

August 2023



**Oregon  
State  
University**

**EMPCENTER 20.2 USER  
GUIDE**

**Oregon State**  
UNIVERSITY

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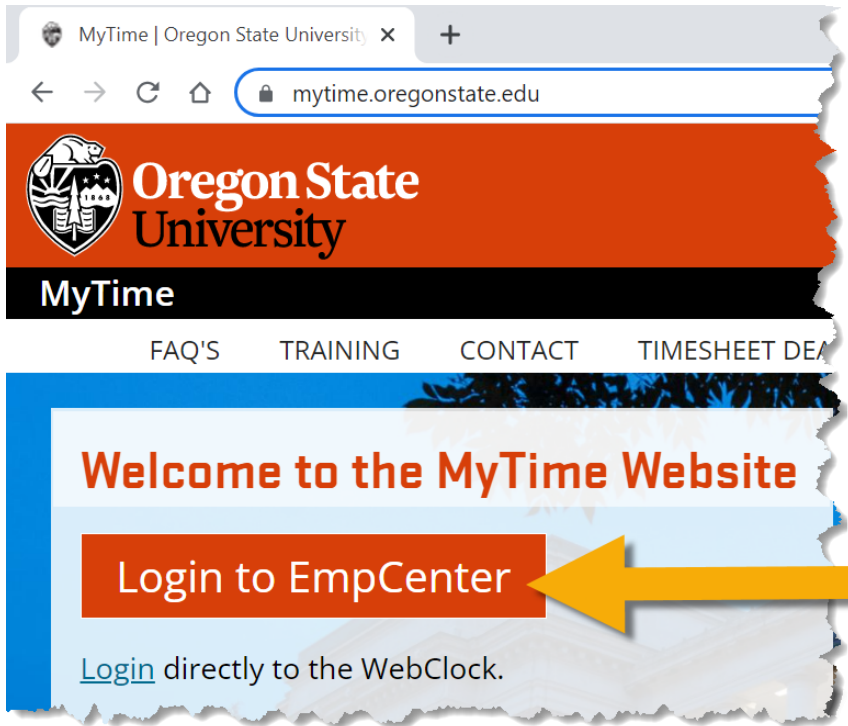
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# EmpCenter Overview

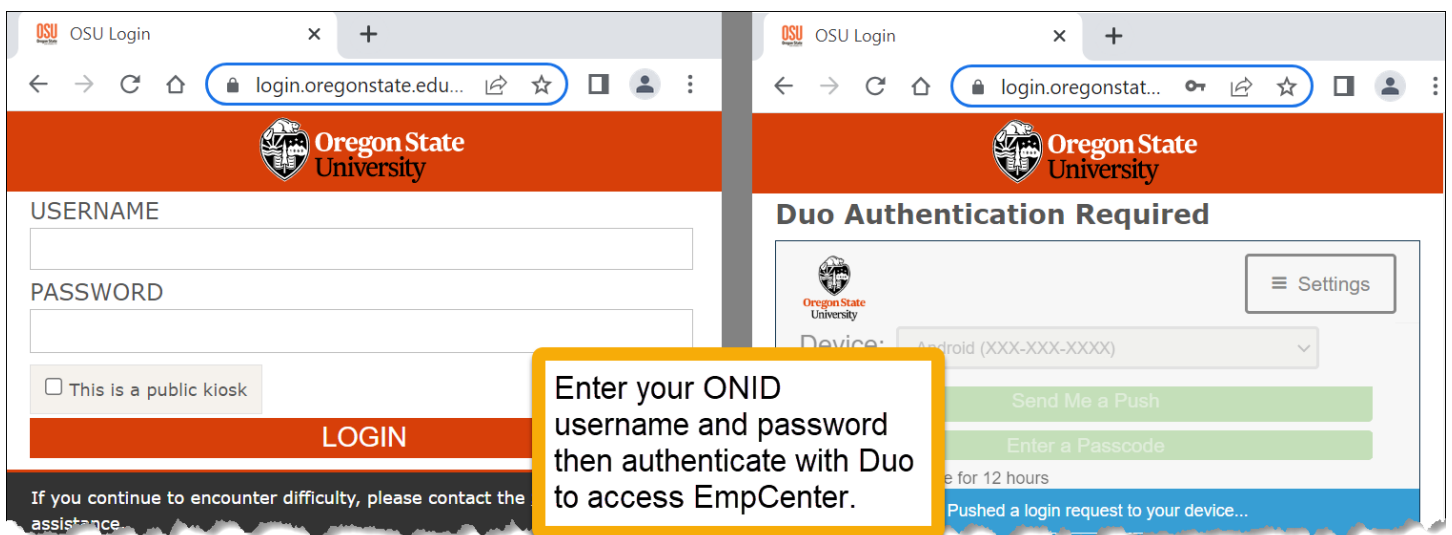
## Accessing EmpCenter

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/>:



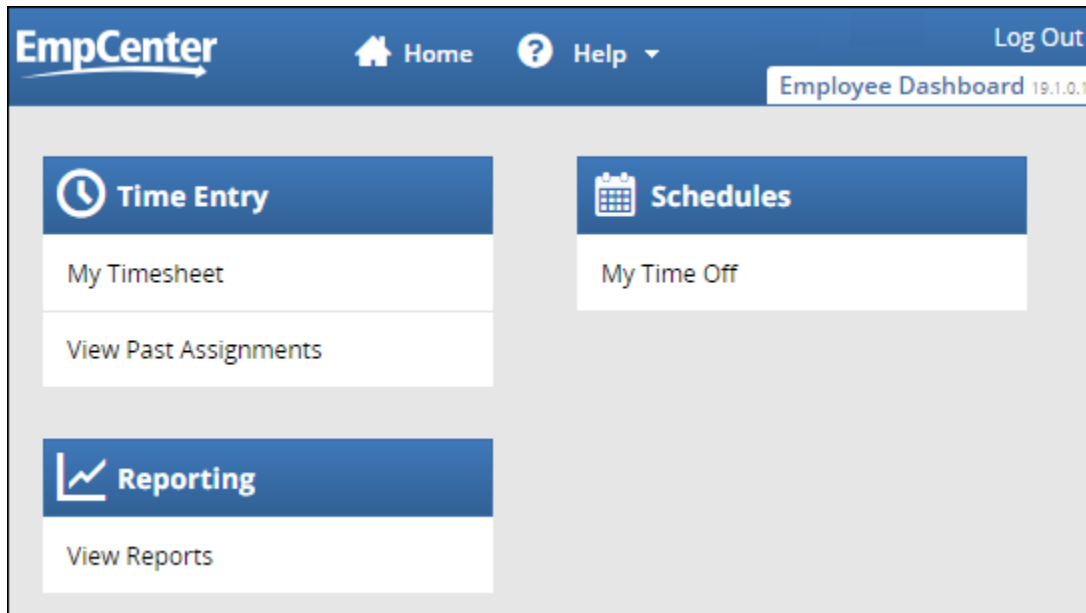
At the OSU Single Sign On (SSO) page, login with your ONID username and password then authenticate with Duo Multi-Factor Authentication (MFA):



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 worked, overtime, or leave used and submit your timesheet to your supervisor for approval.
- View Past Assignments: access timesheets from previous jobs and/or previous pay periods.

### Reporting link:

- Reporting: access employee reports such as Absence History, Time Sheet Audit, and Time Sheet Approval History.

### Schedules options:

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

## Employee Timesheet (My Timesheet)

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

EmpCenter | Home | Help | Logged in as Beaver, Officer | Log Out

My Time Entry: 630911911 :: Beaver, Officer

07/16/2023 - 08/15/2023 | Save | Submit | More | List View | [Trash Icon]

**Timesheet**

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T Jul 16, 2023  Show All Weeks

Date	Pay Code	Hours	Leave Case	Comments
Sun 07/16	Select Pay Code	0.00		

Exceptions | Leave Balances | Results | Timesheet Comments

Filter exceptions by day


Date	Exception Message	Severity
	No exceptions.	

### Timesheet Top

EmpCenter | Home | Help | My Time Entry

07/16/2023 - 08/15/2023 | Save | Submit | More | List View | [Trash Icon]

A B C D E F

- 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.
- Save: save any changes to your timesheet. EmpCenter will warn you if you try to navigate away from the page before saving your changes.
- Submit: certify your timesheet is correct and send it to your supervisor for review and approval. Once submitted, the button changes to  until the timesheet has been processed. You can recall your timesheet to make changes any time prior to your supervisor approving it.
- 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.
- 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.
- 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

**Timesheet**

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked.

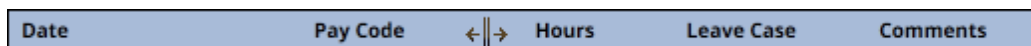
S M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T Jul 16, 2023  Show All Weeks

Date	Pay Code	Hours	Leave Case	Comments
Sun 07/16	Select Pay Code			
Mon 07/17	Select Pay Code			
Tue 07/18	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). When hours are entered, the total for the week will display at the bottom of the column.
- 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. Comments: type comments for your supervisor, if needed, about the time slice.

You can change the width of the columns (except date) by clicking between any two columns and dragging to resize:



## Timesheet Bottom

The screenshot shows a user interface for a timesheet. At the top, there are four tabs: 'Exceptions', 'Leave Balances', 'Results', and 'Timesheet Comments'. A red circle highlights a small downward-pointing arrow above the 'Timesheet Comments' tab. Below the tabs, there are four red circles labeled 'A', 'B', 'C', and 'D' corresponding to the tabs. To the right of the tabs is a checkbox labeled 'Filter exceptions by day'. Below the tabs is a table with three columns: 'Date', 'Exception Message', and 'Severity'. The table content is 'No exceptions.'

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

- A. Exceptions: information, warning, or errors on your timesheet. Errors must be corrected before submitting your timesheet for approval. Reminder: overtime hours entered will always generate a red level error that must be acknowledged by the supervisor.
- 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. Timesheet Comments: comments can be added by anyone with access to the 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 16<sup>th</sup> of the month to the 15<sup>th</sup> 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:

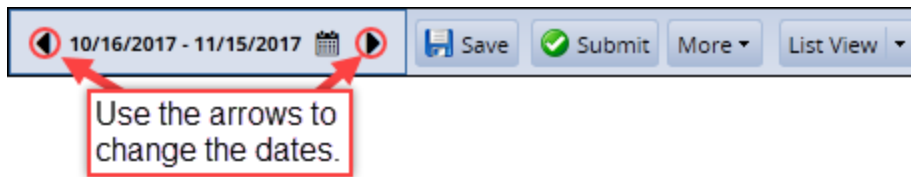
The screenshot shows a dialog box titled 'Choose an Assignment'. It has a blue header with a white person icon and the text 'Choose an Assignment'. Below the header, there are two options listed: 'Campus Sec/Public Sfty Officer-409030-C14953-00' and 'Campus Dispatcher-409030-C16253-00'.

## Changing the Pay Period

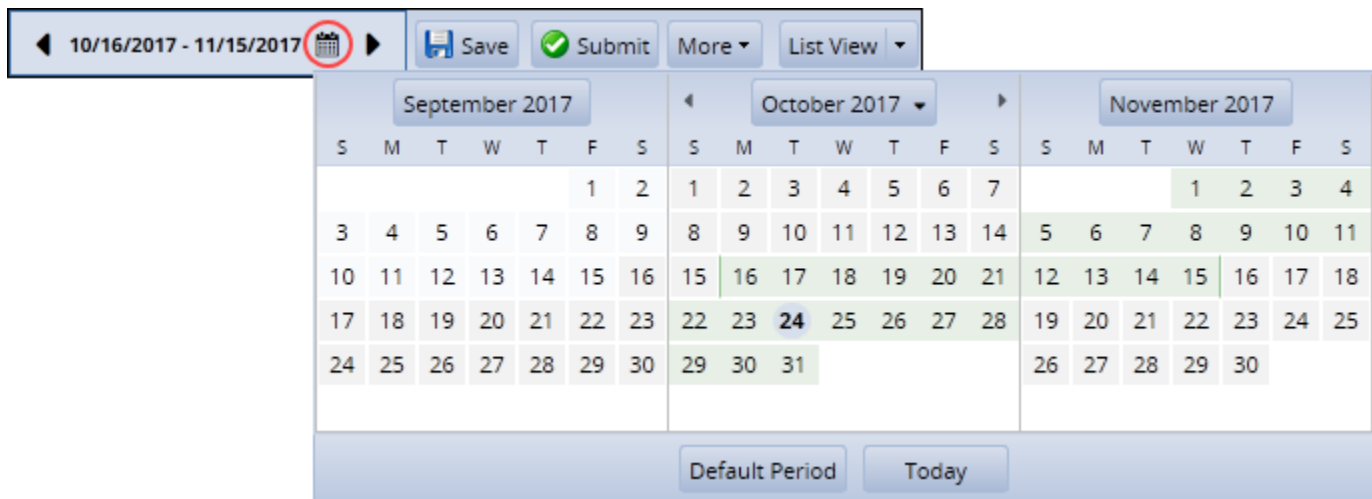
The timesheet will default to the current open pay period; once you have submitted your timesheet, it will default to the next pay period. However, you can change the period to view past or future timesheets.

