To create an EmpCenter (timekeeping) shortcut on your desktop

1. Navigate to the web page:
   https://empcenter.mu.edu/workforce/Logon.do

2. Position mouse cursor anywhere on page and right-click.

3. This pop-up menu appears. With a single-click, choose “Create Shortcut”.

4. A pop-up warning message appears (see below). Click YES button.

5. An icon will appear as “WorkForce Software EmpCenter”.

6. This icon will be placed on your desktop.