



**Oregon
State
University**

**EMPCENTER 20.2 USER
GUIDE**

Oregon State
UNIVERSITY

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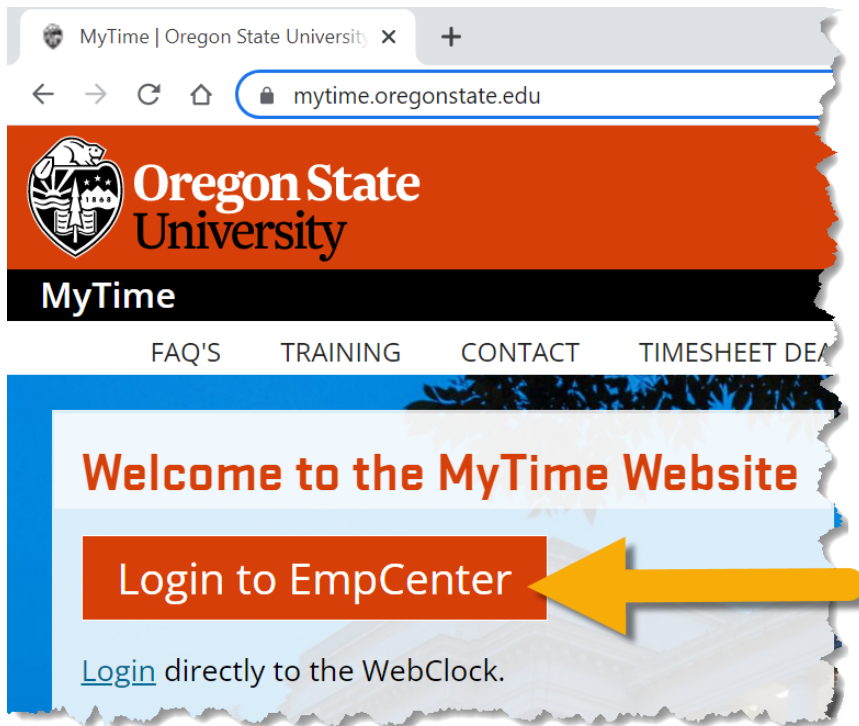
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EmpCenter Overview

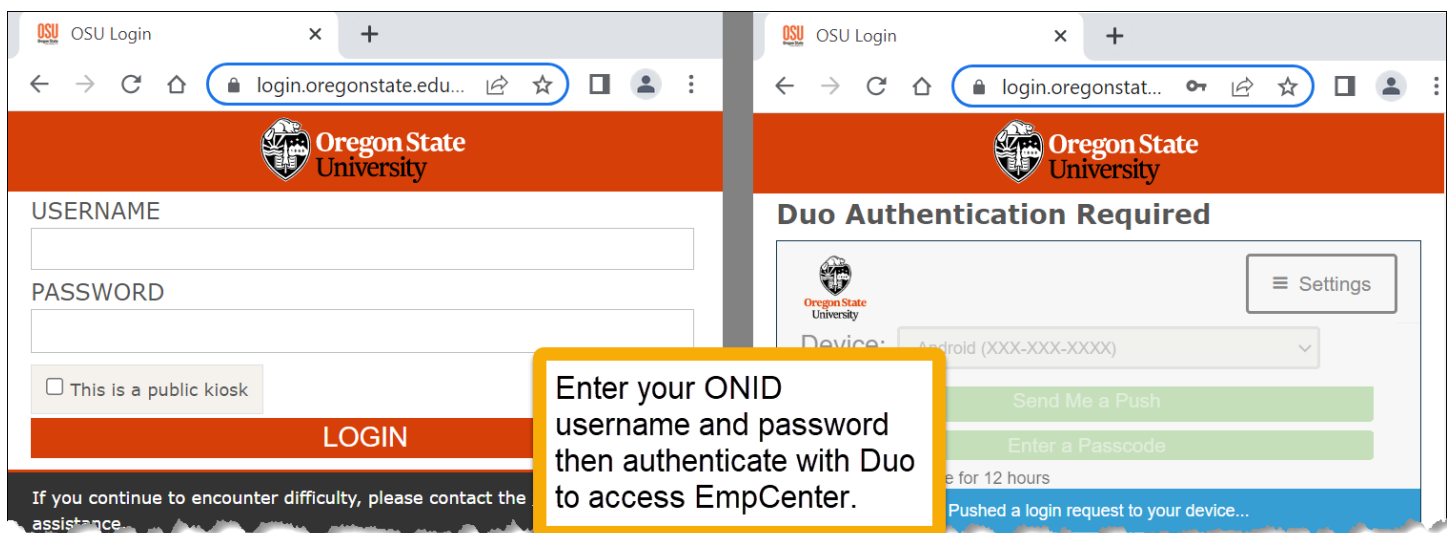
Accessing EmpCenter

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/>:



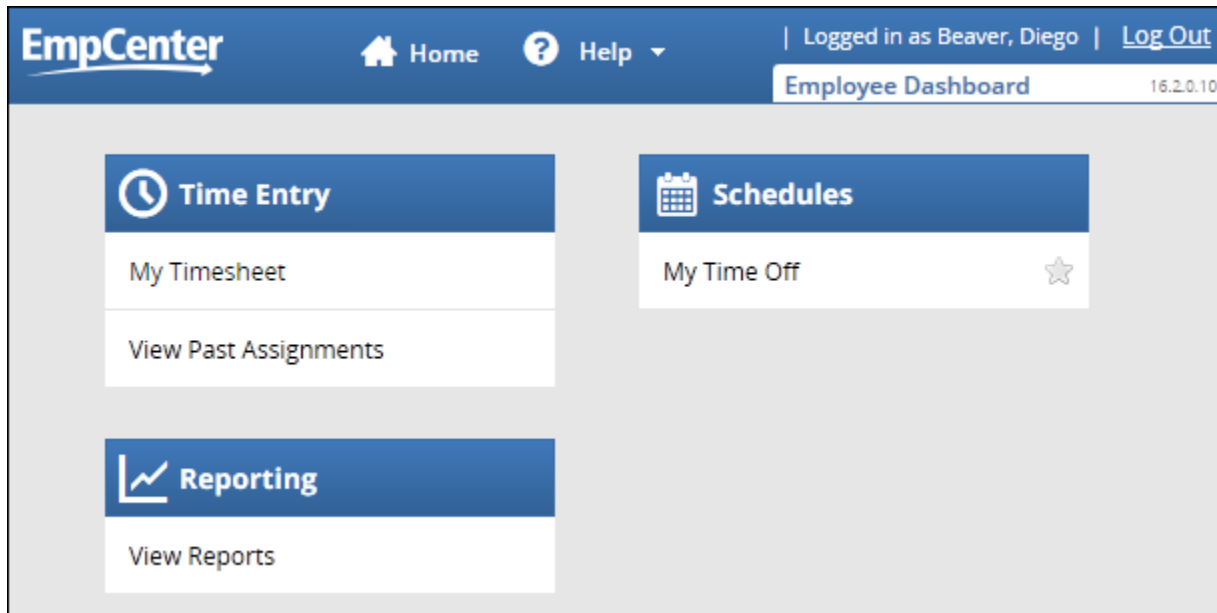
At the OSU Single Sign On (SSO) page, login with your ONID username and password then authenticate with Duo Multi-Factor Authentication (MFA):



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.
- 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 History.

Schedules Link:

- My Time Off: access time off requests for pre-planned leave and protected leave. 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 Time Entry)

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

EmpCenter Home ? Help | Logged in as Beaver, Diego | Log Out

My Time Entry: 630397111 :: Beaver, Diego :: Analyst Programmer

◀ August 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.

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 Aug 1, 2018 ☒ Show All Weeks


Date	Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Wed 08/01	<div>+ -</div> <div>Select Pay Code</div>					
	<div>+ -</div> <div>Select Pay Code</div>					

Exceptions Leave Balances Results Schedule Timesheet Comments

Filter exceptions by day ☐

Date	Exception Message	Severity
------	-------------------	----------

Timesheet Top

- A. Timesheet date range: the timesheet 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 leave balances. 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, the switch assignment option will appear. Click to change the timesheet to a different assignment.

Timesheet Middle

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.

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 Aug 1, 2018 ☒ Show All Weeks

Date	Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Wed 08/01	Select Pay Code					
Thu 08/02	Select Pay Code					
Fri 08/03	Select Pay Code					
Sat 08/04	Select Pay Code					
						0.00

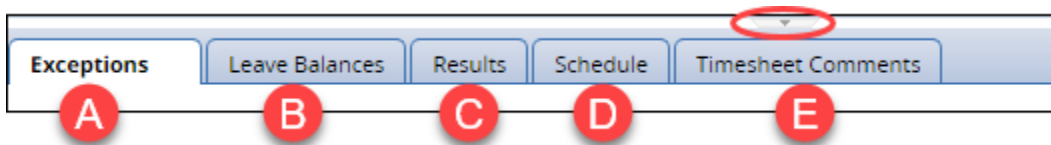
Note: this is the List View of the Timesheet; Table and Day views have slightly different organizations. See Appendix B.

- 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 elapsed hours for the pay code selected (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: records the IP address for the clocked time. This field is not used for the Classified Salaried Exempt policy profile.
- 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 Case	Clock Location	Comments	Total
------	----------	-------	------------	----------------	----------	-------

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: enter comments for your supervisor if needed. You will also see comments entered by business center or central staff if they make changes to your timesheet.


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.

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**

Analyst Programmer-408401-C34384-00
Network Analyst-256700-C31406-00

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.

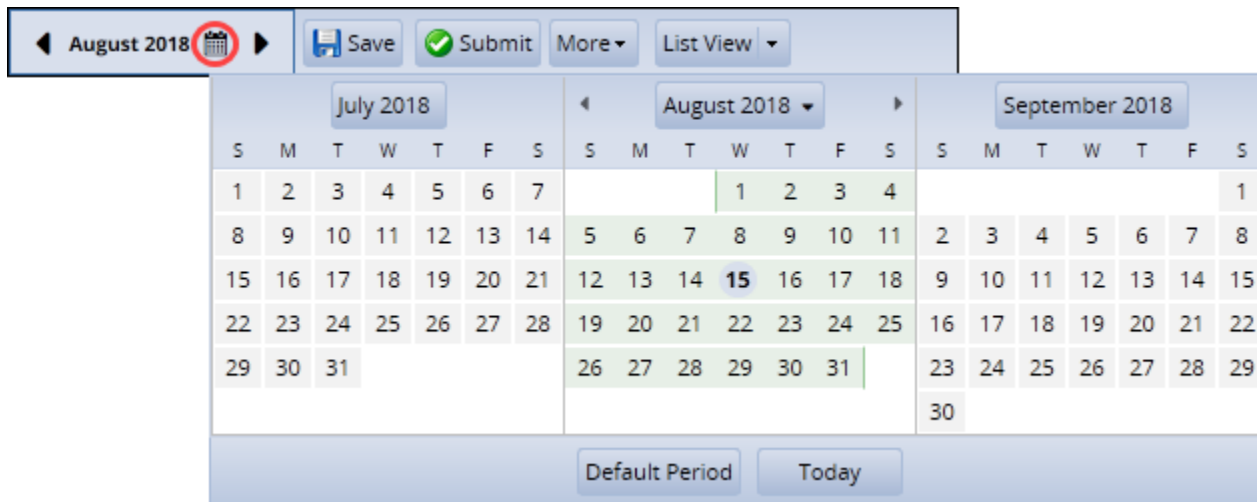
- You can view timesheets up to one year in the past from the current date, unless you have changed assignments (jobs).
 - For previous assignment timesheets, see [Viewing Past Assignments](#) for more details.
- You can view timesheets up to one year in the future from the current date.
- You can make 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:



Use the arrows to change 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 Salaried Exempt employees enter regular hours worked on the timesheet and use the time off request process for pre-approved leave.

The time entry process is also used for recording of select differentials and leave if the time off request process was not used.

