



Marquette University Time and Attendance

TM02 Manager/Timekeeper Functions

This guide helps you learn the most commonly used manager/timekeeper functions in EmpCenter Time and Attendance. The intended audience is those who will manage employee time sheets, review time off requests, and generate group reports.



Table of Contents

Accessing EmpCenter.....	2
Manager/Timekeeper Functions	2
Time Entry	3
Schedules	3
Reports.....	3
Settings.....	3
Working with Employee Records	4
Setting Date and Save Options.....	5
Finding Records.....	5
Sorting Records	5
Editing Employee Time.....	6
Pay Codes	7
Entering Comments	8
Deleting a Time Entry.....	8
Working with Groups of Records	9
Using Other Group Entry Tools.....	11
Sorting Employees	11
Editing Exceptions.....	11
Adding and Editing Group Entries.....	13
Editing Time for Groups.....	15
Approving Time Sheets	18
Rejecting Employee Hours.....	20
Amending Time Sheets	23
Approving Time-off Requests	25
Cancelling an Approved Time-Off Request	27
End-of-Period Reminders	28
Delegation	28
Cancelling or Revoking a Delegated Role.....	31
Group Reports	33
Appendix.....	36
The Web Clock.....	36
The Time Clock.....	38
Online Help.....	39

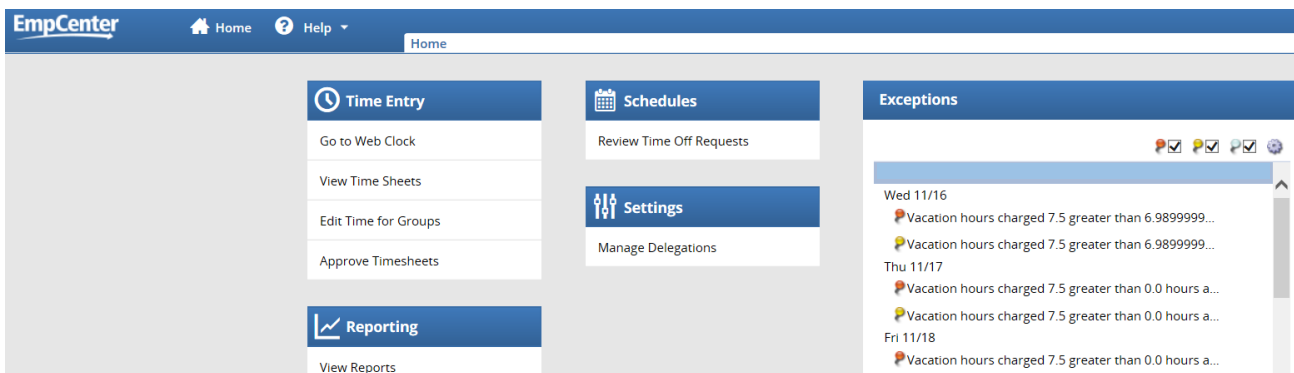
Accessing EmpCenter

- Click Link titled EmpCenter Timekeeping (found on the <http://marquette.edu/facstaff/>)
- Click Link Login to EmpCenter Timekeeping
- Enter EMarq User ID and Password
- Click Login

Manager/Timekeeper Functions

The EmpCenter web interface offers functions not available to non-management employees. These options assist managers and timekeepers in handling the time and attendance data of their employees. Managers and timekeepers can use these options to perform such functions as creating users and assignments, developing and maintaining schedules for groups of employee assignments, and approving or rejecting employee time sheets and time off requests.

The functions available on the EmpCenter dashboard depend on the type of role. Logging in as a manager/timekeeper presents the manager/timekeeper view of the dashboard.



Time Entry

- **View Time Sheets:** View and edit employee time sheets. If editing the time for an employee, you must enter am or pm after the time.
- **Edit Time for Groups:** Add and edit time entries for a group of assignments at once.
- **Approve Time Sheets:** Approve time sheets for groups of employee assignments. Instead of approving time sheets individually, you can approve the time sheets for all employee assignments in a group.

Schedules

- **Review Time off Requests:** Approve or reject employee time off requests.

Reports



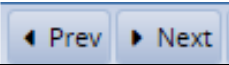
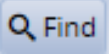
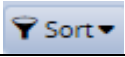
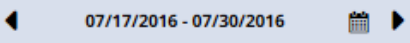
- **View Reports:** Generate general reports to view time sheet information for a certain period, delegated roles, or comments on time sheets.

Settings

- **Manage Delegations:** The roles for an assignment group can be delegated to another user. When delegating assignment group roles, the owner can delegate only those roles that are at or below the owner's role for the group; i.e., an owner with manager/timekeeper role for a group cannot delegate the Payroll administrator role to the group.

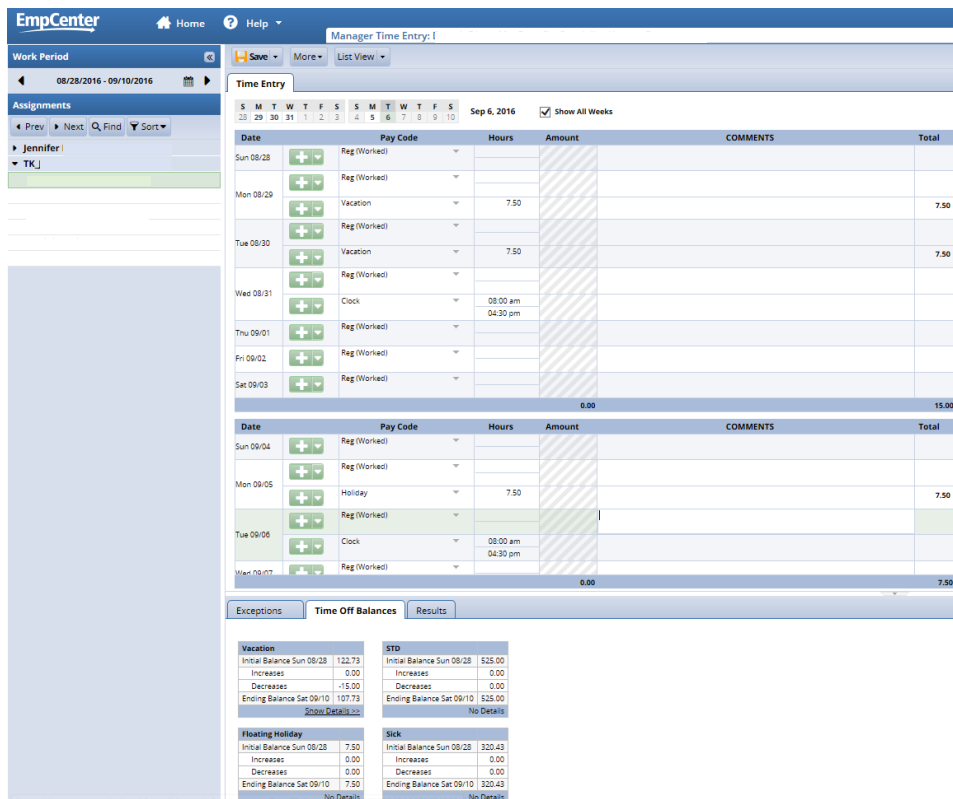
Working with Employee Records

When viewing and editing individual employee time sheets or schedules, the work area of the manager/timekeeper's window resembles the work area of an employee's window, and includes buttons that perform similar tasks.

Butto	Button
	The Minimize button lets you hide the assignment tree. When hidden, the button toggles to a Maximize button. 
	The Prev and Next buttons move you to the previous or next record available, respectively, based on your selection criteria.
	The Find button locates records based on a common set of search criteria. Note: To sort your search results, click the top of any column in the Find Employees window.
	The Sort button arranges employee records in a specific order.
	The Pay Period button, in Table and List view, displays the time sheet's period. In Day View, this button indicates the date displayed in the time sheet. This button opens a pop-up calendar from which you can select a pay period.