- 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:



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

Public Safety employees enter worked hours, overtime hours, differentials, and leave time (e.g., vacation, sick) 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	Comments
Sun 08/06	Select Pay Code			
Mon 08/07	Select Pay Code			
Tue 08/08	Select Pay Code			
		0.00		

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

Date	Pay Code	Hours	Leave Case	Comments
Sun 08/06	Select Pay Code			
Mon 08/07	Select Pay Code			
Tue 08/08	Select Pay Code			
		0.00		

Select Pay Code  
 Select Pay Code  
 Worked Hours  
 Comp  
 Holiday Work Comp Requested  
 Jury Duty  
 Overtime Comp Requested  
 Sick  
 Special Day  
 Holiday  
 LWOP  
 Military  
 Vacation  
 Call Back Pay  
 Field Training Officer  
 Instructor Certification  
 Overtime Hours

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

3. Enter the elapsed time in the Hours column then click Save at the top of the timesheet:

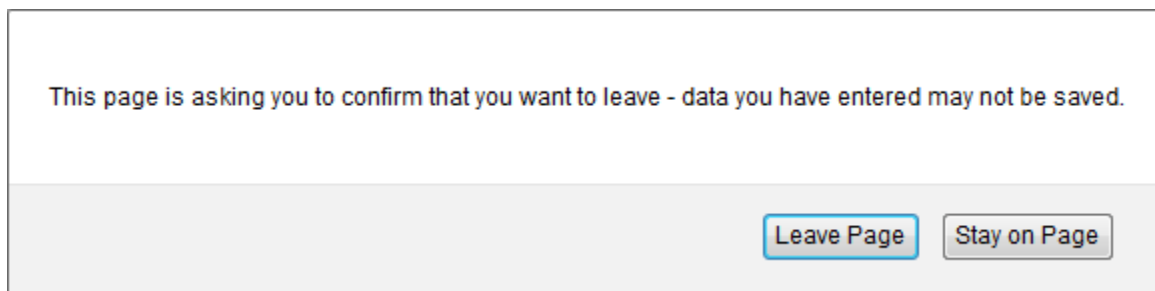
The screenshot shows the EmpCenter interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Log Out' options. Below this, a status bar indicates 'My Time Entry: 630911911 :: Beaver, Officer'. A toolbar contains buttons for 'Save', 'Submit', 'More', 'List View', and a 'Timesheet has unsaved data' warning. The main content area is titled 'Timesheet' and includes a certification 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 certification, there is a calendar view for August 7, 2023, with a 'Show All Weeks' checkbox. The timesheet table below shows the following data:

Date	Pay Code	Hours	Leave Case	Comments
Sun 08/06	Select Pay Code			
Mon 08/07	Worked Hours	12.00		
Tue 08/08	Select Pay Code			

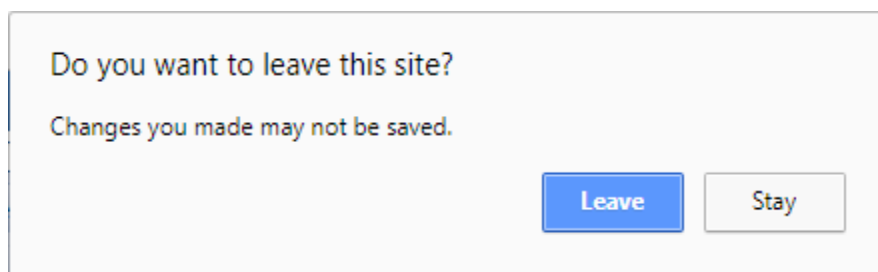
You'll receive confirmation that your changes have been saved:



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



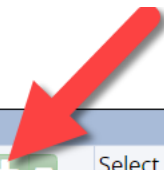
or



## Timesheet Row Options

### Add a Row

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



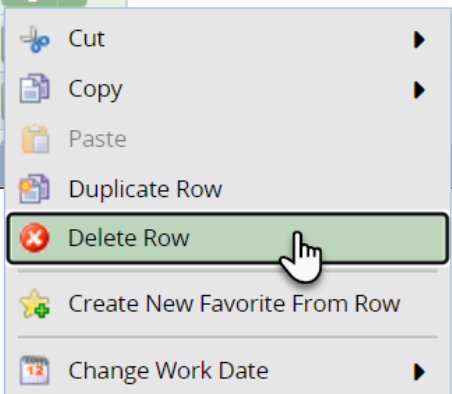
Date		Pay Code	Hours	Leave Case	Comments
Sun 08/06		Select Pay Code			
Mon 08/07		Select Pay Code			
Tue 08/08		Select Pay Code			
			0.00		

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

### Delete a Row

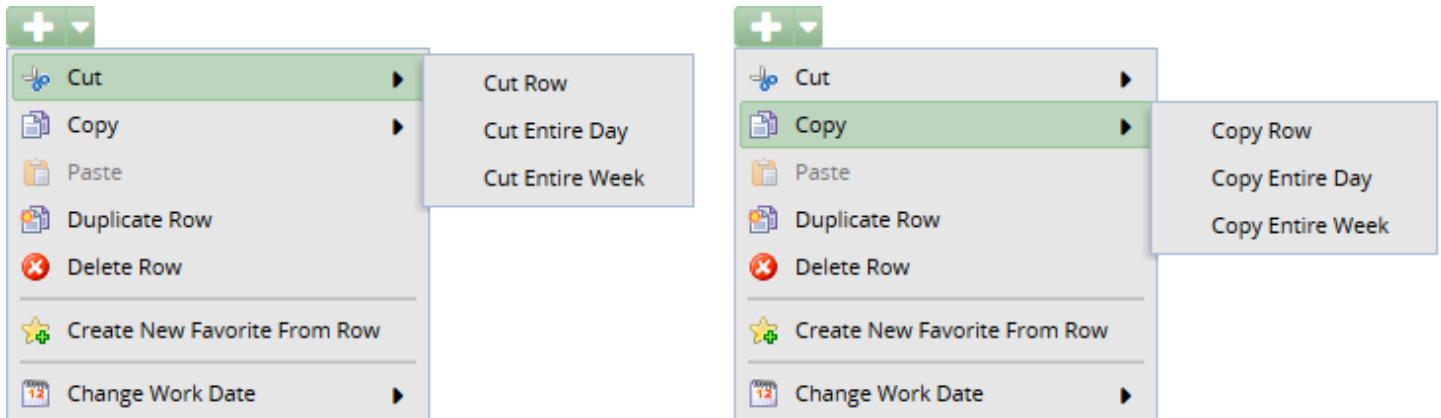
1. Click on the down arrow next to the plus sign then select Delete Row:

Date		Pay Code	Hours	Leave Case	Comments
Mon 08/07		Sick	4.00		
			12.00		
Tue 08/08					
			16.00		



## 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:

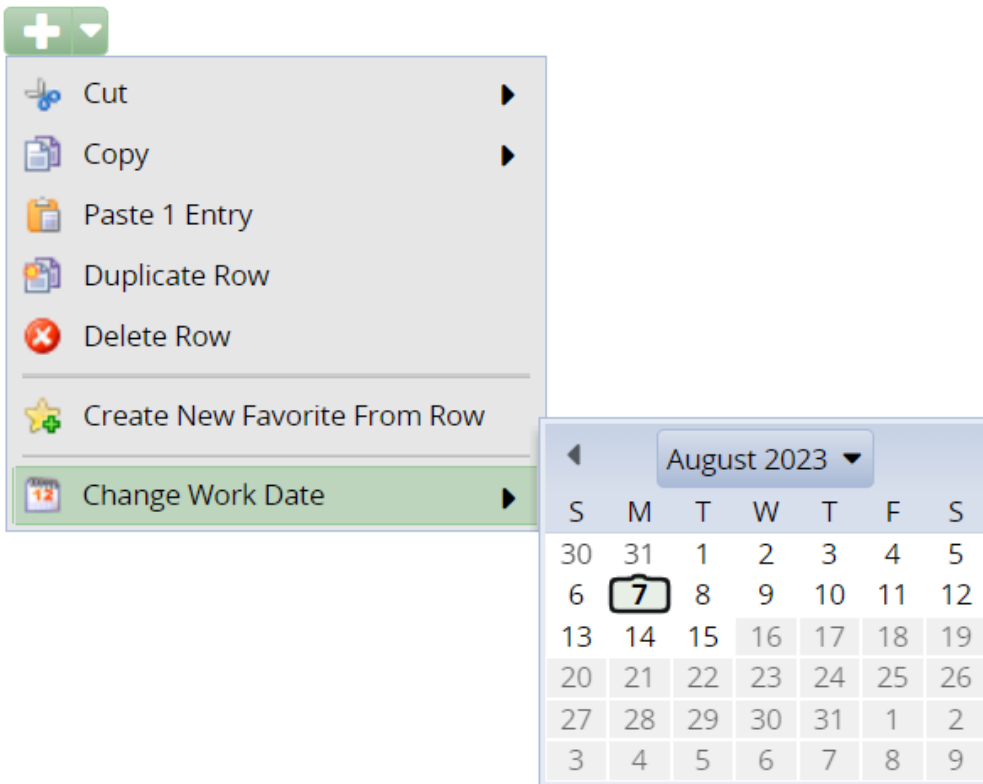
Date		Pay Code	Hours	Leave Case	Comments
Sun 08/06	+ ▾	Select Pay Code ▾			
Mon 08/07	+ ▾	Worked Hours ▾	12.00		
Tue 08/08	+ ▾	Select Pay Code ▾			

A context menu is open over the 'Tue 08/08' entry, with 'Paste 1 Entry' highlighted and a mouse cursor pointing to it. The menu also includes 'Cut', 'Copy', 'Duplicate Row', 'Delete Row', and 'Change Work Date'.

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.

## Entering Overtime

Due to the varied schedules Public Safety employees work, EmpCenter **does not** calculate overtime automatically. Overtime must be entered directly on the timesheet and **MUST** be approved by the supervisor.

1. Select Overtime Hours from the pay code drop down list:

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

2. Enter the number of hours and Save the timesheet:

07/16/2023 - 08/15/2023 Save Submit More List View

**Timesheet**

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked.

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	
Date																					
Pay Code																					
Hours																					
Leave Case																					
Comments																					
Mon 08/07	Overtime Hours										2.00										
	Worked Hours										12.00										
Tue 08/08	Select Pay Code																				
12.00																					

3. A red level exception will generate and the overtime will not calculate until it is approved by your supervisor:

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

**Exceptions** Leave Balances Results Timesheet Comments

Filter exceptions by day

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

Once the overtime is approved the exception will change to an informational level and the hours will calculate in the results tab:

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

Exceptions	Leave Balances	Results	Timesheet Comments
Filter exceptions by day <input type="checkbox"/>			
Date	Exception Message	Severity	
Mon 08/07	Overtime entered on timesheet is approved.	Info.	

## Requesting Comp Time

If you work overtime, 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 worked.

Please note, this process can be completed before overtime is approved, but you will not see any Comp time earned until AFTER the supervisor has approve the overtime. In addition, the comp time bank limit for Public Safety employees is **40** hours.

1. To request Comp time, choose Overtime Comp Requested from the Pay Code drop down list on the day you worked overtime:

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

Select Pay Code
Worked Hours
Overtime Hours
Comp
Holiday Work Comp Requested
Jury Duty
Overtime Comp Requested
Sick
Special Day
Vacation

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:

The screenshot shows the Timesheet interface for the period 07/16/2023 - 08/15/2023. At the top, there are buttons for 'Save', 'Submit', 'More', and 'List View'. A red arrow points to the 'Save' button. Below the buttons, there is a 'Timesheet' tab and a confirmation message: 'By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours'. The main area displays a calendar grid for August 2023, with a 'Show All Weeks' checkbox checked. Below the calendar is a table with columns: Date, Pay Code, Hours, Leave Case, and Comments. The table shows three entries for Monday, 08/07/2023: 'Worked Hours' (12.00), 'Overtime Hours' (2.00), and 'Overtime Comp Requested' (2.00). The '2.00' in the 'Overtime Comp Requested' row is circled in red.

Once the timesheet is Saved, you'll see the Comp Time reflected on the Results tab:

Exceptions		Leave Balances		Results	Timesheet Comments	
Work Date	Assignment	Job Title	Pay Code	Hours	Amount	R
07/17/2023	Police Officer-40...	Police Officer	Worked Hours	8.00	0.00	
08/07/2023	Police Officer-40...	Police Officer	Comp Time Earned	2.00	0.00	
08/07/2023	Police Officer-40...	Police Officer	Worked Hours	12.00	0.00	
08/14/2023	Police Officer-40...	Police Officer	Worked Hours	12.00	0.00	
08/14/2023	Police Officer-40...	Police Officer	Field Training Officer Differ...	3.00	0.00	

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:

Exceptions		Leave Balances		Results	Timesheet Comments		
<b>Sick Bank</b>		Hours	<b>Vacation Bank</b>		Hours	<b>Comp Time</b>	
Initial Balance Sun 07/16	236.38	Initial Balance Sun 07/16	115.00	Initial Balance Sun 07/16	23.63		
Earned	8.00	Earned	10.00	Earned	3.00		
Taken	0.00	Taken	0.00	Taken	0.00		
Ending Balance Tue 08/15	244.38	Ending Balance Tue 08/15	125.00	Ending Balance Tue 08/15	26.63		
<a href="#">Show Details &gt;&gt;</a>		<a href="#">Show Details &gt;&gt;</a>		<a href="#">Show Details &gt;&gt;</a>			

## Entering Differentials

The Field Training Officer and Instructor Certification differentials must be entered directly on the timesheet (all other differentials are programmed in the payroll system) **in addition** to worked hours for the day.

