

Time & Attendance

MyTime Employee Functions

Experience the EmpCenter system from the employee perspective. Learn EmpCenter navigation fundamentals and functions related to reporting time, activities, and absences in the system.

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Table of Contents

About This Guide	1
Objectives.....	1
Conventions.....	1
Certification.....	2
Comments	2
Lesson 1: Home Screen Navigation	3
Logging into the Home Screen	3
EmpCenter Employee Functions	5
Time Entry	5
Schedule	5
Reporting.....	5
My Time Off Balances	5
My Time Off Requests.....	6
Customizing the Home Screen	10
Rearranging Function Links	10
Creating a Favorites Category for Frequently-used Functions	10
Removing a Function from Favorites	10
Employee Photographs	11
Online Help.....	12
Lesson 2: The WebClock	13
Accessing the WebClock through the Home Screen.....	13
Lesson 3: The Time Entry Window	17
Function Buttons	18
Changing the Pay Period	20
Timesheet Views	21
List View	21
Table View	21
Information Tabs	22
Schedule Tab	22
Messages Tab.....	22
Leave Balances Tab	23
Results Tab	24
Lesson 4: Basic Time Entry	25
.....	Error! Bookmark not defined.

Activity Tracking	Error! Bookmark not defined.
Entering Time on a Mobile Device	25
Entering Time on a Clock.....	27
Other Timesheet Tasks.....	Error! Bookmark not defined.
Reusing Timesheet Data.....	Error! Bookmark not defined.
Printing the Timesheet.....	29
Lesson 5: My Calendar	31
Using My Calendar	32
Go to the Timesheet from My Calendar	32
Lesson 6: Requesting Time-Off.....	33
Requesting Time Off with My Calendar	36
Cancelling a Time Off Request	38
Lesson 7: Generating Reports	40
Scheduled Reports	42
Report Favorites.....	44
Creating a Report Favorite	44
Removing a Report Favorite.....	44
Generating a Report from the Time Entry Window.....	45
Lesson 8: Results Tab.....	46
Appendix A: Function Hotkeys	47
Editing Hotkeys.....	49
Disabling Hotkeys.....	50
Appendix B : Clock at Jefferson	51

About This Guide

This guide supplements instructor-led classroom training to help you learn the most commonly used functions in EmpCenter Time & Attendance.

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 business goals, control labor costs, and improve workforce productivity and satisfaction.

Access to EmpCenter is browser-based. EmpCenter supports Internet Explorer, Firefox, and Safari.

Objectives

Following this session, you will be able to:

- Identify functions represented on the Home Screen
- Customize the Home Screen
- Enter worked time and time off (if available)
- Create time record favorites
- Identify information tabs
- Request time off
- Generate reports

Conventions

This guide uses the following notational conventions:

- **Bold text** depicts tab labels, menu names, policy labels (**Pay Code** policy), function buttons (**Submit Timesheet** button), and computer keyboard keys (press **Enter**).
- **Bold text** and the right arrow symbol (**>**) depict hierarchical choices in menus.
- ***Bold italics*** represents field labels (***Status_Code_1*** field).
- Shaded sans serif text represents program code or data.

Bordered text depicts notes, cautions, or warnings.

EXAMPLE: Shaded text represents examples.



TIP: The image at left depicts helpful tips.

Certification



The American Payroll Association (www.americanpayroll.org) has approved this program (course code #16WFS-006) for 3.5 recertification credit hours.

Comments

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- Document title
- Topic title
- Experience level with the product (beginning, intermediate, advanced)
- Comments (including page numbers where applicable)

Lesson 1: Home Screen Navigation

You will access EmpCenter through a web browser or clock interface to perform functions such as entering time-off requests, work schedules, and time-off balances. The method you use to log in depends on how EmpCenter is configured.

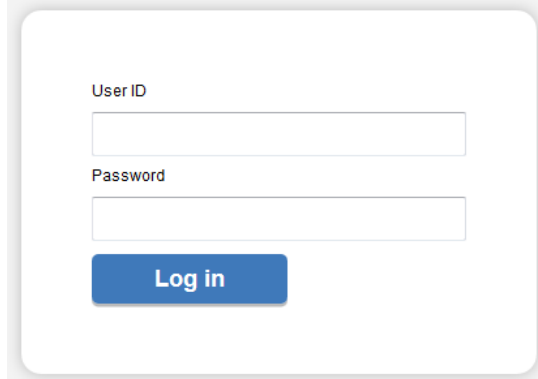
You might access EmpCenter in one or more of the following ways:

- Web-based interface on a workstation. EmpCenter supports the *Microsoft Internet Explorer*, *Mozilla Firefox*, *Chrome* and *Apple Safari* web browsers.
- WebClock on a personal computer
- EmpCenter Mobile
- “Punching” a hardware time clock

Logging into the Home Screen

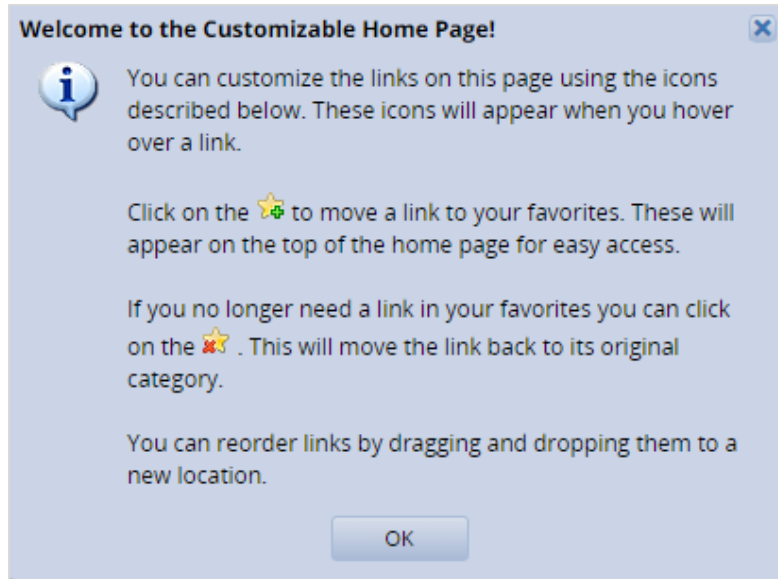
1. Log into EmpCenter at Jefferson.edu/mytime

Then enter your Campus Key and **Password** into the Login window.

