EmpCenter Employee Training for Harvey Mudd College

TR-01: Time and Attendance – Employee Functions
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Introduction

Welcome to the EmpCenter Time and Attendance Employee Training Guide. This guide supplements instructor-led classroom training and helps you learn the most commonly used functions in the EmpCenter Time and Attendance application.

The intended audience is primarily staff employees who will use EmpCenter Time and Attendance to report time, request time off, and generate reports.

EmpCenter automates and standardizes the time collection and approval processes. EmpCenter delivers the functionality and flexibility to enforce your HR, payroll, and union policies across the organization. With EmpCenter, your organization can align its workforce to meet its business goals, control labor costs, and improve workforce productivity and satisfaction.

Documentation Conventions

This guide uses the following notational conventions:

• **Bold text** represents exact text that appears in the program's user interface. This includes items such as button text, menu selections, and dialog box elements.

Example: Click **OK** to begin the operation.

• A right arrow represents successive menu selections.
  
  For example: Choose **File ➤ Print** to print the document.

• **Monospaced text** represents code, command names, file paths, variable text, or other text that you would type exactly as described.

  Example: `installation-dir\custom\scripts\`

• **Italicized text** represents a reference to other published material.

  Example: If you are new to the product, refer to the EmpCenter Time and Attendance End User Guide for detailed procedures.

Comments

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wfstraining@workforcesoftware.com

Please include the following information in your email:

• Document title
• Topic title
• Level of expertise in the product (beginning, intermediate, advanced)
• Comments (including page numbers where applicable)

APA Certification

The American Payroll Association (www.americanpayroll.org) has approved this program (course code #11WKFC-011) for four recertification credit hours.
Navigation Basics

The Dashboard

You will interface with the EmpCenter Time & Attendance application in one or both of the following ways:

- Web browser on a personal computer. EmpCenter supports the Microsoft Internet Explorer, Mozilla Firefox, and Apple Safari web browsers.
- Hardware time clock

Logging into the Dashboard

1. Log into the EmpCenter application by entering your employee ID and password.

The employee dashboard appears. The dashboard is an intuitive, task-based navigation system. It has been configured to suit your company's requirements. (Your dashboard may vary.)
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. Depending on your configuration, you can perform tasks such as viewing reports or changing your password. The employee dashboard typically provides links to the following time and attendance related functions. Your dashboard may have more or fewer functions.

*Note: If the dashboard is not displayed, click Home.*

**Time Entry**

- **Enter My Hours:** View, enter or update time sheet data through the time sheet.

**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:** EmpCenter includes reports for both employees and managers. Employees can access general reports to view time sheet information for a certain period, roles delegated to them, or comments on time sheets.

**Documentation Resources**

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 Time Sheet

In EmpCenter, a time sheet comprises various fields and tabs which allow easy view and entry of your time. After you login to the system and (if necessary) select the appropriate assignment, open your time sheet by selecting Enter My Hours from the Time Entry area of the dashboard.

Time Entry Window

The time entry window provides the options necessary for completing time entry. From this screen, you can:

- Enter time on your time sheet
- View your schedule
- View or acknowledge any issues or warnings regarding your time sheet
- View details of available time off
- See a preview summary of time entered on the time sheet

The following is an example of a timesheet for an employee. The exact appearance of the timesheet varies according on your EmpCenter configuration.
In most configurations, the top panel displays the Timesheet tab while the bottom panel includes the Exceptions, Time Off Balances, Schedule, and Results tabs.

Notice the following user interface features:

1. Hover the mouse pointer on the line separating the panels to activate the “adjust height” control. Click and drag the line up or down to adjust the height of the panels.

2. Click on the arrow to hide the bottom panel. Click it again to show 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.

Assignments

In EmpCenter, the job you perform for a specific manager in a specific department is referred to as an assignment. When you fill out an electronic time sheet or use a time clock as part of your time entry requirements, you are recording the information needed to process your time and attendance for a particular job.

Within your organization, you may perform more than one job and work in more than one department or area. Because of this, you may also have more than one manager or supervisor who is responsible for tracking and approving your time and attendance information for a particular set of tasks and responsibilities. Perhaps your rate of pay, etc. is different for each job. Consequently, you may have multiple assignments.