1. Select the differential from the pay code drop down list:

Date	Pay Code	Hours	Leave Case	Comments
Mon 08/14	Worked Hours	12.00		
	Select Pay Code			
	Overtime Comp Requested	0.00		
	Sick			
	Special Day			
	Vacation			
	Holiday			
	LWOP			
	Military			
	Call Back Pay			
	Field Training Officer			
	Instructor Certification			

2. Enter the total number of hours worked as a Field Training Officer or at Instructor Certification then save the timesheet:

07/16/2023 - 08/15/2023 Save Submit More List View Timesheet has unsaved data

Timesheet

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours

S M T W T F S S M T W T F S S M T W T F S S M T Aug 14, 2023 Show All Weeks

16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

12.00

Date	Pay Code	Hours	Leave Case	Comments
Mon 08/14	Worked Hours	12.00		
	Field Training Officer	3.00		

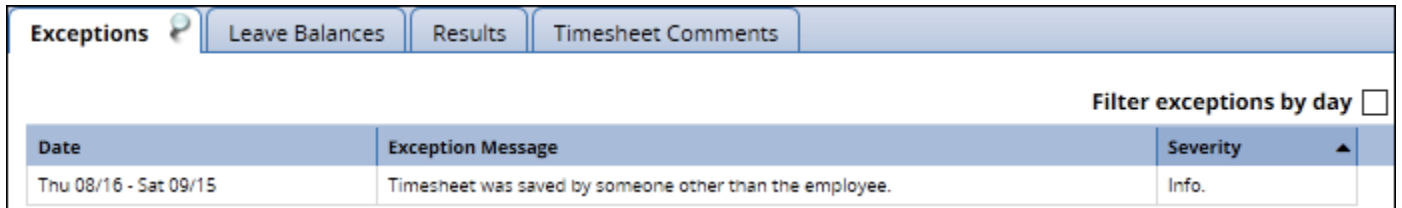
Note: Public Safety differentials must be entered **each day** they are worked for the **total** number of hours worked at that level that day.

## 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:

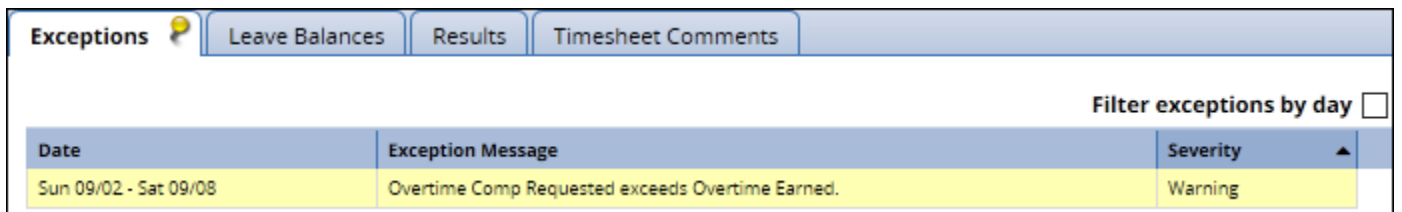
1. Informational – these exceptions are color coded white. They are informational only. Examples include definitions of pay codes and rules. You do not need to do anything with these exceptions.



The screenshot shows the 'Exceptions' tab with a white pin icon. The table below displays an informational exception.

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

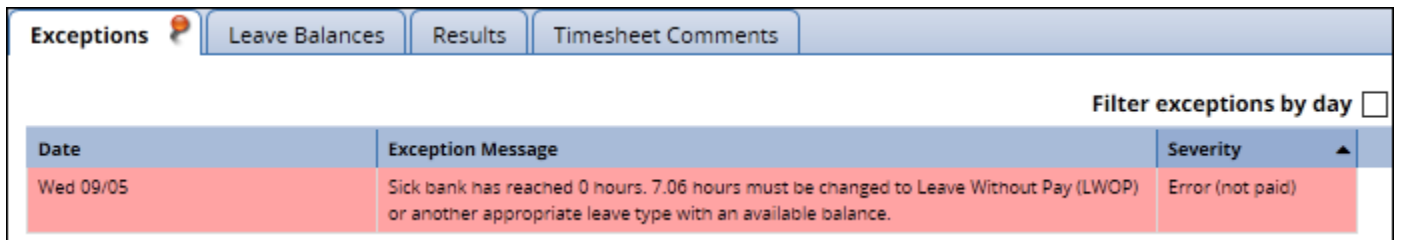
2. Warning – these exceptions are color coded yellow. They are warnings about something on your timesheet. They may or may not need to be addressed.



The screenshot shows the 'Exceptions' tab with a yellow pin icon. The table below displays a warning exception.

Date	Exception Message	Severity
Sun 09/02 - Sat 09/08	Overtime Comp Requested exceeds Overtime Earned.	Warning

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



The screenshot shows the 'Exceptions' tab with a red pin icon. The table below displays an error (not paid) exception.

Date	Exception Message	Severity
Wed 09/05	Sick bank has reached 0 hours. 7.06 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	Timesheet Comments																																				
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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, click on the Show Details link:

Exceptions	Leave Balances	Results	Timesheet Comments																																																
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## Results Tab

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

Exceptions		Leave Balances		Results	Timesheet Comments	
Work Date ▲	Assignment	Job Title	Pay Code	Hours	Rate of Pay	▼
07/17/2023	Police Office...	Police Officer	Worked Hours	8.00	41.59	▲
08/07/2023	Police Office...	Police Officer	Comp Time Earned	2.00	0.00	
08/07/2023	Police Office...	Police Officer	Worked Hours	12.00	41.59	
08/14/2023	Police Office...	Police Officer	Field Training Officer Differential	3.00	2.08	
08/14/2023	Police Office...	Police Officer	Worked Hours	12.00	41.59	

You can change the sorting by clicking any header column to display the sorting arrow and change the column size by clicking on the edge of the column to display the drag bar.

Exceptions		Leave Balances		Results	Timesheet Comments	
Work Date ▲	Assignment	Job Title	Pay Code	↔	Hours	Rate of Pay ▼
07/17/2023	Police Office...	Police Officer	Worked Hours	8.00	41.59	▲
08/07/2023	Police Office...	Police Officer	Comp Time Earned	2.00	0.00	
08/07/2023	Police Office...	Police Officer	Worked Hours	12.00	41.59	
08/14/2023	Police Office...	Police Officer	Field Training Officer Differential	3.00	2.08	
08/14/2023	Police Office...	Police Officer	Worked Hours	12.00	41.59	

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	Timesheet Comments	
Work Date ▲	Assignment	Job Title	Pay Code	Hours	Rate of Pay	▼
07/17/2023	Police Office...	Police Officer	Worked Hours	8.00	41.59	<input checked="" type="checkbox"/> Work Date <input checked="" type="checkbox"/> Assignment <input checked="" type="checkbox"/> Job Title <input checked="" type="checkbox"/> Pay Code <input checked="" type="checkbox"/> Hours <input type="checkbox"/> Amount <input type="checkbox"/> Index <input type="checkbox"/> Activity Code <input checked="" type="checkbox"/> Rate of Pay <input type="checkbox"/> Split Slices
08/07/2023	Police Office...	Police Officer	Comp Time Earned	2.00	0.00	
08/07/2023	Police Office...	Police Officer	Worked Hours	12.00	41.59	
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## Timesheet Comments Tab

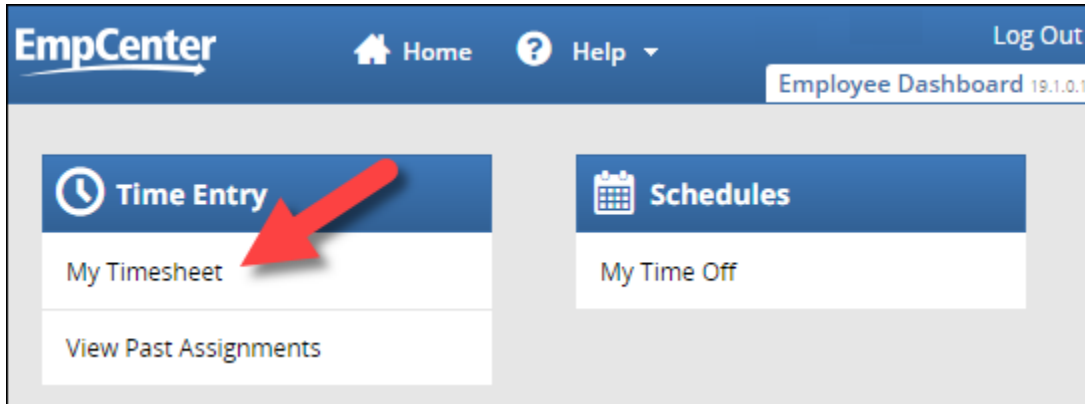
The Timesheet Comments tab can be used for any additional comments you may need to add to your timesheet for the pay period. The space allows for more information than what can easily be seen in the Comments column on the timesheet. It is also used by your supervisor, Central Payroll, or HR to add information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

Exceptions	Leave Balances	Results	<b>Timesheet Comments</b>
Comments			
PT next 4 Mondays, out at 2pm. Emilio			

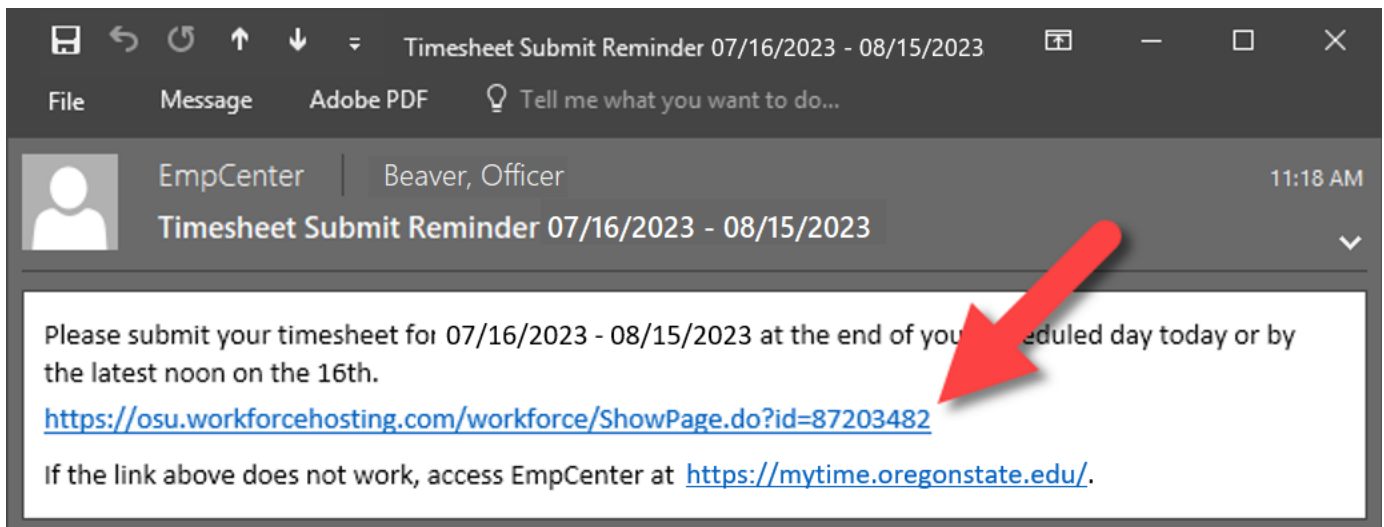
## Submitting Your Timesheet

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 another on the last day of the pay period if you haven't submitted your timesheet yet.

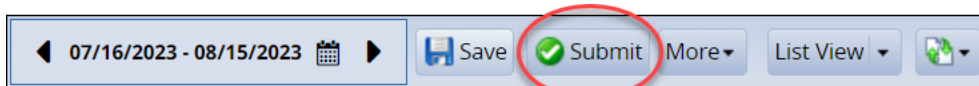
1. Select My Timesheet under Time Entry on the Employee Dashboard:



Or click on the link in the email:



2. After reviewing your timesheet, click Submit at the top of the screen:



3. Check the box to certify the timesheet is accurate and activate the Submit Timesheet button:

**Submit Timesheet**

Do you want to submit your timesheet for approval? I certify that the information contained on this timesheet is an accurate record of the time worked and leave taken during the reporting period indicated.\*

\* = required field

Filter exceptions by day

Exception Message	Severity
No exceptions.	

Submit Timesheet Close

Note: any red-level Error (not paid) exceptions listed must be corrected before submitting your timesheet; yellow Warning exceptions may need to be corrected as well. If you are unsure, ask your supervisor for assistance.

4. Click Submit to send the timesheet to your supervisor for approval:

**Submit Timesheet**

Do you want to submit your timesheet for approval? I certify that the information contained on this timesheet is an accurate record of the time worked and leave taken during the reporting period indicated.\*

\* = required field

Filter exceptions by day

Date	Exception Message	Severity
No exceptions.		

Submit Timesheet Close

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

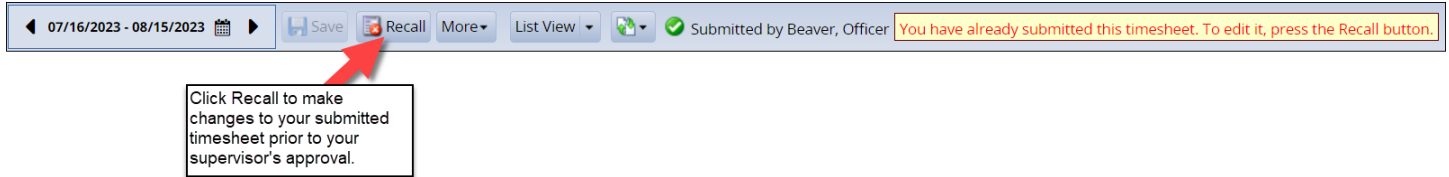
5. You'll receive confirmation that the timesheet was submitted:

◀ 07/16/2023 - 08/15/2023 ▶ Save Recall More List View Submitted by Beaver, Officer Timesheet submitted.

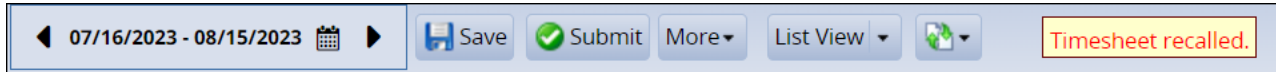
Note: once your timesheet is submitted, the Time Entry window will default to the next pay period.