1. Click an assignment in the assignment tree on the left side of the window to reveal the group's employees.
2. Click an employee name to open the respective time sheet.

The following figure shows a sample manager/timekeeper view of an employee time sheet.



The screenshot displays the EmpCenter Manager Time Entry interface. The main window shows a time sheet for Jennifer TKJ covering the period from 08/28/2016 to 09/10/2016. The interface includes a navigation pane on the left with 'Assignments' and 'Jennifer TKJ' listed. The main table displays the following data:

Date	Pay Code	Hours	Amount	COMMENTS	Total
Sun 08/28	Reg (Worked)				
Mon 08/29	Vacation	7.50			7.50
Tue 08/30	Vacation	7.50			7.50
Wed 08/31	Clock	08:00 am - 04:30 pm			
Thu 09/01	Reg (Worked)				
Fri 09/02	Reg (Worked)				
Sat 09/03	Reg (Worked)				
0.00					15.00
Sun 09/04	Reg (Worked)				
Mon 09/05	Holiday	7.50			7.50
Tue 09/06	Clock	08:00 am - 04:30 pm			
Wed 09/07	Reg (Worked)				
0.00					7.50

At the bottom, the 'Time Off Balances' section shows the following summary:

Category	Initial Balance Sun 08/28	Increases	Decreases	Ending Balance Sat 09/10
Vacation	122.73	0.00	-15.00	107.73
STD	\$25.00	0.00	0.00	\$25.00
Floating Holiday	7.50	0.00	0.00	7.50
Sick	\$20.43	0.00	0.00	\$20.43

Setting Date and Save Options

You can specify date and save options that help you locate and process employee time sheets or schedules more efficiently. The options you select remain valid for the current session only.

1. To set the date and save options, click the **Pay Period** button to access a pop-up calendar.
2. Select the period from the calendar by doing one of the following:
 - Click the desired date. The period containing that date appears.
 - Click the **Current Period** button to specify the current period.
 - Click the Today button to specify the period containing today's date. The selected period appears in yellow.
3. Click the arrow in the **Save** button to access its drop-down menu, and choose what the system will do whenever you save an employee's time sheet. By default, the system saves just the employee's time sheet and performs no further action.
 - Select **Save** and **Next** to direct the system to save the employee's time sheet, then close it, and display the time sheet of the next employee in the group.
 - Select **Save** and **Find** to direct the system to save the employee's time sheet, then close it and open the **Find Employees** pop-up window.

Finding Records

Use the **Find** button to quickly locate an employee or a set of employees based on specific search criteria.

1. Click the **Find** button to display the **Find Employees** pop-up window.
2. Enter your search criteria. For example, you may enter a Last Name, Employee Number, or Policy Profile. You can also use a character string and/or the wildcard character (*) to retrieve a list of employees matching the characters you enter.
3. Click **Search** to find the records, or click **Cancel** to exit the pop-up without searching.
4. When the search completes, the results expand within the **Find Employees** pop-up window and appear in a table. You are able to sort your search results by clicking the top of any column in the **Find Employees** pop-up window.
5. Click a row in the table to display the record for that employee. To refine your search, click the Plus button to expand **Search Criteria**, make any changes, and click **Search**.

Sorting Records

Use **Sort** to specify the order in which to arrange records.

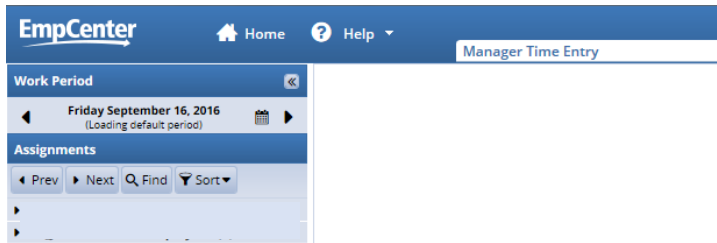
1. To sort records, click the **Sort** button to display the **Sort** drop-down list.
2. Select the option by which you want the records sorted

Editing Employee Time

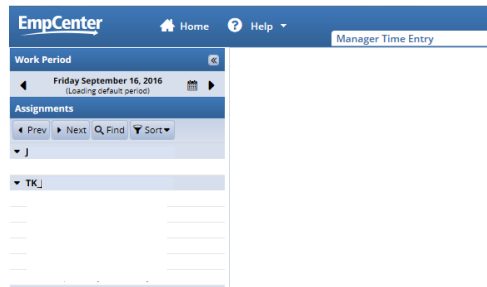
The manager/timekeeper Time Entry window enables you to:

- Edit employee time sheets
 - View an employee’s time off balances and pay preview.
1. Select **Time Entry** → **View Time Sheets** in the dashboard.

The manager/timekeeper **Time Entry** window appears.



2. Select an assignment group (if you have been delegated more than one group of employees).
3. Select an employee from that assignment group.



The respective employee’s time sheet appears.

Time Entry		Jun 19, 2016 to Jun 25, 2016							<input checked="" type="checkbox"/> Show All Weeks
Pay Code		Sun 06/19	Mon 06/20	Tue 06/21	Wed 06/22	Thu 06/23	Fri 06/24	Sat 06/25	Total
Reg (Worked)	08:00 am - 07:15 am		08:00 am - 07:15 am						14.50
Reg (Worked)	11:30 am - 02:45 pm		11:30 am - 02:45 pm						8.00
Vacation						7.50	7.50		15.00
Clock	07:59 am - 07:13 am		07:59 am - 07:13 am						
Clock	11:32 am - 02:48 pm		11:32 am - 02:48 pm						
Clock	12:31 pm - 12:24 pm		12:31 pm - 12:24 pm						
Clock	04:30 pm - 04:30 pm		04:30 pm - 04:30 pm						
Total		0.00	7.50	7.50	7.50	7.50	7.50	0.00	37.50
Pay Code		Sun 06/26	Mon 06/27	Tue 06/28	Wed 06/29	Thu 06/30	Fri 07/01	Sat 07/02	Total
Reg (Worked)									
Vacation							3.75		3.75
Total		0.00	0.00	0.00	0.00	0.00	3.75	0.00	3.75

4. Edit the time sheet for an assignment as necessary. You must enter am or pm when entering the employee’s time. You must enter positive time worked, do not enter lunch periods.
5. Click the **Save** button to save any changes made to the time sheet.

Pay Codes

A pay code is an entry-type identifier required for every transaction recorded on a time sheet or schedule. Each pay code has an entry type such as amount, elapsed time, or in/out time. Managers/timekeepers have access to certain pay codes which are unavailable to employees and can modify employee time sheets by selecting from a number of additional pay codes.

Pay codes such as vacation or sick will increase or decrease time off banks.

1. Open an employee's timesheet.
(**Time Entry** → **View Time Sheets**. Select an assignment group. Select an employee.)
2. Select the needed pay code.

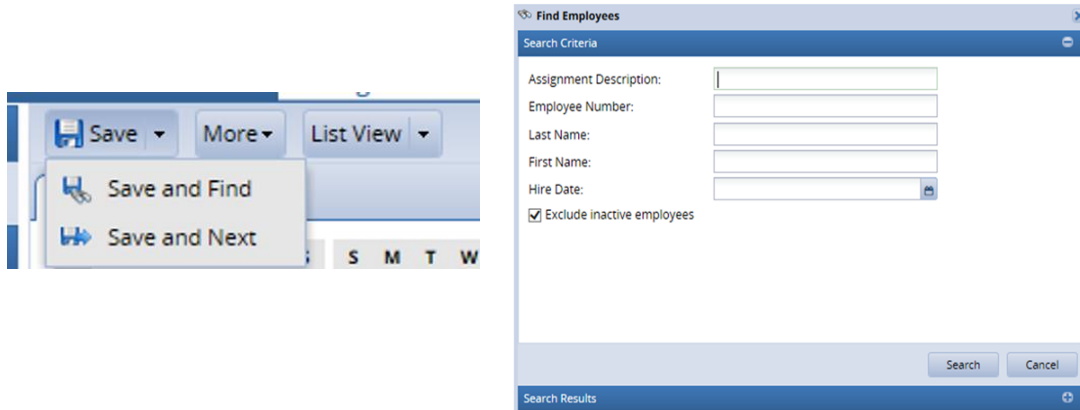
Date	Pay Code
Sun 07/17	Reg (Worked)
Mon 07/18	Call-In 15
Tue 07/19	Clock
Wed 07/20	DPS Shift Premium
Thu 07/21	Emergency Univ Closing
Fri 07/22	Emergency Univ Closing Worked
Sat 07/23	FMLA
	FTO (Field Training Officer)
	Floating Holiday
	Funeral
	Holiday

- (1) To select a pay period for viewing or editing, click the **Period Selector** button to access the pop-up calendar, and select a pay period.

