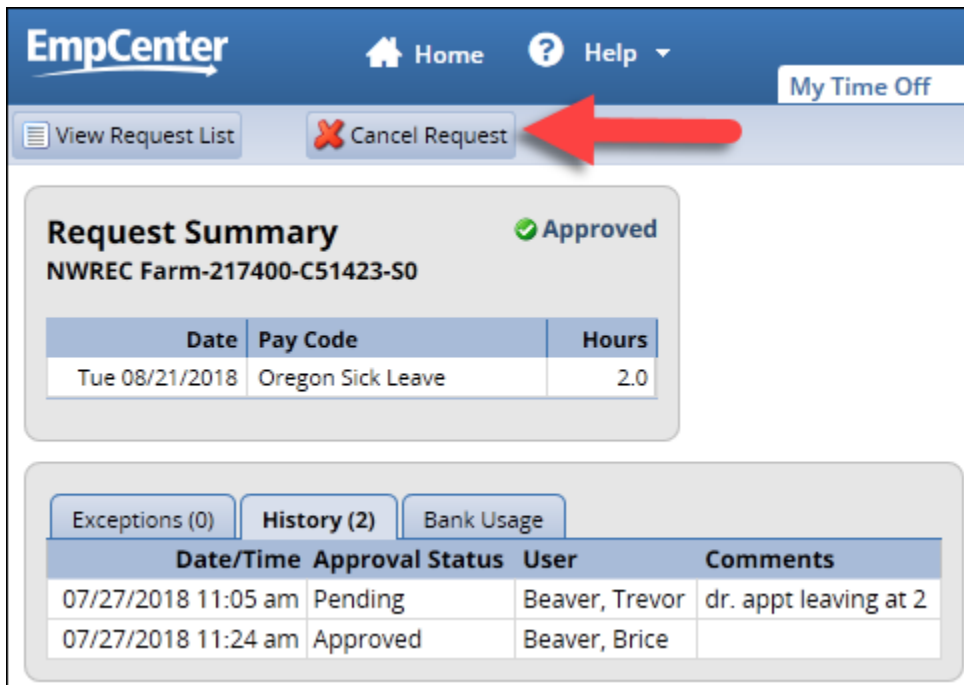
You can cancel an approved or pending request if the timesheet and pay period are still open for editing. If the request was already approved, cancelling will alert your supervisor and put the time back in your leave bank.

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:

Reason for Cancellation


Enter comments for your supervisor, if needed.





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


Status 

The request has been successfully canceled



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

EmpCenter  Home  Help My Time Off

 Create New Request

Current **Past**

Type	Assignment	Start Date ▲	End Date	Hours Requested	Status
Time off - Oregon Sick Leave	NWREC Farm-2...	08/21/2018	08/21/2018	2	Cancelled

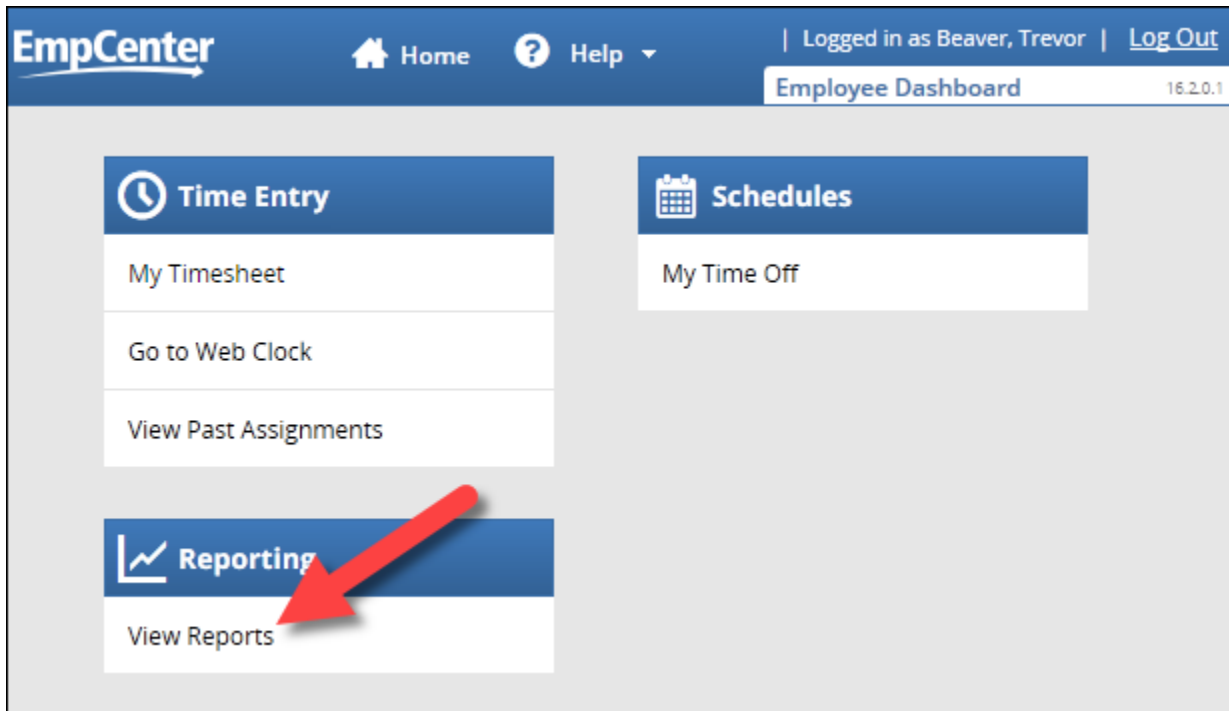
Note: once the request is cancelled, no further action can be taken. If you need the day off again, you must create a new time off request.

