

**Oregon
State
University**

**EMPCENTER 20.2 USER
GUIDE**

Oregon State
UNIVERSITY

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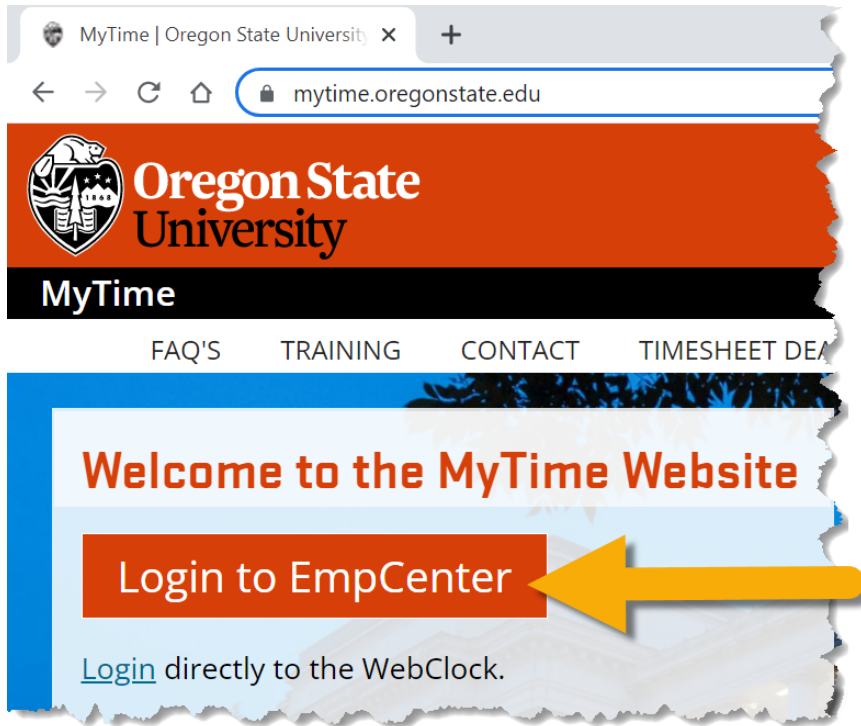
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EmpCenter Overview

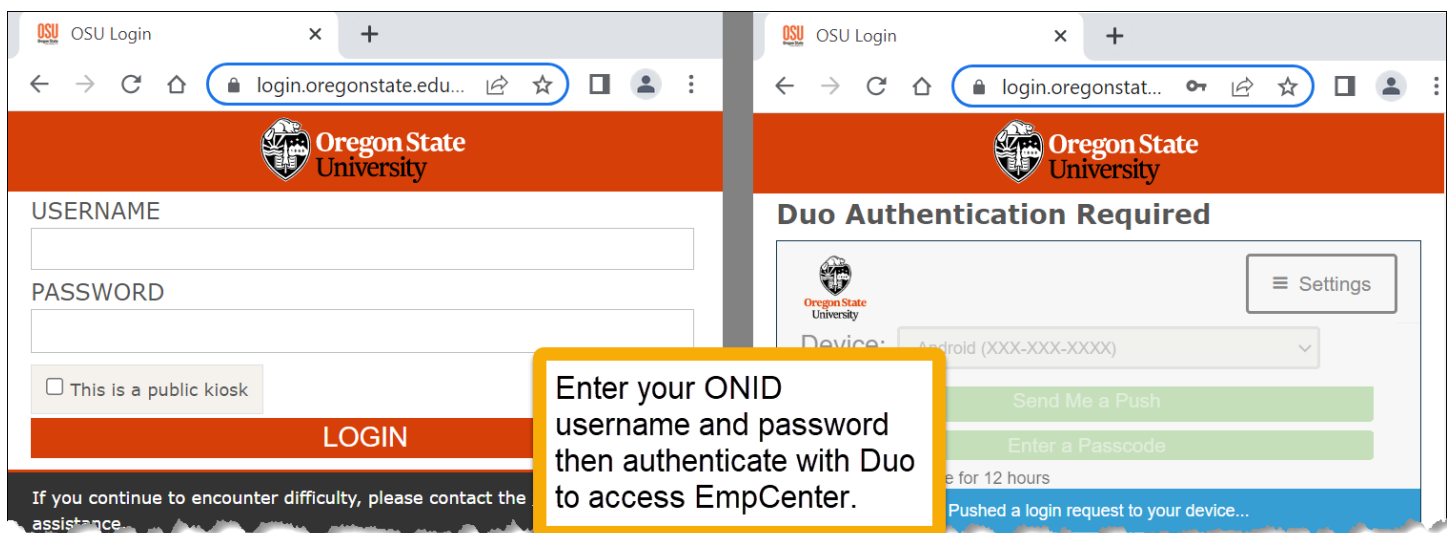
Accessing EmpCenter

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/>:



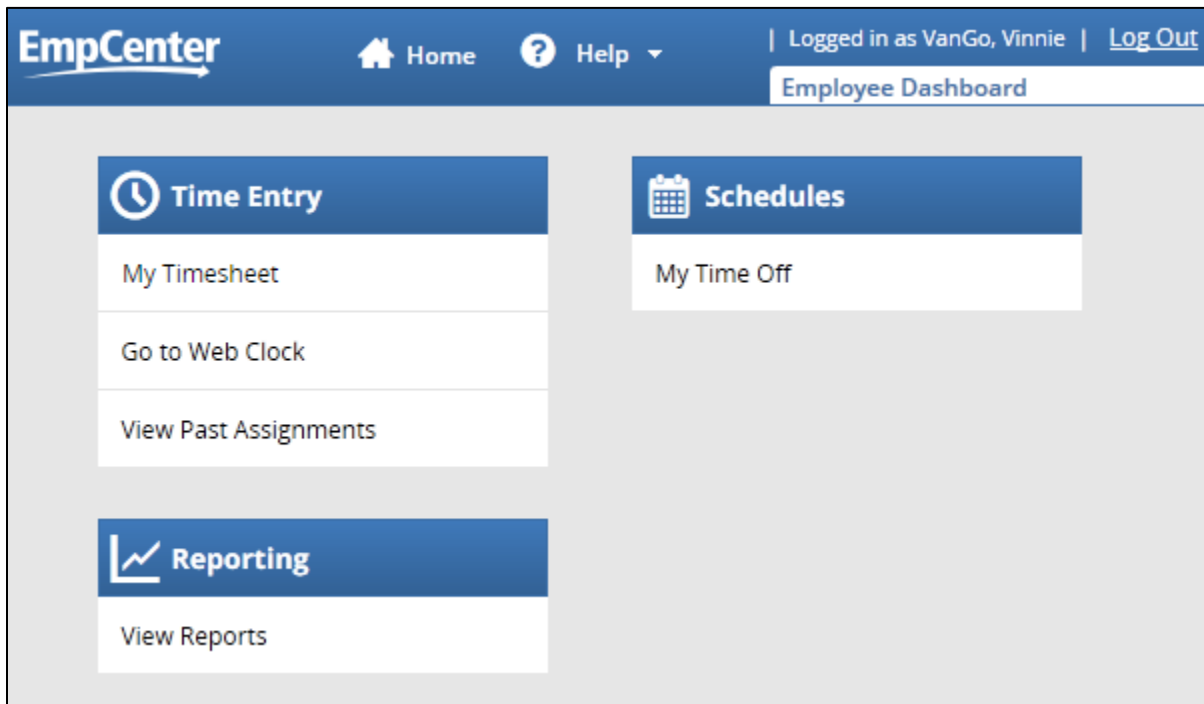
At the OSU Single Sign On (SSO) page, login with your ONID username and password then authenticate with Duo Multi-Factor Authentication (MFA):



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 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.

The screenshot displays the EmpCenter 'My Time Entry' page. At the top, the user is logged in as 'VanGo, Vinnie' and is in the 'Administrative Program'. The page shows a date range of '08/16/2018 - 09/15/2018' and a 'My Time Entry' ID of '630722380'. Below this, there are buttons for 'Save', 'Submit', 'More', and 'List View'. The 'Timesheet' section includes a certification statement and a grid for entering hours. The grid has columns for days of the week (T, F, S) and dates (16-25, 26-31, 1, 2-8, 9-15). A 'Show All Weeks' checkbox is present. Below the grid is a table with columns: Date, Pay Code, Hours, Leave Case, Clock Location, Comments, and Total. The first row shows 'Thu 08/16' with a '+', 'Select Pay Code', and shaded cells for Hours, Leave Case, Clock Location, and Total. Below the table are tabs for 'Exceptions', 'Leave Balances', 'Results', 'Schedule', and 'Timesheet Comments'. The 'Exceptions' section has a 'Filter exceptions by day' checkbox and a table with columns 'Date', 'Exception Message', and 'Severity'. A message box states 'No exceptions.'

Timesheet Top

This screenshot shows the top portion of the EmpCenter 'My Time Entry' page. Callouts A through F are placed over specific elements: A points to the date range '08/16/2018 - 09/15/2018'; B points to the 'Save' button; C points to the 'Submit' button; D points to the 'More' button; E points to the 'List View' dropdown menu; and F points to the 'Switch Assignments' icon (a globe with a plus sign).

- 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  Recall 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' interface. At the top, a blue header bar contains the title 'Timesheet'. Below it, a certification statement is followed by a date range calendar (A) and a date selector (B). A 'Show All Weeks' checkbox (C) is on the right. The main table has columns: Date, Pay Code, Hours, Leave Case, Clock Location, Comments, and Total. The first row (D) is for 'Thu 08/16' and includes a plus sign button. The 'Pay Code' column (E) has a dropdown menu. The 'Hours' (F), 'Leave Case' (G), 'Clock Location' (H), and 'Comments' (I) columns are shaded green. The 'Total' column (J) shows '0.00'. A summary row at the bottom (K) shows the total for the week.

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 hours worked for the pay code selected. Depending on the pay code you may need to enter in and out times (e.g. 8am, 5pm) or elapsed hours (e.g. 8, 1.5).
- 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. 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. Some pay codes require comments to be entered. See Appendix D for more information.
- 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

The screenshot shows the bottom section of a timesheet interface. At the top, there is a navigation bar with five tabs: "Exceptions", "Leave Balances", "Results", "Schedule", and "Timesheet Comments". Above the "Exceptions" tab is a red circle with the letter "A". Above the "Leave Balances" tab is a red circle with the letter "B". Above the "Results" tab is a red circle with the letter "C". Above the "Schedule" tab is a red circle with the letter "D". Above the "Timesheet Comments" tab is a red circle with the letter "E". To the right of the tabs is a checkbox labeled "Filter exceptions by day". Below the tabs is a table with three columns: "Date", "Exception Message", and "Severity". The table is currently empty, and a message box in the center says "No exceptions.".

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

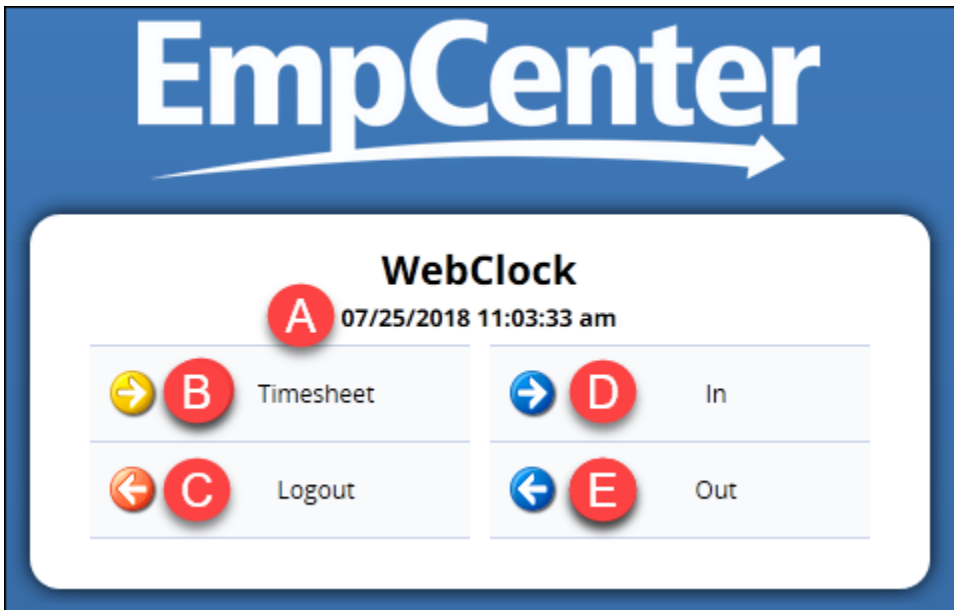
- A. Exceptions: information, warning, or errors on your timesheet. Errors must be corrected before submitting your timesheet for approval.
- B. Leave Balances: all available banks will be listed with initial balance, earned hours, taken hours, and ending balance for the month.
- C. Results: totals by pay code for each day time was recorded for the pay period.
- D. Schedule: if you have an assigned schedule, the details for the pay period are listed here.
- E. Timesheet Comments: comments can be added by anyone with access to the timesheet.

Using the Web Clock

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

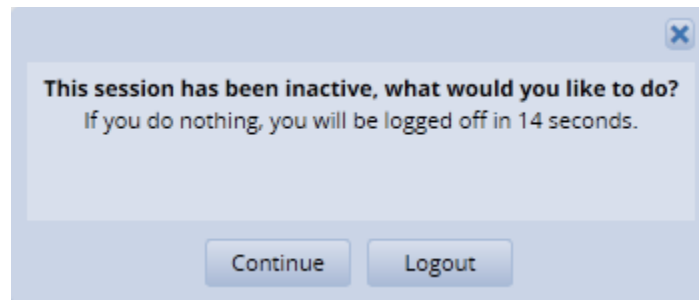
The screenshot shows the Employee Dashboard interface. At the top, there is a blue header bar with the "EmpCenter" logo on the left, and "Home" and "Help" links in the center. On the right side of the header bar, it says "Logged in as VanGo, Vinnie" and "Log Out". Below the header bar is a white bar with the text "Employee Dashboard". The main content area is divided into two columns. The left column has a blue header "Time Entry" with a clock icon. Below this header are three white buttons: "My Timesheet", "Go to Web Clock", and "View Past Assignments". A red arrow points to the "Go to Web Clock" button. The right column has a blue header "Schedules" with a calendar icon. Below this header is one white button: "My Time Off".

Web Clock Overview



- A. Current date and time: the time that will be recorded when any 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.