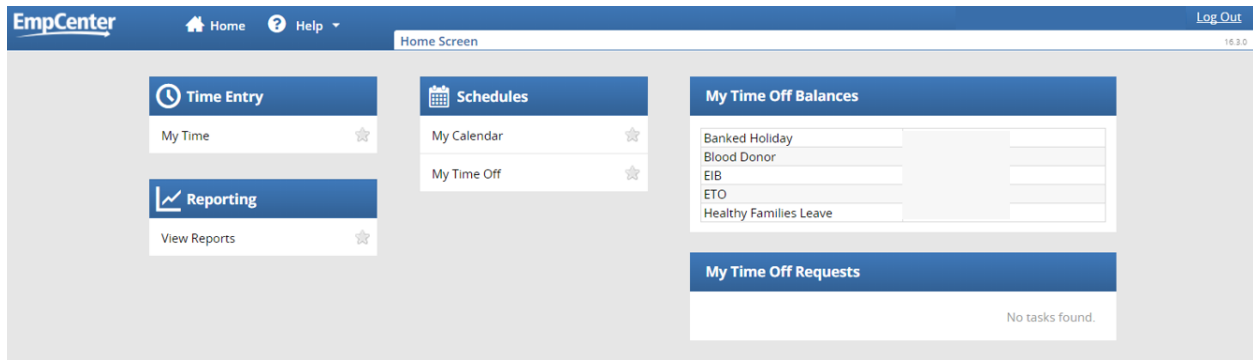


The image shows a login dialog box with a white background and rounded corners. At the top, the text 'User ID' is positioned above a rectangular input field. Below this, the text 'Password' is positioned above another rectangular input field. At the bottom of the dialog, there is a blue button with the text 'Log in' in white.

2. The first time you log into EmpCenter, the following dialog appears. Click **OK**.

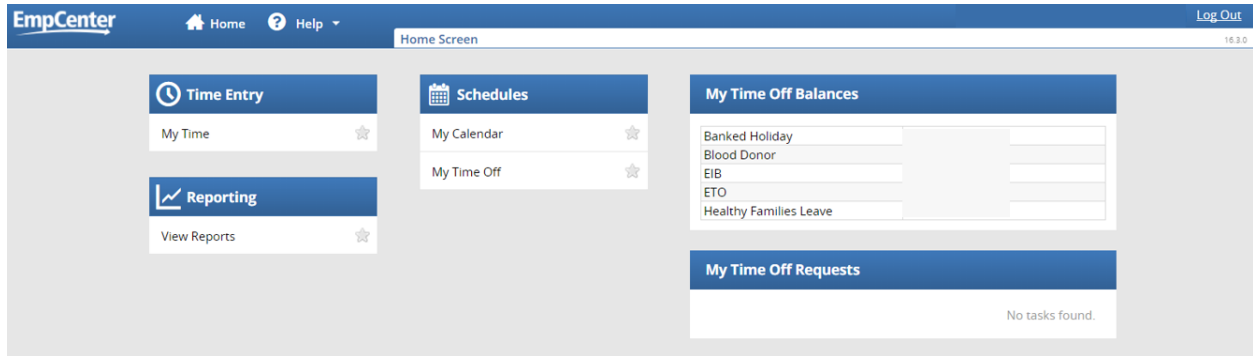


The employee Home Screen appears. The Home Screen is configured to suit your company requirements. The following figure shows a sample employee Home Screen. Your Home Screen layout and available functionality may vary depending on your role in the organization.



EmpCenter Employee Functions

The employee Home Screen typically provides links to the following Time & Attendance related functions. The functions on your Home Screen may vary from those described here.



Time Entry

- **My Time:** View timesheet data.
- **Go to WebClock:** The WebClock records in and out work times. It functions like a traditional time clock. This option is only available to already identified users

Schedule

- **My Calendar:** Shows your personal calendar which displays events such as time off, pending time off, and holidays.
- **My Time Off:** Submit time off requests, track the status of your requests, and view past request history.

Reporting

- **View Reports:** EmpCenter includes reports for both employees and managers. Employees can access general reports to view timesheet information for a certain period, roles delegated to them, or comments on timesheets.

My Time Off Balances

The Time Off Balances which display depend on your position.

- **Banked Holiday:** The number of banked holiday hours that are available to use.
- **Blood Donor:** The number of time off hours that are available to use.
- **Extended Illness Bank (EIB):** The number of EIB hours that are available to use.
- **Earned Time Off (ETO):** The number of ETO hours that have been accrued and are available to use.
- **Sick Hours:** The number of sick hours that have been accrued and are available to use for Post Doc Fellows.
- **Personal Time:** The number of Personal hours that have been accrued and are available to use.
- **Vacation:** The number of vacation hours that have been accrued and are available to use.