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
Wed 08/01		Select Pay Code					
Thu 08/02		Select Pay Code					

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

Date		Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Wed 08/01		Select Pay Code					
Thu 08/02		<div><div>Select Pay Code</div><div><div>Regular Hours</div><div>Bereavement</div><div>Comp</div><div>Exchange</div><div>Holiday Work Comp Requested</div><div>Jury Duty</div><div>Personal</div><div>Sick</div><div>Essential Time</div><div>Hardship Leave</div></div></div>					

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

3. Enter the elapsed time (e.g., 8, 1.5) in the Hours column:

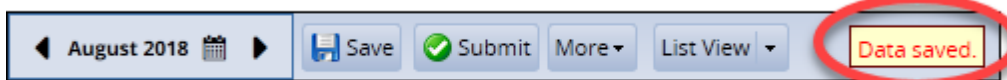
Date		Pay Code	Hours	Leave Case	Clock Location	Comments	Total
Wed 08/01		Regular Hours	8.00				
Thu 08/02		Select Pay Code					

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



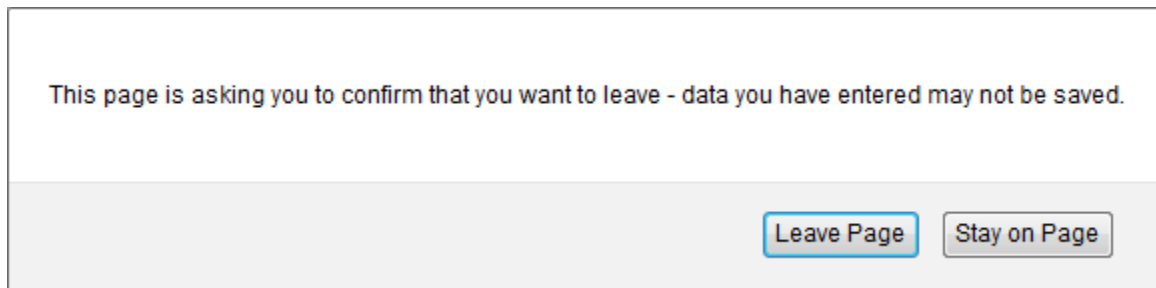
The screenshot shows the top of a timesheet interface. At the top left, there is a navigation bar with a left arrow, the text "August 2018", a calendar icon, and a right arrow. To the right of this are four buttons: "Save" (with a floppy disk icon), "Submit" (with a green checkmark icon), "More" (with a dropdown arrow), and "List View" (with a dropdown arrow). Below the navigation bar is a section titled "Timesheet". Underneath this title is a statement: "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 the statement is a calendar grid for August 2018, showing days of the week (W, T, F, S) and dates (1 through 31). A red arrow points from the "Save" button to the calendar grid. Below the calendar grid is a table with columns: "Date", "Pay Code", "Hours", "Leave Case", "Clock Location", "Comments", and "Total". The table has two rows: "Wed 08/01" and "Thu 08/02". The "Wed 08/01" row shows "Regular Hours" as the pay code, "8.00" as hours, and "0.00" as the total. The "Thu 08/02" row shows "Select Pay Code" as the pay code and is otherwise empty.

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



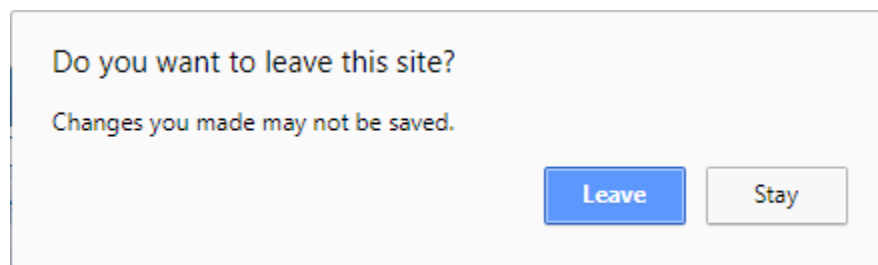
The screenshot shows the top of the timesheet interface, similar to the previous one. The "Save" button is now disabled and has a greyed-out icon. The "Submit" button is still active. A red circle highlights a message box that says "Data saved." in red text. The message box has a close button (an 'X' icon) in the top right corner.

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



The dialog box has a light grey background. The text "This page is asking you to confirm that you want to leave - data you have entered may not be saved." is centered in a dark grey font. At the bottom right, there are two buttons: "Leave Page" (with a blue border) and "Stay on Page" (with a grey border).

or



The dialog box has a light grey background. The text "Do you want to leave this site?" is centered in a dark grey font. Below it, the text "Changes you made may not be saved." is also centered in a dark grey font. At the bottom right, there are two buttons: "Leave" (with a blue border) and "Stay" (with a grey border).

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 first row is for Monday, May 01, 2017, with a plus sign in the Date column. A red arrow points to this plus sign.

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

Delete a Row

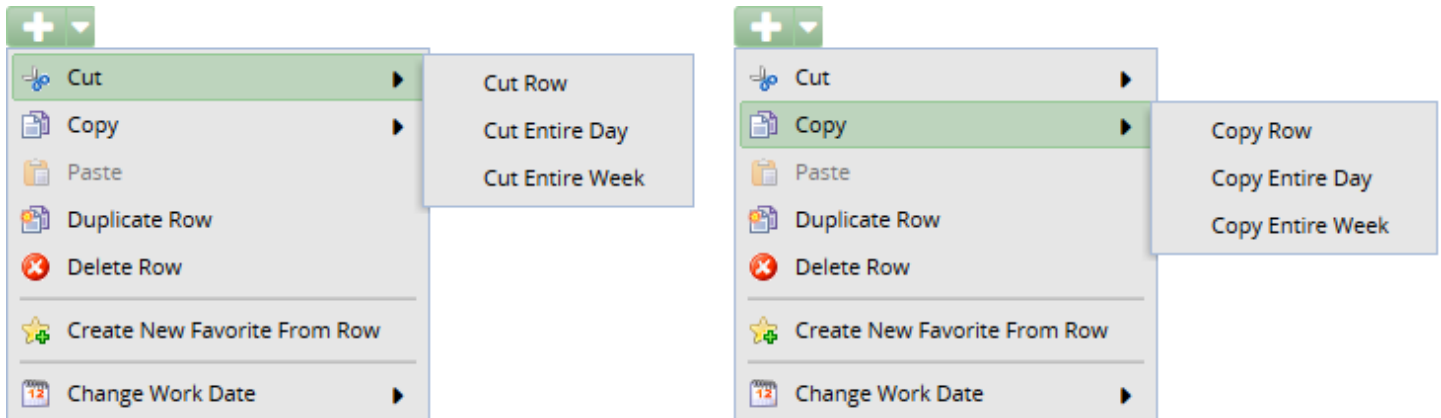
1. Click on the down arrow next to the plus sign then select Delete Row:

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 first row is for Monday, May 01, 2017, with a plus sign in the Date column. A context menu is open over the plus sign, showing options: 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.

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:

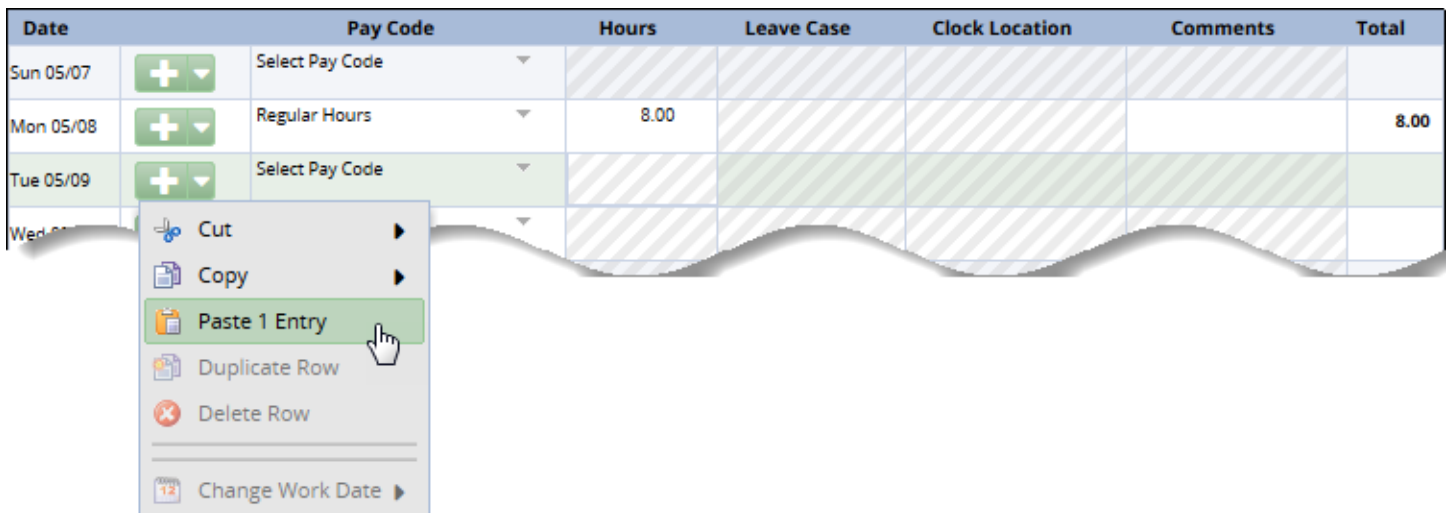


Copy/Cut options:

- 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.

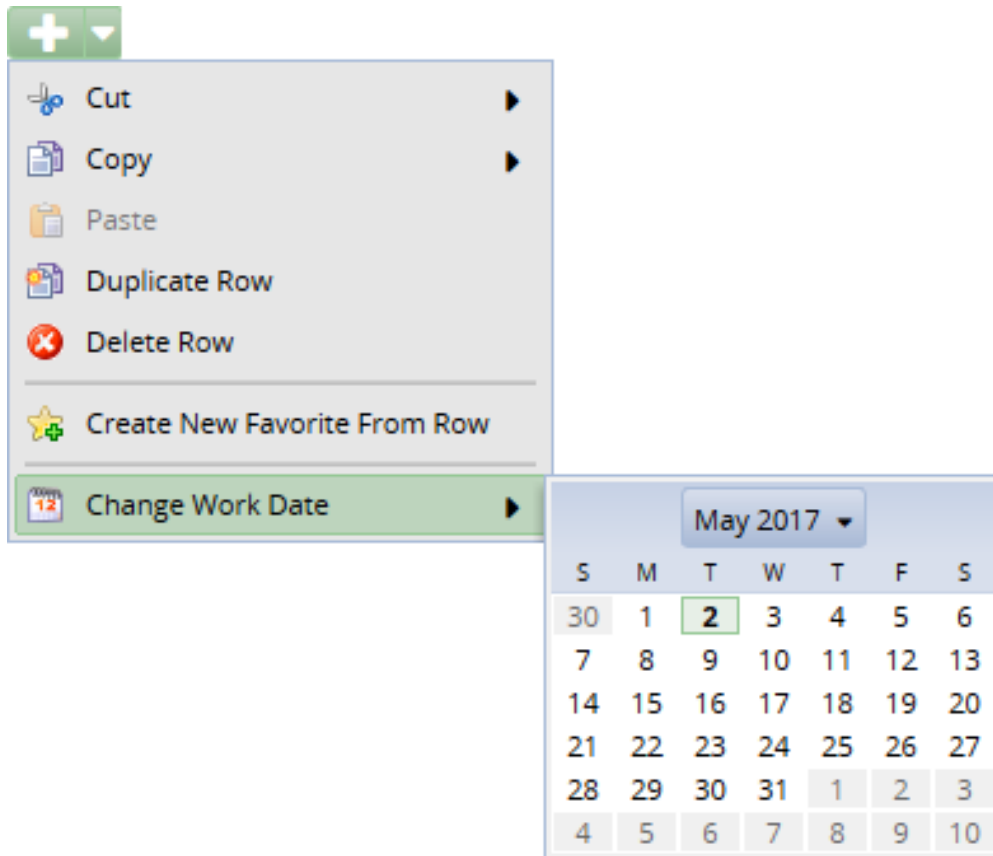
2. To paste the selection, click on the down arrow next to the plus sign for the date you would like to add the copied time to then select Paste 1 Entry:



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.

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.

Exceptions 			Leave Balances	Results	Schedule	Timesheet Comments
			Filter exceptions by day <input type="checkbox"/>			
Date	Exception Message	Severity				
Wed 08/01 - Fri 08/31	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.

