

May 2022



**Oregon  
State  
University**

**EMPCENTER 20.2 USER  
GUIDE**

**Oregon State**  
UNIVERSITY

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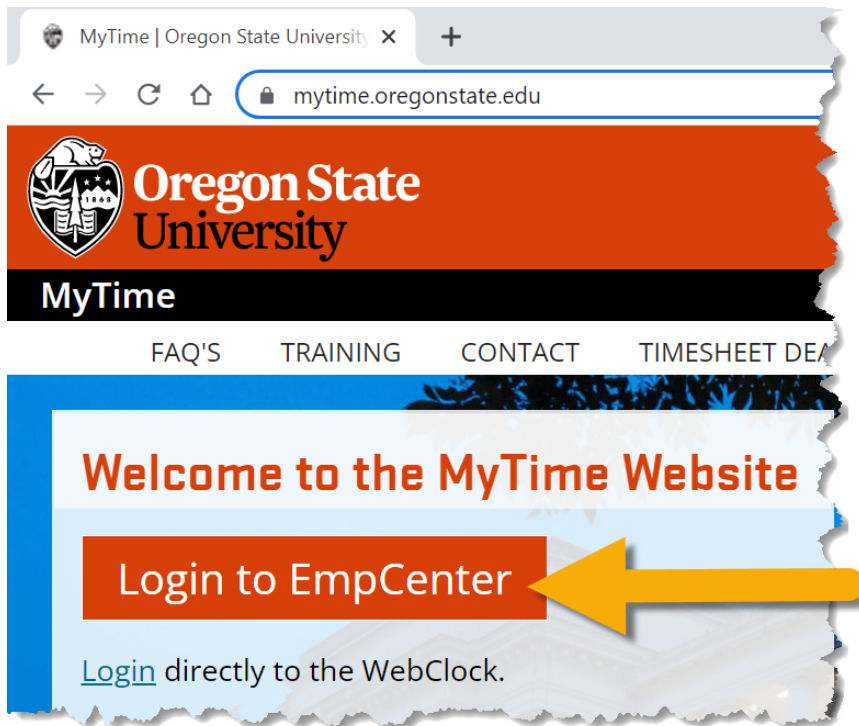
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# EmpCenter Overview

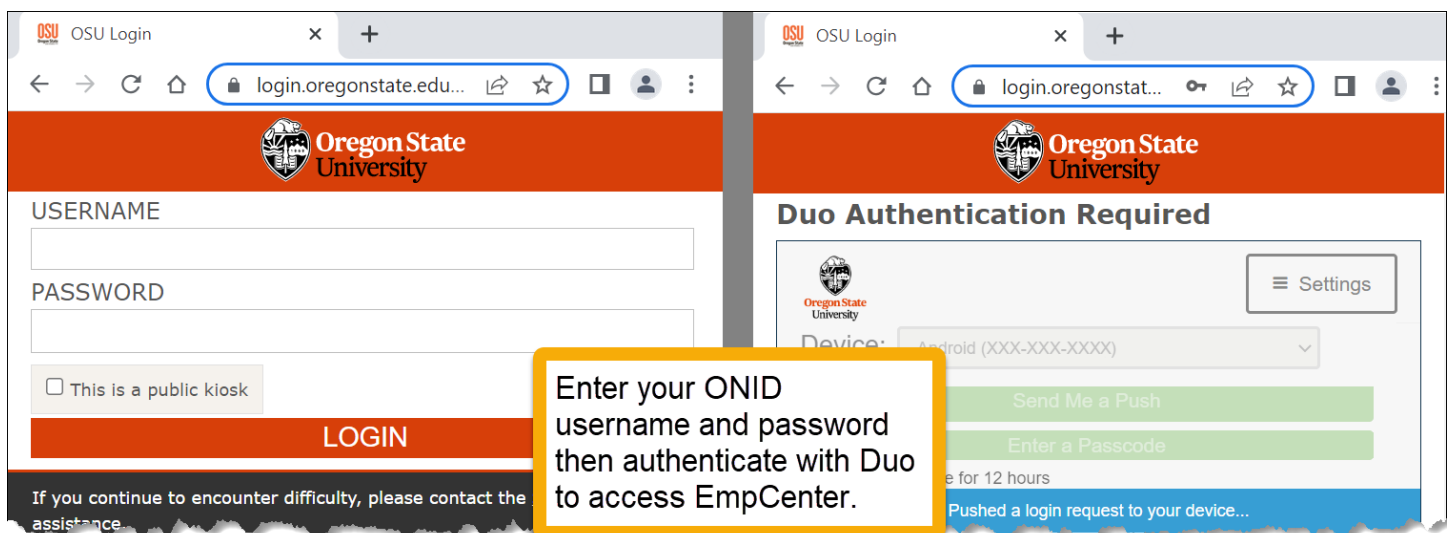
## Accessing EmpCenter

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/>:



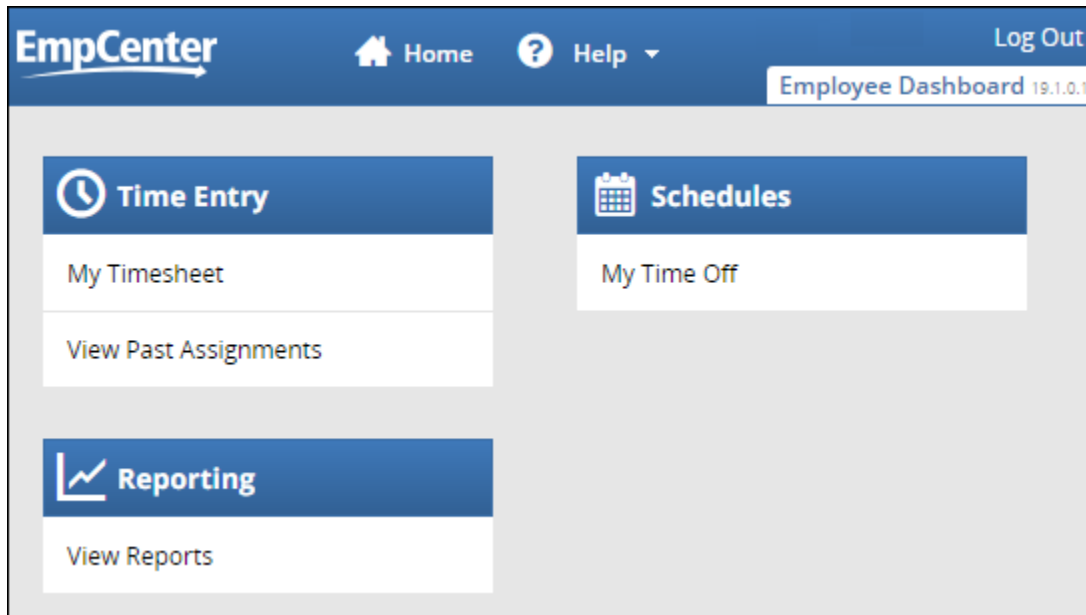
At the OSU Single Sign On (SSO) page, login with your ONID username and password then authenticate with Duo Multi-Factor Authentication (MFA):



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 worked or leave used and submit your timesheet to your supervisor for approval.
- View Past Assignments: access timesheets from previous jobs and/or previous pay periods.

### Reporting link:

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

### Schedules options:

- My Time Off: access time off requests and protected leave requests. You can submit requests, track the status of requests, and view past requests.

If you are in a Supervisor or Business Center role within EmpCenter, you will see additional options available on the Dashboard. See the appropriate user guide for more information.

## Employee Timesheet (My Timesheet)

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

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

My Time Entry: 431434261 :: Beaver, Emilio

◀ 08/16/2018 - 09/15/2018 ▶ 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.

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 T F S	
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	Aug 16, 2018 <input checked="" type="checkbox"/> Show All Weeks


Date	Pay Code	Hours	Leave Case	Comments
Thu 08/16	+ Select Pay Code			
	Select			

**Exceptions** Leave Balances Results Timesheet Comments

Filter exceptions by day ☐

Date	Exception Message	Severity
No exceptions.		

### 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 leave balances. 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' interface. At the top, there is a header bar with the title 'Timesheet'. Below it, a navigation bar contains a calendar view (A) and a date range selector (B). The main area is a table with columns: Date, Pay Code, Hours, Leave Case, and Comments. The table shows a grid of days with a plus sign (+) in the Date column (D) and a dropdown menu for Pay Code (E). The Hours column (F) shows a total of 0.00 at the bottom. The Leave Case column (G) and Comments column (H) are also visible. A 'Show All Weeks' checkbox (C) is located on the right side of the interface.

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. See Appendix D for a list of available pay codes and definitions.
- F. Hours: enter the elapsed hours for the pay code selected (e.g. 8, 1.5). When hours are entered, the total for the week will display at the bottom of the column.
- 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. See the Protected Leave Guide for more details.
- H. Comments: type comments for your supervisor, if needed, about the time slice.

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

The diagram shows a horizontal bar representing the column headers: Date, Pay Code, Hours, Leave Case, and Comments. Between the Pay Code and Hours columns, there is a vertical line with arrows pointing left and right, indicating the handle for resizing the column width.

## 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. Leave Balances: all available banks will be listed with initial balance, earned hours, taken hours, and ending balance for the month.
- C. Results: totals by pay code for each day time was recorded for the pay period.
- D. Timesheet Comments: comments can be added by anyone with access to the timesheet.

## 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 16<sup>th</sup> of the month to the 15<sup>th</sup> of the next month.
- All employees are paid on the last day of the month.

## Selecting an Assignment

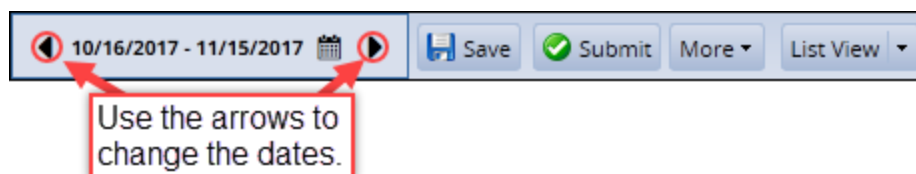
If you have only one job, or "assignment", you will be directed to the timesheet without any extra steps. If you have more than one assignment, you must first select the assignment you are entering time for before being directed to the timesheet:

## Changing the Pay Period

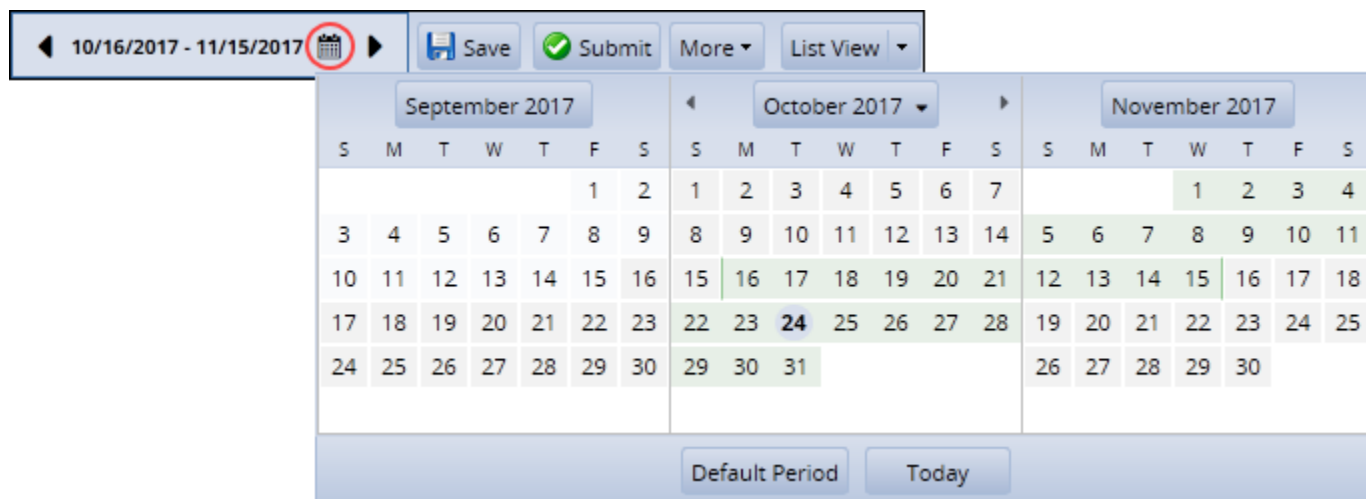
The timesheet will default to the current open pay period; once you have submitted your timesheet, it will default to the next pay period. However, you can change the period to view past or future timesheets.

- 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 view, 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

Unclassified Hourly employees enter worked hours, exception time (e.g., vacation, sick) if the time off request process was not used, and holiday if eligible.

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

Date		Pay Code	Hours	Leave Case	Comments
Thu 08/16		Select Pay Code			
Fri 08/17		Select Pay Code			
			0.00		

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

Date		Pay Code	Hours	Leave Case	Comments
Thu 08/16		Select Pay Code			
Fri 08/17		Select Pay Code			
			0.00		

Select Pay Code

Select Pay Code

Comp

Holiday Work Comp Time Earned

Holiday Work Pay

Jury Duty

Overtime Comp Requested

Sick

Special Day

Holiday

Holiday Normal Day Off

Holiday Override

LWOP

Parental Leave

Vacation

Worked Hours

Note: the pay codes available to you depend on your policy profile. See Appendix D for more information.

3. Enter the elapsed time in the Hours column then click Save at the top of the timesheet:

◀ 08/16/2018 - 09/15/2018

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.