My Time Off Requests

MyTime – Requesting Time Off

The screenshot displays the MyTime interface with several sections:

- Time Entry:** Enter My Hours, Edit Employee Time, Edit Time for Groups
- Reporting:** View Reports
- Employees:** Group Messaging
- Schedules:** My Calendar, Employee Calendars, My Time Off (highlighted with a green arrow)
- Settings:** Manage Delegations
- Exceptions:** (empty)
- My Time Off Balances:** A table showing accrued hours for various categories.
- My Time Off Requests:** No tasks found.

Annotations in the image include:

- A box pointing to "My Time Off" under Schedules with the text: "Select 'My Time Off' under Schedules"
- A box pointing to the ETO row in the balances table with the text: "ETO Balance"

My Time Off Balances	
Banked Holiday	0.00 Hours
Blood Donor	0.00 Hours
EIB	0.00 Hours
ETO	57.00 Hours
Healthy Families Leave	3.00 Hours

Time Off Request Box

View accrual forecasting here

Month	ETO (Talent Acquisition Specialist)	ESB (Talent Acquisition Specialist)	Banked Holiday (Talent Acquisition Specialist)	Healthy Families Leave (Talent Acquisition Specialist)	Blood Donor (Talent Acquisition Specialist)
Feb 1 2017	0	0	0	0	0
Mar 1 2017	50	0	0	0	0
Apr 1 2017	75	0	0	0	0
May 1 2017	100	0	0	0	0
Jun 1 2017	125	0	0	0	0
Jul 1 2017	150	0	0	0	0
Aug 1 2017	175	0	0	0	0
Sep 1 2017	200	0	0	0	0
Oct 1 2017	225	0	0	0	0
Nov 1 2017	250	0	0	0	0

Pay Codes:

- Bereavement
- Blood Donor Hours
- ETO Sched
- Healthy Families Leave
- Jury Duty
- Conference in Phila
- Conference Outside Phila

- Personal Time
- Sick Hours
- Vacation

1. Select proper pay code
2. Select range of dates
3. Comments

ETO (Talent Acquisition Specialist-03082010-0000279010)
EIR (Talent Acquisition Specialist-03082010-0000279010)
Banked Holiday (Talent Acquisition Specialist-03082010-0000279010)
Healthy Families Leave (Talent Acquisition Specialist-03082010-0000279010)
Blood Donor (Talent Acquisition Specialist-03082010-0000279010)

Requests: Pending

Verify all the dates are correct and then click submit

Action	Date	Pay Code	Hours
+	Mon 07/03/2017	ETO Sched	8.0
+	Tue 07/04/2017	ETO Sched	8.0
+	Wed 07/05/2017	ETO Sched	8.0
+	Thu 07/06/2017	ETO Sched	8.0
+	Fri 07/07/2017	ETO Sched	8.0

Comments
family vacation for the 4th of July

Requests: This Request

EmpCenter Home Help My Time Off

Your request has been submitted.

Create New Request

Current Past

Type	Start Date	End Date	Hours Requested	Status
Time off - ETO Sched	07/03/2017	07/07/2017	32	Pending

Once request is submitted, manager will receive an email notification.

Manager logs onto MyTime and will approve or deny request

If approved, time will automatically populate in time card

Errors:

Create Time Off Request

Pay Code: Vacation

Dates: 07/03/2017 To 07/07/2017

Comments: vacation for the 4th of July

Request Details

Action	Date	Pay Code	Hours
✓	Mon 07-03-2017	Vacation	8.0
✓	Tue 07-04-2017	Vacation	8.0
✓	Wed 07-05-2017	Vacation	8.0
✓	Thu 07-06-2017	Vacation	8.0
✓	Fri 07-07-2017	Vacation	8.0

Exceptions

Date	Message	Severity
07-03-2017	There are no vacation hours available.	Warning
07-05-2017	There are no vacation hours available.	Warning
07-06-2017	There are no vacation hours available.	Warning
07-07-2017	There are no vacation hours available.	Warning

Comments: vacation for the 4th of July

Exceptions prevent request submission.

Request History

Legend: ETO (Travel Acquisition Specialist-03082010-0000279010), HR (Travel Acquisition Specialist-03082010-0000279010), Family Services (Travel Acquisition Specialist-03082010-0000279010), Healthy Families Loan (Travel Acquisition Specialist-03082010-0000279010), Blood Services (Travel Acquisition Specialist-03082010-0000279010)

With Current Request

Reason Error Message popped up:

- Employee does not get a vacation bank.
- * Make sure you are selecting the proper pay code.

Another reason you may see this message:

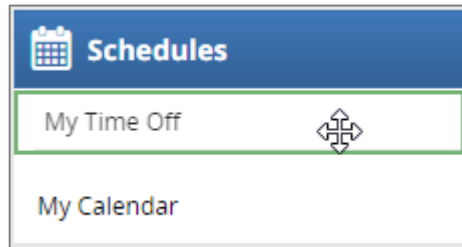
- not enough hours in bank

Customizing the Home Screen

EmpCenter supports the following Time & Attendance Home Screen customizations:

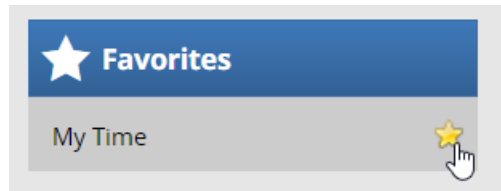
Rearranging Function Links

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



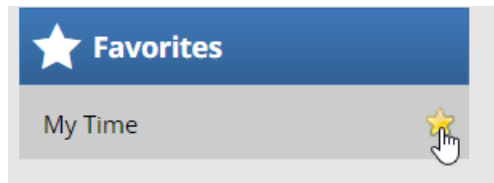
Creating a Favorites Category for Frequently-used Functions

Hover the mouse pointer over the function's star icon and click to move the function to the Favorites section of the Home Screen.



