May 2022

Oregon State University

EmpCenter 20.2 User Guide

Oregon State University

Policy Profile | Classified Hourly

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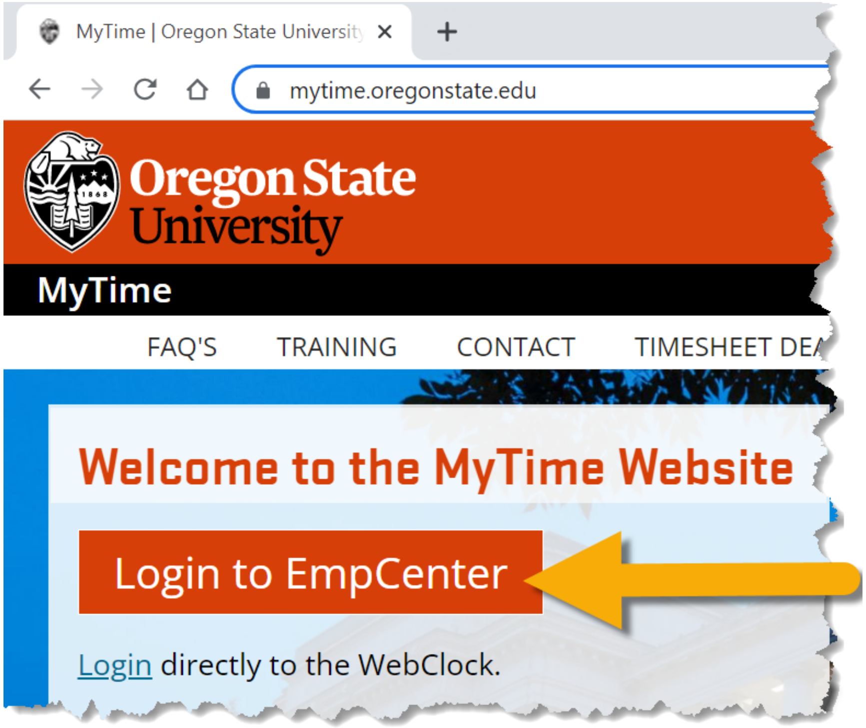
EmpCenter Overview

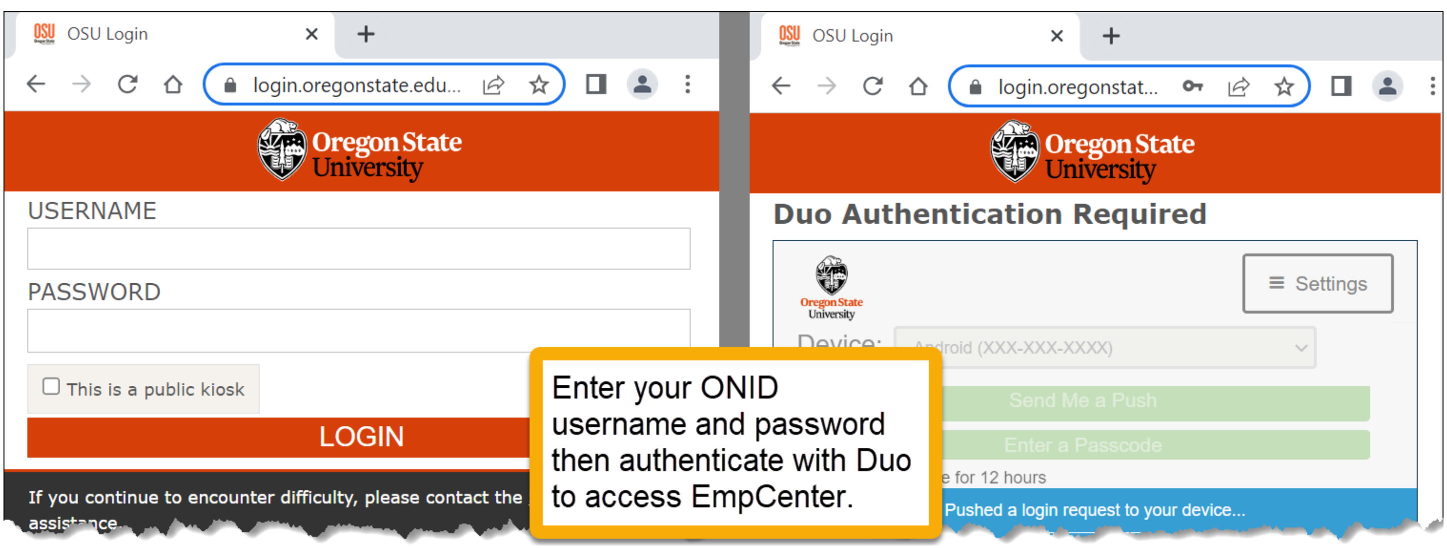
Accessing EmpCenter

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/:



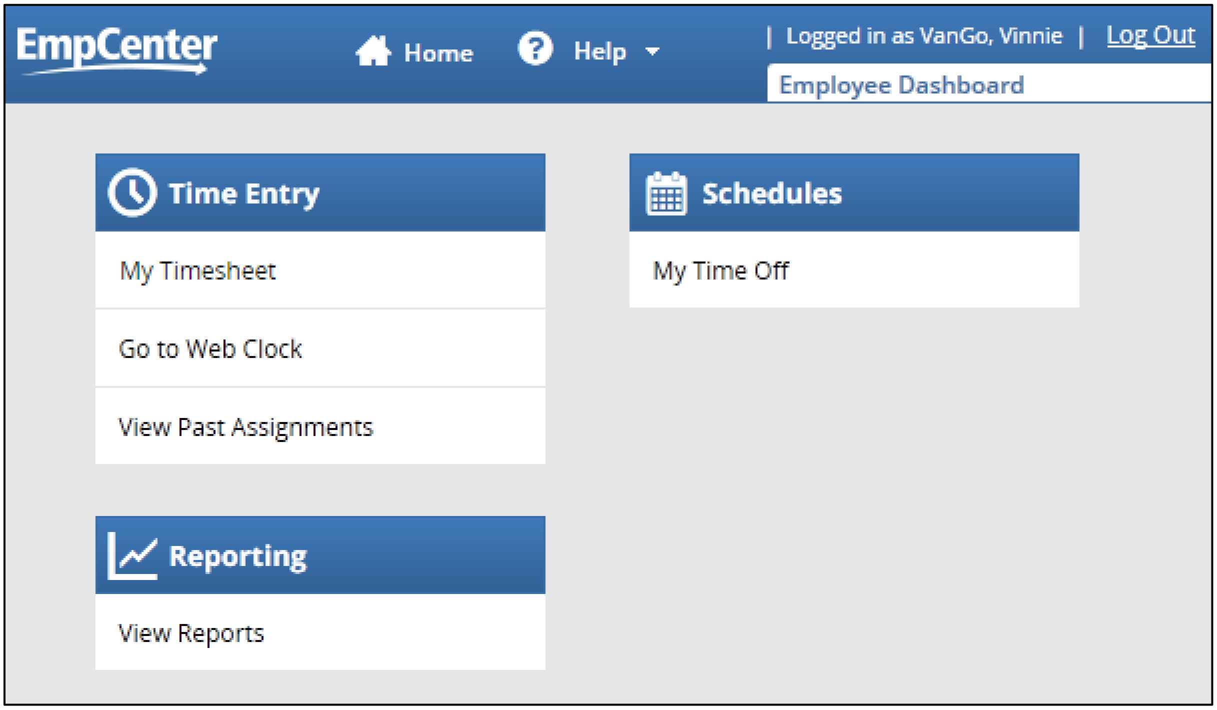
At the OSU Single Sign On (SSO) page, login with your ONID username and password then authenticate with Duo Multi-Factor Authentication (MFA):



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.

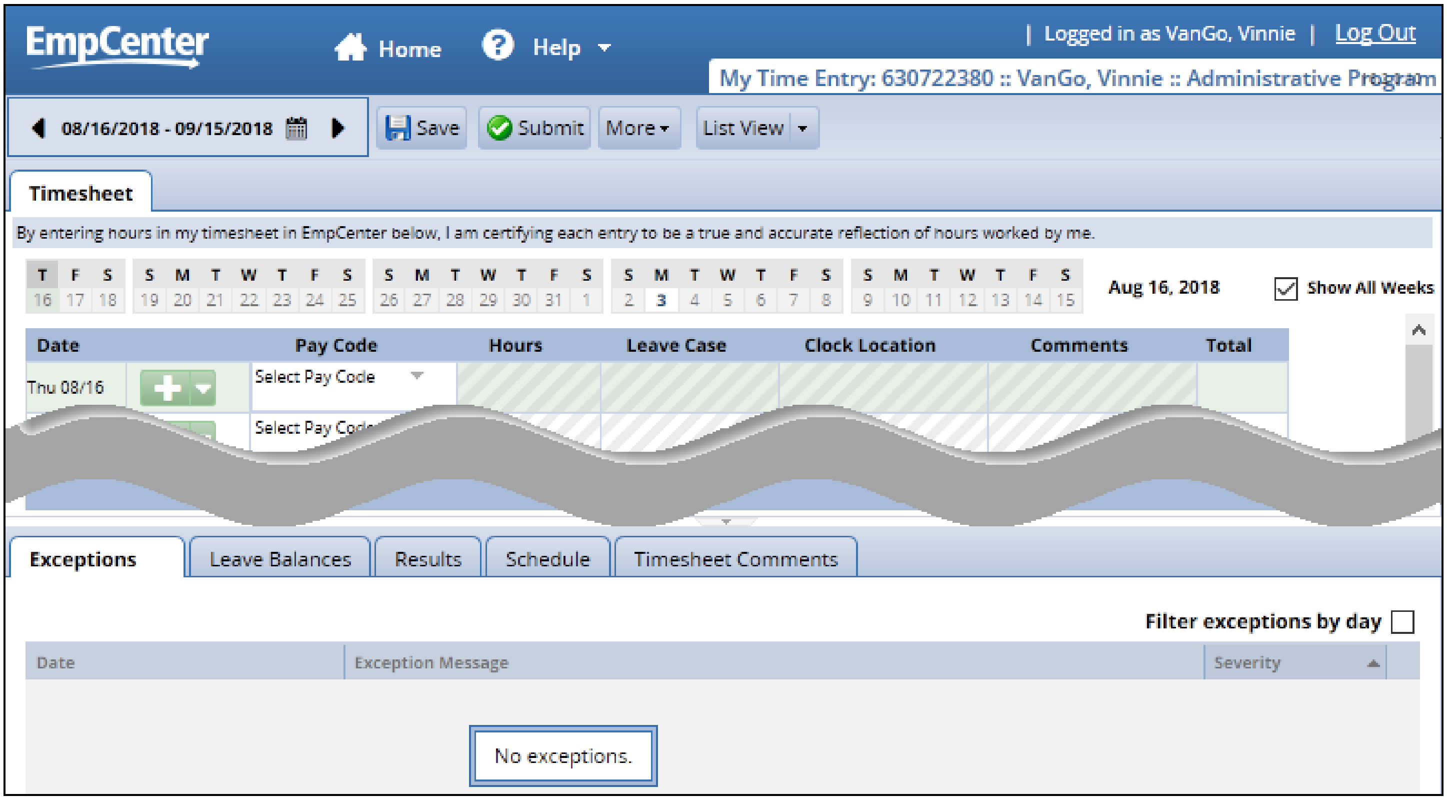
Schedules link:

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

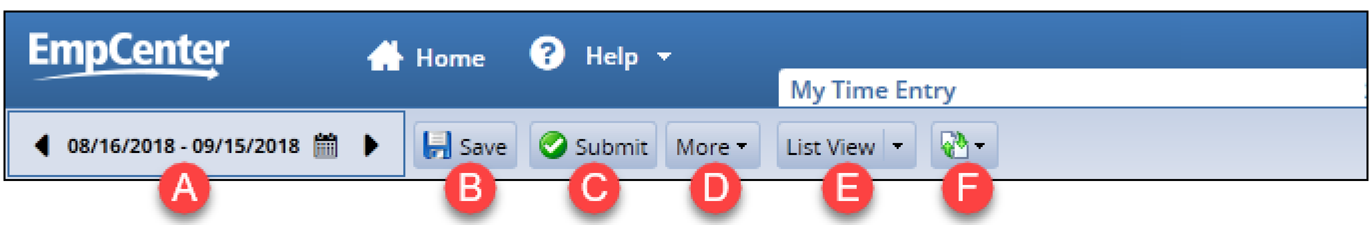
If you are in a Supervisor or Business Center role within EmpCenter, you will see additional options available on the Dashboard. See the appropriate user guide for more information.

Employee Timesheet (My Timesheet)

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

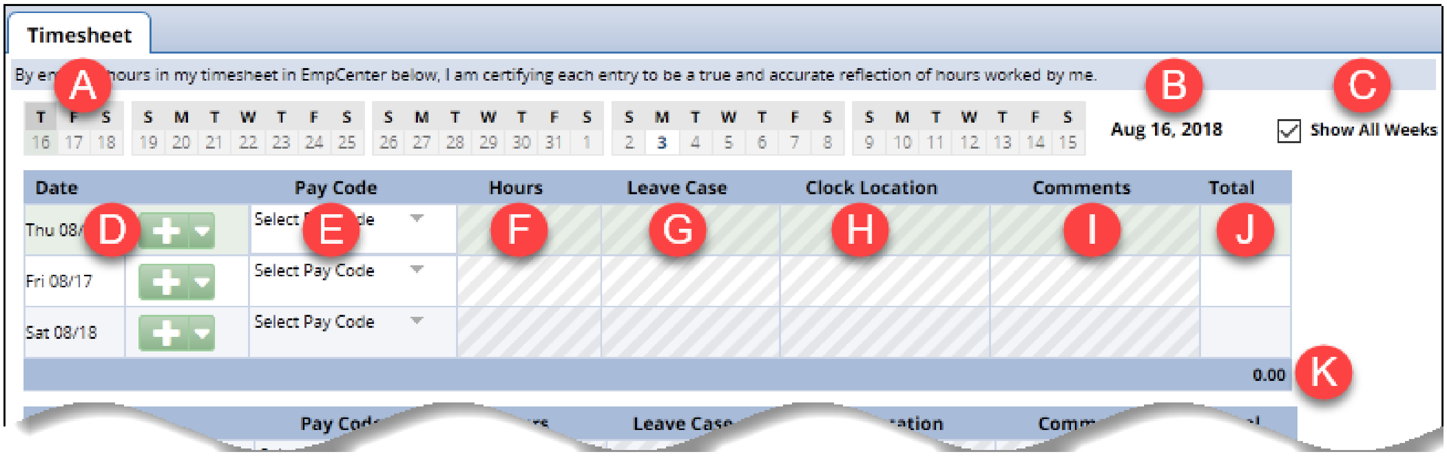


Timesheet Top



A. Timesheet date range: the date range will always default to the current open pay period. You can change the dates using the arrow keys or the calendar icon.
B. Save: save any changes to your timesheet. EmpCenter will warn you if you try to navigate away from the page before saving your changes.
C. Submit: certify your timesheet is correct and send it to your supervisor for review and approval. Once submitted, the button changes to 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

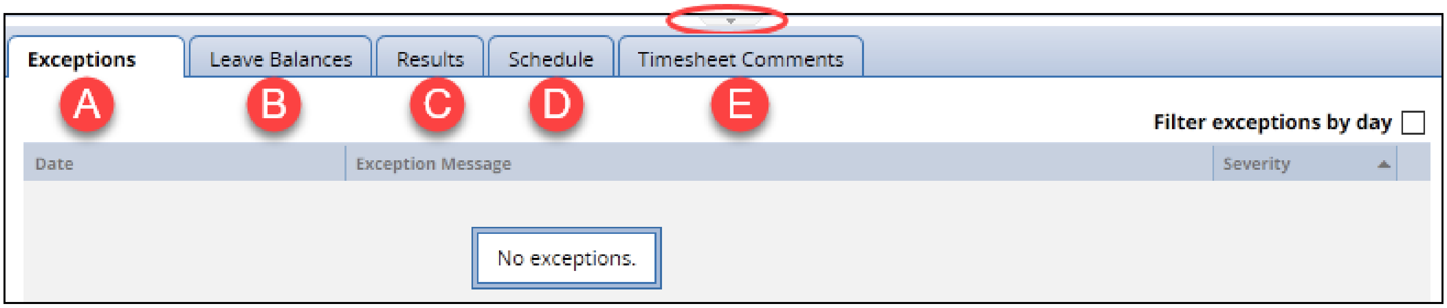


Note: this is the List View of the Timesheet; Table and Day views have slightly different organizations. See Appendix B.

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:

Timesheet Bottom

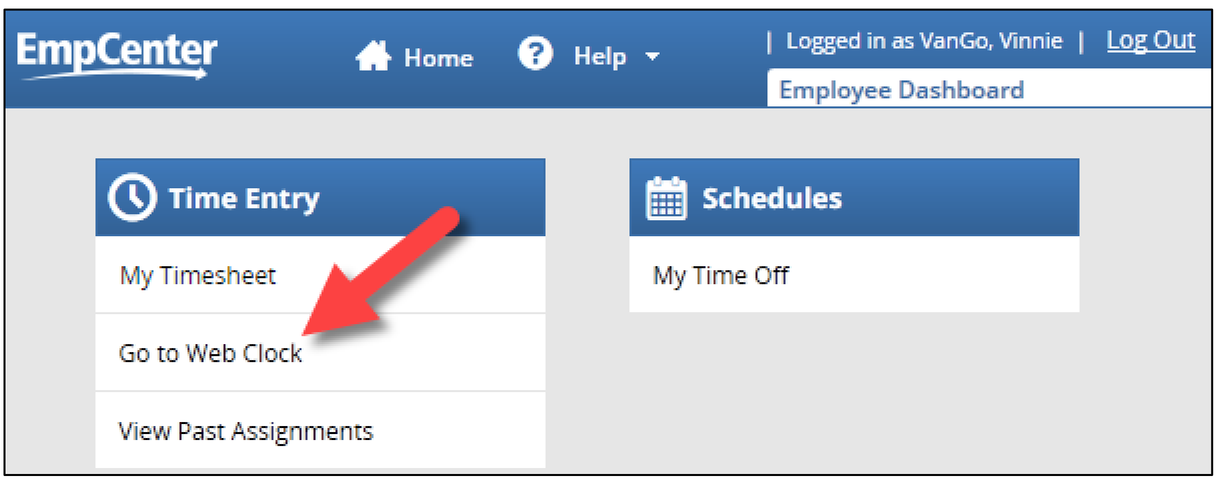


Drag the arrow at the top of the section (circled) up or down to expand or collapse the bottom section.

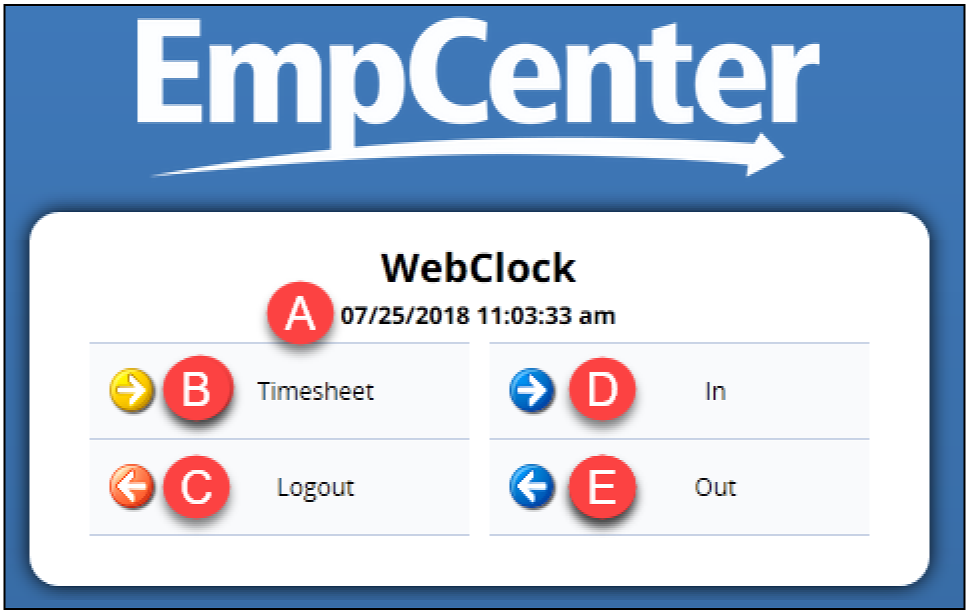
A. Exceptions: information, warning, or errors on your timesheet. Errors must be corrected before submitting your timesheet for approval.
B. Leave Balances: all available banks will be listed with initial balance, earned hours, taken hours, and ending balance for the month.
C. Results: totals by pay code for each day time was recorded for the pay period.
D. 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:

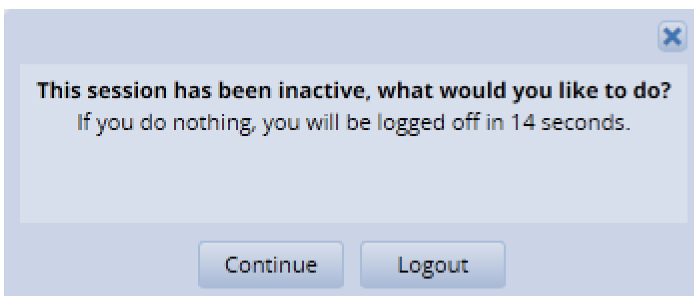


Web Clock Overview



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.

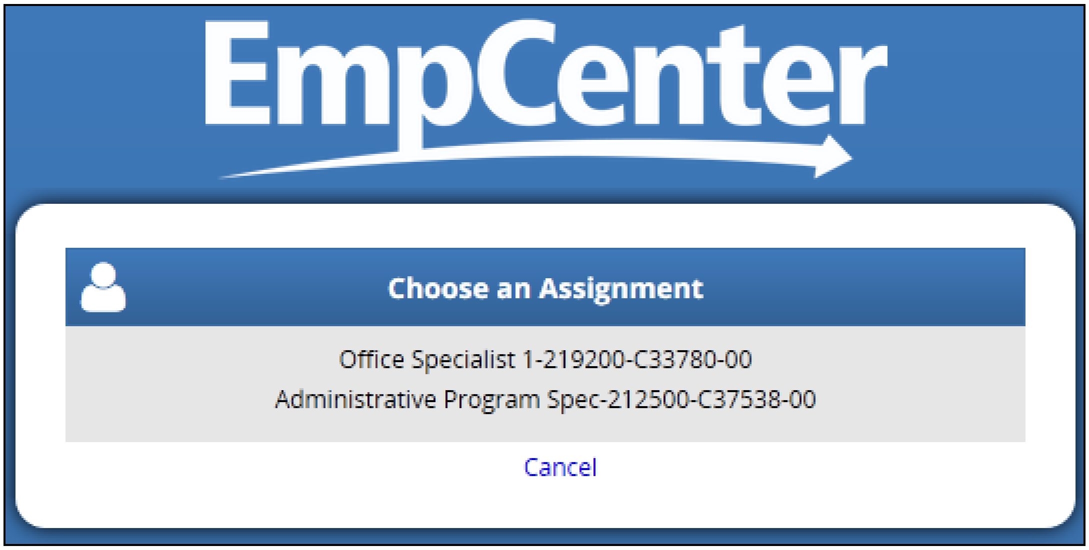
For security, the Web Clock times out after 30 seconds of inactivity; you receive a warning at 15 seconds:



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:

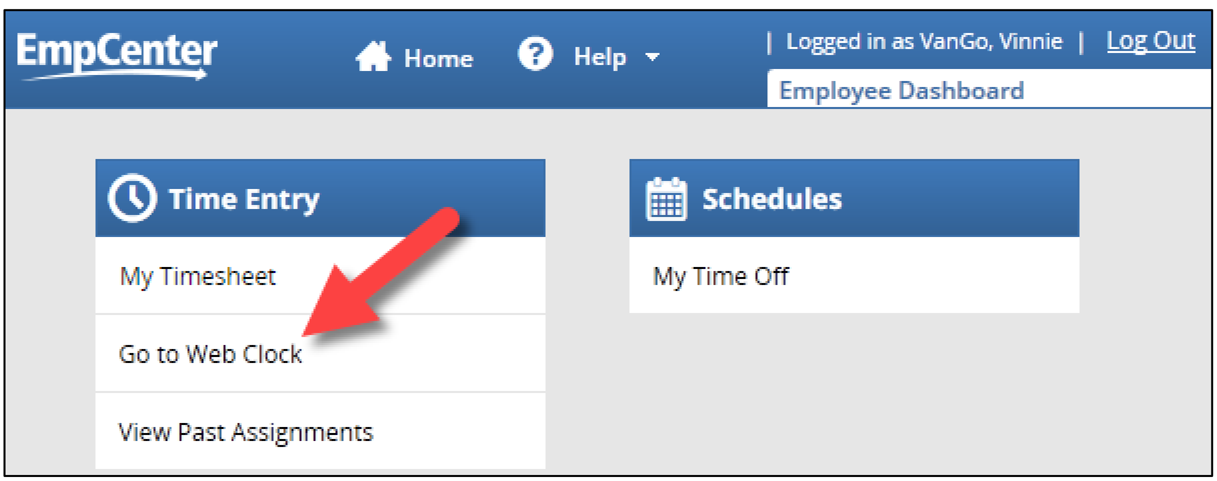


Select the assignment you are clocking in to or out of to access the Web Clock.

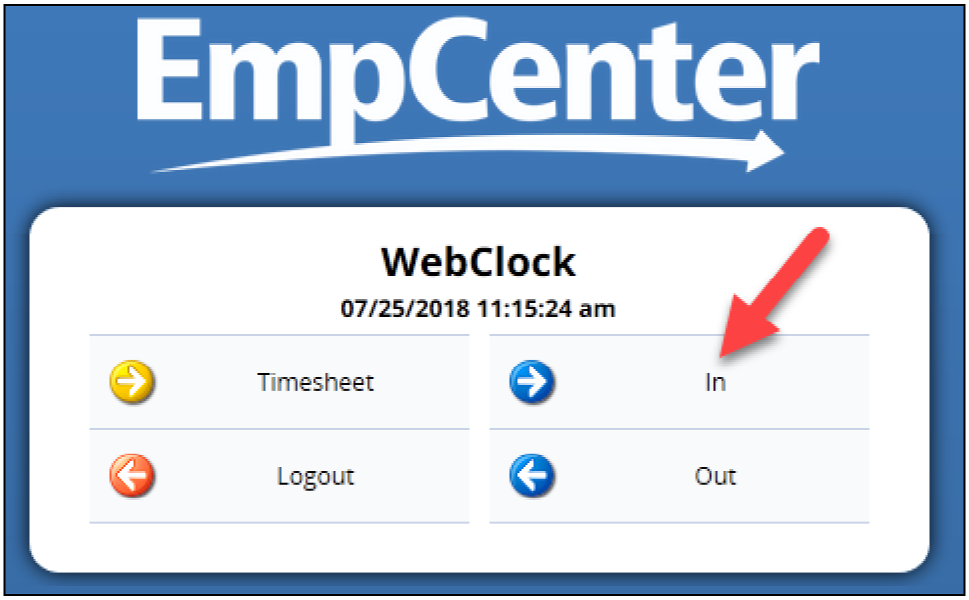
Clocking

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.

