MU EmpCenter: Web Clock Quick Reference for Students

1. Use a web browser to access EmpCenter
   https://empcenter.mu.edu/workforce/Logon.do
   Enter your eMarq User ID and Password.
   Click Login.
   Click Go to Web Clock under Time Entry.

2. If you have only one job, skip to step 3. If you have more than one job, select the
   assignment or job for which you need to record time. Each assignment has its own time
   sheet. You are responsible for correctly clocking in and out on each job worked.
   Assignment titles include:
   • Job Reference Number or Job ID as the department entered it into JobConnection
   • Job Title as entered by the department into JobConnection
   • MyJob Employee ID number with a hyphen-then-a number to differentiate each job
     from the others.

3. The WebClock screen will open.
   Confirm that the job title displayed at the top of the screen is
   the correct job, or click Switch Assignments to return to your
   Assignment list and make a different selection.
   • Click In to record the start of work time or Out to record
     the end of the work period.
   A successfully recorded time stamp will be confirmed as shown right:

   To record Lunch and Unpaid Breaks:
   Click Out to record the time you stop working and click In to record the time you return to work.
   Multiple Assignments:
   Click Out of your first job, click Switch Assignments, choose the job you are starting, and click In.
   • Click Logout when you have finished clocking
     time in the application.

4. Click View Time Sheet to review your timesheet
   each pay period to ensure that there are no
   exception errors and to assist your supervisor
   with correcting any incorrect punches.
   You cannot edit the timesheet. Contact your
   supervisor for any timesheet changes needed.

   If you review your timesheet right after you have
   punched, you will see the punch recorded for
   that job as a Clock Pay Code until an Out punch is
   recorded. When the Out punch completes that
   “slice” of time, it calculates your Reg (Worked)
   hours. The Reg (Worked) hours will be sent to
   MyJob for payment.

   The timesheet displays the Time Entry tab (your
   timesheet) at the top of the screen and the
   Exceptions and Results tabs at the bottom.