Reports

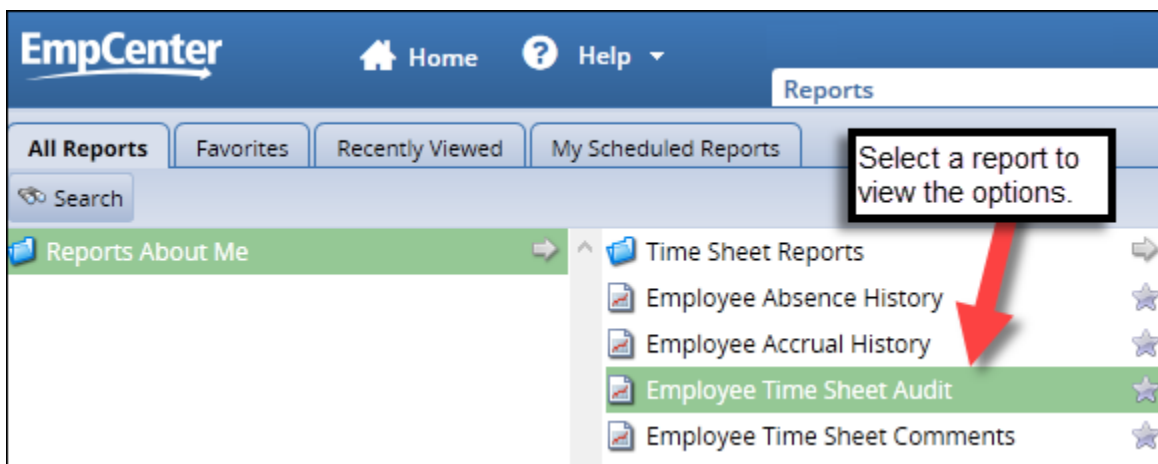
EmpCenter allows you to run reports for the current and past pay periods. Reports include leave accrual information and timesheet audit reports.

Viewing Reports

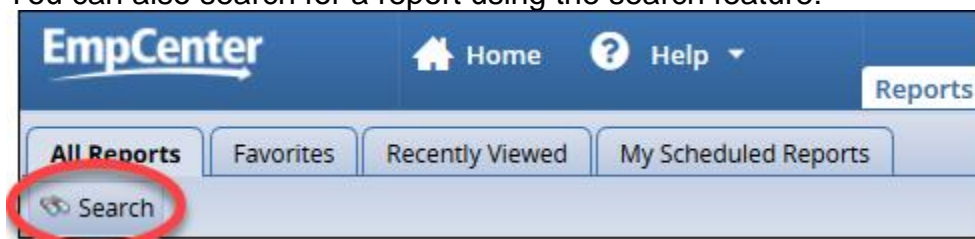
1. All reports are accessed by clicking on View Reports on the Dashboard under Reports:



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:

Search

Search names (Reports, Schedules) history

Reports (3) My Scheduled Reports (0)

- Employee Absence History
- Employee Accrual History
- Employee Time Sheet Approval History

Enter any portion of the report name then click search (the binoculars) or Enter to see the reports.