Exceptions 			Leave Balances	Results	Schedule	Timesheet Comments
			Filter exceptions by day <input type="checkbox"/>			
Date	Exception Message	Severity				
Sat 08/04	Employee has exceeded hours during the week allocated by their FTE. Please review.	Warning				

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

Exceptions 			Leave Balances	Results	Schedule	Timesheet Comments
			Filter exceptions by day <input type="checkbox"/>			
Date	Exception Message	Severity				
Wed 08/29	Exchange 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)				

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

Timesheet Comments

Personal Bank		Hours
Initial Balance Wed 08/01		24.00
Earned		0.00
Taken		0.00
Ending Balance Fri 08/31		24.00
No Details		

Sick Bank		Hours
Initial Balance Wed 08/01		114.60
Earned		8.00
Taken		-8.00
Ending Balance Fri 08/31		114.60
Show Details >>		

Vacation Bank		Hours
Initial Balance Wed 08/01		22.00
Earned		8.00
Taken		0.00
Ending Balance Fri 08/31		30.00
Show Details >>		

Comp Time		Hours
Initial Balance Wed 08/01		0.00
Earned		0.00
Taken		0.00
Ending Balance Fri 08/31		0.00
No Details		

Exchange		Hours
Initial Balance Wed 08/01		0.00
Earned		3.00
Taken		0.00
Ending Balance Fri 08/31		3.00
Show Details >>		

Hardship Leave		Hours
Initial Balance Wed 08/01		0.00
Earned		0.00
Taken		0.00
Ending Balance Fri 08/31		0.00
No Details		

Initial Balance: bank balance before any accruals or time taken.

Earned: bank accrual for the current pay period.

Taken: amount used in the current month.

Ending Balance: initial balance plus accrual minus time used.

Note: taken and ending balance can change throughout the pay period as leave time is entered on the timesheet.

To see additional information about the leave, click on the Show Details link:

Exceptions

Leave Balances

Results

Schedule

Timesheet Comments

Personal Bank		Hours
Initial Balance Wed 08/01		24.00
Earned		0.00
Taken		0.00
Ending Balance Fri 08/31		24.00
No Details		

Sick Bank		Hours
Initial Balance Wed 08/01		114.60
Earned		8.00
Taken		-8.00
Ending Balance Fri 08/31		114.60
Show Details >>		

Vacation Bank		Hours
Initial Balance Wed 08/01		22.00
Earned		8.00
Taken		0.00
Ending Balance Fri 08/31		30.00
Show Details >>		

Comp Time		Hours
Initial Balance Wed 08/01		0.00
Earned		0.00
Taken		0.00
Ending Balance Fri 08/31		0.00
No Details		

Date	Earned	Taken	Balance	Action	Source
Wed 08/01			114.60	Balance Forward	
Wed 08/01	8.00		122.60	Accrual	
Tue 08/28		-8.00	114.60	Usage	Bank Usage (SYSTEM)
Hours	8.00	-8.00	814.60		Hide Details <<

Results Tab

The Results tab lists the calculated results for all time entered on the timesheet.

Exceptions	Leave Balances	Results	Schedule	Timesheet Comments			
Work Da ▲	Assignment	Job Title	Pay Code	Hours	Amount	Rate of Pay	
08/01/2018	Analyst Progra...	Analyst Progra...	Regular Hours	8.00	0.00	38.81	▲
08/02/2018	Analyst Progra...	Analyst Progra...	Regular Hours	8.00	0.00	38.81	
08/03/2018	Analyst Progra...	Analyst Progra...	Exchange Tim...	1.00	0.00	0.00	
08/04/2018	Analyst Progra...	Analyst Progra...	Regular Hours	7.00	0.00	38.81	
08/27/2018	Analyst Progra...	Analyst Progra...	Regular Hours	8.00	0.00	38.81	▼
Total				186.00	0.00		

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	
08/01/2018	Analyst Program...	Analyst Program...	Regular Hours	8.00	0.00	38.81	
08/02/2018	Analyst Program...	Analyst Program...	Regular Hours	8.00	0.00	38.81	
08/03/2018	Analyst Program...	Analyst Program...	Exchange Time	1.00	0.00	0.00	
08/27/2018	Analyst Program...	Analyst Program...	Regular Hours	8.00	0.00	38.81	
Total				186.00	0.00		

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	
08/01/2018	Analyst Progra...	Analyst Progra...	Regular Hours	8.00	0.00		<input checked="" type="checkbox"/> Work Date
08/02/2018	Analyst Progra...	Analyst Progra...	Regular Hours	8.00	0.00		<input checked="" type="checkbox"/> Assignment
08/03/2018	Analyst Progra...	Analyst Progra...	Exchange Time	1.00	0.00		<input checked="" type="checkbox"/> Job Title
08/27/2018	Analyst Progra...	Analyst Progra...	Regular Hours	8.00	0.00		<input checked="" type="checkbox"/> Pay Code
Total				186.00	0.00		<input checked="" type="checkbox"/> Hours
							<input checked="" type="checkbox"/> Amount
							<input type="checkbox"/> Index
							<input type="checkbox"/> Activity Code
							<input checked="" type="checkbox"/> Rate of Pay
							<input type="checkbox"/> 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. Employees cannot edit the schedule, only supervisors can assign or change schedules.

Exceptions				Leave Balances				Results				Schedule				Timesheet Comments														
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	Aug 1, 2018					
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
Date		Pay Code				Hours				Total																				
Wed 08/01	<div><div>+</div><div>▼</div></div>	Select Pay Code																												
	<div><div>+</div><div>▼</div></div>	Worked Hours				10.00				10.00																				
Thu 08/02	<div><div>+</div><div>▼</div></div>	Select Pay Code																												
	<div><div>+</div><div>▼</div></div>	Worked Hours				10.00				10.00																				
Fri 08/03	<div><div>+</div><div>▼</div></div>	Select Pay Code																												
	<div><div>+</div><div>▼</div></div>	Worked Hours				10.00				10.00																				
Sat 08/04	<div><div>+</div><div>▼</div></div>	Select Pay Code																												
										30.00																				

Timesheet Comments Tab

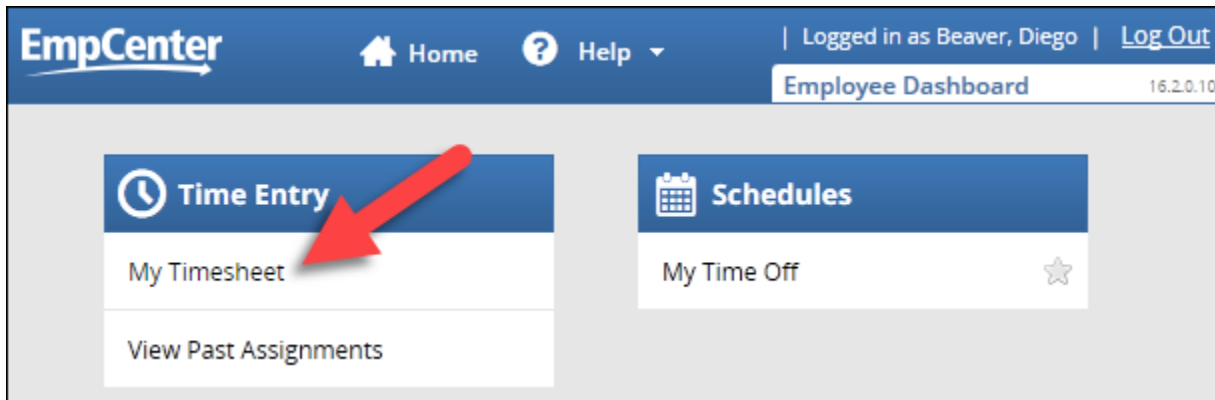
The Timesheet Comments tab can be used for any additional comments you may need to add to your timesheet for the pay period. The space allows for more information than what can easily be seen in the Comments column on the timesheet. It is also used by the Business Center and Central Payroll and HR offices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

Exceptions	Leave Balances	Results	Schedule	Timesheet Comments
<div>Comments</div> <div>working late Mondays for project, leaving early Fridays. Diego</div>				

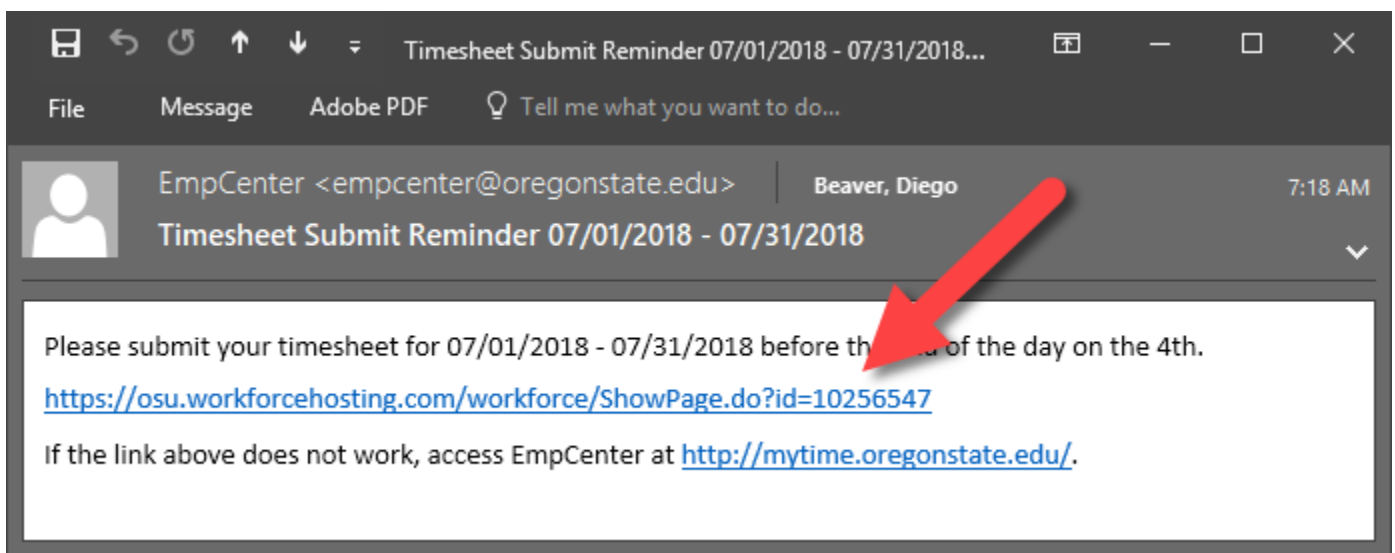
Submitting Your Timesheet

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 after the last day of the pay period and again a few days later if you still need to submit your timesheet.

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



Or click on the link in the email:



Note: if you have more than one timesheet, you will see additional links in the email. If you use the link on the dashboard, you will be prompted to select the timesheet you want to view first.

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

You must check the box to certify the timesheet is accurate before you can submit.

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

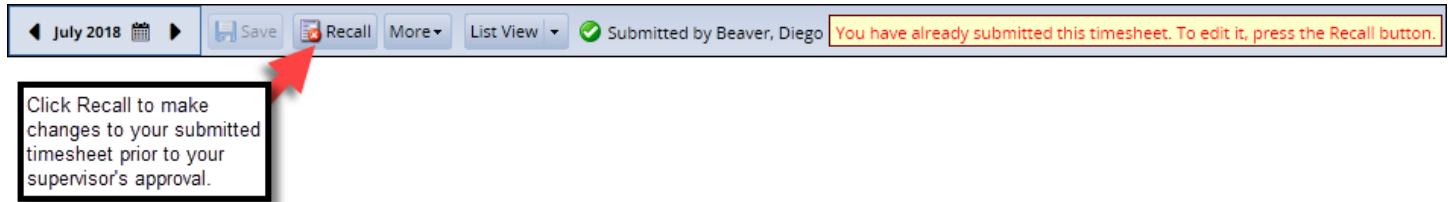
5. You'll receive confirmation that the timesheet was submitted:

◀ July 2018 📅 ▶ Save Recall More ▾ List View ▾ ✓ Submitted by Beaver, Diego Timesheet submitted.

