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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 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.

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

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

Timesheet Top

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

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

Unclassified Hourly employees enter worked hours, exception time (e.g., vacation, sick) if the time off request process was not used, and holiday if eligible.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Leave Case</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu 08/16</td>
<td>Select Pay Code</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 08/17</td>
<td>Select Pay Code</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   - 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:
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:

This page is asking you to confirm that you want to leave - data you have entered may not be saved.

Leave Page  Stay on Page

or

Do you want to leave this site?
Changes you made may not be saved.

Leave  Stay
**Timesheet Row Options**

**Add a Row**

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

   ![Add a Row Image]

   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:

   ![Delete a Row Image]

   Note: you can only delete rows with data and you cannot delete Clock rows.
Copy/Cut an Entry

1. Click on the down arrow next to the plus sign for the date you would like to copy or cut. Select a Copy or Cut option:

Copy/Cut options:
- Copy Row/Cut Row: copies or cuts the selected row.
- Copy Entire Day/Cut Entire Day: copies or cuts all rows for the selected day.
- Copy Entire Week/Cut Entire Week: copies or cuts all rows for the week selected.

Note: Duplicate Row will only add the same row to the selected date.

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

Note: the number of entries to paste will change depending on the number of rows copied or cut.
Change Work Date

1. If you entered time on the wrong day, you can easily change the work date. Click on the down arrow next to the plus sign then select Change Work Date:

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

2. Select the date the entry should be moved to then save your changes.
Requesting Comp Time (Non-exempt Employees Only)

If you work over 40 hours in a week, you can choose to be paid the overtime at time and one half your regular rate or receive Comp time – additional time off – at time and one half of hours worked.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Leave Ca...</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 08/10</td>
<td>Select Pay Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 08/20</td>
<td>Worked Hours</td>
<td>9.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 08/21</td>
<td>Worked Hours</td>
<td>8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 08/22</td>
<td>Worked Hours</td>
<td>8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 08/23</td>
<td>Worked Hours</td>
<td>9.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 08/24</td>
<td>Worked Hours</td>
<td>8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 08/25</td>
<td>Select Pay Code</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: you can add the Overtime Comp Requested pay code to any day of the week that additional hours were worked UNLESS the week crosses over pay periods. If the week crosses pay periods, you must add the pay code to the pay period the overtime is earned. You can determine which pay period the overtime was earned by checking the Results tab in each pay period for Overtime Earned.
2. Enter the amount of overtime to convert to Comp Time in the Hours column – you can choose to convert up to the entire amount of overtime – then Save your changes:

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

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:

Comp time has been added to the bank.
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.

   ![Exception Table](image)

<table>
<thead>
<tr>
<th>Date</th>
<th>Exception Message</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu 08/16 - Sat 09/15</td>
<td>Timesheet was saved by someone other than the employee.</td>
<td>Info.</td>
</tr>
</tbody>
</table>

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.

   ![Exception Table](image)

<table>
<thead>
<tr>
<th>Date</th>
<th>Exception Message</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 09/02 - Sat 09/08</td>
<td>Overtime Comp Requested exceeds Overtime Earned.</td>
<td>Warning</td>
</tr>
</tbody>
</table>

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

   ![Exception Table](image)

<table>
<thead>
<tr>
<th>Date</th>
<th>Exception Message</th>
<th>Severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed 09/05</td>
<td>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.</td>
<td>Error (not paid)</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Sick Bank</th>
<th>Vacation Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Balance Thu 08/16 209.81</td>
<td>Initial Balance Thu 08/16 45.51</td>
</tr>
<tr>
<td>Earned</td>
<td>Earned</td>
</tr>
<tr>
<td>0.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Taken</td>
<td>Taken</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Ending Balance Sat 09/15 217.81</td>
<td>Ending Balance Sat 09/15 60.51</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comp Time</th>
<th>Parental Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Balance Thu 08/16 0.00</td>
<td>Initial Balance Thu 08/16 0.00</td>
</tr>
<tr>
<td>Earned</td>
<td>Earned</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Taken</td>
<td>Taken</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Ending Balance Sat 09/15 0.00</td>
<td>Ending Balance Sat 09/15 0.00</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Sick Bank</th>
<th>Vacation Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Hours</td>
</tr>
<tr>
<td>Thu 08/16</td>
<td>209.81</td>
</tr>
<tr>
<td>Sat 09/01</td>
<td>217.81</td>
</tr>
<tr>
<td>Hours</td>
<td>8.00</td>
</tr>
<tr>
<td>Balance</td>
<td>Action</td>
</tr>
<tr>
<td>Balance Forward</td>
<td>Accrual</td>
</tr>
<tr>
<td>Action</td>
<td>Source</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parental Leave</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Thu 08/16</td>
<td>0.00</td>
</tr>
<tr>
<td>Sat 09/15</td>
<td>0.00</td>
</tr>
<tr>
<td>Hours</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

Earned: bank accrual for the current pay period. For hourly employees, the amount shown on the earned line is not available to use until the 1st.