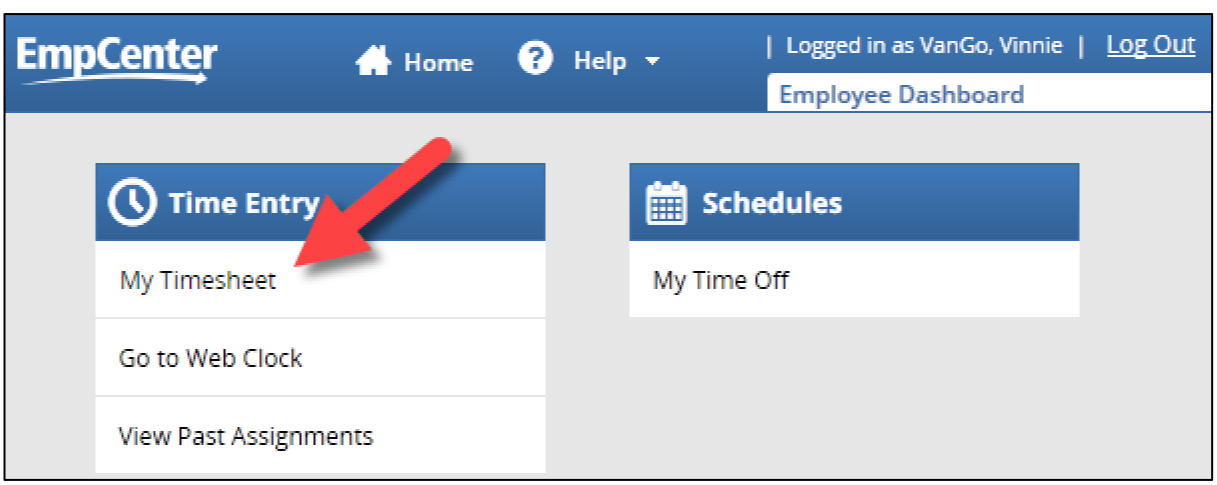
Adjusting Clock Entries

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.

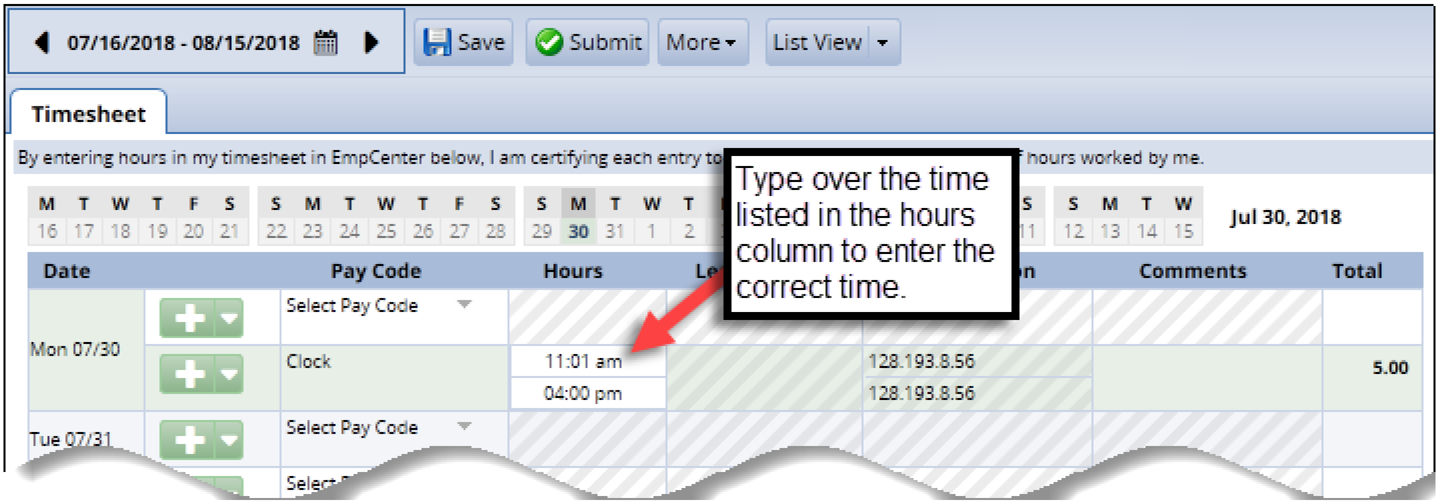
Running late or being out of the office are not valid reasons for adjusting clock time. Any changes to clocked time will be recorded in the system.

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:

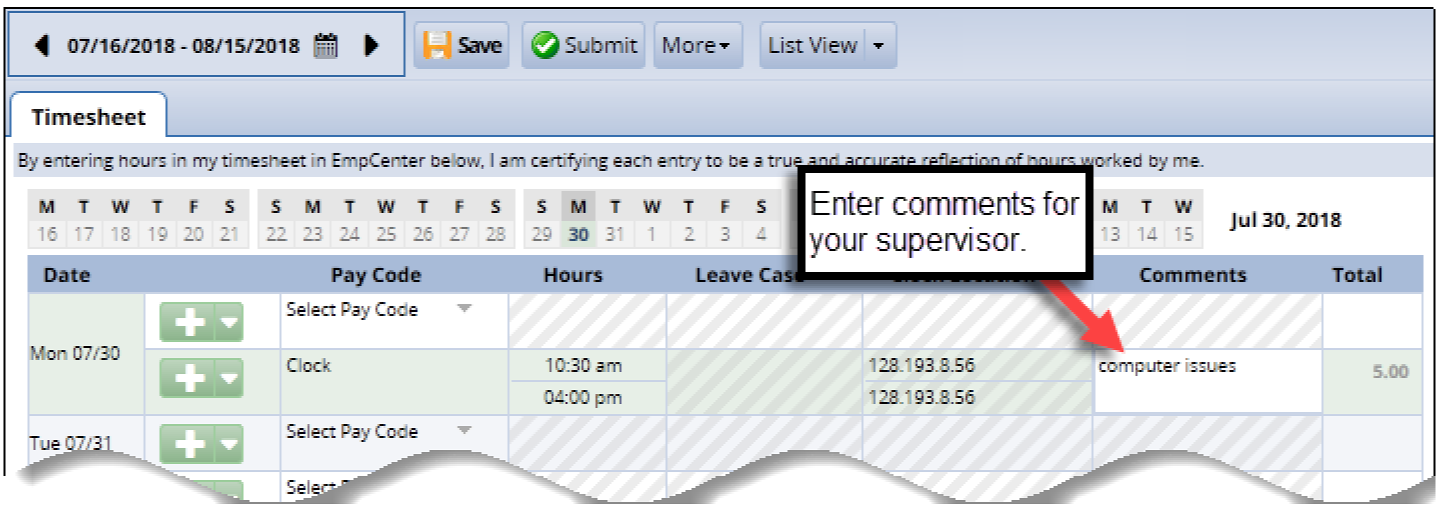


Adjust Clock Time

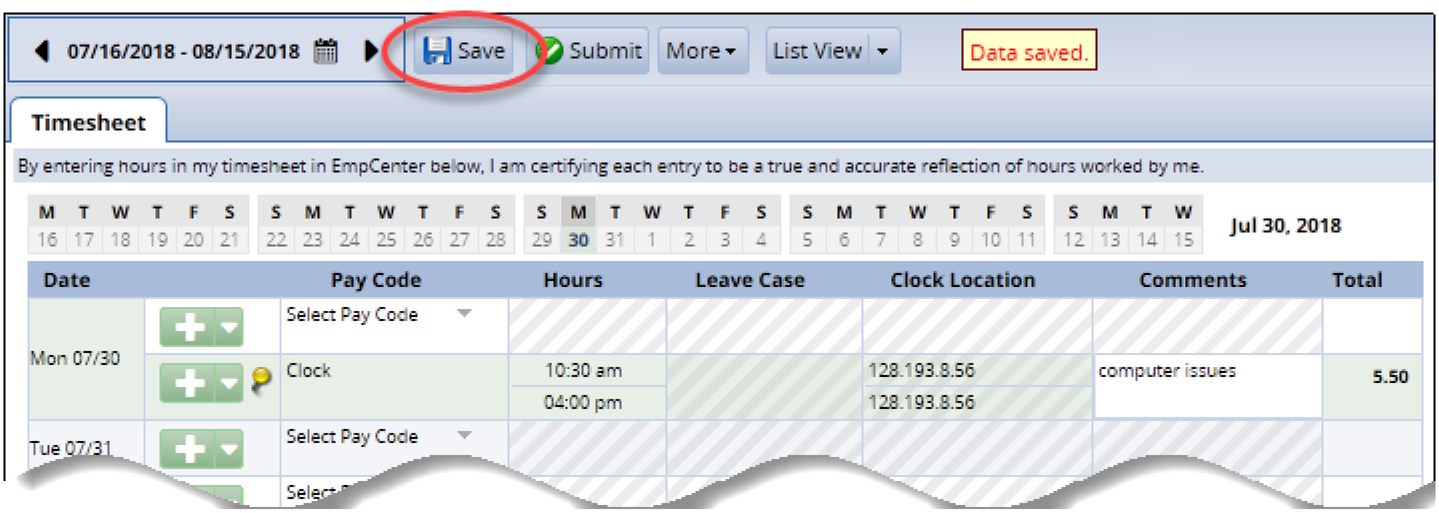
1. Enter the correct time on the Clock time slice for the day:



Add a comment to let your supervisor know why you adjusted the clock time:

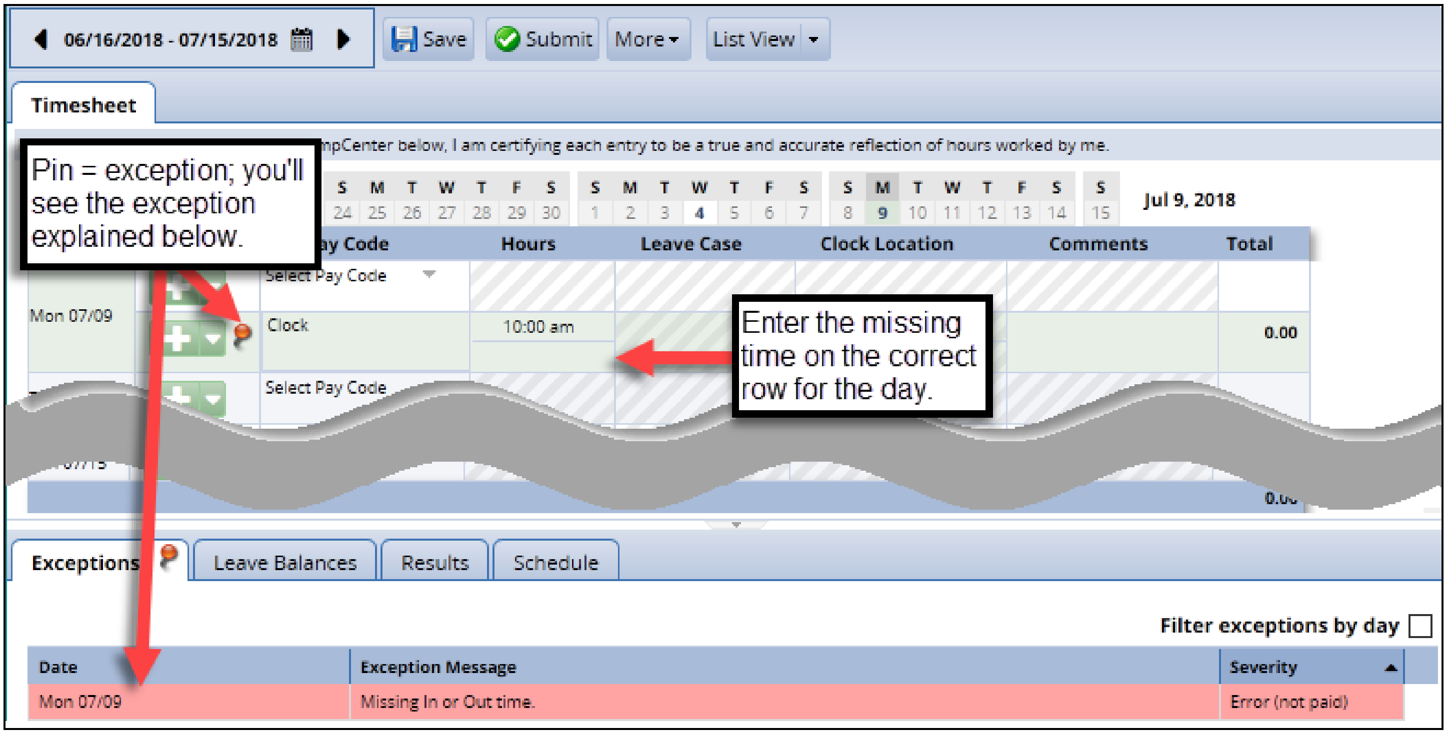


2. Save your changes:



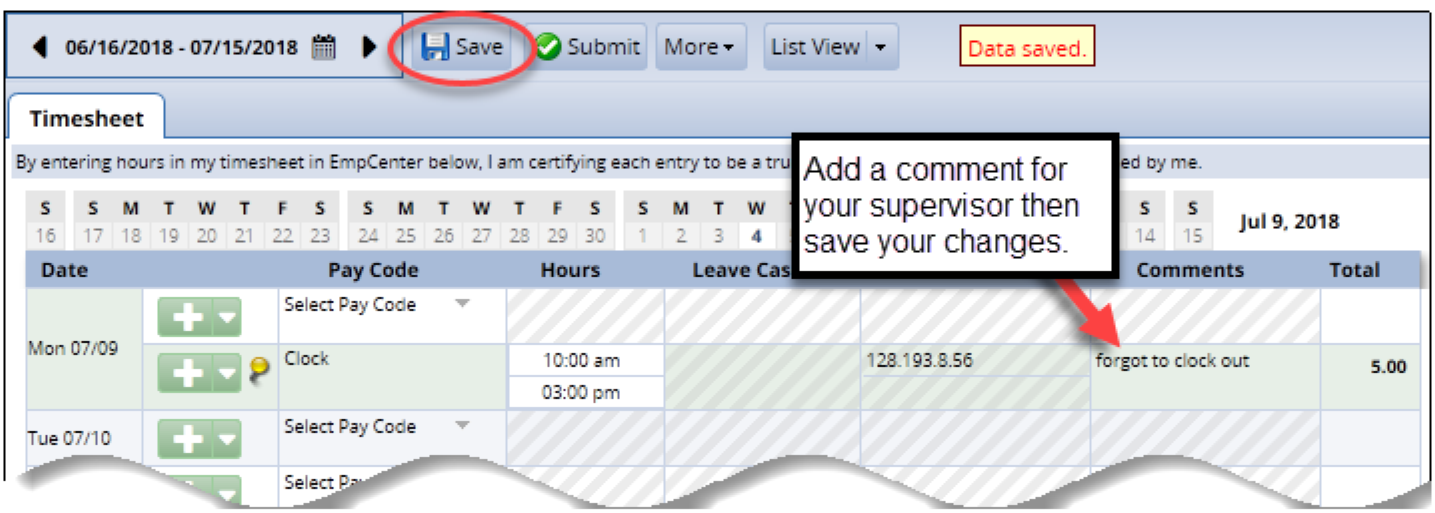
Missing In/Out Punch

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



Note: If you missed an in punch, enter the time in the first line of the Hours column.

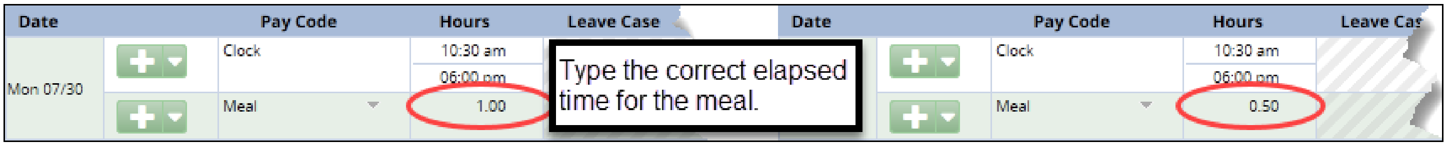
2. Add a comment to let your supervisor know why you adjusted the clock time and Save your changes:



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:



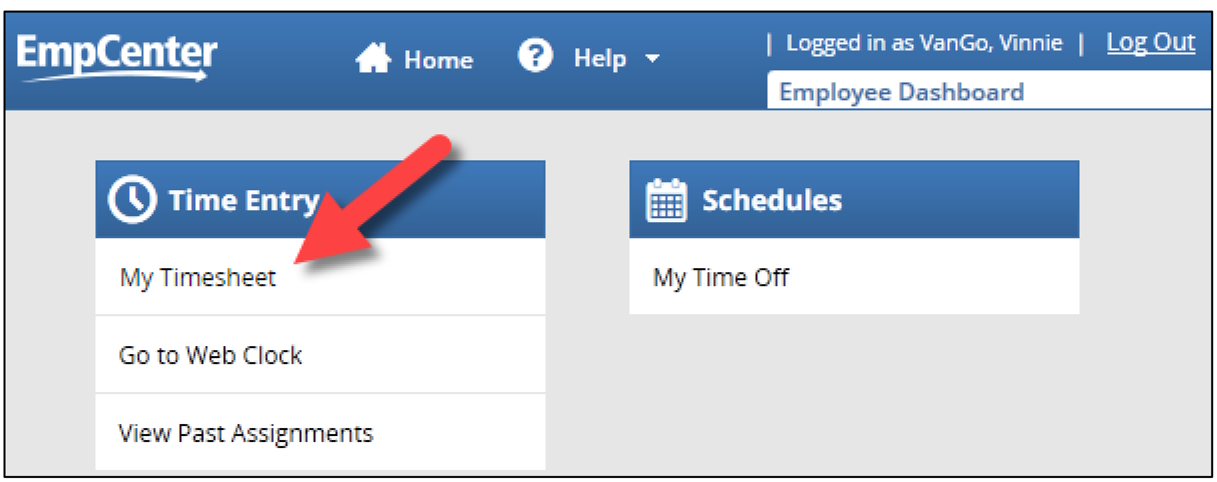
If you need to zero out your lunch (e.g., clocked out for lunch, EmpCenter should not subtract meal), enter 0 in the hours column for the meal. If you worked less than 6 hours for the day but did take a meal, you will need to add Meal to your timesheet just like any other pay code and enter the elapsed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

Using the Timesheet

General Timesheet rules:

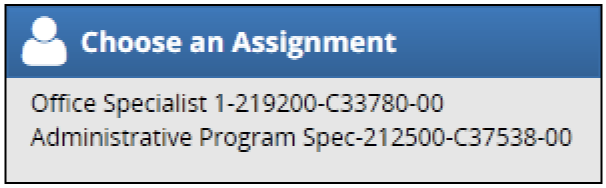
- The work week is Sunday through Saturday.
- The work day is midnight to midnight.
- For shifts that cross over midnight, the time will be recorded on the day the shift started.
- Salaried employees' timesheets run from the first of the month through the end of the month; hourly employees' timesheets 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:

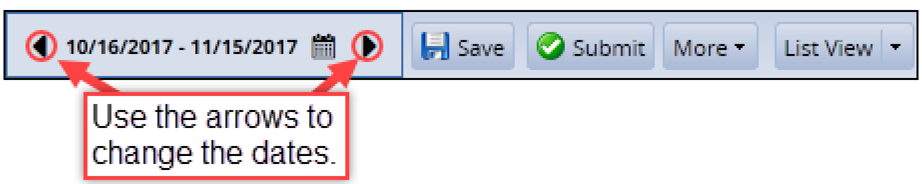


Changing the Pay Period

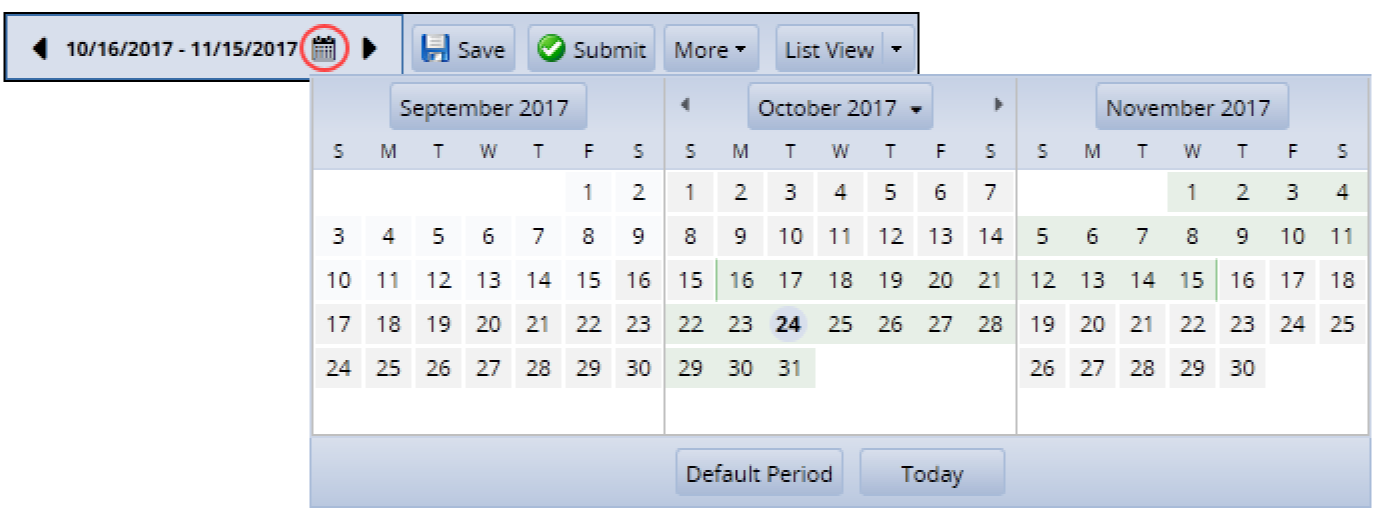
The timesheet will default to the current open pay period; once you have submitted your timesheet, it will default to the next pay period. However, you can change the period to view past or future timesheets.

- You can view timesheets up to one year in the past from the current date, unless you have changed assignments (jobs).
    - For previous assignment timesheets, see Viewing Past Assignments for more details.
- You can view timesheets up to one year in the future from the current date.
- You can make changes to future timesheets up to 12 weeks from the current date to allow for protected leave tracking.