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 T F S

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

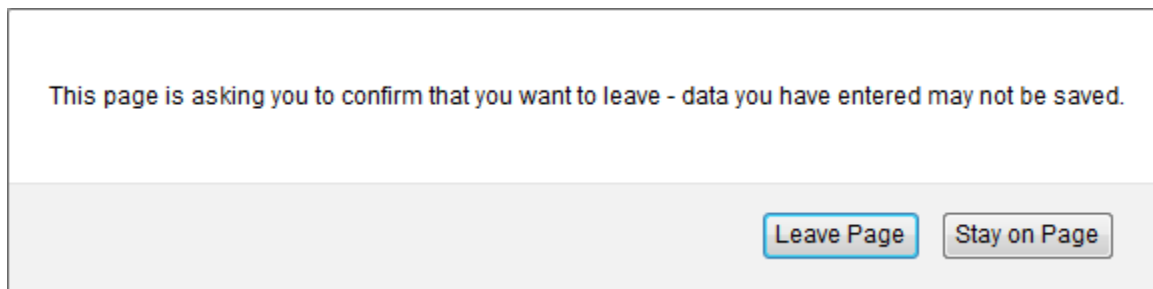
Aug 16, 2018

Date		Pay Code	Hours	Leave Case	Comments
Thu 08/16		Worked Hours	8.00		
Fri 08/17		Select Pay Code			

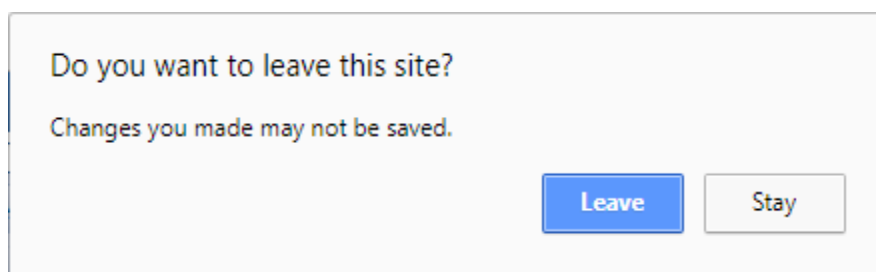
You'll receive confirmation that your changes have been saved:



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:

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 view for May 1, 2017. The main table has columns: Date, Pay Code, Hours, Leave Case, Clock Location, Comments, and Total. The 'Date' column shows 'Mon 05/01', 'Tue 05/02', and 'Wed 05/03'. Each date has a plus sign icon next to it. A red arrow points to the plus sign for 'Mon 05/01'.

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

### Delete a Row

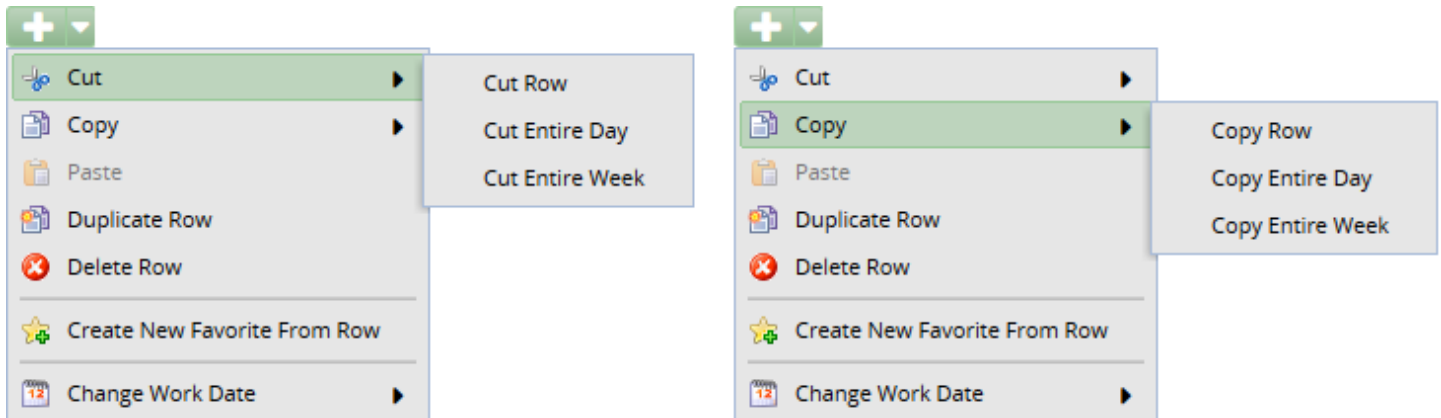
1. Click on the down arrow next to the plus sign then select Delete Row:

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 'Date' column shows 'Mon 05/01'. The 'Pay Code' column shows 'Regular Hours' and 'Sick'. The 'Hours' column shows '8.00' and '4.00'. The 'Total' column shows '8.00' and '4.00'. A context menu is open over the plus sign for 'Mon 05/01'. 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 and you cannot delete Clock rows.

## 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:

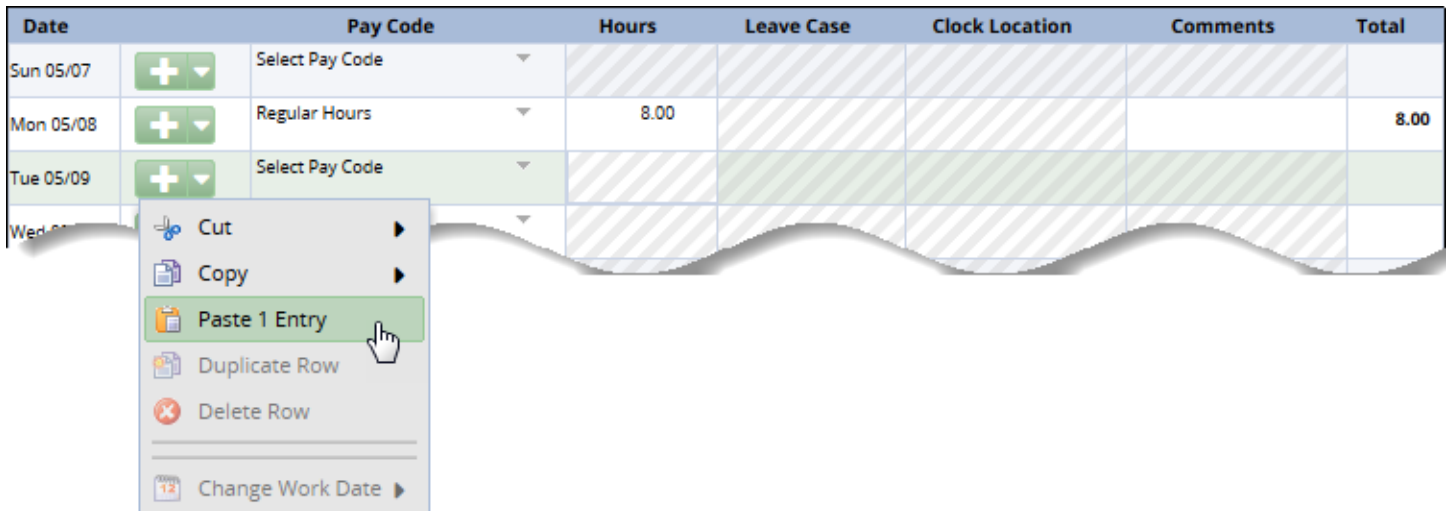


Copy/Cut options:

- 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.

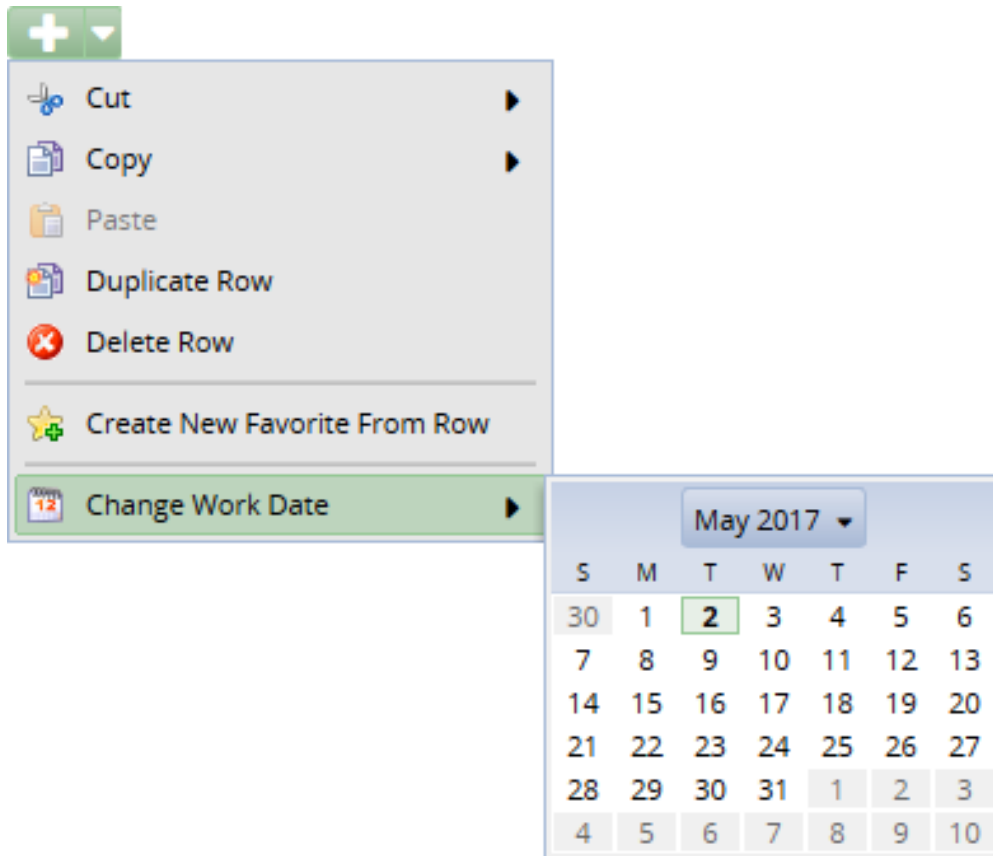
2. To paste the selection, click on the down arrow next to the plus sign for the date you would like to add the copied time to then select Paste 1 Entry:



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.

## Requesting Comp Time (Non-exempt Employees Only)

If you work over 40 hours in a week, you can choose to be paid the overtime at time and one half your regular rate or receive Comp time – additional time off – at time and one half of hours worked.

1. To request Comp time, choose Overtime Comp Requested from the Pay Code drop down list

Date		Pay Code	Hours	Leave Ca...	Comments
Sun 08/19		Select Pay Code			
Mon 08/20		Worked Hours	9.00		
Tue 08/21		Worked Hours	8.00		
Wed 08/22		Worked Hours	8.00		
Thu 08/23		Worked Hours	9.00		
Fri 08/24		Worked Hours	8.00		
Sat 08/25		Select Pay Code			
			42.00		

Jury Duty  
**Overtime Comp Requested**   
 Sick  
 Special Day  
 Holiday  
 Holiday Normal Day Off  
 Holiday Override  
 LWOP  
 Parental Leave  
 Vacation  
 Worked Hours

Note: you can add the Overtime Comp Requested pay code to any day of the week that additional hours were worked UNLESS the week crosses over pay periods. If the week crosses pay periods, you must add the pay code to the pay period the overtime is earned. You can determine which pay period the overtime was earned by checking the Results tab in each pay period for Overtime Earned:

Exceptions  Leave Balances Results Timesheet Comments						
Work Da ▲	Assignment	Job Title	Pay Code	Hours	Amount	Rate of Pay
08/20/2018	Academic Wag...	Academic Wag...	Worked Hours	9.00	0.00	38.13
08/21/2018	Academic Wag...	Academic Wag...	Worked Hours	8.00	0.00	38.13
08/22/2018	Academic Wag...	Academic Wag...	Worked Hours	8.00	0.00	38.13
08/23/2018	Academic Wag...	Academic Wag...	Worked Hours	9.00	0.00	38.13
08/24/2018	Academic Wag...	Academic Wag...	Overtime Earned	2.00	0.00	57.20
08/24/2018	Academic Wag...	Academic Wag...	Worked Hours	6.00	0.00	38.13

2. Enter the amount of overtime to convert to Comp Time in the Hours column – you can choose to convert up to the entire amount of overtime – then Save your changes:

08/16/2018 - 09/15/2018 Save Submit More List View Data saved.

**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.

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 T F S	
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	Aug 25, 2018

Date	Pay Code	Hours	Leave Ca...	Comments
Sun 08/19	Select Pay Code			
Mon 08/20	Worked Hours	9.00		
Tue 08/21	Worked Hours	8.00		
Fri 08/24	Worked Hours	8.00		
Sat 08/25	Overtime Comp Requested	2.00		
		42.00		

You'll see the Comp Time reflected on the Results tab:

Exceptions		Leave Balances		Results	Timesheet Comments	
Work Da ▲	Assignment	Job Title	Pay Code	Hours	Amount	Rate of Pay
08/20/2018	Academic Wag...	Academic Wag...	Worked Hours	9.00	0.00	38.13
08/21/2018	Academic Wag...	Academic Wag...	Worked Hours	8.00	0.00	38.13
08/22/2018	Academic Wag...	Academic Wag...	Worked Hours	8.00	0.00	38.13
08/23/2018	Academic Wag...	Academic Wag...	Worked Hours	9.00	0.00	38.13
08/24/2018	Academic Wag...	Academic Wag...	Comp Time Earned	2.00	0.00	0.00
08/24/2018	Academic Wag...	Academic Wag...	Worked Hours	6.00	0.00	38.13

Note: the results tab only shows the number of hours requested, not the amount earned.