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.

Employee Photographs

Your picture will appear next to your name in EmpCenter.

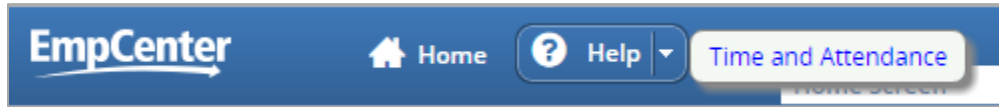
Examples of where photographs may appear include:

- Home Screen tasks, such as time entry windows
- Approvals
- Time Off Requests

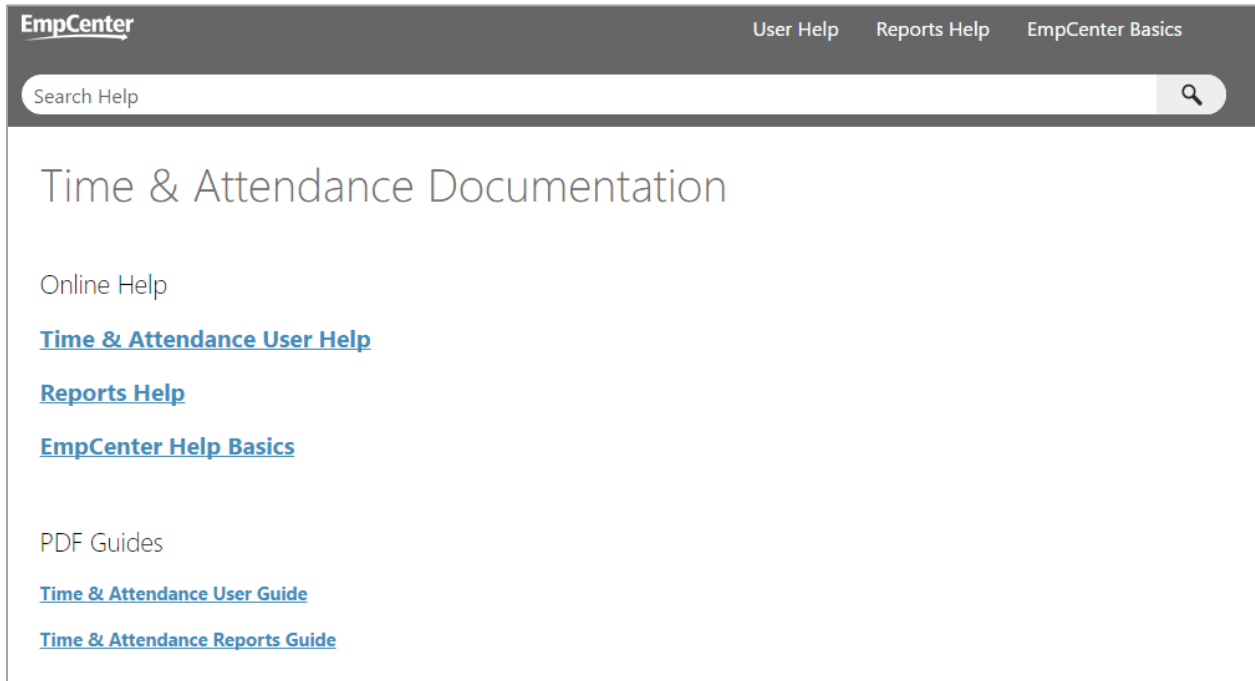
Your picture can be enlarged by clicking your name or magnifying glass icon.

Online Help

Once logged into EmpCenter, you have access to online documentation for Time & Attendance through the **Help** link.



The **Time and Attendance** link opens the online version of *Time & Attendance User Help*, *Reports Help* and *EmpCenter Help Basics*, as well as links to PDF version of the *Time & Attendance User Guide* and *Time & Attendance Reports Guide* in a new browser window.



Lesson 2: The WebClock

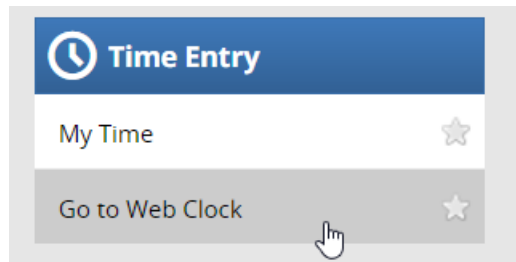
WebClock tracks employee in and out times. It functions like a traditional time clock, and is configured with additional features such as inputting the Cost Center you are working in and the type of activity you are working on. The WebClock also includes buttons for going on lunch breaks.

WebClock is linked to timesheets to provide more detailed job-related information. In other instances, WebClock is configured for use with a keyboard and mouse.