The screenshot shows the EmpCenter Manager Time Entry interface. At the top, there are navigation links for Home and Help. Below that, the 'Work Period' section is visible, showing a calendar for September 2016. The date Friday, September 16, 2016, is selected. An arrow points from the text in step (1) to the 'Period Selector' button (a calendar icon) in the 'Work Period' section.

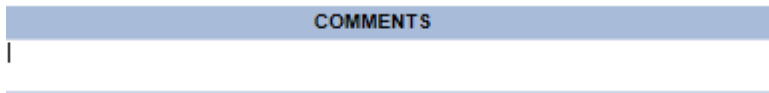
- (2) Use the arrow button to expand/collapse the left panel.
 - Use **Tab** or **Shift + Tab** to move between fields on the time sheet.
 - Click the **Schedule** tab to display the employee's work schedule.
 - Click the **Exceptions** tab on the bottom panel to display system-generated messages related to the time sheet.
 - Click the **Time Off Balance** tab to view the employee's bank balances.
 - Click the **Results** tab to view a pay summary of the time sheet.
 - If wanted, select and click the **Print** item from the **More** button to print the time sheet.
 - Click the **Save** icon to save any changes you make.

3. If desired, select and click the **Save and Find** option from the **Save** button to save the timesheet and automatically open the **Find Employees** window.
4. Select the **Save and Next** option to save the timesheet and automatically open the timesheet of the next employee in the group.



Entering Comments

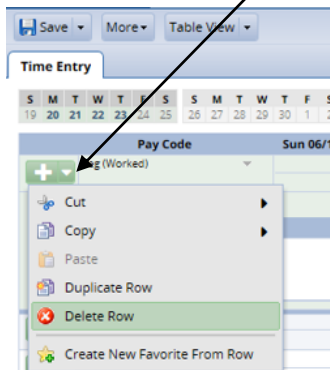
The **Comments** field can be used to enter details about an infrequently used pay code to a time sheet entry or to enter any additional information related to a particular time entry. If a time sheet entry contains any details, a Comment Indicator appears in the field associated with the comment.



Deleting a Time Entry

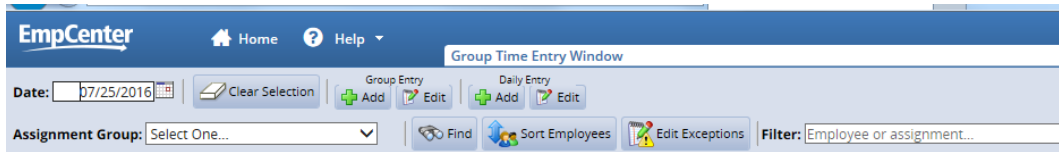
You can delete a time entry.

1. Select the time slice to delete.
2. Click on the green downward arrow next to green plus sign
3. Choose **Delete Row**.
4. Save.



Working with Groups of Records

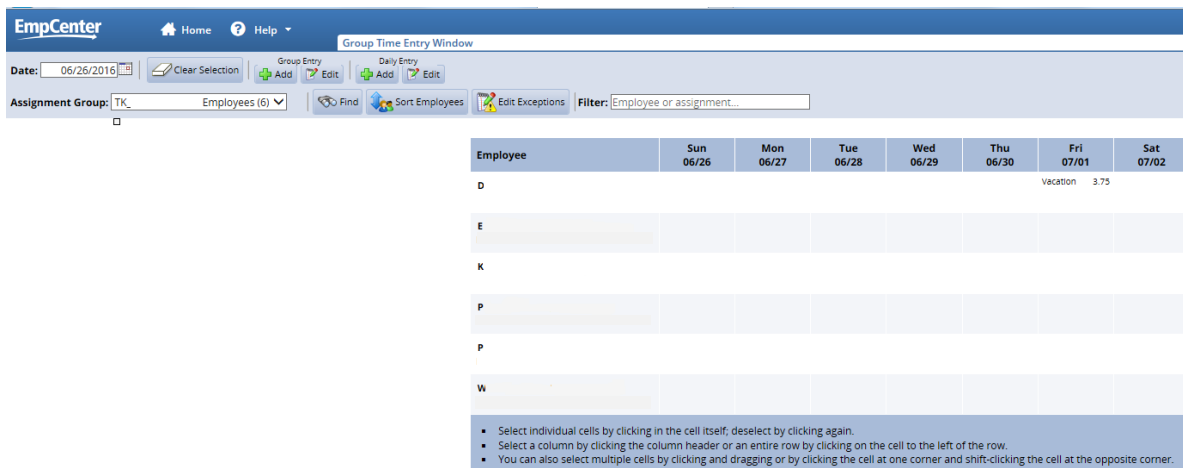
The **Group Entry** window enables you to select and edit entries for multiple time sheets or schedules.



Your window may also contain buttons for other tools, depending on the configuration of your organization.

1. To select group entries, select the appropriate assignment group from the **Assignment Group** drop-down menu.

Once the relevant information loads, a grid displays employee names, days, and dates.



The maximum number of assignments displayed in the grid depends on the maximum number defined by your system administrator, which appears below the Assignment Group drop-down menu. If an assignment group exceeds the maximum number allowed for display, a message appears above the grid.

Time entries associated with warning and error exceptions appear with a shaded background. Yellow indicates exception warnings, while red indicates error exceptions.

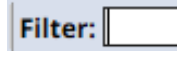
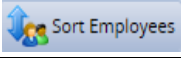
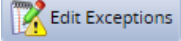
In most cases, the grid's default view displays the current pay period.

1. To choose a different pay period, select a date that falls within that pay period by doing one of the following:
 - Enter a date in the **Date** field. Use one of the following formats: MM/DD/YY, MM/DD/YYYY, YY/MM/DD, or MM-DD-YY, including the slashes or dashes.
 - Alternatively, click the Calendar button (if available) and select a date. After selecting a new date, the grid automatically updates to that date.

-
2. Select entries to modify by clicking the appropriate cells in the grid.
 - To select all dates in the time period, click the cell containing the employee (assignment) name.
 - To select a specific date for all members in the group (i.e., a column), click the cell containing the date (the column header).
 - To select specific dates for specific members, click the cells you would like to edit.
 - To select a range of cells, click the first cell in the range, and then press SHIFT while clicking the last cell in the range.
 - To select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.
 3. To edit the assignments of employees in a different group, select a different group from the **Assignment Group** drop-down menu.
 4. Click the **Clear Selection** button to start over.

Using Other Group Entry Tools

In addition to the standard tools used for working with multiple entries, you can use the following options if your system has been configured to include them.

Button	Description
 Filter: <input type="text"/>	Retrieve a list of records matching a specific set of criteria. The filter searches all assignments to which you have access.
 Sort Employees	Arranges your records in a specific order.
 Edit Exceptions	Allows you to take action on exceptions.

1. To filter employees, enter your search criteria. For example, you may enter a Last Name, Employee Number, or Hire Date.
2. You can also use a character string and/or the wildcard character (*) to retrieve a list of assignments matching the characters you enter.
3. If you include a wildcard, use the **Max Results** field to limit the number of records displayed.
4. Click **Search** to find the matching records, or click **Cancel** to exit the pop-up without searching.