And the Leave Balances tab – this tab shows the amount of Comp Time earned based on the amount requested:

Exceptions

Leave Balances

Results

Timesheet Comments

Sick Bank	Hours
Initial Balance Thu 08/16	0.94
Earned	0.00
Taken	0.00
Ending Balance Sat 09/15	0.94
No Details	

Vacation Bank	Hours
Initial Balance Thu 08/16	0.00
Earned	0.00
Taken	0.00
Ending Balance Sat 09/15	0.00
No Details	

Comp time has been added to the bank.

Comp Time	Hours
Initial Balance Thu 08/16	6.00
Earned	3.00
Taken	0.00
Ending Balance Sat 09/15	9.00
Show Details >>	


Parental Leave	Hours
Initial Balance Thu 08/16	0.00
Earned	0.00
Taken	0.00
Ending Balance Sat 09/15	0.00
No Details	

## 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 			
Leave Balances Results Timesheet Comments			
Filter exceptions by day <input type="checkbox"/>			
Date	Exception Message	Severity	
Thu 08/16 - Sat 09/15	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 			
Leave Balances Results Timesheet Comments			
Filter exceptions by day <input type="checkbox"/>			
Date	Exception Message	Severity	
Sun 09/02 - Sat 09/08	Overtime Comp Requested exceeds Overtime Earned.	Warning	

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

Exceptions 			
Leave Balances Results Timesheet Comments			
Filter exceptions by day <input type="checkbox"/>			
Date	Exception Message	Severity	
Wed 09/05	Sick bank has reached 0 hours. 7.06 hours must be changed to Leave Without Pay (LWOP) or another appropriate leave type with an available balance.	Error (not paid)	

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

## Leave Balances Tab

You can view the number of hours you have available in all time off banks you are eligible for on the Leave Balances tab.

Exceptions		Leave Balances		Results	Timesheet Comments
<b>Sick Bank</b>		Hours			
Initial Balance Thu 08/16		209.81			
Earned		8.00			
Taken		0.00			
Ending Balance Sat 09/15		217.81			
		<a href="#">Show Details &gt;&gt;</a>			
<b>Comp Time</b>		Hours			
Initial Balance Thu 08/16		0.00			
Earned		0.00			
Taken		0.00			
Ending Balance Sat 09/15		0.00			
		No Details			

<b>Vacation Bank</b>		Hours	
Initial Balance Thu 08/16		45.51	
Earned		15.00	
Taken		0.00	
Ending Balance Sat 09/15		60.51	
		<a href="#">Show Details &gt;&gt;</a>	

<b>Parental Leave</b>		Hours	
Initial Balance Thu 08/16		0.00	
Earned		0.00	
Taken		0.00	
Ending Balance Sat 09/15		0.00	
		No Details	

**Initial Balance:** bank balance before any accruals or time taken.

**Earned:** bank accrual for the current pay period. For hourly employees, the amount shown on the earned line is not available to use until the 1st.

**Taken:** amount used in the current pay period.

**Ending Balance:** bank balance plus accrual and minus time used.

Note: taken and ending balance can change throughout the pay period as leave time is entered on the timesheet.

Note: the initial balance for hourly employees can change on the first of the month based on accrual changes if you did not work your full FTE for the previous month.

To see additional information about the leave, click on the Show Details link:

Exceptions

Leave Balances

Results

Timesheet Comments

Sick Bank

Date	Earned	Taken	Balance	Action	Source
Thu 08/16			209.81	Balance Forward	
Sat 09/01	8.00		217.81	Accrual	
Hours	8.00	0.00	217.81	<a href="#">Hide Details &lt;&lt;</a>	

Comp Time

Hours	
Initial Balance Thu 08/16	
0.00	
Earned	
0.00	
Taken	
0.00	
Ending Balance Sat 09/15	
0.00	
No Details	

Vacation Bank

Hours	
Initial Balance Thu 08/16	
45.51	
Earned	
15.00	
Taken	
0.00	
Ending Balance Sat 09/15	
60.51	
<a href="#">Show Details &gt;&gt;</a>	

Parental Leave

Hours	
Initial Balance Thu 08/16	
0.00	
Earned	
0.00	
Taken	
0.00	
Ending Balance Sat 09/15	
0.00	
No Details	

## Results Tab

The Results tab lists the calculated results for all time entered on the timesheet.

Exceptions		Leave Balances		Results	Timesheet Comments	
Work Da ▲	Assignment	Job Title	Pay Code	Hours	Amount	Rate of Pay ▼
08/20/2018	Lab Technician...	Lab Technician	Worked Hours	9.00	0.00	25.00
08/21/2018	Lab Technician...	Lab Technician	Worked Hours	8.00	0.00	25.00
08/22/2018	Lab Technician...	Lab Technician	Worked Hours	8.00	0.00	25.00
08/23/2018	Lab Technician...	Lab Technician	Worked Hours	9.00	0.00	25.00
08/24/2018	Lab Technician...	Lab Technician	Worked Hours	8.00	0.00	25.00

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

Exceptions		Leave Balances		Results	Timesheet Comments	
Work Date	Assignment	Job Title	Pay Code	Hours	Amount	Rate of Pay
08/20/2018	Lab Technician...	Lab Technician	Worked Hours	9.00	0.00	25.00
08/21/2018	Lab Technician...	Lab Technician	Worked Hours	8.00	0.00	25.00
08/22/2018	Lab Technician...	Lab Technician	Worked Hours	8.00	0.00	25.00
08/23/2018	Lab Technician...	Lab Technician	Worked Hours	9.00	0.00	25.00
08/24/2018	Lab Technician...	Lab Technician	Worked Hours	8.00	0.00	25.00

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

Leave Balances

Results

Timesheet Comments

Work Da ▲	Assignment	Job Title	Pay Code	Hours	Amount	Rate of Pay ▼
08/20/2018	Lab Technician...	Lab Technician	Worked Hours	9.00		
08/21/2018	Lab Technician...	Lab Technician	Worked Hours	8.00		
08/22/2018	Lab Technician...	Lab Technician	Worked Hours	8.00		
08/23/2018	Lab Technician...	Lab Technician	Worked Hours	9.00		
08/24/2018	Lab Technician...	Lab Technician	Worked Hours	8.00		

☒ Work Date

☒ Assignment

☒ Job Title

☒ Pay Code

☒ Hours

☒ Amount

☐ Index

☐ Activity Code

☒ Rate of Pay

☐ Split Slices

## Timesheet Comments Tab

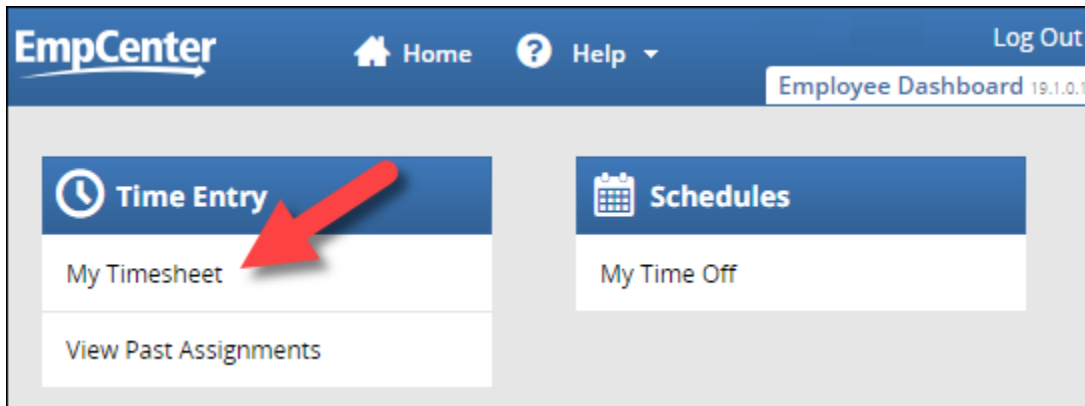
The Timesheet Comments tab can be used for any additional comments you may need to add to your timesheet for the pay period. The space allows for more information than what can easily be seen in the Comments column on the timesheet. It is also used by the Business Center and Central Payroll and HR offices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

Exceptions	Leave Balances	Results	<b>Timesheet Comments</b>
<div>Comments</div> <div>PT next 4 Mondays, out at 2pm. Emilio</div>			

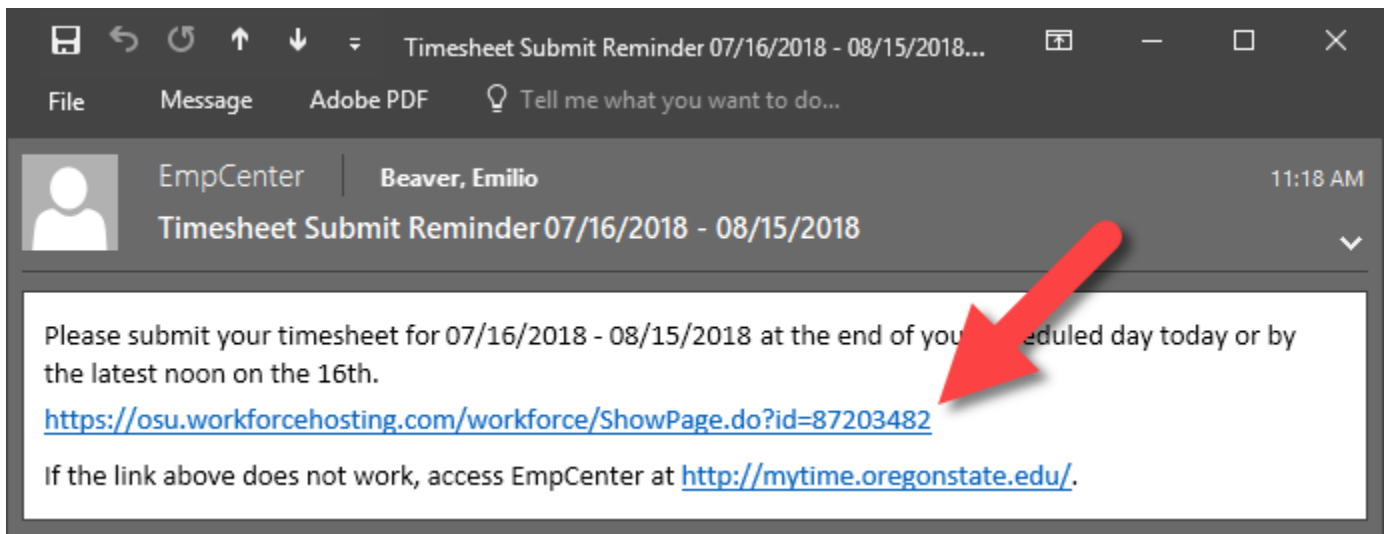
## Submitting Your Timesheet

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 another on the last day of the pay period if you haven't submitted your timesheet yet.

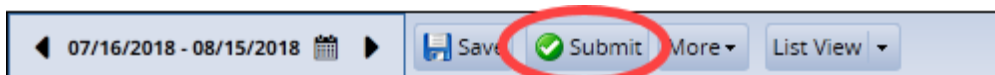
1. Select My Timesheet under Time Entry on the Employee Dashboard:



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 Timesheet 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 Timesheet button is greyed out until you certify your timesheet (step 3).

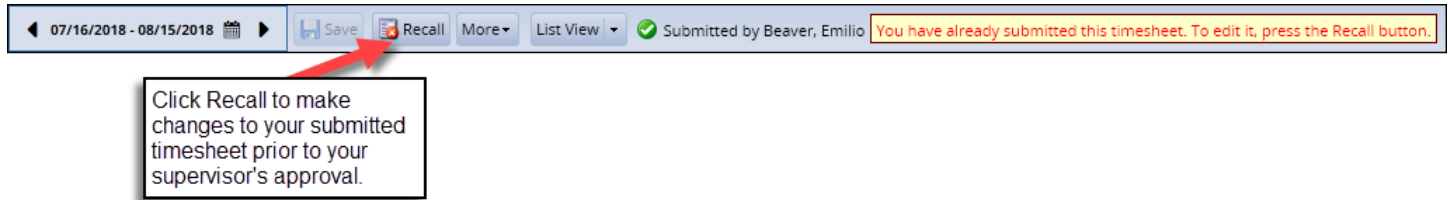
5. You'll receive confirmation that the timesheet was submitted:

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

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

## Recalling a Submitted Timesheet

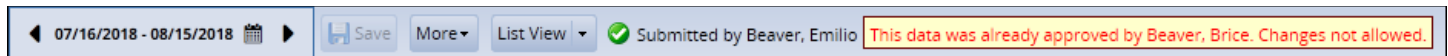
If your submitted timesheet has not been approved, you can recall it to make changes.