To view the report options, select the report from the list.

3. Select the report options:

EmpCenter

Home ? Help

Reports

All Reports Favorites Recently Viewed My Scheduled Reports

Search

Reports About Me

- Time Sheet Reports
- Employee Absence History
- Employee Accrual History
- Employee Time Sheet Audit
- Employee Time Sheet Comments

Once you select a report, the options are listed below.

Report: Employee Time Sheet Audit

Run Now Schedule

Report Parameters

Pay Period End Date: ☒ 12/15/2017 ☐ 0 day(s) before

Language for Report Output: English

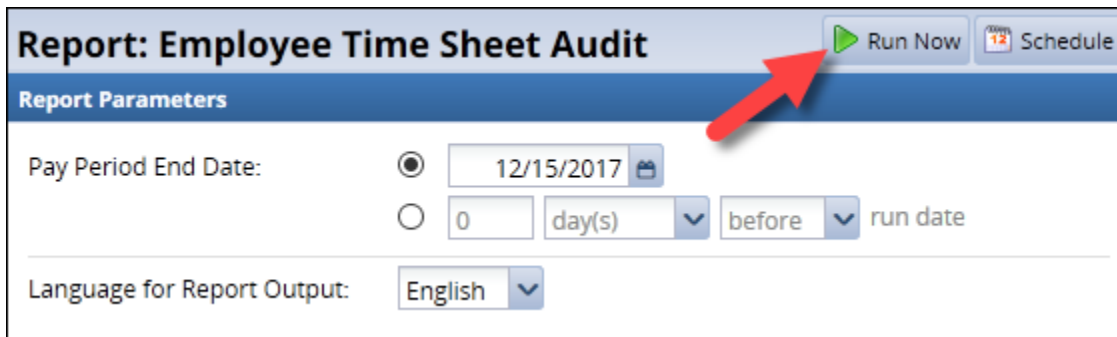
The date will default to the current date. For reports with Pay Period End Date, the date selected MUST be the end of a pay period or the report will be blank.

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:



Report: Employee Time Sheet Audit

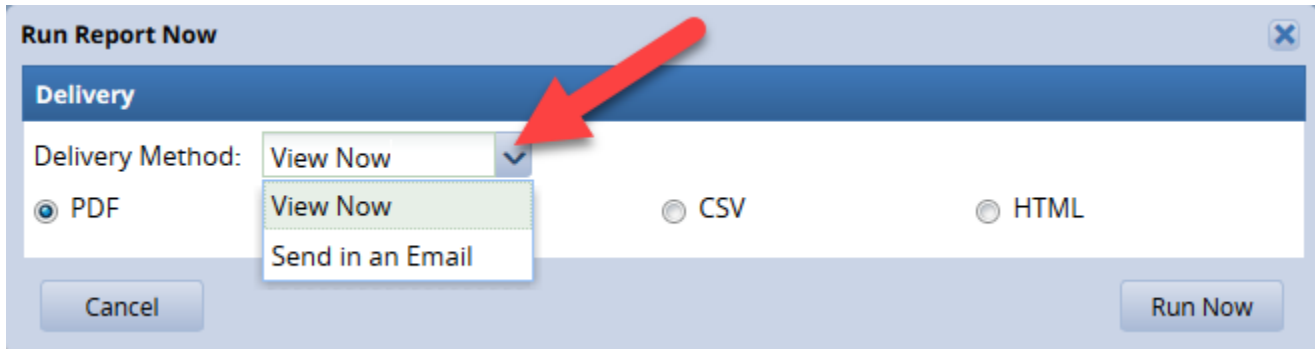
Report Parameters

Pay Period End Date: ☒ 12/15/2017 

☐ 0 day(s) before run date

Language for Report Output: English

5. Select the delivery option:



Run Report Now

Delivery

Delivery Method: View Now

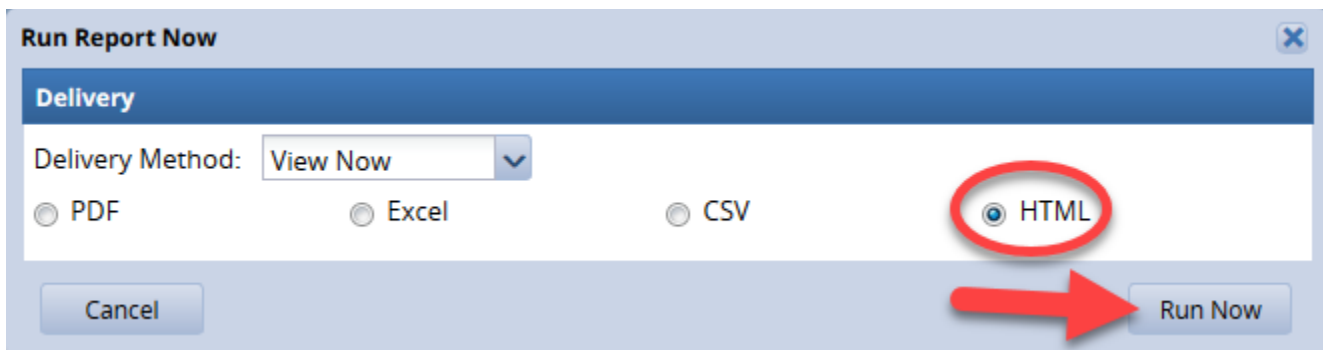
☒ PDF ☐ CSV ☐ HTML

View Now
Send in an Email

Cancel Run Now

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

6. Select the output option then click Run Now:



Run Report Now

Delivery

Delivery Method: View Now

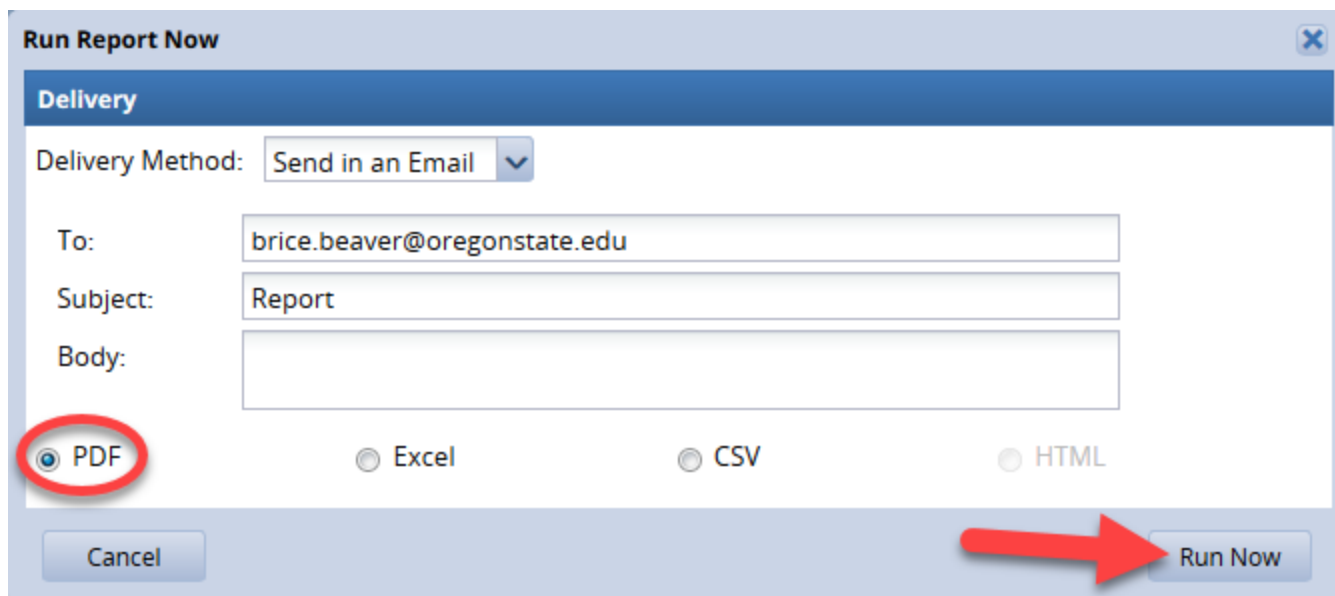
☐ PDF ☐ Excel ☐ CSV ☒ HTML

Cancel 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.