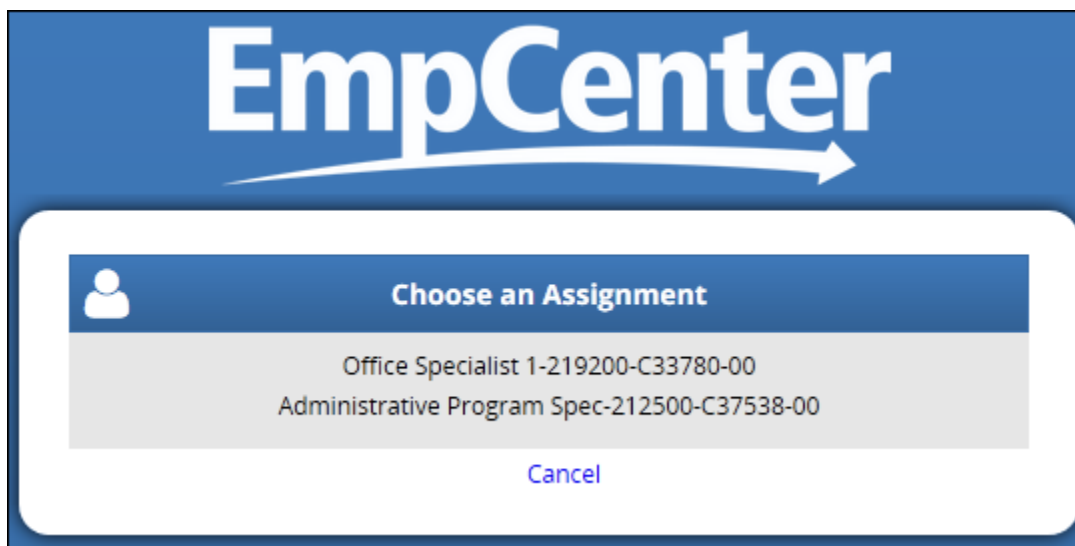
For security, the Web Clock times out after 30 seconds of inactivity; you receive a warning at 15 seconds:



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:

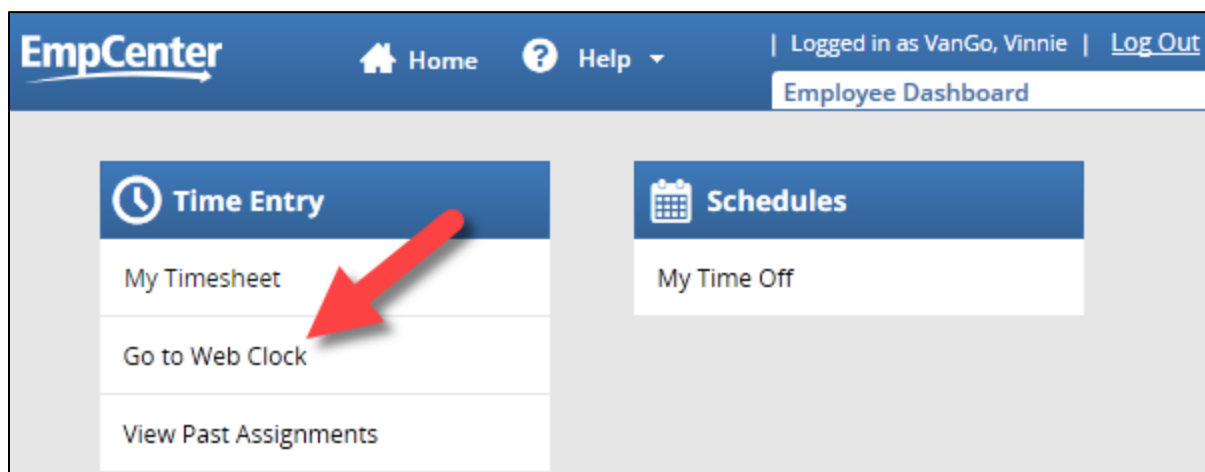


Select the assignment you are clocking in to or out of to access the Web Clock.

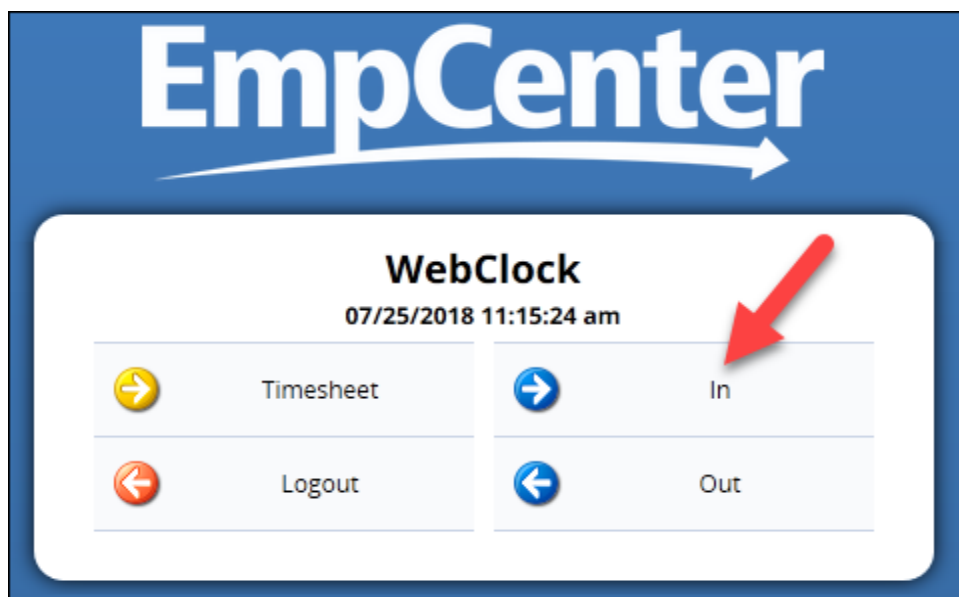
Clocking

Classified Hourly employees are expected to clock in and out for the work day. Clocking allows for the appropriate calculation of overtime and differentials.

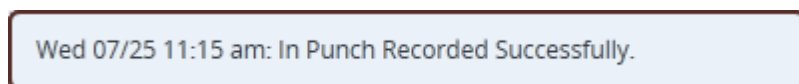
1. From the Employee Dashboard, select Go to Web Clock:



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.

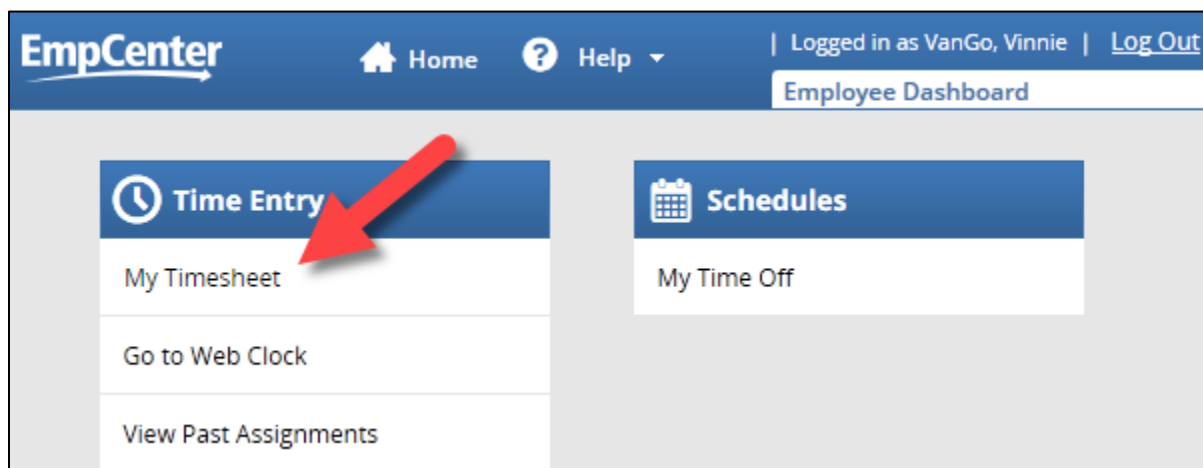
Adjusting Clock Entries

Valid reasons for adjusting clock time include:

- Computer issues preventing use of web clock.
- Assisting students and/or customers at start of shift and unable to clock.
- Missed in or out punch.
- 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.

| 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 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 | | | | | | |
| Date | | Pay Code | | Hours | | Leave Case | | Clock Location | | Comments | | Total | | | | | | | | | | | | | | | | | | | | | | |
| Mon 07/30 | | Select Pay Code | | 11:01 am | | | | 128.193.8.56 | | | | 5.00 | | | | | | | | | | | | | | | | | | | | | | |
| | | Clock | | 04:00 pm | | | | 128.193.8.56 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tue 07/31 | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 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.

| 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 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 | | | | | | |
| Date | | Pay Code | | Hours | | Leave Case | | Clock Location | | Comments | | Total | | | | | | | | | | | | | | | | | | | | | | |
| Mon 07/30 | | Select Pay Code | | 10:30 am | | | | 128.193.8.56 | | computer issues | | 5.00 | | | | | | | | | | | | | | | | | | | | | | |
| | | Clock | | 04:00 pm | | | | 128.193.8.56 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tue 07/31 | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

2. Save your changes:

07/16/2018 - 08/15/2018 [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 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 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 | | | | | | |
| Date | | Pay Code | | Hours | | Leave Case | | Clock Location | | Comments | | Total | | | | | | | | | | | | | | | | | | | | | | |
| Mon 07/30 | | Select Pay Code | | 10:30 am | | | | 128.193.8.56 | | computer issues | | 5.50 | | | | | | | | | | | | | | | | | | | | | | |
| | | Clock | | 04:00 pm | | | | 128.193.8.56 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tue 07/31 | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Missing In/Out Punch

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

06/16/2018 - 07/15/2018 [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.

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

| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | Jul 9, 2018 |
|-----------|----|-----------------|----|----------|----|------------|---|----------------|---|----------|---|-------|---|---|---|----|----|----|----|----|----|-------------|
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | |
| Mon 07/09 | | Select Pay Code | | Hours | | Leave Case | | Clock Location | | Comments | | Total | | | | | | | | | | |
| | | Clock | | 10:00 am | | | | | | | | 0.00 | | | | | | | | | | |
| | | Select Pay Code | | | | | | | | | | | | | | | | | | | | |

Enter the missing time on the correct row for the day.

Exceptions [Leave Balances] [Results] [Schedule]

Filter exceptions by day ☐

| Date | Exception Message | Severity |
|-----------|-------------------------|------------------|
| Mon 07/09 | 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:

06/16/2018 - 07/15/2018 [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 by me.

Add a comment for your supervisor then save your changes.

| S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | Jul 9, 2018 |
|-----------|----|-----------------|----|----------|----|-----------|----|----|----|----|----|----|----|--------------|---|---|---|---|---|---|---|---|-------------|
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Mon 07/09 | | Select Pay Code | | Hours | | Leave Cas | | | | | | | | | | | | | | | | | |
| | | Clock | | 10:00 am | | | | | | | | | | 128.193.8.56 | | | | | | | | | |
| | | | | 03:00 pm | | | | | | | | | | | | | | | | | | | |
| Tue 07/10 | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | |
| | | Select Pay | | | | | | | | | | | | | | | | | | | | | |

forgot to clock out

5.00

Changing Meals

EmpCenter will automatically assume an hour meal for any day you work 6 hours or more. The automatic meal punch can be overridden by a schedule assigned by your supervisor. You can also change the amount deducted directly on your timesheet.

To adjust a meal punch, simply type the correct elapsed time (e.g. .5, .75, 1.5) in the Hours field for the meal entry on your timesheet:

| Date | | Pay Code | Hours | Leave Case | Date | | Pay Code | Hours | Leave Case |
|-----------|--|----------|----------|------------|------|--|----------|----------|------------|
| Mon 07/30 | | Clock | 10:30 am | | | | Clock | 10:30 am | |
| | | | 06:00 pm | | | | | 06:00 pm | |
| | | Meal | 1.00 | | | | Meal | 0.50 | |

Type the correct elapsed time for the meal.

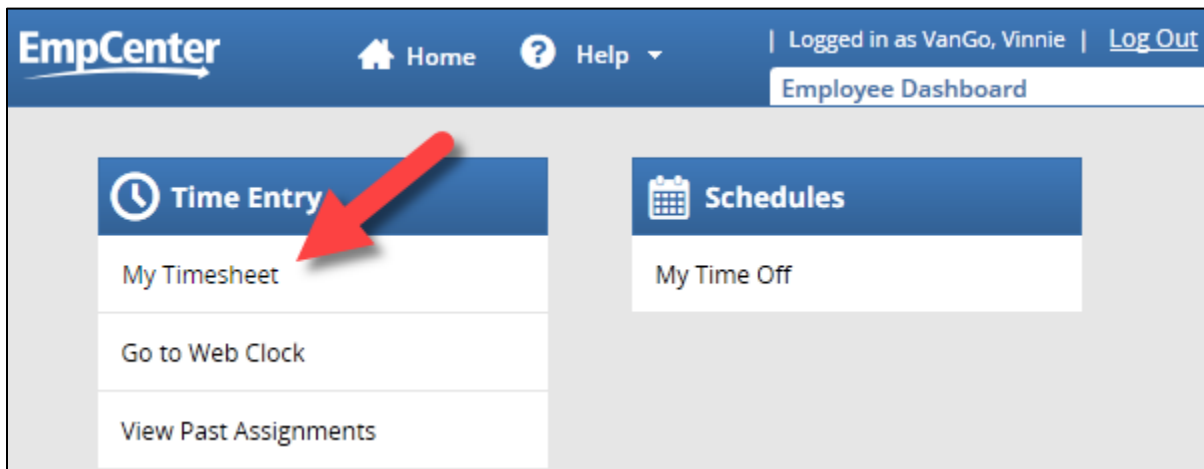
If you need to zero out your lunch (e.g., clocked out for lunch, EmpCenter should not subtract meal), enter 0 in the hours column for the meal. If you worked less than 6 hours for the day but did take a meal, you will need to add Meal to your timesheet just like any other pay code and enter the elapsed time taken.

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:

 **Choose an Assignment**






Office Specialist 1-219200-C33780-00
Administrative Program Spec-212500-C37538-00

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:

 10/16/2017 - 11/15/2017    Save  Submit More List View

Use the arrows to change the dates.

You can also use the calendar icon to select a date:

 10/16/2017 - 11/15/2017    Save  Submit More List View

| September 2017 | | | | | | | October 2017 | | | | | | | November 2017 | | | | | | |
|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |

Default Period Today

Note: The Default Period button will return you to the current open pay period.

Basic Time Entry

Classified Hourly employees are expected to clock in and out for the work day using the Web Clock and use the time off request process for pre-approved leave.

The time entry process is used for times when clocking is unavailable, recording of select differentials, or to record time off that was not pre-planned.

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

| Date | | Pay Code | Hours | Leave Case | Clock Location | Comments | Total |
|-----------|--|-----------------|-------|------------|----------------|----------|-------|
| Sun 08/05 | | Select Pay Code | | | | | |
| Mon 08/06 | | Select Pay Code | | | | | |

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

| Date | | Pay Code | Hours | Leave Case | Clock Location | Comments | Total |
|-----------|--|-----------------|-------|------------|----------------|----------|-------|
| Sun 08/05 | | Select Pay Code | | | | | |
| Mon 08/06 | | Select Pay Code | | | | | |

Select Pay Code

Meal

Work In/Out

Bereavement

Comp

Exchange

Holiday Work Comp Requested

Jury Duty

Overtime Comp Requested

Personal

Sick

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

3. Enter the time in the Hours column:

For elapsed time pay codes, enter the number of hours:

| Date | | Pay Code | Hours | Leave Case | Clock Location | Comments | Total |
|-----------|--|-----------------|-------|------------|----------------|----------|-------|
| Sun 08/05 | | Select Pay Code | | | | | |
| Mon 08/06 | | Sick | 8.00 | | | | 0.00 |

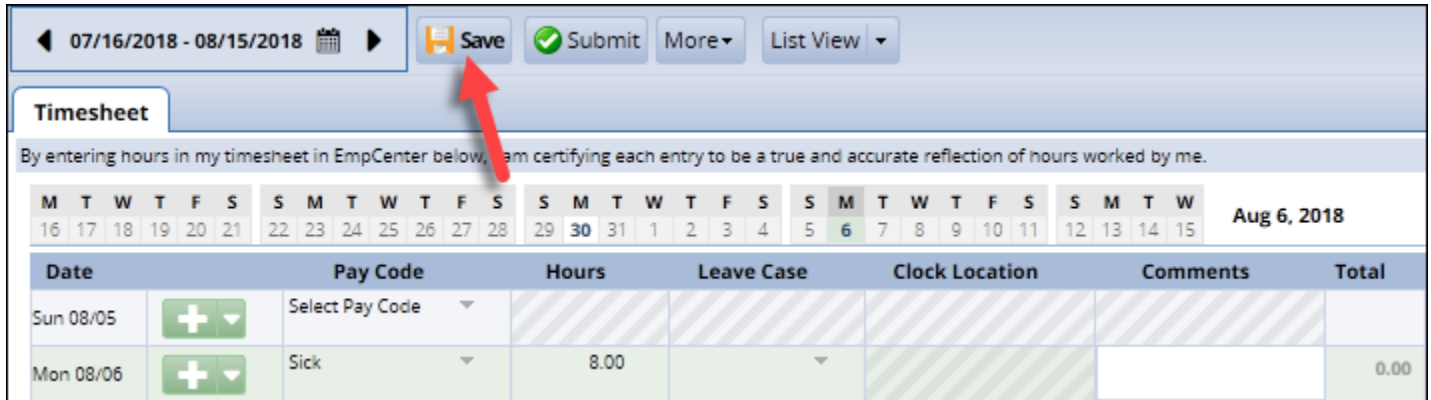
For pay codes that require in and out times, enter the start time on the first row and the end time on the second row:

| Date | | Pay Code | Hours | Leave Case | Clock Location | Comments | Total |
|-----------|--|-----------------|----------|------------|----------------|----------|-------|
| Sun 08/05 | | Select Pay Code | | | | | |
| Mon 08/06 | | Work In/Out | 08:00 am | | | | |
| | | | 05:00 pm | | | | 0.00 |

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.