Sorting Employees

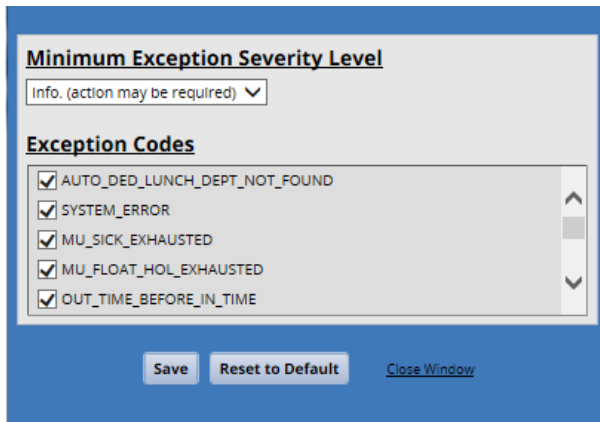
1. In the list of sort options, arrange the options in the order by which the records will sort. For example, you can sort first by hire date, then by last name, etc.
2. Click **Sort** to use the sort hierarchy you have specified, or click **Close Window** to exit the pop-up without searching.



Editing Exceptions

1. Select exceptions to modify by clicking the appropriate cells in the grid.
 - To select all dates in the time period, click the cell containing the employee (assignment) name.
 - To select a specific date for all members in the group (i.e., a column), click the cell containing the date (the column header).
 - To select specific dates for specific members, click the cells you would like to edit.
 - Select a range of cells, click the first cell in the range, and then press SHIFT while clicking the last cell in the range.
 - To select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.
2. Click the **Edit Exceptions** button.

A new window opens for addressing and resolving exceptions. Depending on your configuration, the appearance of this window can vary.
3. To select certain exception types, do the following:
4. Click the **Exception Filter** button.

The **Exception Filter** dialog opens. The **Exception Filter** dialog lets you select specific exceptions and filter exceptions by severity level.



- a. From the **Minimum Exception Severity Level** drop-down list, select the lowest level exception you want to view or edit.
 - b. In Exception Codes, select the specific exceptions you want to view or edit. By default, the system selects all exception codes.
 - c. Do one of the following:
 - To save your changes, click **Save**. The **Exception Filter** dialog closes and the **Group Time Entry** window displays the filtered results.
 - To display all exceptions, click **Reset to Default**. The Exception Filter dialog closes and the Group Time Entry Window displays unfiltered results.
 - To cancel any filter changes, click **Close Window**. The Exception Filter dialog closes and the Group Time Entry Window display does not change.
5. Make the necessary changes or additions.
- Click the **Insert** button  to add time or schedule entries.
 - Click the **Delete** button  to delete time or schedule entries.
 - Select the **Acknowledged** checkbox to acknowledge the exception.
6. **Save** your work.
- Click the **Save** button to save your changes.
 - Click the **Save & Return** button to save your changes and go back to the entry grid.
 - Click the **Back** button to exit the window without saving your changes.

Adding and Editing Group Entries

You can add and edit entries for just a few records or a large number of records.

- To add or edit group entries, select the cells for which entries are to be added or modified.
- Choose the task and method to be performed.
 - In the **Group Entry** area, click **Add** or **Edit** to add or edit large groups of entries. This is a good choice when you have selected dates for entire groups of assignments.



- In the Daily Entry area, click Add or Edit to add or edit daily entries. This is a good choice when you have selected just a few assignments or an individual assignment.



The **Group Time Entry** window opens for adding and editing group entries (in either Group Entry view or Day View).

The following figure shows the Group Entry view of the **Group Time Entry** window.



Employee (Assignment)	Date	Pay Code	Start Time	End Time	Hours	Amount	Action
	Sun 09/11, Mon 09/12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Sun 09/11, Mon 09/12						

The following figure shows the **Day View** of the **Group Time Entry** window.

Employee (Assignment) ▼	Date ▼	Pay Code	Start Time	End Time	Hours	Amount	Action
	Sun 09/11	Clock ▼	08:00 am ▼	04:00 pm ▼			
	Mon 09/12	Clock ▼	08:00 am ▼	04:00 pm ▼			
	Sun 09/11	Clock ▼	08:00 am ▼	04:00 pm ▼			
	Mon 09/12	Clock ▼	08:00 am ▼	04:00 pm ▼			

When you select one or more assignments for editing, the window displays the pay code for the in and out times, and groups consecutive in and out times with the same pay code. In and out times are grouped even if there are gaps between them, provided the times are not separated by another in and out time with a different pay code.

For example, in the **Group Entry** view, the Regular pay codes are grouped together in one row, and the OVERTIME pay code is grouped in a different row, similar to the Table View in the **Time Entry** Window. The **Day View** lists each employee's worked days in a separate row, similar to the **List View** in the **Time Entry** Window.

3. Make the necessary changes or additions.
 -  Click the **Insert** button to add time or schedule entries.
 -  Click the **Delete** button to delete time or schedule entries.
 - Use Tab or Shift + Tab to move between fields.
4. **Save** your work.
 - Click the **Save** button to save your changes.
 - Click the **Save & Return** button to save your changes and go back to the entry grid.
 - Click the **Back** button to exit the window without saving your changes.

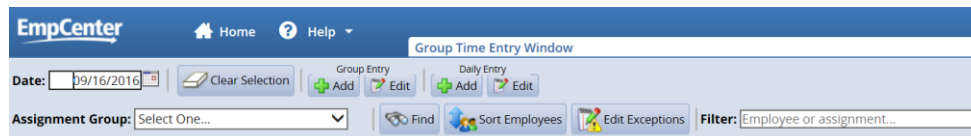
Editing Time for Groups

Group time sheets enable managers/timekeepers to manually create or edit time sheets for an entire group of employees. For example, if you want to create a time sheet for all union employees, the group time sheet option saves you time; or, if multiple employees on the time sheet had exactly the same scheduling information, you could perform this task very quickly.

The **Edit Time for Groups** window enables you to edit an entire or partial group of employees. For example, you can add a week of training to a group of employees in a division or add a holiday for an entire unit.

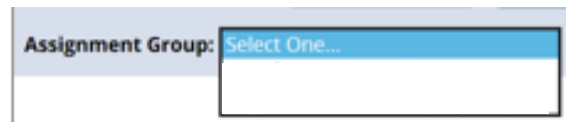
1. To display the Group Time Entry window, select **Time Entry** → **Edit Time for Groups**.

The **Group Time Entry Window** appears:

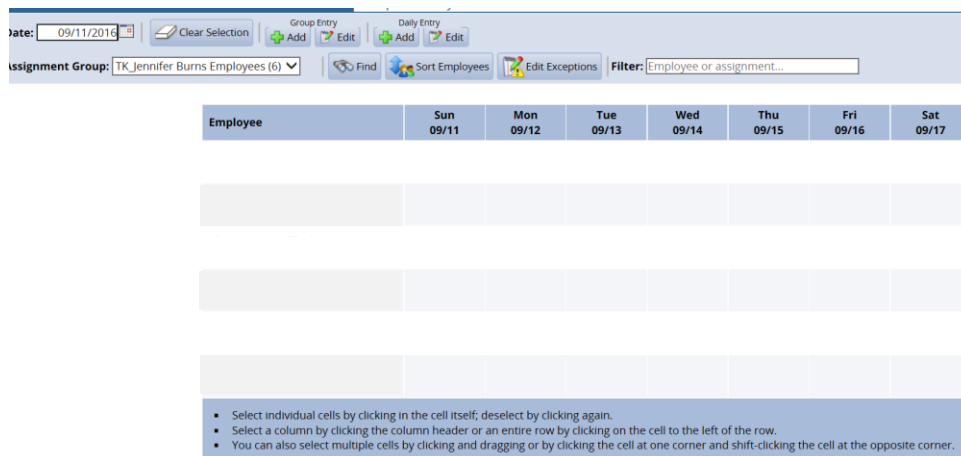


Please select a group.

2. To select group entries, select an assignment group from the **Assignment Group** drop-down list. (The following figure shows a sample list.)