## Recalling a Submitted Timesheet

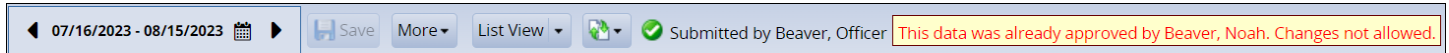
If your submitted timesheet has not been approved, you can recall it to make changes.



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



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:



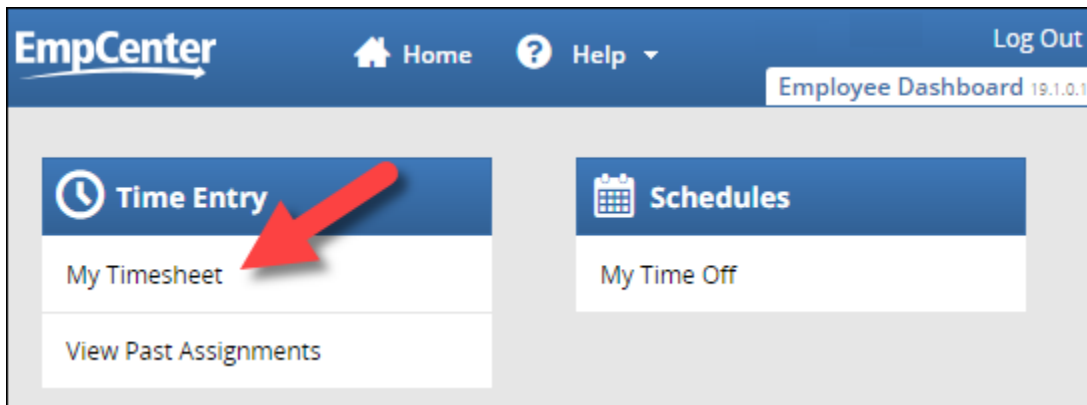
If you cannot recall your timesheet and changes are needed, contact your supervisor. For closed timesheets see the Amending Timesheet process.

## Amending Timesheets

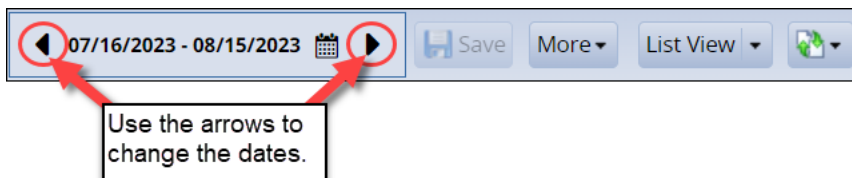
After a timesheet has been processed, any changes must go through the amended timesheet procedure.

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

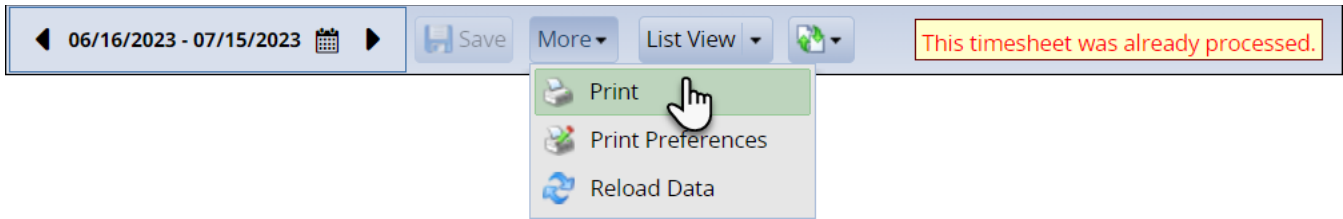
1. Select My Timesheet from the Employee Dashboard:



2. Change the pay period to the period that needs to be amended:



- 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.

- 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: 630911911 :: Beaver, Officer :: Police Officer :: 409040 :: (Public Safety)**

Friday June 16, 2023 to Saturday July 15, 2023

**Timesheet**

Friday June 16, 2023 to Saturday June 17, 2023

Date	Pay Code	Hours	Save Case
Thu 06/29	Select Pay Code		
Fri 06/30	Select Pay Code	SHOULD BE 8 HOURS VACATION	
Sat 07/01	Select Pay Code		
		0.00	

*Officer Beaver 8/17/23*

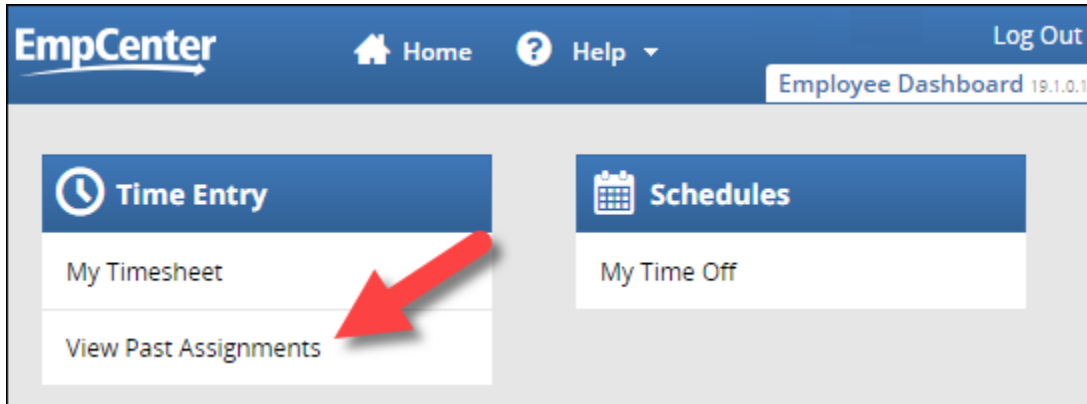
Your supervisor will submit the timesheet to HR. If additional pay is required, you may receive a manual check.

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

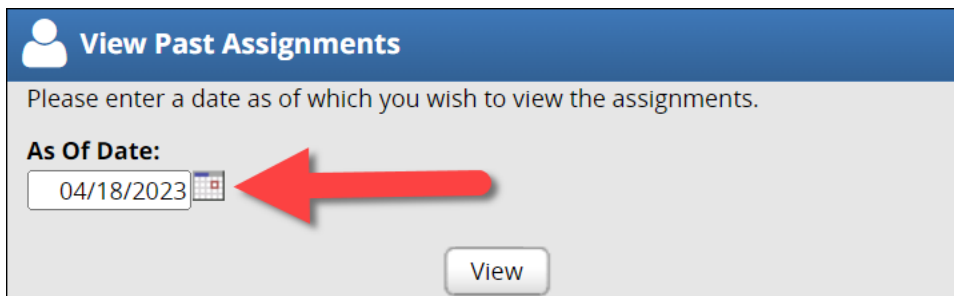
## Viewing Past Assignments

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 includes timesheets terminated in the current pay period.

1. Select View Past Assignments from the Employee Dashboard:

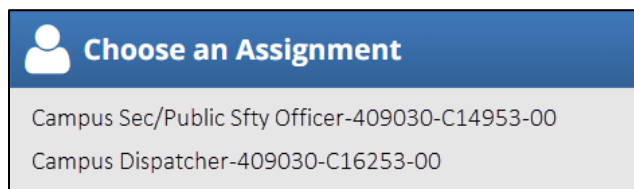


2. Enter the date you would like to view and click view to see your timesheet:

The image shows the 'View Past Assignments' form. At the top, there is a blue header with a person icon and the text 'View Past Assignments'. Below the header, there is a message: 'Please enter a date as of which you wish to view the assignments.' Underneath, there is a label 'As Of Date:' followed by a text input field containing '04/18/2023' and a calendar icon. A red arrow points to the calendar icon. At the bottom right, there is a 'View' button.

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

Reminder: if you had more than one assignment for the time period selected, you will need to choose the assignment you would like to view:

The image shows the 'Choose an Assignment' form. At the top, there is a blue header with a person icon and the text 'Choose an Assignment'. Below the header, there are two assignment options listed:

- Campus Sec/Public Sfty Officer-409030-C14953-00
- Campus Dispatcher-409030-C16253-00

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

3. The timesheet for the period selected will open:

04/16/2023 - 05/15/2023 Save More List View This timesheet was already processed.

**Timesheet**

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	Apr 16, 2023						
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Date	Pay Code		Hours	Leave Case	Comments																								
Sun 04/16	+	Select Pay Code																											
Mon 04/17	+	Select Pay Code																											
Sat 04/22	+	Select Pay Code																											
			0.00																										

Exceptions Leave Balances Results Timesheet Comments

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

04/16/2023 - 05/15/2023 Save More List View This timesheet was already processed.

Change the dates using the arrows or calendar icon.

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

The period you selected cannot be viewed.

OK

# Time Off Requests

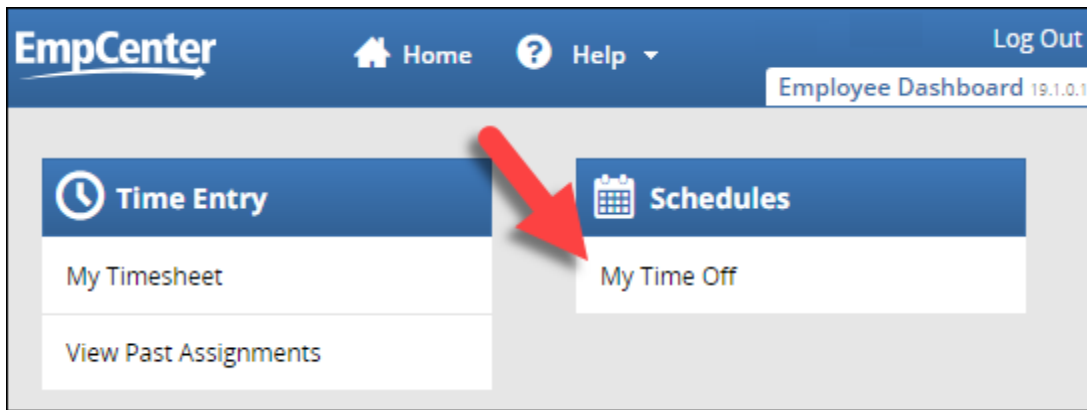
## Basic Time Off Request

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

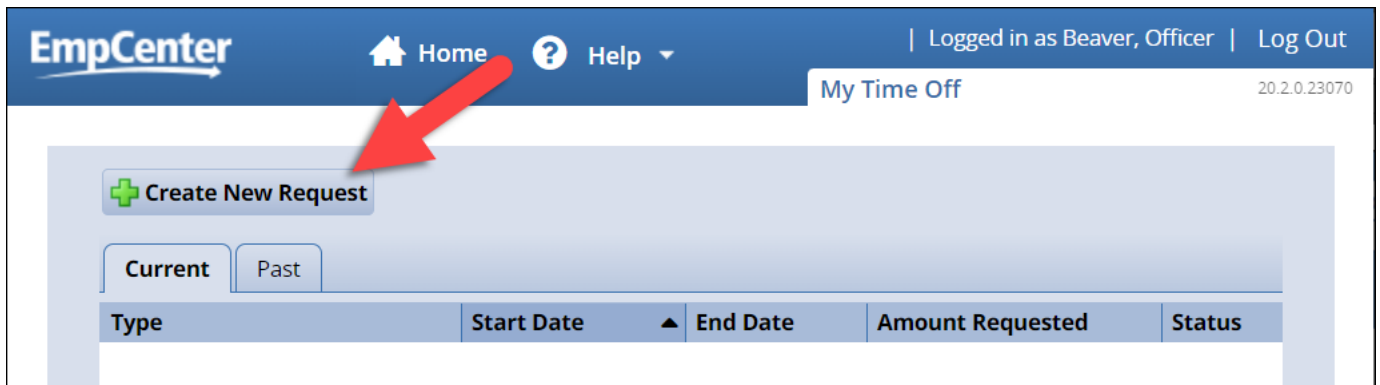
When a time off request is approved, EmpCenter will add the leave type and hours to your timesheet for the dates requested.

**Note:** for Public Safety employees EmpCenter will NOT add hours to the request; you **MUST** enter hours when submitting a request.

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, Officer | 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**

- Campus Sec/Public Sfty Officer-409030-C14953-00
- Campus Dispatcher-409030-C16253-00

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:

**Create Time Off Request**

Time Off Type:  ▼

Dates:

Comments:

[upload an attachment...](#)

The dropdown menu is open, showing the following options: Select Pay Code, Vacation - Pre-Approved, Sick - Pre-Approved, Comp - Pre-Approved, Jury Duty - Pre-Approved, and Special Day - Pre-Approved. A hand cursor is pointing at 'Vacation - 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.

6. Select the start and end dates for your request – either type in the dates or use the calendar icon:

**Create Time Off Request**

Time Off Type:  ▼

Dates:   To

Comments:

[upload an attachment...](#)

Two calendar pop-ups for August 2023 are shown. The first calendar has the 18th highlighted with a black box. The second calendar also has the 18th highlighted with a black box. Both calendars have a 'Today' button at the bottom.

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

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

**Create Time Off Request**

Time Off Type:

Dates:  To

Comments:

[upload an attachment...](#)

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 enter the hours in the next step.

8. On the Request Details page, you will need to enter hours for each day in the Value column. You will not be able to submit the time off request until you have updated the hours.

