
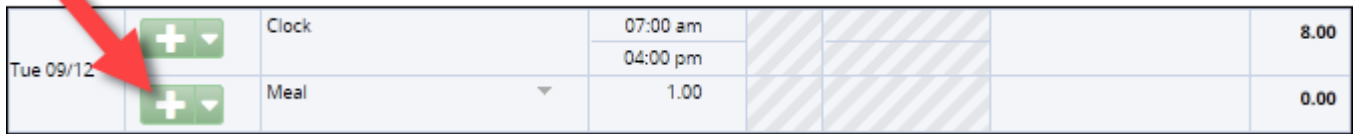




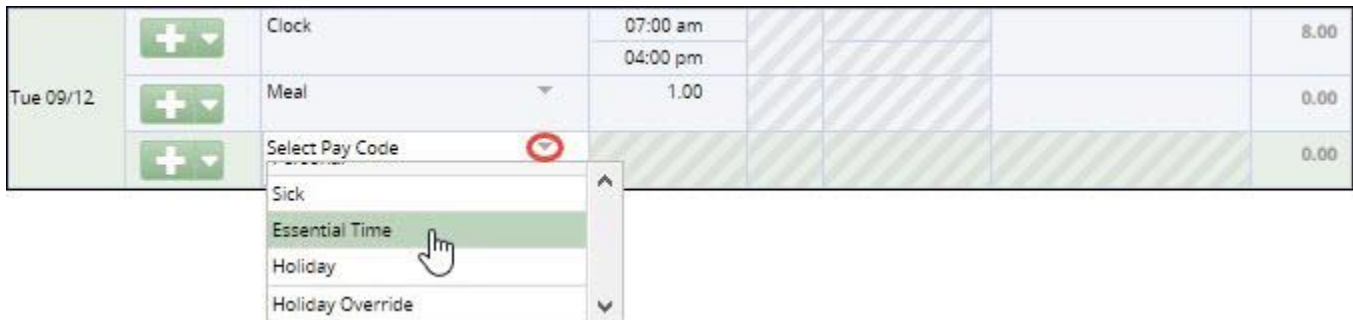
Recording Essential Time in EmpCenter – Employee




1. After recording your hours for the day as normal (clocking, work in/out, regular hours), access your timesheet and add a row to the day you need to add Essential Time by clicking on the green plus sign ():




| | | | | | | |
|-----------|-----------------------------------------------------------------------------------|-------|----------|--|--|------|
| Tue 09/12 |  | Clock | 07:00 am | | | 8.00 |
| | | | 04:00 pm | | | |
| |  | Meal | 1.00 | | | 0.00 |



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



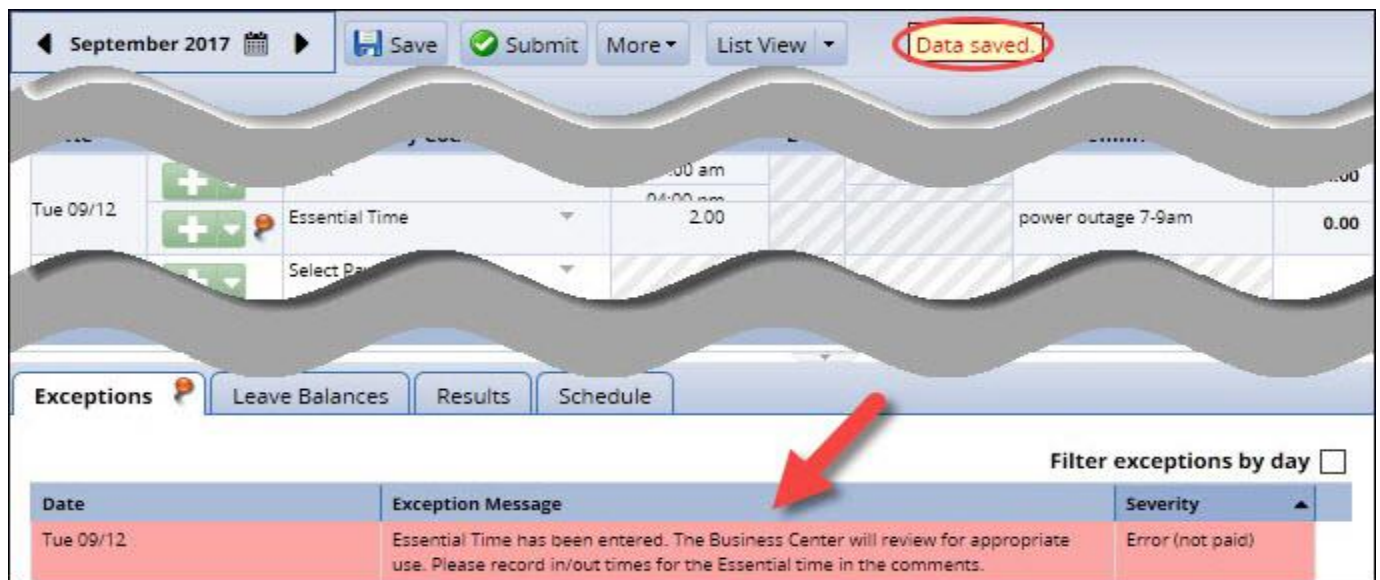
| | | | | | | |
|-----------|-----------------------------------------------------------------------------------|------------------|----------|--|--|------|
| Tue 09/12 |  | Clock | 07:00 am | | | 8.00 |
| | | | 04:00 pm | | | |
| |  | Meal | 1.00 | | | 0.00 |
| |  | Select Pay Code | | | | 0.00 |
| | | Sick | | | | |
| | | Essential Time | | | | |
| | | Holiday | | | | |
| | | Holiday Override | | | | |



3. Enter the number of hours **worked** (only include worked time – do not include your meal break) during the closure and enter comments explaining the hours:






| | | | | | | |
|-----------|-------------------------------------------------------------------------------------|----------------|----------|--|--------------------|------|
| Tue 09/12 |  | Clock | 07:00 am | | | 8.00 |
| | | | 04:00 pm | | | |
| |  | Meal | 1.00 | | | 0.00 |
| |  | Essential Time | 2.00 | | power outage 7-9am | 0.00 |

4. Save your timesheet:



September 2017  Save  Submit More List View Data saved

| | | | | | | |
|-----------|-------------------------------------------------------------------------------------|-----------------|------|--|--------------------|------|
| Tue 09/12 |  | Essential Time | 2.00 | | power outage 7-9am | 0.00 |
| |  | Select Pay Code | | | | |

Exceptions  Leave Balances Results Schedule

Filter exceptions by day

| Date | Exception Message | Severity |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Tue 09/12 | Essential Time has been entered. The Business Center will review for appropriate use. Please record in/out times for the Essential time in the comments. | Error (not paid) |

Note: you will see a red-level exception. After you submit your timesheet for the pay period, your supervisor will review the hours for appropriateness and acknowledge the exception if the time is correct. If your supervisor determines that any of the hours are not eligible for Essential Time, they will reduce the hours as appropriate and explain the changes in the Comments column or Timesheet Comments.