To change the pay period view, click on the arrows to the right (for future dates) or left (for past dates) of the pay period:



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



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

Basic Time Entry

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

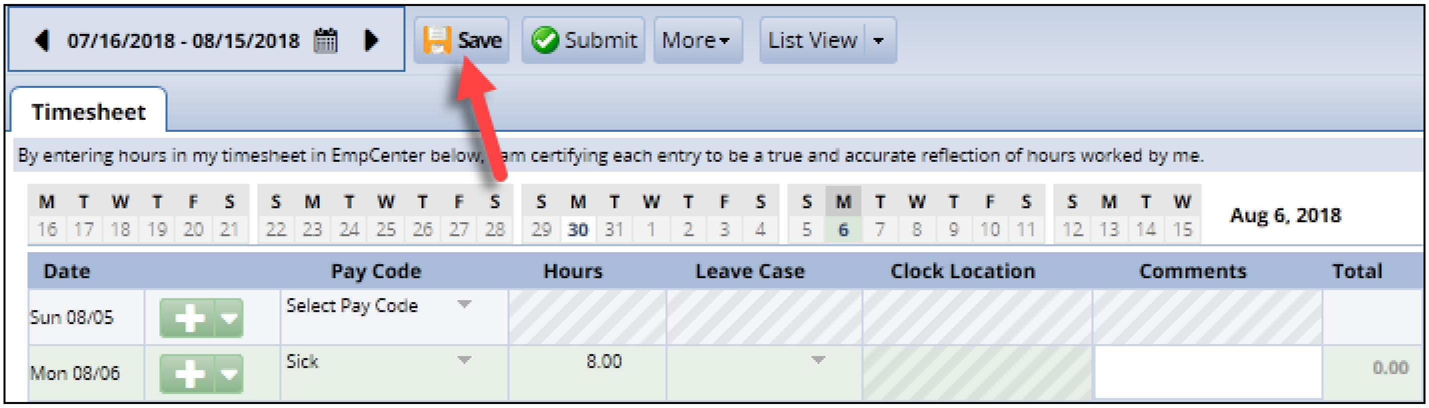
For pay codes that require in and out times, enter the start time on the first row and the end time on the second row:

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:

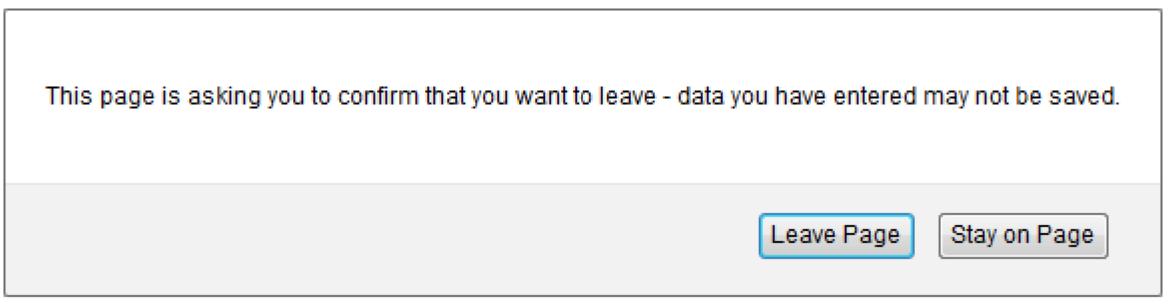
- Each row entry is called a time slice.
- For in and out times, you do not need to enter 8:00 am or 5:00 pm; you can enter 8 for the start time and 5p – or 17 if you prefer military time – for the end time. EmpCenter assumes the am for any number between 1-11 and 24, and the pm for any number between 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:

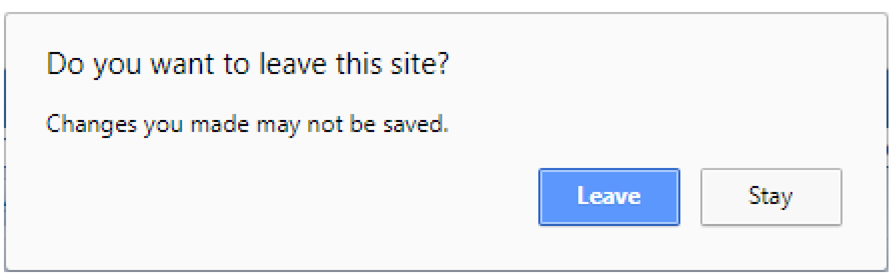


You'll receive confirmation that your changes have been saved:

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



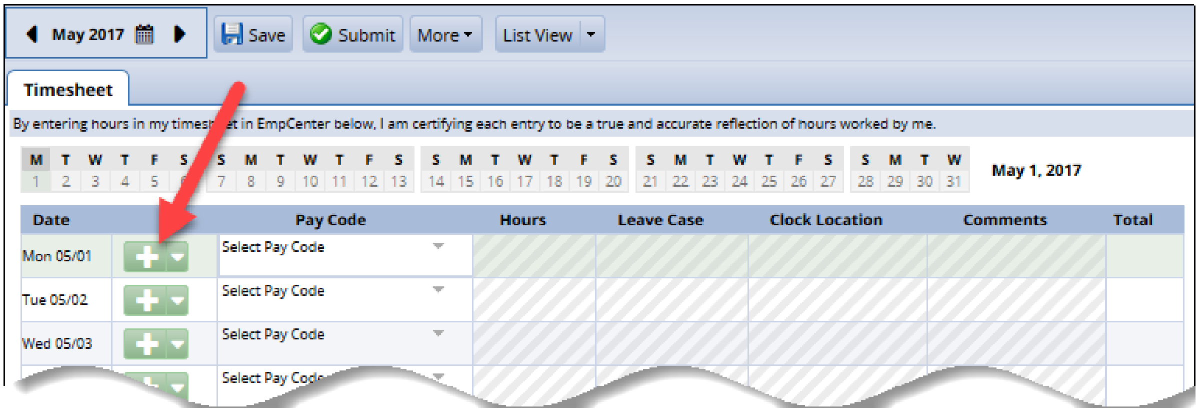
or



Timesheet Row Options

Add a Row

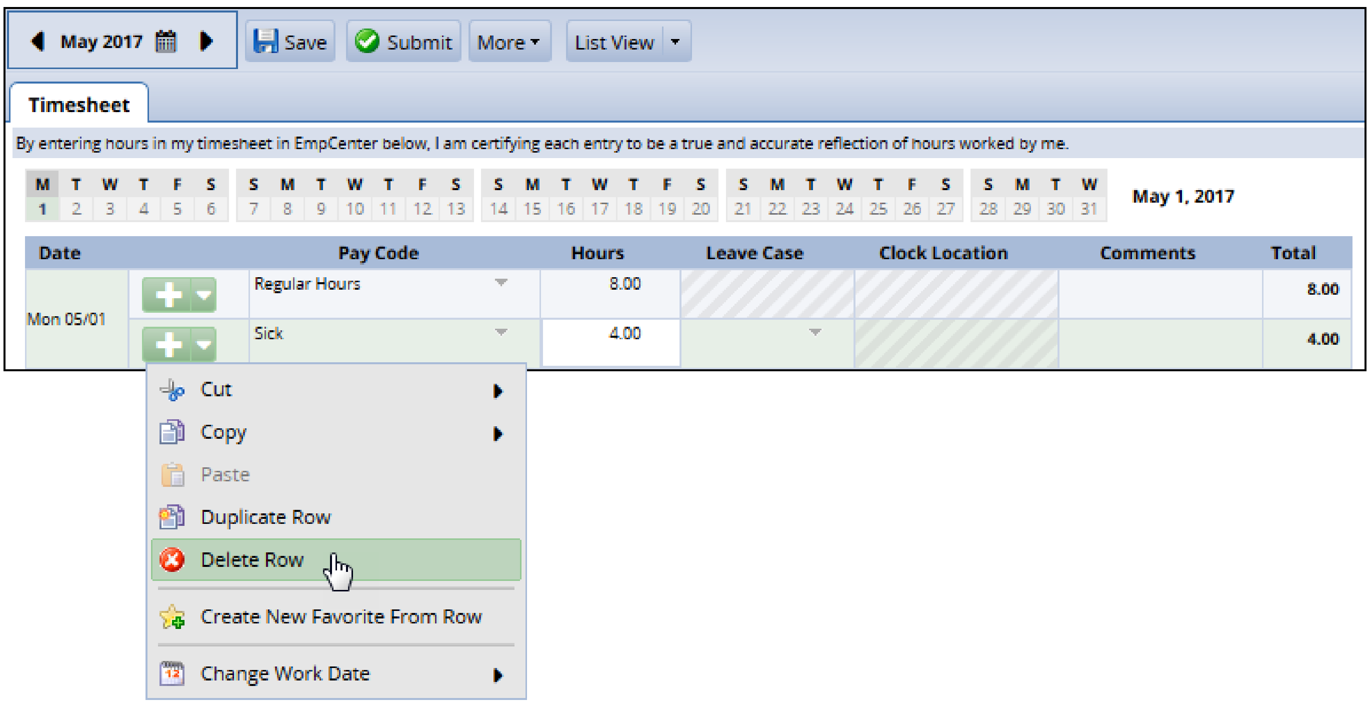
1. Click on the plus sign for the date you would like to add an additional row to:



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

Delete a Row

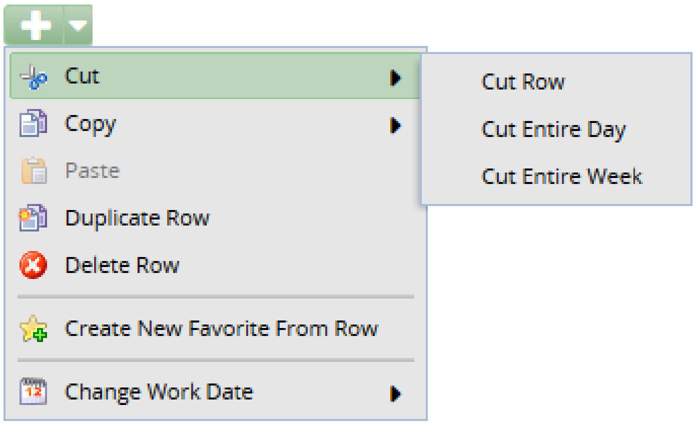
1. Click on the down arrow next to the plus sign then select Delete Row:

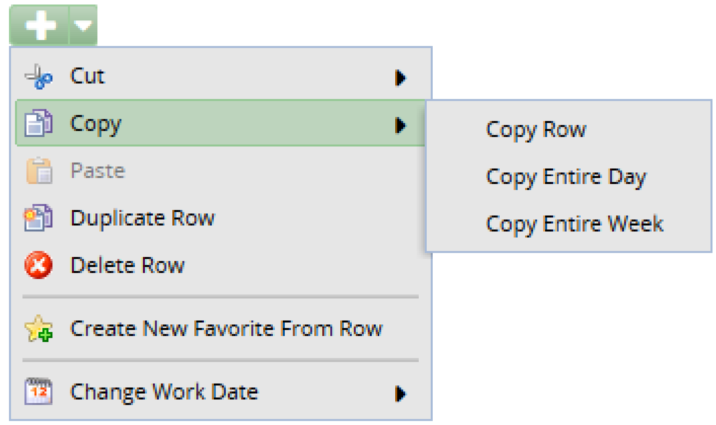


Note: you can only delete rows with data and you cannot delete Clock rows.

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:



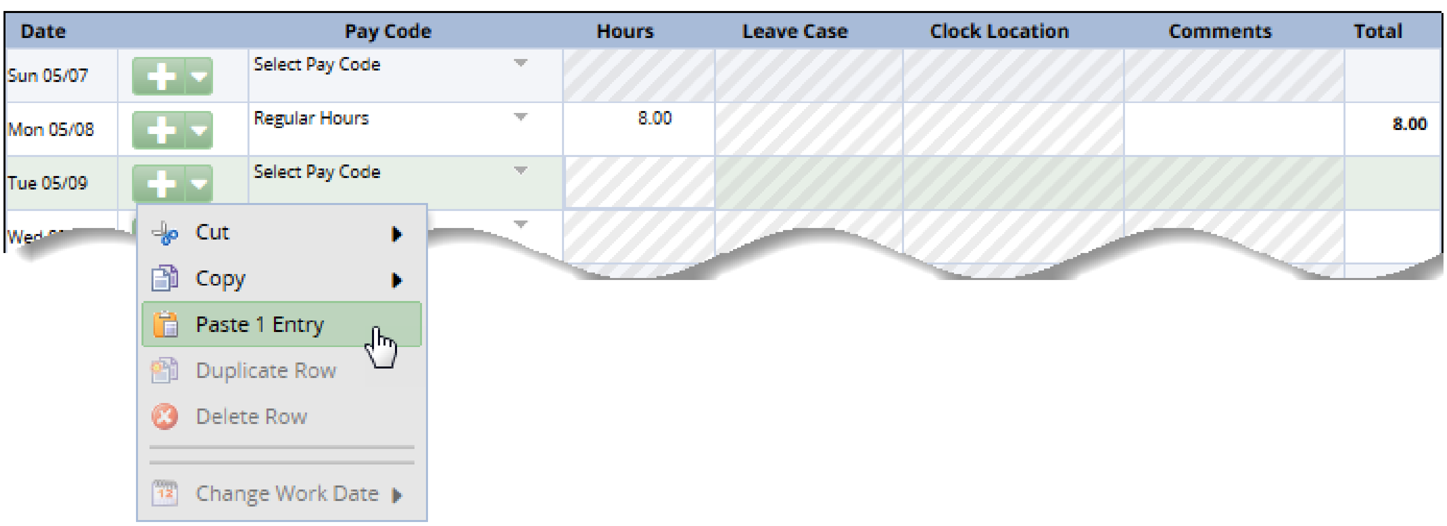


Copy/Cut options:

- 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.

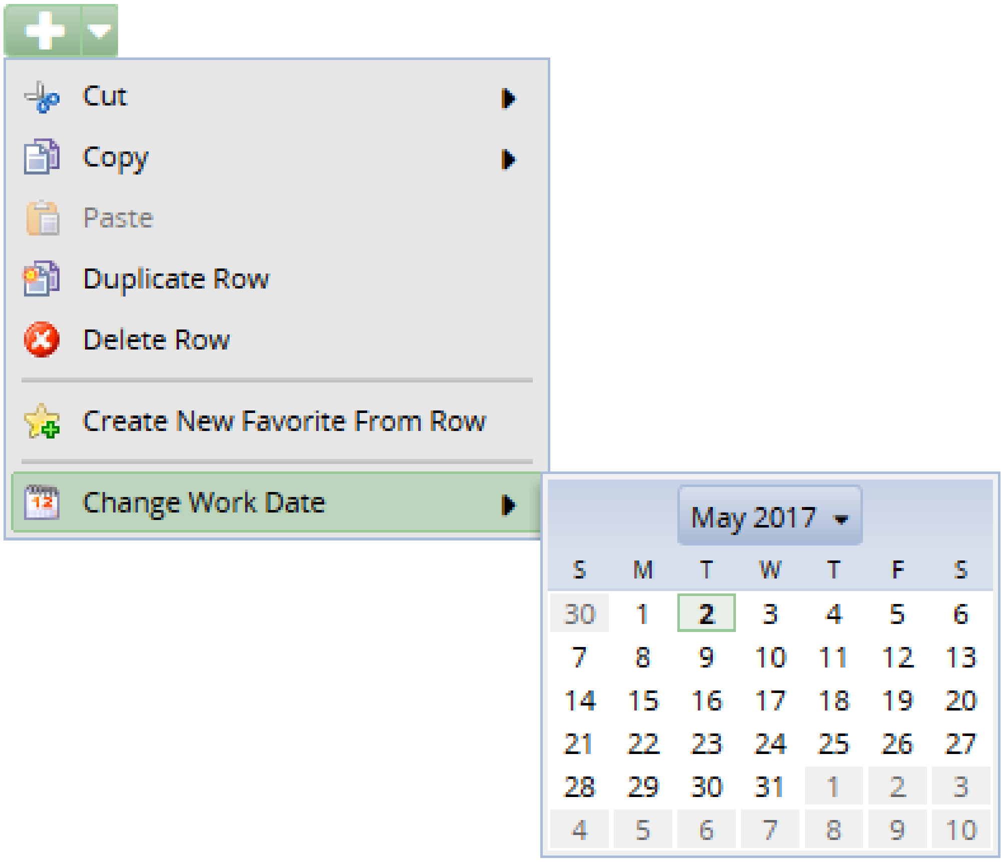
2. To paste the selection, click on the down arrow next to the plus sign for the date you would like to add the copied time to then select Paste 1 Entry:



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:



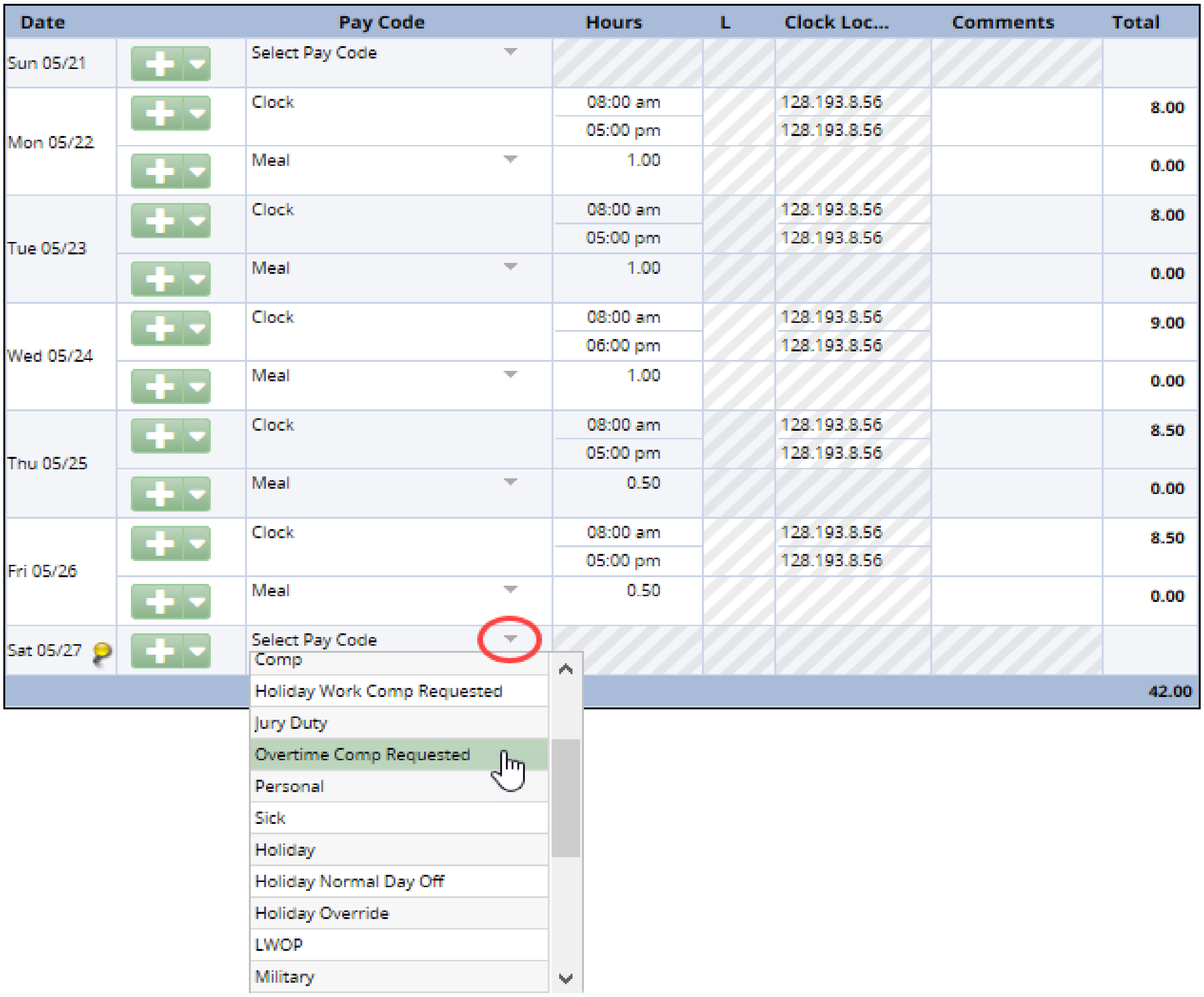
Note: you can only change to a date within the timesheet pay period.

2. Select the date the entry should be moved to then save your changes.

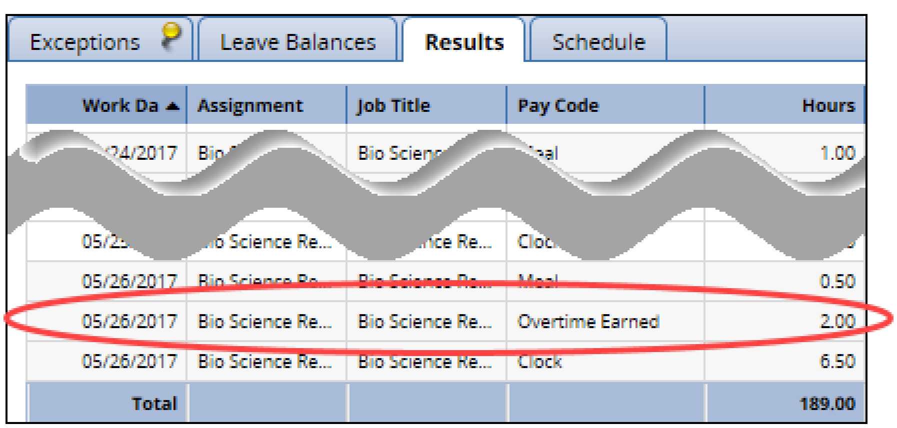
Requesting Comp Time (Non-exempt employees only)

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.

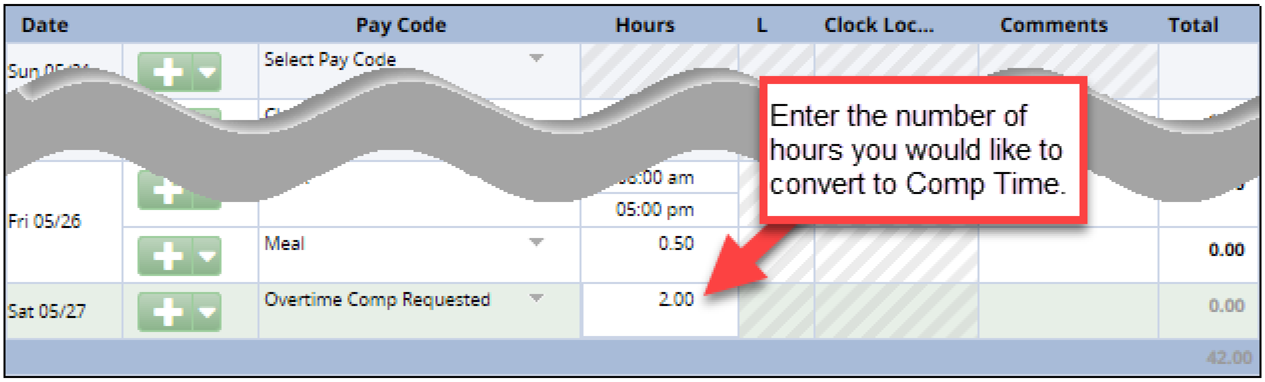
1. To request Comp time, choose Overtime Comp Requested from the Pay Code drop down list:



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:

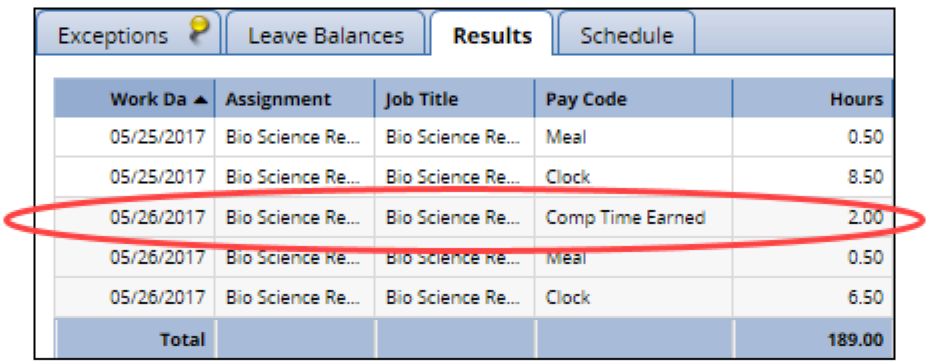


2. Enter the amount of overtime to convert to Comp Time in the Hours column – you can choose to convert up to the entire amount of overtime – then Save your changes:



3. You'll receive confirmation that your data was saved:

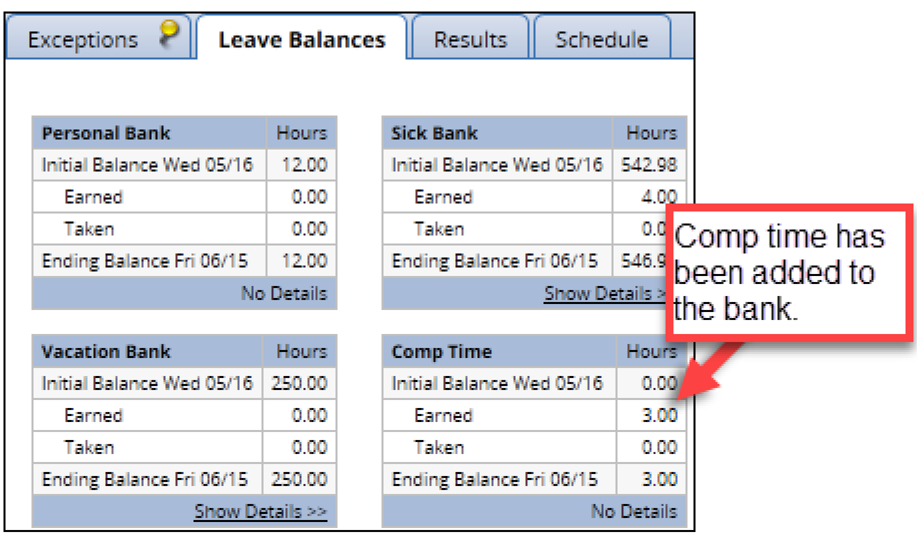
You'll see the Comp Time reflected on the Results tab:



Work Da	Assignment	Job Title	Pay Code	Hours
05/25/2017	Bio Science Re...	Bio Science Re...	Meal	0.50
05/25/2017	Bio Science Re...	Bio Science Re...	Clock	8.50
05/26/2017	Bio Science Re...	Bio Science Re...	Comp Time Earned	2.00
05/26/2017	Bio Science Re...	Bio Science Re...	Meal	0.50
05/26/2017	Bio Science Re...	Bio Science Re...	Clock	6.50
Total				189.00

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

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



Personal Bank	Hours
Initial Balance Wed 05/16	12.00
Earned	0.00
Taken	0.00
Ending Balance Fri 06/15	12.00
	No Details

Sick Bank	Hours
Initial Balance Wed 05/16	542.98
Earned	4.00
Taken	0.0
Ending Balance Fri 06/15	546.9
	Show Details

Vacation Bank	Hours
Initial Balance Wed 05/16	250.00
Earned	0.00
Taken	0.00
Ending Balance Fri 06/15	250.00
	Show Details >>

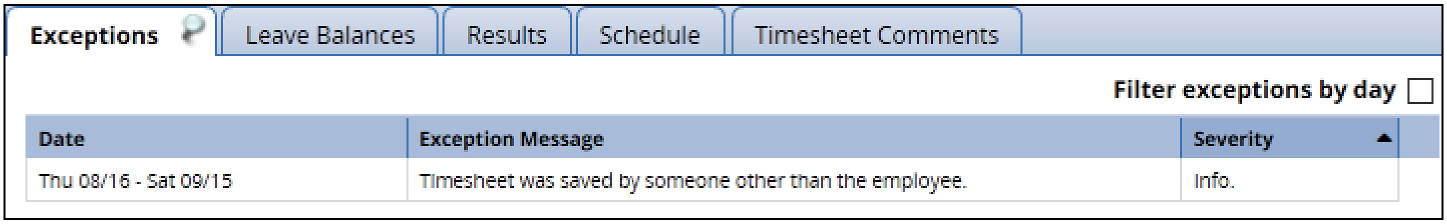
Comp Time	Hours
Initial Balance Wed 05/16	0.00
Earned	3.00
Taken	0.00
Ending Balance Fri 06/15	3.00
	No Details

Exceptions Tab

An exception occurs when there is a conflict between the time entered on your timesheet and the rules in the system.

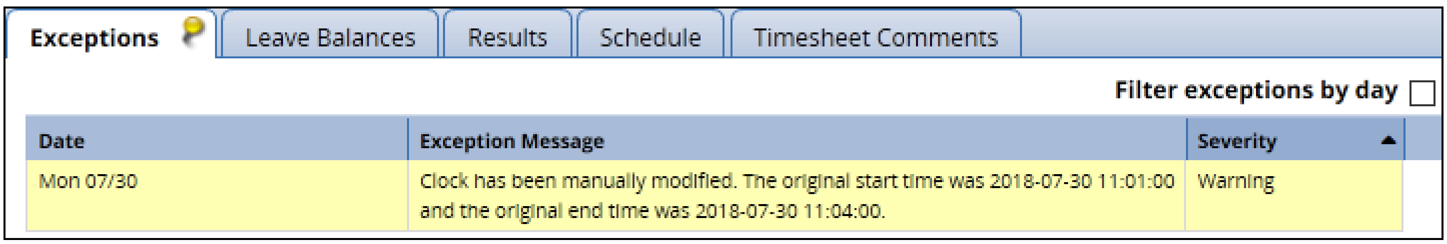
All exceptions on the timesheet are listed in the exceptions tab with the date, exception message, the severity of the exception, and any action needed. There are three levels of exceptions:

1. Informational – these exceptions are color coded white. They are informational only. Examples include definitions of pay codes and rules. You do not need to do anything with these exceptions.