Each assignment has its own time sheet, so if you have multiple assignments, you will more use than one time sheet. When you log into EmpCenter, you can select the time sheet of your respective assignment. Example:

Choose an Assignment

Nonexempt Biweekly Monday
Nonexempt Biweekly Monday 2
Function Buttons
Several buttons reside at the top of your time sheet. These buttons execute certain program functions.

<table>
<thead>
<tr>
<th>Button</th>
<th>Button Name</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Pay period icon]</td>
<td>Pay period</td>
<td>Selects the pay period to view. Click the calendar icon to access a pop-up calendar from which to select a Pay Period. (See “Changing the Pay Period.”)</td>
</tr>
<tr>
<td>![Submit icon]</td>
<td>Submit</td>
<td>Sends your completed time sheet to your manager for approval.</td>
</tr>
<tr>
<td>![Recall icon]</td>
<td>Recall</td>
<td>This button appears after the timesheet has been submitted. If the timesheet has not yet been approved, it recalls the timesheet and allows you to make modifications.</td>
</tr>
<tr>
<td>![Save icon]</td>
<td>Save</td>
<td>Saves your time sheet data. This should be done every time you enter new data or make any changes.</td>
</tr>
<tr>
<td>![More icon]</td>
<td>More</td>
<td>The More button reveals the Print, Print Preferences, and Reload Data buttons. The Print Preferences function enables you to include or exclude the following fields to print. The Reload Data button performs timesheet calculations without saving the data.</td>
</tr>
<tr>
<td>![View icon]</td>
<td>View</td>
<td>Allows you to select the List View, Table View or Day View of your time sheet. The view you select alters the presentation of the data on the Timesheet tab.</td>
</tr>
</tbody>
</table>
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 Pay Period icon to retreat or advance a pay period.

![Pay Period icon with arrows]

2. Click the Pay Period icon to access a pop-up calendar, and then select a pay period or click the Current Period button.

![Pay Period calendar]

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.

4. Click anywhere in the row in which you want to enter or modify time.

5. Record your time and attendance information (see Entering In/Out and Elapsed Time).

6. Click the Save icon after every time sheet change.

7. Click the Submit icon at the end of every pay period to send your time and attendance information to your manager for payroll processing.

Time Sheet Views

EmpCenter provides three views (or formats) for displaying time sheet information: List View, Table View and Day View. Each view displays time sheet information for an entire Pay Period. Your ability to view any or all depends on your EmpCenter configuration.

Select the respective view through the View button.
List View

The **List View** is the default view; it displays the days in the selected pay period as a list. *(Your view will vary.)*

![List View Table]

Totals per time slice appear on the right side of the window, with 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. *(Your view will vary.)*

![Table View Table]

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

The **Day View** displays only one day of time and attendance information. *(Your view will vary.)*

To view a specific day, click its respective date in the calendar bar.

---

Show all Weeks

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

---

Exceptions Tab

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 **Exceptions** tab on the **Time Entry** screen. 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:

<table>
<thead>
<tr>
<th>SEVERITY LEVEL</th>
<th>FIELD OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Least Severe</td>
<td>No Exceptions</td>
</tr>
<tr>
<td></td>
<td>Informational message - no action required</td>
</tr>
<tr>
<td></td>
<td>Informational message - action may be required</td>
</tr>
<tr>
<td></td>
<td>Warning</td>
</tr>
<tr>
<td></td>
<td>Warning - paid differently than entered</td>
</tr>
<tr>
<td></td>
<td>Error - record not paid</td>
</tr>
<tr>
<td>Most Severe</td>
<td>Error - entire timesheet not paid/field</td>
</tr>
</tbody>
</table>

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.

3. Click on the pin to display the exception message.
Time Off Balances Tab

The **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.

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.

   The **Vacation** bank is shown in the detail view.

2. Click the **Hide Details** link to return to the summary view.

Results (or Pay Preview) Tab

The **Results** tab reports the calculated results of the data input on the main time sheet, including overtime, shift premiums, etc. User-controlled grouping capabilities are provided on this tab. Any column is available for grouping; by default the data is grouped 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 screen capture in the following figure 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.