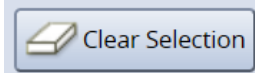
3. Once the relevant information loads, a grid displays employee names, days, and dates.



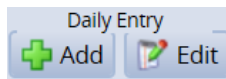
Note: For large groups, only the first 50 members display. Use the filter button to refine your results.

Time entries associated with warning and error exceptions appear with a shaded background. Yellow indicates exception warnings, while red indicates error exceptions.

4. Select entries to modify by clicking the appropriate cells in the grid.
 - To select all dates in the time period, click the cell containing the employee (assignment) name.
 - To select a specific date for all members in the group (i.e., a column), click the cell containing the date (the column header).
 - To select specific dates for specific members, click the cells you would like to edit.
 - To select a range of cells, click the first cell in the range, and then press **Shift** while clicking the last cell in the range.
 - To select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.
 - You can click the **Clear Selection** icon to start over.



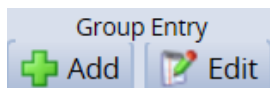
5. Select the **Daily Entry Add/Edit** option to apply different changes to individual employees.



6. Edit the time sheet as necessary.

Employee (Assignment) ▼	Date ▼	Pay Code	Start Time	End Time	Hours	Amount	Action
	Sun 09/11	Clock ▼	08:00 am ▼	04:00 pm ▼			+ x
	Mon 09/12	Clock ▼	08:00 am ▼	04:00 pm ▼			+ x
	Sun 09/11	Clock ▼	08:00 am ▼	04:00 pm ▼			+ x
	Mon 09/12	Clock ▼	08:00 am ▼	04:00 pm ▼			+ x

7. You can choose **Group Entry** to make one change for the entire group.



8. Select the **Group Entry Add/Edit** option to apply a single change to all employees.

Employee (Assignment) ▼	Date ▼	Pay Code	Start Time	End Time	Hours	Amount	Action
	Sun 09/11	Clock ▼	08:00 am ▼	04:00 pm ▼			+ x
	Sun 09/11	Clock ▼	08:00 am ▼	04:00 pm ▼			+ x
	Sun 09/11	Clock ▼	08:00 am ▼	04:00 pm ▼			+ x
	Sun 09/11	Clock ▼	08:00 am ▼	04:00 pm ▼			+ x
	Sun 09/11	Clock ▼	08:00 am ▼	04:00 pm ▼			+ x
	Sun 09/11	Clock ▼	08:00 am ▼	04:00 pm ▼			+ x

9. After you've made the desired edits, select **Save and Return** to save the changes and return to the main Group Time Entry Window.



- Select **Save** to save changes and remain on the same page.
- Select **Back** to return to the main window without saving the changes.

10. To edit the assignments of employees in a different group, select a different group from the **Assignment Group** drop-down menu in the main Group Time Entry Window.

Approving Time Sheets

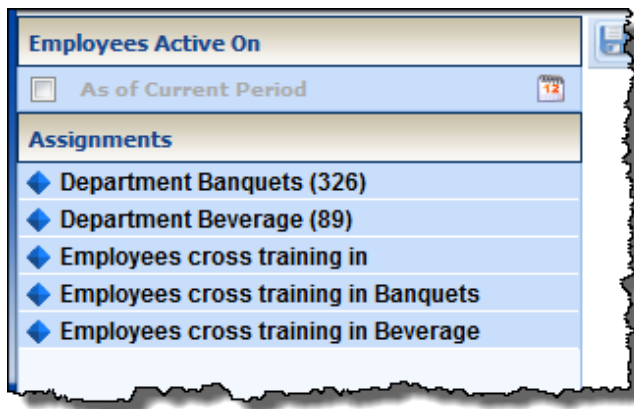
Manager/timekeeper-level employees can approve hours for individual employees or for an entire group. When you review employee hours, the system allows you to see whether an employee's time sheet contains any exception messages.

Time sheets with errors need attention before approval. You can choose to open and edit time sheets to correct any condition causing an exception, to reject time sheets and direct employees to correct them, or approve them despite exceptions. If the time sheet data indicate a mixture of error-free time sheets and time sheets with exceptions, you have the option of approving the error-free time sheets immediately.

The primary focus of approving or rejecting hours is to correct time sheets to eliminate exceptions.

1. To approve or reject employee time, select **Time Entry** → **Approve Time Sheets**.

The **Approve Time Sheets** window appears. *(Your list of assignments will vary.)*



2. From the assignment tree, select the group for which you want to approve or reject hours.



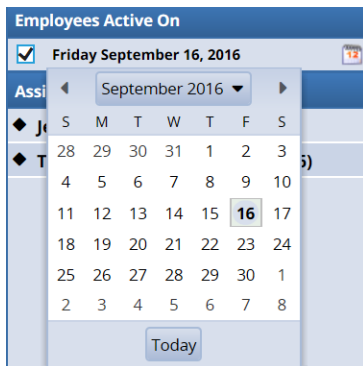
3. The **Approve Current Time Sheets** window appears. The names of the employees in the group populate the main window.

Name	Employee	Assignment	Total	Reg	OT_0.5	OT_1.0	OT_1.5	OT_2.0	Vacation	Sick	Other	Exceptions	Manager's Approval
			22.5	0.0	0.0	0.0	0.0	0.0	15.0	0.0	7.5	No	<input type="checkbox"/> Approve
			7.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.5	No	<input type="checkbox"/> Approve
			8.25	0.75	0.0	0.0	0.0	0.0	0.0	0.0	7.5	No	<input type="checkbox"/> Approve
			7.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.5	No	<input type="checkbox"/> Approve
			7.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.5	No	<input type="checkbox"/> Approve
			7.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	7.5	No	<input type="checkbox"/> Approve

4. You can view an employee's time sheet by clicking on the row of the respective employee.
5. If you would like to view time sheets ending on a different date than the default (the current date), do the following:
 - a. Select the checkbox in the **Employees Active On** field.



A pop-up calendar appears.



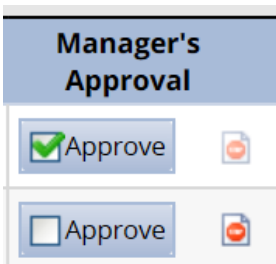
- b. Select a different date.

The window updates with time sheet information for the period containing the date you selected.
 - c. If you would like to return to the current date, unselect the checkbox in the **Employees Active On** field.

6. To approve employee time sheets, do the following:

- a. Approve the employee hours.

To approve an individual employee's hours, select the **Approve** checkbox in the **Manager's Approval** field. The **Approve** button for an accepted time sheet includes a green check mark.



This is a toggle; you can click it again to undo the approval.

If the time sheet data indicate that all time sheets have been submitted without any errors or exceptions that will prevent you from approving them, you can approve them at once using the Approve All button.

If the time sheet data indicate a mixture of error-free time sheets and time sheets with exceptions, you can approve the error-free time sheets immediately by checking the box for Manager's Approval. Of course, you may choose to correct all time sheet errors first, and then approve all employees at once.

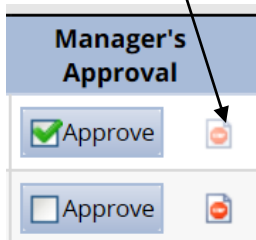
b. Click **Save Approvals**.

The hours for the applicable employees are saved for the specified work period. When employees access their time sheet for that work period, a note appears informing them that the hours have been approved. They will not be able to enter changes to their time sheet for that work period.

Rejecting Employee Hours

To reject an employee time sheet, do the following:

1. Click the **Reject** time sheet button in the **Manager Approval** field.



2. The **Reject Time Sheet** window appears.

3. If the employee has an email address on file you can send an email notification to the employee about their rejected time sheet.
4. Complete the fields in the Reject Time Sheet dialog, using the following table as a guideline.

FIELD	DESCRIPTION
Notify	The employee to be notified about the rejected time sheet.
Email subject	The subject title of the email to be sent to the employee. (The email subject can be changed.)
Email message	A message to convey to the employee about the rejected time sheet.
Comments	Additional information about the rejected time sheet.