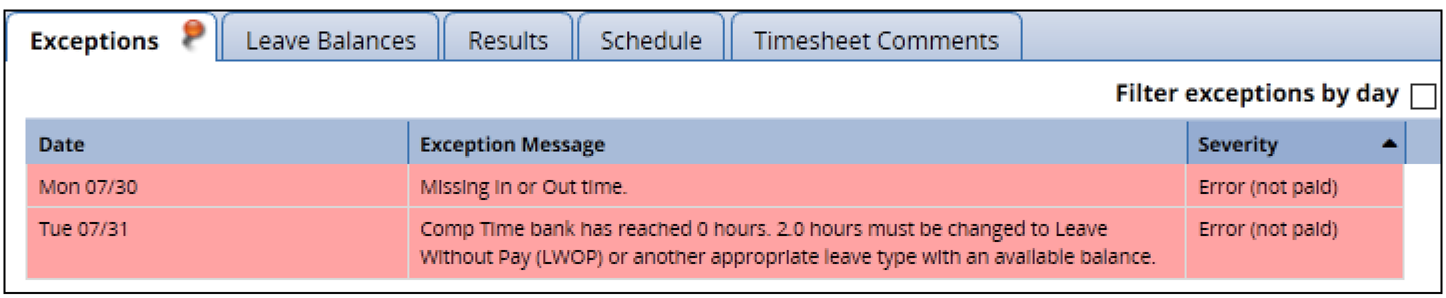
Date	Exception Message	Severity
Thu 08/16 - Sat 09/15	Timesheet was saved by someone other than the employee.	Info.

2. Warning – these exceptions are color coded yellow. They are warnings about something on your timesheet. They may or may not need to be addressed.



Date	Exception Message	Severity
Mon 07/30	Clock has been manually modified. The original start time was 2018-07-30 11:01:00 and the original end time was 2018-07-30 11:04:00.	Warning

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



Date	Exception Message	Severity
Mon 07/30	Missing In or Out time.	Error (not paid)
Tue 07/31	Comp Time bank has reached 0 hours. 2.0 hours must be changed to Leave Without Pay (LWOP) or another appropriate leave type with an available balance.	Error (not paid)

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

Leave Balances Tab

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

Exceptions | **Leave Balances** | Results | Schedule | Ti

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

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

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

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

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

Hardship Leave	Hours
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	Hours
Initial Balance Mon 07/16	12.00
Earned	0.00
Taken	0.00
Ending Balance Wed 08/15	12.00
	No Details

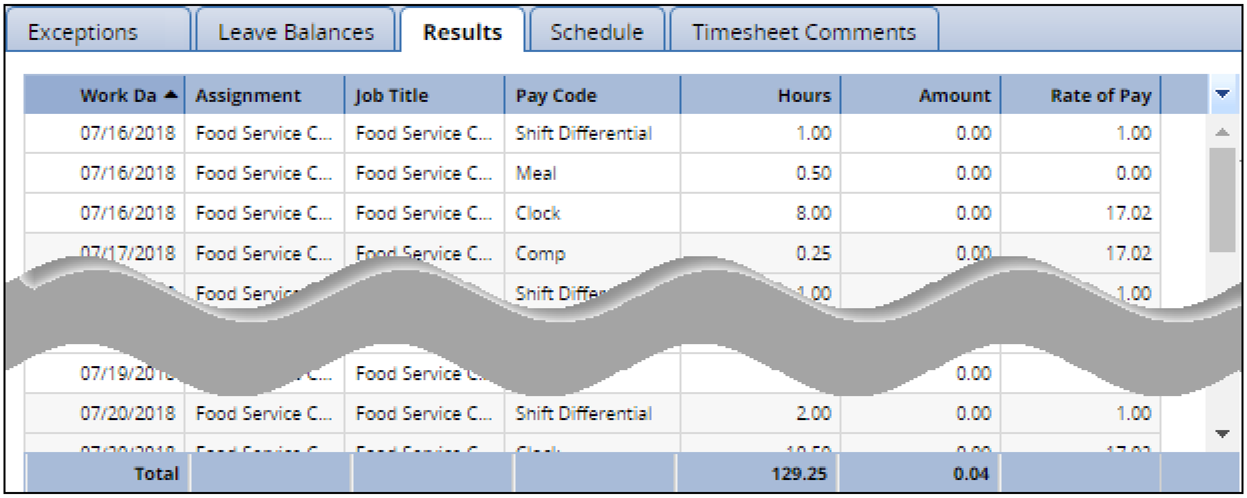
Sick Bank					
Date	Earned	Taken	Balance	Action	Source
Mon 07/16			34.57	Balance Forward	
Wed 08/01	4.00		38.57	Accrual	
Mon 08/06		-8.00	30.57	Usage	Bank Usage (SYSTEM)
Hours	**4.00**	**-8.00**	**530.57**		Hide Details <<

Vacation Bank	Hours
Initial Balance Mon 07/16	218.78

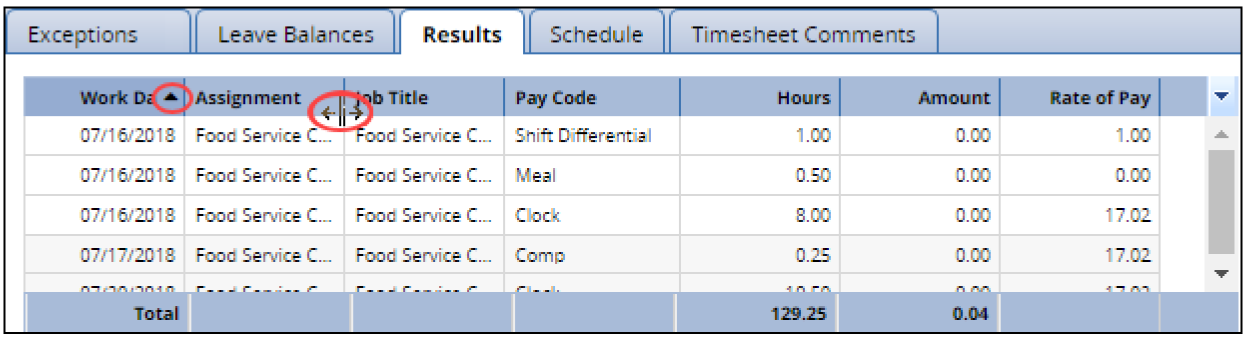
Comp Time	Hours
Initial Balance Mon	0.00

Results Tab

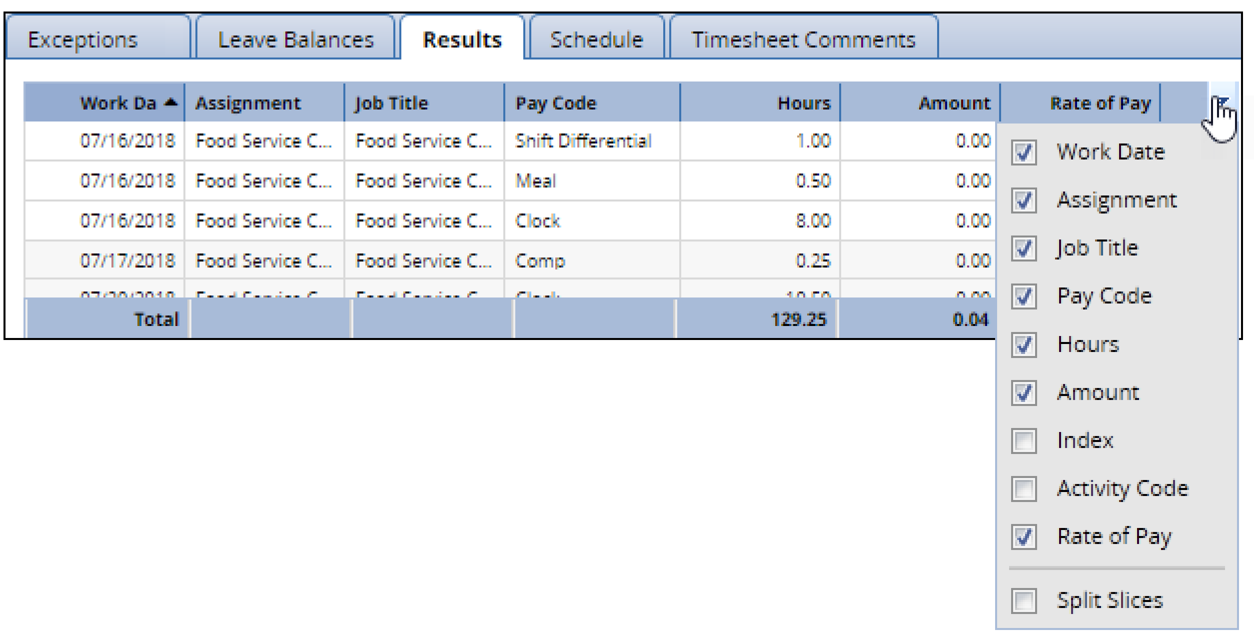
The Results tab lists the calculated results for all time entered on the timesheet, including overtime (for non-exempt), exchange time earned (for exempt), and shift differentials.



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.

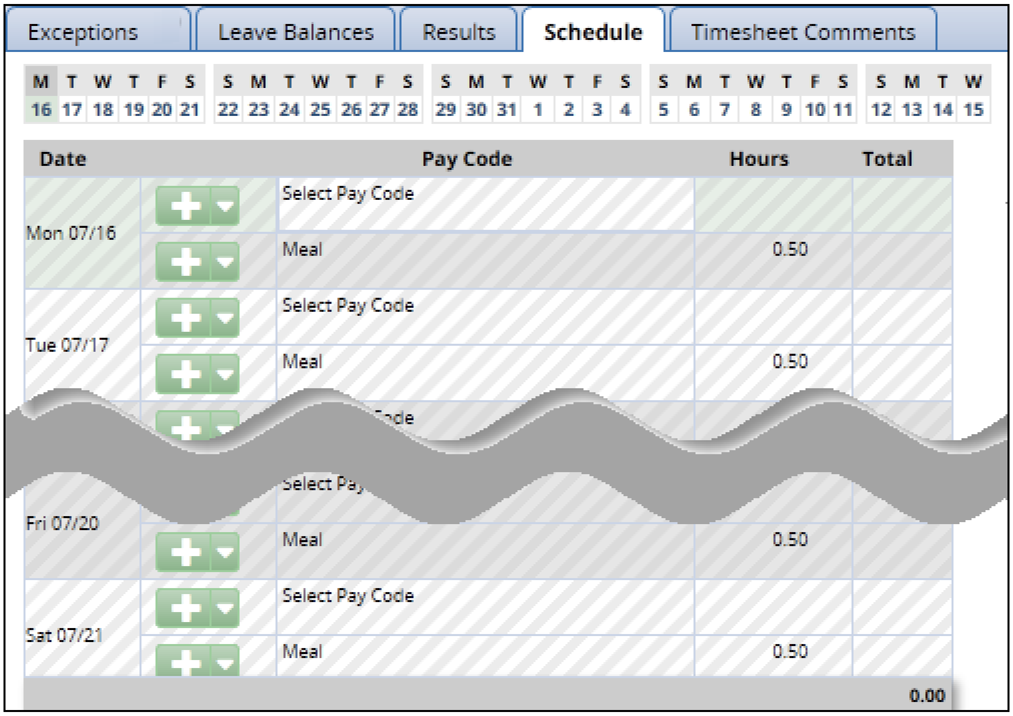


To add or remove columns from the display, click on the down arrow to the far right. Check the box to add the column, uncheck to remove:



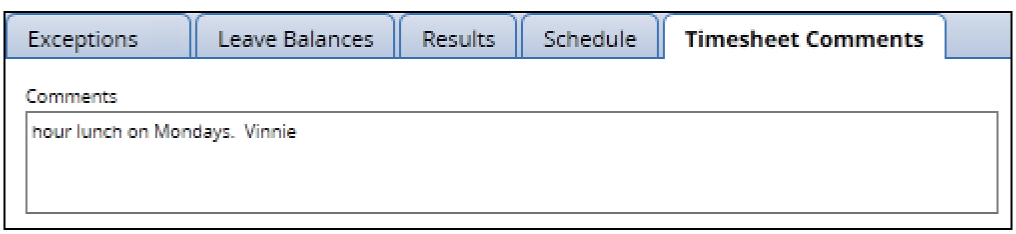
Schedule Tab

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.



Timesheet Comments Tab

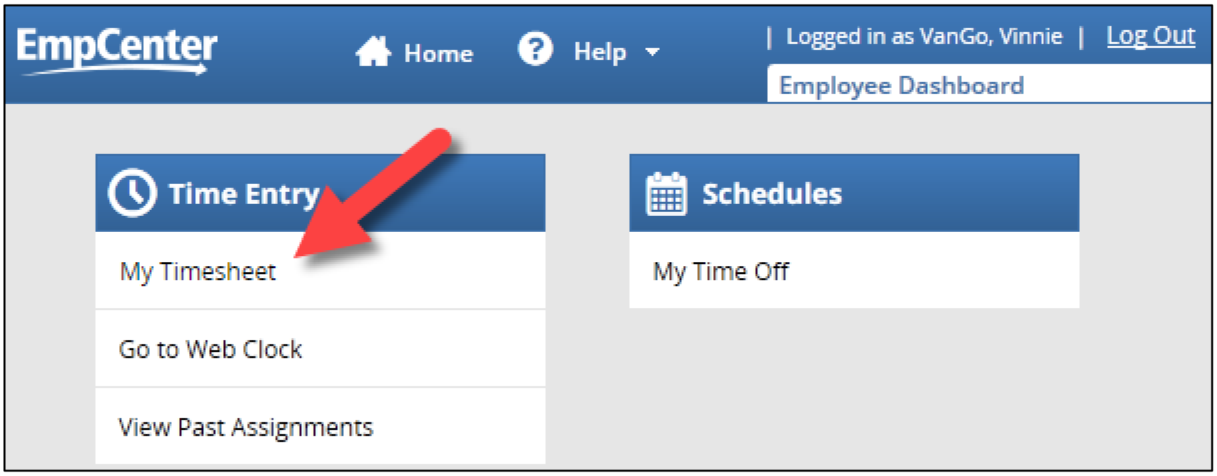
The Timesheet Comments tab can be used for any additional comments you may need to add to your timesheet for the pay period. The space allows for more information than what can easily be seen in the Comments column on the timesheet. It is also used by the Business Center and Central Payroll and HR offices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



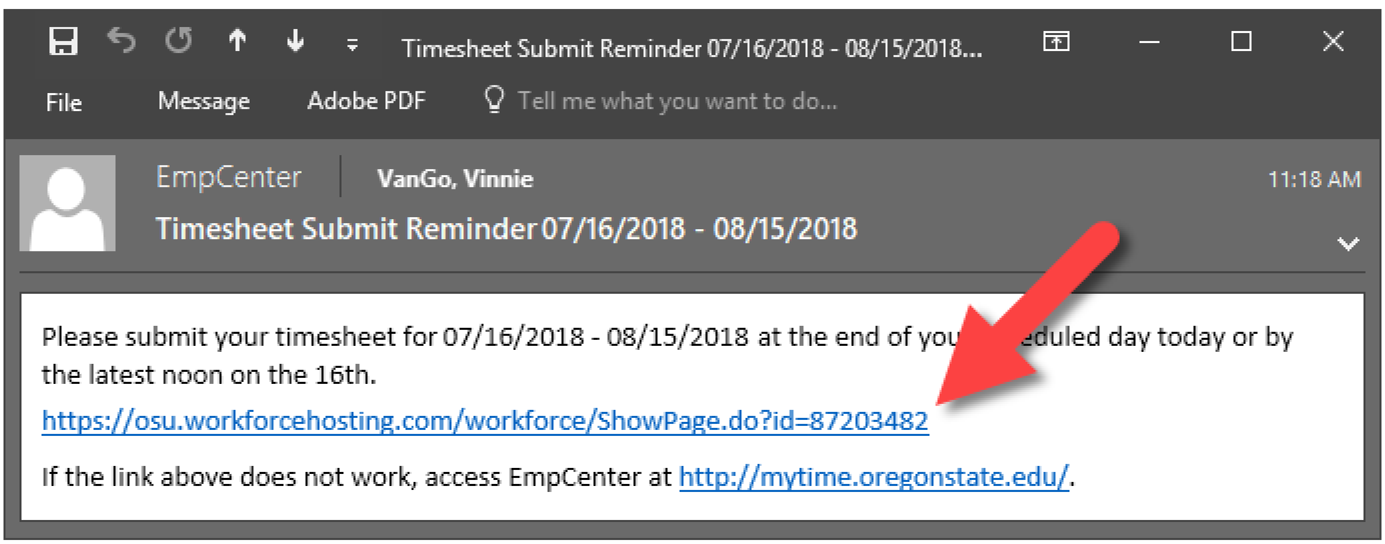
Submitting Your Timesheet

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:

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:

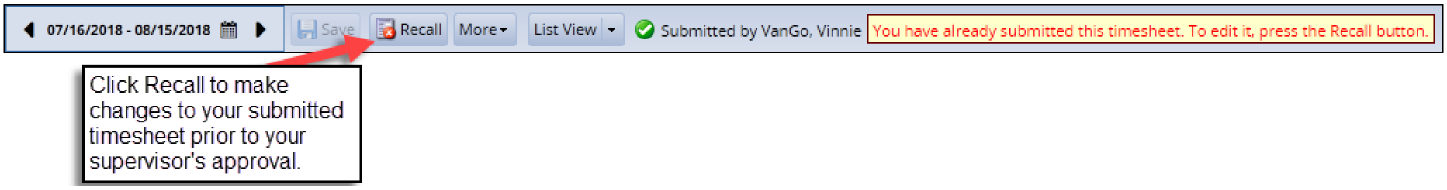
Note: the Submit Timesheet button is greyed out until you certify your timesheet (step 3).

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

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

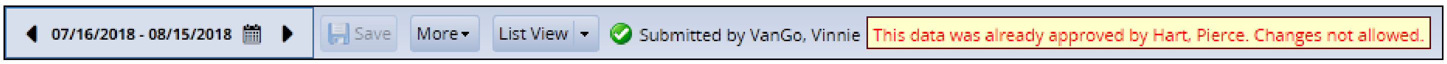
Recalling a Submitted Timesheet

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:



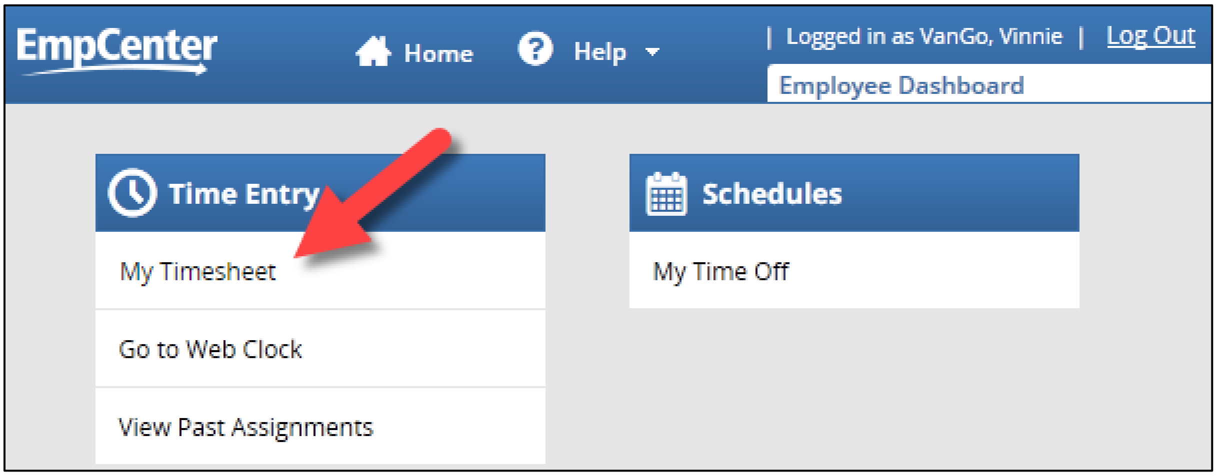
If you cannot recall your timesheet and changes are needed, contact your supervisor. For closed timesheets see the Amending Timesheet process.

Amending Timesheets

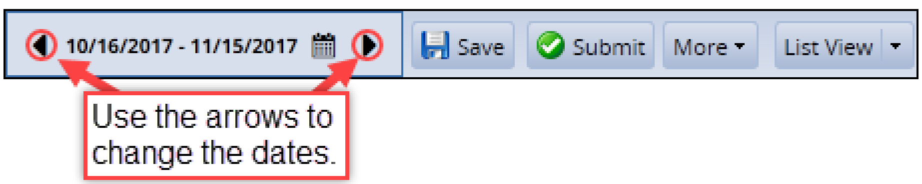
After a timesheet has been processed, any changes must go through the amended timesheet procedure.

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

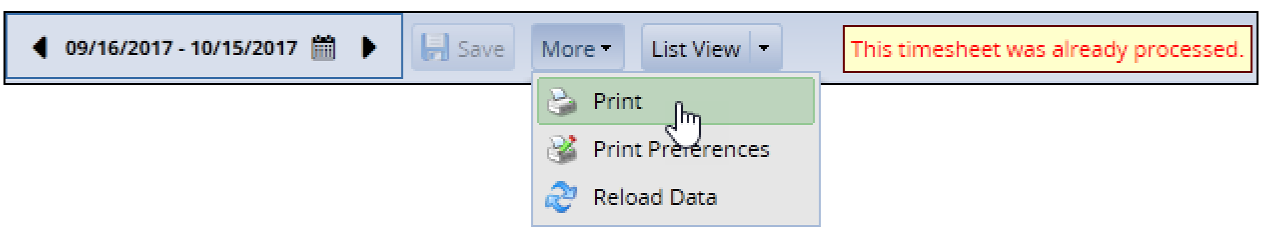
1. Select My Timesheet from the Employee Dashboard:



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

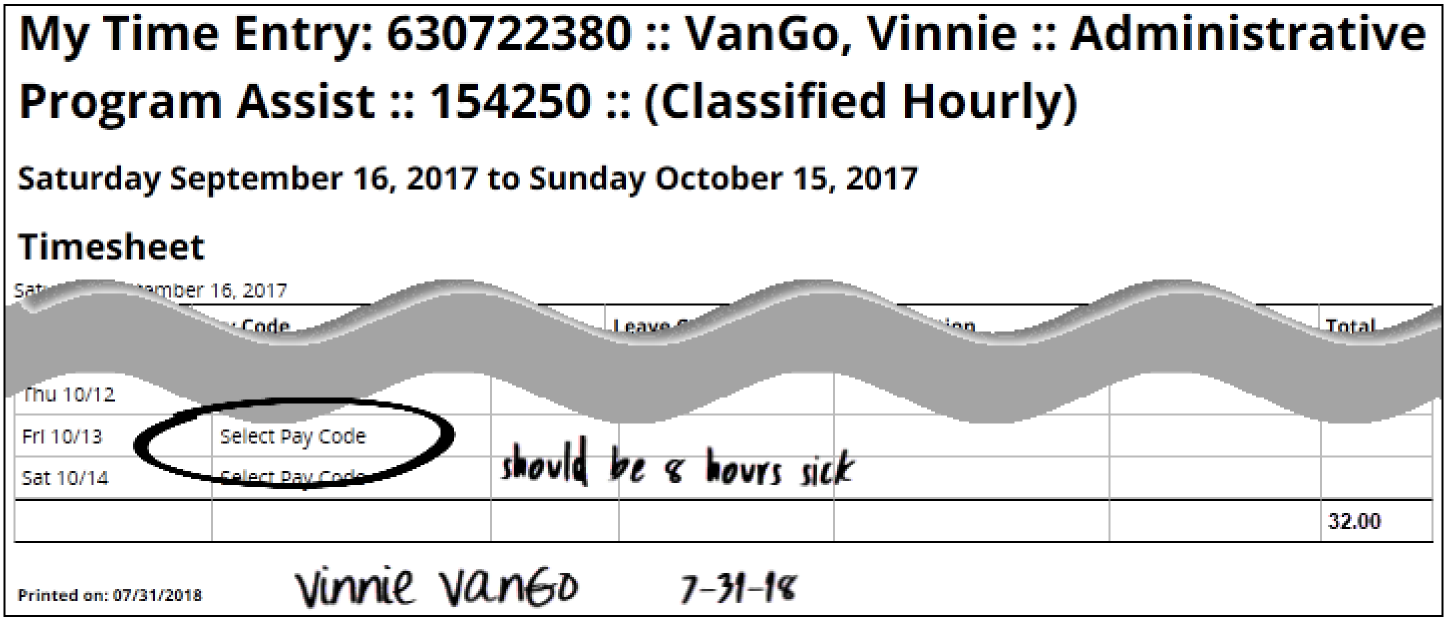


3. Click on the More button then Print to print the timesheet. You may need to first change the print preferences to only print the timesheet, see Appendix C for more details:



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

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

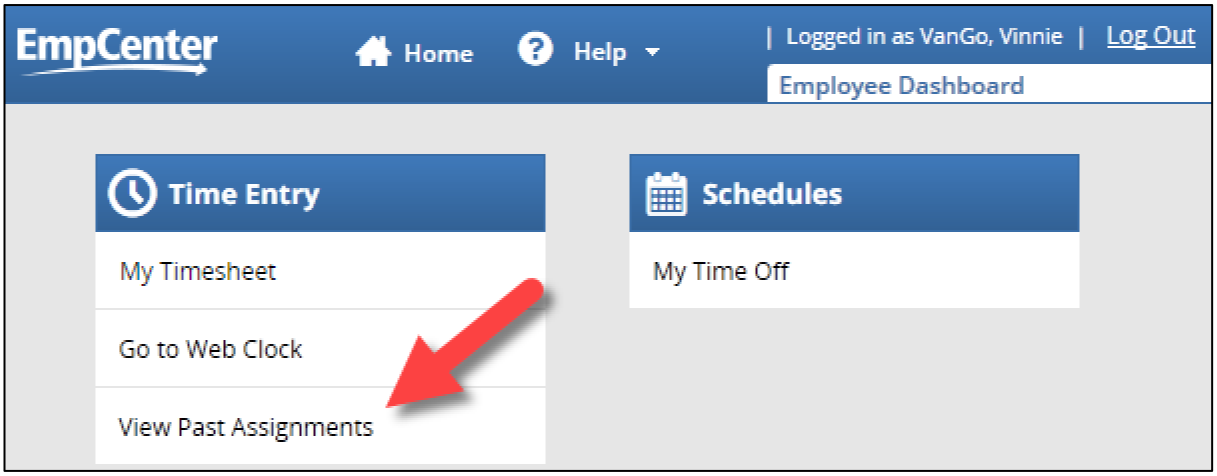
Your supervisor will submit the timesheet to your Business Center. If additional pay is required, you may receive a manual check.

