Marquette University Time and Attendance

TM01 Employee Time and Attendance

This guide helps you learn the most commonly used employee functions in EmpCenter Time and Attendance. The intended audience is employees who use EmpCenter Time and Attendance to record and view time worked, request time off, and generate reports.
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Navigation Basics

Accessing EmpCenter

You can interface with the EmpCenter application in one or more of the following ways:

- Web-based interface on a personal computer.
- WebClock on a personal computer
- Hardware time clock

Accessing EmpCenter via the web

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

The first time you log into EmpCenter, the following dialog appears.

This information is presented in “Customizing the Dashboard” later in this guide.
The following figure is the employee dashboard and shows an example of the Marquette dashboard of a WebClock employee.

Dashboard Functions
The EmpCenter interface presents windows for recording your time and attendance data, such as hours worked and the projects and tasks on which you worked.

Time Entry
- **View Time Sheet**: View time sheet data through the time sheet.
- **Go to WebClock**: The WebClock records your in and out times like a traditional time clock.

Schedules
- **My Time Off**: Submit time off requests, tracks the status of your requests, and views the history of past requests.

Reports
- **View General Reports**: Employees can access general reports to view time sheet information for a certain period, roles delegated to them, or comments on time sheets.
Customizing the Dashboard

EmpCenter supports the following Time and Attendance dashboard customization features:

**Rearranging Function Links**

To rearrange the order in which functions appear within a category, click and drag the function link.

Creating a Favorites category for frequently-used functions

- Hover the mouse pointer over the function’s star icon and click it to move the function to the **Favorites** section of the dashboard.

Removing a Function from Favorites

- Hover the pointer over the respective function link and click the star icon.

- The function returns to its original category.
Online Help

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

The Help link opens the online version of the EmpCenter End User Guide in a new browser window.
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 **Time Entry ➔ Go to Web Clock**.

   ![WebClock Interface](image)

   The WebClock interface appears.

   ![WebClock Interface](image)

   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.

   An employee will use the **Out** and **In** function when going to lunch and returning from lunch.
The WebClock inactivity timeout is 45 seconds. The following message appears with 15 seconds left until automatic logout.

**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 View Time Sheet 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 following figure depicts an example of an employee time entry window.

The top panel displays the **Time Entry** tab while the bottom panel includes the **Exceptions, Time Off Balance**, and **Results** tabs.

Notice the following user interface features:

1. Hover the pointer on the line separating the panels to activate the “adjust height” control. Click and drag the line up or down to adjust the relative height of the panels.
2. Click on the arrow to hide the bottom panel. Click it again to display it.
3. Use the scrollbar to access parts of the timesheet which are not currently visible.

4. When a timesheet cell shows a green triangle in the upper right corner, you can click the cell to activate the “details” tab.
**Changing the Pay Period**

The pay period selector allows the user to move forward or backward one period at a time, using the arrow icons, or to select a specific period to move to using the calendar icon.

1. Click the respective arrow on the **Period Selector** button to retreat or advance a pay period.

2. Click the **Period Selector** button to access a pop-up calendar, and then select a pay period or click the **Default Period** button.

3. If your pay period is longer than a week and you want to enter time for the entire period, select the **Show All Weeks** checkbox.

**Time Sheet Views**

EmpCenter provides two views (or formats) for displaying time sheet information: List View and Table View. Each view displays time sheet information for an entire Pay Period.

1. Select the respective view through the **View** button.

**List View**

The **List View** displays the days in the selected Pay Period as a list.

Totals per time slice appear on the right side of the window. The sum total for the Pay Period displayed in the bottom right corner.
**Table View**

The **Table View** eliminates the need to enter repetitive information for each entry on your time sheet. For example, instead of selecting a pay code for each day, you can enter this information once in Table View and simply enter hours for each day of the Pay Period.

Totals per pay code appear on the right side of the window, and totals for each day at the bottom of the window.