Schedule Tab

Schedules can be used to highlight employee work schedules and identify missed work time. Schedules are viewable on the Schedule tab. Schedule time can be entered by employees and managers. (Your view may vary.)
Submitting Time Sheets

1. To submit your time sheet for approval, click the Submit button after ensuring all time is correct and saving the time sheet.

The message “Time sheet submitted” appears if the submission was successful. A Recall button replaces the Submit button.

If the timesheet has not yet been approved, you can recall the timesheet to make further modifications. Notice that after recall the Save button is reactivated and the Submit button reappears.

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.
2. The 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.

3. Select your print options and click **OK**.

4. Click the **Close** link to close the Print Preview window.
General 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. (Your view may vary.)

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.
     b. Reports with the search criteria in their name appear in the Search Results pane as you type.
3. Click the name of the report you want to generate.

![EmpCenter Reports]

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

![Employee Time Sheet]

4. Complete the respective fields.

5. Select your preferred output format:
   - **Excel** to view/print the report as an 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.

![Employee Time Sheet Report]

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.
2. On the Report window, navigate to and select the report you want to designate as a favorite.
3. Click the Favorites icon (the star).

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.
3. The report is removed from the Favorites folder and the star icon turns gray.
Basic Time Entry

Time Sheet Time Entry

If your EmpCenter configuration enables you to enter time directly into timesheets:

1. From the dashboard, select the **Enter my Hours** link from the **Time Entry** window to open your timesheet.

2. Display the body of your timesheet using the default view or the view of your choice.

3. To change the view, click the arrow on the **View** button to access its drop-down menu, then highlight and click a menu item to select a different view.

4. Ensure that the correct pay period displays.

5. To change the pay period:
   (1) Click the respective arrow on the **Pay Period** icon to retreat or advance a pay period.
   (2) Click the **Pay Period** icon to access a pop-up calendar, and then select a pay period or click the Current 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.

6. Click anywhere in the row in which you want to enter or modify time.

7. Record your time and attendance information (see “Entering In/Out and Elapsed Time” below).

8. Click the **Save** icon after every time sheet change.

9. Click the **Submit** icon at the end of every pay period to send your time and attendance information to your manager for payroll processing.
Entering In/Out and Elapsed Time

1. Click on a row in the **Pay Code** column to display the list pay codes available to you.

2. Select a pay code.

3. Enter the time in the **Hours** column.
   - For pay codes associated with elapsed time (if applicable), simply enter the number of hours.
   - For pay codes associated with In/Out times, enter the In time on the first row of the Hours column and the Out time on the second row. In/Out times can be entered in a variety of ways:
     - Key-in “5” on the first row and click outside the cell. The system will interpret the time as 5 a.m. and enter it on the time sheet in the correct format.
     - Key in “Xp” (where X is a number from 1 to 12) to enter p.m. times.
     - 5 p.m. can also be entered as “17”.

   The system prevents you from entering Out times which are earlier than In times or In times which are later than out times. The system will highlight the error and display a warning message:
For shifts which start on the previous day, type in “-” (the minus sign) before the time; for shifts that end the next day, type in “+” (the plus sign).

Pay Codes

A pay code is the category to which your hours are assigned. Different categories of employees have access to different pay codes.

1. Click in a pay code cell to see the list of pay codes to which you have access.

If a pay code cannot be modified, it will appear with a shaded grey background and the cursor will change into a “Stop” symbol when placed over that row.

Labor Distribution Information

One field, Project, is available on the time sheet for capturing labor distribution information. Entry is optional and any content can be entered.
Comments

Use the Comments field to enter additional information related to a particular time entry.

The Comments field in table view:

![Time Entry Table View](image)

The Comments field in list view:

![Time Entry List View](image)

Time Record Favorites

Time Record Favorites allow you to insert a pre-defined time record into your time sheet in order to save time. Instead of entering each part of a time record every time you need to enter the information on a time sheet, you can create a favorite, which enters a combination of information all at once.

1. To create a favorite, on a time sheet, fill in the fields of a time record which will become a favorite.

![Time Record Favorite](image)

Note: The Time field cannot be pre-defined in a favorite. You must directly enter hours on the time sheet after applying a favorite.
2. Click the **Insert** button drop-down menu on the time record from which you want to create a favorite.