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

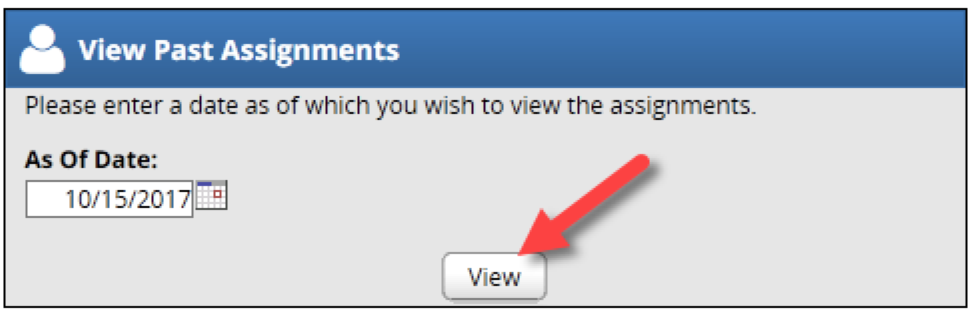
Viewing Past Assignments

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:

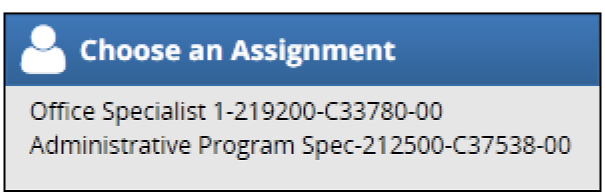


2. Enter the date you would like to view and click view to see your timesheet:



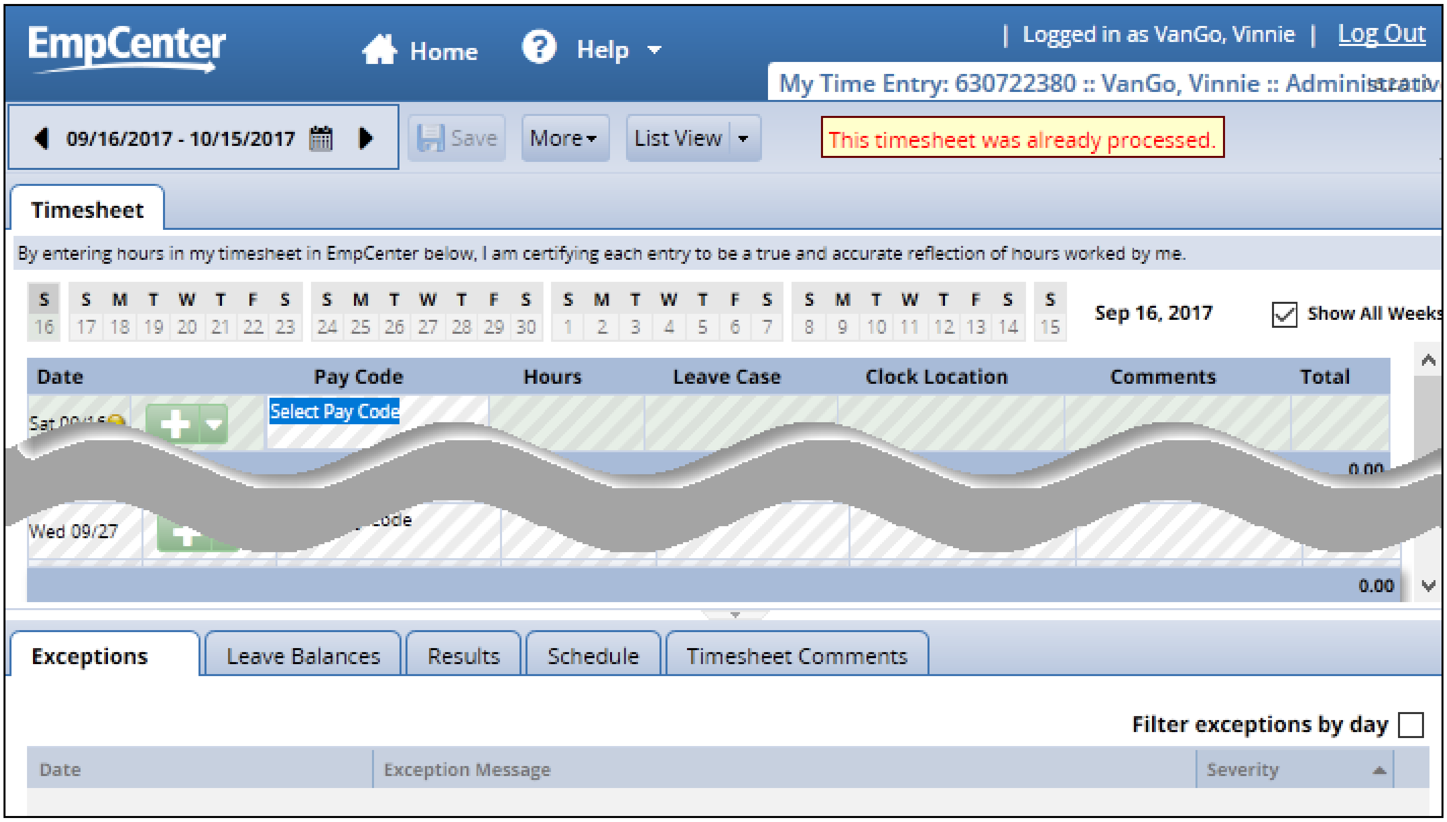
Note: you can either type in the date or use the calendar icon.

3. If you had more than one assignment for the time period selected, choose the assignment you would like to view:



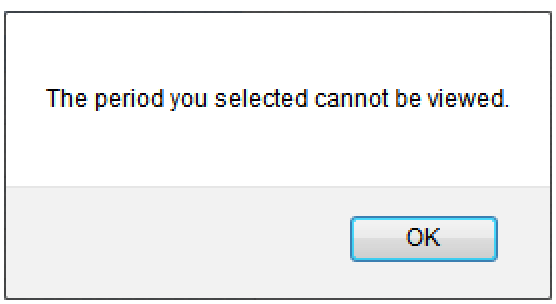
Note: if you only had one assignment for the time period selected, you will be directed immediately to the timesheet.

4. The timesheet for the period selected will open:



5. You can navigate to other timesheets for the assignment using the arrows or calendar icon:

If you select a date that you weren't on that assignment you will receive an error message:



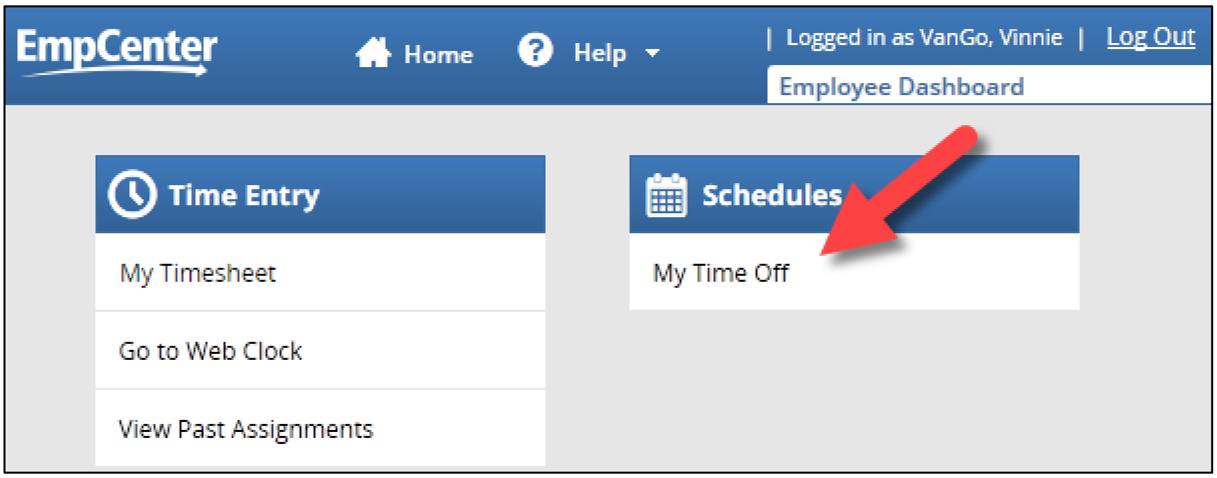
Time Off Requests

Basic Time Off Request

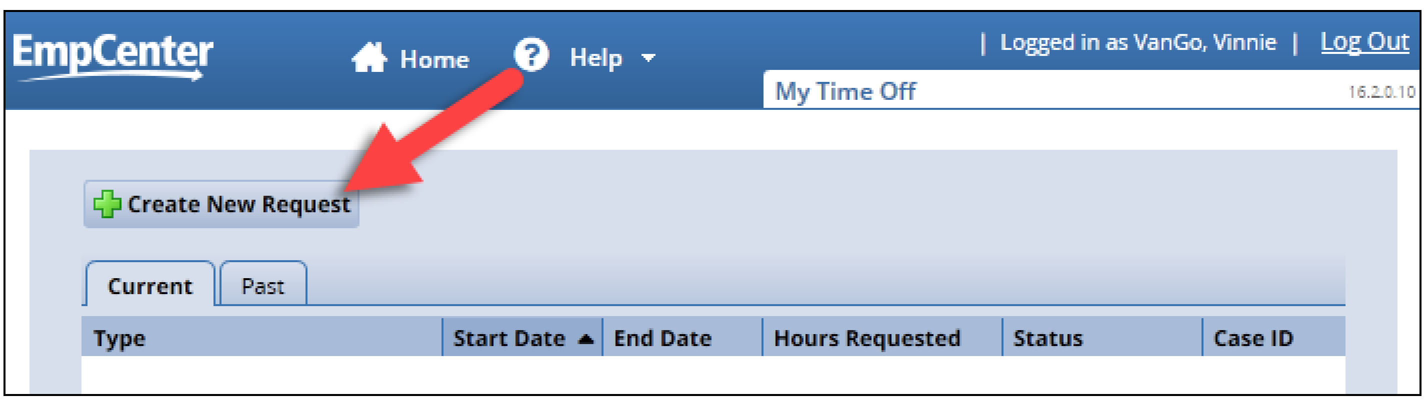
EmpCenter will allow time off requests to be made up to 365 days from the current date. The system will display your projected bank accruals; however, you are responsible for ensuring you still have the time available when the leave occurs.

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:

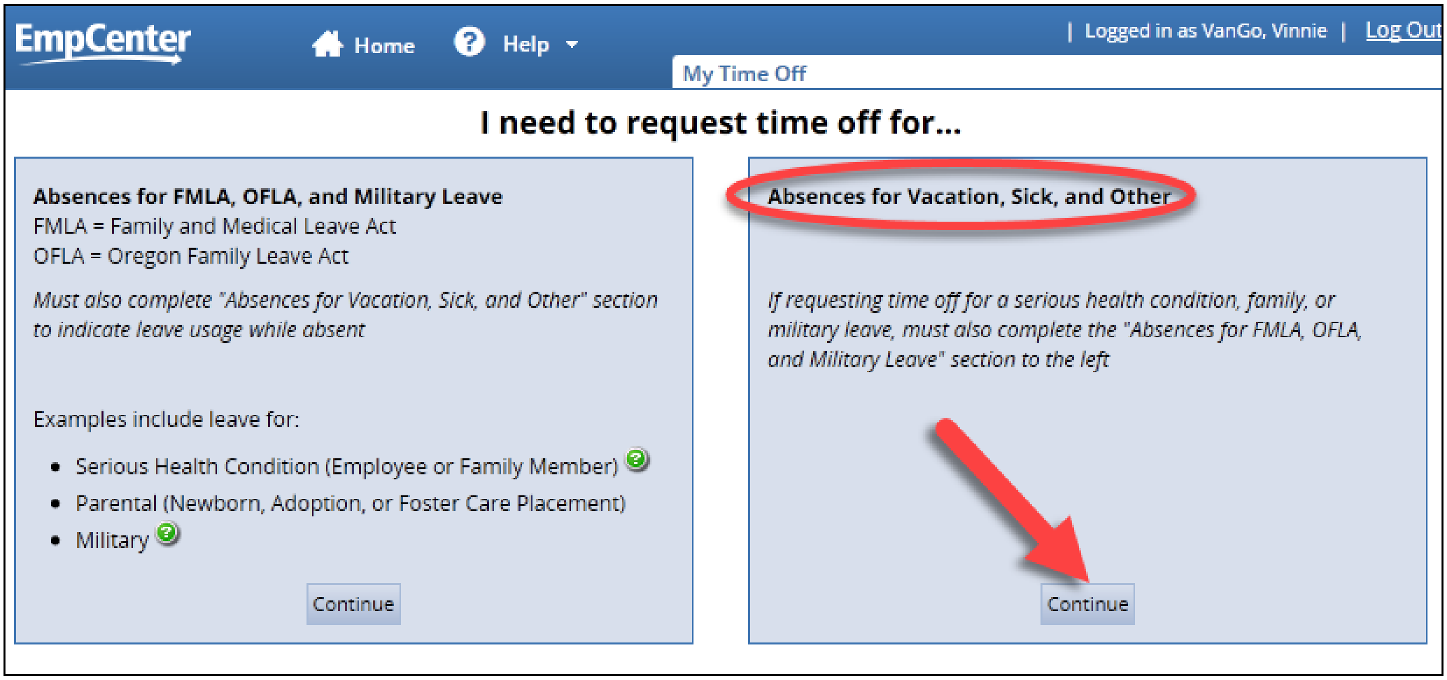


2. On the My Time Off screen, select Create New Request:



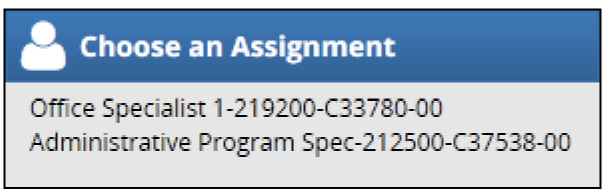
Note: any upcoming time off requests will be listed on the Current tab; past requests can be viewed on the Past tab.

3. Select Continue under Absences for Vacation, Sick, and Other:



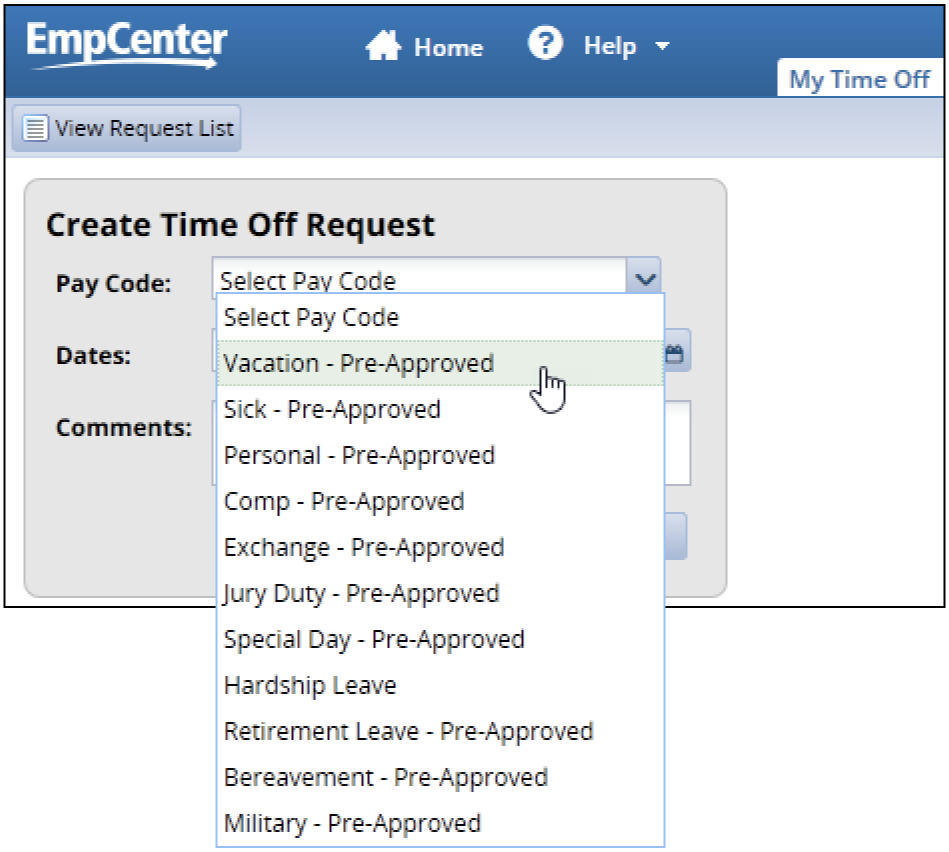
For additional information on protected leave absences (FMLA, OFLA, and Military), see the Protected Leave User Guide.

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:



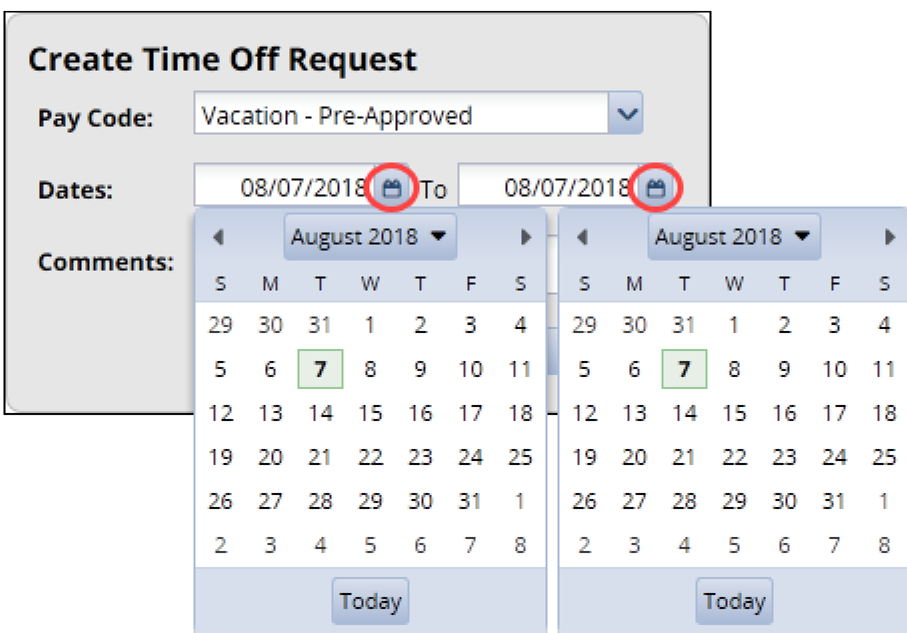
Note: if you only have one assignment, you will be immediately directed to the time off request page (step 5) and you will not see assignment listed on the request list page.

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



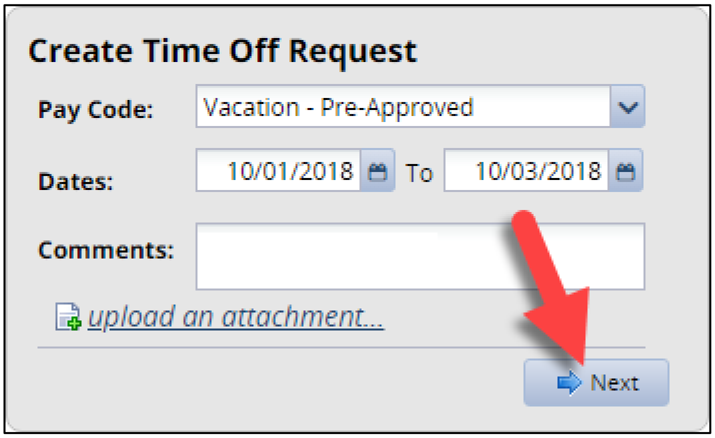
Note: you can only select one pay code at this step; if you need to use more than one pay code you can make changes at step 8. You can also add an attachment at this step or step 8.

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:



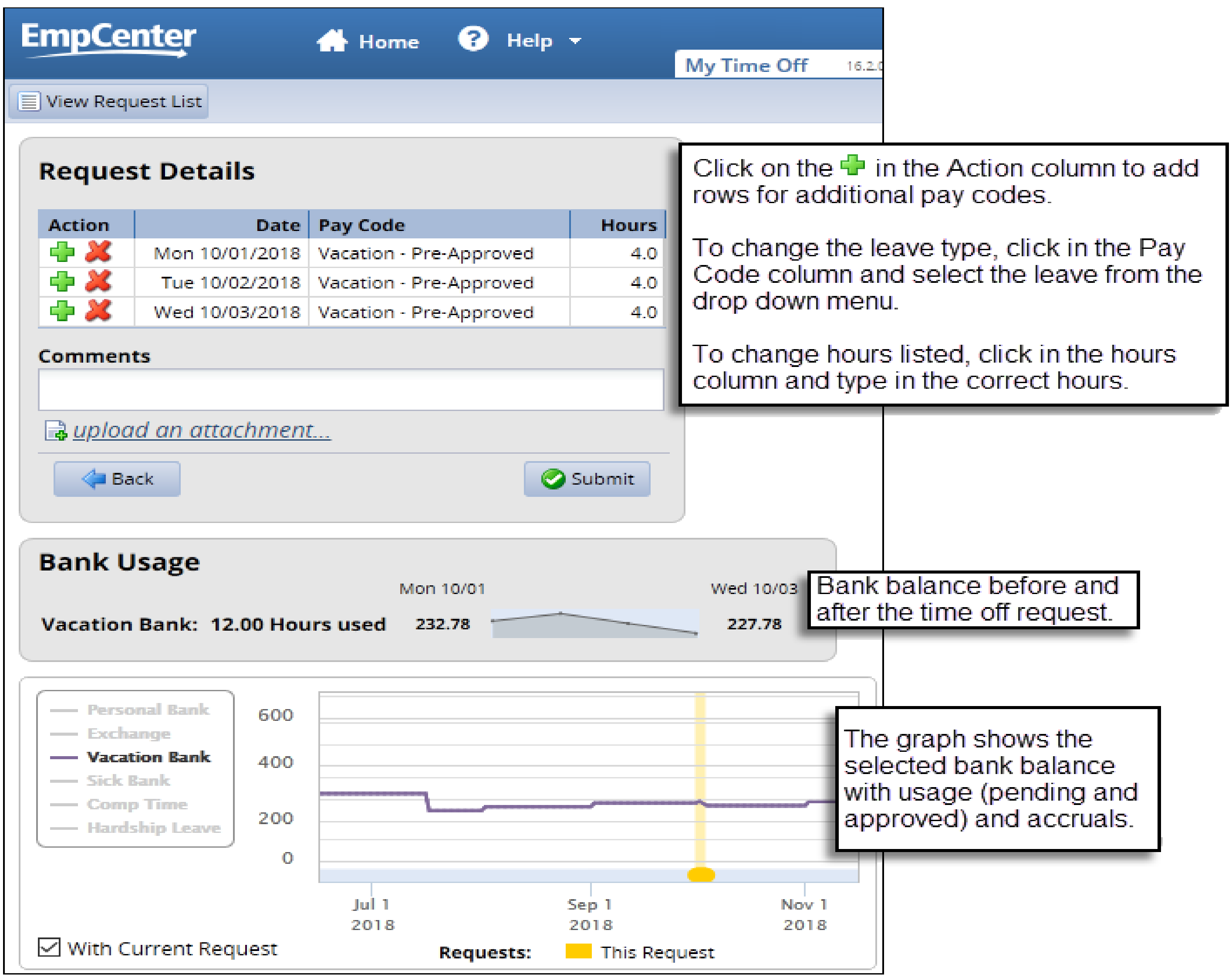
Note: the time off request will always default to the current date; you can request leave up to 365 days in the future from the current date.

7. Enter any comments, if needed, then click Next:



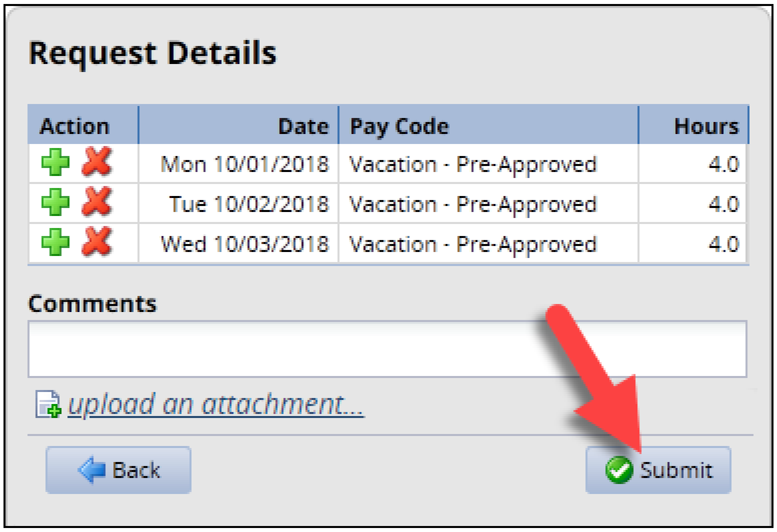
Note: if taking a partial day, be sure to include the time in the comments (e.g. “Doctor appointment, will be out 1pm-2pm.”) – you will still need to change the hours in the next step.

8. On the Request Details page, make any changes to pay codes or hours and add additional comments, if needed:

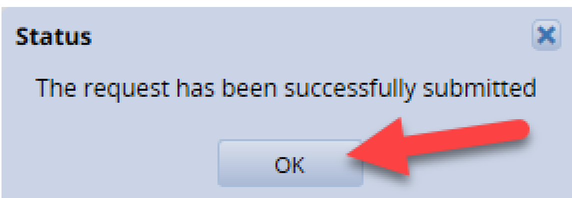


Note: EmpCenter will default the hours based on your FTE or assigned scheduled hours.