**Request Details**

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

Comments:

[upload an attachment...](#)

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

- a. Click in the Value column to enter the hours for the day:

**Request Details**

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

b. After entering hours for each day, click update to refresh the request:


**Request Details**

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

**Comments**

[upload an attachment...](#)

Back Update



9. Once you have entered the hours for each day and made any other changes (if needed), click Submit to send the request to your supervisor for review:


**Request Details**

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

**Comments**

[upload an attachment...](#)

Back Submit




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

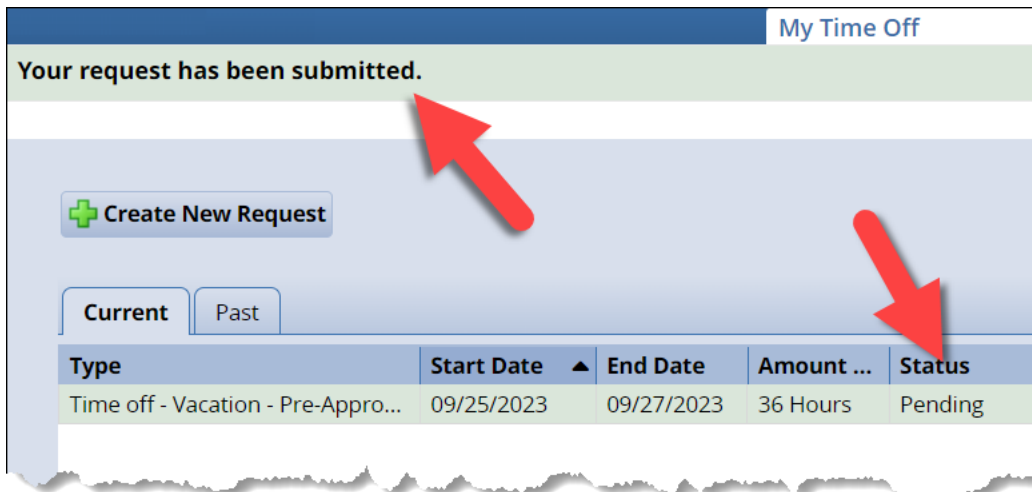
**Status**

The request has been successfully submitted

OK



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:



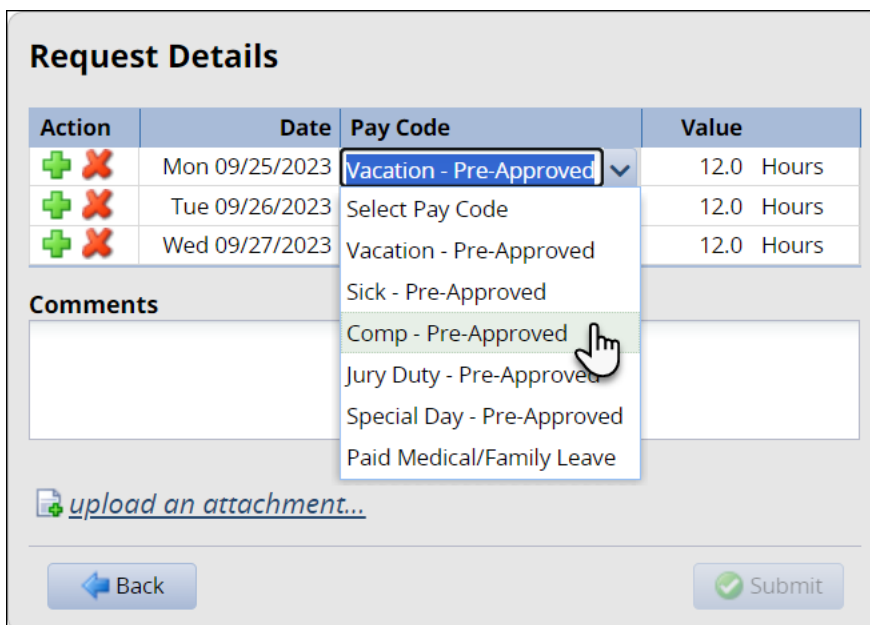
Note: you will receive an email from EmpCenter once your supervisor reviews the request.


### 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 8 above):


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



- 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:









**Request Details**

Action	Date	Pay Code	Value
 	Mon 09/25/2023	Vacation - Pre-Approved	12.0 Hours
 	Tue 09/26/2023	Vacation - Pre-Approved	12.0 Hours
 	Wed 09/27/2023	Vacation - Pre-Approved	8.0 Hours




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







**Request Details**


Action	Date	Pay Code	Value
 	Mon 09/25/2023	Vacation - Pre-Approved	12.0 Hours
 	Tue 09/26/2023	Vacation - Pre-Approved	12.0 Hours
 	Wed 09/27/2023	Vacation - Pre-Approved	8.0 Hours
 	Wed 09/27/2023	Sick - Pre-Approved	4.0 Hours

**Comments**  
dentist appt 9/27 for both kids!

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

**Request Details**

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



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

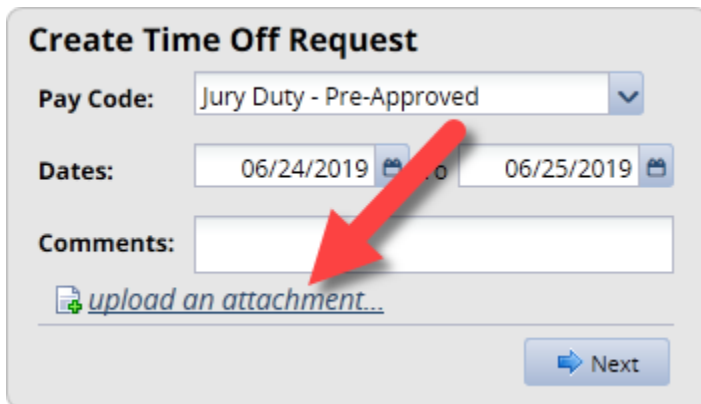


- Click Submit to send the request to your supervisor for review.

## 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

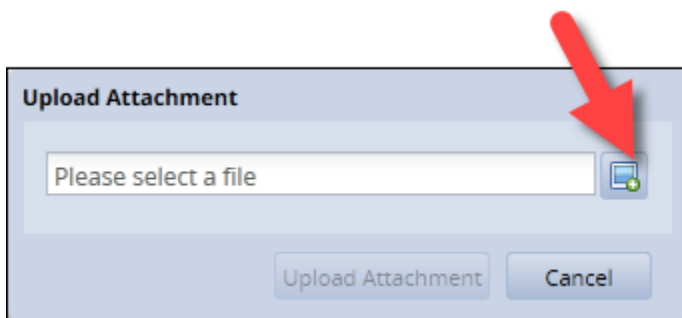
Comments:

[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:

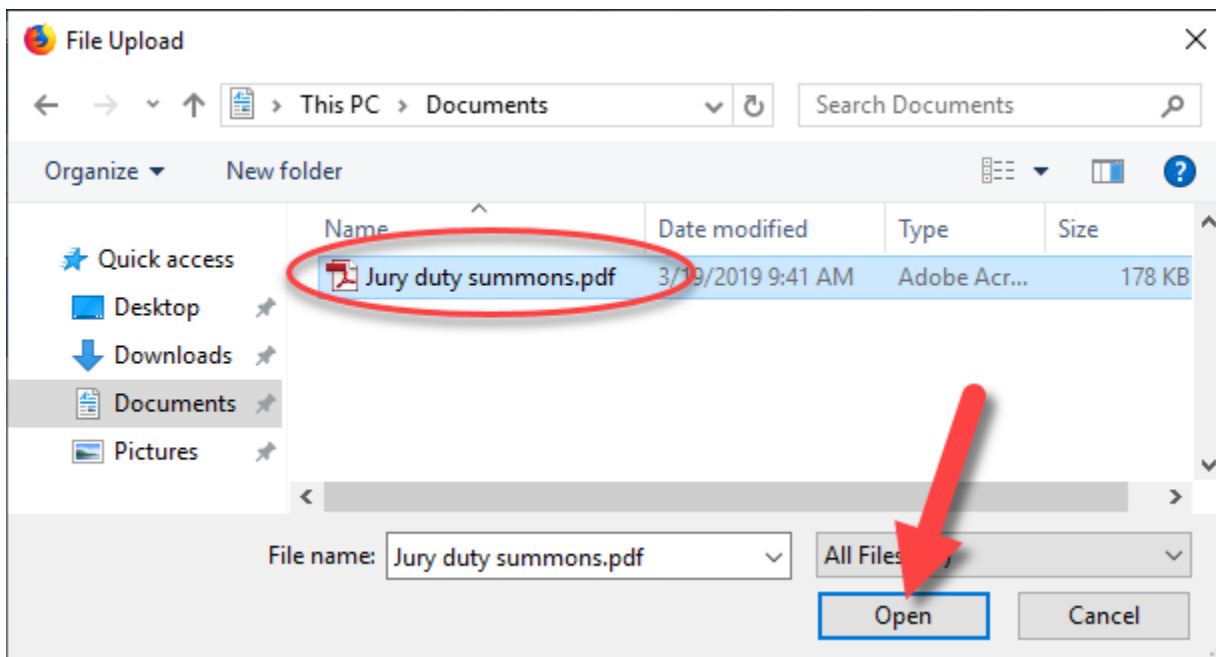


**Upload Attachment**

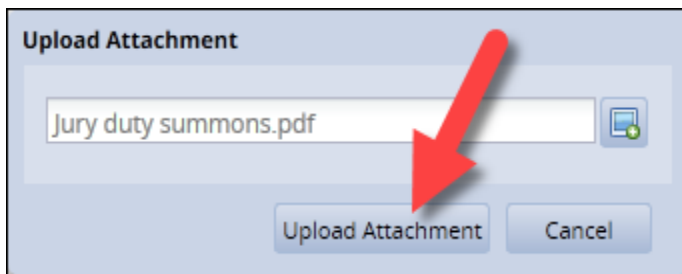
Please select a file

Upload Attachment Cancel

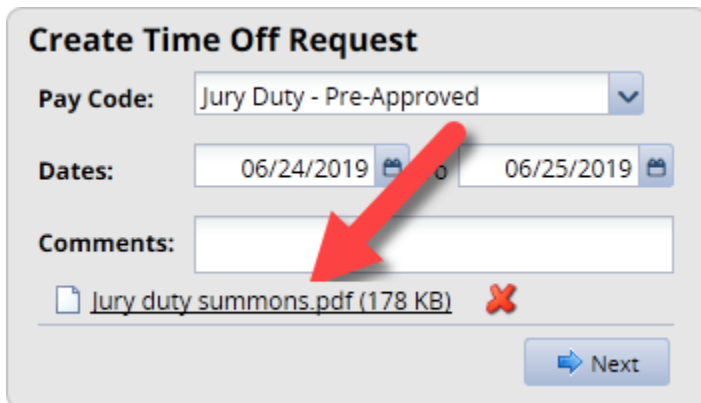
3. In the File Upload window, select the file then click Open:



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 'My Time Off' page in EmpCenter. The 'Request Details' section contains a table with the following data:

Action	Date	Pay Code	Hours
	Mon 10/01/2018	Vacation - Pre-Approved	4.0
	Tue 10/02/2018	Vacation - Pre-Approved	4.0
	Wed 10/03/2018	Comp - Pre-Approved	4.0

The 'Bank Usage' section shows a graph for 'Vacation Bank' with 8.00 hours used, and 'Comp Time' with 0.00 hours used. The 'Exceptions' table contains one entry:

Date	Message	Severity
10/03/2018	Comp Time bank has reached 0 hours. 4.0 hours must be changed to Leave Without Pay (LWOP) or another appropriate leave type with an available balance.	Error (not paid)

To correct the error, either delete the affected days or change the leave type used in the Pay Code column.

### Not Enough Leave – Future Request

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

The screenshot shows the 'My Time Off' page in EmpCenter. The 'Request Details' section contains a table with the following data:

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

The 'Bank Usage' section shows a graph for 'Comp Time' with 8.00 hours used. The 'Exceptions' table contains one entry:

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.

**Request Details**

Action	Date	Pay Code	Hours
	Mon 10/01/2018	Vacation - Pre-Approved	4.0

**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 then submit a new request.

## Restricted Leave Types

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

**Request Details**

Action	Date	Pay Code	Hours
	Tue 09/04/2018	Special Day - Pre-Approved	4.0

**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.

### Request Details

Action	Date	Pay Code	Hours
 	Tue 09/04/2016	Select Pay Code	4.0

Comments

 Exceptions prevent request submission.

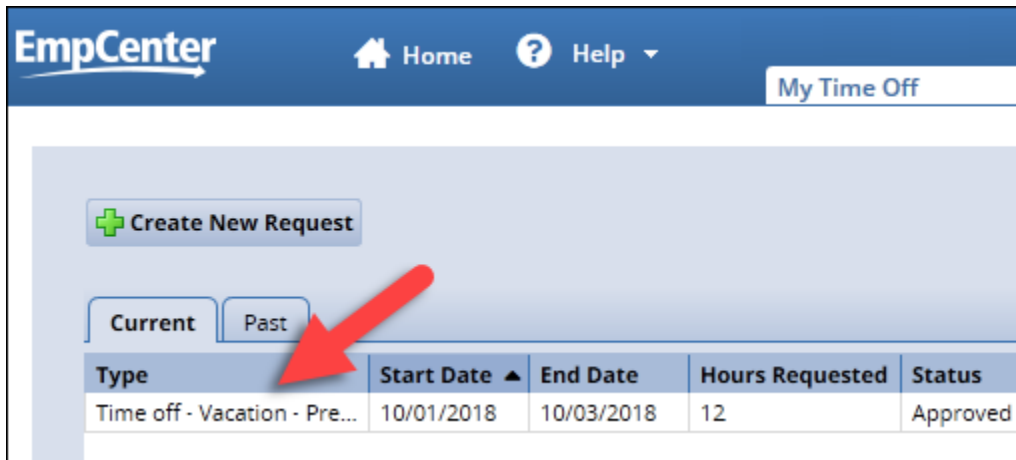
[← Back](#) [✓ Submit](#)

To correct the error, select a leave type.