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



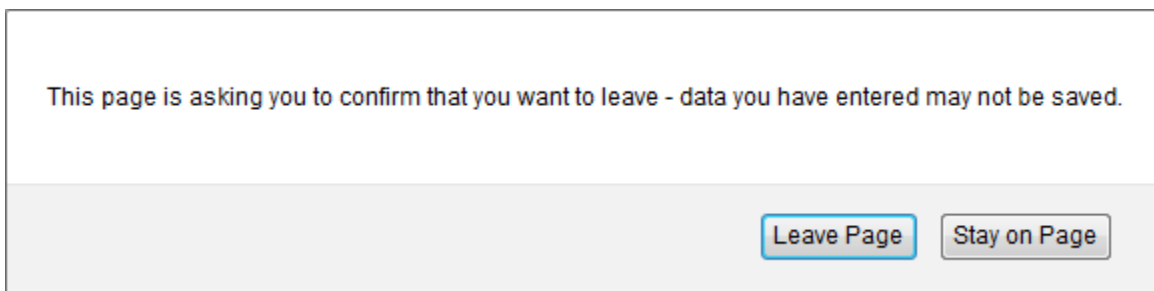
The screenshot shows the top of the EmpCenter timesheet interface. At the top, there is a navigation bar with a date range selector (07/16/2018 - 08/15/2018), a calendar icon, and buttons for 'Save', 'Submit', 'More', and 'List View'. A red arrow points to the 'Save' button. Below the navigation bar is a 'Timesheet' tab. 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.' Below this is a calendar view for August 2018, with dates 16 through 15. The main table has columns: Date, Pay Code, Hours, Leave Case, Clock Location, Comments, and Total. The first row is for Sun 08/05, with a '+ -' button, 'Select Pay Code', and a shaded 'Hours' column. The second row is for Mon 08/06, with a '+ -' button, 'Sick' as the pay code, '8.00' in the hours column, and '0.00' in the total column.

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



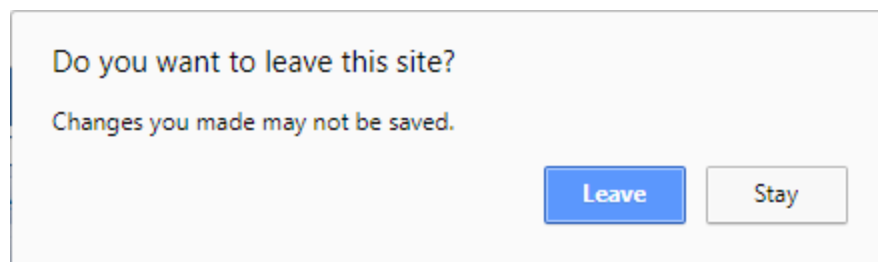
This screenshot shows the same navigation bar as the previous image, but with a red circle around the 'Data saved.' message in the top right corner. The 'Save' button now has a floppy disk icon.

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



This dialog box contains the text: 'This page is asking you to confirm that you want to leave - data you have entered may not be saved.' At the bottom right, there are two buttons: 'Leave Page' and 'Stay on Page'.

or



This dialog box contains the text: 'Do you want to leave this site?' and 'Changes you made may not be saved.' At the bottom right, there are two buttons: 'Leave' and '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 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

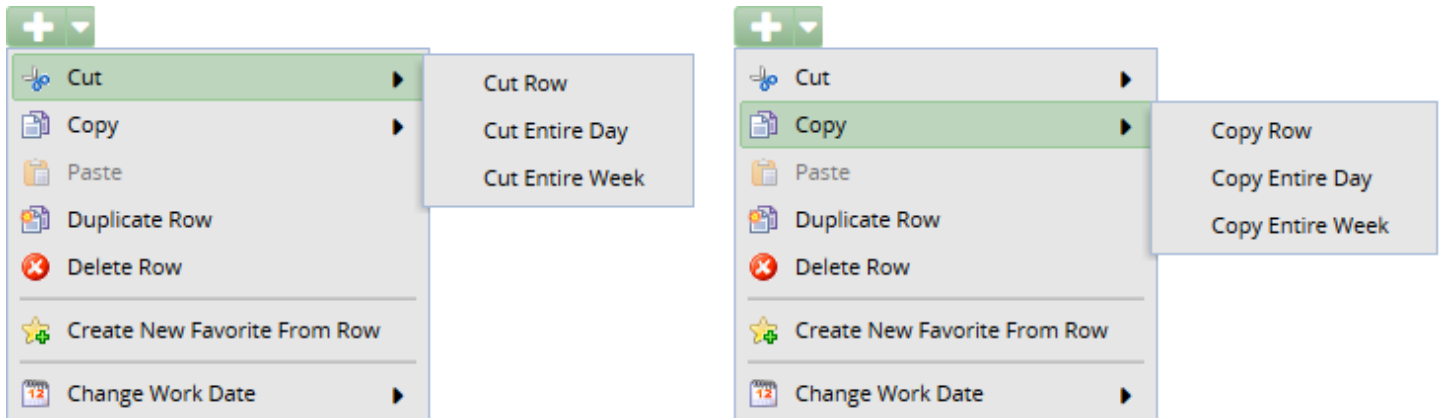
1. Click on the down arrow next to the plus sign then select Delete Row:

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:

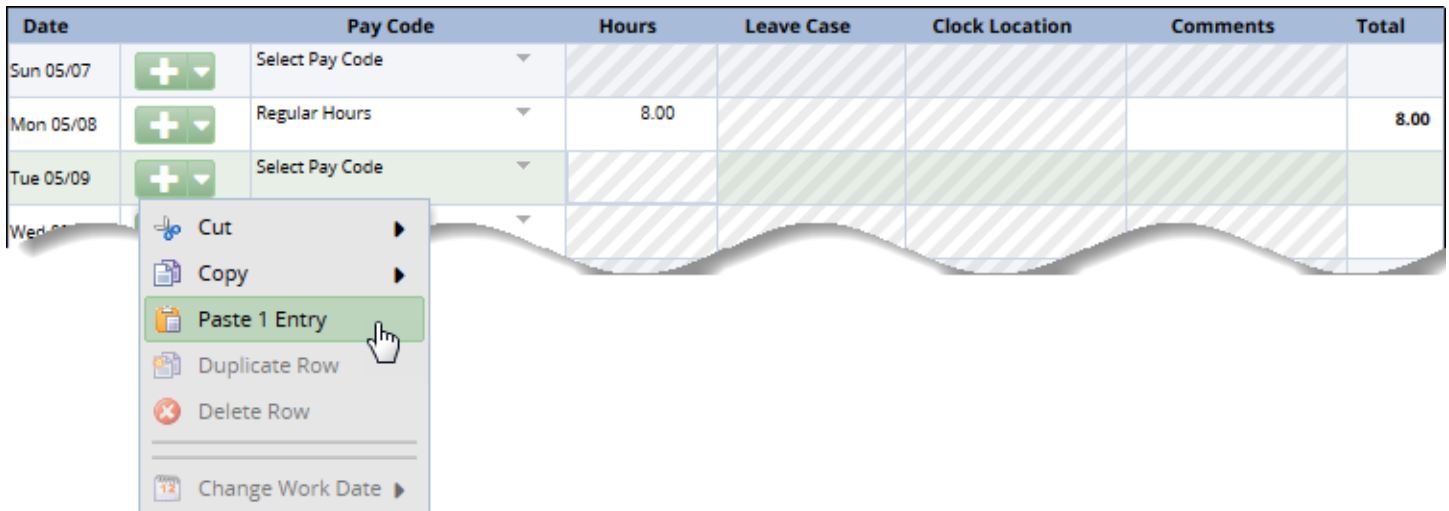


Copy/Cut options:

- 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.

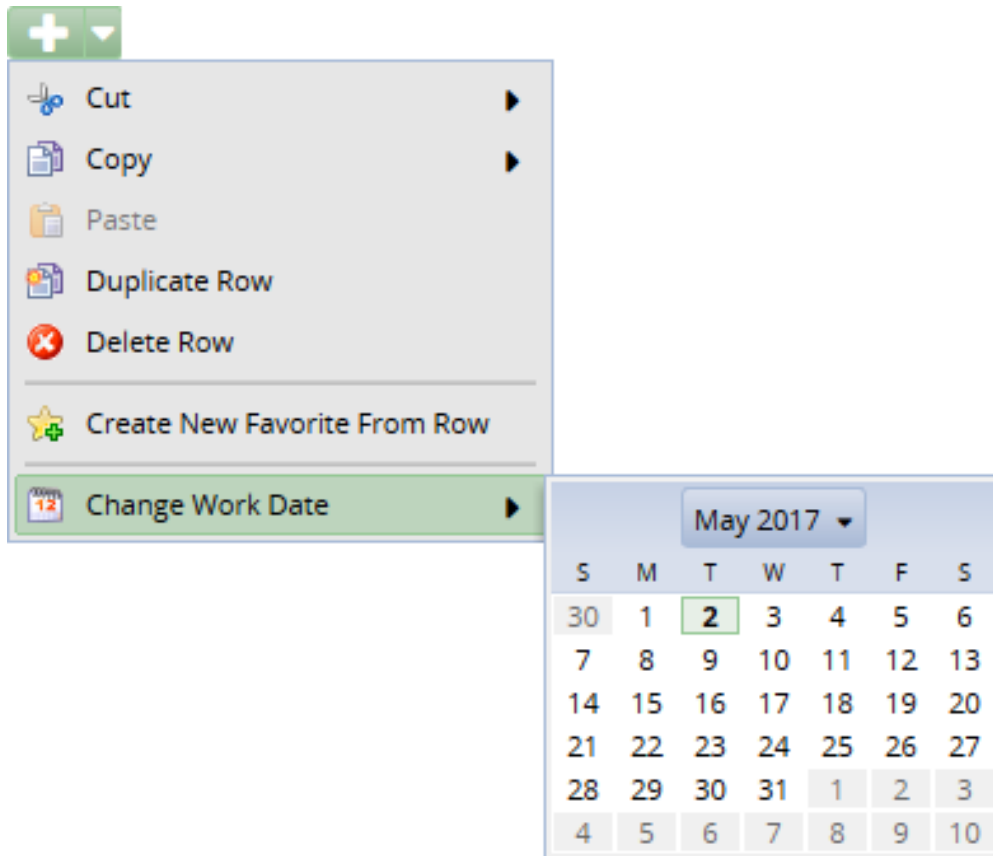
2. To paste the selection, click on the down arrow next to the plus sign for the date you would like to add the copied time to then select Paste 1 Entry:



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 earn overtime 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 earned.

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

| Date | | Pay Code | Hours | L | Clock Loc... | Comments | Total |
|-----------|--|-----------------|----------|---|--------------|----------|-------|
| Sun 05/21 | | Select Pay Code | | | | | |
| Mon 05/22 | | Clock | 08:00 am | | 128.193.8.56 | | 8.00 |
| | | | 05:00 pm | | 128.193.8.56 | | |
| Tue 05/23 | | Meal | 1.00 | | | | 0.00 |
| | | | | | | | |
| Wed 05/24 | | Clock | 08:00 am | | 128.193.8.56 | | 8.00 |
| | | | 05:00 pm | | 128.193.8.56 | | |
| Thu 05/25 | | Meal | 1.00 | | | | 0.00 |
| | | | | | | | |
| Fri 05/26 | | Clock | 08:00 am | | 128.193.8.56 | | 8.50 |
| | | | 06:00 pm | | 128.193.8.56 | | |
| Sat 05/27 | | Meal | 1.00 | | | | 0.00 |
| | | | | | | | |
| | | | | | | | 42.00 |

- Select Pay Code
- Comp
- Holiday Work Comp Requested
- Jury Duty
- Overtime Comp Requested
- Personal
- Sick
- Holiday
- Holiday Normal Day Off
- Holiday Override
- LWOP
- Military

Note: you can add the Overtime Comp Requested pay code to any day of the week that overtime was earned UNLESS the week crosses over pay periods. If the week crosses pay periods, you **must** add the pay code to the 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 | Schedule | |
|------------|-------------------|-------------------|-----------------|--------|
| Work Da | Assignment | Job Title | Pay Code | Hours |
| 05/24/2017 | Bio Science Re... | Bio Science Re... | Meal | 1.00 |
| 05/25/2017 | Bio Science Re... | Bio Science Re... | Clock | 8.00 |
| 05/26/2017 | Bio Science Re... | Bio Science Re... | Meal | 0.50 |
| 05/26/2017 | Bio Science Re... | Bio Science Re... | Overtime Earned | 2.00 |
| 05/26/2017 | Bio Science Re... | Bio Science Re... | Clock | 6.50 |
| Total | | | | 189.00 |

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

Schedule

T

| Personal Bank | |
|---------------------------|-------|
| Initial Balance Mon 07/16 | 12.00 |
| Earned | 0.00 |
| Taken | 0.00 |
| Ending Balance Wed 08/15 | 12.00 |
| No Details | |

| Sick Bank | |
|---------------------------------------|-------|
| Initial Balance Mon 07/16 | 34.57 |
| Earned | 4.00 |
| Taken | -8.00 |
| Ending Balance Wed 08/15 | 30.57 |
| Show Details >> | |

| Vacation Bank | |
|---------------------------------------|--------|
| Initial Balance Mon 07/16 | 218.78 |
| Earned | 7.00 |
| Taken | 0.00 |
| Ending Balance Wed 08/15 | 225.78 |
| Show Details >> | |

| Comp Time | |
|---------------------------|------|
| Initial Balance Mon 07/16 | 0.00 |
| Earned | 0.00 |
| Taken | 0.00 |
| Ending Balance Wed 08/15 | 0.00 |
| No Details | |

| Exchange | |
|---------------------------|------|
| Initial Balance Mon 07/16 | 0.00 |
| Earned | 0.00 |
| Taken | 0.00 |
| Ending Balance Wed 08/15 | 0.00 |
| No Details | |

| Hardship Leave | |
|---------------------------|------|
| Initial Balance Mon 07/16 | 0.00 |
| Earned | 0.00 |
| Taken | 0.00 |
| Ending Balance Wed 08/15 | 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 – including dates for earned and taken time – click on the Show Details link:

Exceptions

Leave Balances

Results

Schedule

Timesheet Comments

| Personal Bank | |
|---------------------------|-------|
| Initial Balance Mon 07/16 | 12.00 |
| Earned | 0.00 |
| Taken | 0.00 |
| Ending Balance Wed 08/15 | 12.00 |
| No Details | |

| Sick Bank | | | | | |
|--------------|-------------|--------------|---------------|---------------------------------------|---------------------|
| Date | Earned | Taken | Balance | Action | Source |
| Mon 07/16 | | | 34.57 | Balance Forward | |
| Wed 08/01 | 4.00 | | 38.57 | Accrual | |
| Mon 08/06 | | -8.00 | 30.57 | Usage | Bank Usage (SYSTEM) |
| Hours | 4.00 | -8.00 | 530.57 | Hide Details << | |

| Vacation Bank | |
|---------------------------------------|--------|
| Initial Balance Mon 07/16 | 218.78 |
| Earned | 7.00 |
| Taken | 0.00 |
| Ending Balance Wed 08/15 | 225.78 |
| Show Details >> | |

| Comp Time | |
|---------------------------|------|
| Initial Balance Mon 07/16 | 0.00 |
| Earned | 0.00 |
| Taken | 0.00 |
| Ending Balance Wed 08/15 | 0.00 |
| No Details | |

