

Recording Essential Time in EmpCenter – Supervisor

Classified employees that are designated “essential” and are **required** to work on campus (or other University location) during a University closure record those hours in EmpCenter using the Essential Time pay code. If you are not sure if your employee should be designated as an essential employee, please contact your HR team for assistance.

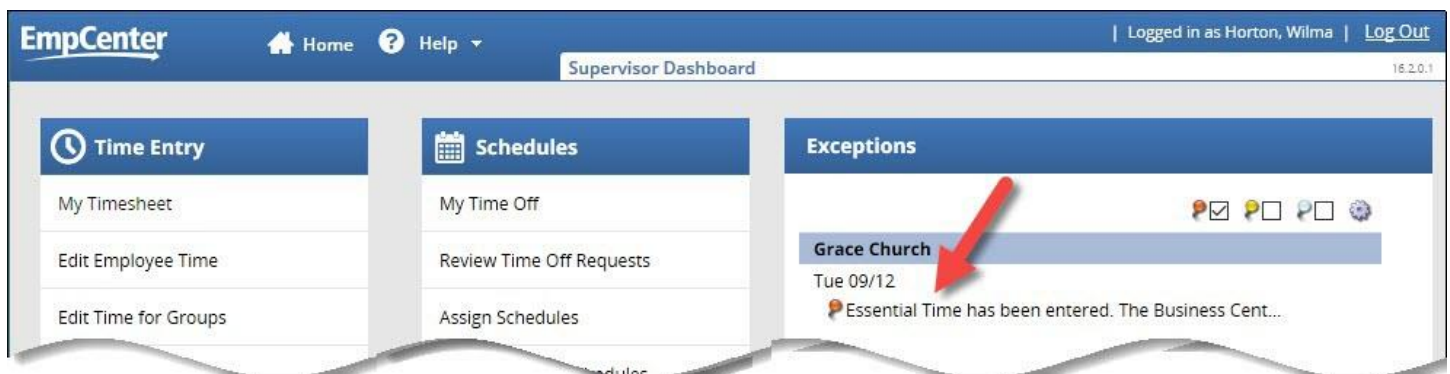
When reviewing/approving timesheets at the end of the pay period, the supervisor should determine if the Essential Time entered is appropriate and if the employee is eligible for the additional pay for the hours worked.

PLEASE NOTE: Per the Bureau of Labor and Industries (BOLI), it is the employers’ responsibility to track hours worked and ensure that employees are paid correctly. The supervisor is taking on the role of employer when they review and approve the timesheets. If an employee is required to work during a closure and didn’t enter Essential time correctly, the supervisor will be responsible for adding it to the employee’s timesheet for them.

How Will I Know If the Employee Entered Essential Time?

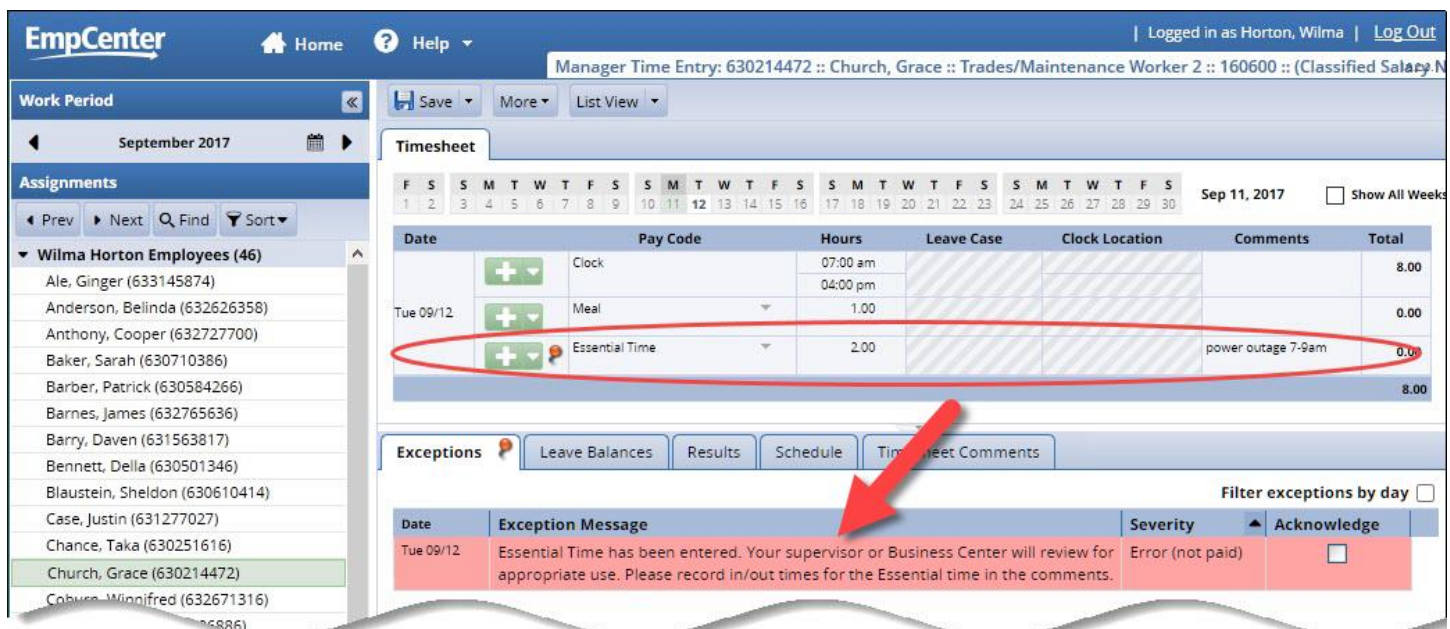
When an employee adds Essential Time to their timesheet, a red-level exception is generated. You will see it listed in the Exceptions box on the Supervisor Dashboard and on the employee timesheet – which can be viewed by either using the Edit Employee Time link or the Approve Timesheets link.