You 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:



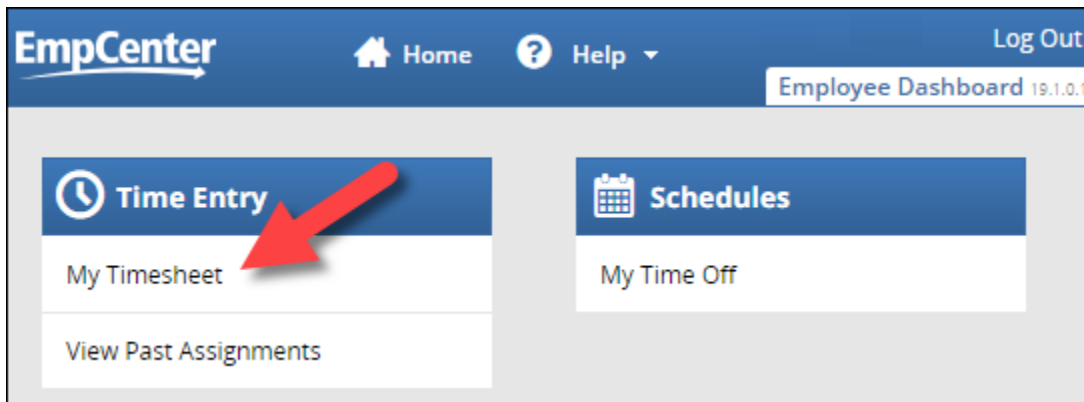
If you cannot recall your timesheet and changes are needed, contact your supervisor. For closed timesheets see the Amending Timesheet process.

## Amending Timesheets

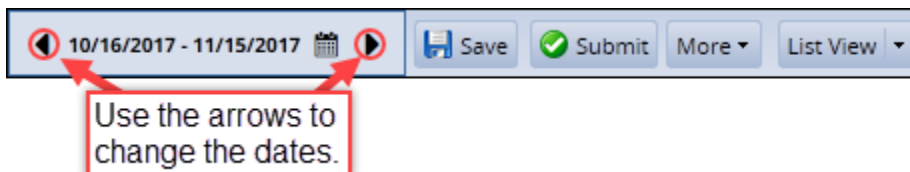
After a timesheet has been processed, any changes must go through the amended timesheet procedure.

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

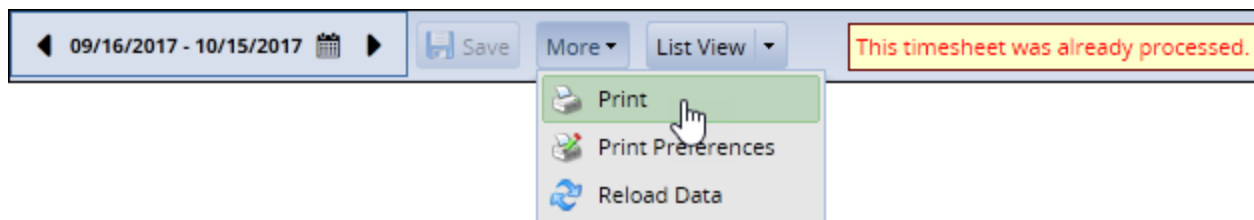
1. Select My Timesheet from the Employee Dashboard:



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



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:

**My Time Entry: 431434261 :: Beaver, Emilio ::**  
**Lab Technician :: 251800 :: (Unclassified Hourly)**

**Saturday September 16, 2017 to Sunday October 15, 2017**

**Timesheet**

Sat - Sun September 16, 2017

	Pay Code	Hours	Rate	Total
Wed 9/13	Select Pay Code			
Thu 10/12	Select Pay Code			
Fri 10/13	Select Pay Code			
Sat 10/14	Select Pay Code			
		0.00		

*Emilio Beaver 8/1/18*

*← should be 8 hours vacation*

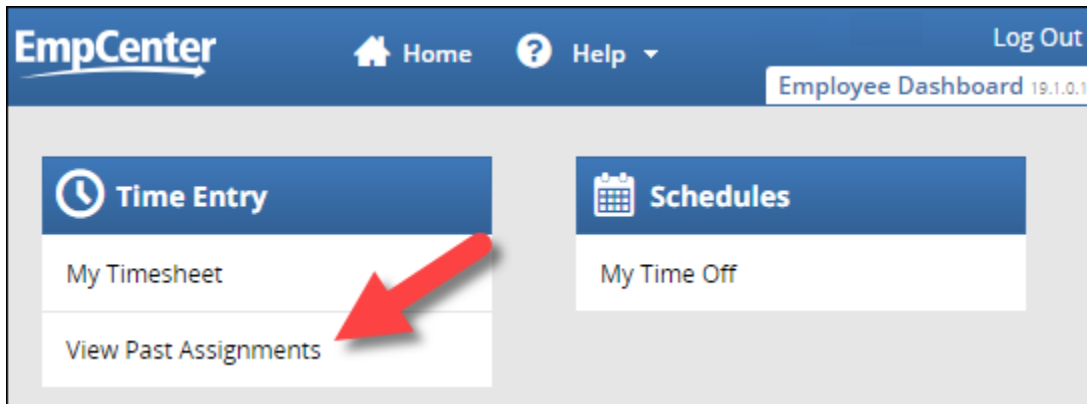
Your supervisor will submit the timesheet to your Business Center. If additional pay is required, you may receive a manual check.

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

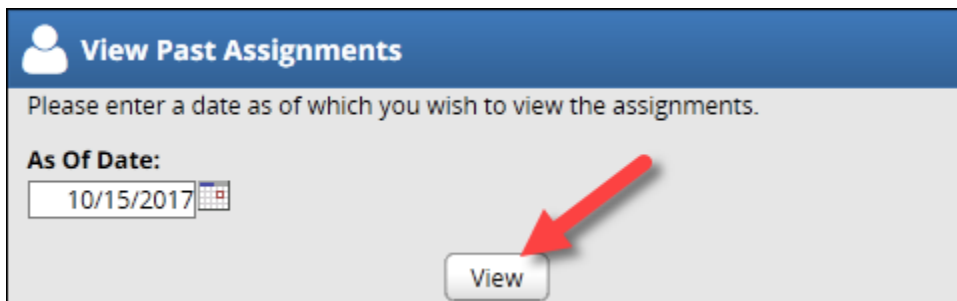
## Viewing Past Assignments

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 – this includes timesheets terminated in the current pay period.

1. Select View Past Assignments from the Employee Dashboard:

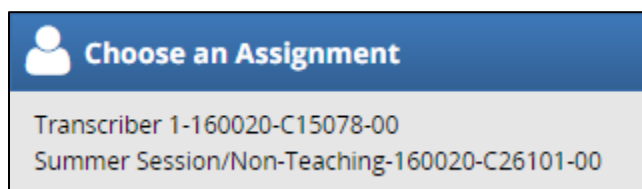


2. Enter the date you would like to view and click view to see your timesheet:



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, Emilio | Log Out

My Time Entry: 431434261 :: Beaver, Emilio to Lab T

◀ 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 Sep 16, 2017 ☒ Show All Weeks

Date	Pay Code	Hours	Leave Case	Comments
Sat 09/16	Select Pay Code	0.00		
Mon 09/25	Select Pay Code			
Tue 09/26	Select Pay Code			
Wed 09/27	Select Pay Code	0.00		

**Exceptions** Leave Balances Results Timesheet Comments

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

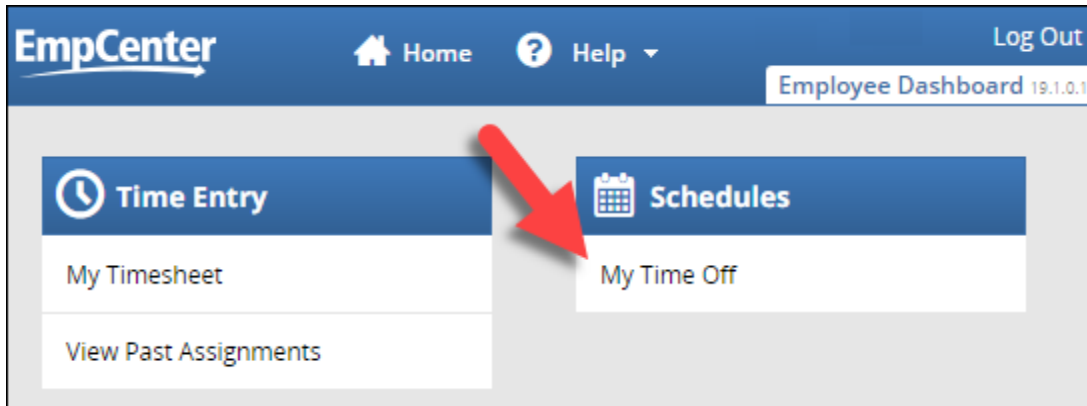
# Time Off Requests

## Basic Time Off Request

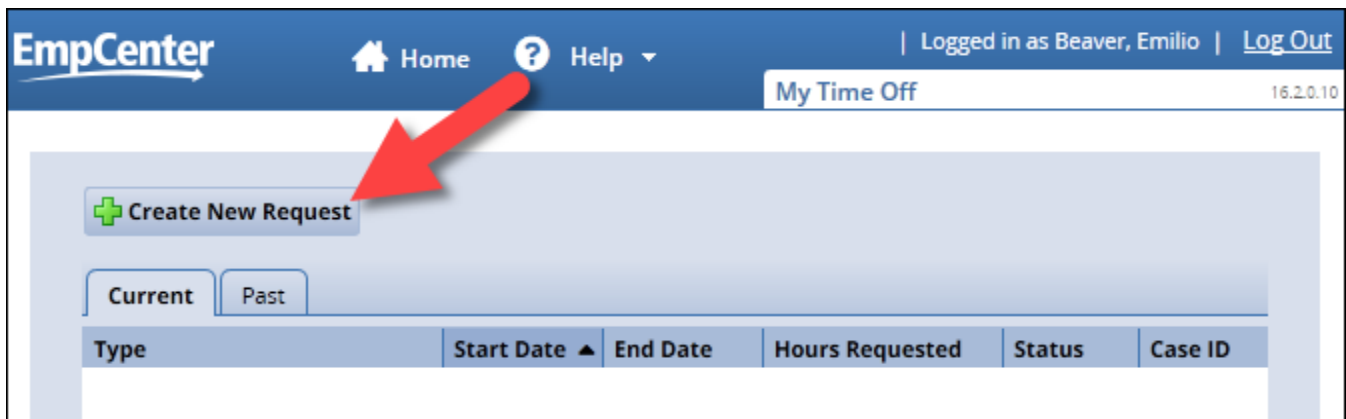
EmpCenter will allow time off requests to be made up to 365 days from the current date. The system will display your projected bank accruals; however, you are responsible for ensuring you still have the time available when the leave occurs.

When a time off request is approved, EmpCenter will add the leave type and hours 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:

**EmpCenter** Home ? Help ▾ | Logged in as Beaver, Emilio | [Log Out](#)

**My Time Off**

### 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](#)

For additional information on protected leave absences (FMLA, OFLA, and Military), see the Protected Leave User Guide.

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:

**Choose an Assignment**

Transcriber 1-160020-C15078-00

Summer Session/Non-Teaching-160020-C26101-00

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:**

**Comments:**

Select Pay Code

Vacation - Pre-Approved

Sick - Pre-Approved

Comp - Pre-Approved

Jury Duty - Pre-Approved

Special Day - Pre-Approved

Parental Leave

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.

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:** Vacation - Pre-Approved ▾

**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: Vacation - Pre-Approved

Dates: 10/01/2018 To 10/03/2018

Comments:

[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, if needed:

**EmpCenter** Home ? Help My Time Off 16.2.0

[View Request List](#)

### Request Details

Action	Date	Pay Code	Hours
<span>+</span> <span>✗</span>	Mon 10/01/2018	Vacation - Pre-Approved	4.0
<span>+</span> <span>✗</span>	Tue 10/02/2018	Vacation - Pre-Approved	4.0
<span>+</span> <span>✗</span>	Wed 10/03/2018	Vacation - Pre-Approved	4.0

Comments:

[upload an attachment...](#)

Back Submit

### Bank Usage

Mon 10/01 Wed 10/03

Vacation Bank: 12.00 Hours used 232.78 227.78

**Bank balance before and after the time off request.**

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

☒ With Current Request

Requests: ■ This Request

**Click on the + in the Action column to add rows for additional pay codes.**

**To change the leave type, click in the Pay Code column and select the leave from the drop down menu.**

**To change hours listed, click in the hours column and type in the correct hours.**

Note: EmpCenter will default the hours based on your FTE.

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
	Mon 10/01/2018	Vacation - Pre-Approved	4.0
	Tue 10/02/2018	Vacation - Pre-Approved	4.0
	Wed 10/03/2018	Vacation - Pre-Approved	4.0

**Comments**

[upload an attachment...](#)

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

**Status** ✕

The request has been successfully submitted

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 My Time Off

Your request has been submitted.

Create New Request

Current Past

Type	Start Date ▲	End Date	Hours Requested	Status
Time off - Vacation - Pre...	10/01/2018	10/03/2018	12	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 three rows of dates: Mon 10/01/2018, Tue 10/02/2018, and Wed 10/03/2018. The 'Pay Code' column for the first row is open, showing a dropdown menu with options: 'Vacation - Pre-Approved', 'Sick - Pre-Approved', 'Comp - Pre-Approved', 'Jury Duty - Pre-Approved', 'Special Day - Pre-Approved', and 'Parental Leave'. A hand cursor is pointing at 'Sick - Pre-Approved'. Below the table is a 'Comments' section with a text input field and 'Back' and 'Update' buttons.