Results Tab

The Results tab lists the calculated results for all time entered on the timesheet, including overtime (for non-exempt), exchange time earned (for exempt), and shift differentials.

| Exceptions | Leave Balances | Results | Schedule | Timesheet Comments | | | |
|------------|-------------------|-------------------|--------------------|--------------------|--------|-------------|--|
| Work Da ▲ | Assignment | Job Title | Pay Code | Hours | Amount | Rate of Pay | |
| 07/16/2018 | Food Service C... | Food Service C... | Shift Differential | 1.00 | 0.00 | 1.00 | |
| 07/16/2018 | Food Service C... | Food Service C... | Meal | 0.50 | 0.00 | 0.00 | |
| 07/16/2018 | Food Service C... | Food Service C... | Clock | 8.00 | 0.00 | 17.02 | |
| 07/17/2018 | Food Service C... | Food Service C... | Comp | 0.25 | 0.00 | 17.02 | |
| 07/17/2018 | Food Service C... | Food Service C... | Shift Differential | 1.00 | 0.00 | 1.00 | |
| 07/19/2018 | Food Service C... | Food Service C... | | | 0.00 | | |
| 07/20/2018 | Food Service C... | Food Service C... | Shift Differential | 2.00 | 0.00 | 1.00 | |
| 07/20/2018 | Food Service C... | Food Service C... | Clock | 10.50 | 0.00 | 17.02 | |
| Total | | | | 129.25 | 0.04 | | |

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 | Leave Balances | Results | Schedule | Timesheet Comments | | | |
|------------|-------------------|-------------------|--------------------|--------------------|--------|-------------|--|
| Work Date | Assignment | Job Title | Pay Code | Hours | Amount | Rate of Pay | |
| 07/16/2018 | Food Service C... | Food Service C... | Shift Differential | 1.00 | 0.00 | 1.00 | |
| 07/16/2018 | Food Service C... | Food Service C... | Meal | 0.50 | 0.00 | 0.00 | |
| 07/16/2018 | Food Service C... | Food Service C... | Clock | 8.00 | 0.00 | 17.02 | |
| 07/17/2018 | Food Service C... | Food Service C... | Comp | 0.25 | 0.00 | 17.02 | |
| 07/20/2018 | Food Service C... | Food Service C... | Clock | 10.50 | 0.00 | 17.02 | |
| Total | | | | 129.25 | 0.04 | | |

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 | Schedule | Timesheet Comments | |
|------------|-------------------|-------------------|--------------------|---------|----------|-------------------------------------|------------|
| Work Da ▲ | Assignment | Job Title | Pay Code | Hours | Amount | Rate of Pay | |
| 07/16/2018 | Food Service C... | Food Service C... | Shift Differential | 1.00 | 0.00 | <input checked="" type="checkbox"/> | Work Date |
| 07/16/2018 | Food Service C... | Food Service C... | Meal | 0.50 | 0.00 | <input checked="" type="checkbox"/> | Assignment |
| 07/16/2018 | Food Service C... | Food Service C... | Clock | 8.00 | 0.00 | <input checked="" type="checkbox"/> | Job Title |
| 07/17/2018 | Food Service C... | Food Service C... | Comp | 0.25 | 0.00 | <input checked="" type="checkbox"/> | Pay Code |
| 07/20/2018 | Food Service C... | Food Service C... | Clock | 10.50 | 0.00 | <input checked="" type="checkbox"/> | Hours |
| Total | | | | 129.25 | 0.04 | <input checked="" type="checkbox"/> | 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 typically used to override the automatic meal punch for classified employees. Employees cannot edit the schedule, only supervisors can assign or change schedules.

| Exceptions | | | | | Leave Balances | | | | | Results | | | | | Schedule | | | | | Timesheet Comments | | | | | | | | | | |
|------------|----|-------------------------------------|----|-----------------|----------------|----|----|----|------|---------|----|----|----|----|----------|---|---|---|---|--------------------|---|---|---|---|----|----|----|----|----|----|
| 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 07/16 | | <div><div>+</div><div>▼</div></div> | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <div><div>+</div><div>▼</div></div> | | Meal | | | | | 0.50 | | | | | | | | | | | | | | | | | | | | | |
| Tue 07/17 | | <div><div>+</div><div>▼</div></div> | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <div><div>+</div><div>▼</div></div> | | Meal | | | | | 0.50 | | | | | | | | | | | | | | | | | | | | | |
| | | <div><div>+</div><div>▼</div></div> | | Code | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fri 07/20 | | <div><div>+</div><div>▼</div></div> | | Select Pay | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <div><div>+</div><div>▼</div></div> | | Meal | | | | | 0.50 | | | | | | | | | | | | | | | | | | | | | |
| Sat 07/21 | | <div><div>+</div><div>▼</div></div> | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <div><div>+</div><div>▼</div></div> | | Meal | | | | | 0.50 | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | 0.00 | | | | | | | | | | | | | | | |

Timesheet Comments Tab

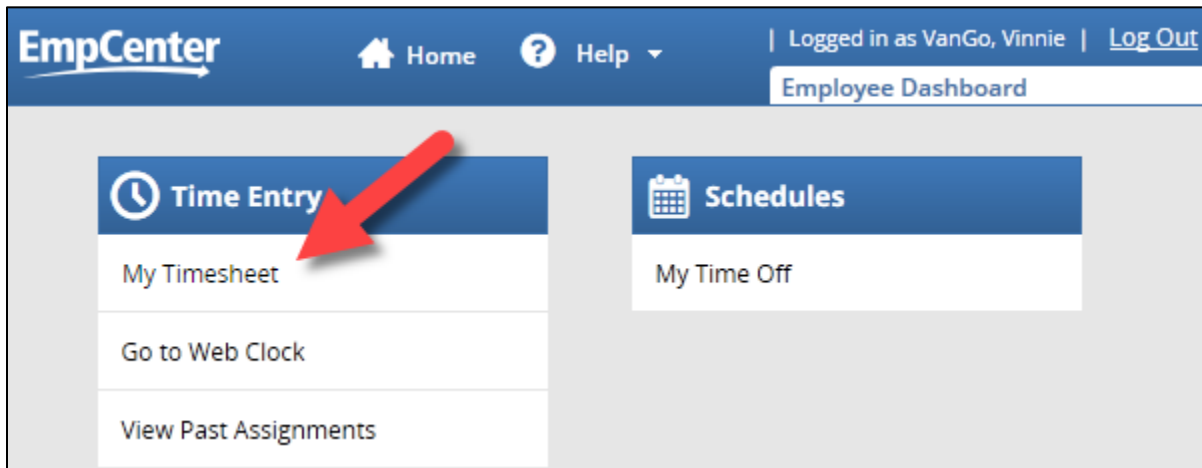
The Timesheet Comments tab can be used for any additional comments you may need to add to your timesheet for the pay period. The space allows for more information than what can easily be seen in the Comments column on the timesheet. It is also used by the Business Center and Central Payroll and HR offices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

| Exceptions | Leave Balances | Results | Schedule | Timesheet Comments |
|---|----------------|---------|----------|--------------------|
| Comments hour lunch on Mondays. Vinnie | | | | |

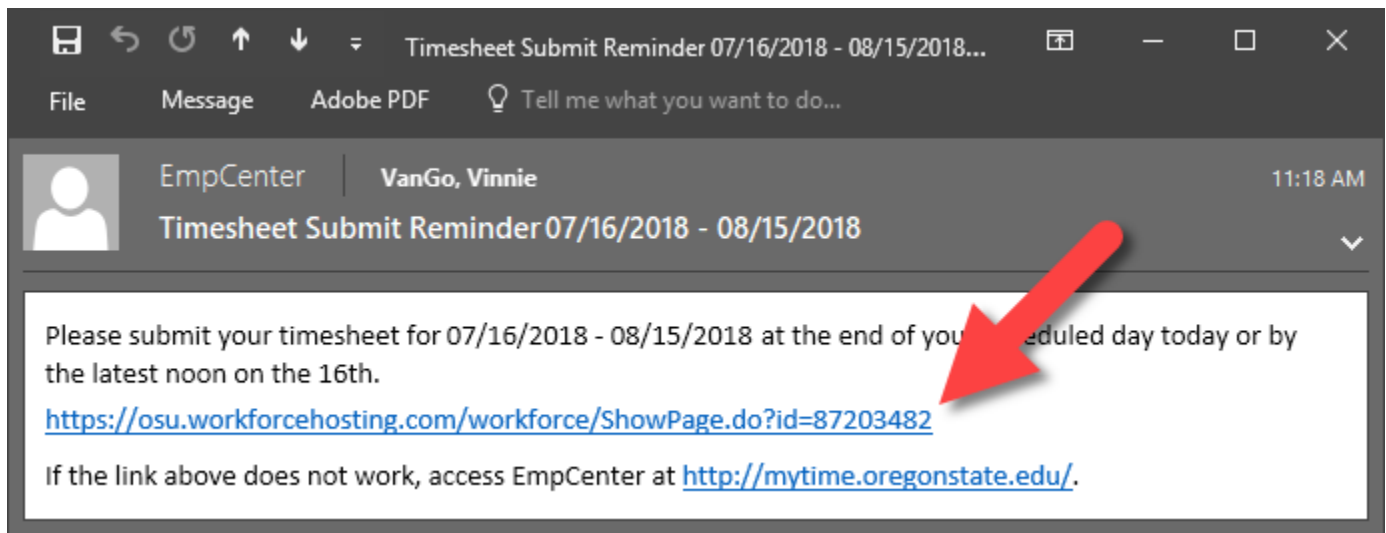
Submitting Your Timesheet

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 on the last day of the pay period if you still need to submit a timesheet.

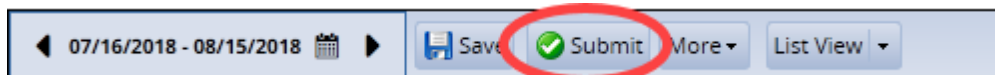
1. Select My Timesheet under Time Entry on the Employee Dashboard:



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

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 VanGo, Vinnie Timesheet submitted.

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

Recalling a Submitted Timesheet

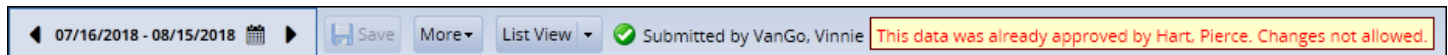
If your submitted timesheet has not been approved, you can recall it to make changes.



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:



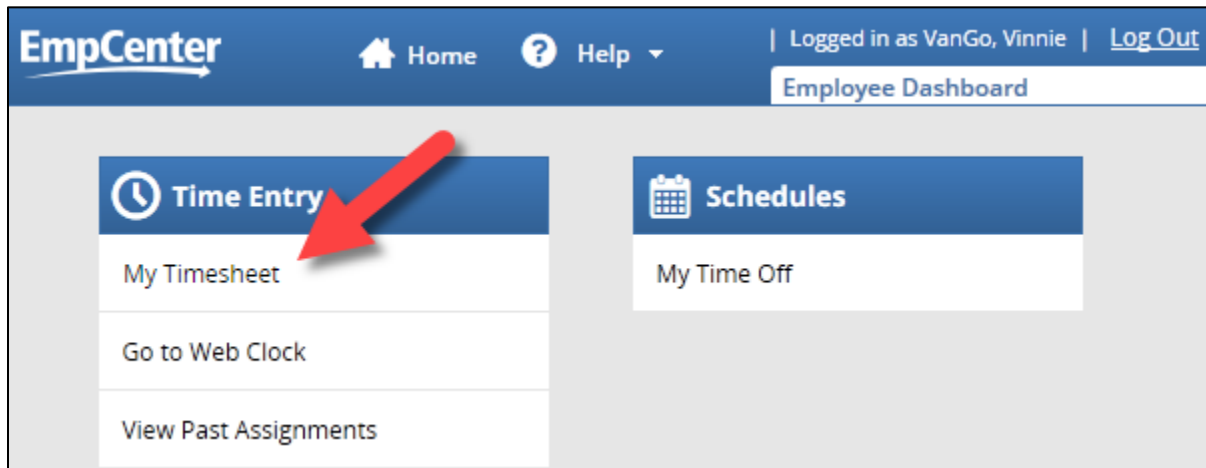
If you cannot recall your timesheet and changes are needed, contact your supervisor. For closed timesheets see the Amending Timesheet process.

Amending Timesheets

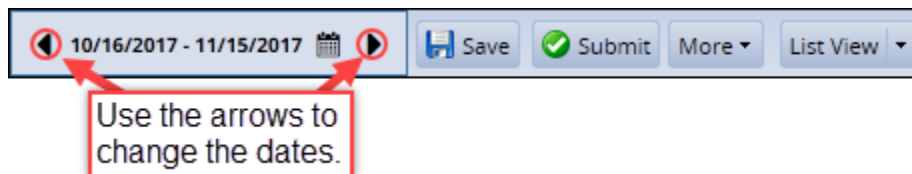
After a timesheet has been processed, any changes must go through the amended timesheet procedure.

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

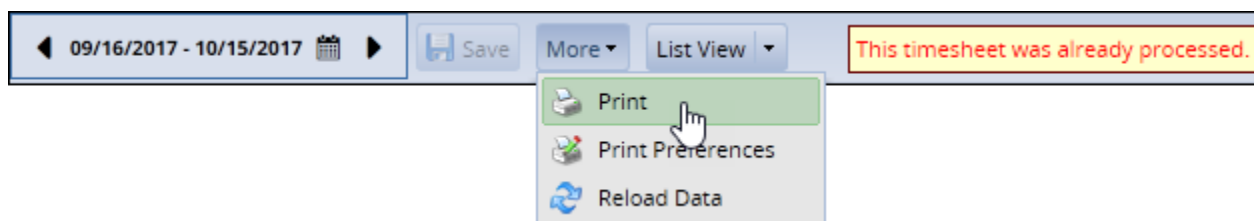
1. Select My Timesheet from the Employee Dashboard:



2. Change the pay period to the period that needs changes:



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: 630722380 :: VanGo, Vinnie :: Administrative Program Assist :: 154250 :: (Classified Hourly)

Saturday September 16, 2017 to Sunday October 15, 2017

Timesheet

Saturday September 16, 2017

| Code | Leave Code | Hours | Total |
|-----------|-----------------|------------------------|-------|
| Thu 10/12 | | | |
| Fri 10/13 | Select Pay Code | | |
| Sat 10/14 | Select Pay Code | should be 8 hours sick | |
| | | | 32.00 |

Printed on: 07/31/2018

Vinnie VanGo 7-31-18

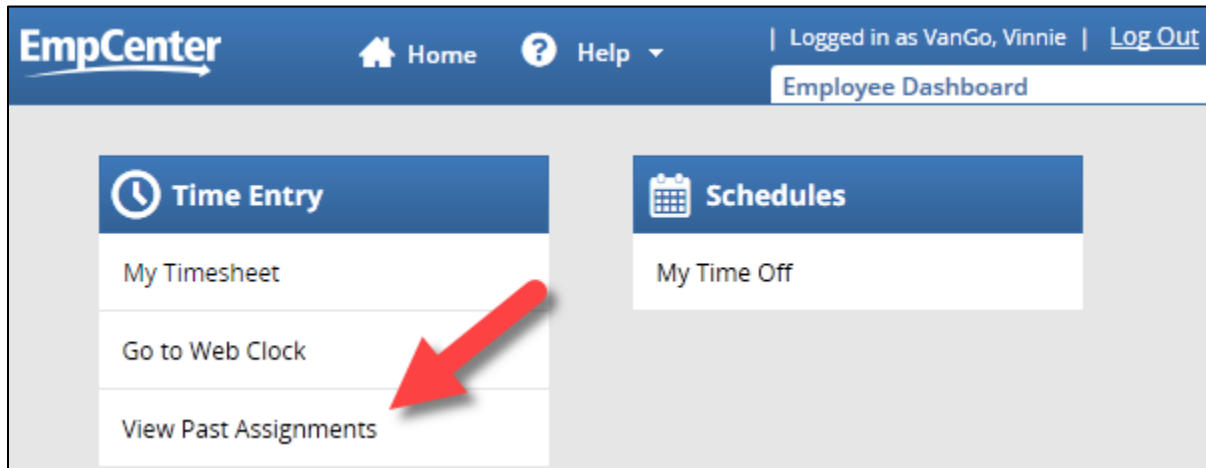
Your supervisor will submit the timesheet to your Business Center. If additional pay is required, you may receive a manual check.