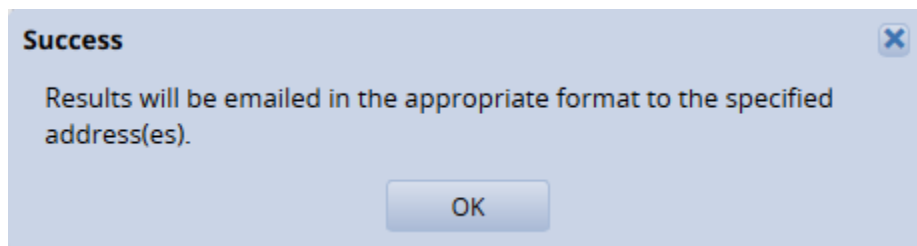
The image shows a 'Run Report Now' dialog box with a blue header and a close button in the top right. Below the header is a 'Delivery' section. It contains a 'Delivery Method' dropdown menu set to 'Send in an Email'. Below this are three text input fields: 'To:' with the email 'brice.beaver@oregonstate.edu', 'Subject:' with the text 'Report', and an empty 'Body:' field. At the bottom of the dialog, there are four radio button options: 'PDF' (which is selected and circled in red), 'Excel', 'CSV', and 'HTML'. At the very bottom are two buttons: 'Cancel' on the left and 'Run Now' on the right. A large red arrow points from the left towards the 'Run Now' button.

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:

The image shows a 'Success' confirmation dialog box with a blue header and a close button in the top right. The text inside reads: 'Results will be emailed in the appropriate format to the specified address(es)'. At the bottom center is an 'OK' button.

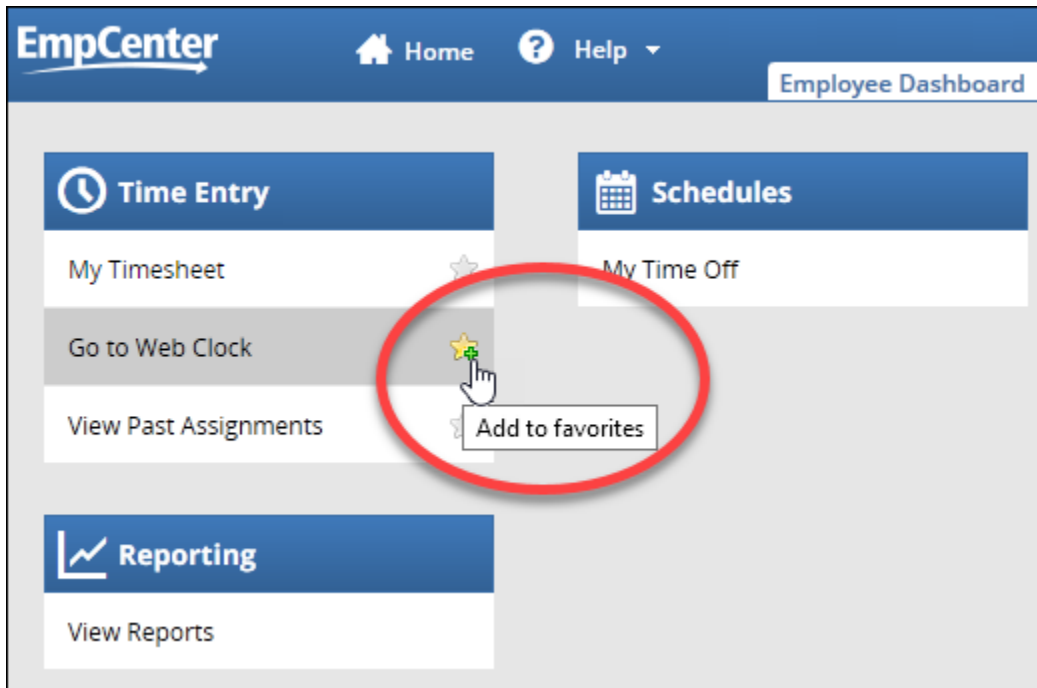
Note: If needed, you can schedule reports you use frequently to be emailed to you on a daily, weekly, monthly, or yearly basis. See the Reports guide on the MyTime Supervisor Training page for more details on how to set up a schedule for a report in EmpCenter.