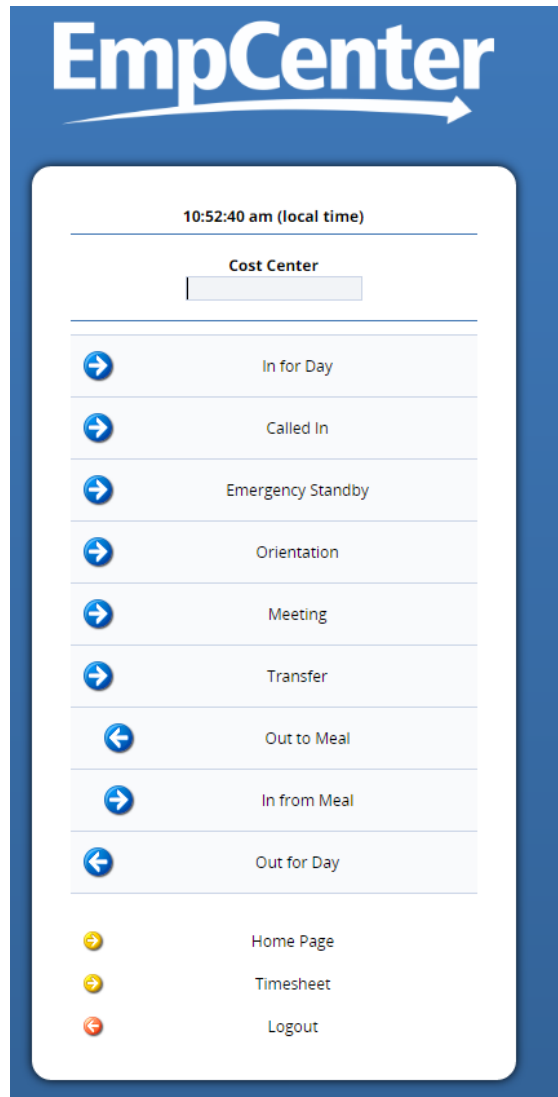
Accessing the WebClock through the Home Screen

WebClock users log in to the EmpCenter WebClock through the EmpCenter Home Screen. These employees use WebClock to clock in and out.

1. To access WebClock, select **Time Entry > Go to Web Clock**.



WebClock appears.



If you have multiple assignments, WebClock first displays the list of assignments and you must select the assignment into which you are logging time.

The WebClock interface includes the following buttons:

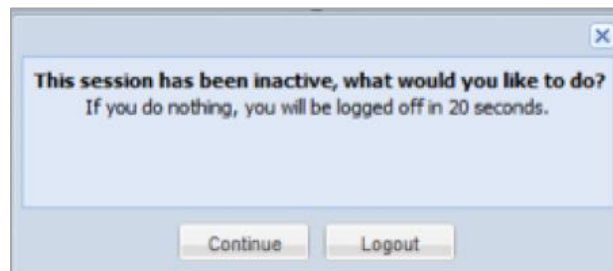
- **In For Day:** Records the start of work time.
A successfully recorded In swipe is reported as follows:

Mon 12/12 04:24 pm: In for Day Punch Recorded Successfully.

- **Called In:** Records the start of Called In work time.
- **Emergency Standby:** Records the start of Emergency Standby work time.
- **Orientation:** Records the start of Orientation work time.

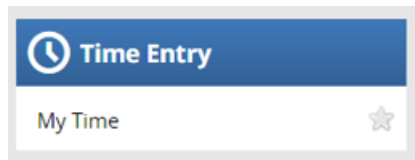
- **Transfer:** Logs your time to a different Cost Center.
- **Out To Meal:** Records the time you leave for a meal. (if applicable)
- **In From Meal:** Records the time you return from a meal. (if applicable)
-
- **Home Page:** Takes you to your EmpCenter Home Screen.
- **Timesheet:** Takes you to the timesheet view.
- **Logout:** Logs you out of EmpCenter.

WebClock will timeout with inactivity. The following message appears with time in seconds left until automatic logout.



Lesson 3: The Time Entry Window

The time entry window contains various fields and tabs which allow you to easily view and enter your time. After you login to EmpCenter and (if necessary) select the appropriate assignment, open your timesheet from the Home Screen by selecting **Time Entry > Enter My Hours**.



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 time on your timesheet
- View your schedule
- 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

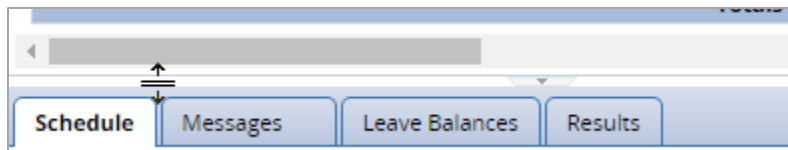
The following is an example of an employee time entry window. The exact appearance of the timesheet varies according to your EmpCenter configuration.

Time Sheet		Sep 24, 2016 to Sep 30, 2016							<input checked="" type="checkbox"/> Show All Weeks					
S	S	M	T	W	T	F	S	S	M	T	W	T	F	Totals
24	25	26	27	28	29	30	1	2	3	4	5	6	7	
Pay Code		Cost Center		Sat 09/24	Sun 09/25	Mon 09/26	Tue 09/27	Wed 09/28	Thu 09/29	Fri 09/30				Totals
+ Reallocate														0.00
				Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The top panel displays the **Time Sheet** tab while the bottom panel includes tabs for **Schedule**, **Messages**, **Leave Balances** and **Results**.

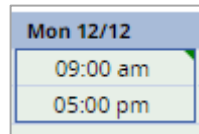
Schedule		Messages		Leave Balances		Results							
S	S	M	T	W	T	F	S	S	M	T	W	T	F
24	25	26	27	28	29	30	1	2	3	4	5	6	7
Sep 24, 2016 to Sep 30, 2016													
<input checked="" type="checkbox"/> Show All Weeks													

Notice the following user interface features:



- 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.
- Click on the arrow to hide the bottom panel. Click it again to display it.

- Use the scrollbar to access parts of the timesheet which are not currently visible.
- When a timesheet cell shows a green triangle in the upper right corner, you can click the cell to activate the **Details** tab.