**Show all Weeks**

Because our pay period is longer than a week, you can enter or view time for the entire period by selecting the **Show All Weeks** checkbox.
Information Tabs
The time entry layout shows two or three information tabs, depending on your role.

Exceptions Tab
This tab is supported for all profiles and all roles. An exception is a conflict noted between your time and attendance information and the rules under which your time sheet is processed. Exceptions generate messages which appear in the Exception tab on the Time Entry window. Some messages are informational and require no action; others require a satisfactory resolution before the time sheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid.

The Exceptions tab presents exceptions. Each exception shows the:

- Date of the exception
- Exception message describing the problem
- Severity of the exception (Informational, Error, or Warning)
- Any action that may be required

Exception messages are color-coded to identify the level of severity:

- White: No exceptions or only informational messages present
- Yellow: Warnings present
- Red: Errors present

By default, exception messages are displayed in decreasing order of severity.

The rank of severity codes, from lowest to highest, is as follows:

1. Select any column header (Date, Exception Message, or Action Required) to reorder the list.
2. Click the arrow which appears next to the column name to select a different sort order.
Time entries associated with exceptions appear on the timesheet marked with a colored pin.

![Timesheet with colored pins](image)

2. Click on the pin to display the exception message.

![Exception message](image)

**Time-Off Balances Tab**

*Time-Off Balance* tab displays the number of hours available in various time off banks, taking into account any hours used during the current period. It includes initial and ending balances for the period. *Time-off balances are based on the available hours as of your last processed payroll.*

![Time-Off Balances](image)

For any given bank, notice the interface functions in the following example:

1. Click the *Show Details* link in the lower right corner of a bank to see more details about the period’s bank transactions.
2. The *Vacation* bank is shown in the detail view. Click the *Hide Details* link to return to the summary view.
Results Tab

The Results tab reports the calculated results of the data input on the main time sheet. All columns are sortable. Click on a column heading to sort the displayed information. Click again to return to the previous sort order. By default, the information on this tab is sorted by pay code.

Note the following features:

1. Click a column title to display the sorting arrow and sort in increasing order. Click it again to sort in decreasing order. All columns can be sorted.

2. Click and drag the line separating two columns to modify the width of the left-hand column.

3. Click and drag a column title to change the display order of the column.

4. Click the arrow on top of the right-hand scroll-bar to display the menu that allows you to show/hide columns by checking or un-checking the appropriate check boxes.

The window capture in the following example depicts a customized view of the Results tab: the results are sorted in increasing hours order; the Cost Product and Amount columns have been hidden.
Printing the Time Sheet
You can print the information from all of the tabs in your Time Entry window.

1. In the Time Entry window, click the More button and select Print.
   A Print Preview window and Print dialog box appear.

   If the Print dialog does not open, click the Print link in the upper right area of the Print Preview window.

2. Select your print options and click OK.
3. Click the Close link to close the Print Preview window.
Requesting Time-Off

You can submit time off requests, track the status of your requests, and view the history of past requests using the **My Time Off** function. When employees request time-off, an e-mail is sent to notify the manager that a request was made.

1. From the dashboard, select **Schedules ➔ My Time Off**.
   
   The **Request List** window appears.

2. Select **Create New Request**.
   
   The **Create Time Off Request** window appears.

3. Choose the type of time off from the **Pay code** drop-down list.
4. Enter the day on which you want to begin your time off in the **Start Date** field, or click the Calendar icon on the right of the date field to display a calendar from which you can choose the date. Ensure that the **Start Date** is today’s date or later.

5. Enter the day on which you want to end your time off in the **End Date** field, or use the Calendar icon.

6. If necessary, enter a note to accompany your request in the **Comments** field.

7. Select **Next** to display the details of your time off request.

The **Request Details** window appears. The hours request default to the your scheduled hours for that day. You can modify the hours requested and also select another pay code from the **Pay code** column.