3. Select **Create New Favorite from Row**.

The **Create Favorite** window appears, listing the values of the various fields on the time record.

4. In the **Favorite Label** field, enter a name for the favorite.

5. If you do not want the favorite to include a pre-defined value for a particular field, unselect that field by clicking the corresponding checkbox. These fields remain blank on the time record when you apply the favorite, requiring the user to enter a value each time.

6. Select the check boxes of the parameters you need to appear each time you use the favorite.

   **Note:** A pay code must always be part of a favorite, since this field is mandatory for any time record.

7. Click **Create Favorite** to create a favorite for the time record.

   The favorite you created appears in the **Pay Code** field and is available for you to use in all time sheets for the group/assignments you selected in the **Use this favorite when viewing time sheets for** field.
The favorite displays with the given label at the top of the **Pay code** drop down menu. A star icon appears beside the name of the favorite.

Favorites are not propagated to other users; that is, only you have access to the favorites you create. Each member of a target group/assignment has access only to favorites they have created themselves.

## Copying and Pasting

### Copying Time Sheet Data

1. Click the drop-down arrow next to the green plus sign that represents the “Insert” icon.

2. Select **Copy**, and one of the following:
   - Copy Row
   - Copy Entire Day
   - Copy Entire Week
3. Navigate to where you want to paste the copied information. From the drop-down arrow next to the Insert icon, select **Paste 1 Entry**.

The Paste event is acknowledged.

Cutting and Pasting Time Sheet Data

1. Click the drop-down arrow next to the **Insert** icon.

2. Select **Cut**, and one of the following:
   - Cut Row
   - Cut Entire Day
   - Cut Entire Week

3. Navigate to where you want to paste the cut information. From the drop-down arrow next to the Insert icon, select **Paste 1 Entry**.
The Paste event is acknowledged.

Time Off Banks

Time off banks store earned time off. Employees add and withdraw from those banks according to company guidelines. The following banks are tracked for employees:

- Sick
- Vacation
- Personal

<table>
<thead>
<tr>
<th>Exceptions</th>
<th>Time off Balances</th>
<th>FMLA</th>
<th>Schedule</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>Sick</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Initial Balance</td>
<td>8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mon 09/26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Credits</td>
<td>8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debits</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ending Balance</td>
<td>16.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sun 10/05</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Balance Mon 09/26</td>
<td>0.00</td>
</tr>
<tr>
<td>Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Debits</td>
<td>0.00</td>
</tr>
<tr>
<td>Ending Balance Sun 10/05</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vacation</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Balance Mon 09/26</td>
<td>8.10</td>
</tr>
<tr>
<td>Credits</td>
<td>3.05</td>
</tr>
<tr>
<td>Debits</td>
<td>0.00</td>
</tr>
<tr>
<td>Ending Balance Sun 10/05</td>
<td>8.15</td>
</tr>
</tbody>
</table>

Time-Off Requests

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 the appropriate person to review.

All employees, except students, will use the time-off request function. Employees will request time-off and an e-mail will be sent to notify the appropriate person to review.

Time-Off Request Parameters

- A time-off request may be submitted up to 365 days in advance for a maximum of 14 days.
- A time off request is allowed for past dates as long the period is still open.
- The time off request hours will default to the employee’s Full Time Equivalent * eight hours.
- The employee can modify the hours before submitting the request.
- When the time off has been approved by the employee’s supervisor, the time will be generated onto the timesheet.
Pay codes which can be used in the request and banks to be displayed include:

<table>
<thead>
<tr>
<th>Pay Codes Available for Requests</th>
<th>Banks to be Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAC_REQ</td>
<td>Vacation</td>
</tr>
<tr>
<td>SICK_REQ</td>
<td>Sick</td>
</tr>
<tr>
<td>PER_REQ</td>
<td>Personal</td>
</tr>
<tr>
<td>FMLA</td>
<td>FMLA Weeks Available</td>
</tr>
<tr>
<td>FMLA_MIL</td>
<td>FMLA Weeks Available, FMLA Military Weeks Available</td>
</tr>
<tr>
<td>JUR_REQ</td>
<td>N/A</td>
</tr>
<tr>
<td>MIL_REQ</td>
<td>N/A</td>
</tr>
<tr>
<td>BER_REQ</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Rules

• Time off requests cannot be submitted if there are not enough hours in the appropriate bank.
• Time off requests must be made in quarter hour increments.