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

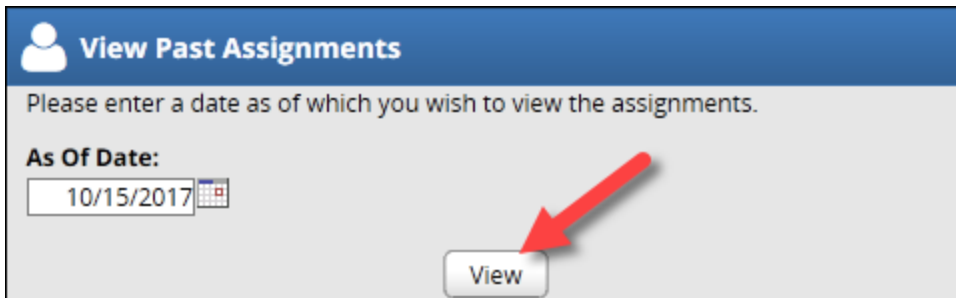
Viewing Past Assignments

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:

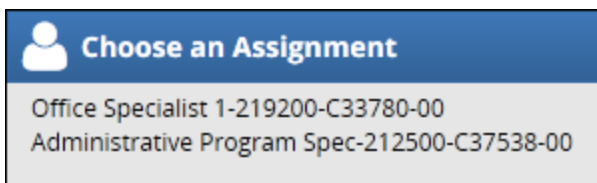


2. Enter the date you would like to view and click view to see your timesheet:



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 VanGo, Vinnie | Log Out

My Time Entry: 630722380 :: VanGo, Vinnie :: Administrator

◀ 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 S Sep 16, 2017 ☒ Show All Weeks

| Date | Pay Code | Hours | Leave Case | Clock Location | Comments | Total |
|-----------|-----------------|-------|------------|----------------|----------|-------|
| Sat 09/16 | Select Pay Code | | | | | 0.00 |
| Wed 09/27 | Select Pay Code | | | | | 0.00 |

Exceptions Leave Balances Results Schedule 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

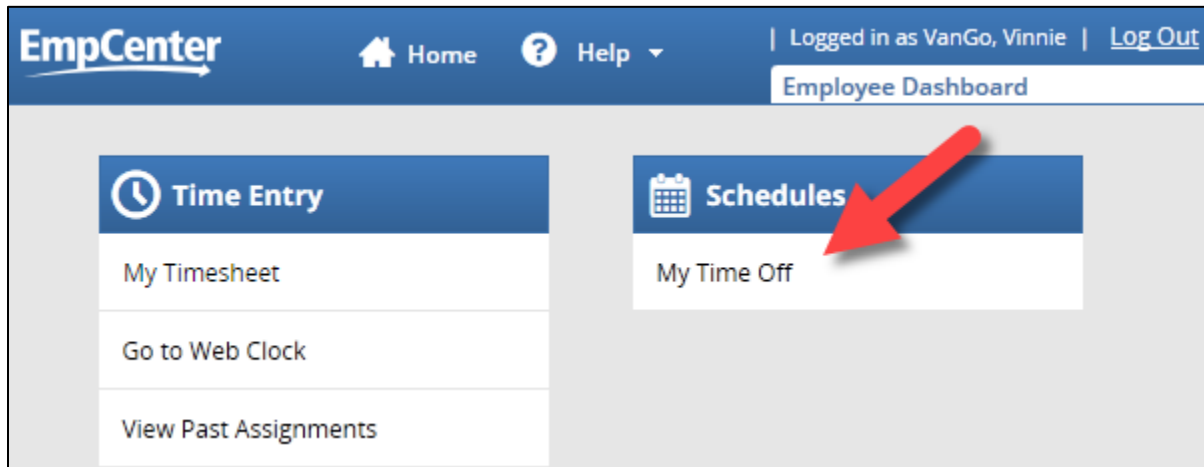
Time Off Requests

Basic Time Off Request

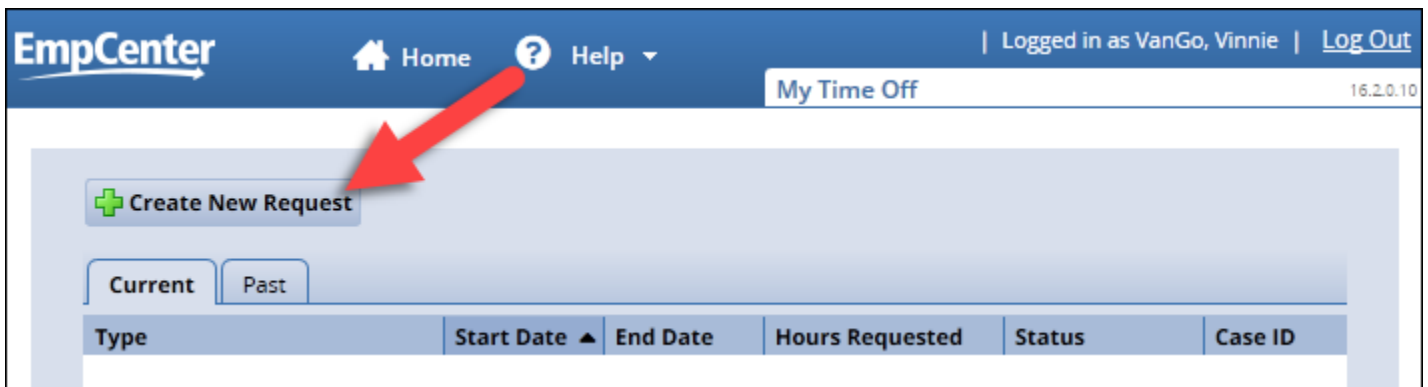
EmpCenter will allow time off requests to be made up to 365 days from the current date. The system will display your projected bank accruals; however, you are responsible for ensuring you still have the time available when the leave occurs.

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:

The screenshot shows the 'EmpCenter' website interface. At the top, there is a navigation bar with 'Home' and 'Help' links, and a user status bar indicating 'Logged in as VanGo, Vinnie' with a 'Log Out' link. The main heading is 'My Time Off'. Below this, the user is prompted 'I need to request time off for...'. There are two main sections. The left section 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 (Employee or Family Member)', 'Parental (Newborn, Adoption, or Foster Care Placement)', and 'Military'. The right section is titled 'Absences for Vacation, Sick, and Other', which is circled in red. It includes a note about completing the 'Absences for FMLA, OFLA, and Military Leave' section and a red arrow pointing to the 'Continue' button. Both sections have a 'Continue' button at the bottom.

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:

The screenshot shows a 'Choose an Assignment' dialog box. It has a blue header with a user icon and the text 'Choose an Assignment'. Below the header, there are two assignment options listed: 'Office Specialist 1-219200-C33780-00' and 'Administrative Program Spec-212500-C37538-00'.

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
- Personal - Pre-Approved
- Comp - Pre-Approved
- Exchange - Pre-Approved
- Jury Duty - Pre-Approved
- Special Day - Pre-Approved
- Hardship Leave
- Retirement Leave - Pre-Approved
- Bereavement - Pre-Approved
- Military - Pre-Approved

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.

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 |
|-------------------------------------|----------------|-------------------------|-------|
| + x | Mon 10/01/2018 | Vacation - Pre-Approved | 4.0 |
| + x | Tue 10/02/2018 | Vacation - Pre-Approved | 4.0 |
| + x | 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.

Legend: Personal Bank, Exchange, Vacation Bank, Sick Bank, Comp Time, Hardship Leave

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 or assigned scheduled hours.

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', 'Select Pay Code', 'Sick - Pre-Approved', 'Personal - Pre-Approved', 'Comp - Pre-Approved', 'Exchange - Pre-Approved', 'Jury Duty - Pre-Approved', 'Special Day - Pre-Approved', 'Hardship Leave', 'Retirement Leave - Pre-A...', 'Bereavement - Pre-Appro...', and 'Military - Pre-Approved'. 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', 'Personal - Pre-Approved', 'Comp - Pre-Approved', 'Exchange - Pre-Approved', 'Jury Duty - Pre-Approved', 'Special Day - Pre-Approved', 'Hardship Leave', 'Retirement Leave - Pre-A...', 'Bereavement - Pre-Appro...', and 'Military - Pre-Approved'. 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, indicating that the hours should be changed for all rows on the selected day.

| 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 |

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:

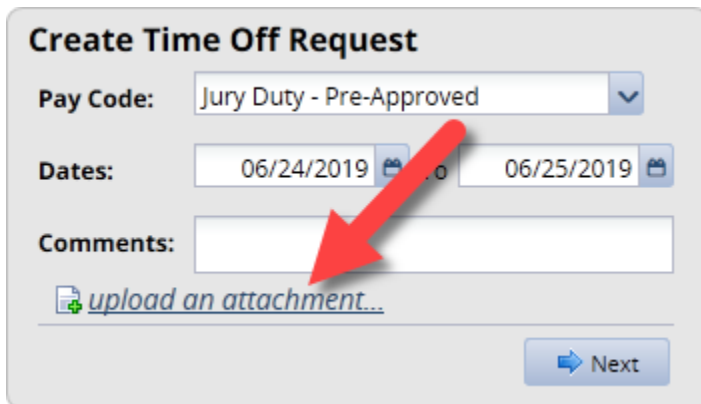


6. Click Submit to send the request to your supervisor for review.

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

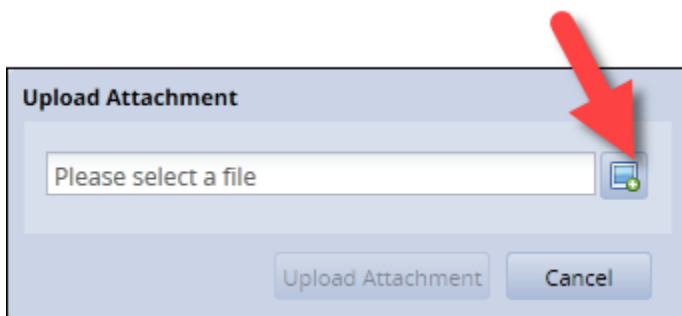
Comments:

[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:

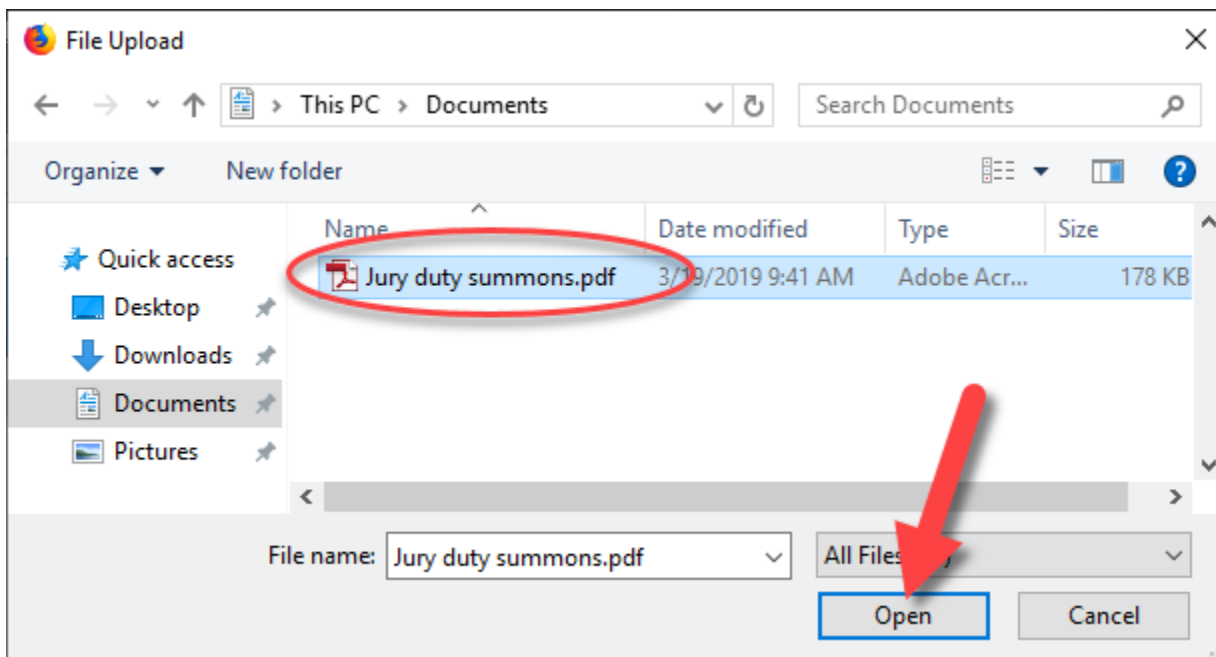


Upload Attachment

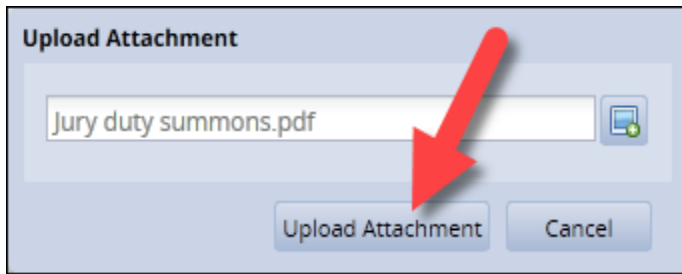
Please select a file 

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' table lists three days of leave: Mon 10/01/2018, Tue 10/02/2018, and Wed 10/03/2018, all with a 'Pay Code' of 'Vacation - Pre-Approved' and 'Hours' of 4.0. The 'Bank Usage' section shows 'Vacation Bank' with 8.00 hours used and 232.78 remaining, and 'Comp Time' with 0.00 hours used and 0.00 remaining. The 'Exceptions' table shows a message for 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.' The severity is 'Error (not paid)'.

| 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 |

| 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' table lists one day: Tue 04/02/2019, with a 'Pay Code' of 'Comp - Pre-Approved' and a 'Value' of 8.0 Hours. The 'Bank Usage' section shows 'Comp Time' with 8.00 hours used and 0.00 remaining. The 'Exceptions' table shows a message for 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.' The severity is 'Error (not paid)'.

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



| 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. To the right, the 'Bank Usage' section shows 'Vacation Bank: 0.00 Hours used' with a progress bar. The 'Exceptions' section shows a table with one entry:



| 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 and 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 |

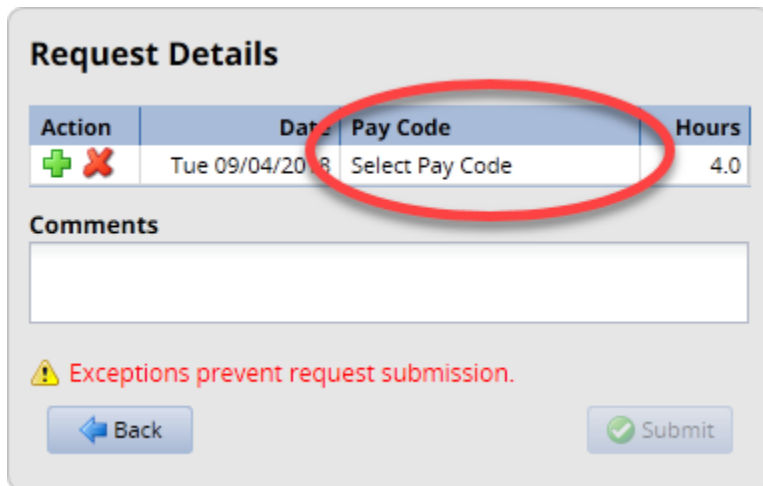
Below the table is a 'Comments' section with a text input field. At the bottom of the form are 'Back' and 'Submit' buttons. To the right, the 'Exceptions' section shows a table with one entry:

| 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.