8. Click the **Insert** icon in the **Action field of a row** to add another row for that day, select the Pay code and enter the hours for that type. Remember to adjust the other hours for that day accordingly, if necessary.

9. If exceptions prevent you from submitting the request, do one of the following:
   - Click the **Back** button to return to the previous window and make a different selection, or:
   - Reduce the hours selected by the clicking the **Delete** icon in the **Action field of a row** to remove the hours from that row, and then click **Update**.

   ```
   The formula in the policy doesn’t allow time off request to be submitted.
   ```
10. If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request. You are notified of a successful submission.

11. Click **OK**. You are returned to the **Request List** window. Your new request appears in the **Request List** window as “Pending.” A request email is sent to your manager.

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**E-mail Notification**

E-mail messages are sent to the following recipients when time off requests are submitted. The following table shows when the event triggering the e-mail, the recipients, and the content of the message.

<table>
<thead>
<tr>
<th>Event triggering e-mail</th>
<th>Message subject</th>
<th>Recipients</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of time off</td>
<td>Time Off Request – Pending</td>
<td>Manager/Timekeeper and Delegates</td>
<td>&lt;Employee Name&gt; has requested time off. Please review.</td>
</tr>
<tr>
<td>Approval of time off</td>
<td>Time Off Request – Approved</td>
<td>Employee</td>
<td>Your time off request has been approved.</td>
</tr>
<tr>
<td>Rejection of time off</td>
<td>Time Off Request – Rejected</td>
<td>Employee</td>
<td>Your time off request has been rejected.</td>
</tr>
</tbody>
</table>
Canceling a Time-Off Request

You can cancel a time off request before or after it has been approved.

1. Go to Schedules ➔ My Time Off.
2. Select the Current tab.
3. Select the respective time off request.

The View/Cancel Time Off Request window appears listing the details and history of the request.

4. Click Cancel this Time Off Request at the bottom of the window to withdraw your request. The Reason for Cancellation window appears. Enter your reason for cancellation, if necessary.
5. Select Cancel this Time Off Request.
   The My Time Off window appears again, showing the status of the request as cancelled.

An E-mail message is sent to the following recipients when a time off request is cancelled.

<table>
<thead>
<tr>
<th>Event triggering</th>
<th>Message subject</th>
<th>Recipients</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation of time off request</td>
<td>Time Off Request – Cancelled</td>
<td>Manager and Delegates</td>
<td>&lt;Employee Name&gt; has cancelled his or her request for time off.</td>
</tr>
</tbody>
</table>
Generating Reports

EmpCenter supports report generation for employees and managers. Employees can access general reports to view time sheet information for a certain period, roles delegated to them, time spent by project, or comments on time sheets.

1. To generate a report: from the dashboard, click Reports ➔ View General Reports.
   A list of report categories appears.

2. Do one of the following:
   - Select a report category to display the respective reports, or...
   - Search for the report.
     a. Enter the name or part of the name of the report in the Search field.
     a. Reports with the search criteria in their name appear in the Search Results pane as you type.

3. Select the name of the report you want to generate.
A second pane appears, allowing you to specify report criteria.

![Employee Time Sheet](employee_time_sheet.png)

4. Complete the respective fields.
5. Select your preferred output format:
   - **Excel** to view/print the report as a *Microsoft Excel* spreadsheet.
   - **HTML** (the default) to view the report in the browser window as a web page.
   - **PDF** to view/print the report in *Adobe Acrobat* PDF format.
     The *Adobe Acrobat Reader* is required to view this format. The Reader is available at: [http://get.adobe.com/reader/](http://get.adobe.com/reader/).
6. Click **Submit** to generate the report.
   The following figure shows a sample report in PDF format.

![Employee Time Sheet Report](employee_time_sheet_report.png)
Report Favorites
Report favorites give you quick access to frequently run reports by letting you store those reports in a top-level folder. You have the ability to specify and store your own report favorites.