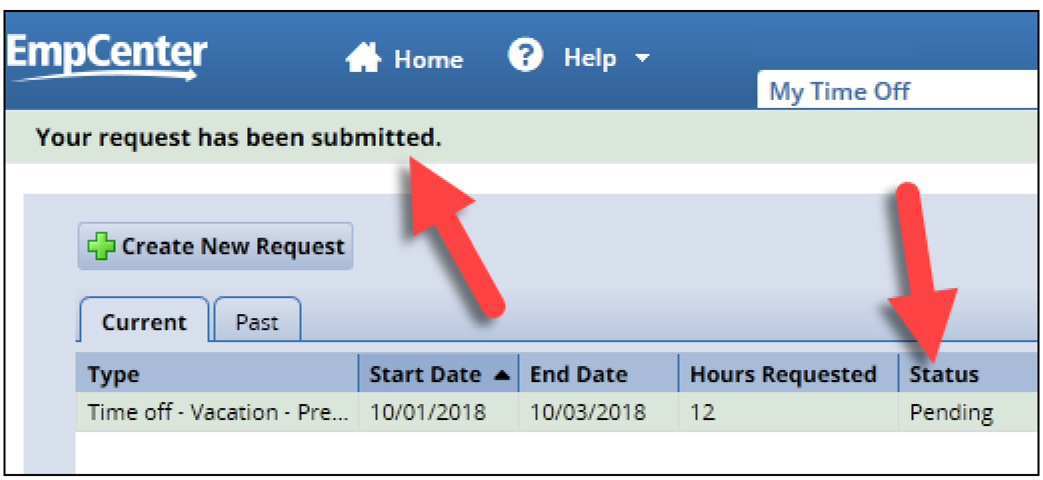
9. Once you have made all changes (if needed), click Submit to send the request to your supervisor for review:



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



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:



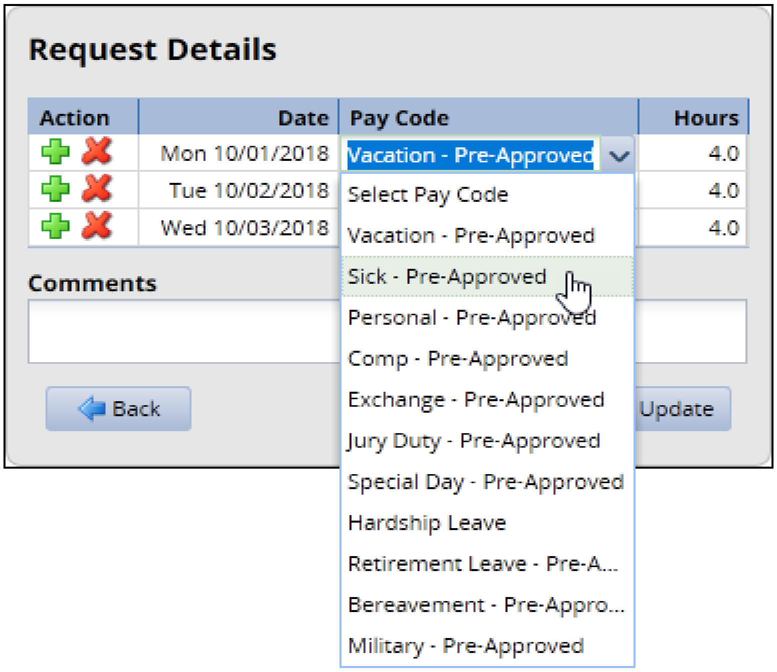
Note: you will receive an email from EmpCenter once your supervisor reviews the request.

Using Multiple Leave Types/Request Detail Changes

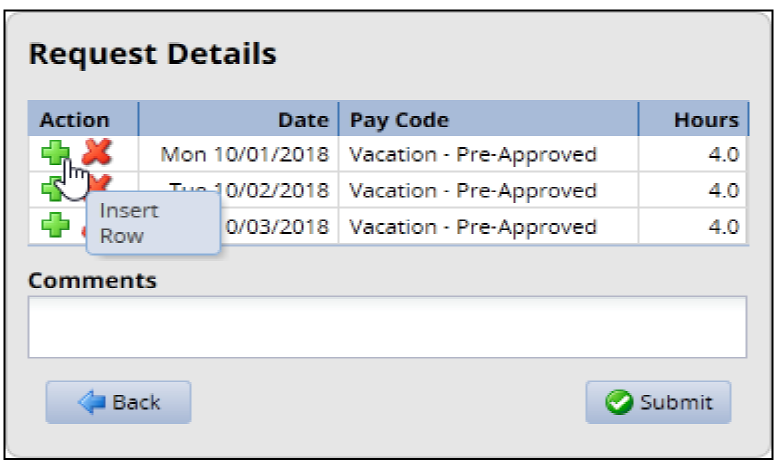
If you need to use multiple leave types for a time off request – or other changes such as hours used – you can make changes on the Request Detail page prior to submitting the request.

After creating the initial request (through step 7 above):

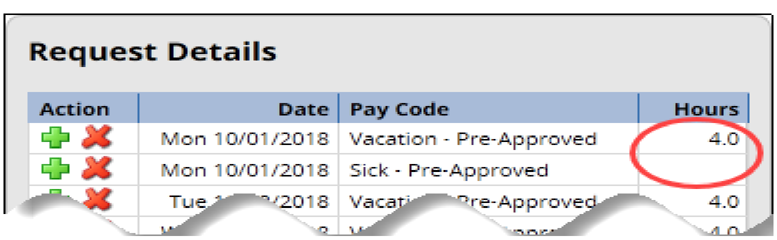
1. To change the leave type, click in the Pay Code column and select the appropriate leave from the drop down list:



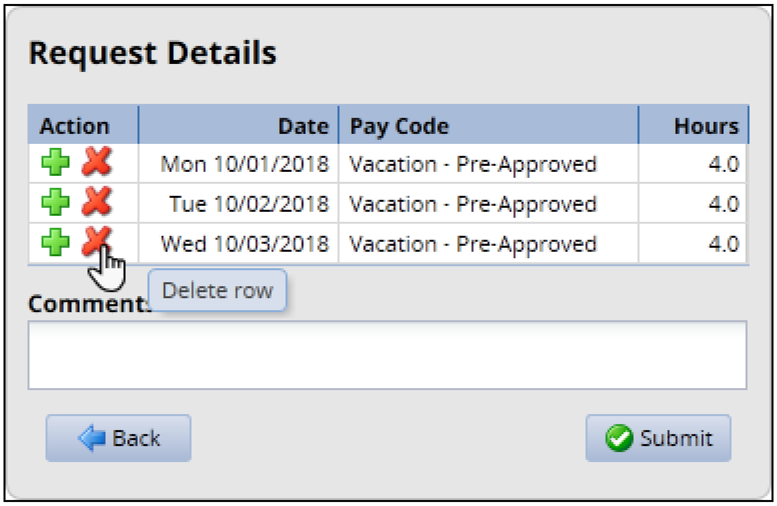
2. To apply more than one type of leave to a day, click on the ➕ in the Action column, then change the pay code as needed:



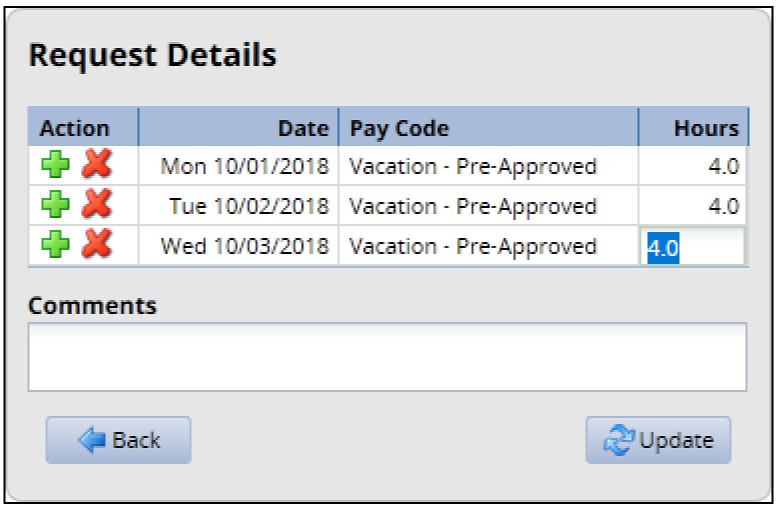
Be sure to change the hours for all rows on the day selected.



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



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



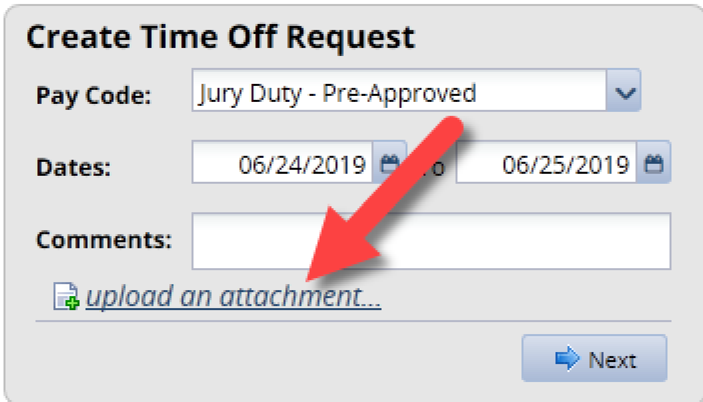
5. When you have made all the necessary changes, click Update to save your changes:

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

Adding an Attachment

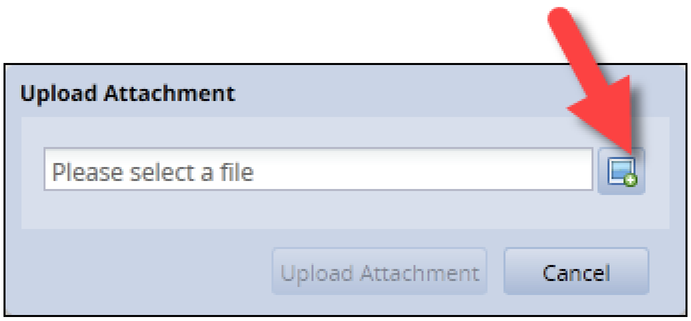
If needed, you can add an attachment to the time off request. The file must be 10MB or less and can be pdf, jpg, png, tif, doc, docx, xls, xlsx, or txt file type.

1. After selecting a pay code and entering the dates, click on the upload attachment link:

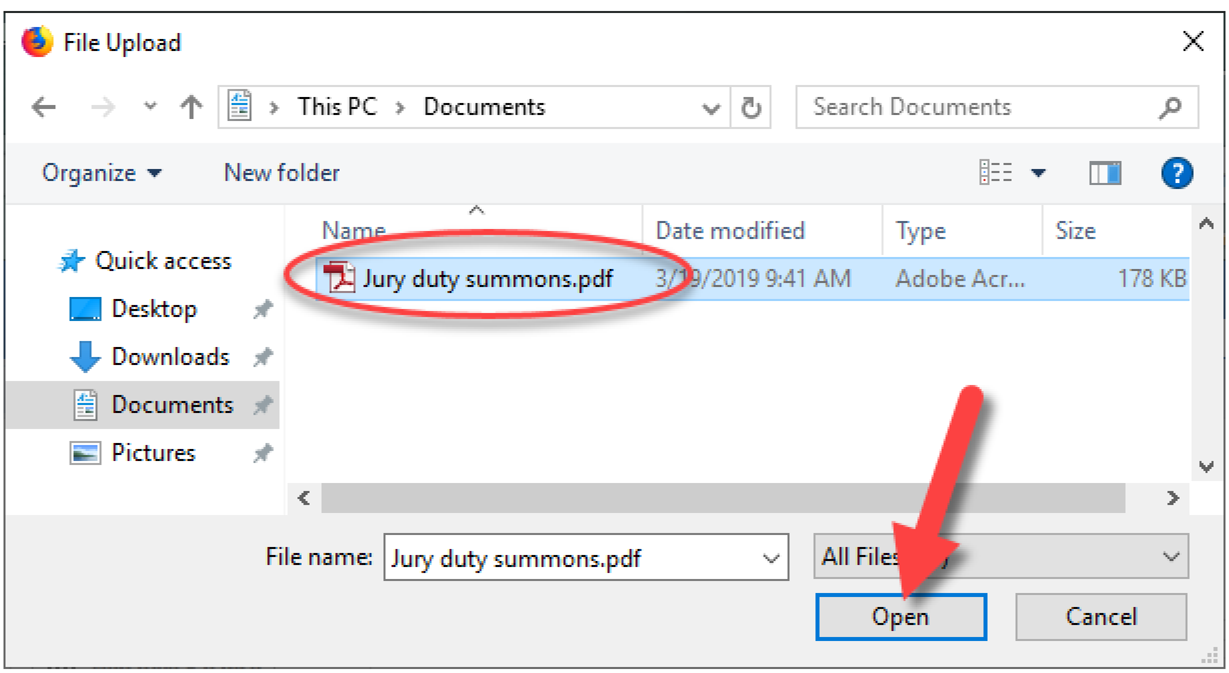


Note: you can also complete this process on the Request Details page; the steps are the same.

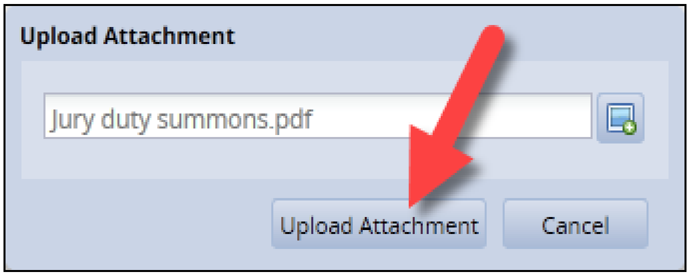
2. In the Upload Attachment window, click on the file browser link:



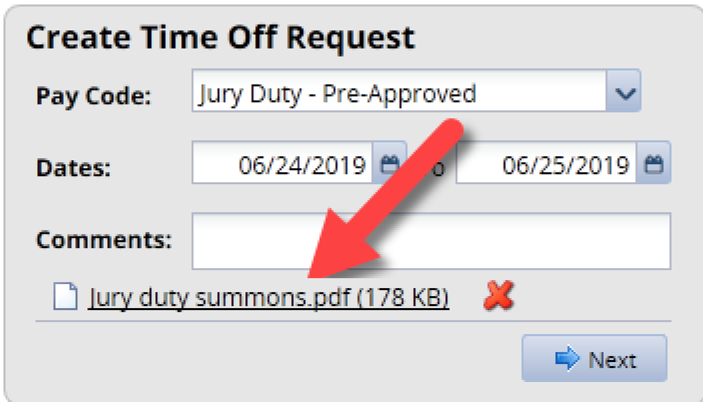
3. In the File Upload window, select the file then click Open:



4. In the Upload Attachment window, click on Upload Attachment:



5. You will see the file on the Create Time Off Request Window:



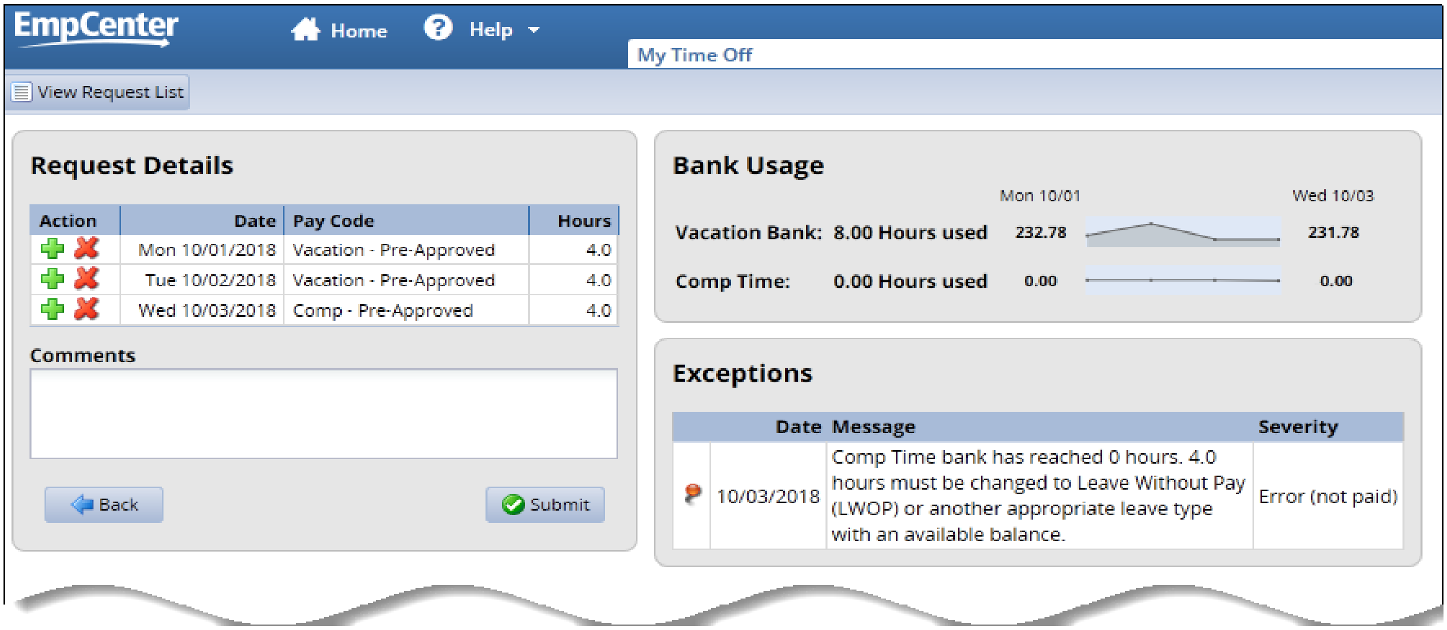
Note: if you need to remove the document, click on the ❌ to delete it.

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

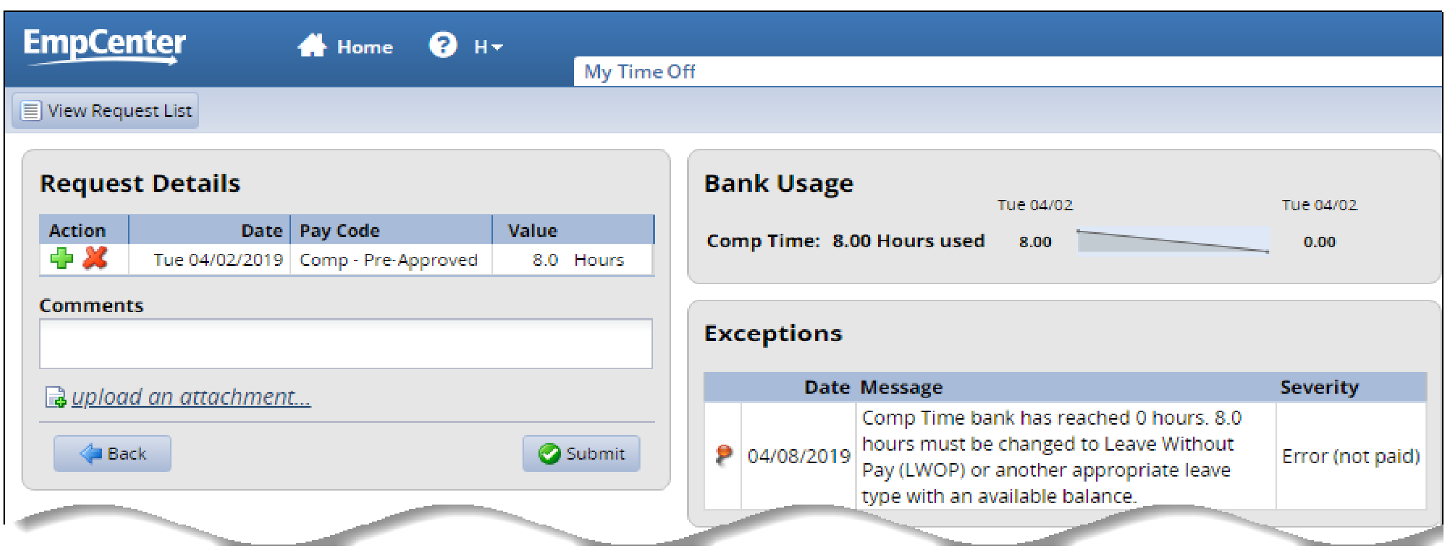
This error occurs when time off is requested for more hours than available in the selected leave bank(s).



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

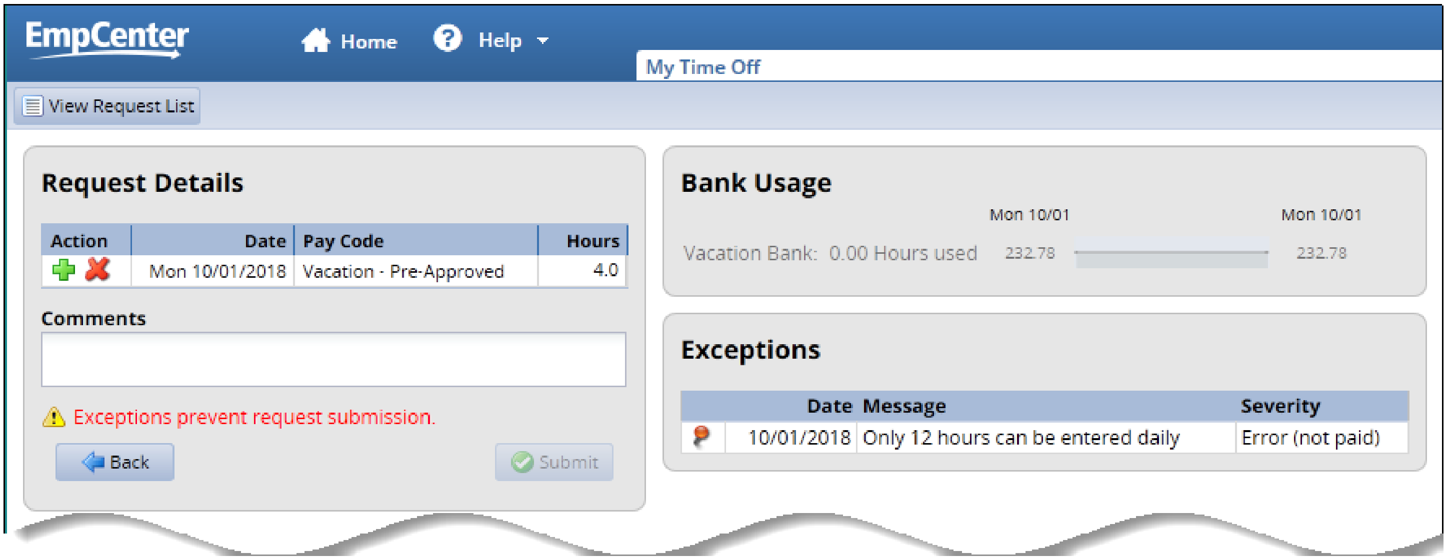
EmpCenter will let you know if the current request will impact leave balances for any future requests that have already been approved. If you will not have enough leave for any portion of the future request, the system will generate exception messages for those future dates:



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

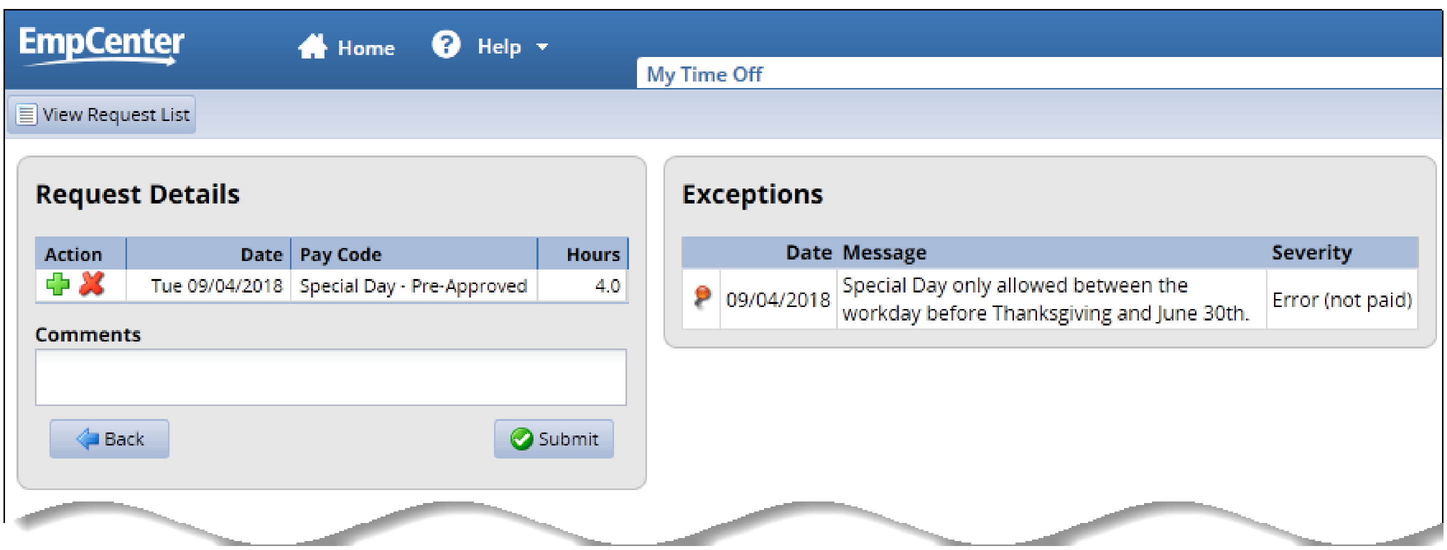
This error occurs if there is already an approved leave request for the day or other hours on your timesheet.



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

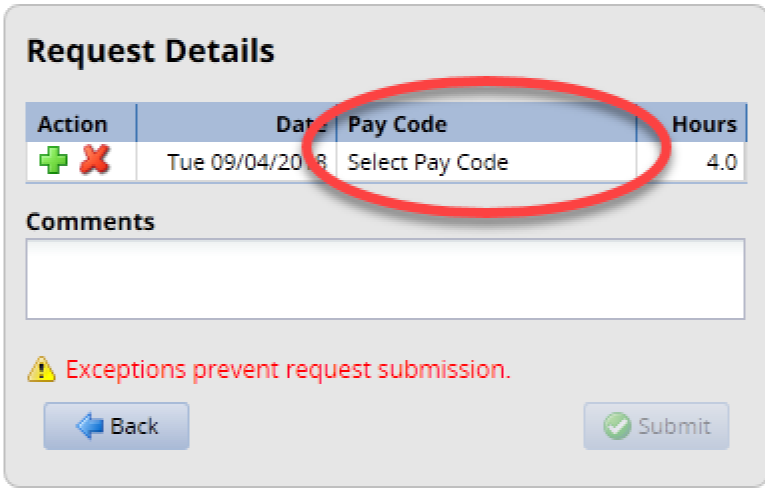
Some leave types can only be used at certain times of the year.



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.