Appendix A: Create Favorites

Employee Dashboard

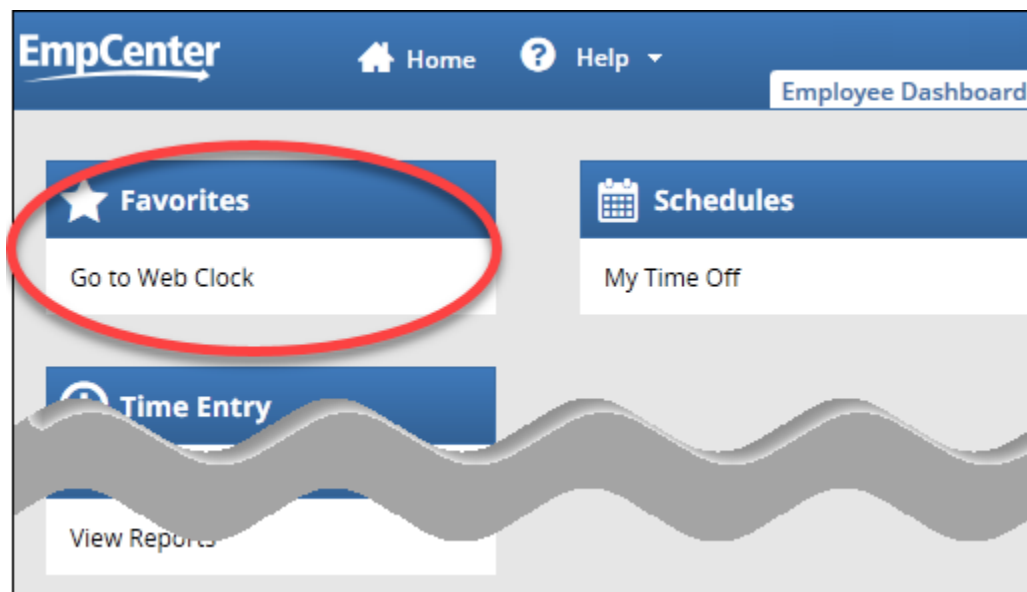
On the EmpCenter Dashboard, you can create favorites for tasks you access most often.

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:

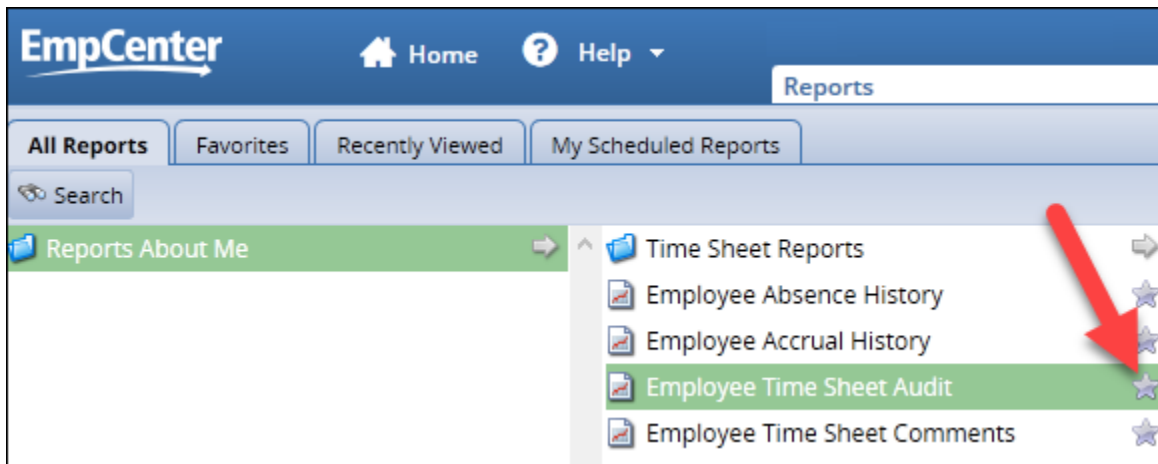


Note: to remove any item from the Favorites group, simply drag it back to its original group or hover your mouse over the item to click on the yellow star.