The image shows a 'Request Details' form. At the top, there's a table with columns: Action, Date, Pay Code, and Hours. The 'Pay Code' column contains a dropdown menu with 'Select Pay Code' selected. A red circle highlights this dropdown. Below the table is a 'Comments' section with a text area. At the bottom, there's a red warning message: 'Exceptions prevent request submission.' and two buttons: 'Back' and 'Submit'.

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

Comments

 Exceptions prevent request submission.

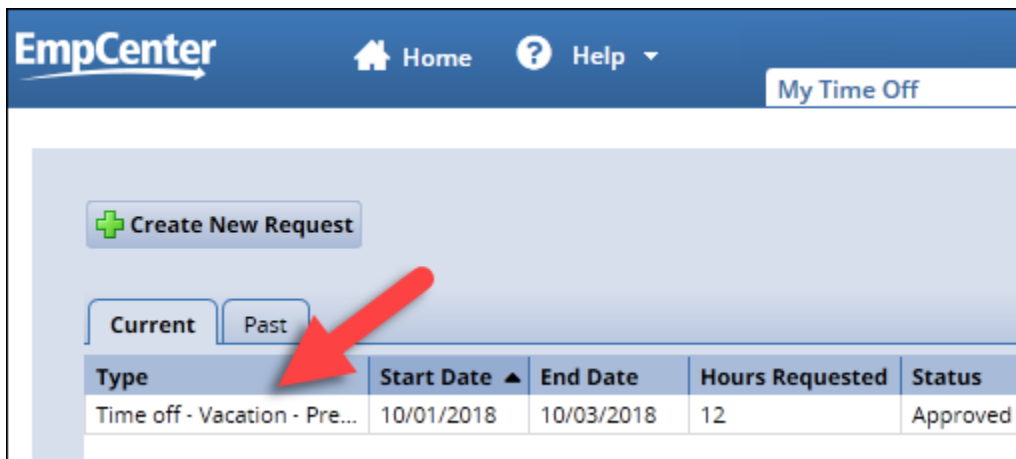
[Back](#) [Submit](#)

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:




The image shows the 'EmpCenter' 'My Time Off' page. It has a navigation bar with 'Home' and 'Help' links. Below the navigation bar, there's a 'Create New Request' button. Underneath, there are two tabs: 'Current' and 'Past'. A red arrow points to the 'Past' tab. Below the tabs is a table with columns: Type, Start Date, End Date, Hours Requested, and Status. The table contains one row: 'Time off - Vacation - Pre...' with a start date of 10/01/2018, end date of 10/03/2018, 12 hours requested, and a status of 'Approved'.

EmpCenter

Home Help

My Time Off

 Create New Request

Current Past

| 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:

The screenshot shows the 'Request Summary' page in the EmpCenter system. The page has a blue header with the EmpCenter logo, 'Home' and 'Help' links, and a 'My Time Off' tab. Below the header, there are buttons for 'View Request List' and 'Cancel Request'. The main content area is titled 'Request Summary' with a green checkmark and the word 'Approved'. Below this is the request ID 'Administrative Program Assist-154250-C31749-00'. A table shows the request details:

| 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, there are tabs for 'Exceptions (0)', 'History (2)', and 'Bank Usage'. The 'History (2)' tab is selected, showing a table of request history:

| Date/Time | Approval Status | User | Comments |
|---------------------|-----------------|---------------|----------|
| 07/31/2018 03:28 pm | Pending | VanGo, Vinnie | |
| 07/31/2018 03:32 pm | Approved | Hart, Pierce | |

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.

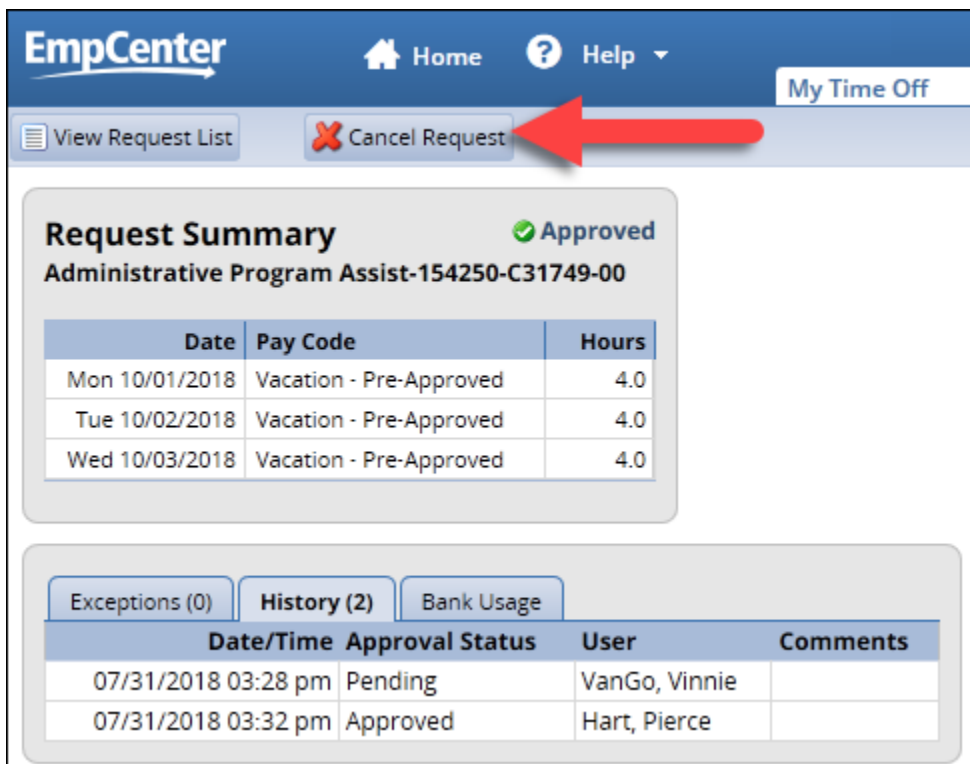
1. After selecting My Time Off from the Employee Dashboard, click on the Time Off Request you would like to cancel from the Request List:

The screenshot shows the 'My Time Off' page in the EmpCenter system. The page has a blue header with the EmpCenter logo, 'Home' and 'Help' links, and a 'My Time Off' tab. Below the header, there is a '+ Create New Request' button. Below this, there are tabs for 'Current' and 'Past'. The 'Current' tab is selected, showing a table of requests:

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

A red arrow points to the 'Current' tab.

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



EmpCenter Home ? Help ▾ My Time Off

View Request List **Cancel Request**

Request Summary Approved

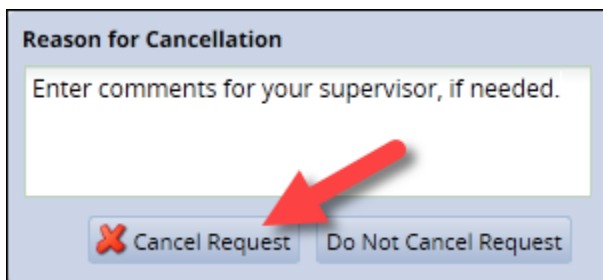
Administrative Program Assist-154250-C31749-00

| 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 |

Exceptions (0) **History (2)** Bank Usage

| Date/Time | Approval Status | User | Comments |
|---------------------|-----------------|---------------|----------|
| 07/31/2018 03:28 pm | Pending | VanGo, Vinnie | |
| 07/31/2018 03:32 pm | Approved | Hart, Pierce | |

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

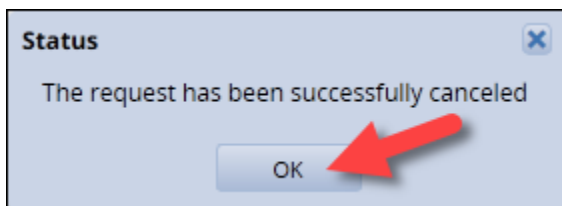


Reason for Cancellation

Enter comments for your supervisor, if needed.

Cancel Request Do Not Cancel Request

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

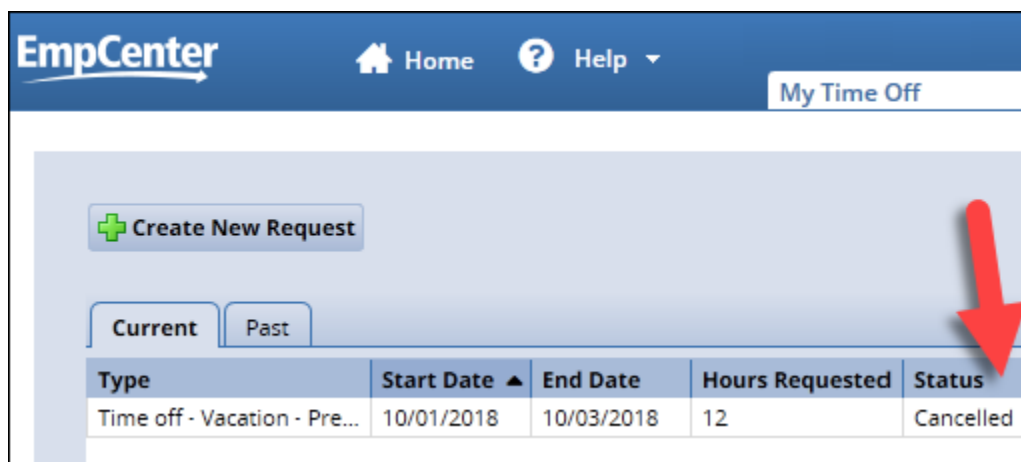


Status ✕

The request has been successfully canceled

OK

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



The screenshot shows the 'My Time Off' page in EmpCenter. At the top, there's a blue header with the EmpCenter logo, 'Home' and 'Help' links, and a 'My Time Off' tab. Below the header, there's a '+ Create New Request' button. Underneath, there are 'Current' and 'Past' tabs. A table lists time off requests. The first row shows a request for 'Time off - Vacation - Pre...' from 10/01/2018 to 10/03/2018 for 12 hours, with a status of 'Cancelled'. A red arrow points to the 'Cancelled' status.

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

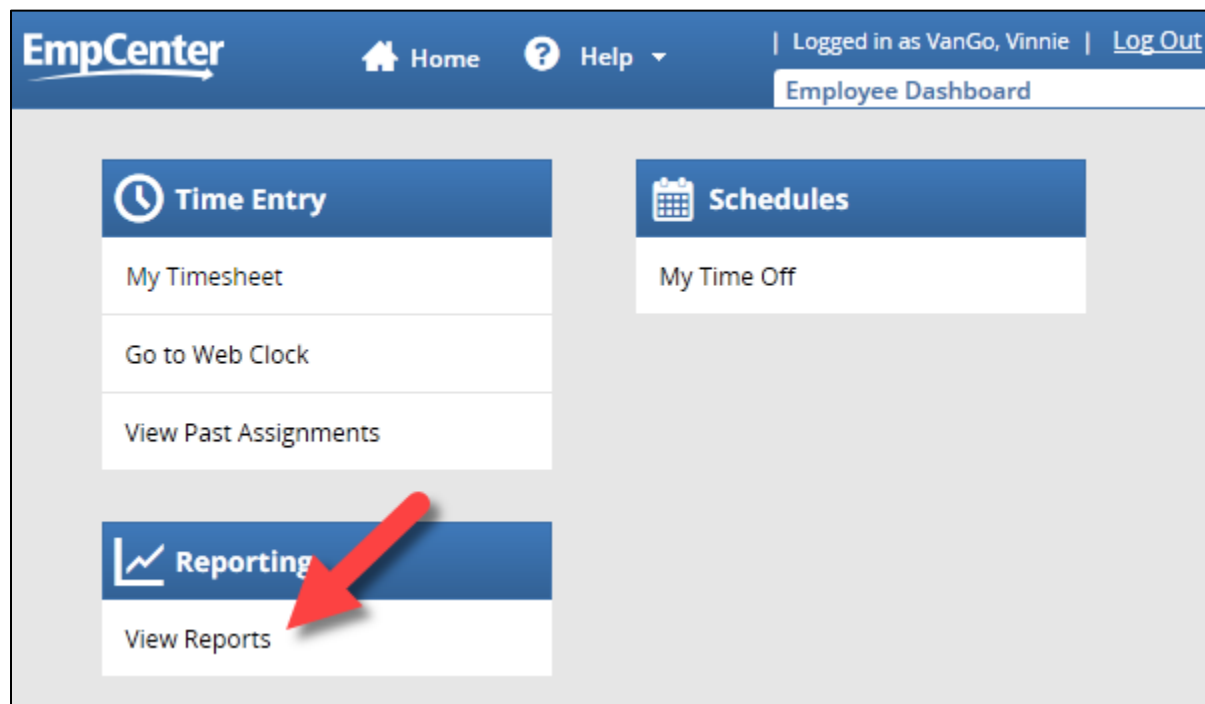
Note: once the request is cancelled, no further action can be taken. To re-request the day you must create a new time off request.

Reports

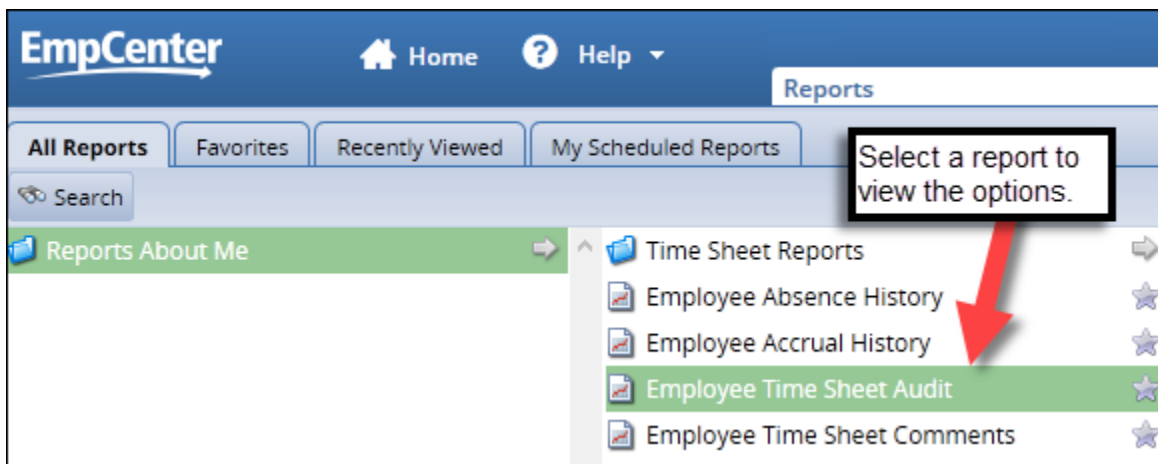
EmpCenter allows you to run reports for the current and past pay periods. Reports include leave accrual information and timesheet audit reports.