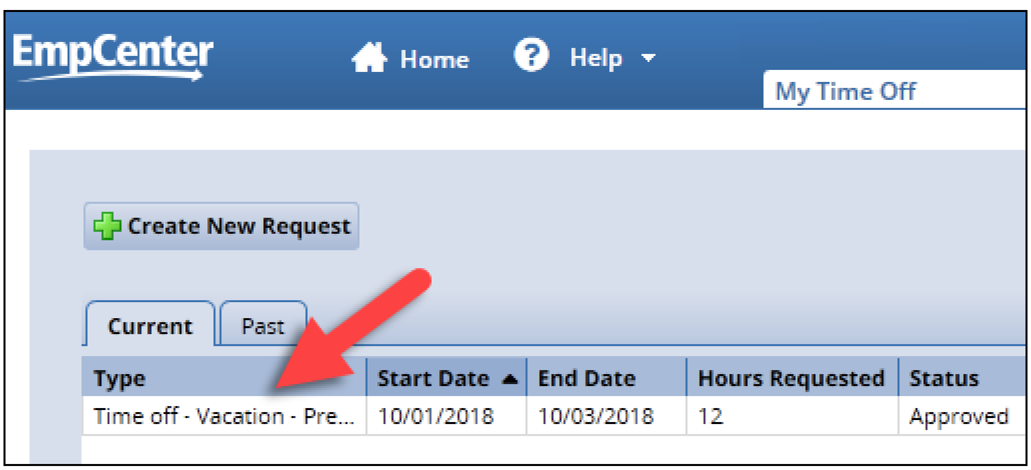


To correct the error, select a leave type.

Viewing a Time Off Request

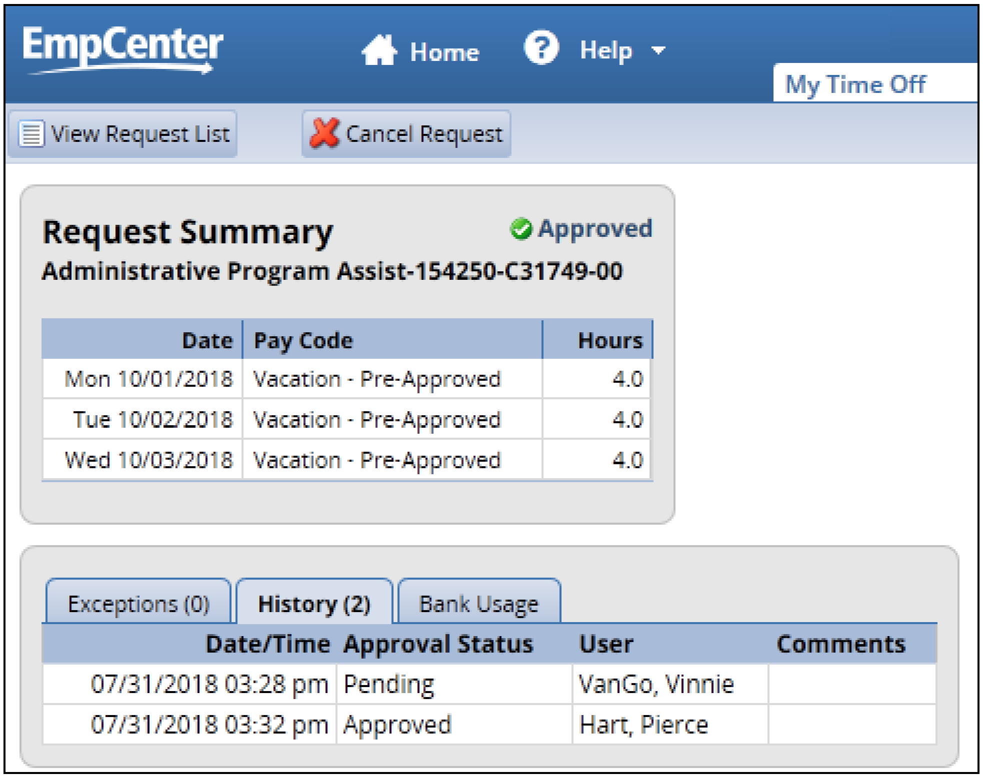
You can view time off requests at any time – whether they are approved, pending, cancelled, or rejected.

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:



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

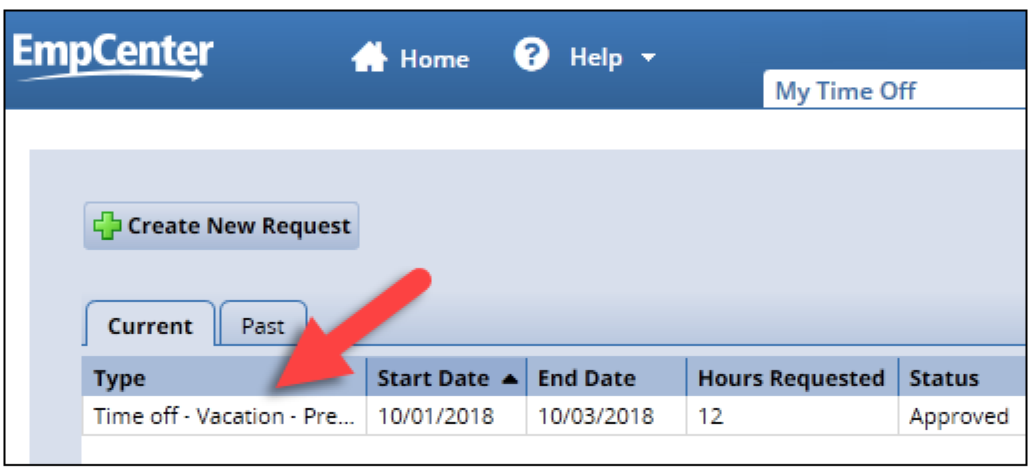
2. On the Request Summary screen, you can view the history of the request with any comments you or your supervisor added:



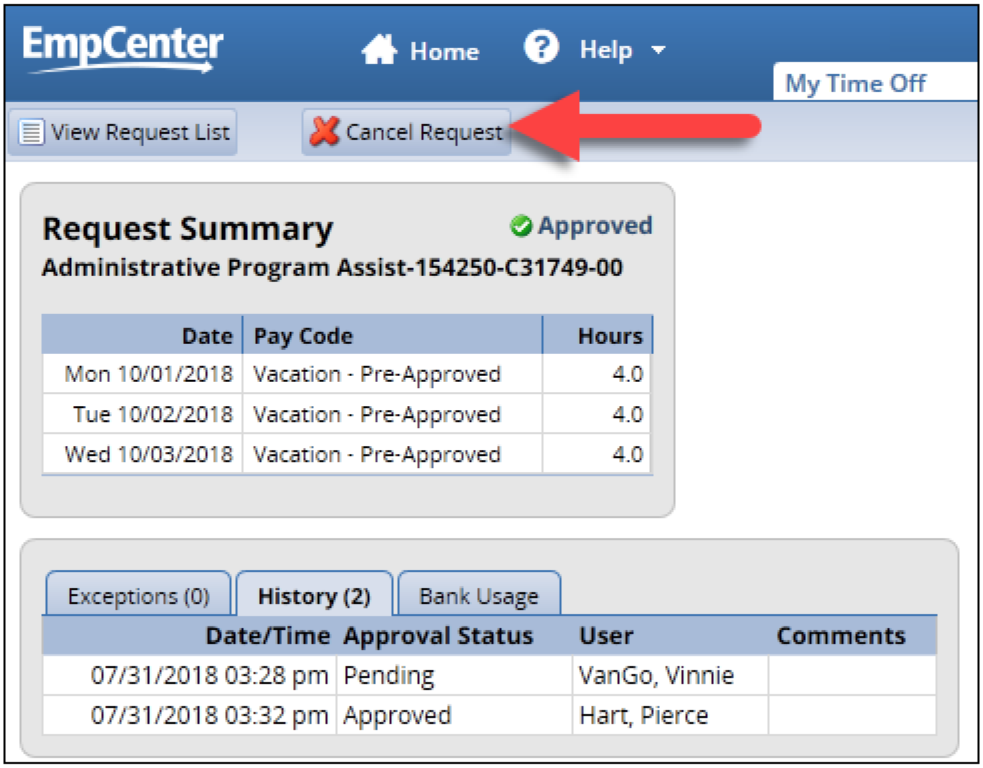
Cancelling a Time Off Request

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.

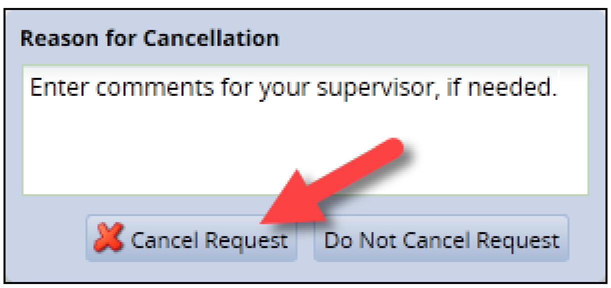
1. After selecting My Time Off from the Employee Dashboard, click on the Time Off Request you would like to cancel from the Request List:



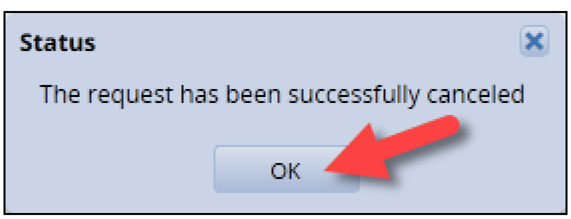
2. On the Request Summary page, select Cancel Request:



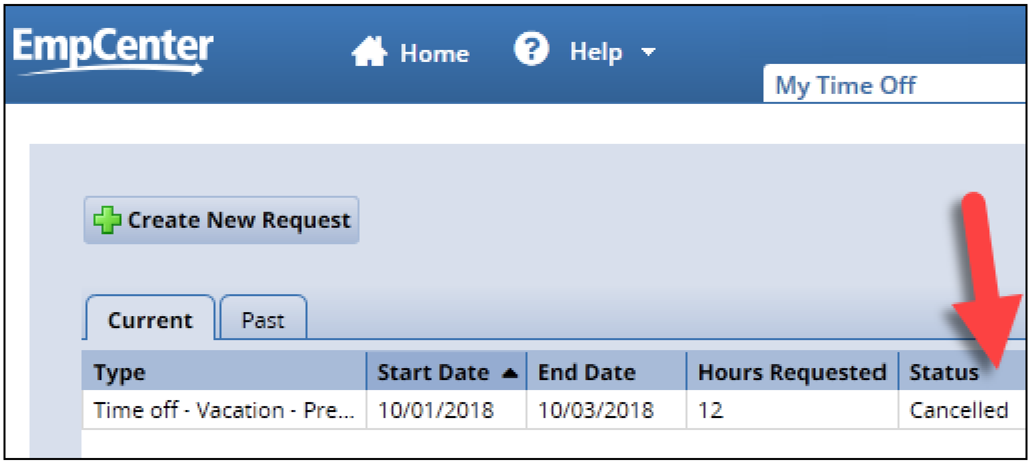
3. Add any comments, if needed, then click Cancel Request:



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



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



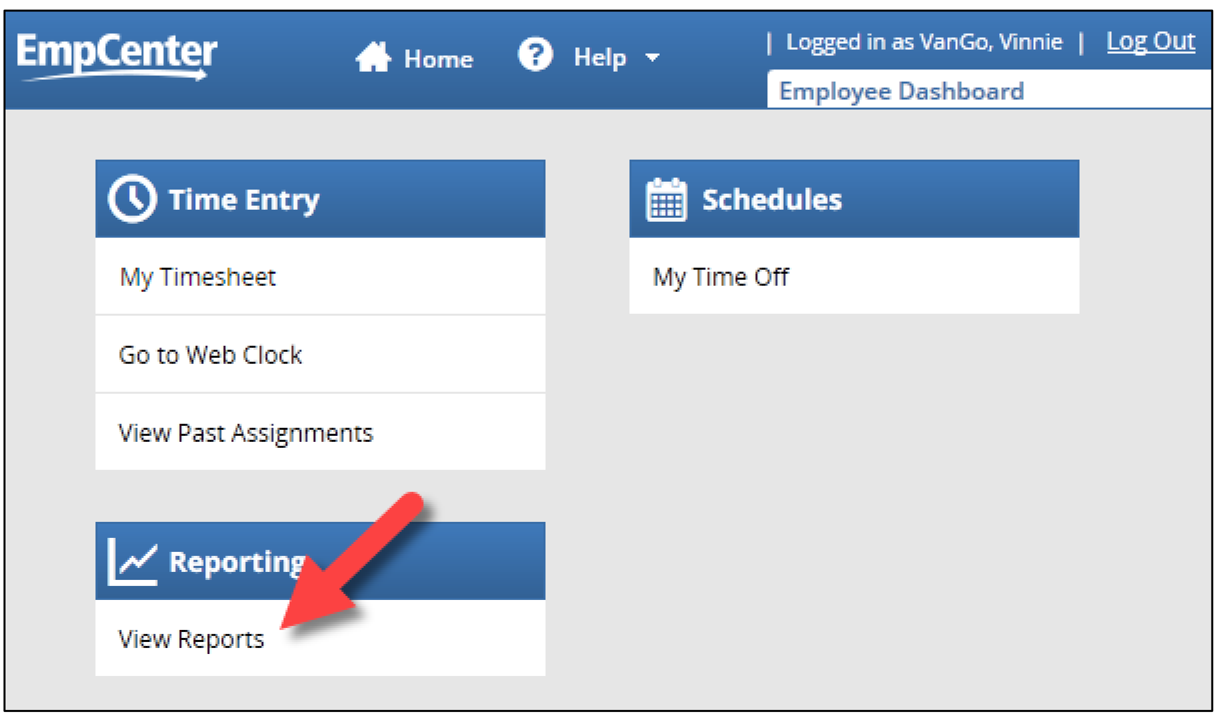
Note: once the request is cancelled, no further action can be taken. To re-request the day you must create a new time off request.

Reports

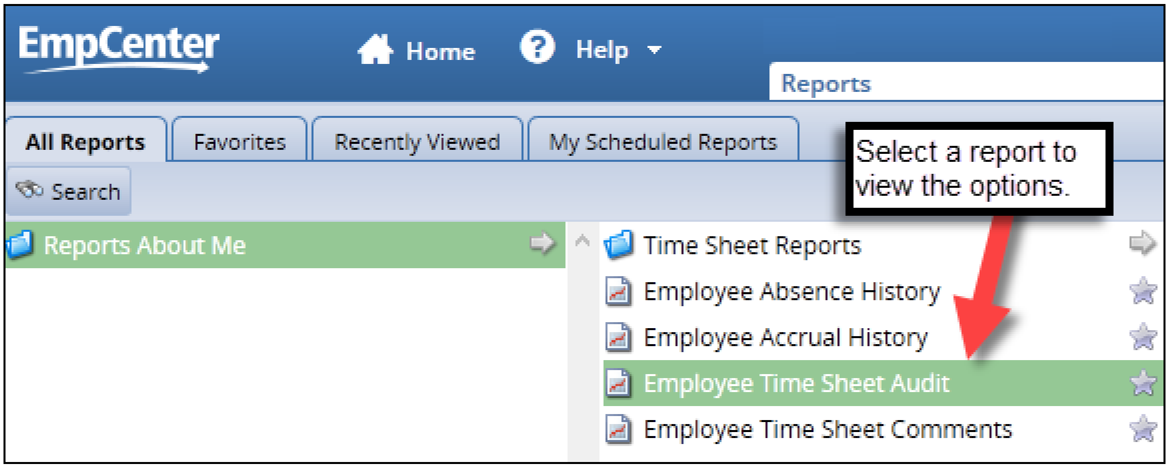
EmpCenter allows you to run reports for the current and past pay periods. Reports include leave accrual information and timesheet audit reports.

Viewing Reports

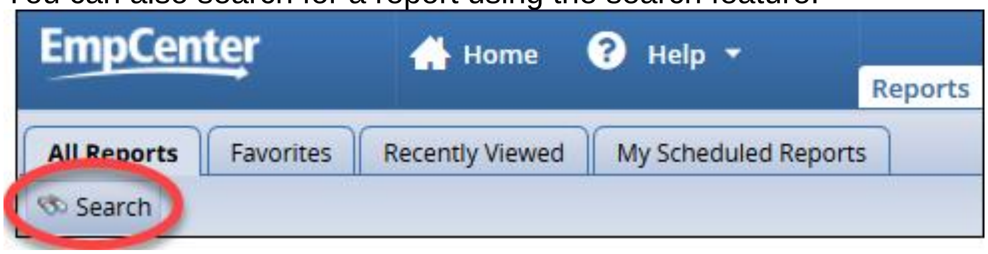
1. All reports are accessed by clicking on View Reports on the Dashboard under Reports:



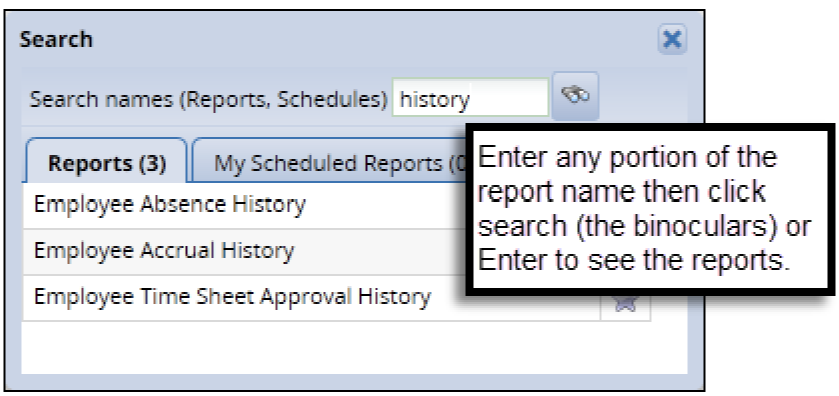
2. On the Reports page, select Reports About Me then the report name to view the options:



You can also search for a report using the search feature:

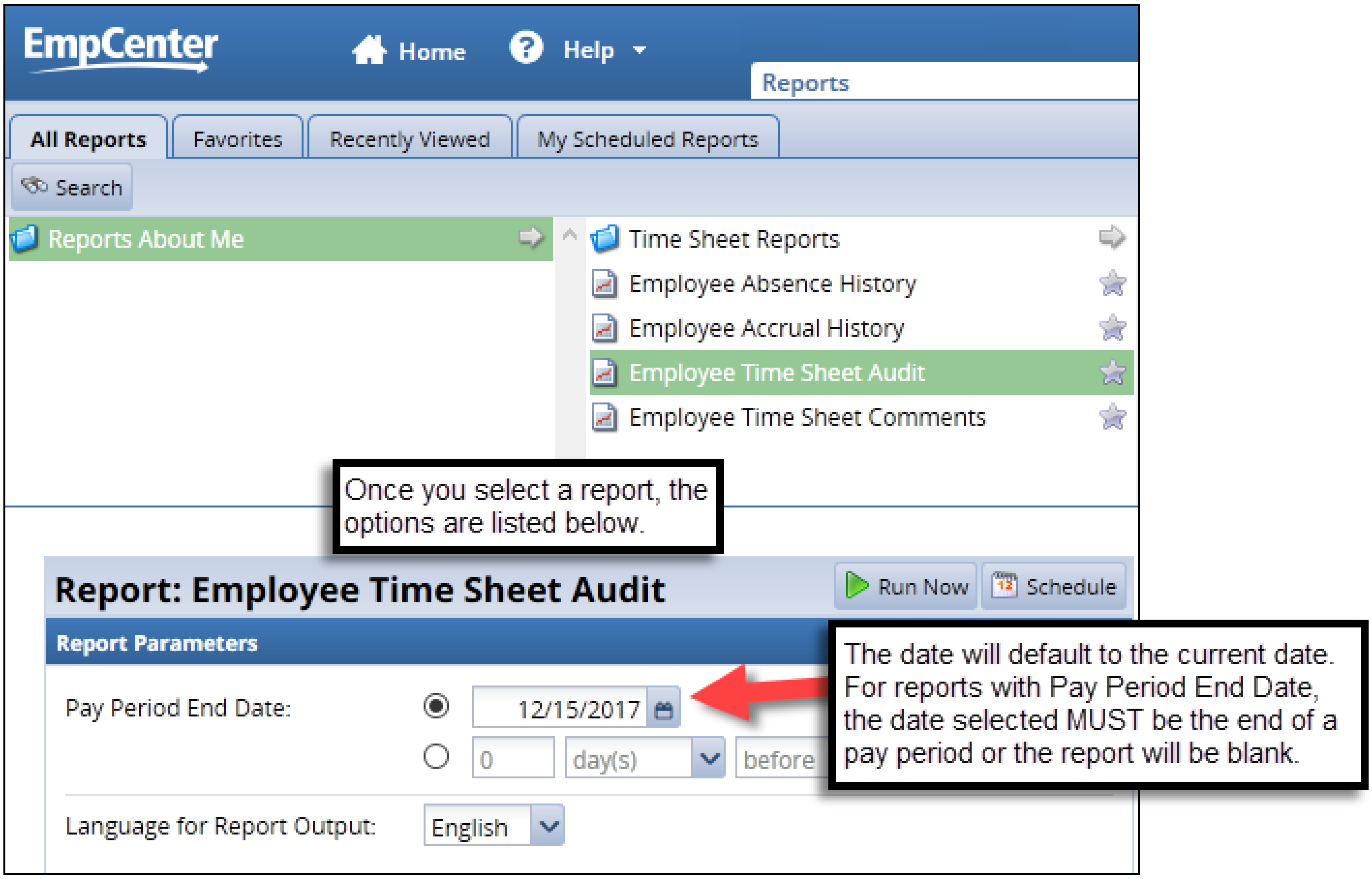


Enter any portion of a report name then click on the binoculars or Enter to search for reports that meet the criteria entered:



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

3. Select the report options:

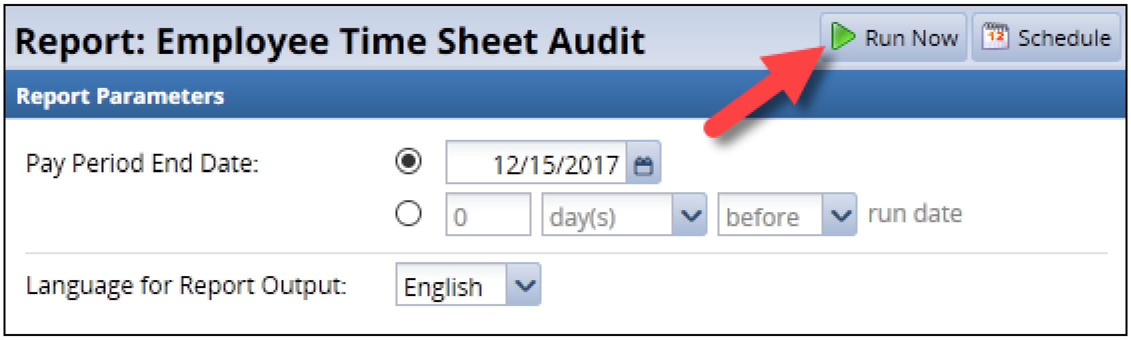


Enter the date or use the calendar icon.

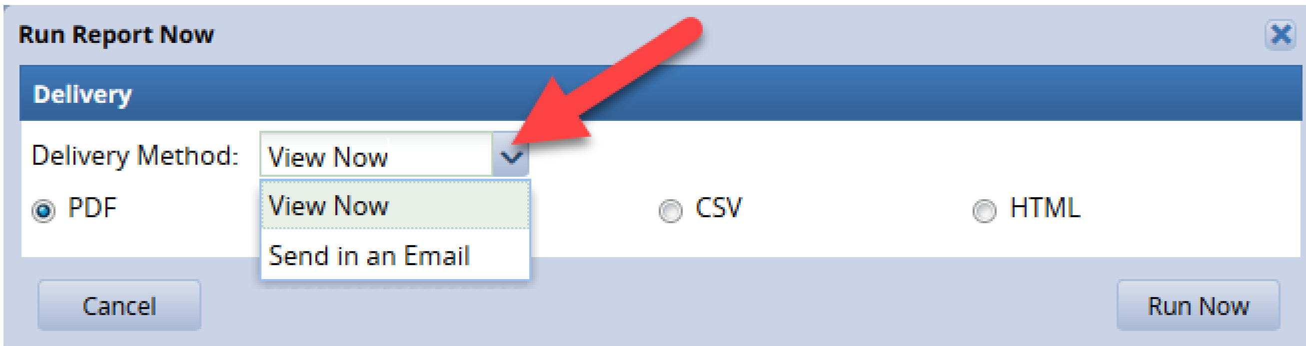
- For reports with Pay Period End Date as the criteria, the date must be the last day of a pay period (i.e., 12/15/17).
- For reports that allow date ranges as the criteria, you can enter the dates or select a range for a period of time before or after the current date.

Note: Each report has different set of options.

4. Click Run Now to select the delivery options for the report:

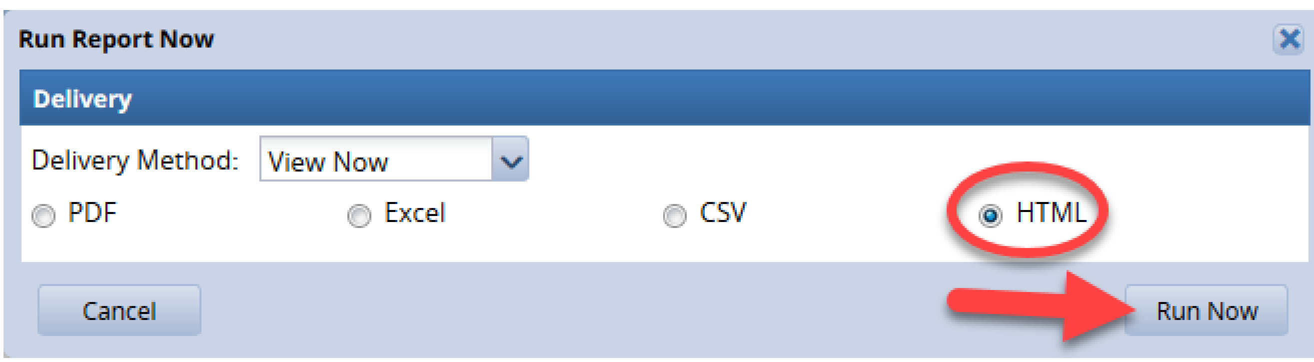


5. Select the delivery option:



- 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.