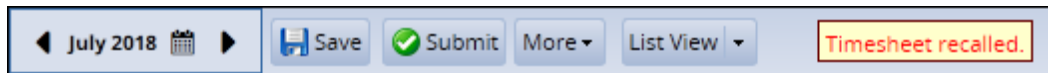
Note: once your timesheet is submitted, the Time Entry window will default to the next pay period.

Recalling a Submitted Timesheet

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

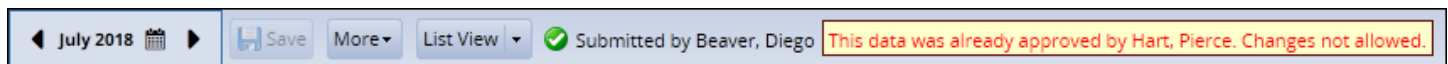


You are now able to make changes and resubmit your timesheet.



Note: once you make your changes to your timesheet, you must save and resubmit it; simply saving does not automatically submit the 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:



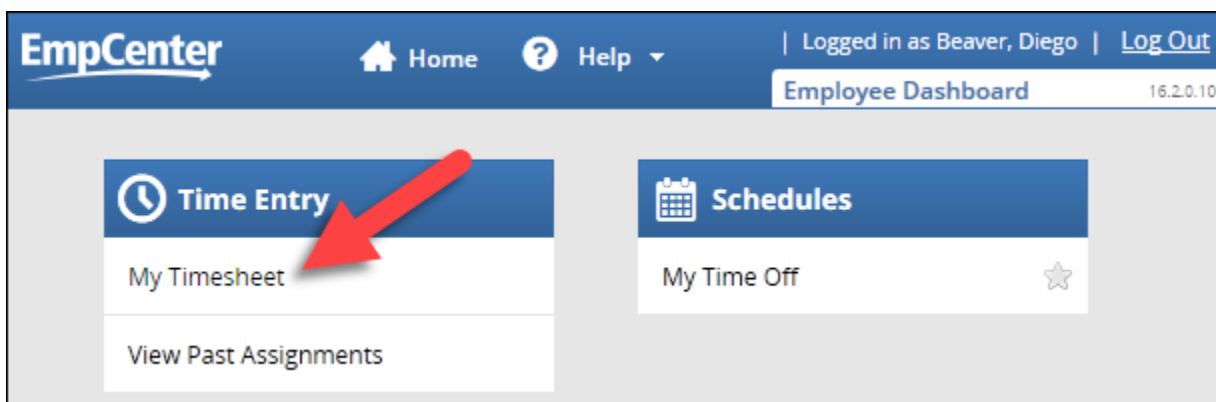
If you cannot recall your timesheet and changes are needed, contact your supervisor. For closed timesheets see the Amending Timesheet process.

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.

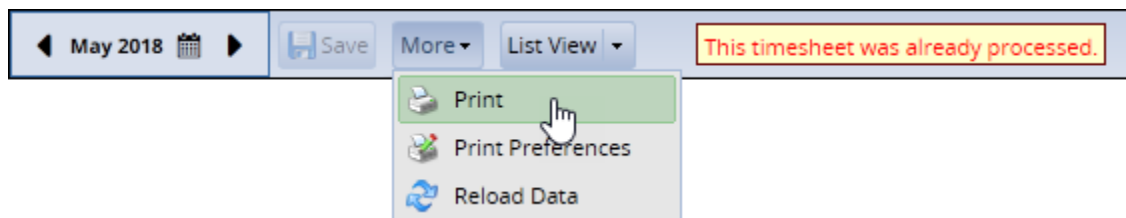
1. Select My Timesheet from the Employee Dashboard:



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



3. 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 it and give it to your supervisor for further processing:

A screenshot of a printed timesheet. At the top, it reads 'My Time Entry: 630397111 :: Beaver, Diego :: Analyst Programmer :: 114000 :: (Classified Salary Exempt)'. Below this is the date range 'Tuesday May 1, 2018 to Thursday May 31, 2018'. The title 'Timesheet' is followed by a large grey wavy redaction bar. Below the bar is a table with columns for date, pay code, and hours. The first row shows 'Wed 05/30' and 'Select Pay Code'. The second row shows 'Thu 05/31' and 'Select Pay Code'. A handwritten arrow points to the 'Select Pay Code' column with the note 'should be 8 hours sick'. The bottom right of the table shows '0.00'. At the bottom left, it says 'Printed on: 08/21/2018'. In the center, there is a handwritten signature 'Diego Beaver 8/21/18'.

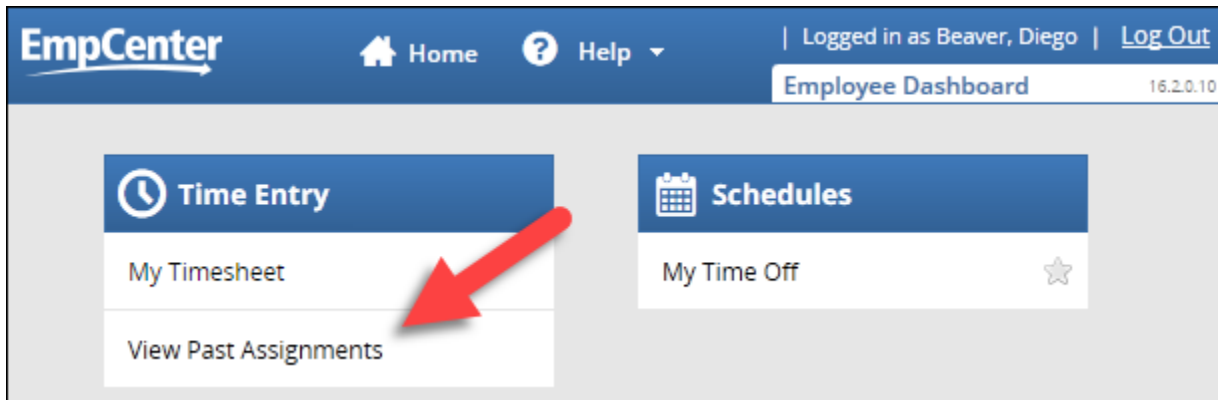
Your supervisor will submit the timesheet to your Business Center. If additional pay is required, you may receive a manual check.

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. This also includes timesheets that have a termination date within the current pay period.

1. Select View Past Assignments from the Employee Dashboard:



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

The screenshot displays the "View Past Assignments" form. It has a blue header with a user icon and the title "View Past Assignments". Below the header, a message states: "Please enter a date as of which you wish to view the assignments." The form includes a label "As Of Date:" followed by a date input field containing "05/01/2018" and a calendar icon. At the bottom right of the form is a "View" button.

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:

The screenshot shows the "Choose an Assignment" form. It features a blue header with a user icon and the title "Choose an Assignment". The main content area lists two assignment options: "Analyst Programmer-408401-C34384-00" and "Network Analyst-256700-C31406-00".

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 Beaver, Diego | Log Out

My Time Entry: 630397111 :: Beaver, Diego :: Analyst

May 2018 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.

T W T F S S S M T W T F S S S M T W T F S S M T W T May 1, 2018 ☒ Show All Weeks

Date	Pay Code	Hours	Leave Case	Clock Loc...	Comments	Total
Tue 05/01	Select Pay Code					
	Regular Hours	8.00				8.00
	Select Pay Code					
	Regular Hours					
						32.00

Exceptions Leave Balances Results Schedule Timesheet Comments

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

May 2018 Save Submit More List View

Use the arrows to change the pay period.

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

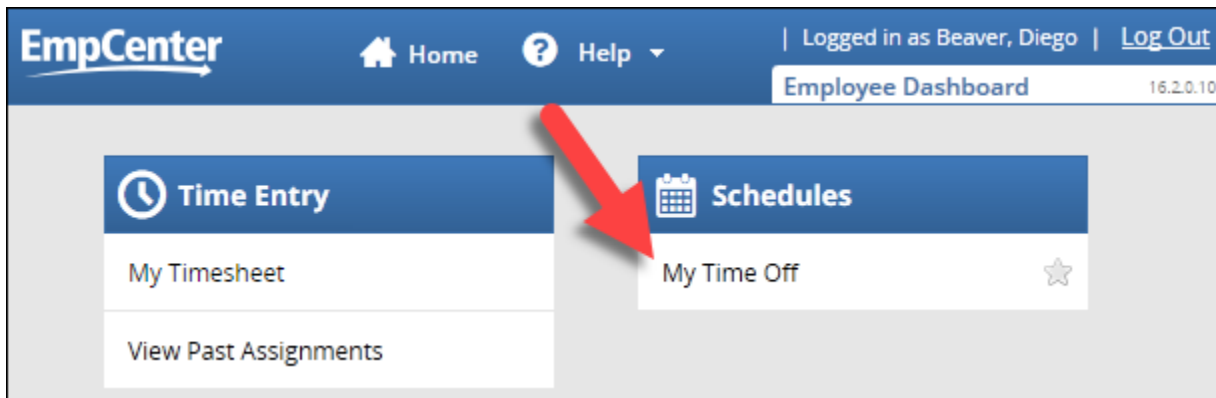
Time Off Requests

Basic Time Off Request

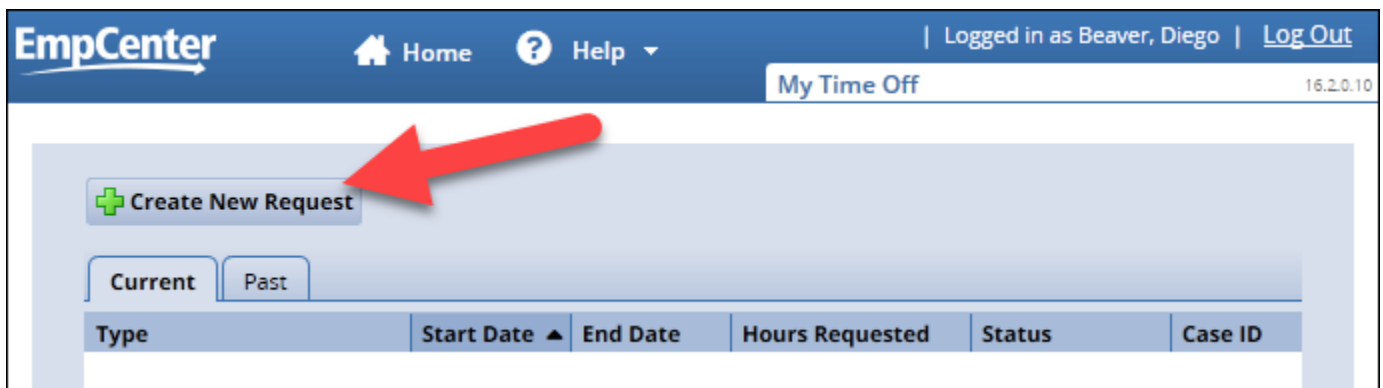
EmpCenter allows time off requests to be made up to 365 days from the current date. The system will display your projected bank accruals; however, you are responsible for ensuring you still have the time available when the leave occurs.

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:

EmpCenter Home Help | Logged in as Beaver, Diego | [Log Out](#)

My Time Off

I need to request time off for...

Absences for FMLA, OFLA, and Military Leave
FMLA = Family and Medical Leave Act
OFLA = Oregon Family Leave Act
Must also complete "Absences for Vacation, Sick, and Other" section to indicate leave usage while absent

Examples include leave for:

- Serious Health Condition (Employee or Family Member) ?
- Parental (Newborn, Adoption, or Foster Care Placement)
- Military ?

[Continue](#)

Absences for Vacation, Sick, and Other

If requesting time off for a serious health condition, family, or military leave, must also complete the "Absences for FMLA, OFLA, and Military Leave" section to the left

[Continue](#)

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:

Choose an Assignment

Analyst Programmer-408401-C34384-00
Network Analyst-256700-C31406-00

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
- LWOP - 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 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 16.20

[View Request List](#)

Request Details

Action	Date	Pay Code	Hours
+ ✗	Mon 10/01/2018	Vacation - Pre-Approved	8.0
+ ✗	Tue 10/02/2018	Vacation - Pre-Approved	8.0
+ ✗	Wed 10/03/2018	Vacation - Pre-Approved	8.0

Comments:

[upload an attachment...](#)

Back Submit

Bank Usage

Mon 10/01 Wed 10/03

Vacation Bank: 24.00 Hours used 187.00 178.00

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

Graph: Jul 1 2018, Sep 1 2018, Nov 1 2018

☒ 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.

