

Major Changes:

- All employees will be on hourly timesheet, from the 16th to the 15th (e.g., 9/16/23-10/15/23).
- Total hours worked for the day are entered on the timesheet; you will no longer be using the web clock or Work In/Out.
- Overtime is entered manually – EmpCenter does NOT automatically calculate overtime. Supervisors must approve the overtime for it to calculate correctly. See below for an example.
- Comp time bank limit is now 40 hours.
- Employees are paid their normally scheduled work hours for university observed holidays.
- When requesting time off, the employee must enter hours for each day. EmpCenter will not automatically populate hours on the request. See below for an example.

Entering Overtime on the Timesheet:

Overtime is entered any day that it is worked:

07/16/2023 - 08/15/2023 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.

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
Date	Pay Code	Hours	Leave Case	Comments																							
Mon 08/07	Overtime Hours	2.00																									
	Worked Hours	12.00																									
Tue 08/08	Select Pay Code																										
		12.00																									

A red level exception will generate that MUST be acknowledged by your supervisor before the overtime will calculate:

Date	Pay Code	Hours	Leave Case	Comments
Mon 08/07	Worked Hours	12.00		
	Overtime Hours	2.00		
Tue 08/08	Select Pay Code			

Exceptions Leave Balances Results Timesheet Comments

Filter exceptions by day

Date	Exception Message	Severity
Mon 08/07	Overtime hours entered on timesheet. Supervisor to review and acknowledge for approval.	Error (not paid)

The exception must be acknowledged before payroll processing.

Time Off Request:

After selecting the leave pay code and dates, you must enter hours for each day of the time off request before you are able to submit it:

Request Details

Action	Date	Pay Code	Value
	Mon 09/25/2023	Vacation - Pre-Approved	Hours
	Tue 09/26/2023	Vacation - Pre-Approved	Hours
	Wed 09/27/2023	Vacation - Pre-Approved	Hours

Comments

[upload an attachment...](#)

You must enter hours for each day of the request; EmpCenter will not assume hours for you. You will not be able to submit the request until you have entered hours in the Value column and updated the request.

Click in the Value column to enter the hours; click update once you are done:

Request Details

Action	Date	Pay Code	Value
	Mon 09/25/2023	Vacation - Pre-Approved	<input style="width: 50px;" type="text" value="0.0"/> Hours
	Tue 09/26/2023	Vacation - Pre-Approved	Hours
	Wed 09/27/2023	Vacation - Pre-Approved	Hours

Request Details

Action	Date	Pay Code	Value
	Mon 09/25/2023	Vacation - Pre-Approved	12.0 Hours
	Tue 09/26/2023	Vacation - Pre-Approved	12.0 Hours
	Wed 09/27/2023	Vacation - Pre-Approved	12.0 Hours

Comments

[upload an attachment...](#)