Creating a Report Favorite
1. From the dashboard, select View General Reports.
   The Report window appears.
2. Navigate to and select the report you want to designate as a favorite.
3. Click the Favorites icon (the star).
   The star turns yellow.

The report now appears in the Favorites folder.

Removing a Report Favorite
1. To remove a report favorite, highlight the report name to be removed.
2. Click on the Favorites icon.
   The report is removed from the Favorites folder and the star icon turns gray.
Premium Calculations
A premium is extra pay received when certain conditions are met. For example, the most common premium is Overtime, usually defined as additional pay for all time worked over 40 hours in a week. Most premiums are calculated automatically without any manual effort. You can check the Results tab to verify the calculations.

EmpCenter for Marquette University supports the following premium calculations.

**Weekly Overtime Over 40 hours (Non Public Safety)**
Employees with hours charged to pay codes that count to overtime in excess of 40 hours in a week receive 1.5 hours overtime pay for the hours over 40. This is an aggregate level premium.

**Weekly Overtime Over 40 hours (Public Safety)**
Employees with hours charged to pay codes that count to overtime in excess of 40 hours in a week receive 1.5 hours overtime pay for the hours over 40. This is an aggregate level premium.

**Weekly Overtime Over 37.5 hours**
Employees with hours charged to pay codes that count to overtime in excess of 37.5 hours in a week and less than 40 will receive straight time overtime for the hours over 37.5 and less than 40. This is an aggregate level premium.

**Holiday Worked Premium**
Employees working on a recognized holiday will receive a holiday worked premium. This is an aggregate level premium.

**Call-In Time (Facilities)**
This call-in premium is entered directly on the employee time sheet by the managers.

**Field Training Officer (FTO)-Public Safety Only**
This FTO premium is entered directly on the employee time sheet by the managers.

**Emergency University Closing (EUC)**
This premium is entered directly on the employee time sheet by the manager as a result of a university closing.

**Emergency University Closing Worked (EUCW)**
This premium applies to employees work during a university closing and is entered directly on the employee time sheet by the manager.

**University Mandated Extend Hrs 1.5**
This premium is entered directly on the employee time sheet by the manager.
Reg Hours Non-TIAACREF
This calculation applies to the primary assignments of Hourly Staff. The qualification is having pay codes which apply to Non-TIAACREF. This system calculation executes at the Aggregate level.

Calculation:

- The Sum of TIAACREF eligible hours = Sum of the hours for the pay codes that count to TIAACREF for the entire week.
- If the Sum of TIAACREF eligible hours is greater than the employee’s Standard Weekly Hours:
  - Reg Hours for Week = Sum of the hours on the time sheet for the “REG” pay code
  - Reg Hour Difference = Sum of the hours to the “REG” pay code minus Standard Weekly Hours
  - Reclassify “REG” (last assignment last in) minus the Reg Hour Difference value to “Reg Hours Non-TIAACREF” pay code.

The Results tab reports as “Reg Hours Non-TIAACREF”

[Table and exceptions shown]

The Results tab reports as “Reg Hours Non-TIAACREF”

Assignment: Work Date - Pay Code     Hours   Amo....
Team Teach... 05/13/2012 Holiday     10.00   0.00
Team Teach... 05/14/2012 Reg (Worked) 10.00   0.00
Team Teach... 05/15/2012 Reg (Worked) 10.00   0.00
Team Teach... 05/16/2012 Reg (Worked) 10.00   0.00
Team Teach... 05/16/2012 Reg Hours Non-TIAACREF 5.00 0.00
Team Teach... 05/17/2012 OT_15         10.00   0.00
Team Teach... 05/17/2012 Reg Hours Non-TIAACREF 5.00 0.00
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 your ID. The terminal main menu supports the following functions:

- Clock In – F1 – Swipe ID
- Clock Out – F5 – Swipe ID