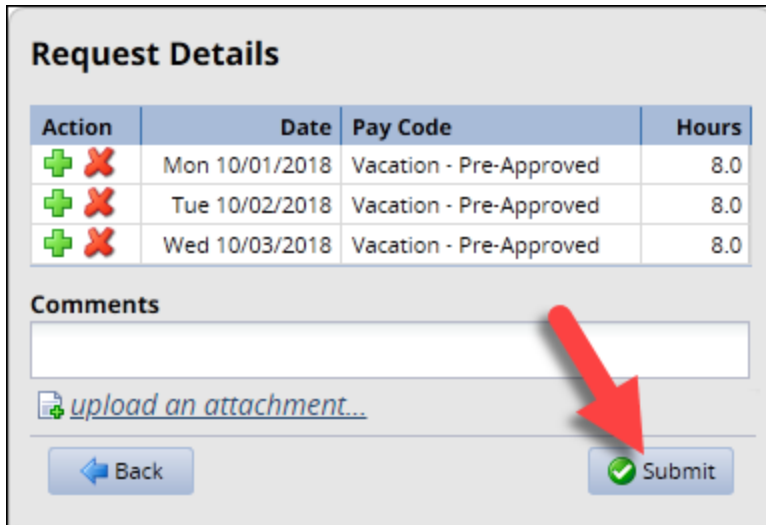
To change hours listed, click in the hours column and type in the correct hours.

Bank balance before and after the time off request.







The graph shows the selected bank balance with usage (pending and approved) and accruals.

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


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



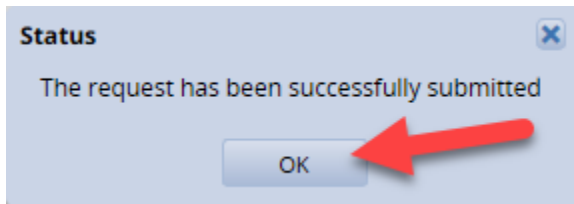
Request Details

Action	Date	Pay Code	Hours
 	Mon 10/01/2018	Vacation - Pre-Approved	8.0
 	Tue 10/02/2018	Vacation - Pre-Approved	8.0
 	Wed 10/03/2018	Vacation - Pre-Approved	8.0

Comments

 [upload an attachment...](#)

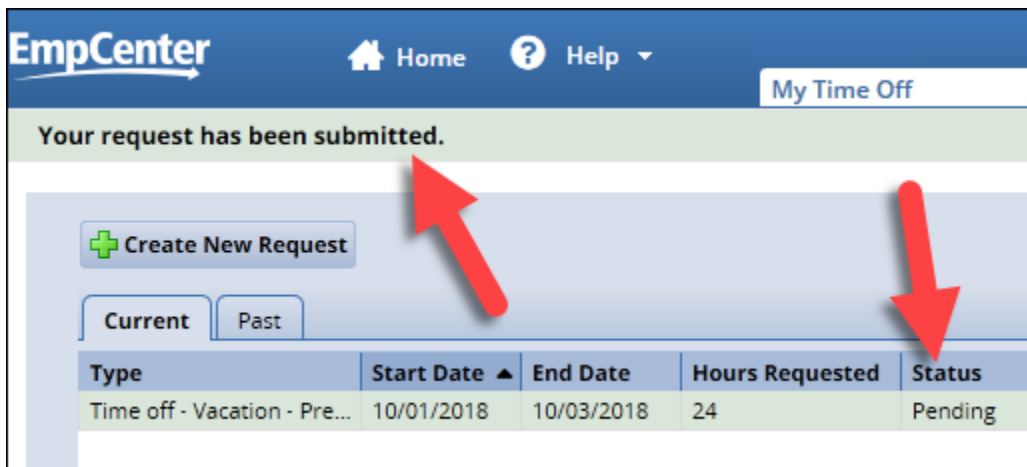
10. Click OK to return to the Request List page:



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.



Type	Start Date ▲	End Date	Hours Requested	Status
Time off - Vacation - Pre...	10/01/2018	10/03/2018	24	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' form 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, LWOP - 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 box and a 'Back' button. To the right of the dropdown is an 'Update' button.

Action	Date	Pay Code	Hours
	Mon 10/01/2018	Vacation - Pre-Approved	8.0
	Tue 10/02/2018	Select Pay Code	8.0
	Wed 10/03/2018	Vacation - Pre-Approved	8.0

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' form 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, LWOP - 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 box and a 'Back' button. To the right of the dropdown is a 'Submit' button.

Action	Date	Pay Code	Hours
	Mon 10/01/2018	Vacation - Pre-Approved	8.0
	Tue 10/02/2018	Vacation - Pre-Approved	8.0
	Wed 10/03/2018	Vacation - Pre-Approved	8.0

Comments

Back Submit


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

The screenshot shows the 'Request Details' form with a table containing three rows of dates: Mon 10/01/2018, Mon 10/01/2018, and Tue 10/02/2018. The 'Hours' column for the first row is circled in red. Below the table is a 'Comments' section with a text box and a 'Back' button. To the right of the dropdown is a 'Submit' button.







Action	Date	Pay Code	Hours
	Mon 10/01/2018	Vacation - Pre-Approved	8.0
	Mon 10/01/2018	Sick - Pre-Approved	8.0
	Tue 10/02/2018	Vacation - Pre-Approved	8.0

Comments

Back Submit

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	8.0
 	Tue 10/02/2018	Vacation - Pre-Approved	8.0
 	Wed 10/03/2018	Vacation - Pre-Approved	8.0

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	8.0
 	Tue 10/02/2018	Vacation - Pre-Approved	8.0
 	Wed 10/03/2018	Vacation - Pre-Approved	<input type="text" value="8.0"/>

Comments

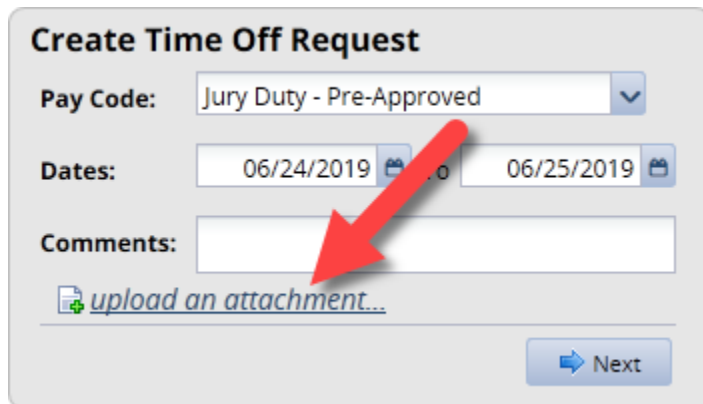
5. When you have made all the necessary changes, click Update to save your changes:

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

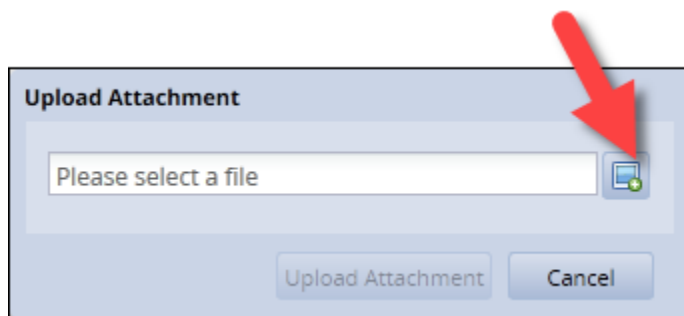
Comments:

[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:

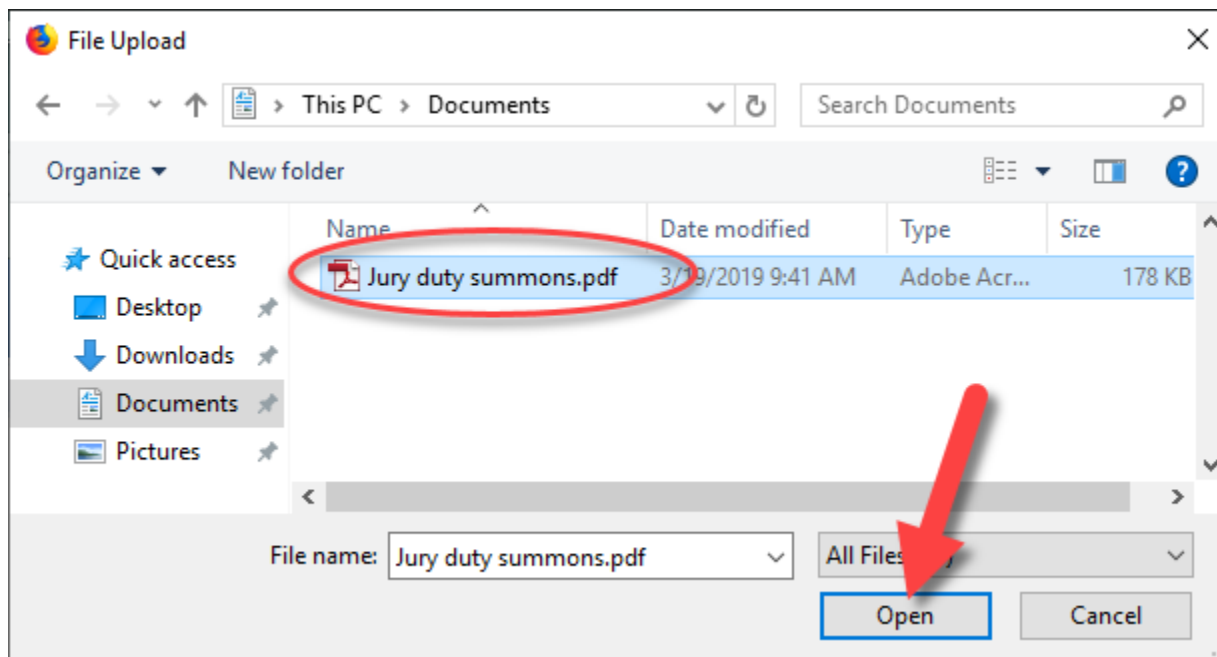


Upload Attachment

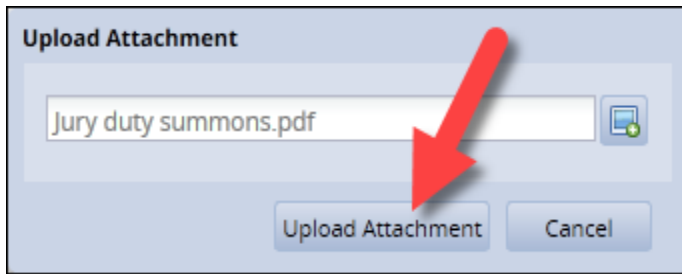
Please select a file

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' section contains a table with three rows of requests, each marked with a red 'X' in the 'Action' column, indicating an error. The 'Bank Usage' section shows the 'Vacation Bank' with 16.00 hours used and 187.00 hours remaining, and 'Comp Time' with 0.00 hours used and 0.00 hours remaining. The 'Exceptions' section displays a message: '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	Hours
	Mon 10/01/2018	Vacation - Pre-Approved	8.0
	Tue 10/02/2018	Vacation - Pre-Approved	8.0
	Wed 10/03/2018	Comp - Pre-Approved	8.0

Date	Message	Severity
10/03/2018	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 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' section shows a single request for Tuesday, 04/02/2019, with 8.0 hours requested. The 'Bank Usage' section shows 'Comp Time' with 8.00 hours used and 0.00 hours remaining. The 'Exceptions' section displays a message: '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.

EmpCenter Home Help


My Time Off

View Request List

Request Details

Action	Date	Pay Code	Hours
 	Mon 10/01/2018	Vacation - Pre-Approved	8.0

Comments

 Exceptions prevent request submission.

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

Bank Usage

Mon 10/01 Mon 10/01

Vacation Bank: 0.00 Hours used 232.78 232.78

Exceptions

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.