Action	Date	Pay Code	Hours
	Mon 10/01/2018	Vacation - Pre-Approved	4.0
	Tue 10/02/2018	Select Pay Code	4.0
	Wed 10/03/2018	Vacation - Pre-Approved	4.0

Comments

Back Update

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 a table containing three rows of dates: Mon 10/01/2018, Tue 10/02/2018, and Wed 10/03/2018. The 'Action' column for the first row is open, showing a dropdown menu with options: 'Insert Row', 'Vacation - Pre-Approved', 'Sick - Pre-Approved', 'Comp - Pre-Approved', 'Jury Duty - Pre-Approved', 'Special Day - Pre-Approved', and 'Parental Leave'. A hand cursor is pointing at 'Insert Row'. Below the table is a 'Comments' section with a text input field and 'Back' and 'Submit' buttons.

Action	Date	Pay Code	Hours
	Mon 10/01/2018	Vacation - Pre-Approved	4.0
	Tue 10/02/2018	Vacation - Pre-Approved	4.0
	Wed 10/03/2018	Vacation - Pre-Approved	4.0

Comments

Back Submit


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

The screenshot shows the 'Request Details' page with a table containing three rows of dates: Mon 10/01/2018, Tue 10/02/2018, and Wed 10/03/2018. The 'Hours' column for the first row is circled in red. Below the table is a 'Comments' section with a text input field and 'Back' and 'Submit' buttons.







Action	Date	Pay Code	Hours
	Mon 10/01/2018	Vacation - Pre-Approved	4.0
	Mon 10/01/2018	Sick - Pre-Approved	4.0
	Tue 10/02/2018	Vacation - Pre-Approved	4.0
	Wed 10/03/2018	Vacation - Pre-Approved	4.0

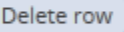
Comments

Back Submit



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

**Request Details**

Action	Date	Pay Code	Hours
 	Mon 10/01/2018	Vacation - Pre-Approved	4.0
 	Tue 10/02/2018	Vacation - Pre-Approved	4.0
 	Wed 10/03/2018	Vacation - Pre-Approved	4.0









Comment:

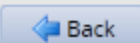

 

4. To change the hours used for the pay code selected, click in the hours column then enter the correct amount:

**Request Details**

Action	Date	Pay Code	Hours
 	Mon 10/01/2018	Vacation - Pre-Approved	4.0
 	Tue 10/02/2018	Vacation - Pre-Approved	4.0
 	Wed 10/03/2018	Vacation - Pre-Approved	<input type="text" value="4.0"/>

Comments:

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

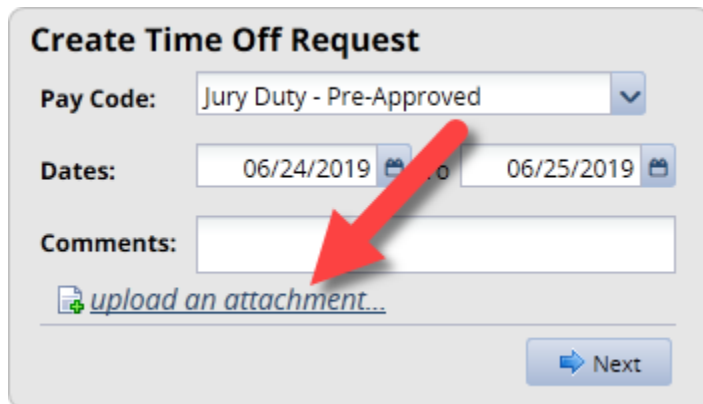


6. Click Submit to send the request to your supervisor for review.

## 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:



**Create Time Off Request**

Pay Code: Jury Duty - Pre-Approved

Dates: 06/24/2019 to 06/25/2019

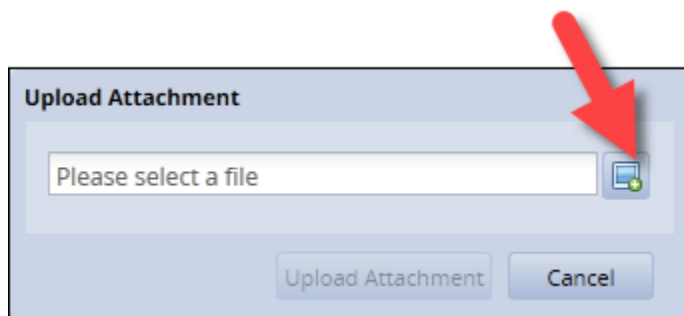
Comments:

[upload an attachment...](#)

Next

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:

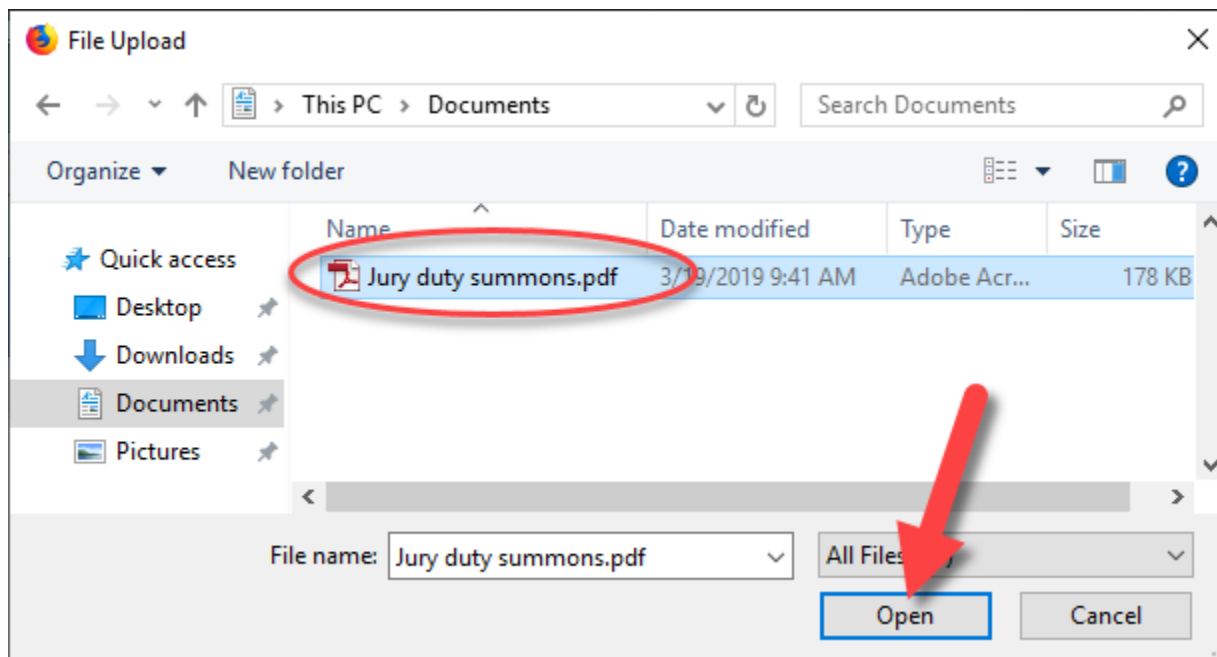


**Upload Attachment**

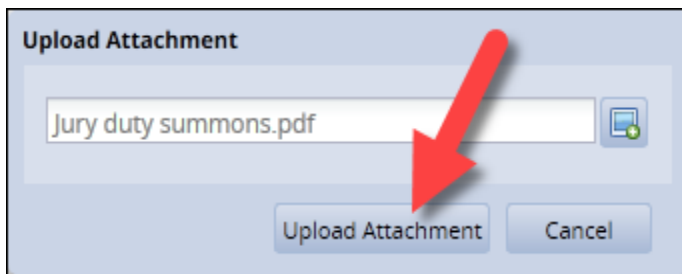
Please select a file

Upload Attachment Cancel

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 selected leave bank(s).

The screenshot shows the EmpCenter 'My Time Off' interface. The 'Request Details' section contains a table with three rows of requests, each with a green plus icon and a red X icon in the 'Action' column, indicating an error.

Action	Date	Pay Code	Hours
	Mon 10/01/2018	Vacation - Pre-Approved	4.0
	Tue 10/02/2018	Vacation - Pre-Approved	4.0
	Wed 10/03/2018	Comp - Pre-Approved	4.0

The 'Bank Usage' section shows a graph for 'Vacation Bank' and 'Comp Time' from Mon 10/01 to Wed 10/03. The 'Vacation Bank' usage is 8.00 hours used, with a balance of 232.78 hours remaining. The 'Comp Time' usage is 0.00 hours used, with a balance of 0.00 hours remaining.

The 'Exceptions' section contains a table with one row of an exception message:

Date	Message	Severity
10/03/2018	Comp Time bank has reached 0 hours. 4.0 hours must be changed to Leave Without Pay (LWOP) or another appropriate leave type with an available balance.	Error (not paid)

To correct the error, either delete the affected days or change the leave type used in the Pay Code column.

### Not Enough Leave – Future 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:

The screenshot shows the EmpCenter 'My Time Off' interface for a future request. The 'Request Details' section contains a table with one row of a request, with a green plus icon and a red X icon in the 'Action' column, indicating an error.

Action	Date	Pay Code	Value
	Tue 04/02/2019	Comp - Pre-Approved	8.0 Hours

The 'Bank Usage' section shows a graph for 'Comp Time' from Tue 04/02 to Tue 04/02. The 'Comp Time' usage is 8.00 hours used, with a balance of 0.00 hours remaining.

The 'Exceptions' section contains a table with one row of an exception message:



Date	Message	Severity
04/08/2019	Comp Time bank has reached 0 hours. 8.0 hours must be changed to Leave Without Pay (LWOP) or another appropriate leave type with an available balance.	Error (not paid)

To correct the error, either change the leave type for the current request or cancel the future request and resubmit it with a different leave type.

## Too Many Hours Entered

This error occurs if there is already an approved leave request for the day or other hours on your timesheet.

The screenshot shows the 'My Time Off' page in EmpCenter. The 'Request Details' section contains a table with the following data:

Action	Date	Pay Code	Hours
 	Mon 10/01/2018	Vacation - Pre-Approved	4.0

Below the table is a 'Comments' section with a text input field. A red error message states: 'Exceptions prevent request submission.' At the bottom of the form are 'Back' and 'Submit' buttons.

The 'Bank Usage' section shows a progress bar for 'Vacation Bank' with values 0.00, 232.78, and 232.78.

The 'Exceptions' section contains a table with the following data:



Date	Message	Severity
10/01/2018	Only 12 hours can be entered daily	Error (not paid)

To correct the error, use the back button to change the day. If you need to change the leave type for the approved time off, you must first cancel the previous request then submit a new request.

## Restricted Leave Types

Some leave types can only be used at certain times of the year.

The screenshot shows the 'My Time Off' page in EmpCenter. The 'Request Details' section contains a table with the following data:

Action	Date	Pay Code	Hours
 	Tue 09/04/2018	Special Day - Pre-Approved	4.0

Below the table is a 'Comments' section with a text input field. At the bottom of the form are 'Back' and 'Submit' buttons.

The 'Exceptions' section contains a table with the following data:



Date	Message	Severity
09/04/2018	Special Day only allowed between the workday before Thanksgiving and June 30th.	Error (not paid)

To correct the error, click on the Back button and change the date of the leave request.


## No Pay Code Selected


You must select a leave type from the pay code drop down before you can submit the request.


**Request Details**

Action	Date	Pay Code	Hours
 	Tue 09/04/2018	Select Pay Code	4.0

**Comments**

 Exceptions prevent request submission.

 Back

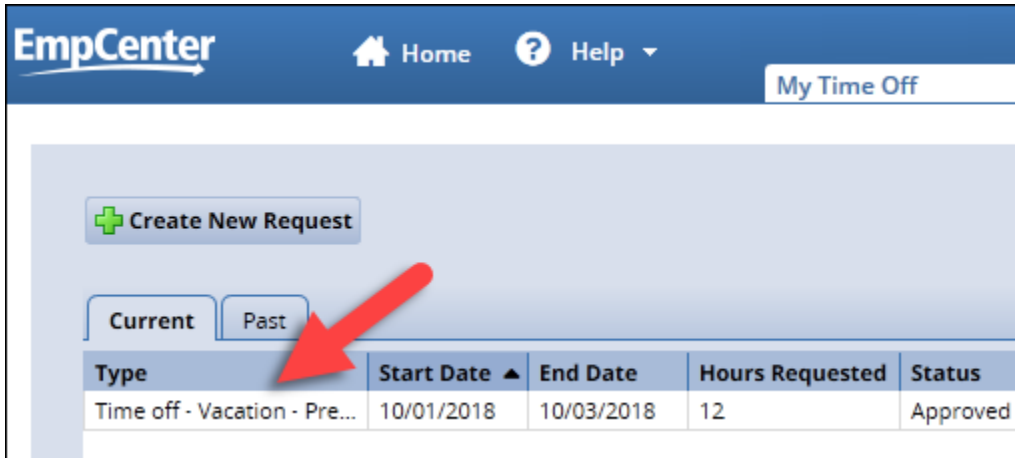
 Submit

To correct the error, select a leave type.