**Email Generation**

The following table shows when an e-mail will be sent, who receives it, and the content of the message.

<table>
<thead>
<tr>
<th>Message Subject</th>
<th>When email is sent</th>
<th>Recipients</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Off Request – Pending</td>
<td>Submission of time off request.</td>
<td>Manager and Delegates</td>
<td>&lt;Employee Name&gt; has requested time off. Please review.</td>
</tr>
<tr>
<td>Time Off Request – Approved</td>
<td>Approval of time off request.</td>
<td>Employee</td>
<td>Your time off request has been approved.</td>
</tr>
<tr>
<td>Time Off Request – Rejected</td>
<td>Rejection of time off request.</td>
<td>Employee</td>
<td>Your time off request has been rejected.</td>
</tr>
<tr>
<td>Time Off Request – Canceled</td>
<td>Submission of time off request.</td>
<td>Manager and Delegates</td>
<td>&lt;Employee Name&gt; has cancelled his or her request for time off.</td>
</tr>
</tbody>
</table>
Submitting a Time Off Request

1. Select Schedules → My Time Off in the dashboard.

2. The My Time Off window appears.

3. Select Create new Time Off Request.

4. The Create Time Off Request window appears in which you specify the type and dates of your request.

5. Choose the type of time off from the Paycode drop-down list. (Your screen will vary.)
6. 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.

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

8. Select **Enter details for this date range** to display the details of your time off request.

The **Edit Time Off Request Details** window appears. The hours request default to the employee’s scheduled hours for that day. You can modify the hours requested and also select another pay code from the **Paycode** column.

9. 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.

10. Click the **Delete** icon in the Action field of a row to remove the hours you have entered in that row. If more than one row for that day has been created, the row itself will be removed. If the row is a beginning or ending row, the hours will be removed, and a subsequent click will remove the row.
11. Click **View and confirm details for this Time Off Request** to display the Review/Finish Time Off Request screen that lists the hours you requested, your adjusted bank balances, a Comments to Manager field, and exceptions, if any. *(Your screen will vary.)*

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

13. If exceptions prevent you from submitting the request, click **Enter details** for this date range to return to the previous screen and make a different selection or **Cancel this Time Off Request** to return to the Create New Request window.

14. If no exceptions prevent you from submitting the request, click **Submit this Time Off Request** to create and submit your request.

The **My Time Off** screen reappears, listing the status of all your time off requests.

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**Notes:**

When your manager approves the Time-Off Request, the requested time posts to your time sheet as the respective time off.

You receive an email message when your manager approves or rejects your request.
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.
4. The View/Cancel Time Off Request window appears listing the details and history of the request.
5. Click Cancel this Time Off Request at the bottom of the screen to withdraw your request.
6. The Reason for Cancellation window appears. Enter your reason for cancellation, if necessary.
7. Select Cancel this Time Off Request.

The My Time Off window appears again, showing the status of the request as cancelled.
Data Collection Terminal

Certain Claremont University Consortium employees will use EmpCenter 2000 terminals for recording work time.

Terminal Functionality

Employees swipe their ID badge at the terminal and are prompted to sign on. When authenticated, employees will either punch in or punch out for work.

Between transactions the terminal will return to the main menu. This menu supports the following functions:

- **In:** Used by all employees to punch in for the day and when returning from lunch.
- **Out:** Used by all employees to punch out for the day or out to lunch.
- **Settings:** Contains administrator functionality to modify terminal settings.

Standard users will select a function type, identify themselves at the terminal, and select from available positions.

- **Function Type:** Select between In or Out functions at the main menu
- **Identification:** Enter the badge number by swiping a badge or entering the employee ID using the terminal keypad.
- **Choose Job:** Select between available clocking jobs (assignments), users will not be prompted if there is only one job available.