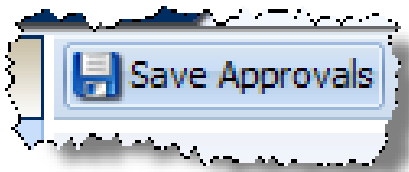
5. Do one of the following:
 - Click **Reject** to reject the time sheet and send the e-mail message.
 - Click **Close Window** to quit the **Reject Time Sheet** window without rejecting the time sheet.
 - Click **Undo** to rescind the previous rejection of a time sheet. (This option is enabled only if you previously rejected the time sheet.)

Note: Clicking Undo moves the time sheet to a neutral status. You can also undo a rejected time sheet by selecting the checkbox on the Approve button and clicking Save Approval. This method will save the time sheet as “approved.”

6. If you have rejected the time sheet, the **Approve** button is “grayed out.”



7. Click **Save Approvals**.



8. Once saved, the **Approve** button for a rejected time sheet is no longer “grayed out”.



9. The approval (or rejection) history for the employee is viewable by clicking the “History” button.



The **Approval History for Employee** window appears.

Approval History for Employee Diane M. Duwel's Assignment (Benefits Specialist-27390)

Approval History for Employee						
Action	Level	Name	ID	Time	E-Mail	Comment
Withdrawal	0			Sep 16, 2016 03:55 pm		
Approval	5			Sep 16, 2016 03:54 pm		

Close Window

The **Approval History** window displays the action taken, who took action, the date and time of the action, any e-mail messages sent, and comments made.

10. Review and click **Close Window**.

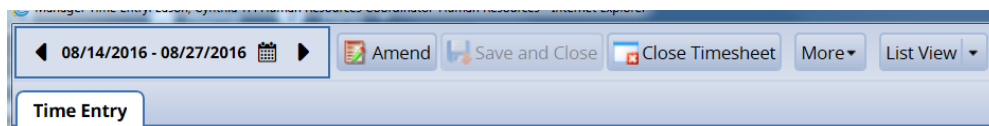
Amending Time Sheets

Managers and timekeepers can amend prior period closed time sheets up to 30 days old. Amended time sheets follow the same approval process as current time sheets.

Data from amended timesheets are not included in reports unless the amended timesheet has been approved or approved and locked (depending on the configuration).

Amended time sheets must be approved by a manager/timekeeper (or higher) to be included in end of period processing, and therefore paid.

- Any changes made must be approved by your manager/timekeeper to be considered for recalculation. Your system configuration may also require your approval, but submitting the time sheet will most likely be sufficient.
 - Any changes made to a time sheet for which you have already been paid will cascade through all time sheets up through the current pay period. The difference will be applied to your current pay and bank balances.
 - If you amend a past time sheet to account for a vacation day that you entered as a workday, then that change – because it affects your vacation bank – is used to recalculate your bank balances for each successive time sheet up through the current pay period.
1. To amend a timesheet, click the **Amend** button for the timesheet in the pay period that needs to be modified.



The timesheet opens for edits.

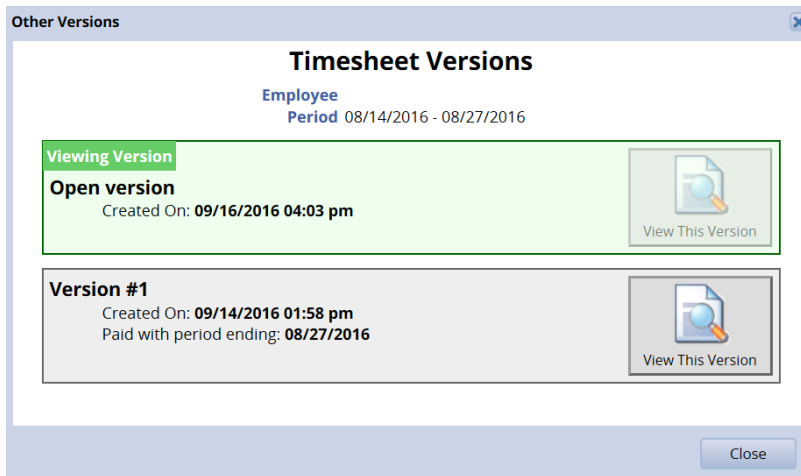
2. Edit and **Save** the timesheet.

The **Other Versions** button appears.



3. Click the **Other Versions** button.

The **Time Sheet Versions** window appears.



4. Click **View This Version** to display the original version of the timesheet.
5. Click **View the Amended Version** to see the changes made.



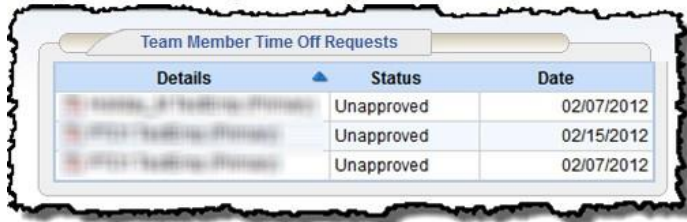
A pop-up window displays the results of the comparison.

6. After viewing the comparison, you can print the results, or close the window to return to the timesheet.

Approving Time-off Requests

When an employee submits a time off request, the request is forwarded to the employee’s manager for review. The manager can then approve or reject the request.

- To view a listing of the time off requests that have been submitted by team members, select **Schedules** → **Review Time Off Requests** on the Dashboard.
 - Alternatively, if your configuration shows individual **Time Off Requests** on the dashboard, select a time off request directly and skip to step 2.



The **Time Off Review Summary** window appears, listing pending requests (if any) and a history of past requests (in the **Time Off Request History** tab).

Employee ID	Employee Name	Approval Status	Start Date	End Date	Hours Requested	Last Modified
-----		Pending	09/19/2016	09/19/2016	7.5	09/16/2016 05:15 pm

- Select the **Pending Requests** tab.
- Select a pending request.

The request appears, including the hours requested, bank usage, and history of the request.

View Request List
Approve Request
Reject Request

Request Summary Pending

Date	Pay Code	Hours
Mon 09/19/2016	Vacation	7.5

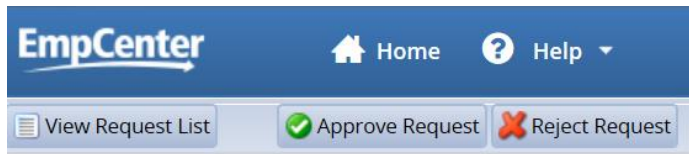
Bank Usage

Exceptions (0)	History (1)	Bank Usage
Mon 09/19 Mon 09/19		
Vacation:	7.5 used	85.59 78.09
Sick:	0 used	213.22 213.22
Floating Holiday:	0 used	0 0

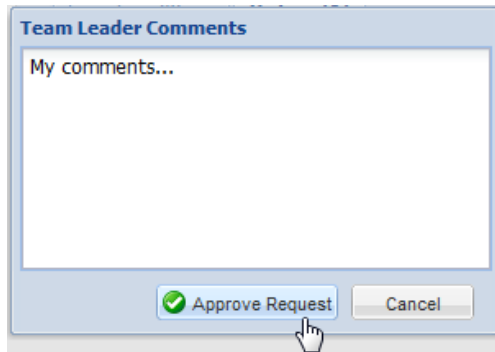
With Current Request

Requests: ■ This Request ■ Pending

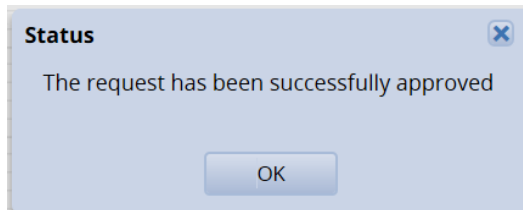
- To approve the request, select **Approve Request**.



- Add your comments (optional) and select **Approve Request**.



A successful approval is acknowledged.