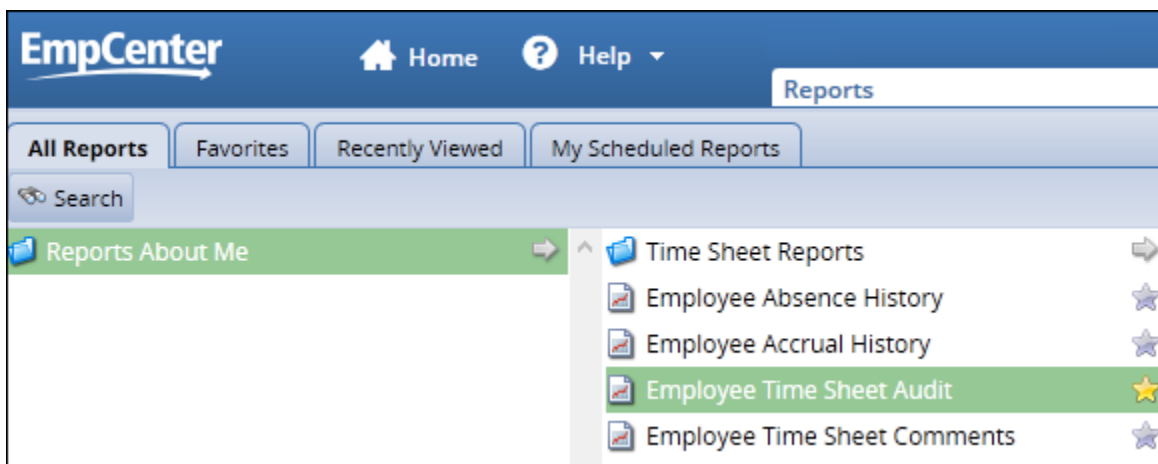
Reports

You can create favorites for reports you access most often.

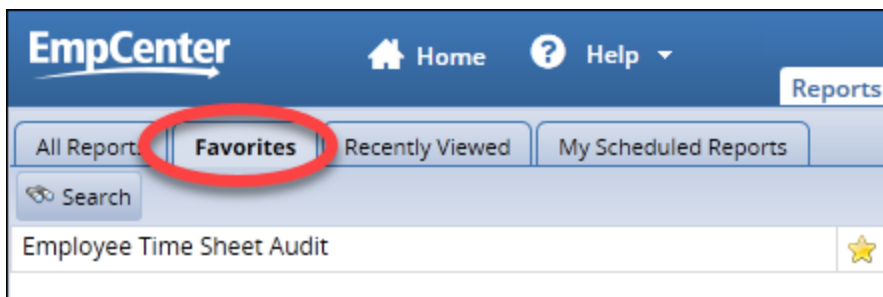
1. After selecting View Reports from the Employee Dashboard, find the report you would like to make a favorite then click the gray star next to the report title:



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



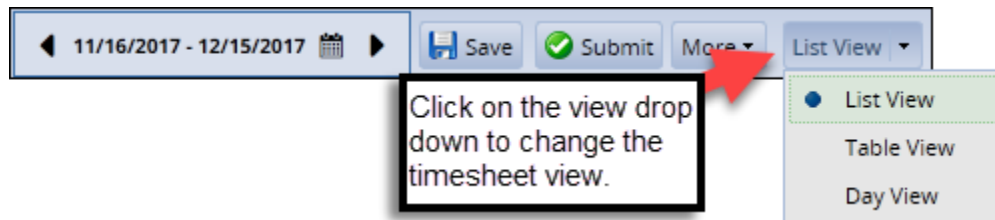
2. You can view all favorite reports by clicking on the Favorites tab:



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.

This screenshot shows the 'My Time Entry' page in List View. The page header includes the EmpCenter logo, Home and Help links, and a 'My Time Entry' tab. Below the header is a navigation bar with a date range selector (11/16/2017 - 12/15/2017), Save, Submit, and More buttons, and a 'List View' dropdown. A 'Timesheet' tab is active. A disclaimer states: 'By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.' The main table has columns for Date, Pay Code, Hours, Leave C..., Clock L..., Comments, and Total. The table displays rows for Thu 11/16, Fri 11/17, Sat 11/18, Sun 11/19, and Mon 11/20. A red arrow points to the date column, and a callout box states: 'Dates within the pay period are listed on the left, totals (daily and weekly) are on the right.' The total for the period is 0.00.

Date	Pay Code	Hours	Leave C...	Clock L...	Comments	Total
Thu 11/16	Select Pay Code					
Fri 11/17	Select Pay Code					
Sat 11/18	Select Pay Code					
Sun 11/19	Select Pay Code					
Mon 11/20	Select Pay Code					
						0.00

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.

The screenshot shows the EmpCenter 'My Time Entry' page in Table View. At the top, there's a navigation bar with 'Home' and 'Help' links. Below it, a date range '11/16/2017 - 12/15/2017' is displayed alongside 'Save', 'Submit', and 'More' buttons. A 'Table View' dropdown menu is also present. The main section is titled 'Timesheet' and includes a disclaimer: 'By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.' Below this, a calendar bar shows dates from 11/16 to 12/15/2017. The main table has columns for 'Pay Code', dates from 'Sun 11/12' to 'Sat 11/18', 'Leave Ca...', 'Clock Locat...', 'Comments', and 'Total'. A red arrow points to the 'Total' column for 'Tue 11/14', with a text box stating: 'Dates within the pay period are listed in columns with the total for each day below. Totals for the week are on the right.' Another red arrow points to the 'Total' column for 'Sat 11/18'.