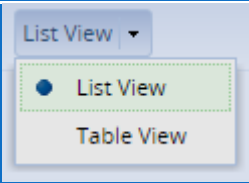

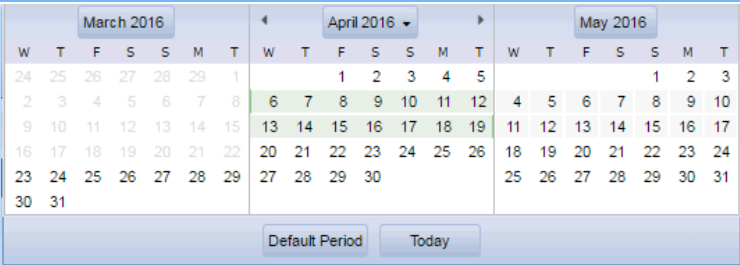


Function Buttons

Several buttons reside at the top of your timesheet. These buttons execute certain program functions.



Button	Button Name	Function
	Period Selector	Selects the pay period to view. Click the calendar icon to access a pop-up calendar from which to select a Pay Period.
	Save	Saves your timesheet data. This is typically done every time you enter new data or make changes.
	More	The More button reveals the Print , Print Preferences , Reload Data and Employee Reports buttons. The Print Preferences function enables you select the components to be printed:

		 <p>Print Preferences</p> <p>Select the components you would like to print</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Time Sheet <input checked="" type="checkbox"/> Schedule <input checked="" type="checkbox"/> Messages <input checked="" type="checkbox"/> Leave Balances <input checked="" type="checkbox"/> Results <p><input type="checkbox"/> Print detail rows</p> <p>Save as Default Print Cancel</p> <p>Reload Data refreshes the timesheet with the previously saved data.</p> <p>Employee Reports provides quick access to commonly used reports</p>
	<p>View</p>	<p>Select the List View or Table View of the timesheet. The view you select alters the presentation of the data on the Time Sheet tab.</p>
	<p>Calendar</p>	 <p>Opens an interactive calendar from which you can navigate to a specific date or pay period. Additionally, this calendar may be configured to display days containing timesheet exceptions or planned time off.</p> <p>Click the question mark icon to access a legend that details the colors used in the calendar.</p>

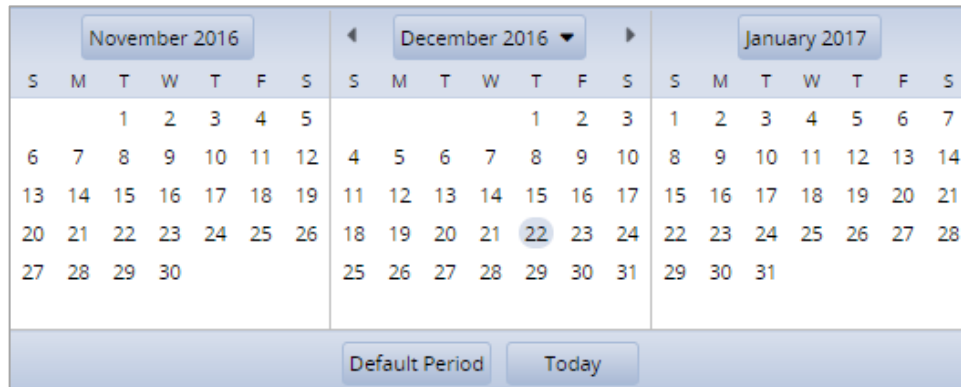
Changing the Pay Period

The **Period Selector** allows you 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.

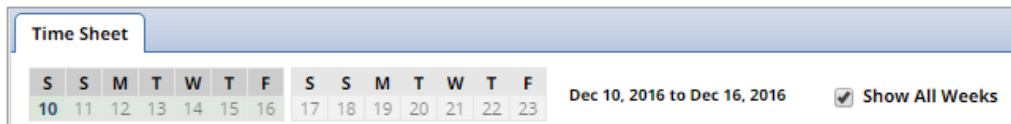
1. Click the respective arrow on the **Period Selector** icon to retreat or advance a pay period.



2. To view the new pay period on the calendar, click the **Calendar** icon. To return to the current pay period, 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.

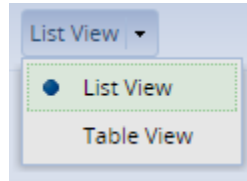


4. Click anywhere in the row in which you want to enter or modify time.
5. Record your time and attendance information (see *Entering In/Out and Elapsed Time*).
6. Click the **Save** icon after every timesheet change.

Timesheet Views

EmpCenter provides views (or formats) for displaying timesheet information: List View and Table View. Each view displays timesheet information for an entire pay period.

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.

Time Sheet													
S	S	M	T	W	T	F	S	S	M	T	W	T	F
24	25	26	27	28	29	30	1	2	3	4	5	6	7
Sep 30, 2016 <input checked="" type="checkbox"/> Show All Weeks													
Date	Pay Code	Cost Center	Hours	Amount	Rate Ove...	Comments	Total						
Sat 09/24	Reallocate						0.00						
Sun 09/25	Reallocate						0.00						
Mon 09/26	Reallocate						0.00						
Tue 09/27	Reallocate						0.00						
Wed 09/28	Reallocate						0.00						
Thu 09/29	Reallocate						0.00						
Fri 09/30	Reallocate						0.00						
				0.00			0.00						

Totals per time slice appear on the right side of the **Time Sheet** window, while the sum total for the pay period displays in the bottom right corner.