## Viewing a Time Off Request

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

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

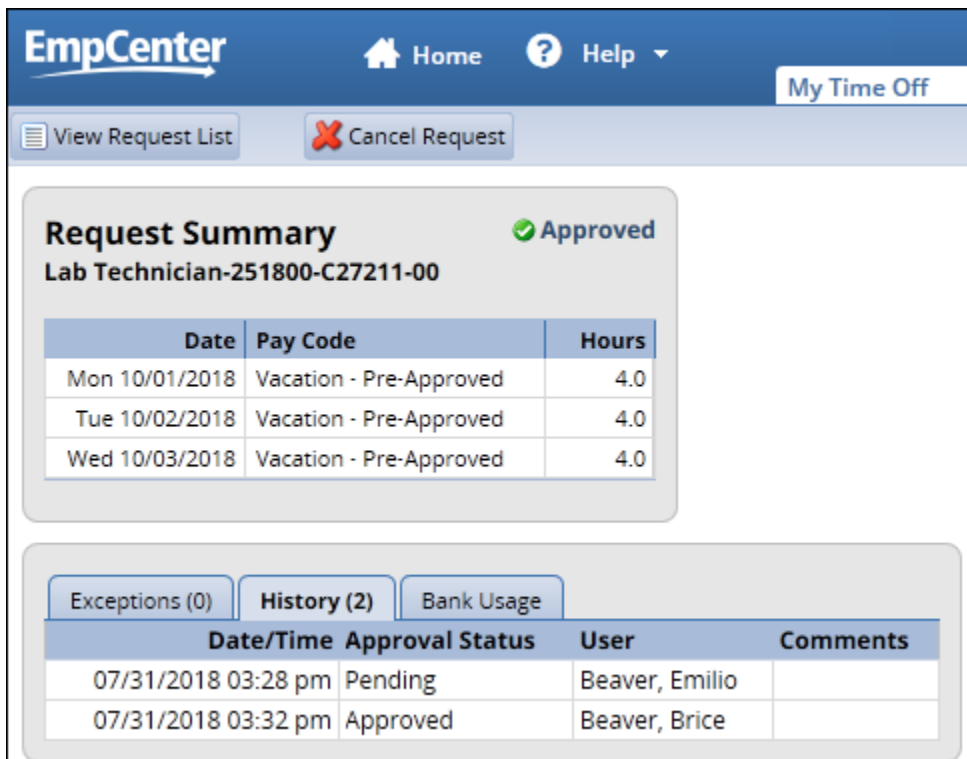


The screenshot shows the EmpCenter interface with the 'My Time Off' section. At the top, there are navigation links for 'Home' and 'Help'. Below that is a 'Create New Request' button with a green plus icon. There are two tabs: 'Current' and 'Past'. A red arrow points to the 'Past' tab. Below the tabs is a table with the following data:

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

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

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



The screenshot shows the 'Request Summary' page for a specific request. At the top, there are navigation links for 'Home' and 'Help'. Below that are buttons for 'View Request List' and 'Cancel Request'. The main content area shows the request details:

**Request Summary** ✔ Approved  
Lab Technician-251800-C27211-00

Date	Pay Code	Hours
Mon 10/01/2018	Vacation - Pre-Approved	4.0
Tue 10/02/2018	Vacation - Pre-Approved	4.0
Wed 10/03/2018	Vacation - Pre-Approved	4.0

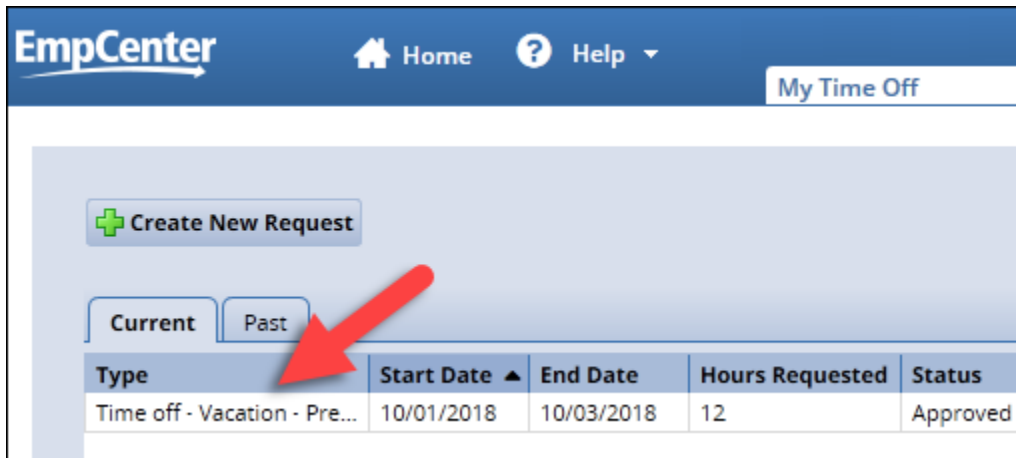
Below the table are tabs for 'Exceptions (0)', 'History (2)', and 'Bank Usage'. The 'History (2)' tab is selected, showing a table of approval history:

Date/Time	Approval Status	User	Comments
07/31/2018 03:28 pm	Pending	Beaver, Emilio	
07/31/2018 03:32 pm	Approved	Beaver, Brice	

## Canceling a Time Off Request

You can cancel an approved or pending request. If the request was already approved, cancelling will alert your supervisor and put the time back in your leave bank.

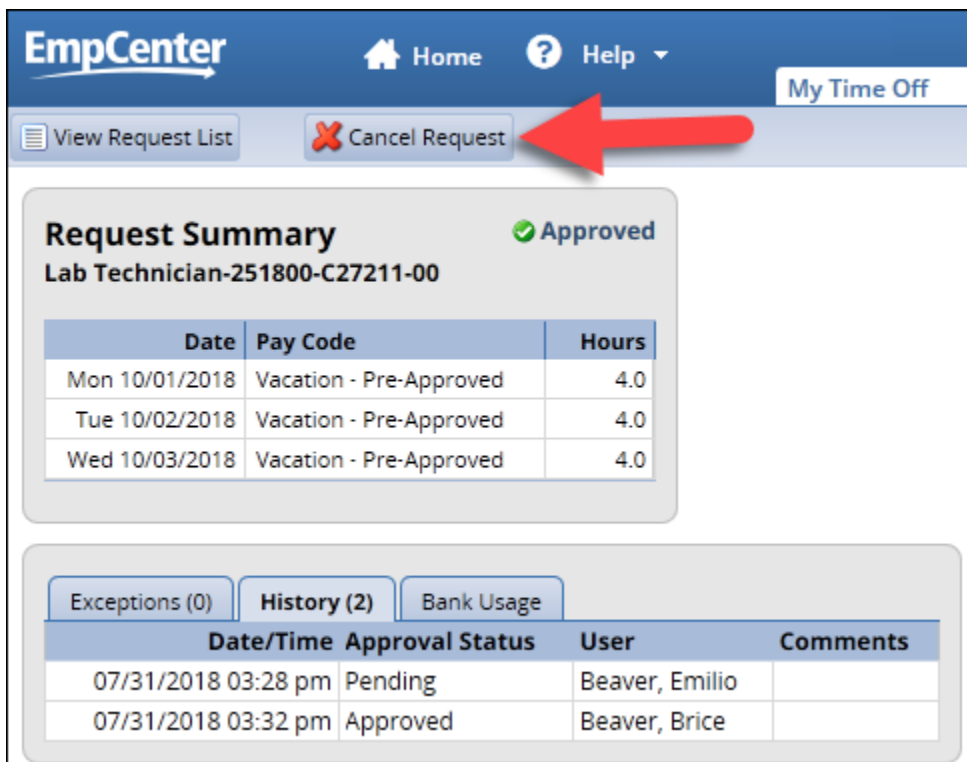
1. After selecting My Time Off from the Employee Dashboard, click on the Time Off Request you would like to cancel from the Request List:



The screenshot shows the EmpCenter interface with the 'My Time Off' tab selected. A 'Create New Request' button is visible. Below it are 'Current' and 'Past' filters. A table lists time off requests. A red arrow points to the first row of the table.

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

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



The screenshot shows the 'Request Summary' page for an approved request. A red arrow points to the 'Cancel Request' button. The page displays the request details and a table of dates and hours.

**Request Summary** Approved  
Lab Technician-251800-C27211-00

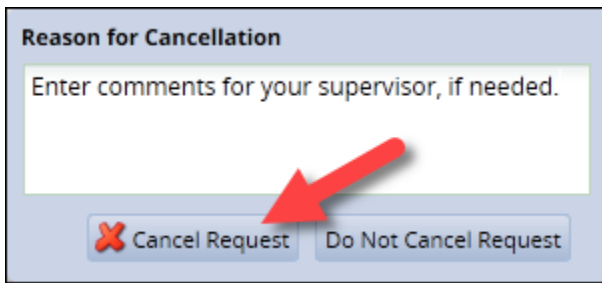
Date	Pay Code	Hours
Mon 10/01/2018	Vacation - Pre-Approved	4.0
Tue 10/02/2018	Vacation - Pre-Approved	4.0
Wed 10/03/2018	Vacation - Pre-Approved	4.0

Buttons: View Request List, Cancel Request

Buttons: Exceptions (0), History (2), Bank Usage

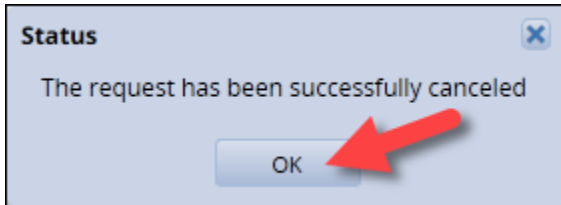
Date/Time	Approval Status	User	Comments
07/31/2018 03:28 pm	Pending	Beaver, Emilio	
07/31/2018 03:32 pm	Approved	Beaver, Brice	

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



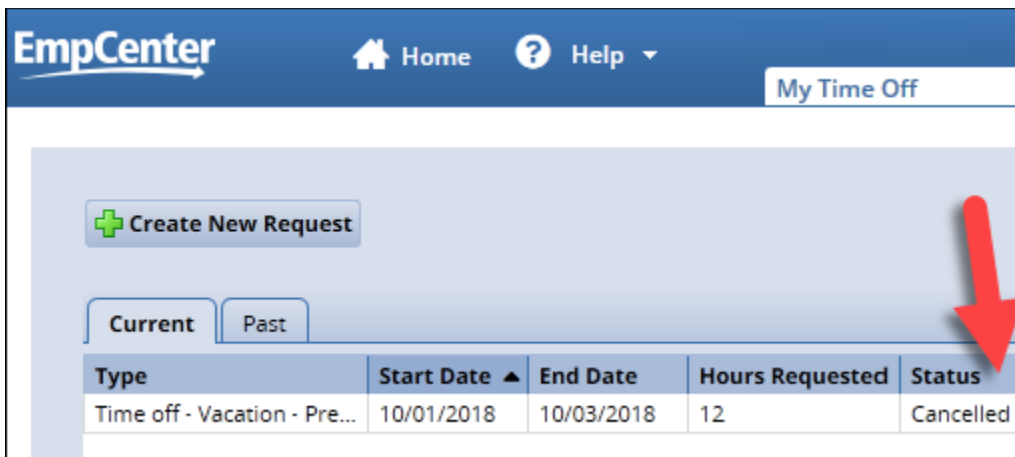
A dialog box titled "Reason for Cancellation" with a text input field containing the placeholder text "Enter comments for your supervisor, if needed." Below the input field are two buttons: "Cancel Request" (with a red 'X' icon) and "Do Not Cancel Request". A red arrow points to the "Cancel Request" button.

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



A "Status" dialog box with a close button (X) in the top right corner. The message reads "The request has been successfully canceled". Below the message is an "OK" button. A red arrow points to the "OK" button.

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



The screenshot shows the "EmpCenter" interface with a "My Time Off" section. It includes a "Create New Request" button, tabs for "Current" and "Past", and a table of requests. A red arrow points to the "Cancelled" status in the table.

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

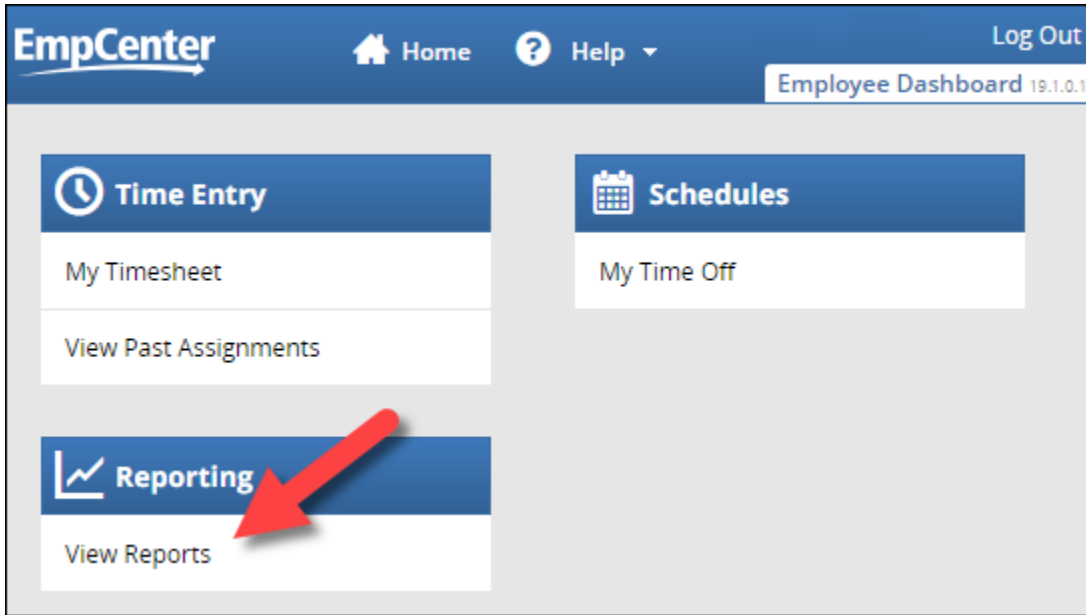
Note: once the request is cancelled, no further action can be taken. To re-request the day you must create a new time off request.