EmpCenter Home Help

My Time Off

View Request List

Request Details

Action	Date	Pay Code	Hours
 	Tue 09/04/2018	Special Day - Pre-Approved	8.0

Comments

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

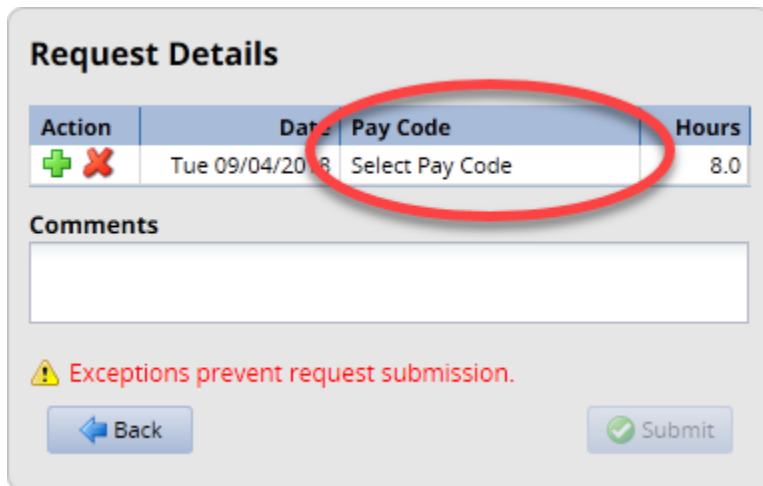
Exceptions

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 the text 'Select Pay Code', which is circled in red. Below the table is a 'Comments' section with a text input field. 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	8.0

Comments

 Exceptions prevent request submission.

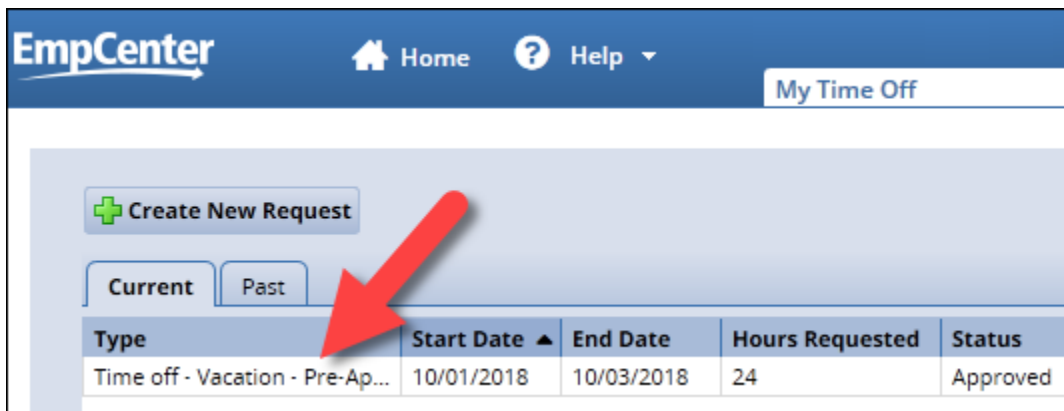
[Back](#) [Submit](#)

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' interface. At the top, there's a navigation bar with 'Home' and 'Help' links. Below that, there's a 'My Time Off' tab. The main content area has a 'Create New Request' button and 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-Ap...', '10/01/2018', '10/03/2018', '24', and 'Approved'.

EmpCenter

Home Help

My Time Off

 Create New Request

Current Past

Type	Start Date	End Date	Hours Requested	Status
Time off - Vacation - Pre-Ap...	10/01/2018	10/03/2018	24	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:

Request Summary Approved
Manager-Senior Program-271000-C10655-00

Date	Pay Code	Hours
Mon 10/01/2018	Vacation - Pre-Approved	8.0
Tue 10/02/2018	Vacation - Pre-Approved	8.0
Wed 10/03/2018	Vacation - Pre-Approved	8.0

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

Date/Time	Approval Status	User	Comments
08/16/2018 02:21 pm	Pending	Beaver, Diego	
08/17/2018 09:34 am	Approved	Hart, Pierce	

Cancelling a Time Off Request

You can cancel an approved or pending request as long as the timesheet is open. 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:

My Time Off

[+ Create New Request](#)

Current **Past**

Type	Start Date	End Date	Hours Requested	Status
Time off - Vacation - Pre-Approved	10/01/2018	10/03/2018	24	Approved

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

EmpCenter Home ? Help ▾ My Time Off

View Request List **Cancel Request**

Request Summary Approved
Manager-Senior Program-271000-C10655-00

Date	Pay Code	Hours
Mon 10/01/2018	Vacation - Pre-Approved	8.0
Tue 10/02/2018	Vacation - Pre-Approved	8.0
Wed 10/03/2018	Vacation - Pre-Approved	8.0

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

Date/Time	Approval Status	User	Comments
08/16/2018 02:21 pm	Pending	Beaver, Diego	
08/17/2018 09:34 am	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**

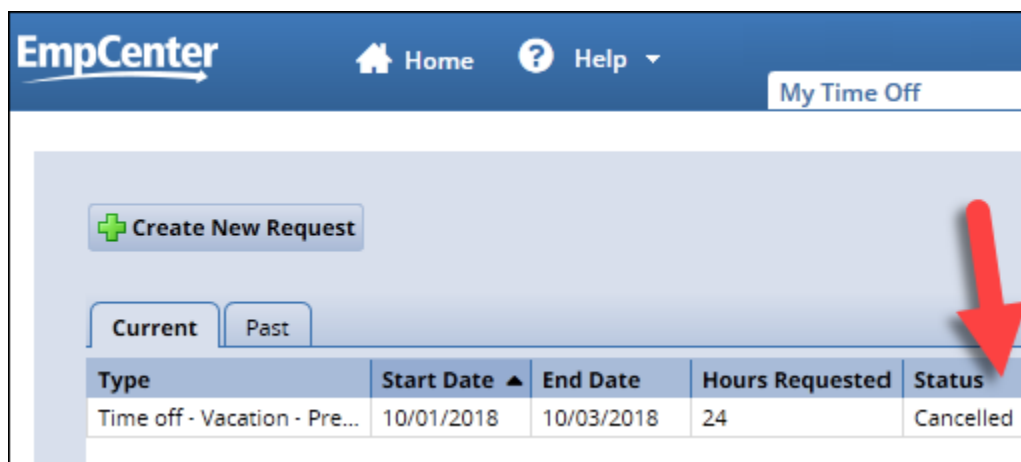
4. You'll receive confirmation that the request was cancelled. Click OK to return to the Request List page:

Status [X]

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 EmpCenter interface with a blue header bar containing the logo, 'Home' link, and 'Help' dropdown. A 'My Time Off' tab is active. Below the header, there is a '+ Create New Request' button and two tabs: 'Current' and 'Past'. 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 24 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	24	Cancelled

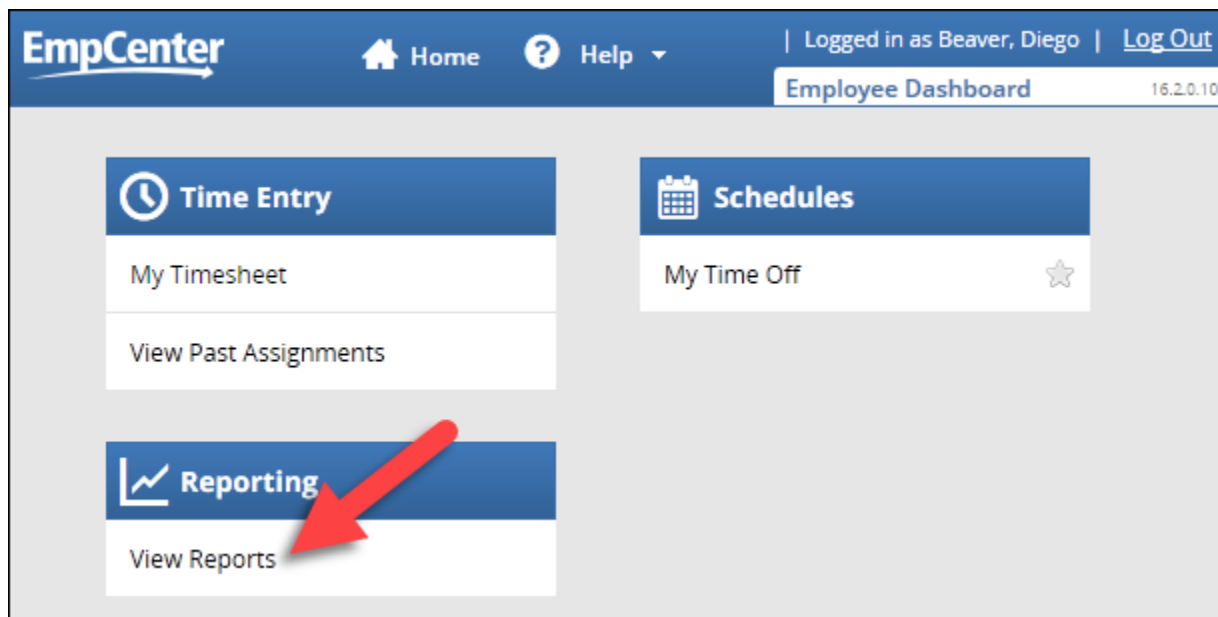
Note: once the request is cancelled, no further action can be taken. To re-request the day you must create a new time off request.

Reports

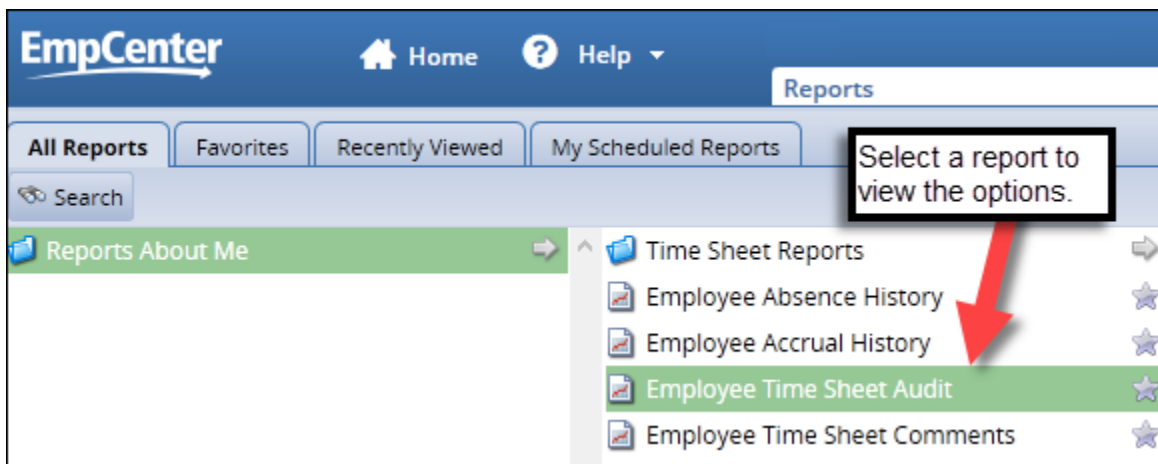
EmpCenter allows you to run reports for the current and past pay periods. Reports include leave accrual information and timesheet audit reports.