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

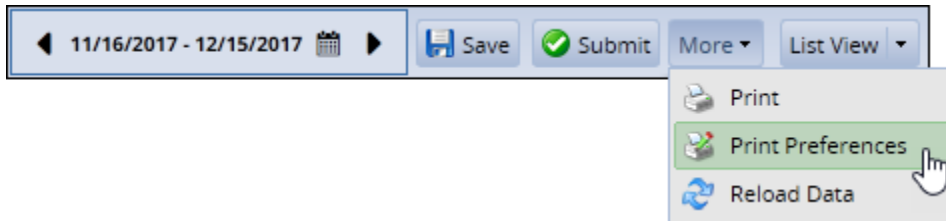
Day view displays a single day of the pay period. Day view separates work time and time off (sick, vacation) for each day.

The screenshot shows the EmpCenter 'My Time Entry' page in Day View. The navigation bar is similar to the Table View. The date range '11/16/2017 - 12/15/2017' is shown, along with 'Save', 'Submit', and 'More' buttons. A 'Day View' dropdown menu is selected. The main section is titled 'Timesheet' and includes the same disclaimer. Below this, a calendar bar shows dates from 11/16 to 12/15/2017. A red arrow points to the date '28' in the calendar bar, with a text box stating: 'To view a specific day, click on the date in the calendar bar.' Below the calendar, the 'Worked Time' section has columns for 'Pay Code', 'Hours', 'Clock Loc...', 'Comments', and 'Total'. A red arrow points to the 'Hours' column, with a text box stating: 'Time is broken out by worked time and time off (e.g., sick)'. Below this, the 'Time Off' section has columns for 'Pay Code', 'Hours', 'Leave Case', and 'Comments'.

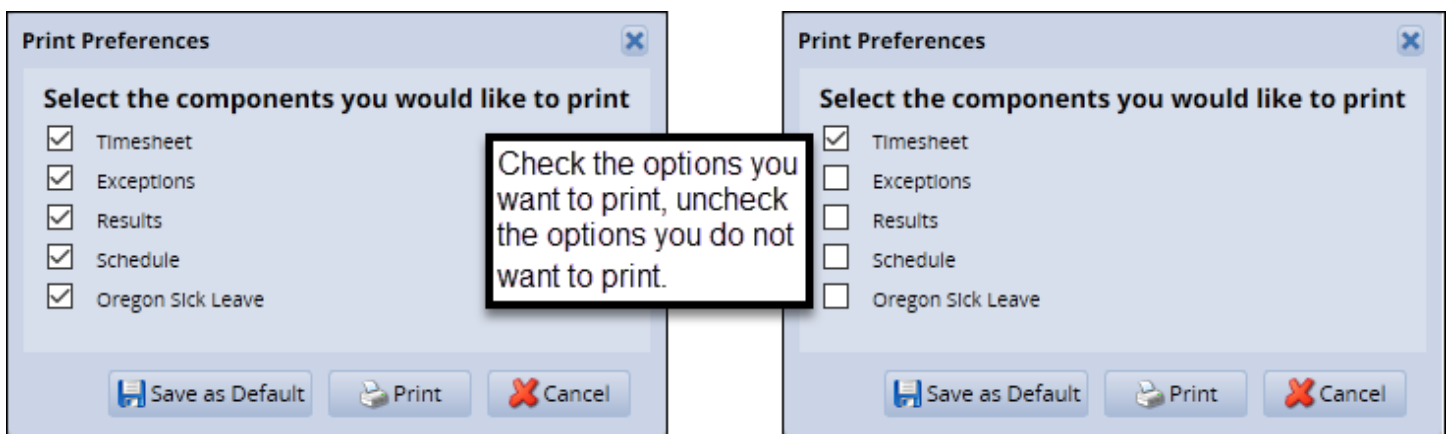
Appendix C: My Time Entry Print Preferences

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

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

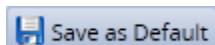


2. In the Print Preferences window, select the options you would like to print:



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.