# Reports

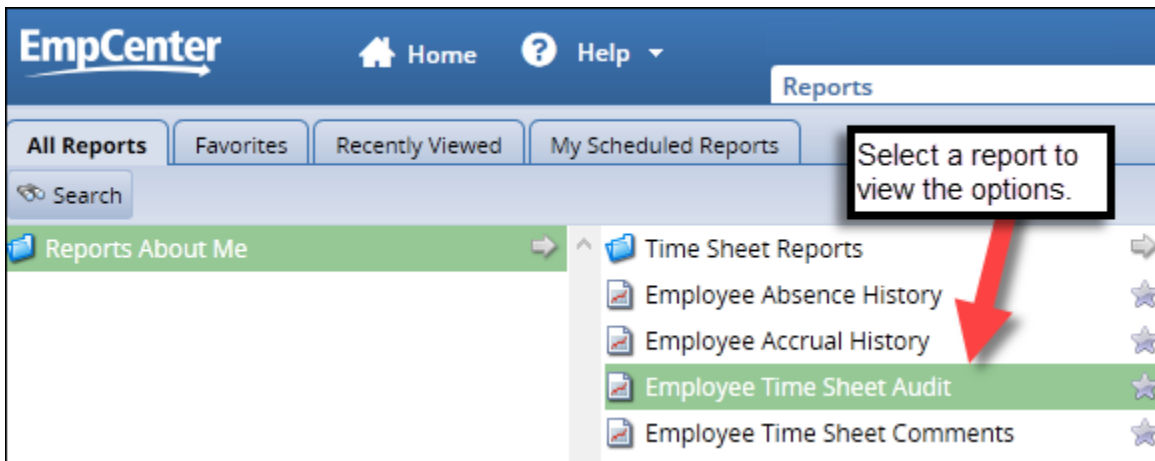
EmpCenter allows you to run reports for the current and past pay periods. Reports include leave accrual information and timesheet audit reports.

## Viewing Reports

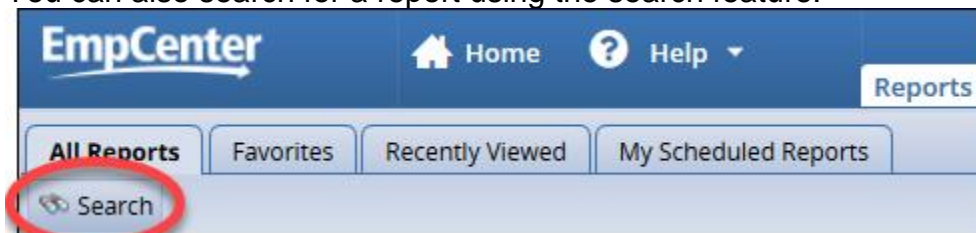
1. All reports are accessed by clicking on View Reports on the Dashboard under Reporting:



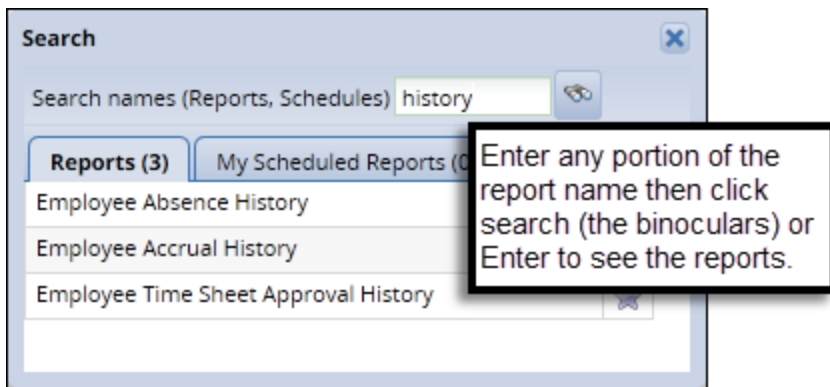
2. On the Reports page, select Reports About Me then the report name to view the options:



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

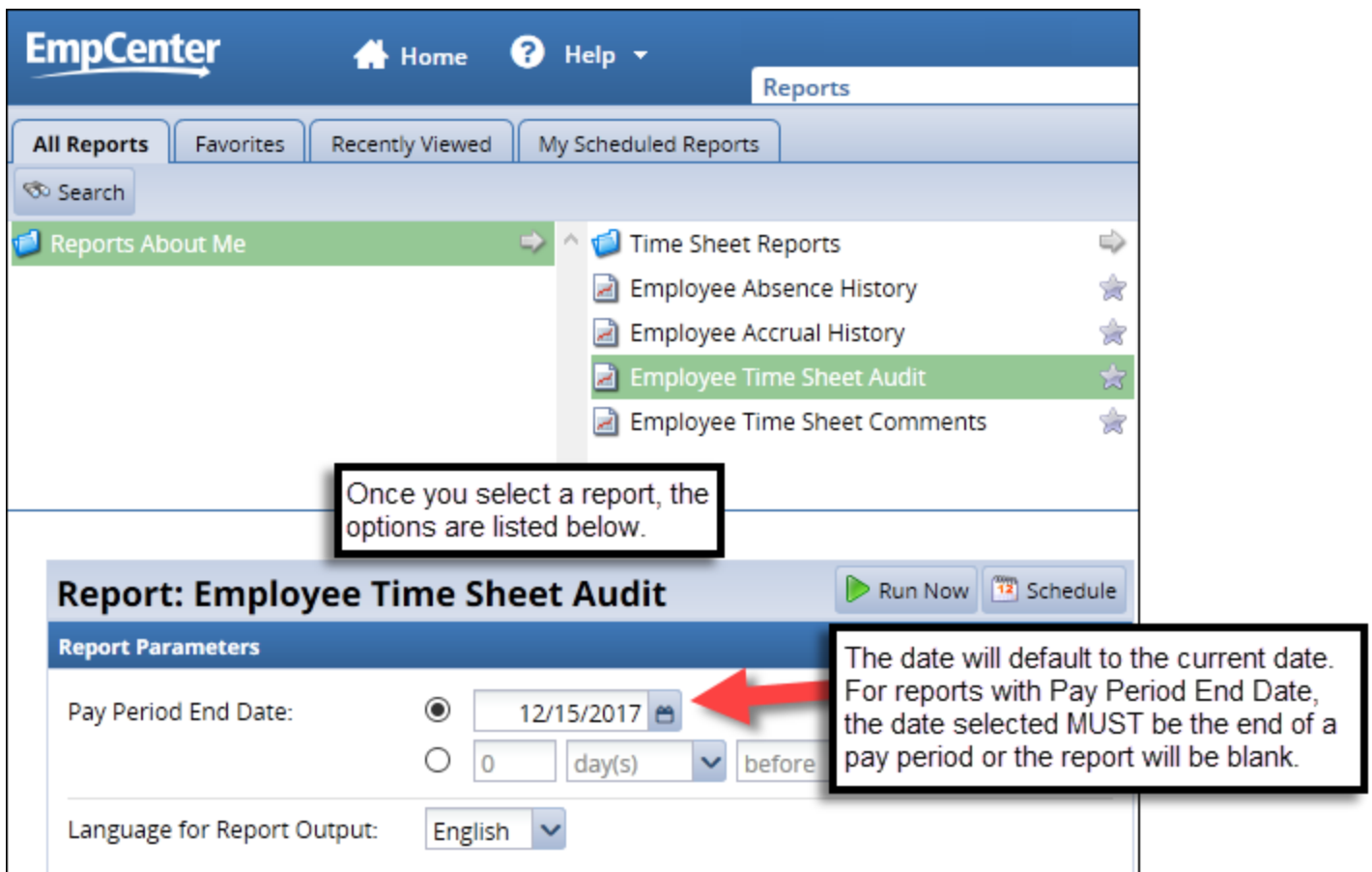


Enter any portion of a report name then click on the binoculars or Enter to search for reports that meet the criteria entered:



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

3. Select the report options:



Enter the date or use the calendar icon.

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

Note: Each report has different set of options.

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

**Report: Employee Time Sheet Audit** Run Now Schedule

**Report Parameters**

Pay Period End Date:  12/15/2017  0 day(s) before run date

Language for Report Output: English

5. Select the delivery option:

**Run Report Now**

**Delivery**

Delivery Method: View Now

PDF  CSV  HTML

Cancel Run Now

- View Now will open the report on your computer using the output option selected.
- Send Email will email the report to the email address(es) entered as an attachment in the file format selected.

6. Select the output option then click Run Now:

**Run Report Now**

**Delivery**

Delivery Method: View Now

PDF  Excel  CSV  HTML

Cancel Run Now

View Now options:

- PDF: opens the report as a PDF file. Use this format if you want to print the report.
- Excel: opens the report in Excel with the same formatting as HTML/PDF options.
- CSV: opens the report as a CSV file which can be formatted and manipulated.
- HTML: opens the report in a new window within your web browser.

When you click Run Now, the report will open in the format selected.

**Run Report Now**

**Delivery**

Delivery Method:

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:

**Success**

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

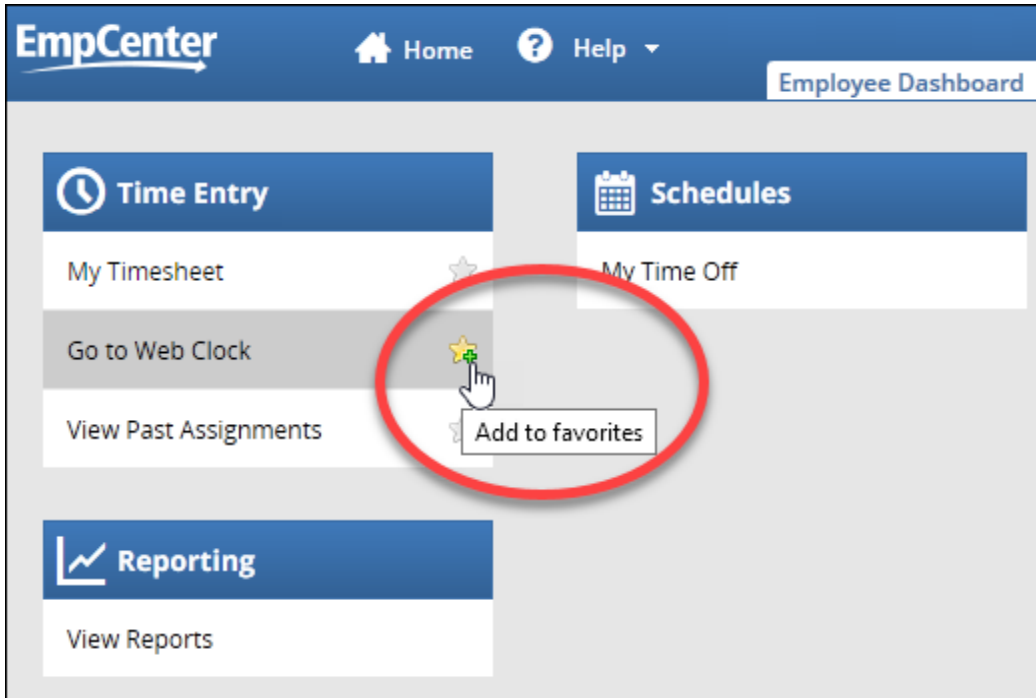
Note: If needed, you can schedule reports you use frequently to be emailed to you on a daily, weekly, monthly, or yearly basis. See the Reports guide on the MyTime Supervisor Training page for more details on how to set up a schedule for a report in EmpCenter.

## Appendix A: Create Favorites

### Employee Dashboard

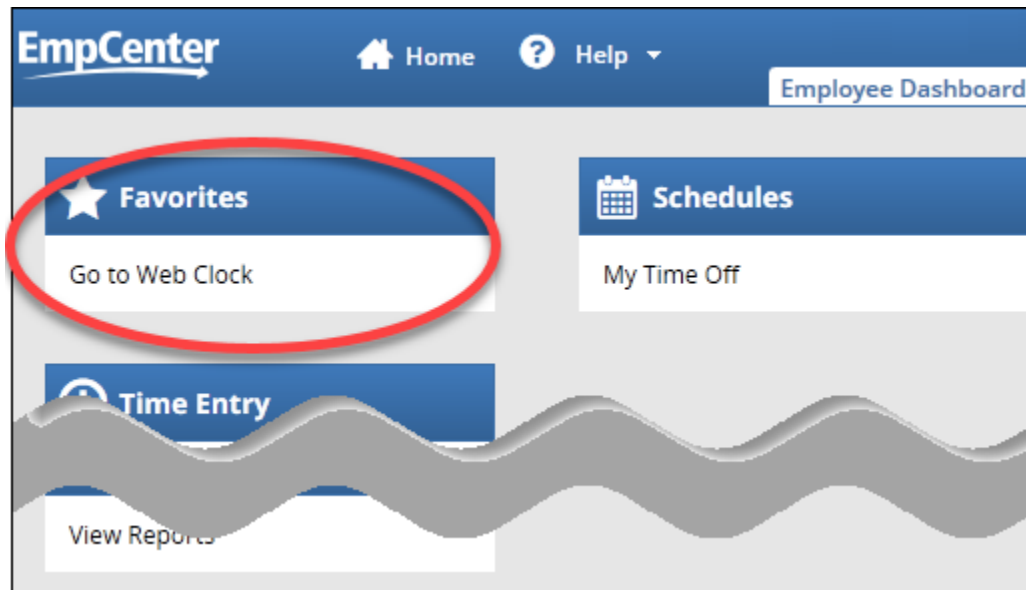
On the EmpCenter Dashboard, you can create favorites for tasks you access most often.