Table View

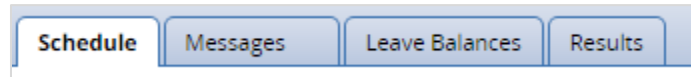
The Table View eliminates the need to enter repetitive information for each entry on your timesheet. For example, instead of selecting a pay code for each day, you can enter this information once in Table View and simply enter hours for each day of the pay period. Holidays and time off that have been scheduled in advance will automatically appear on the timesheet.

Time Sheet													
S	S	M	T	W	T	F	S	S	M	T	W	T	F
24	25	26	27	28	29	30	1	2	3	4	5	6	7
Sep 24, 2016 to Sep 30, 2016 <input checked="" type="checkbox"/> Show All Weeks													
Pay Code	Cost Center	Sat 09/24	Sun 09/25	Mon 09/26	Tue 09/27	Wed 09/28	Thu 09/29	Fri 09/30	Totals				
Reallocate									0.00				
Totals		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				

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

Information Tabs

The time entry layout shows one or more information tabs, depending on your role.



Schedule Tab

The **Schedule** tab displays any regular set of tasks or responsibilities and is used to save time and reduce errors in your time entry.

Schedule		Messages	Leave Balances	Sep 24, 2016 to Sep 30, 2016							Show All Weeks			
S	S	M	T	W	T	F	S	S	M	T	W	T	F	
24	25	26	27	28	29	30	1	2	3	4	5	6	7	
Pay Code		Sat 09/24	Sun 09/25	Mon 09/26	Tue 09/27	Wed 09/28	Thu 09/29	Fri 09/30	Total					
+ Scheduled Hours				08:00 am 04:00 pm	08:00 am 04:00 pm	08:00 am 04:00 pm	08:00 am 04:00 pm	08:00 am 04:00 pm	40.00					
		0.00	0.00	8.00	8.00	8.00	8.00	8.00	8.00	40.00				

Messages Tab

The **Messages** tab displays exception messages. An exception is a conflict noted between your time and attendance information and the rules under which your timesheet is processed.

Exceptions generate messages which appear in the **Messages** tab on the **Time Sheet** window. Common exception messages are entering less than forty hours in a week or trying to overdraw ETO time. Some messages are informational and require no action; others require a satisfactory resolution before the timesheet can be successfully submitted. Error level exceptions must be corrected before the respective time is paid.

Date	Exception Message	Severity
Mon 09/26	7.0 total hour(s) entered on timesheet for all jobs are less than 8.0 scheduled hour(s) by more than 30 minutes.	Warning
Mon 09/26	Enter Reporting pay on time sheet if employee has been sent home.	Warning
Mon 09/26	No time reported on scheduled day. Entry must be corrected.	Warning
Mon 09/26	Absence on scheduled day detected. This will accrue 1.0 attendance point(s).	Info.

Each exception message 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:

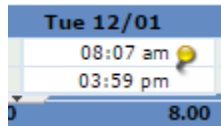
- **White:** No exceptions or only informational messages present
- **Yellow:** Warnings present
- **Red:** Errors present

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

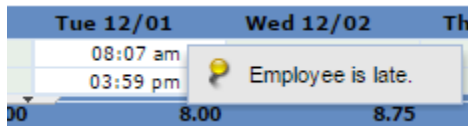
The rank of severity codes, from highest to lowest, is as follows:

Severity Level	Field Options
<p>Most Severe</p>  <p>Least Severe</p>	Error – entire timesheet not paid/held
	Error – record not paid
	Warning – paid differently than entered
	Warning
	Informational message – action may be required
	Informational message – no action required
	No exceptions

Time entries associated with exceptions appear on the timesheet marked with a colored pin.



Click the pin to display the exception message.



Leave Balances Tab

The **Leave Balances** tab tallies balances for each bank and displays them in a chart, so a user has an at-a-glance look of used and available balances. To view additional detail about the credits and debits in the bank chart, click the **Show Details link** in the lower right corner of the bank chart.

ETO	Hours
Initial Balance Sat 09/24	0.00
Credits	7.08
Debits	0.00
Ending Balance Fri 10/07	7.08
Show Details >>	

In this example, the expanded detail lets you see the exact date on which a credit registered and the action that triggered it.

ETO					
Date	Credit	Debit	Balance	Action	Source
Sat 09/24			0.00	Balance Forward	
Fri 10/07	7.08		7.08	Accrual	
Hours	7.08	0.00	7.08	Hide Details <<	

Click the **Hide Details** link in the lower right corner of the bank chart to return to the summary view.

Results Tab

The **Results** tab shows the calculated results of the data input on the timesheet, including overtime, shift premiums, and so on. User-controlled grouping capabilities are provided on this tab.

Schedule Messages Leave Balances Results								
Work Date ▲	Pay Code	PeopleSoft Earnings Code	Company ID	Cost Center	Hours	Other Hours	Amount	Pay Rate
12/12/2016	Regular	RG	TJH		8.00	0.00	\$0.00	18.400000
Total					8.00	0.00	\$0.00	

Notice the following features:

Schedule Messages Leave Balances Results								
Work Date ▲	Pay Code	PeopleSoft Earnings Code	Company ID	Cost Center	Hours	Other Hours	Amount	Pay Rate
12/12/2016	Regular	RG	TJH		8.00	0.00	\$0.00	18.400000
Total					8.00	0.00	\$0.00	

- You can sort the data according to any column. By default, the data is sorted by **Work Date**. 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.
- Click and drag the line separating two columns to modify the width of the left-hand column.
- Click and drag a column title to change the display order of the column.

- 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 following screen capture shows a customized view of the **Results** tab. In this view, the results are sorted by **Pay Code** and other columns have been hidden.