Taken: amount used in the current pay period.

Ending Balance: bank balance plus accrual and minus time used.

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

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

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.

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:
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 to add information if someone other than the employee makes a change to the timesheet.

<table>
<thead>
<tr>
<th>Exceptions</th>
<th>Leave Balances</th>
<th>Results</th>
<th>Timesheet Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td>PT next 4 Mondays, out at 2pm. Emilio</td>
</tr>
</tbody>
</table>
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:

   ![EmpCenter screenshot]

   Or click on the link in the email:

   ![EmpCenter email]

   Please submit your timesheet for 07/16/2018 - 08/15/2018 at the end of your scheduled day today or by the latest noon on the 16th.


   If the link above does not work, access EmpCenter at [http://mytime.oregonstate.edu/](http://mytime.oregonstate.edu/).

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 dialog]

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 dialog with 'No exceptions']

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:

![Timesheet submitted notification]

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

Note: if you cannot access the timesheet, see the Viewing Past Assignments process for details on viewing timesheets from previous jobs.

4. On the printed timesheet, write in the changes that need to be made then sign the timesheet and give it to your supervisor for further processing:

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 includes timesheets terminated in the current pay period.

1. Select View Past Assignments from the Employee Dashboard:

![EmpCenter Dashboard with View Past Assignments highlighted](image)

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

![View Past Assignments dialog box](image)

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:

![Choose an Assignment](image)

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

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

   Change the dates using the arrows or the calendar icon.

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

   The period you selected cannot be viewed.
Time Off Requests

Basic Time Off Request

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

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

1. Select My Time Off under Schedules on the Employee Dashboard:

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

Note: any upcoming time off requests will be listed on the Current tab; past requests can be viewed on the Past tab.
3. Select Continue under Absences for Vacation, Sick, and Other:

![EmpCenter interface showing options to select time off reasons]

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 interface with two options listed]

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 screen showing pay code selection]

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; if you are taking a partial day you can change the number of hours on the next screen:

![EmpCenter screen showing date selection]

Note: the time off request will always default to the current date; you can request leave up to 365 days in the future from the current date.
7. Enter any comments, if needed, then click Next:

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

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

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](image)

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

![Status](image)

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](image)

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:

   ![Request Details Table]

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:

   ![Request Details Table]

Be sure to change the hours for all rows on the day selected.
3. To delete a row, click on the \( \times \) in the Action column:

![Request Details](image)

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

![Request Details](image)

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

![Update](image)

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](image)

   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](image)

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

   ![File Upload](image)
4. In the Upload Attachment window, click on Upload Attachment:

![Upload Attachment](image)

<table>
<thead>
<tr>
<th>Jury duty summons.pdf</th>
</tr>
</thead>
</table>

[Upload Attachment] [Cancel]

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

![Create Time Off Request](image)

<table>
<thead>
<tr>
<th>Pay Code: Jury Duty - Pre-Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates: 06/24/2019 - 06/25/2019</td>
</tr>
<tr>
<td>Comments:</td>
</tr>
</tbody>
</table>

[Check box] [Jury duty summons.pdf (178 KB)]

Note: if you need to remove the document, click on the `X` to delete it.
Exceptions (Errors) on Time Off Requests

If there are exceptions on your time off request, you must fix any errors before submitting.

Not Enough Leave

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

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

Not Enough Leave – Future Request

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

To correct the error, either change the leave type for the current request or cancel the future request and resubmit it with a different leave type.
Too Many Hours Entered
This error occurs if there is already an approved leave request for the day or other hours on your timesheet.

To correct the error, use the back button to change the day. If you need to change the leave type for the approved time off, you must first cancel the previous request then submit a new request.

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

To correct the error, click on the Back button and change the date of the leave request.
No Pay Code Selected
You must select a leave type from the pay code drop down before you can submit the request.