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:

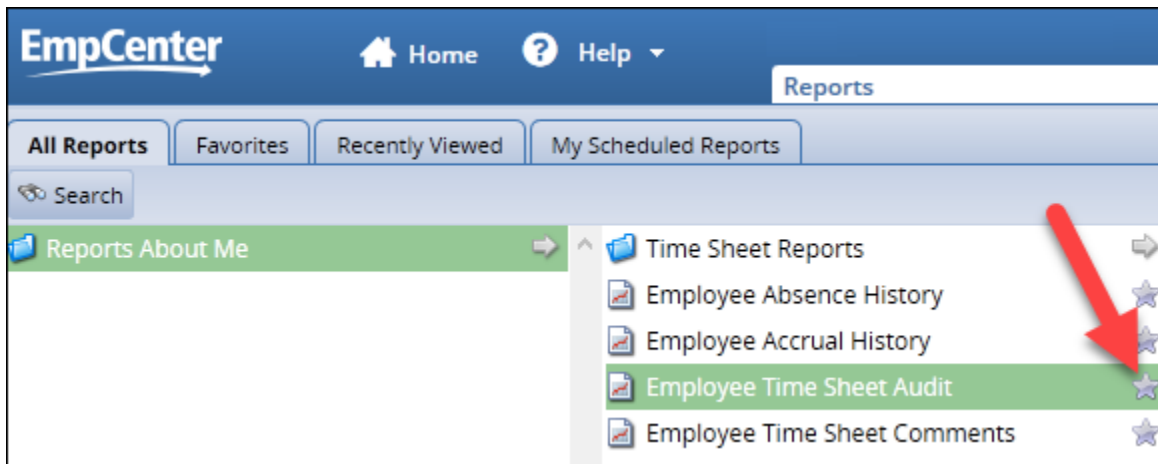


Note: to remove any item from the Favorites group, simply drag it back to its original group or hover your mouse over the item to click on the yellow star.

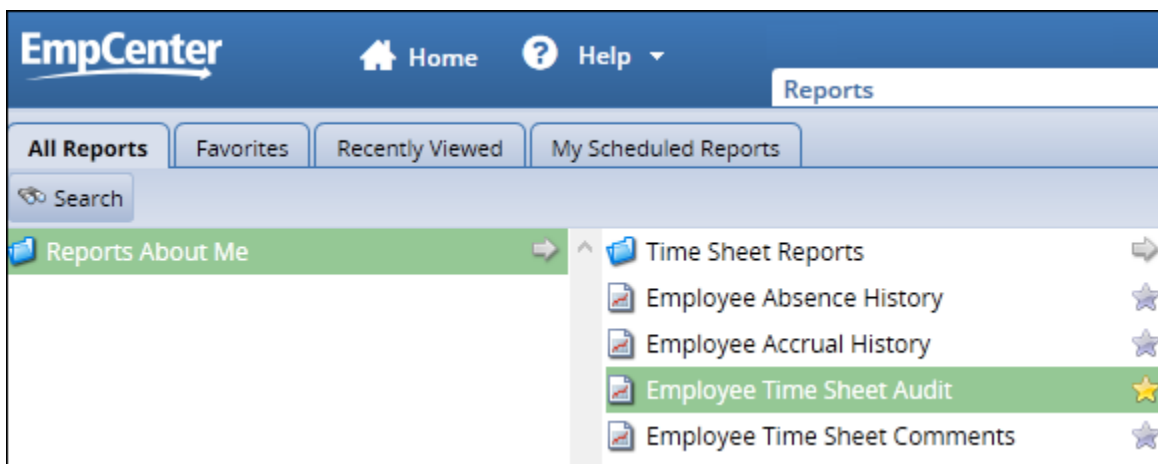
## Reports

You can create favorites for reports you access most often.

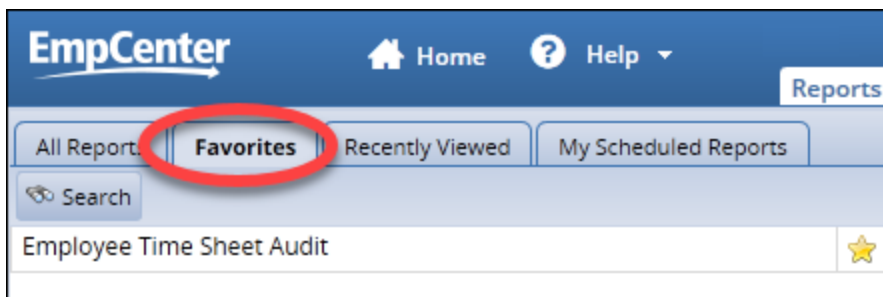
1. After selecting View Reports from the Employee Dashboard, find the report you would like to make a favorite then click the gray star next to the report title:



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



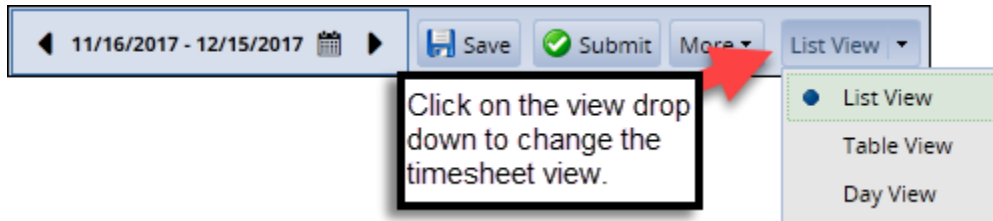
2. You can view all favorite reports by clicking on the Favorites tab:



Note: to remove any item from the Favorites group, simply click on the star again.

## Appendix B: Timesheet Views

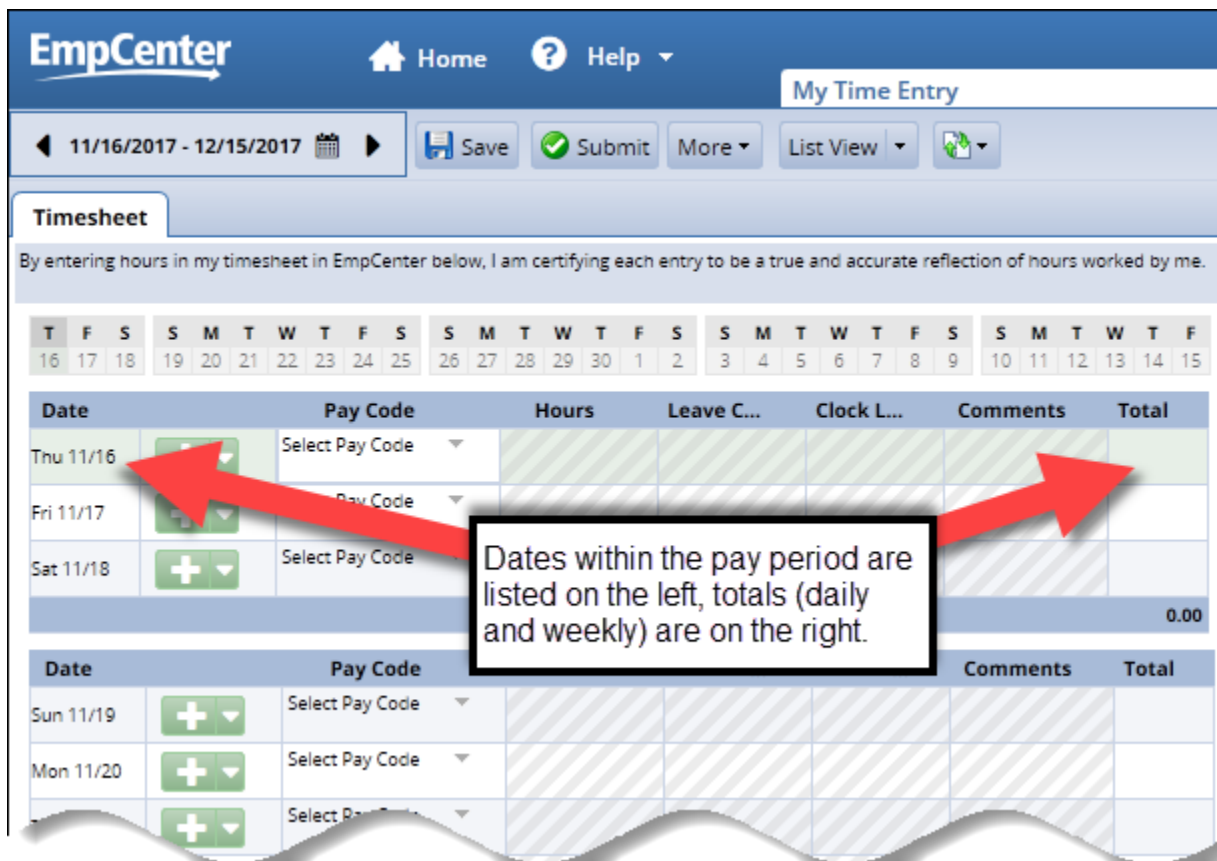
Timesheets have three view options: List view, Table view, and Day view. Change the view by clicking on the view drop down at the top of the My Time Entry page:



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.



## 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 My Time Entry

11/16/2017 - 12/15/2017 Save Submit More Table View

Timesheet

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and accurate reflection of hours worked by me.

T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Nov 16, 2017 to Nov 18, 2017		Show All Weeks
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
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																0.00						
+ 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																0.00						
+ Select Pay Code																											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																0.00						
+ Select Pay Code																											0.00						

To add additional pay codes to the week, click on the **+**. You can also duplicate, copy, paste, and cut using the drop down menu next to the plus sign.

## Day View

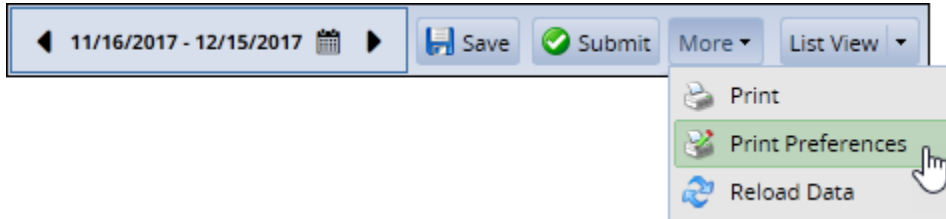
Day view displays a single day of the pay period. Day view separates work time and time off (sick, vacation) for each day.

T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Nov 16, 2017	
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			
Worked Time																																
Pay Code	Hours	Clock Loc...	Comments	Total																												
+ Select Pay Code				0.00																												
Time Off																																
Pay Code	Hours	Leave Case	Comments																													
+ Select Pay Code				0.00																												

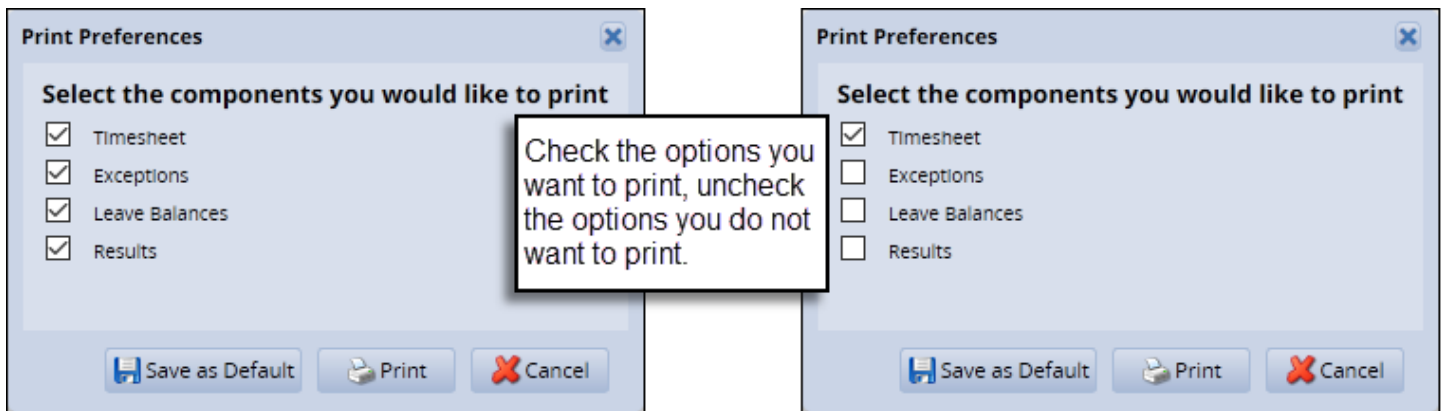
## Appendix C: My Time Entry Print Preferences

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

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

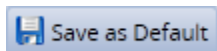


2. In the Print Preferences window, select the options you would like to print:



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 hours, holiday work pay) 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 Public Safety policy profile. Note: the pay codes below are in alphabetical order; the order on the timesheet is by most common first.

Pay Code	Definition
Call Back Pay	Penalty pay (paid at time and a half) for court appearances or when employees are required to work outside of their regular shift as defined in the collective bargaining agreement.
Comp	Leave taken from the Comp Time leave bank.
Field Training Officer	Additional pay earned when working as a field training officer as defined by the collective bargaining agreement.
Holiday	University observed holidays Automatically populated on the timesheet.
Holiday Work Comp Requested	Used to record request comp time for any hours worked on a holiday instead of holiday pay.
Instructor Certification	Additional pay earned when working on instructor certification as defined by the collective bargaining agreement.
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 With Out Pay. Used to record leave when no paid leave options are available. This is used for informational purposes only as hourly employees are only paid for worked hours and paid leave time.
Military	Leave taken for Military time off.
Overtime Comp Requested	Used to convert overtime hours earned in the week to Comp Time.
Overtime Hours	EmpCenter does not calculate overtime for Public Safety employees. Any hours worked over regularly scheduled hours must be entered directly on the timesheet; supervisor MUST approve overtime hours before it will calculate on the timesheet.
Sick	Leave taken from the Sick leave bank.
Special Day	Formerly Governor's Day. Additional day of leave that can be used between the day before Thanksgiving and January 31 <sup>st</sup> .
Vacation	Leave taken from the Vacation leave bank.
Worked Hours	Enter hours worked for the day.

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.