Viewing Reports

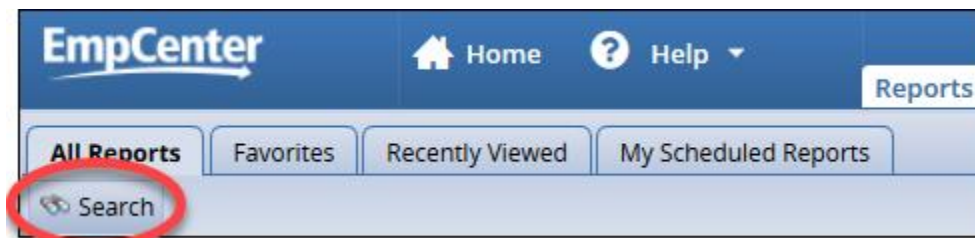
1. All reports are accessed by clicking on View Reports on the Dashboard under Reporting:



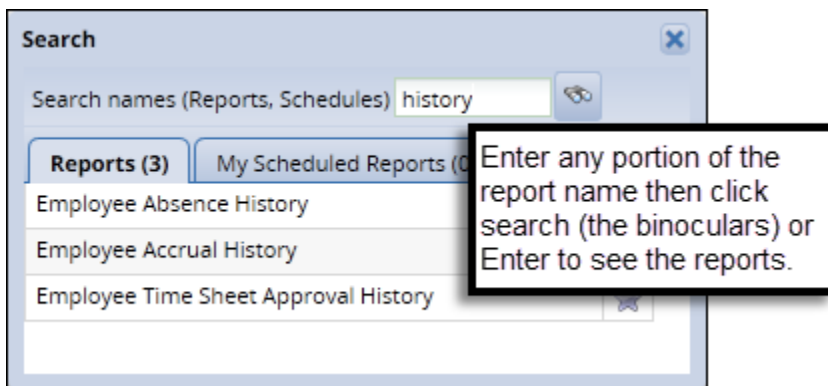
2. On the Reports page, select Reports About Me then the report name to view the options:



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, there's a navigation bar with 'Home' and 'Help' links. Below it, a 'Reports' section contains tabs for 'All Reports', 'Favorites', 'Recently Viewed', and 'My Scheduled Reports'. A search bar is also present. Under 'All Reports', there's a list of report categories: 'Reports About Me', '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 this, the 'Report: Employee Time Sheet Audit' configuration page is shown. It includes a 'Run Now' button and a 'Schedule' button. 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 with a callout box stating: '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, there's a 'Language for Report Output' dropdown set to 'English'.

Enter the date or use the calendar icon.

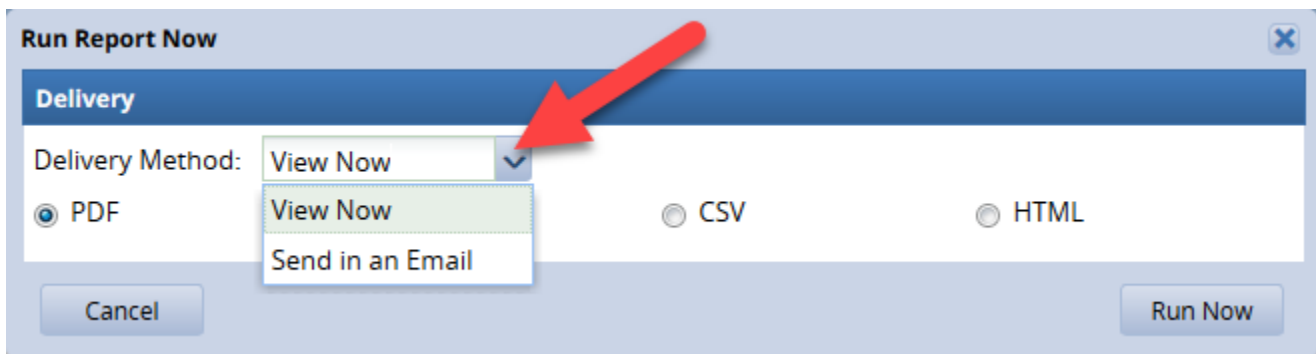
- For reports with Pay Period End Date as the criteria, the date must be the last day of a pay period (e.g., 12/31/17).
- For reports that allow date ranges as the criteria, you can enter the dates or select a range for a period of time before or after the current date.

Note: Each report has different set of options.

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

This screenshot is a closer view of the 'Report: Employee Time Sheet Audit' configuration page. A red arrow points to the 'Run Now' button, which is a green triangle icon. The 'Report Parameters' section is visible, showing the 'Pay Period End Date' field with the date '12/15/2017' and a calendar icon. Below this, there's a 'Language for Report Output' dropdown set to 'English'. The 'Run Now' button is located at the top right of the configuration area, next to a 'Schedule' button.

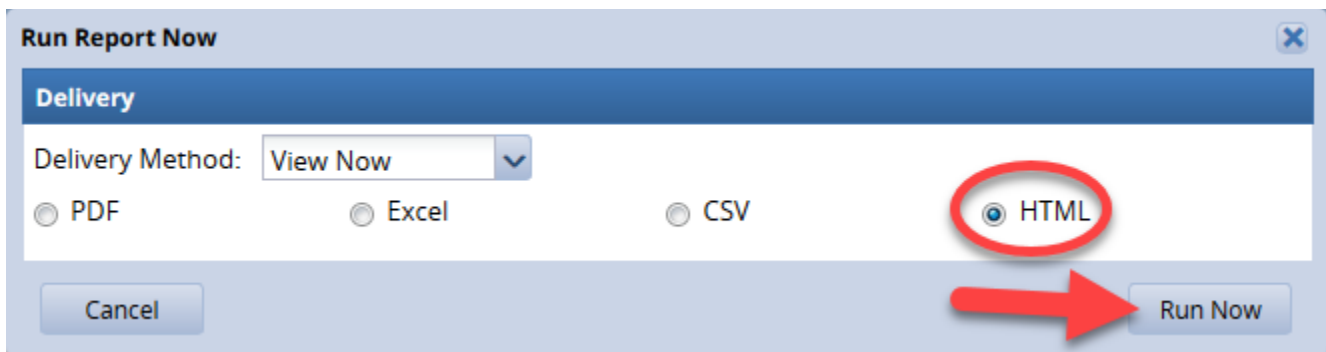
5. Select the delivery option:



The screenshot shows a dialog box titled "Run Report Now". Inside, there is a "Delivery" section with a "Delivery Method" dropdown menu. The dropdown is open, showing three options: "View Now", "Send in an Email", and "CSV". A red arrow points to the "View Now" option. Below the dropdown, there are three radio buttons: "PDF" (selected), "CSV", and "HTML". At the bottom, there are "Cancel" and "Run Now" buttons.

- 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:

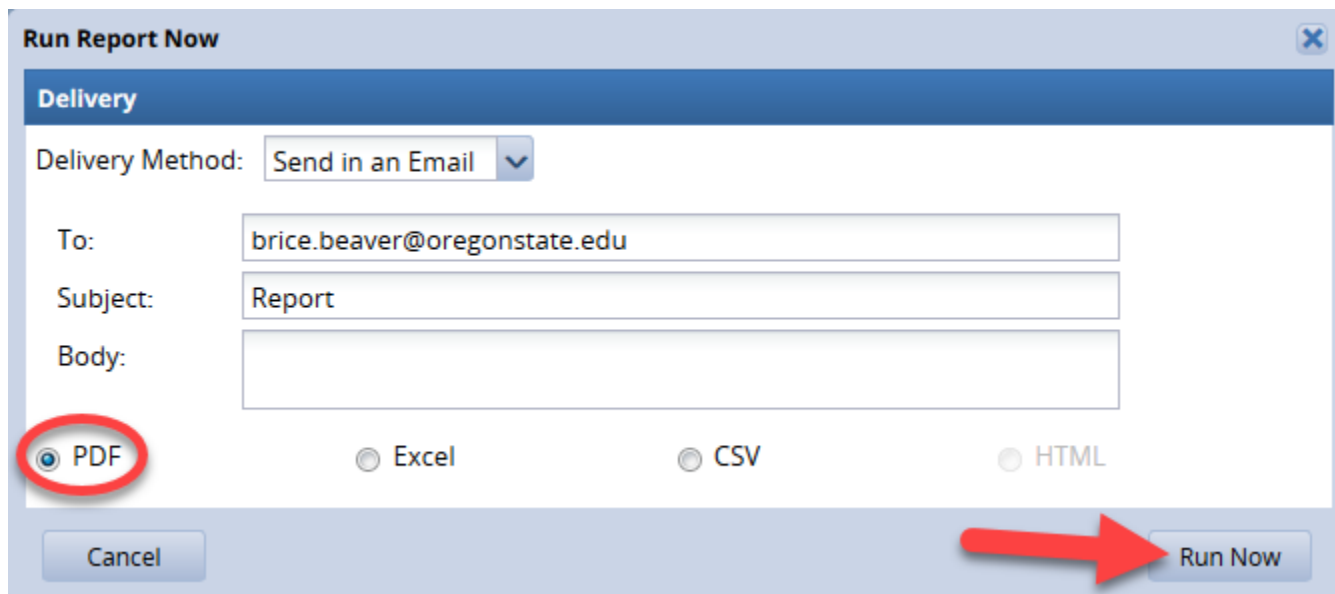


The screenshot shows the same "Run Report Now" dialog box. The "Delivery Method" dropdown is now set to "View Now". The "HTML" radio button is selected and circled in red. A red arrow points to the "Run Now" button. The "PDF" and "Excel" radio buttons are also visible.

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 'Delivery' tab. The 'Delivery Method' is set to 'Send in an Email'. The 'To' field contains 'brice.beaver@oregonstate.edu', the 'Subject' is 'Report', and the 'Body' is empty. Below these fields are four radio buttons for the report format: 'PDF' (selected and circled in red), 'Excel', 'CSV', and 'HTML'. At the bottom, there are 'Cancel' and 'Run Now' buttons. A red arrow points to the 'Run Now' button.

Run Report Now

Delivery

Delivery Method: Send in an Email

To:

Subject:

Body:

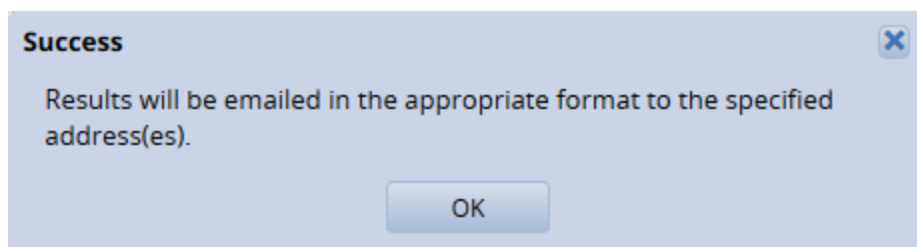
☒ PDF ☐ Excel ☐ CSV ☐ HTML

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' dialog box with a close button in the top right corner. The text inside says 'Results will be emailed in the appropriate format to the specified address(es)'. There is an 'OK' button at the bottom.

Success

Results will be emailed in the appropriate format to the specified address(es).

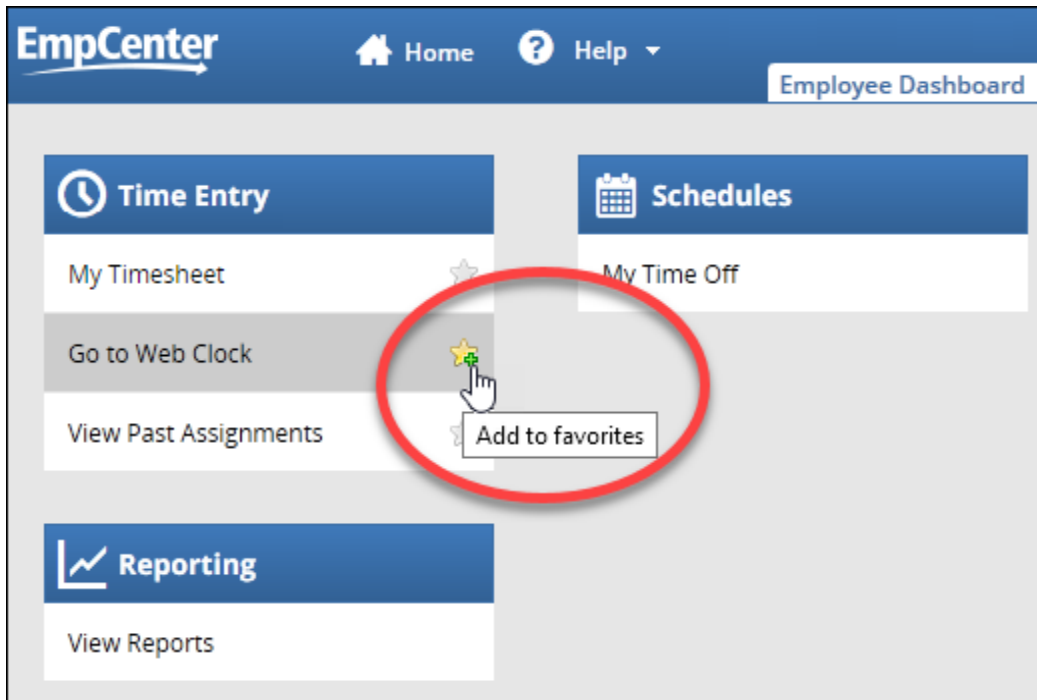
Note: If needed, you can schedule reports you use frequently to be emailed to you on a daily, weekly, monthly, or yearly basis. See the Reports guide on the MyTime Supervisor Training page for more details on how to set up a schedule for a report in EmpCenter.