To correct the error, select a leave type.
Viewing a Time Off Request

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

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

   ![EmpCenter dashboard with Time Off Request]

   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:

   ![EmpCenter request summary]

   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   

   Date/Time | Approval Status | User          | Comments |
   --------- |-----------------|---------------|----------|
   07/31/2018 03:28 pm | Pending       | Beaver, Emilio |
   07/31/2018 03:32 pm | Approved     | Beaver, Brice      |
Cancelling a Time Off Request
You can cancel an approved or pending request. If the request was already approved, cancelling will alert your supervisor and put the time back in your leave bank.

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

2. On the Request Summary page, select Cancel Request:
3. Add any comments, if needed, then click Cancel Request:

![Reason for Cancellation](image)

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

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

![Status](image)

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

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

![EmpCenter](image)

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

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

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

Viewing Reports

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

![Dashboard with View Reports highlighted](image1)

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

![Reports page with report selection highlighted](image2)

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

![Search bar highlighted on reports page](image3)

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 any portion of the report name then click search (the binoculars) or Enter to see the reports.

   Once you select a report, the options are listed below.

   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.

   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](image)

5. Select the delivery option:

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

6. Select the output option then click Run Now:

![Run Report Now](image)

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

When you click Run Now, the report will open in the format selected.
Note: you must enter at least one valid email address. Separate multiple addresses with a space, comma, or semicolon. If the email address is entered incorrectly you will not receive any notification that the email delivery failed.

Send in an Email options:
- PDF: attaches the report as a PDF file. Use this format if you want to print the report.
- Excel: attaches the report in Excel with the same formatting as PDF option.
- CSV: attaches the report as a CSV file which can be formatted and manipulated.

You'll receive confirmation that the report will be emailed to the email addresses entered:

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

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

1. Hover the mouse over the item to see the favorites option then click on the star to save as a favorite: a group to see the favorites option:

Note: your dashboard may look different than the picture above depending on your policy profile and role. The process to create favorites is the same.

2. The item is now in your Favorites group:

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

You can create favorites for reports you access most often.

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

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

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

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

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

EmpCenter will remember the last view selected the next time you access the timesheet.

List View

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

Dates within the pay period are listed on the left, totals (daily and weekly) are on the right.
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.

Day View

Day view displays a single day of the pay period. Day view separates work time and time off (sick, vacation) for each day.
Appendix C: My Time Entry Print Preferences

The default print setting in EmpCenter is to print everything in the My Time Entry view (the timesheet, exceptions, leave balances, results, and 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:

   ![Print Preferences Window]

   Note: your options may be different depending on your policy profile.

3. To save your changes, click Save as Default:

   ![Save as Default Button]

4. Click Print to print your selections:

   ![Print Button]

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 Unclassified Hourly policy profile. Note: the pay codes below are in alphabetical order; the order on the timesheet is by most common first.

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp</td>
<td>Leave taken from the Comp Time leave bank.</td>
</tr>
<tr>
<td>Holiday</td>
<td>Used to add holiday hours (if eligible) to the timesheet.</td>
</tr>
<tr>
<td>Holiday Normal Day Off</td>
<td>Used when the observed holiday falls on your normal day off. Will automatically add hours to your Comp Time leave bank.</td>
</tr>
<tr>
<td>Holiday Override</td>
<td>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.</td>
</tr>
<tr>
<td>Holiday Work Comp Time Earned</td>
<td>Used to record work time for any hours worked on an observed holiday. Hours will be converted to Comp Time.</td>
</tr>
<tr>
<td>Holiday Work Pay</td>
<td>Hours worked on a holiday to be paid as additional work time.</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Paid leave used for Jury Duty as defined by the collective bargaining agreement. If entered directly on the timesheet comments are required.</td>
</tr>
<tr>
<td>LWOP</td>
<td>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.</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>Additional paid leave used with an approved protected leave case for new parents.</td>
</tr>
<tr>
<td>Overtime Comp Requested</td>
<td>Used to convert overtime hours earned in the week to Comp Time.</td>
</tr>
<tr>
<td>Sick</td>
<td>Leave taken from the Sick leave bank.</td>
</tr>
<tr>
<td>Special Day</td>
<td>Formerly Governor’s Day. Additional day of leave that can be used the day before Christmas.</td>
</tr>
<tr>
<td>Vacation</td>
<td>Leave taken from the Vacation leave bank.</td>
</tr>
<tr>
<td>Worked Hours</td>
<td>Enter hours worked for the day.</td>
</tr>
</tbody>
</table>

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.

If you are unsure if you are eligible for Holiday pay, please contact your business center HR.