## Viewing a Time Off Request

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

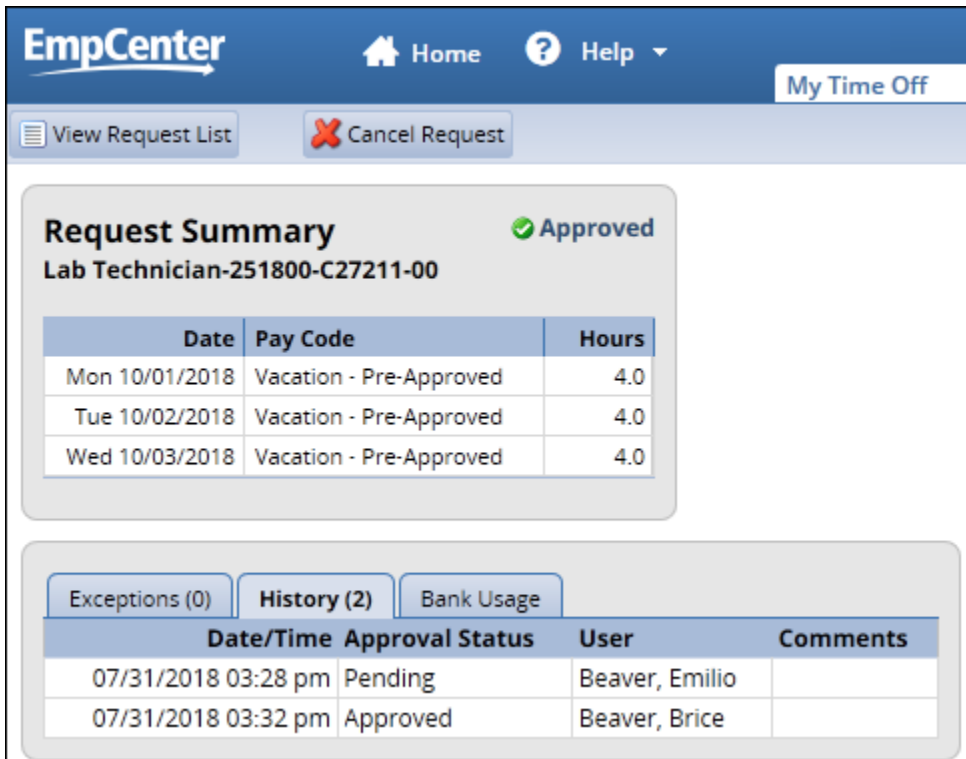
1. After selecting My Time Off from the Employee Dashboard, click on the Time Off Request you would like to view from the Request List:



Type	Start Date	End Date	Hours Requested	Status
Time off - Vacation - Pre...	10/01/2018	10/03/2018	12	Approved

Note: you will need to click on the Past tab to view requested time off for dates prior to today.

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



Date	Pay Code	Hours
Mon 10/01/2018	Vacation - Pre-Approved	4.0
Tue 10/02/2018	Vacation - Pre-Approved	4.0
Wed 10/03/2018	Vacation - Pre-Approved	4.0

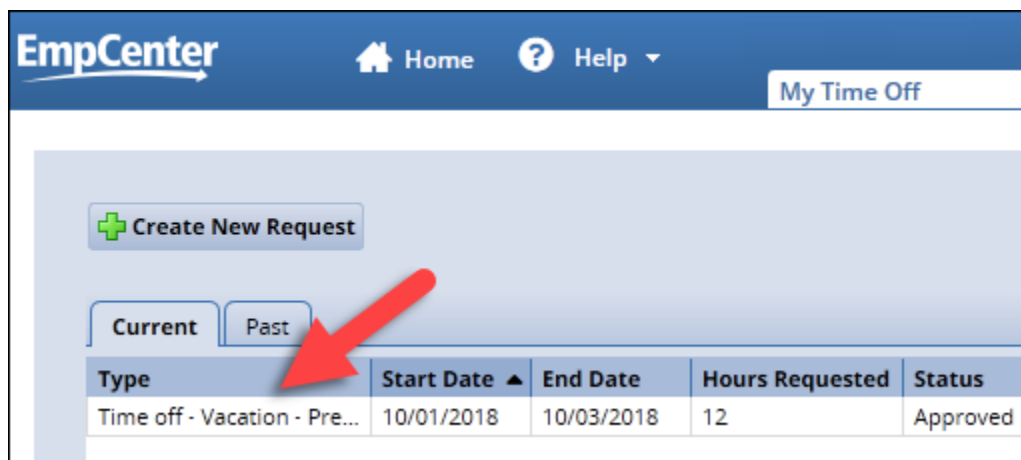
  

Date/Time	Approval Status	User	Comments
07/31/2018 03:28 pm	Pending	Beaver, Emilio	
07/31/2018 03:32 pm	Approved	Beaver, Brice	

## Cancelling a Time Off Request

You can cancel an approved or pending request. If the request was already approved, cancelling will alert your supervisor and put the time back in your leave bank.

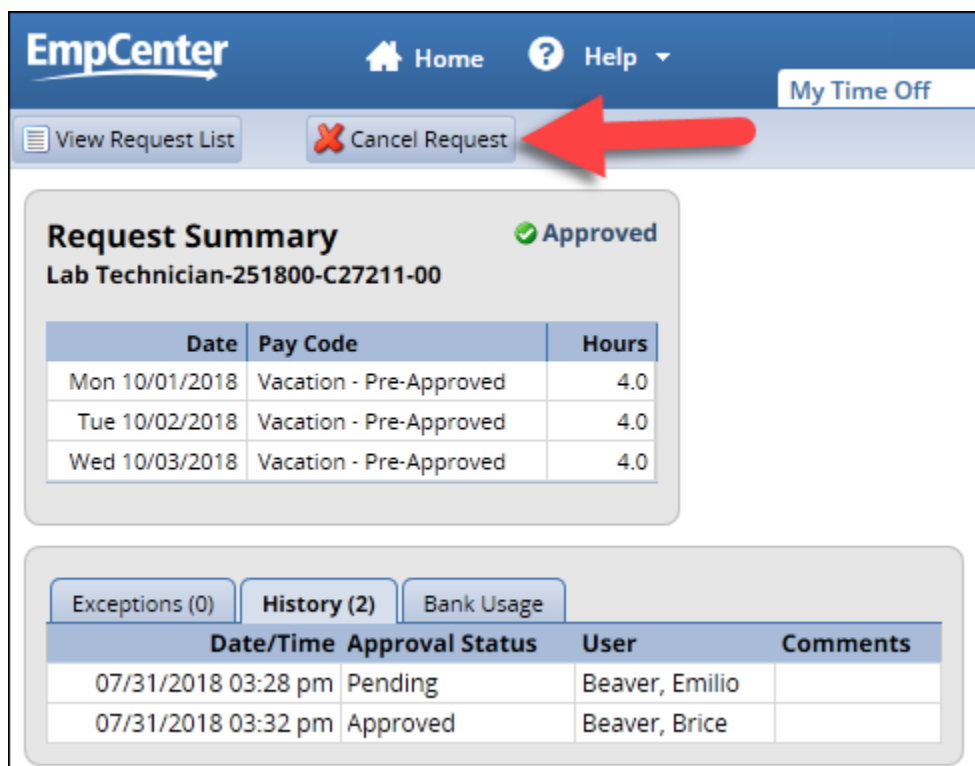
1. After selecting My Time Off from the Employee Dashboard, click on the Time Off Request you would like to cancel from the Request List:



The screenshot shows the EmpCenter interface with the 'My Time Off' tab selected. There is a 'Create New Request' button and tabs for 'Current' and 'Past'. Below these is a table of requests. A red arrow points to the first row of the table.

Type	Start Date	End Date	Hours Requested	Status
Time off - Vacation - Pre...	10/01/2018	10/03/2018	12	Approved

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



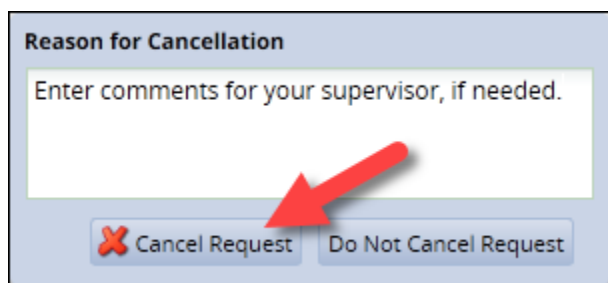
The screenshot shows the 'Request Summary' page for a 'Lab Technician-251800-C27211-00'. The status is 'Approved'. There are buttons for 'View Request List' and 'Cancel Request'. A red arrow points to the 'Cancel Request' button. Below the buttons is a table showing the request details for three days.

Date	Pay Code	Hours
Mon 10/01/2018	Vacation - Pre-Approved	4.0
Tue 10/02/2018	Vacation - Pre-Approved	4.0
Wed 10/03/2018	Vacation - Pre-Approved	4.0

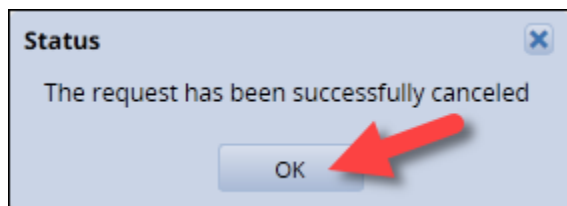
Below the table are tabs for 'Exceptions (0)', 'History (2)', and 'Bank Usage'. The 'History (2)' tab is selected, showing a table of approval history.

Date/Time	Approval Status	User	Comments
07/31/2018 03:28 pm	Pending	Beaver, Emilio	
07/31/2018 03:32 pm	Approved	Beaver, Brice	

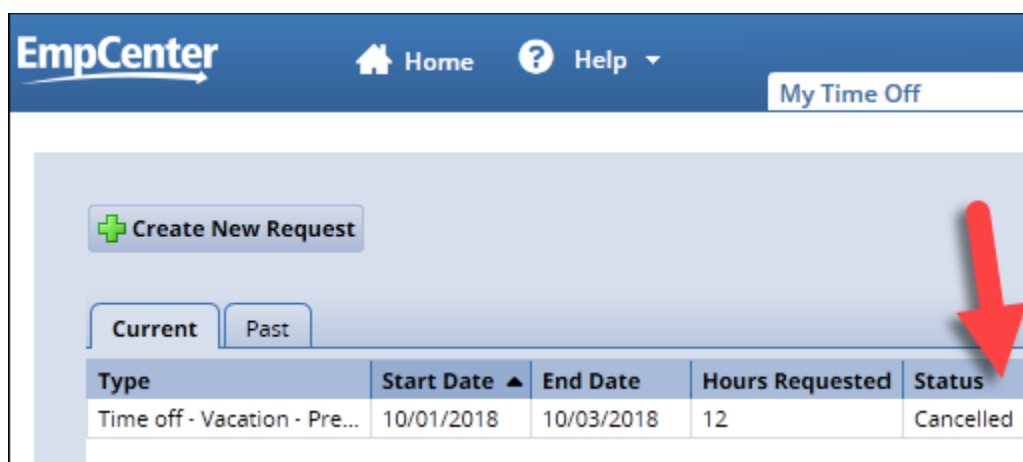
3. Add any comments, if needed, then click Cancel Request:



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:



Type	Start Date ▲	End Date	Hours Requested	Status
Time off - Vacation - Pre...	10/01/2018	10/03/2018	12	Cancelled

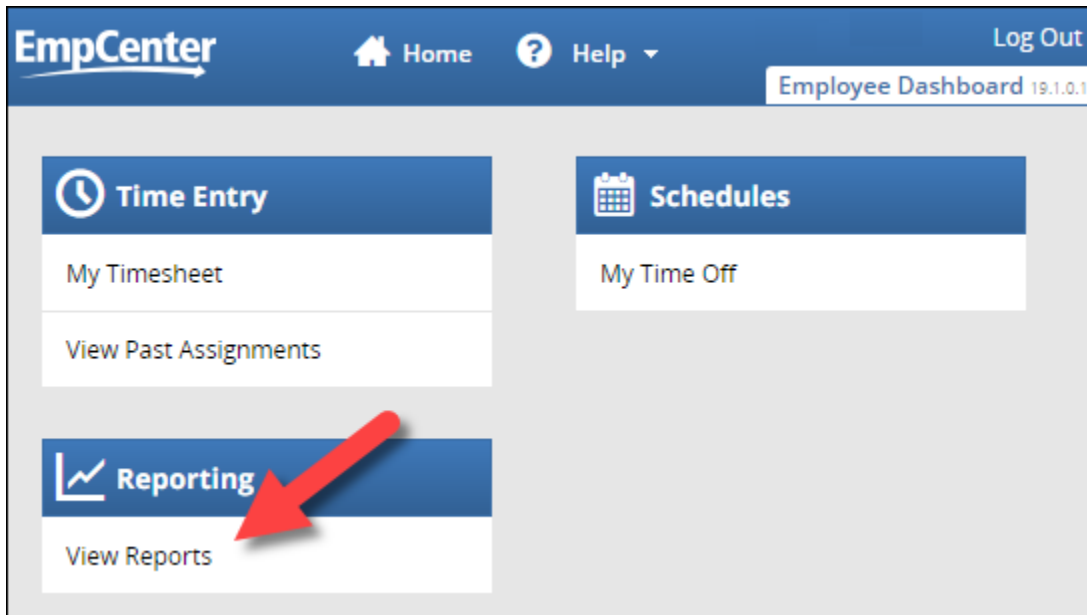
Note: once the request is cancelled, no further action can be taken. To re-request the day you must create a new time off request.