Appendix A: Create Favorites

Employee Dashboard

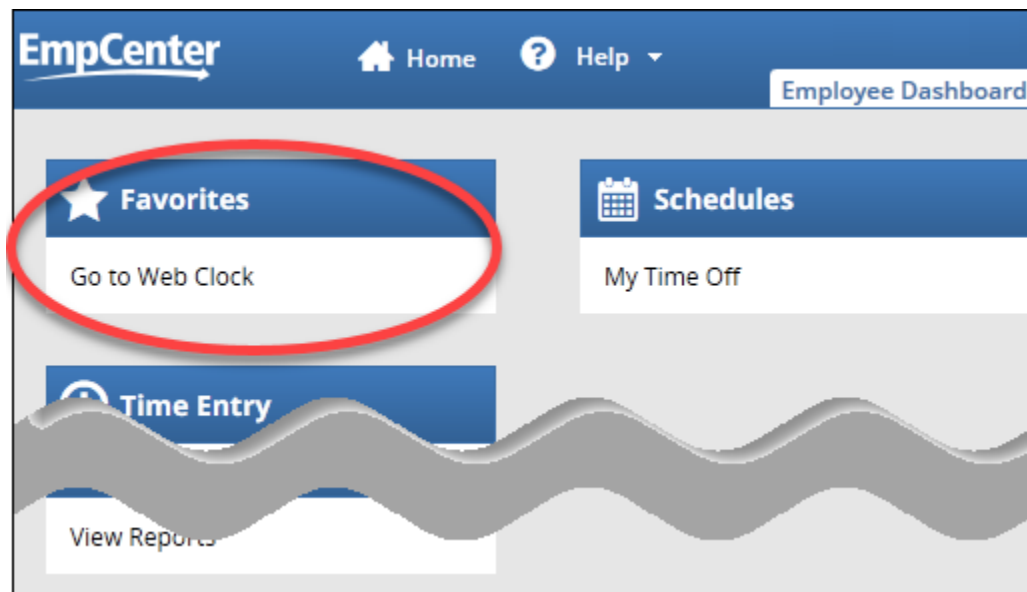
On the EmpCenter Dashboard, you can create favorites for tasks you access most often.

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:

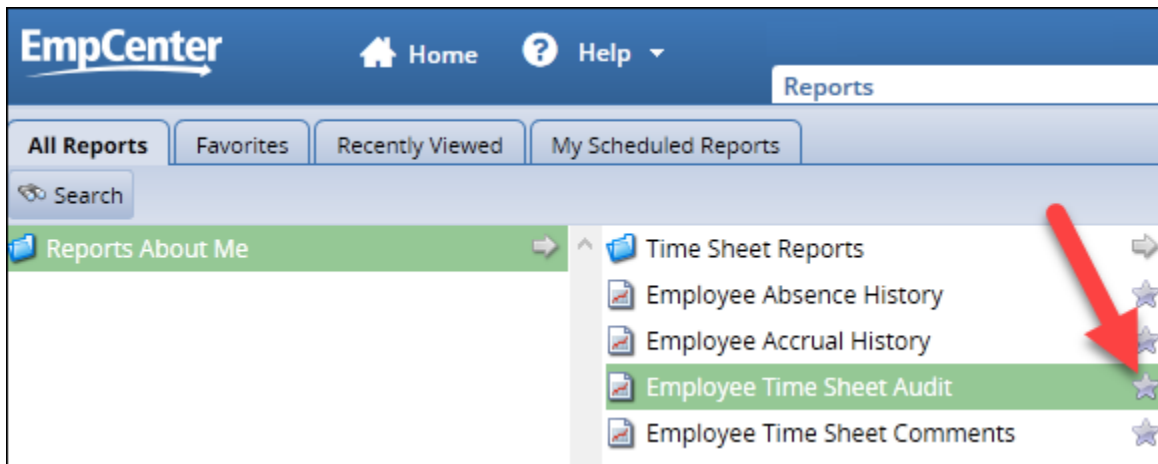


Note: to remove any item from the Favorites group, simply drag it back to its original group or hover your mouse over the item to click on the yellow star.

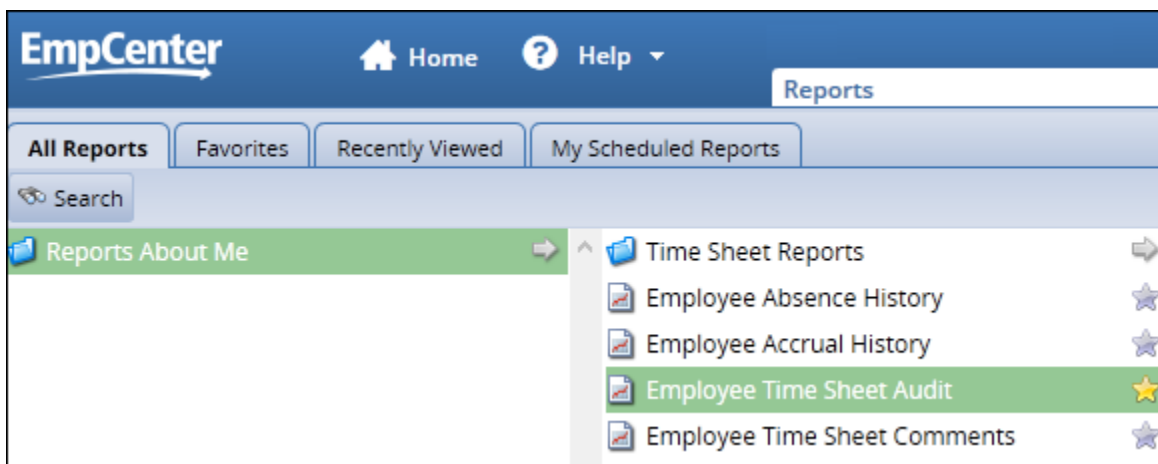
Reports

You can create favorites for reports you access most often.

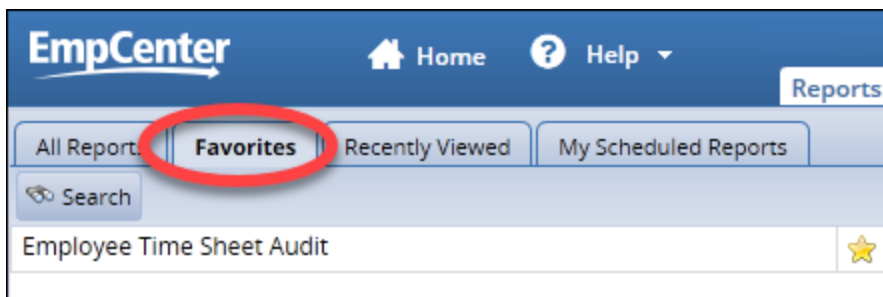
1. After selecting View Reports from the Employee Dashboard, find the report you would like to make a favorite then click the gray star next to the report title:



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



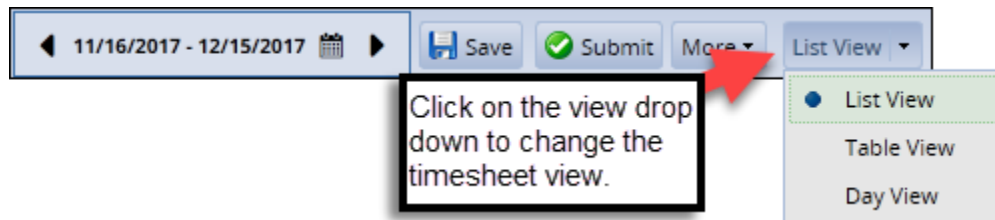
2. You can view all favorite reports by clicking on the Favorites tab:



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 lists days from Thursday 11/16 to Monday 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 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

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.

Pay Code	Hours	Clock Loc...	Comments	Total
+ Select Pay Code				0.00

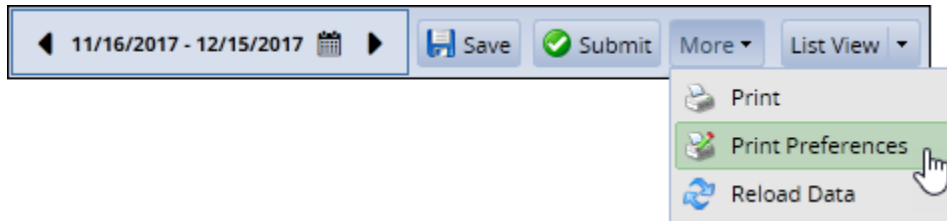
Time Off

Pay Code	Hours	Leave Case	Comments
+ Select Pay Code			

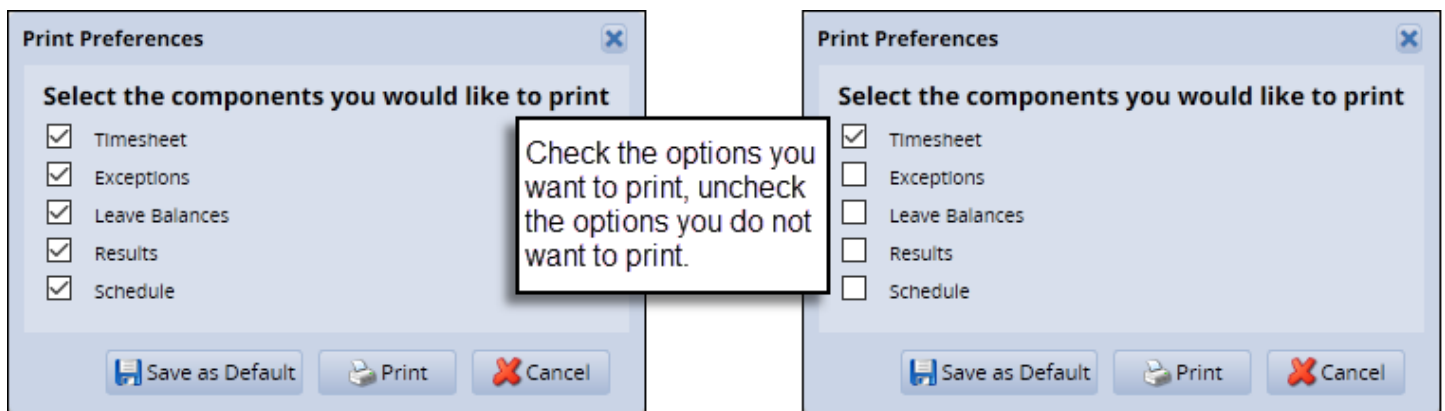
Appendix C: My Time Entry Print Preferences

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

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

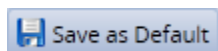


2. In the Print Preferences window, select the options you would like to print:



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

The pay codes you see are determined by your policy profile in EmpCenter. Some of the pay codes are also limited to certain job types. Below are the pay codes and definition for the Classified Salaried Exempt policy profile. Note: the pay codes below are in alphabetical order; the order on the timesheet may be different.

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. Call back pay is considered penalty pay and is paid at time and a half no matter how many hours the employee worked for the week so it is not counted toward total hours for the week and cannot be converted to comp time.
Comp	Leave taken from the Comp Time leave bank.
Essential Time	Hours REQUIRED to work during an official University closure for employees designated "Essential".
Exchange	Leave taken from the Exchange Time leave bank.
Furlough	Leave taken from the Furlough leave bank. Not a valid pay code after June 30, 2013.
Hardship Leave	Leave taken from the Hardship (donated) leave bank. Must be used with an approved protected leave case.
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 for any hours worked on an observed holiday.
Jury Duty	Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required.
LWOP	Leave Without Pay. Used when all available leave has been exhausted.
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.
Personal	Leave taken from the Personal leave bank.
Regular Hours	Used to record worked hours for the day.
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 Christmas or before or after New Year's Day as defined in the collective bargaining agreement.
Steward Hours	Used to record hours spent on union steward duties. Does not add to worked hours for the pay period.
Vacation	Leave taken from the Vacation leave bank.

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.