You are returned to the **Time Off Review Summary** window.

The previous request now appears in the **Time Off Request History** tab.

Employee ID	Employee Name	Approval Status	Start Date	End Date	Hours Requested	Last Modified
		Approved	09/19/2016	09/19/2016	7.5	09/16/2016 05:20 pm
		Approved	08/26/2016	08/30/2016	22.5	06/07/2016 09:16 am

Cancelling an Approved Time-Off Request

1. To cancel an approved time off request, select a request from within the **Time Off Request History** tab.

The request appears, including the hours requested, bank usage, and history of the request.

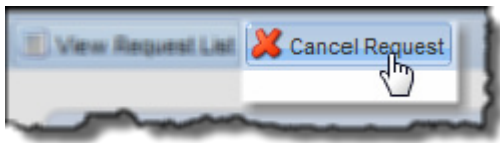
The screenshot shows a software interface with two main sections. On the left is a 'Request Summary' box with a green checkmark and the word 'Approved'. It contains a table with the following data:

Date	Pay Code	Hours
Mon 09/19/2016	Vacation	7.5

On the right is a 'History' table with columns for Date/Time, Approval Status, User, and Comments. It shows two entries:

Date/Time	Approval Status	User	Comments
09/16/2016 05:15 pm	Pending		
09/16/2016 05:20 pm	Approved		

2. Click Cancel this **Time Off Request**.



The **Cancel Time off Request** window appears.

The screenshot shows a dialog box titled 'Reason for Cancellation'. It features a text input field containing the text 'Canceling because...'. Below the input field are two buttons: 'Cancel Request' (with a red 'X' icon) and 'Do Not Cancel Request'. A mouse cursor is pointing at the 'Cancel Request' button.

3. Enter a reason for cancellation, if necessary.
4. Select **Cancel Request**.

A successful cancellation is acknowledged.

The screenshot shows a 'Status' dialog box with a close button (X) in the top right corner. The text inside the dialog reads 'The request has been successfully approved'. Below the text is an 'OK' button.

5. The approval status of the request in the tab is changed from “Approved” to “Cancelled”. **Time Off Request History**

Common ID	Approval Status	Team
2013934	Cancelled	Aberle...
1008134	Approved	Fletch...

End-of-Period Reminders

At the end of each pay period, most time entry employees will submit their timesheets, and managers will review and approve employee time sheets using the **Approve Time Sheets** function.

Reminder messages are sent to remind employees that time sheets need to be entered and submitted near or at the end of a work period. Reminders are sent to remind managers to approve employee timesheets. Reminders are sent only to managers who have not approved all of their employee timesheets.

Reminder e-mails will be sent to managers and their delegates for unapproved time sheets as indicated in the following table.

Reminder	Date/time	Message
First	Monday at 04:30 am	First reminder – Please review & approve employee time sheets.
Second	Monday at 04:30 pm	Second reminder – Please review & approve employee time sheets.

Delegation

Delegation is granting another member of the organization the right to perform certain actions when the typically assigned person is not available. For example, a manager going on vacation for a week can delegate the time sheet approval process to another manager for the respective week.

A user with a particular role can delegate an assignment group and grant the delegation recipient the same or another role to define the delegation recipient’s access to the group. When delegating group roles, the owner can delegate only those roles that are at or below the owner’s role for the group; i.e., someone with manager role for a group cannot delegate the Administrator role to others.

Roles that may be delegated and the respective roles which each can delegate are defined as follows:

Role	Roles that may be delegated
Employee	None, cannot delegate
Manager	Manager or Timekeeper
Benefits Administrator	None, cannot delegate
Timekeeper	Manager or Timekeeper
HR Administrator	None, cannot delegate
Payroll Administrator	None, cannot delegate
System Administrator	None, cannot delegate
Superuser	None, cannot delegate
Delegator	All

Once an owner has delegated a role, that owner can also cancel the delegation.

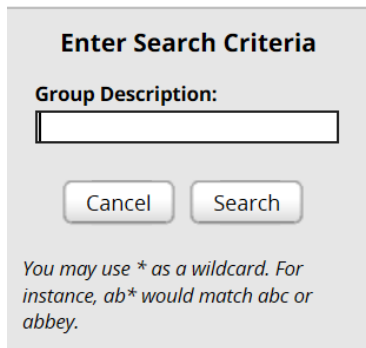
1. To delegate roles, select **Settings** → **Manage Delegations**.

The **Manage Delegations** window appears.



2. Click **Delegate Authority**.

The **Enter Search Criteria** window appears. You can search for one or more assignment groups.



3. Enter your search criteria. You can enter a character string and/or the wildcard character (*) to retrieve a list of groups matching the characters you enter.
4. Click **Search**.

A window lists the assignment groups matching your search, along with the roles you are granted for each group.

Choose Delegate Options				
Assignment Group	Role to Delegate	Effective Date	End Effective Date	Allow Re-delegation
<input type="checkbox"/>	Manager, Group	09/16/2016	09/23/2016	<input type="checkbox"/>
<input type="checkbox"/>	Timekeeper, Group	09/16/2016	09/23/2016	<input type="checkbox"/>

5. For each assignment group being delegated, choose your delegation options.
 - In the **Assignment Group** column, select the checkbox next to the assignment group name.
 - In the **Your Role** column, use the drop-down menu to select the roles to be delegated for the assignment group.
 - In the **Effective Date** and **End Effective Date** columns, enter the dates during which the assignment group roles will be delegated.
 - In the **Allow Re-delegation** column, place a checkmark in the checkbox to allow the delegation recipient to delegate the assignment group to another user.
6. Click **Next** to display a search window for selecting the user who will be delegated that assignment group.
7. In the search window, enter your search criteria. You can also use a character string and/or the wildcard character (*) to retrieve a list of users matching the characters you enter.
8. If you are including a wildcard, use the **Max Results** field to limit the number of displayed records.
9. Click **Search**.

Search for Delegation Recipients

User ID:

First Name:

Last Name:

Only those who can receive one of the selected roles will be shown.

Max Results:

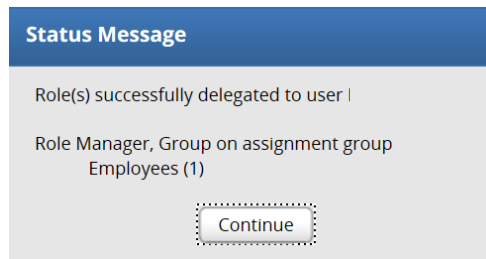
You may use * as a wildcard. For instance, ab* would match abc or abbey.

A window appears with the results of the search.

Search Results	
<input type="button" value="Select"/>	
Name	User ID
<input type="radio"/> **DO NOT DELETE**, Superuser	SUPERUSER
<input type="radio"/> **DO NOT DELETE**, Workforce	WORKFORCE
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	
<input type="radio"/>	

10. Select a user.
11. Click **Select**.

A confirmation message appears that indicates a successful delegation.



If any delegations fail, a status message appears listing the unsuccessful delegations and why they failed. For example, a delegation could fail because the assignment group is currently delegated to the selected user.

12. Click **Continue** to return to the **Manage Delegations** window.

Cancelling or Revoking a Delegated Role

1. Click **Manage Delegations** in the **Settings** area on the Dashboard.
A pop-up appears in which you can choose the delegation action.
2. Click **View/Revoke Delegations**.

A window appears that lists the roles currently delegated within your assignment groups, along with your role for each group.

Delegations							
Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	Role After Delegation	My Current Role	Actions
		01/14/2014	01/13/2014	Manager, Group	Manager, Group	Manager, Group	Nothing to revoke.
		01/14/2014	01/13/2014	Manager, Group	Manager, Group	Manager, Group	Nothing to revoke.
		09/16/2016	09/23/2016	Manager, Group	Manager, Group	Manager, Group	Revoke

3. If an assignment group contains more than one delegated role, click the **Expand** button displayed next to the **Assignment Group** name.
4. In the **Actions** column, select the delegation to be cancelled.
 - Selecting **Revoke** cancels only the delegation appearing in that row.
 - Selecting **Revoke All**, if available, cancels all delegations for that assignment group.