Viewing Reports

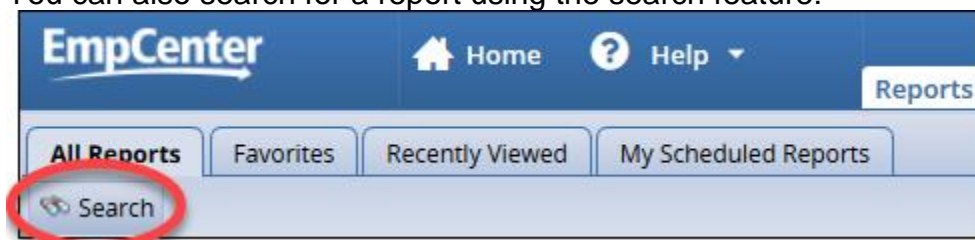
1. All reports are accessed by clicking on View Reports on the Dashboard under Reports:



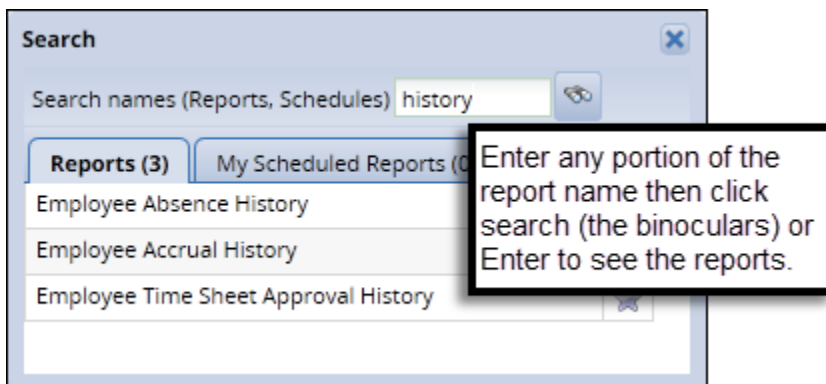
2. On the Reports page, select Reports About Me then the report name to view the options:



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:



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

3. Select the report options:

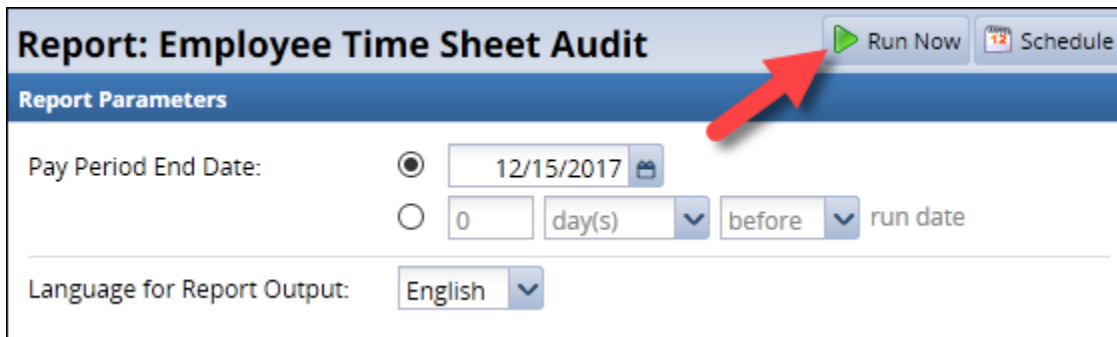
The screenshot shows the EmpCenter interface. At the top is a navigation bar with 'Home' and 'Help' links. Below it is a 'Reports' section with tabs for 'All Reports', 'Favorites', 'Recently Viewed', and 'My Scheduled Reports'. A search bar is also present. Under 'Reports About Me', a list of reports is shown: 'Time Sheet Reports', 'Employee Absence History', 'Employee Accrual History', 'Employee Time Sheet Audit' (highlighted), and 'Employee Time Sheet Comments'. A callout box states: 'Once you select a report, the options are listed below.' Below the list, the 'Report: Employee Time Sheet Audit' configuration page is shown. It includes 'Run Now' and 'Schedule' buttons. The 'Report Parameters' section has a 'Pay Period End Date' field with a radio button selected for '12/15/2017' and a calendar icon. A red arrow points to the calendar icon. Another callout box explains: '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.' Below this is a 'Language for Report Output' dropdown set to 'English'.

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

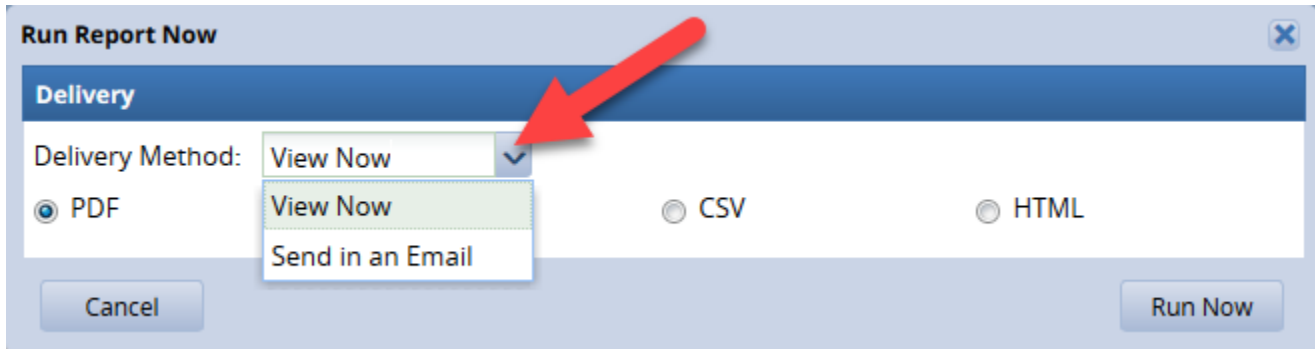
Report Parameters

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

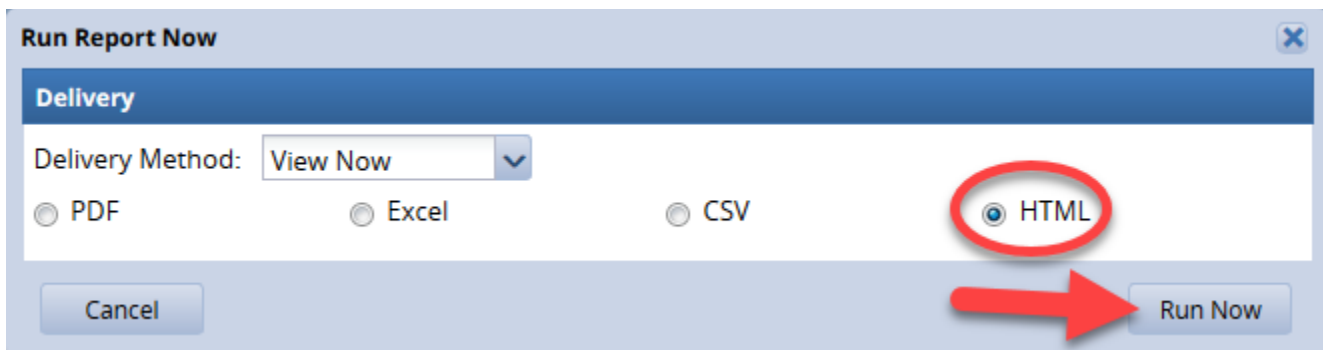
☒ PDF ☐ CSV ☐ HTML

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

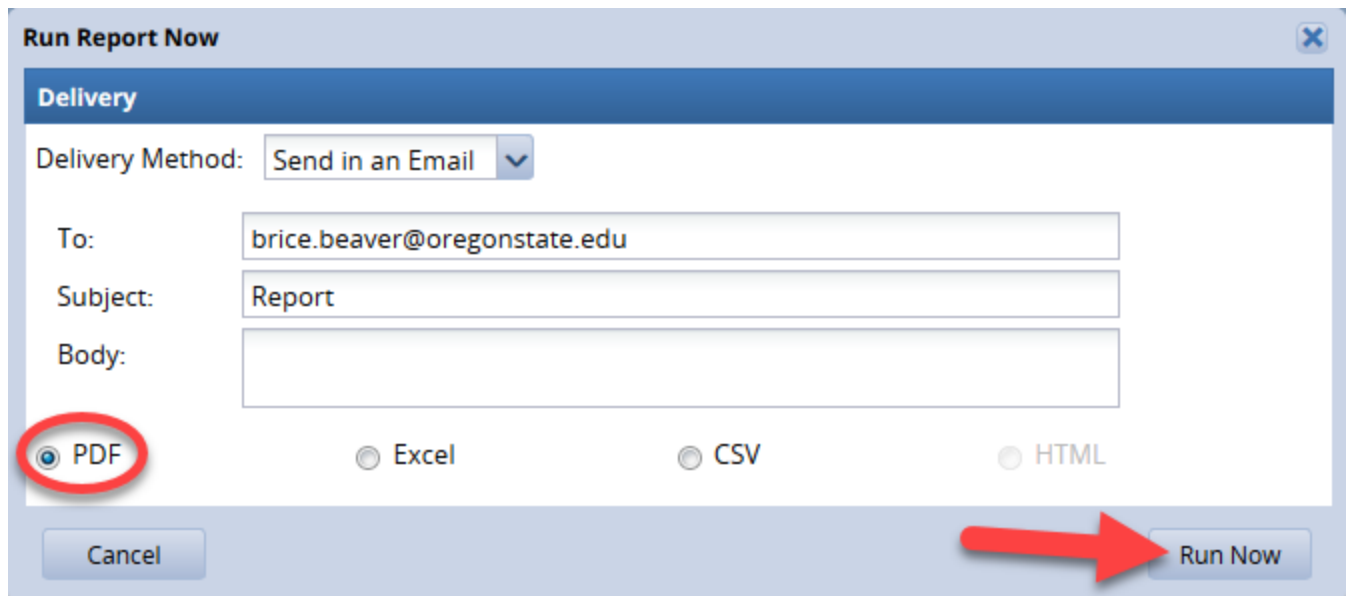
☐ PDF ☐ Excel ☐ CSV ☒ HTML

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.

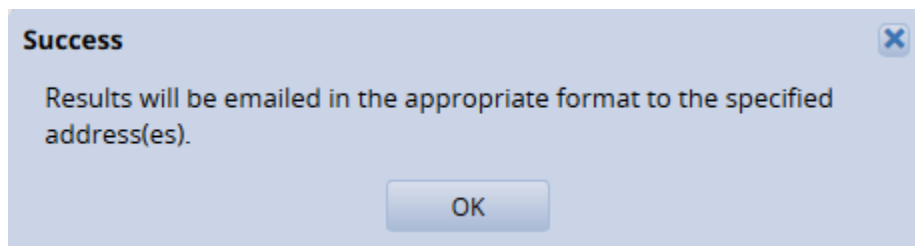
The image shows a 'Run Report Now' dialog box with a blue header and a close button in the top right. Below the header is a 'Delivery' section. The 'Delivery Method' is set to 'Send in an Email' with a dropdown arrow. Below this are three text input fields: 'To:' containing 'brice.beaver@oregonstate.edu', 'Subject:' containing 'Report', and an empty 'Body:' field. At the bottom of the dialog 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, with a large red arrow pointing to 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.

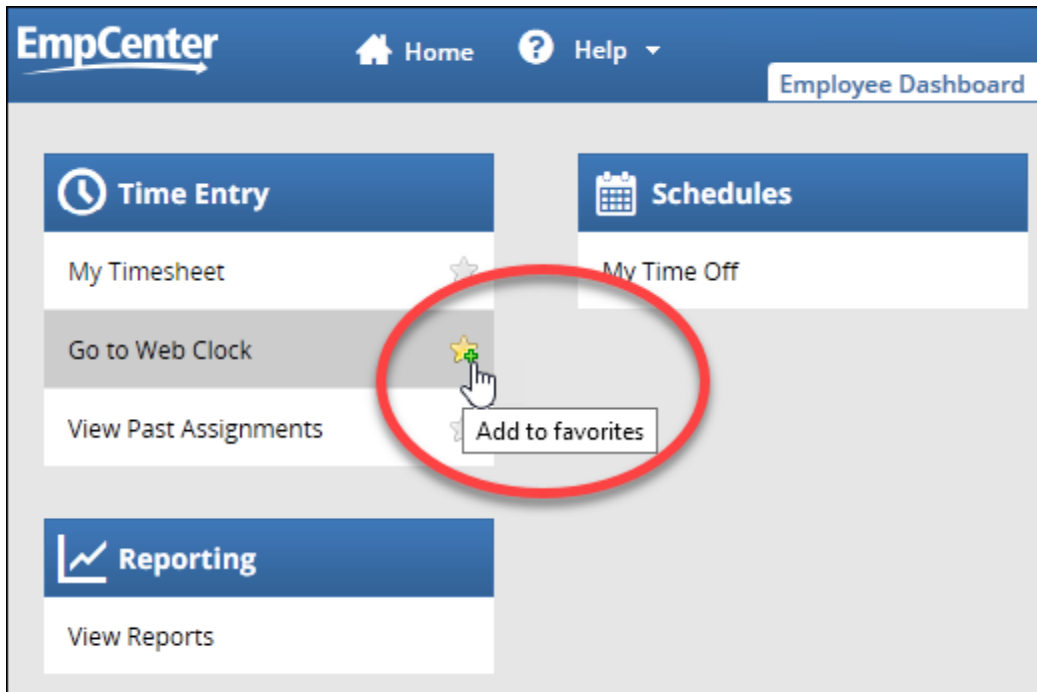
Note: If needed, you can schedule reports you use frequently to be emailed to you on a daily, weekly, monthly, or yearly basis. See the Reports guide on the MyTime Supervisor Training page for more details on how to set up a schedule for a report in EmpCenter.

Appendix A: Create Favorites

Employee Dashboard

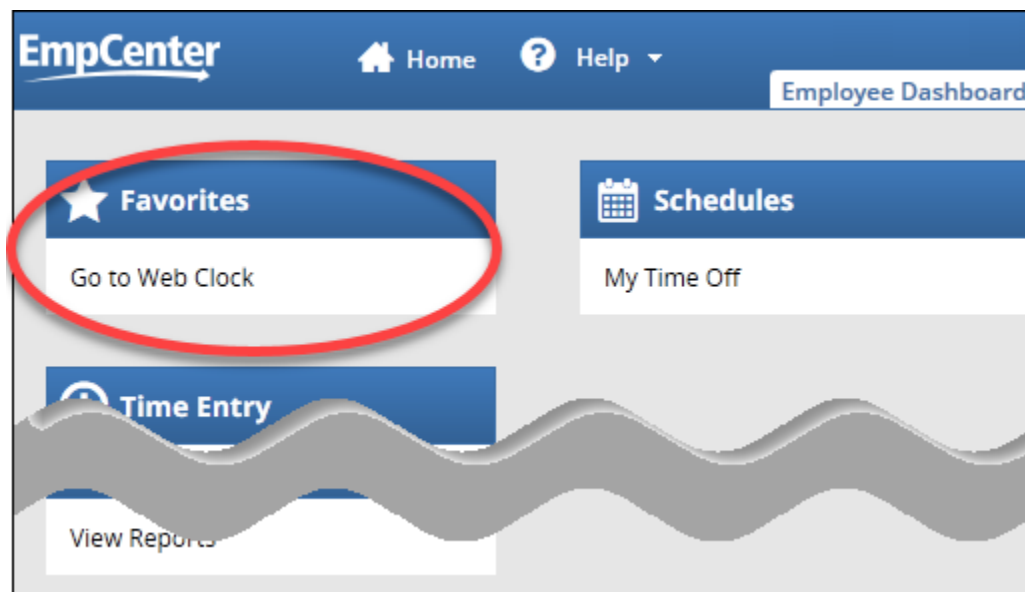
On the EmpCenter Dashboard, you can create favorites for tasks you access most often.

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:

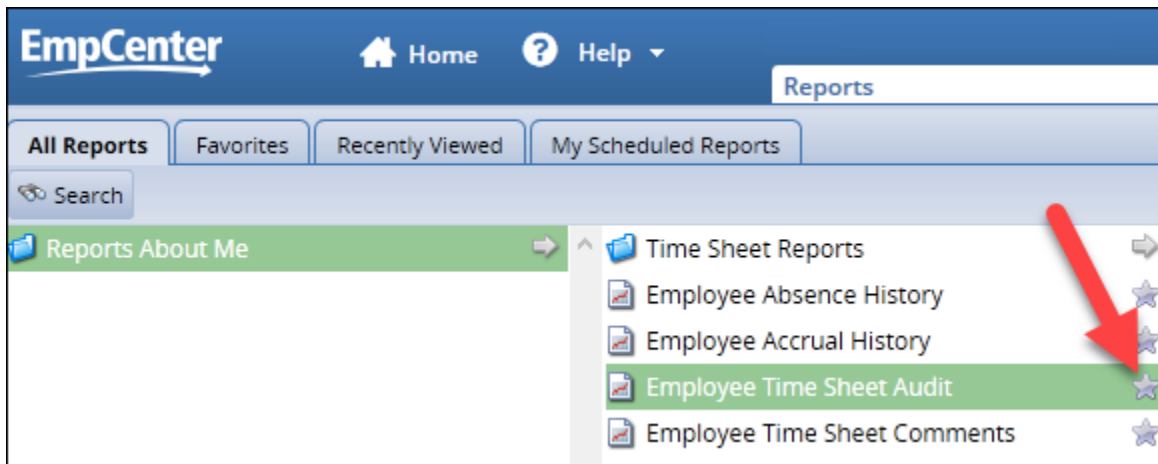


Note: to remove any item from the Favorites group, simply drag it back to its original group or hover your mouse over the item to click on the yellow star.