## Reports

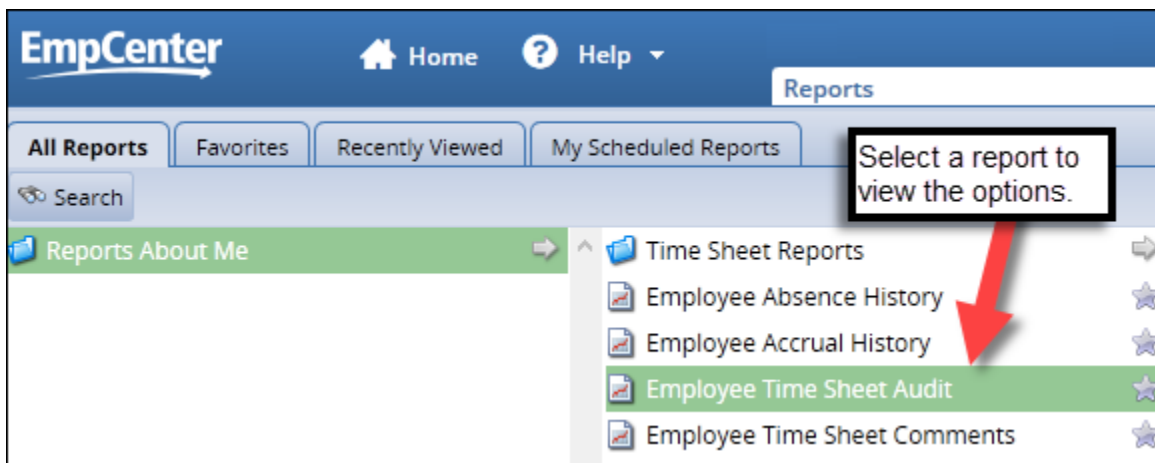
EmpCenter allows you to run reports for the current and past pay periods. Reports include leave accrual information and timesheet audit reports.

### Viewing Reports

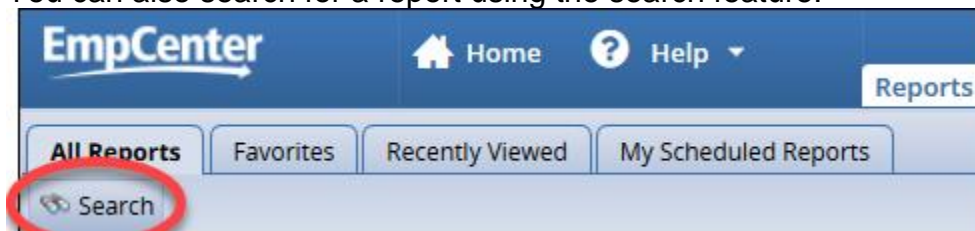
1. All reports are accessed by clicking on View Reports on the Dashboard under Reporting:



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.

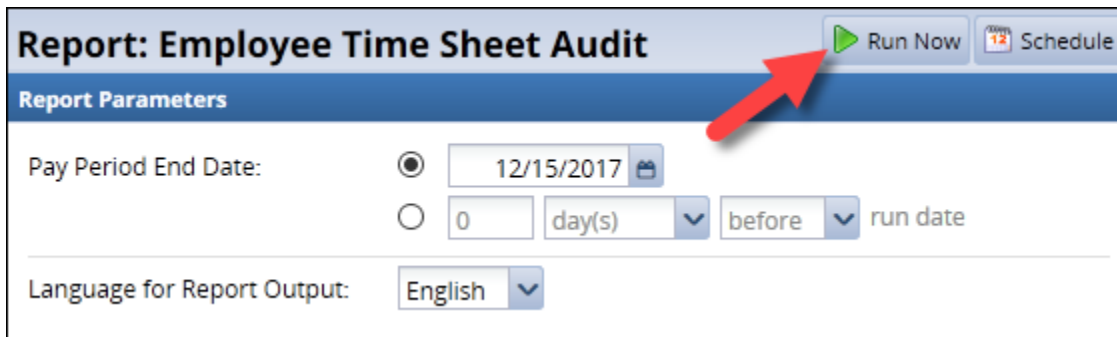
3. Select the report options:

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:



**Report: Employee Time Sheet Audit**

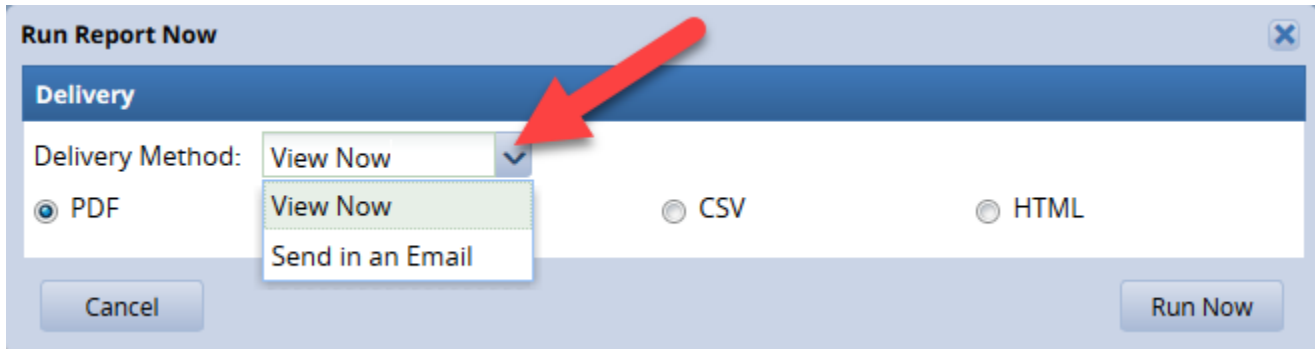
**Report Parameters**

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

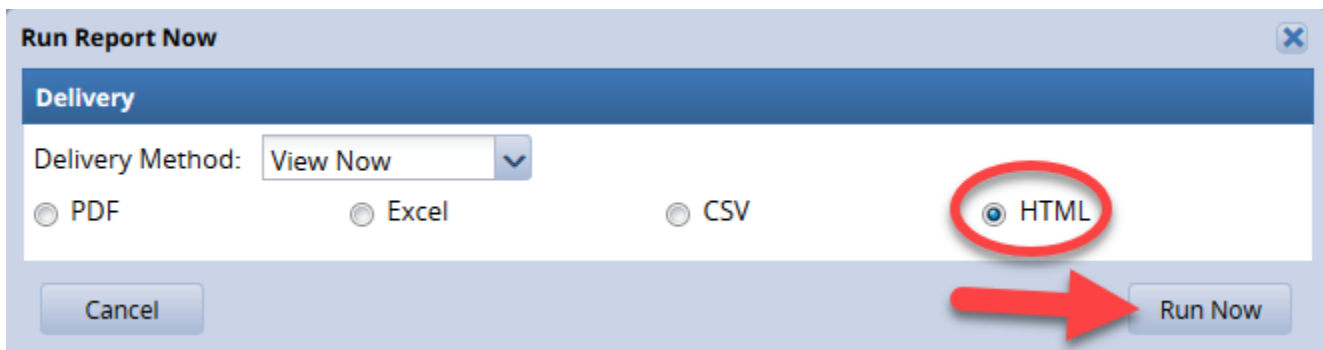
☒ PDF ☐ CSV ☐ HTML

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

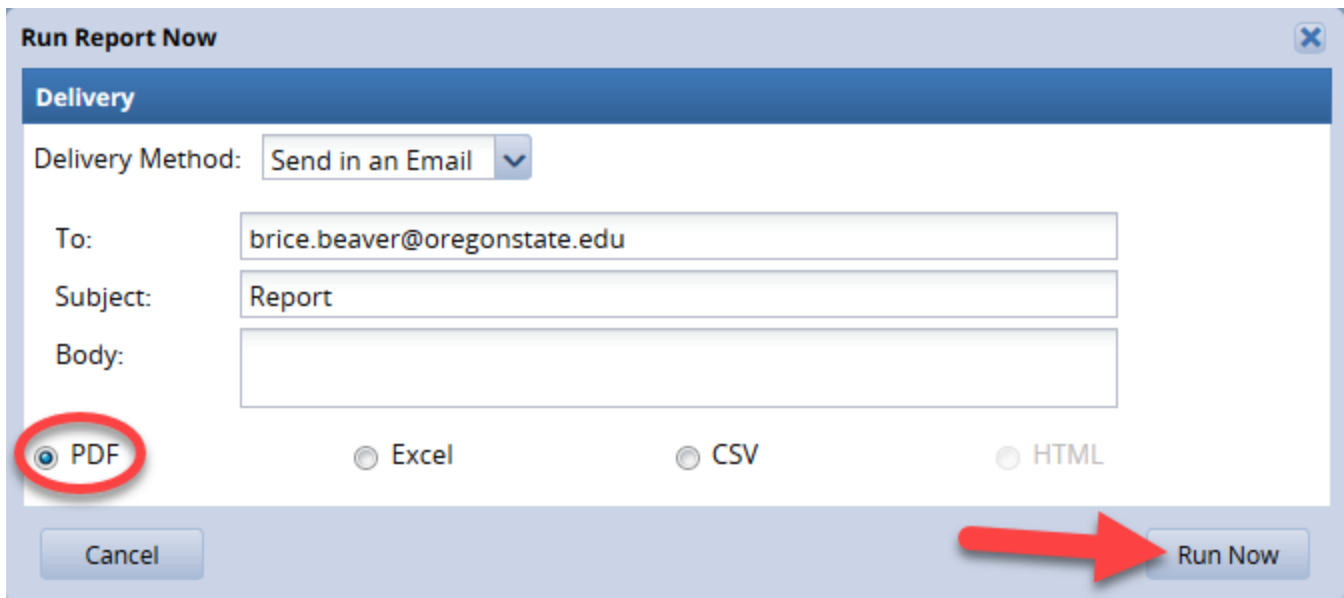
☐ PDF ☐ Excel ☐ CSV ☒ HTML

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.

**Run Report Now**

**Delivery**

Delivery Method: Send in an Email

To:

Subject:

Body:

☒ PDF ☐ Excel ☐ CSV ☐ HTML

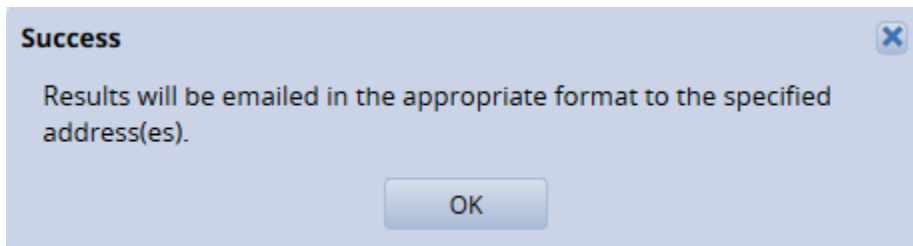
Cancel Run Now

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 says 'Results will be emailed in the appropriate format to the specified address(es)'. At the bottom is an 'OK' button.

**Success**

Results will be emailed in the appropriate format to the specified address(es).

OK

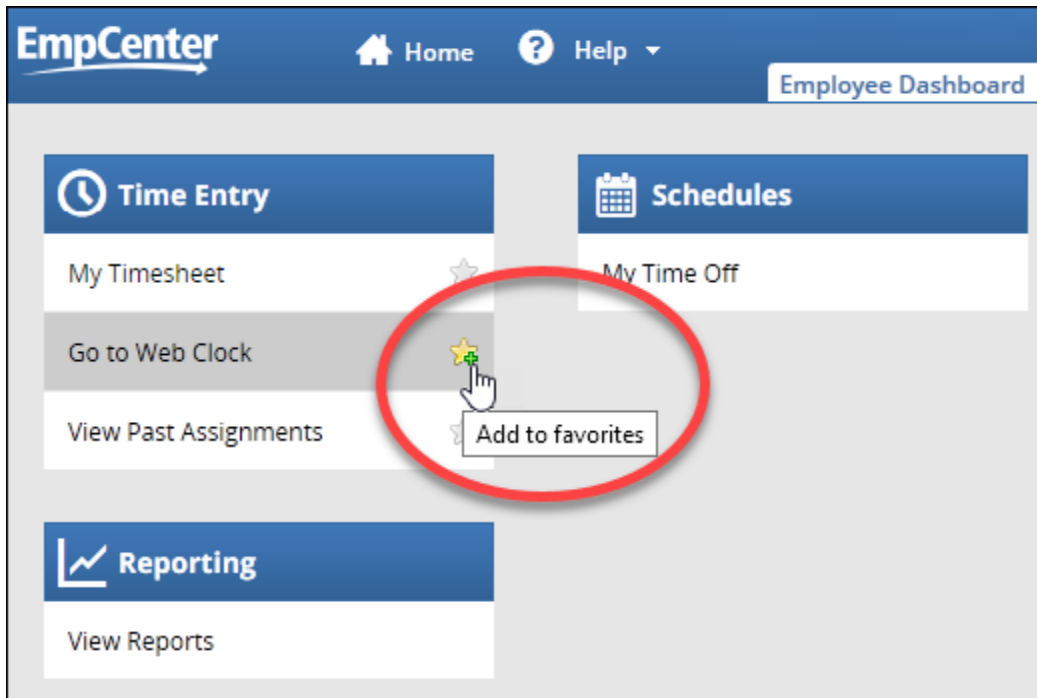
Note: If needed, you can schedule reports you use frequently to be emailed to you on a daily, weekly, monthly, or yearly basis. See the Reports guide on the MyTime Supervisor Training page for more details on how to set up a schedule for a report in EmpCenter.