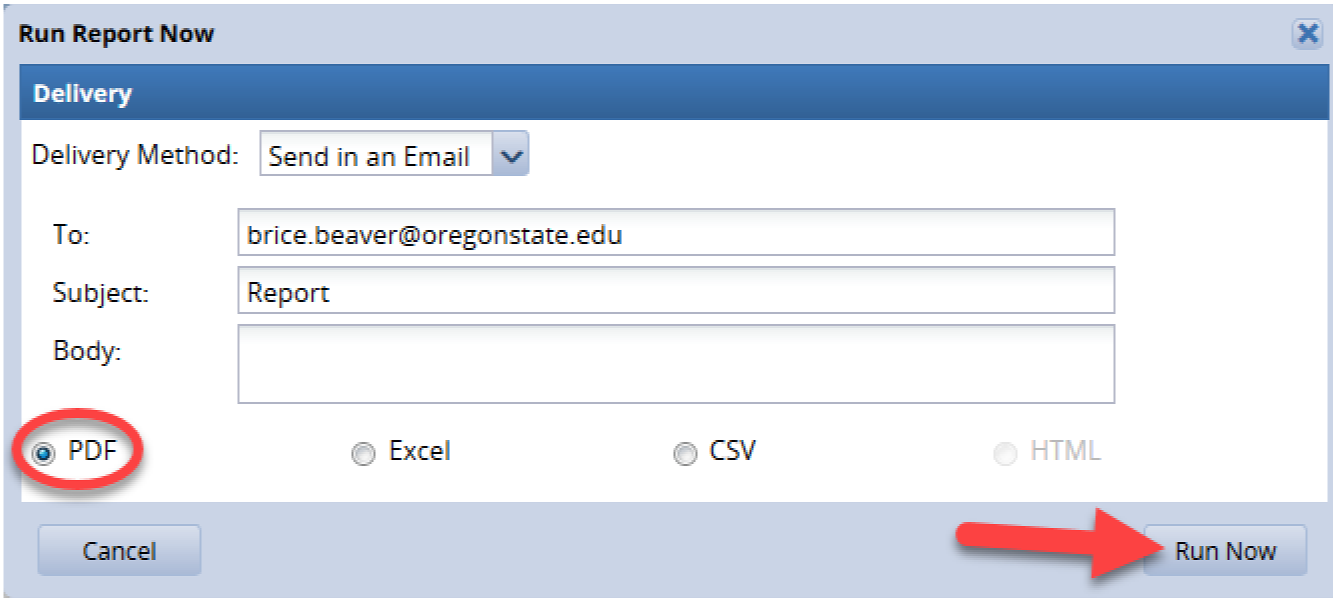
6. Select the output option then click Run Now:



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.

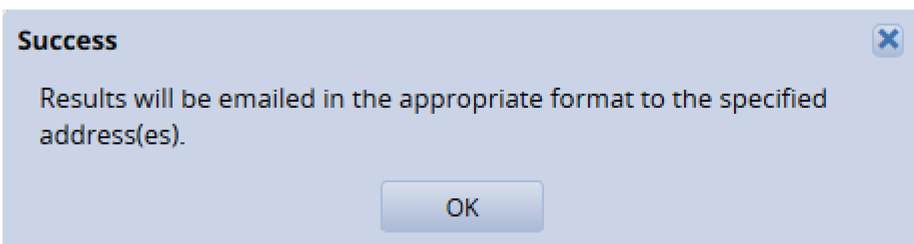


Note: you must enter at least one valid email address. Separate multiple addresses with a space, comma, or semicolon. If the email address is entered incorrectly you will not receive any notification that the email delivery failed.

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:



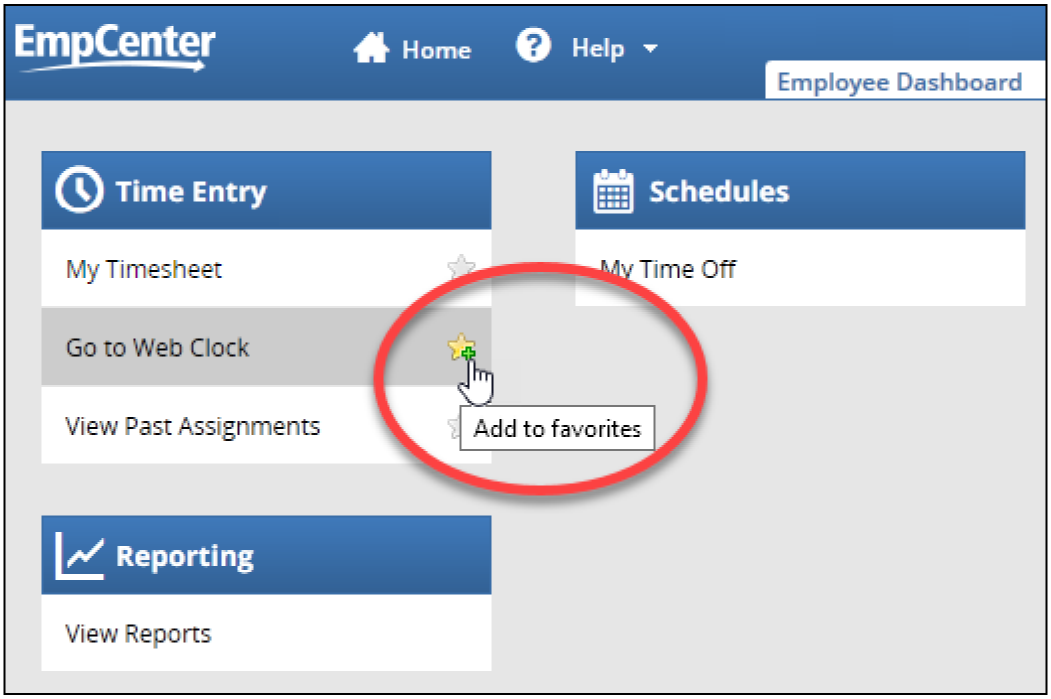
Note: If needed, you can schedule reports you use frequently to be emailed to you on a daily, weekly, monthly, or yearly basis. See the Reports guide on the MyTime Supervisor Training page for more details on how to set up a schedule for a report in EmpCenter.

Appendix A: Create Favorites

Employee Dashboard

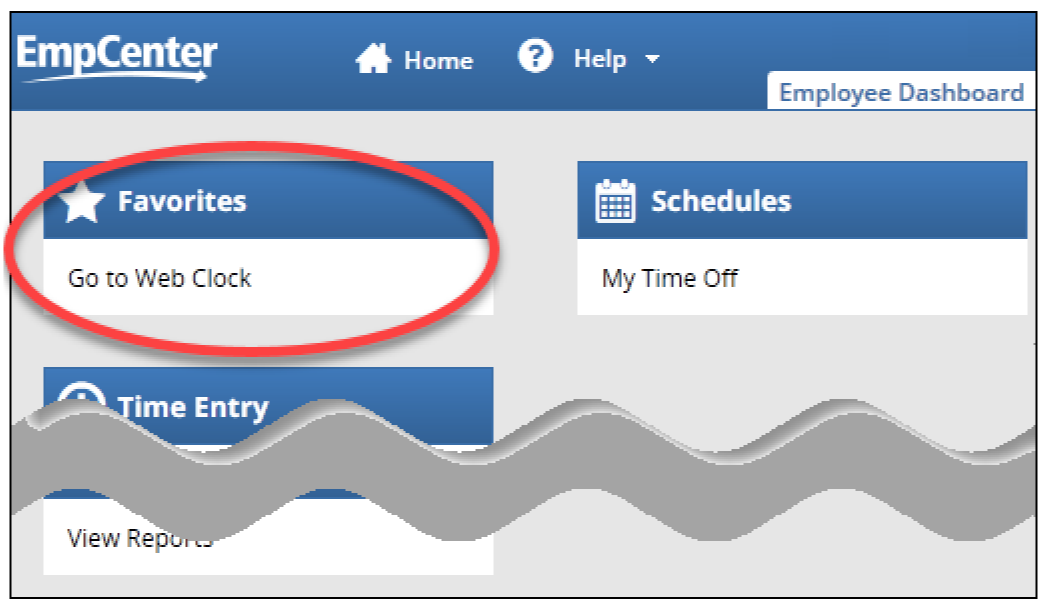
On the EmpCenter Dashboard, you can create favorites for tasks you access most often.

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:

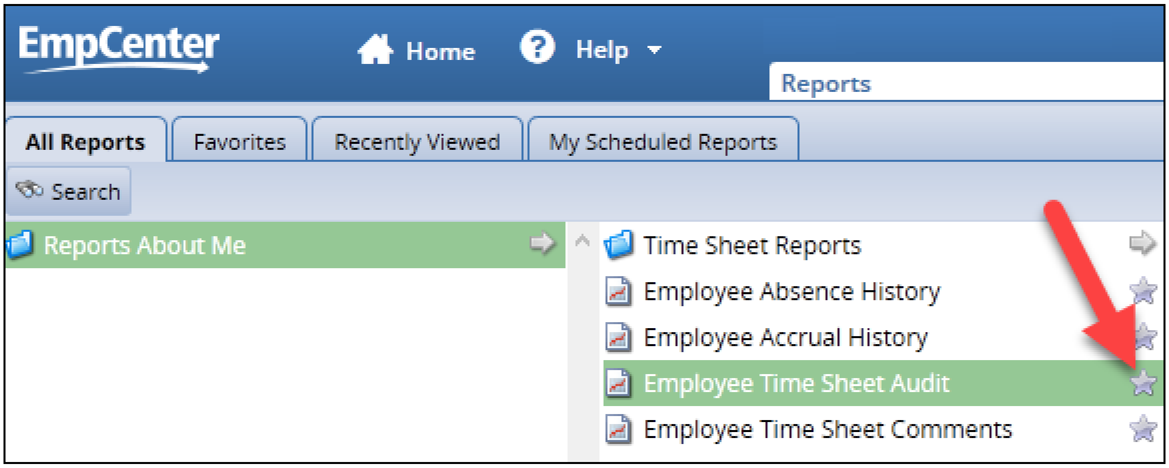


Note: to remove any item from the Favorites group, simply drag it back to its original group or hover your mouse over the item to click on the yellow star.

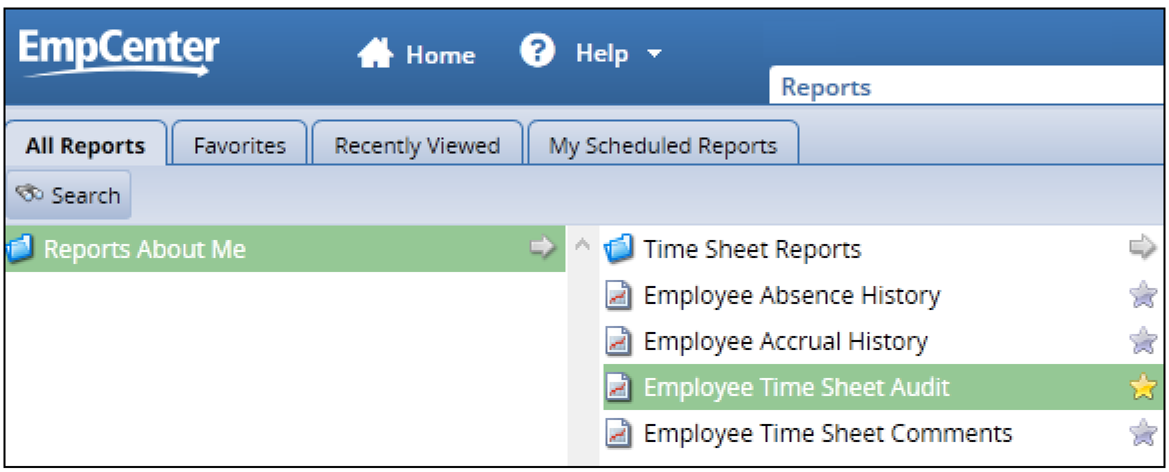
Reports

You can create favorites for reports you access most often.

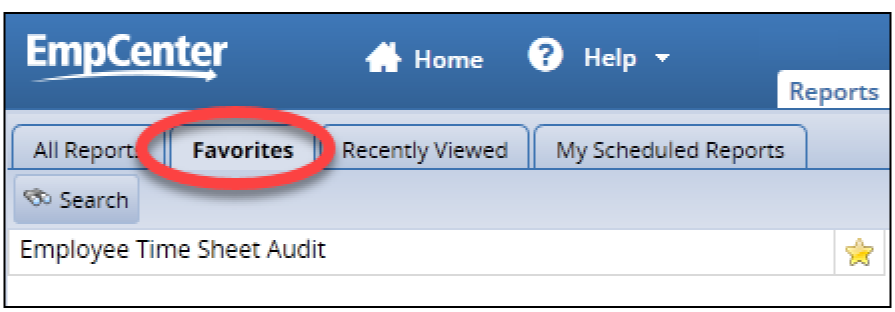
1. After selecting View Reports from the Employee Dashboard, find the report you would like to make a favorite then click the gray star next to the report title:



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



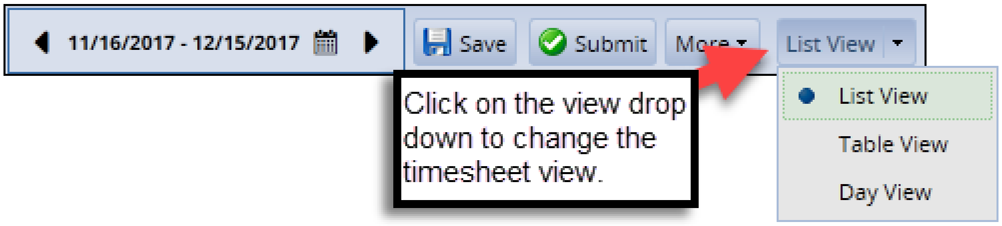
2. You can view all favorite reports by clicking on the Favorites tab:



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.

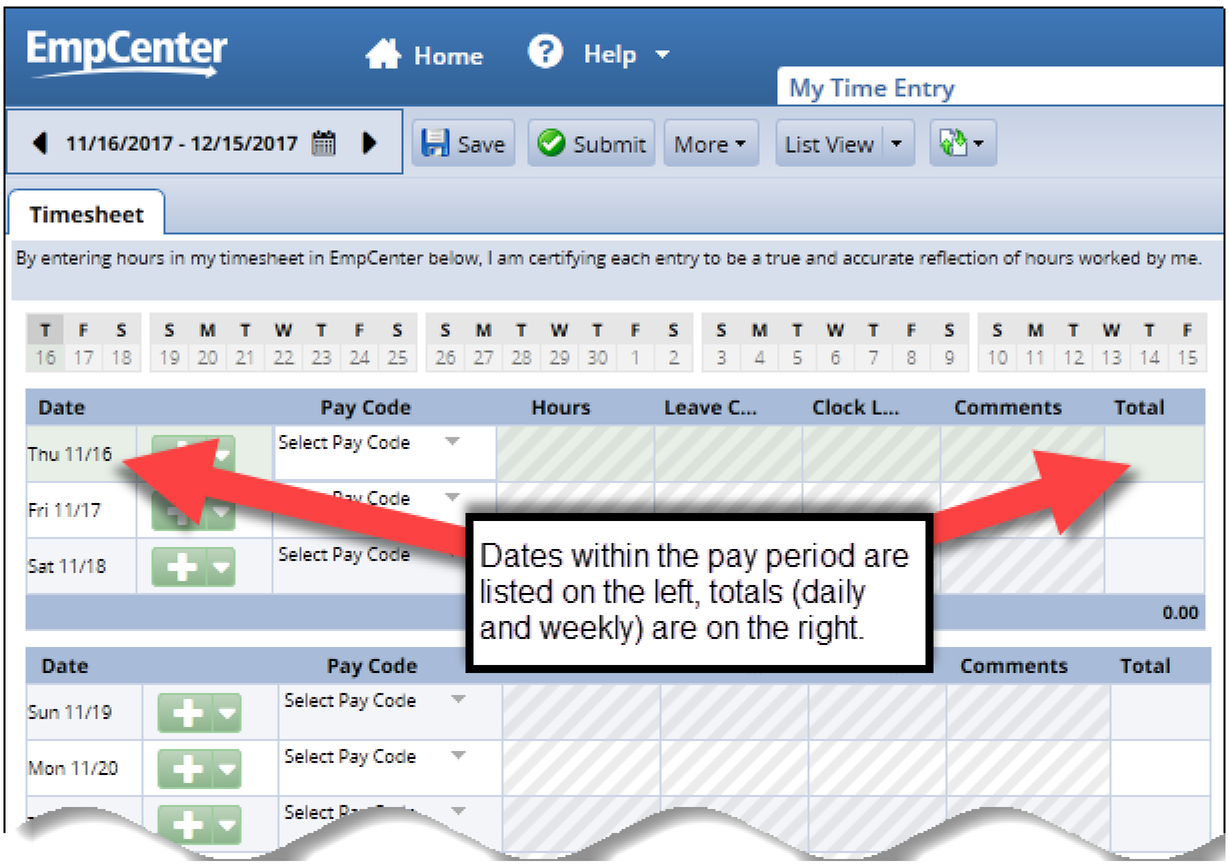
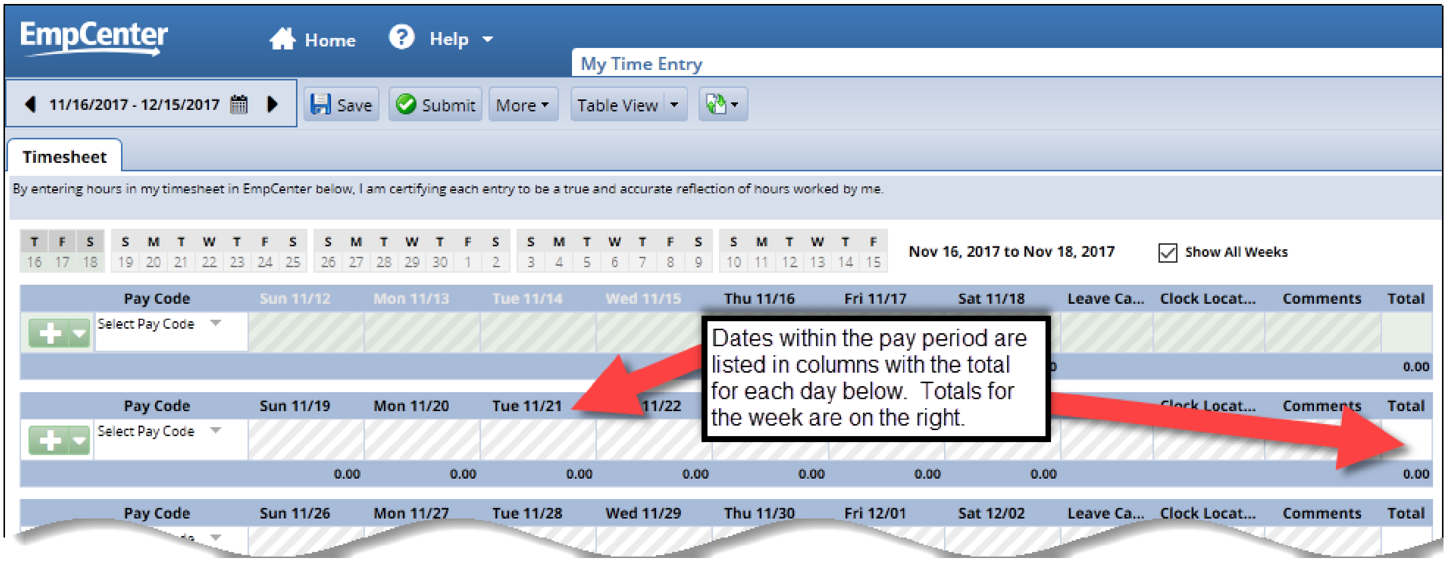


Table View

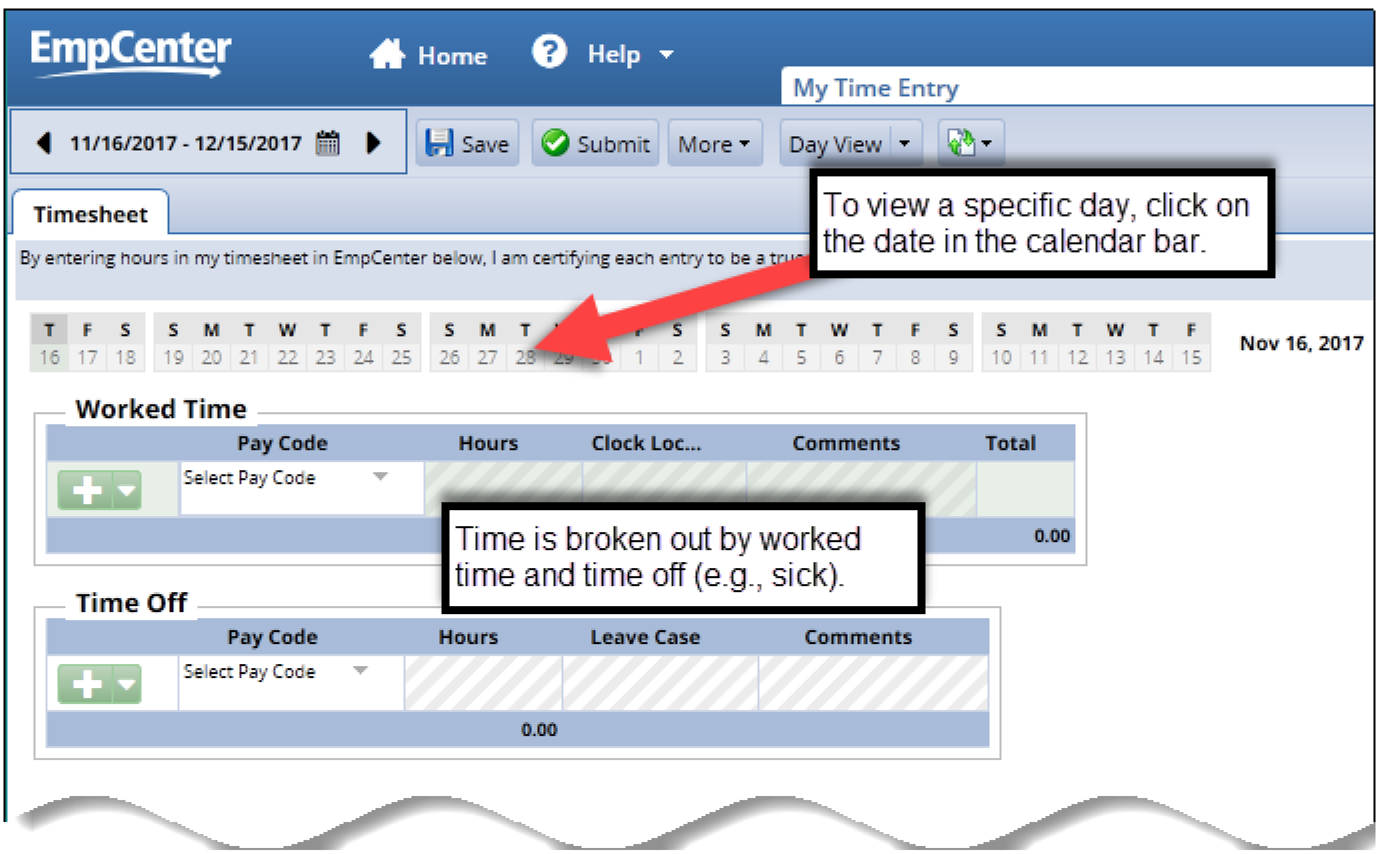
Table view displays days in the pay period as a table. It is useful if you need to enter the same information for each day of the week on your timesheet.



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

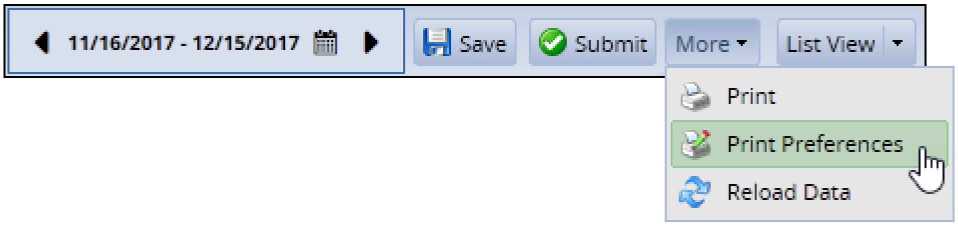
Day view displays a single day of the pay period. Day view separates work time and time off (sick, vacation) for each day.



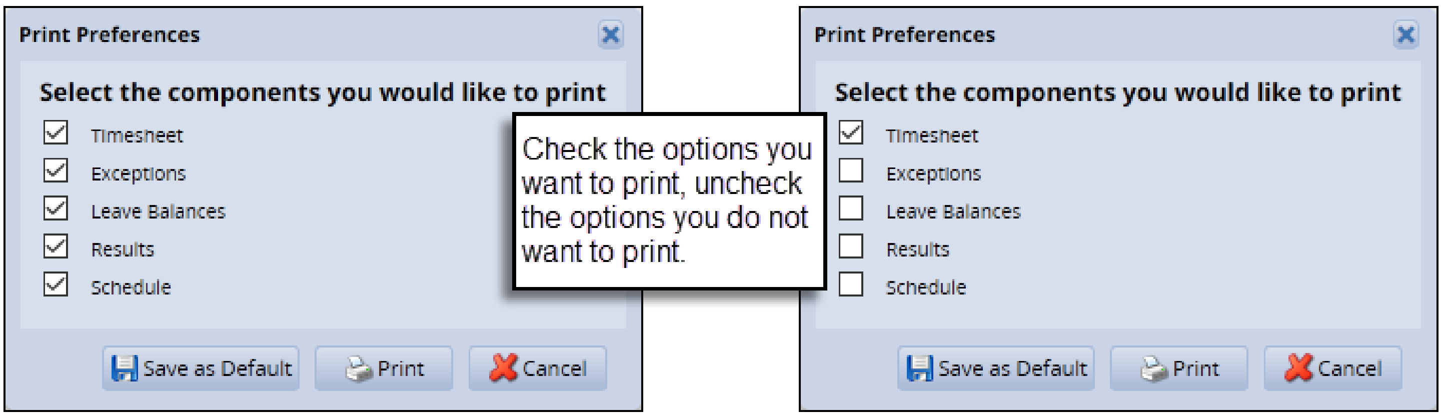
Appendix C: My Time Entry Print Preferences

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:

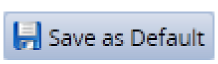


2. In the Print Preferences window, select the options you would like to print:



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.