Actions
Nothing to revoke.
Nothing to revoke.
Revoke

A new window appears listing the delegated right to be cancelled.

Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	My Current Role
Employees		09/16/2016	09/23/2016	MU_MANAGER_GROUP	MU_MANAGER_GROUP

Revoke Effective Immediately At end of day on 09/16/2016

Revoke Delegation(s) Cancel

5. Choose the date on which the revocation is to be in effect or select the **Revoke Immediate** checkbox.
6. Click **Confirm** to proceed with the cancellation.

A message appears verifying the cancelled delegation.

Operation performed successfully.



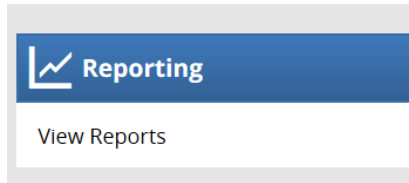
7. Click **Continue** to return to the **Delegations** window.

Group Reports

Group reports provide specific information about select groups of employees.

To view a group report:

1. From the dashboard, click **Reporting** → **View Reports**.

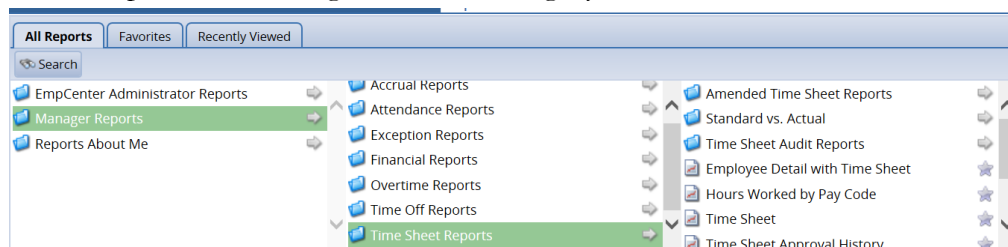


2. A list of report categories appears.



3. Do one of the following:

- Scroll to the name of the report you want to generate.
- View reports in a report category.
 - a. Select the category; for example, **Manager Reports**. The right field populates with the various reports or subcategories in that category.



- d. Select a subcategory if necessary.
 - e. In the right field, select the name of the report to generate.
- Search for the report.
 - a. Enter the name or part of the name of the report in the **Search** field.
 - b. Press the **Enter** key.

Reports with the search criteria in their name appear in a **Search Results** pane.

- Click the name of the report you want to generate.

A second pane appears, allowing you to specify report criteria.

Report: Hours Worked by Pay Code

Report Parameters

Start Date: 09/16/2016 0 day(s) before run date

End Date: 09/16/2016 0 day(s) before run date

Assignment Group List: Filter Values

J Employees
 TK_ Employees
 (none selected)

Pay Code: Filter Values

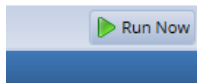
All
 Auto Deduct Lunch
 Call-In
 Call-In 15
 Call-In 20
 Clock
 DPS Shift Premium
 Emergency Univ Closing
 Emergency Univ Closing Worked
 ER.M.A.
 (none selected)

Employee ID:

Employee Last Name:

Language for Report Output:

- Complete the various fields.
- Choose **Run Now**



- Select your preferred output format:

Run Report Now

Delivery

Delivery Method:

PDF Excel CSV HTML

- Excel** to view/print the output in an Excel spreadsheet.
 - HTML** to view the report in the browser window as a web page.
 - PDF** to view/print the output in Adobe PDF format.
- Click **Run Now** to process the report.

EmpCenter displays the report in a separate window.

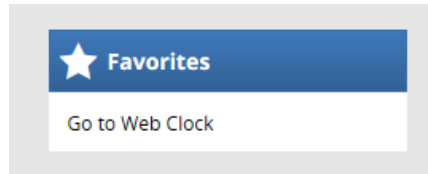


Manager/Timekeeper Appendix

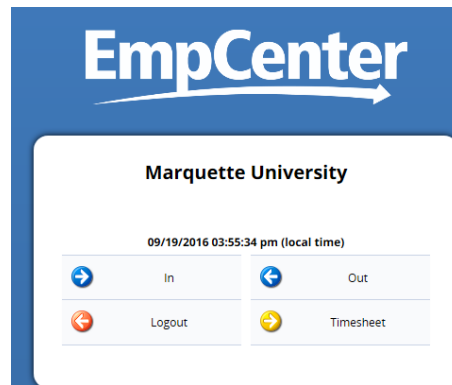
The WebClock

Some employees use a virtual time clock known as the “WebClock”. The WebClock is accessed through the EmpCenter interface and works like a data collection terminal where authorized employees can clock in and out and edit their personal time sheet within the constraints defined for each pay code.

1. To access the WebClock, select **Go to Web Clock**.



The WebClock interface appears.



If employee has multiple assignments, the WebClock first displays the list of positions and the employee must select which they are clocking in or out of first.

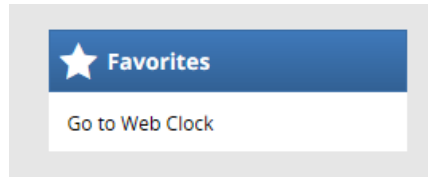
The WebClock interface includes the following buttons:

- **In:** Records the start of work time.
A successfully recorded **In** swipe is reported as follows:
 - **Wed 05/11 10:49 am: Swipe Recorded Successfully**
- **Out:** Records the end of the work period.
- **Logout:** Logs you out of EmpCenter
- **Timesheet:** Takes you to the timesheet view.

The WebClock inactivity timeout is 45 seconds.

Time Entry Window

The Time Entry window comprises various fields and tabs which allow the viewing of your time. After you login to the system (and, if necessary, select the appropriate assignment), open your timesheet by selecting **Enter My Hours** from the **Time Entry** area of the dashboard.



General time entry rules for employees include the following:

- All employees using EmpCenter are non-exempt and enter their time into time sheets on a current pay method.
- All employees use bi-weekly time sheets.
- Shifts crossing midnight will be recorded as time worked on the day the shift starts.
- Employees in policy profiles could have more than one assignment in one or more groups.
- Work time is reported using in/out entries in one minute increments.
- Non-work time (vacation, jury duty, etc) is reported using elapsed time entries.
- Time is rounded to the nearest quarter based on an 8 minute grace period.

The time entry window provides the options necessary for completing time entry. From this window, depending on your role, you can perform one or more of the following tasks:

- View your logged time
- View or acknowledge any exceptions (errors or warnings) about your timesheet
- View details of available time off
- See a preview summary of time entered on the timesheet

The Time Clock

Below is an example of the time clock on campus.

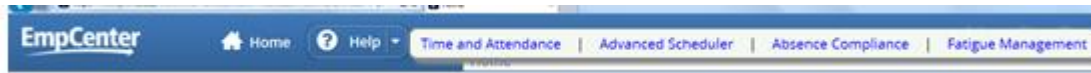


If the clock is in sleep mode, touch anywhere on the screen to begin the process. You will choose one of the F keys below followed by swiping you ID. The terminal main menu supports the following functions:

- Clock In – F1 – Swipe ID
- Clock Out – F5 – Swipe ID
- Out to Meal – F2 – Swipe ID
- Return from Meal – F6 – Swipe ID

Online Help

Once logged into the dashboard, you have access to online documentation through the **Help** link.



You are able to choose the area you need assistance with by clicking on Time and Attendance, Advanced Scheduler, Absence Compliance or Fatigue Management. Clicking on any of the choices will open an online version of the *EmpCenter End User Guide* in a new browser window. As seen below when choosing Time and Attendance.



Time & Attendance Documentation

Online Help

[Time & Attendance User Help](#)

[Reports Help](#)

[EmpCenter Help Basics](#)

PDF Guides

[Time & Attendance User Guide](#)

[Time & Attendance Reports Guide](#)