Supervisor Dashboard:



The screenshot shows the EmpCenter Supervisor Dashboard. The 'Exceptions' section is highlighted with a red arrow pointing to an entry for 'Grace Church' on 'Tue 09/12'. The message reads: 'Essential Time has been entered. The Business Cent...'

Manager Time Entry (access by clicking on Edit Employee Time from the Supervisor Dashboard):



The screenshot shows the EmpCenter Manager Time Entry page for Grace Church. The 'Timesheet' table is visible, with the 'Essential Time' entry for 'Tue 09/12' circled in red. The 'Exceptions' section below shows a red-level exception message: 'Essential Time has been entered. Your supervisor or Business Center will review for appropriate use. Please record in/out times for the Essential time in the comments.'

Date	Exception Message	Severity	Acknowledge
Tue 09/12	Essential Time has been entered. Your supervisor or Business Center will review for appropriate use. Please record in/out times for the Essential time in the comments.	Error (not paid)	<input type="checkbox"/>

Approve Timesheets (access by clicking on Approve Timesheets from the Supervisor Dashboard):

Click on the employee's row to open the timesheet.

Approve Current Timesheet for Period Ending 09/30/2017

Employee ID	Name	Assignment	Policy Profile	Total Hours	Regular Hours	OT Hours	Leave Hours	Exceptions	Submitted	Approval
630214472	Church, Grace	Trades/Maintenance Worker 2-160600-C32-000	Classified Salary Nonexempt	168.0	168.0	0.0	0.0	Yes	No	<input type="checkbox"/> Approve

Manager Time Entry: 630214472 :: Church, Grace :: Trades/Maintenance Worker 2 :: 160600 :: (Classified Salary Nonexempt) - Mozilla Fir...

September 2017

Timesheet

Date	Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Tue 09/12	Clock	07:00 am 04:00 pm				8.00
Tue 09/12	Meal	1.00				0.00
Tue 09/12	Essential Time	2.00			power outage 7-9am	0.00
						8.00

Exceptions

Date	Exception Message	Severity	Acknowledge
Tue 09/12	Essential Time has been entered. Your supervisor or Business Center will review for appropriate use. Please record in/out times for the Essential time in the comments.	Error (not paid)	<input type="checkbox"/>

Approving Essential Hours

If the Essential Time entered is appropriate and the employee is eligible for the additional pay, acknowledge the exception and save your changes. This will allow the additional pay to calculate correctly.

If you do not acknowledge the exception, HR will remove the time when auditing timesheets.

Manager Time Entry: 630214472 :: Church, Grace :: Trades/Maintenance Worker 2 :: 160600 :: (Classified Salary N...

September 2017

Timesheet

Date	Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Tue 09/12	Clock	07:00 am 04:00 pm				8.00
Tue 09/12	Meal	1.00				0.00
Tue 09/12	Essential Time	2.00			power outage 7-9am	0.00
						8.00

Exceptions

Date	Exception Message	Severity	Acknowledge
Tue 09/12	Essential Time has been entered. Your supervisor or Business Center will review for appropriate use. Please record in/out times for the Essential time in the comments.	Error (not paid)	<input checked="" type="checkbox"/>

Removing/Changing Essential Hours

If the employee is not eligible for Essential Time – or not eligible for all of the hours they indicated were Essential Time – simply change the number of hours in the Hours column and add comments in the Comments column or, for more detail, the Timesheet Comments tab:

Manager Time Entry: 630214472 :: Church, Grace :: Trades/Maintenance Worker 2 :: 160600 :: (Classified Salary Nonexempt) X

September 2017 Save Save and Close Close Timesheet More List View

Timesheet

Date	Pay Code	Hours	L	Total
Tue 09/12	Clock	07:00 am 04:00 pm		8.00
	Meal	1.00		0.00
	Essential Time	2.00		0.00
				8.00

Change the hours to the correct amount or zero then enter comments.

Exceptions Leave Balances Results Schedule Timesheet Comments

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)

If you zeroed out the Essential Time, the red level error will be cleared from the timesheet when you save it. If you changed the number of hours, acknowledge the exception and save the timesheet.

Manager Time Entry: 630214472 :: Church, Grace :: Trades/Maintenance Worker 2 :: 160600 :: (Classified Salary Nonexempt) X

September 2017 Save Save and Close Close Timesheet More List View Data saved.

Timesheet

Date	Pay Code	Hours	L	Clock L...	Comments	Total
Tue 09/12	Clock	07:00 am 04:00 pm				8.00
	Meal	1.00				0.00
	Essential Time	0.00			power outage 7-9am	0.00
						8.00

Exceptions Leave Balances Results Schedule Timesheet Comments

Comments

Removing 2 hours of essential time - employee was not required to work during the outage. Wilma Horton

Note: This step can be completed from the Edit Employee Time page, the Approve Timesheets page (after clicking on the employee's row to open the timesheet) or the Supervisor Dashboard by clicking on the exception in the Exceptions box.