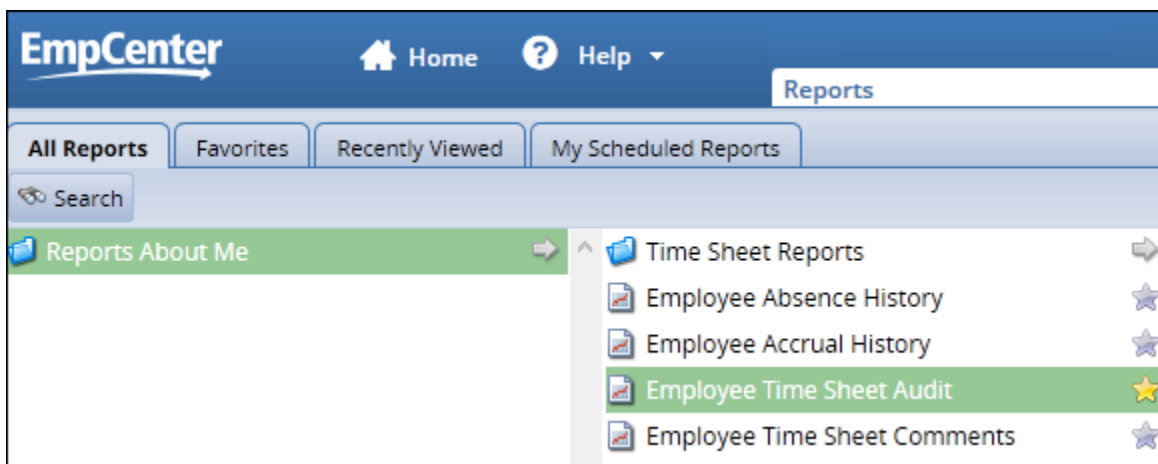
Reports

You can create favorites for reports you access most often.

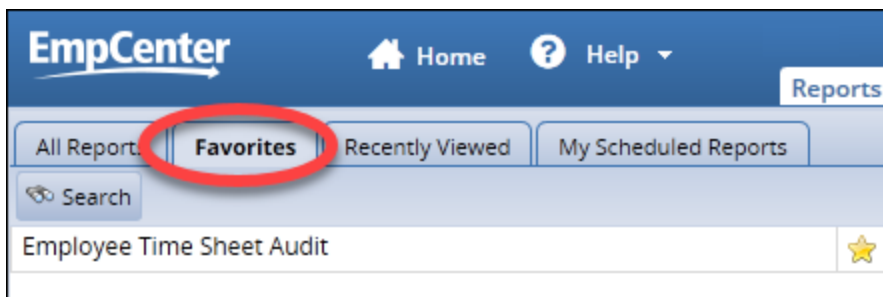
1. After selecting View Reports from the Employee Dashboard, find the report you would like to make a favorite then click the gray star next to the report title:



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



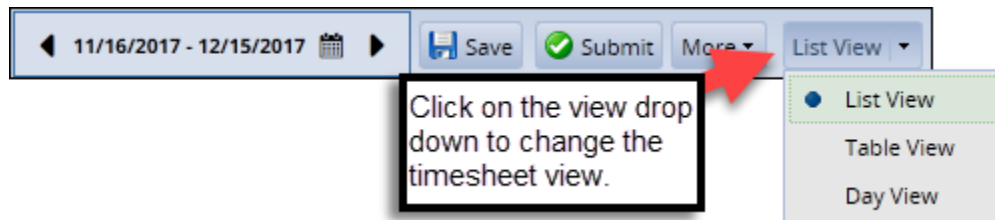
2. You can view all favorite reports by clicking on the Favorites tab:



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

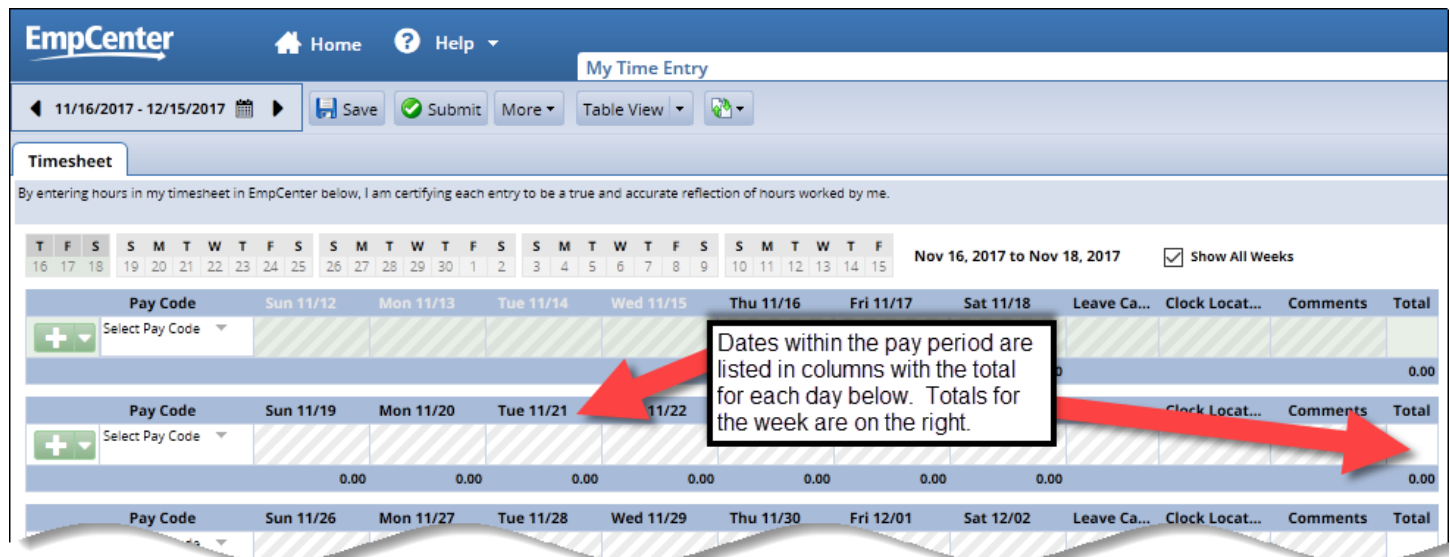
List view is the default view. It displays the days in the pay period as a list; each day has a row.

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 the date range 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.



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.

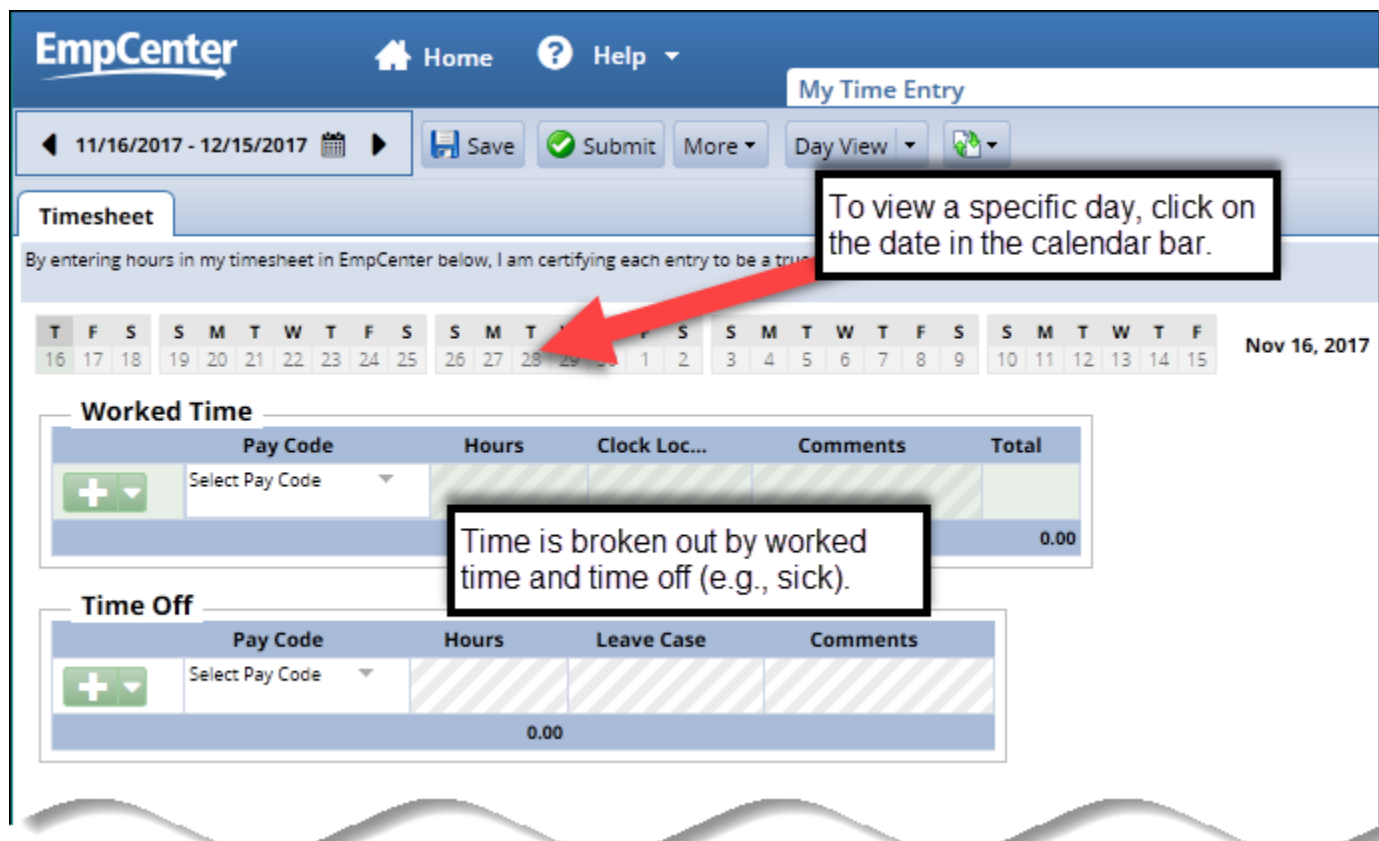
T F S S M T W T F S S M T W T F S S M T W T F S S M T W T F S Nov 16, 2017 to Nov 18, 2017 ☒ Show All Weeks

| 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 |
| + Select Pay Code | | | | | | | | | | | 0.00 |

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

Nov 16, 2017

To view a specific day, click on the date in the calendar bar.

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).

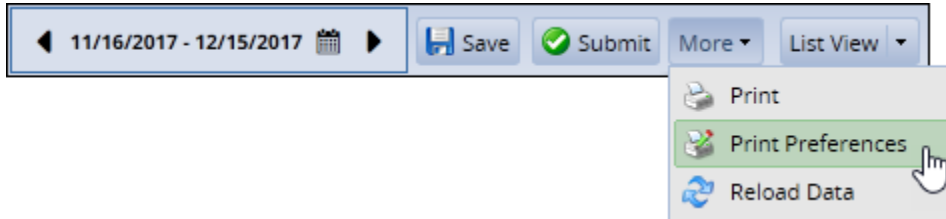
Time Off

| Pay Code | Hours | Leave Case | Comments |
|-------------------|-------|------------|----------|
| + Select Pay Code | | | |
| | 0.00 | | |

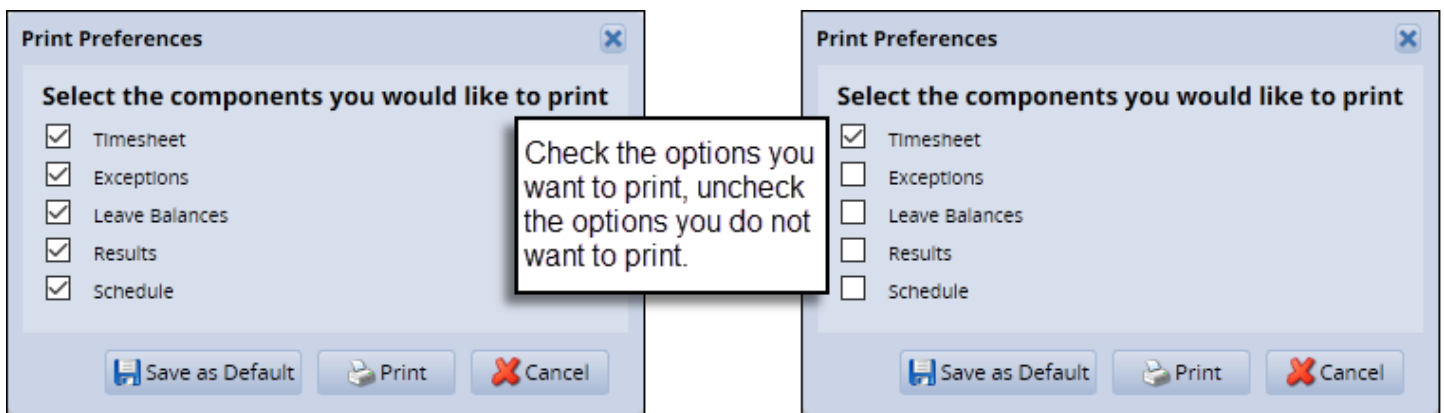
Appendix C: My Time Entry Print Preferences

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

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

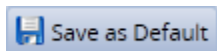


2. In the Print Preferences window, select the options you would like to print:



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, on-call) or using (vacation, sick, comp) for the hours entered on the timesheet.

Below are the pay codes and definition for the Classified 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 |
|-----------------------------|--|
| Bereavement | Paid leave taken for death in the immediate family. If entered directly on the timesheet, comments are required. Limited to 4 days (hours based on FTE) per instance. |
| Call Back Pay | Hours worked when called back after being released from duty. |
| Comp | Leave taken from the Comp Time leave bank. |
| Confined Space Differential | Additional pay earned when working in a confined space as defined by the collective bargaining agreement. |
| Diving Differential | Additional pay earned when diving underwater as defined by the collective bargaining agreement. |
| Essential Time | Hours worked as an essential employee when the University is closed for inclement weather (or other university wide closures). |
| Exchange | Leave taken from the Exchange leave bank. (Exempt employees only.) |
| Hardship Leave | Leave taken from the Hardship leave bank (donated leave). Must be used with an approved protected leave case. |
| High Voltage Electrician | Additional pay earned when working as a high voltage electrician as defined by the collective bargaining agreement. |
| High Work Differential | Additional pay earned when working in an elevated location as defined by the collective bargaining agreement. |
| Holiday | Used when changing holiday hours from observed day to actual day. |
| 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 Requested | Used to request Comp Time instead of pay for any hours worked on an observed holiday. |
| Jury Duty | Paid leave for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required. |
| LWOP | Leave without pay. Used to record leave time when no other leave is available. |
| Meal | Used to add meal to the timesheet when less than 6 hours worked in the day. Meals are automatically added for any day where 6 or more hours are worked. |
| Military | Leave taken for Military time off as defined in the collective bargaining agreement. If entered directly on the timesheet, comments are required. |
| On Call Pay | Hours on call for work as defined by the collective bargaining agreement. |
| Overtime Comp Requested | Used to convert overtime hours earned in the week to Comp Time. (Non-exempt employees only.) |
| Personal | Leave taken from the Personal leave bank. |
| Retirement Leave | Paid leave taken for Retirement planning. If entered directly on the timesheet, comments are required. |
| Sick | Leave taken from the Sick leave bank. |
| Special Day | Leave that can be used the day before or after Thanksgiving, Christmas, or New Year's Day as defined in the collective bargaining agreement. |
| Steward Hours | Used to record work time spent on union steward duties. |
| Vacation | Leave taken from the Vacation leave bank. |
| Work In/Out | Actual in and out hours for the day. Used when clocking is not available. Entered as actual hours (i.e., 8am, 5pm) not elapsed hours. Comments are required. |

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.