## Appendix A: Create Favorites

### Employee Dashboard

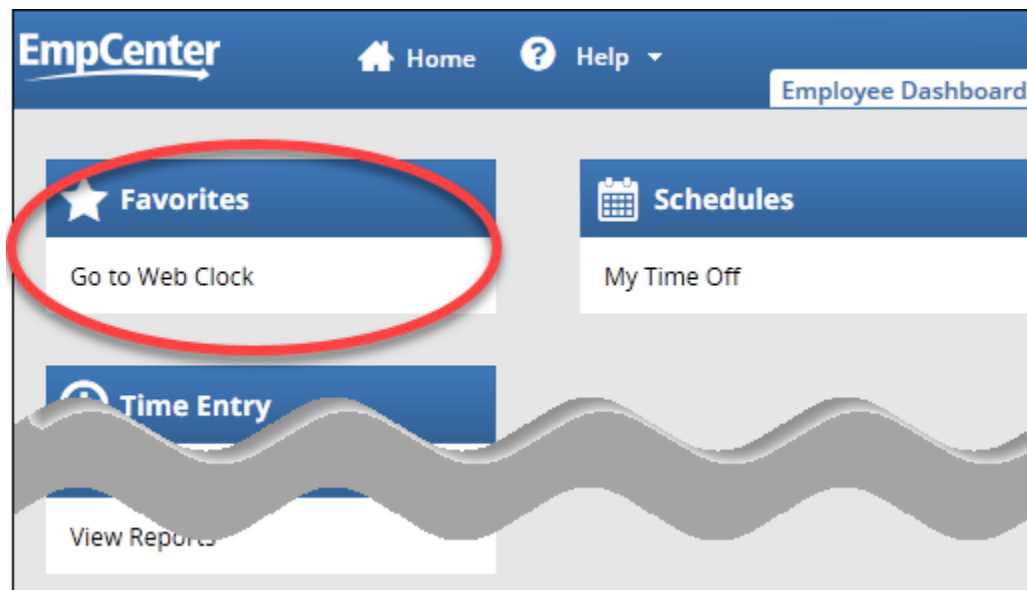
On the EmpCenter Dashboard, you can create favorites for tasks you access most often.

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:

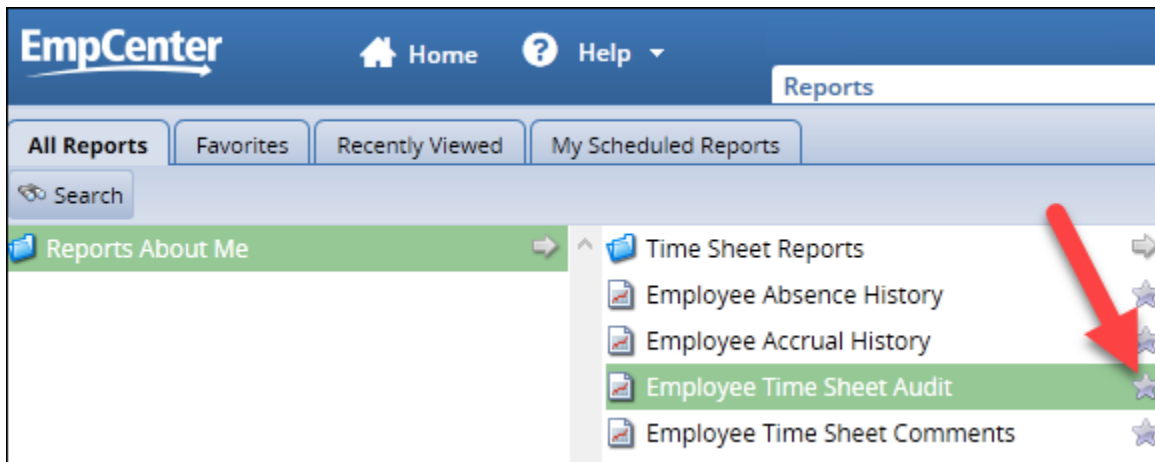


Note: to remove any item from the Favorites group, simply drag it back to its original group or hover your mouse over the item to click on the yellow star.

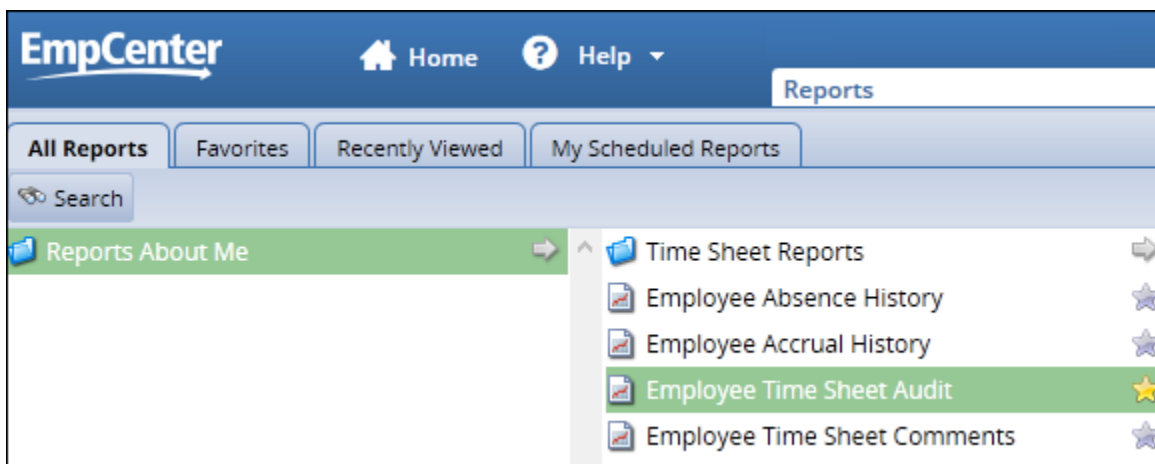
## Reports

You can create favorites for reports you access most often.

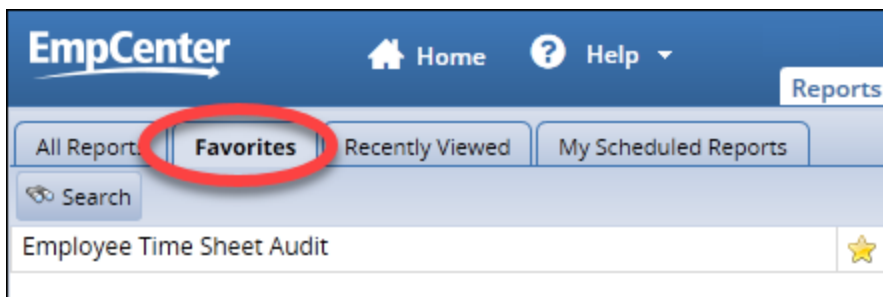
1. After selecting View Reports from the Employee Dashboard, find the report you would like to make a favorite then click the gray star next to the report title:



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



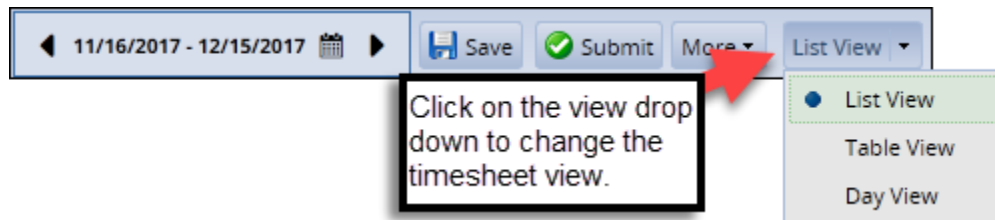
2. You can view all favorite reports by clicking on the Favorites tab:



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 the date range 11/16/2017 - 12/15/2017, Save, Submit, and More buttons, and a 'List View' dropdown. A 'Timesheet' tab is selected. 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.

EmpCenter Home ? Help My Time Entry

11/16/2017 - 12/15/2017 Save Submit More Table 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.

T F S S M T W T F S S M T W T F S S M T W T F S Nov 16, 2017 to Nov 18, 2017 ☒ Show All Weeks

Pay Code	Sun 11/12	Mon 11/13	Tue 11/14	Wed 11/15	Thu 11/16	Fri 11/17	Sat 11/18	Leave Ca...	Clock Locat...	Comments	Total
+ Select Pay Code											0.00
Pay Code	Sun 11/19	Mon 11/20	Tue 11/21	Wed 11/22	Thu 11/23	Fri 11/24	Sat 11/25	Leave Ca...	Clock Locat...	Comments	Total
+ Select Pay Code											0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
Pay Code	Sun 11/26	Mon 11/27	Tue 11/28	Wed 11/29	Thu 11/30	Fri 12/01	Sat 12/02	Leave Ca...	Clock Locat...	Comments	Total

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.

EmpCenter Home ? Help My Time Entry

11/16/2017 - 12/15/2017 Save Submit More Day 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.

T F S S M T W T F S S M T W T F S S M T W T F S Nov 16, 2017

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

Nov 16, 2017

Worked Time

Pay Code	Hours	Clock Loc...	Comments	Total
+ Select Pay Code				0.00

Time is broken out by worked time and time off (e.g., sick).

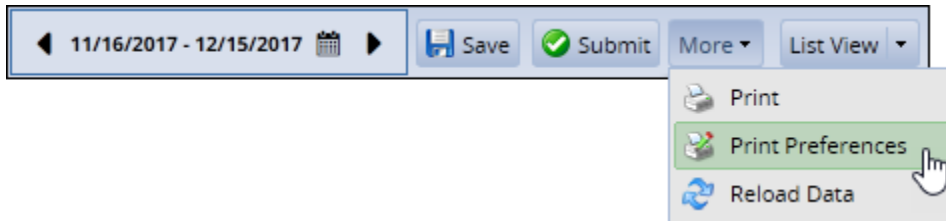
Time Off

Pay Code	Hours	Leave Case	Comments
+ Select Pay Code			

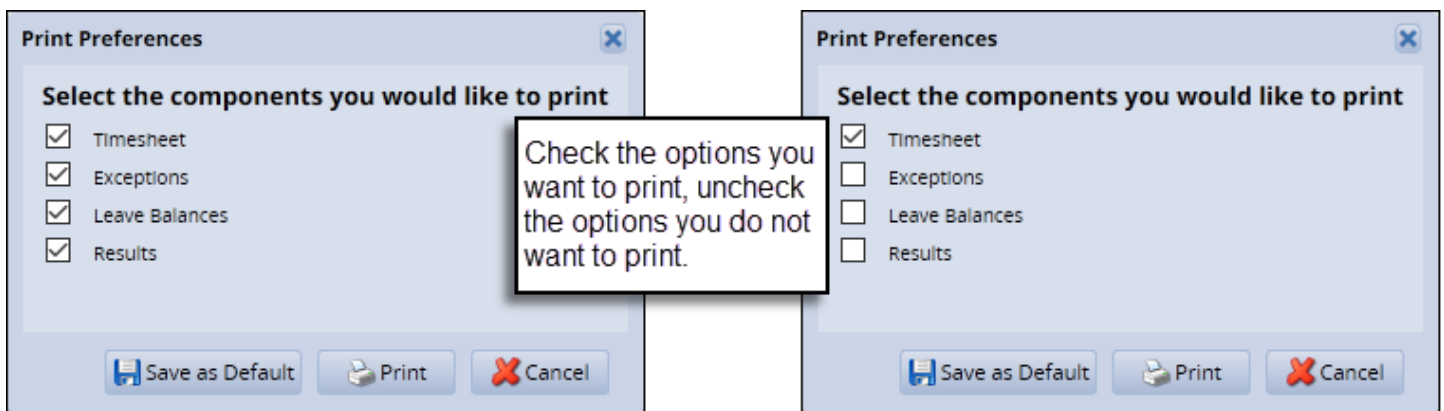
## Appendix C: My Time Entry Print Preferences

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

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

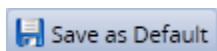


2. In the Print Preferences window, select the options you would like to print:



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.

## Appendix D: Pay Codes

Pay codes are the types of pay you are earning (work hours, holiday work pay) or using (vacation, sick, comp) for the hours entered on the timesheet.

The pay codes you see are determined by your policy profile in EmpCenter. Some of the pay codes are also limited to certain job types. Below are the pay codes and definition for the Unclassified Hourly policy profile. Note: the pay codes below are in alphabetical order; the order on the timesheet is by most common first.

Pay Code	Definition
Comp	Leave taken from the Comp Time leave bank.
Holiday	Used to add holiday hours (if eligible) to the timesheet.
Holiday Normal Day Off	Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank.
Holiday Override	If the actual holiday (different from observed) falls on a regularly schedule work day, used to move the holiday hours from the observed holiday to the actual holiday. Also used to remove holiday hours when observed holiday falls on normal day off.
Holiday Work Comp Time Earned	Used to record work time for any hours worked on an observed holiday. Hours will be converted to Comp Time.
Holiday Work Pay	Hours worked on a holiday to be paid as additional work time.
Jury Duty	Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required.
LWOP	Leave With Out Pay. Used to record leave when no paid leave options are available. This is used for informational purposes only as hourly employees are only paid for worked hours and paid leave time.
Parental Leave	Additional paid leave used with an approved protected leave case for new parents.
Overtime Comp Requested	Used to convert overtime hours earned in the week to Comp Time.
Sick	Leave taken from the Sick leave bank.
Special Day	Formerly Governor's Day. Additional day of leave that can be used the day before Christmas.
Vacation	Leave taken from the Vacation leave bank.
Worked Hours	Enter hours worked for the day.

In addition, all leave pay codes also have a "-Pre-Approved" (i.e., Vacation – Pre-Approved, Jury Duty – Pre-Approved) version that will display on the timesheet when the Time Off Request process is used to request the leave.

If you are unsure if you are eligible for Holiday pay, please contact your business center HR.