The screenshot shows the EmpCenter interface for 'My Time Entry'. The user is logged in as 'Days, Holly'. The interface includes a 'Time Sheet' section with a calendar view for 'Dec 17, 2016 to Dec 23, 2016'. Below the calendar is a table for 'Banked Holiday Taken' with columns for 'Pay Code', 'Cost Center', and dates from 'Sat 12/17' to 'Tue 12/20'. The 'Results' tab is selected, showing a table with the following data:

Work Date	Pay Code	Company ID	Hours
12/15/2016	Bereavement	TJH	8.00
12/16/2016	Paid Meeting	TJH	4.00
12/12/2016	Regular	TJH	8.00
12/13/2016	Regular	TJH	10.00
12/14/2016	Regular	TJH	8.00

The menu on the right side of the screen lists the following columns that can be shown or hidden:

- Work Date
- Pay Code
- PeopleSoft Earnings Code
- Company ID
- Cost Center
- Start Time
- End Time
- Hours
- Other Hours
- Amount
- Pay Rate
- Comments
- Split Slices

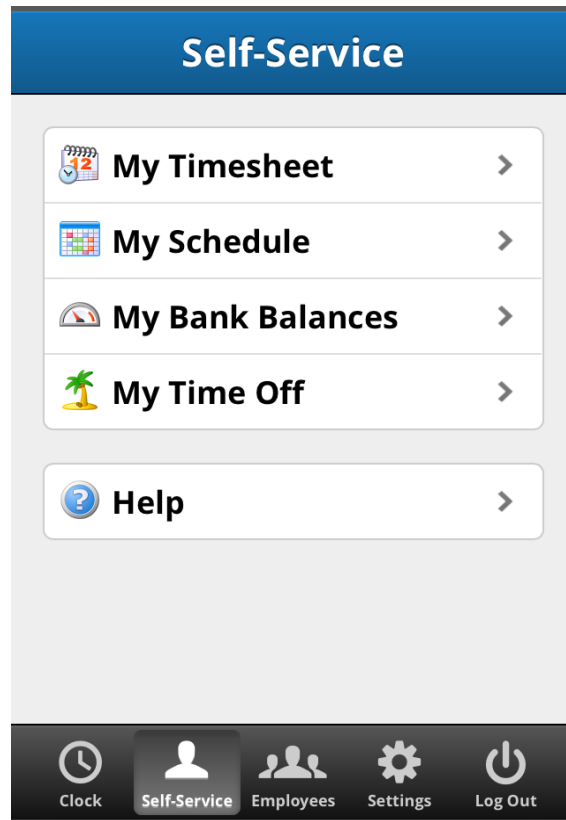
Lesson 4: Basic Time Entry

Depending on your role, you may enter time directly on a timesheet, on a mobile device, or on a data collection terminal (clock). If you use a clock, the punches appear on the timesheet automatically.

Entering Time on a Mobile Device

Most of the functionality available in the desktop version of Time & Attendance is also available on a mobile device.

- Log in to EmpCenter on the mobile device.
 - The available functions are grouped into areas in the **Self-Service** column.
- Select **My Timesheet**.

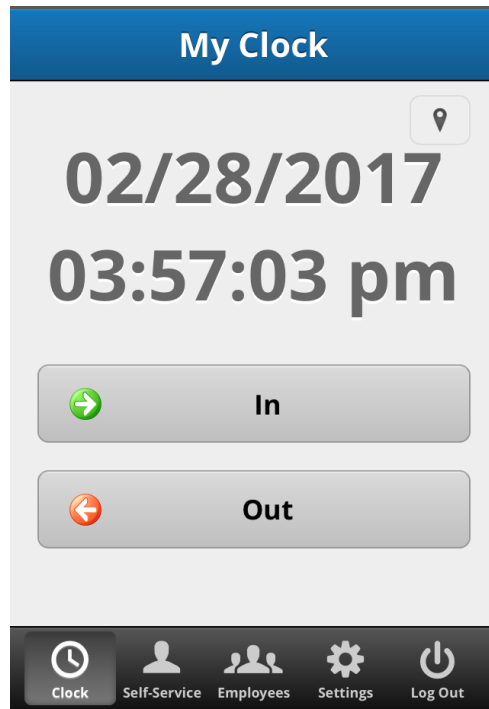


3. Enter time on the timesheet. Be sure to save your timesheet after entering time.

Entering Time on a Clock with Mobile Device

4. Log in to EmpCenter on the mobile device.

If you have the feature, the clock should be available for you to punch in and out.



Entering Time on a Clock

Depending on your role, you may log in/out and meal break start/end times using the EmpCenter 4000. This data collection device (called a clock) offers touch screen functionality for recording work and meal times. How users log in to the clock varies by organization. Options are using a touch pad to enter a unique employee identification number, biometrics to record a user's fingerprint, and a badge reader, where users can scan their work badge.



To enter in/out time on the clock:

1. Log into the clock.

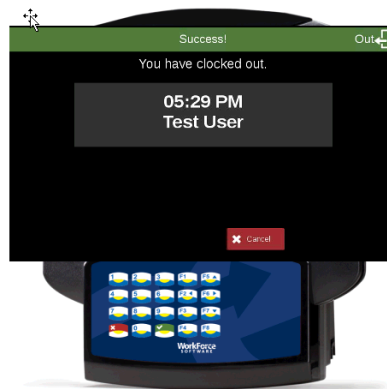
2. On the Welcome screen, touch the **In** button and Swipe.

A message appears on the screen confirming the punch.



3. If you touched the wrong button, touch **Cancel** to abort the punch.
4. To clock out for the day, on the Welcome screen, touch the **Out** button.

A message appears on the screen confirming the punch.



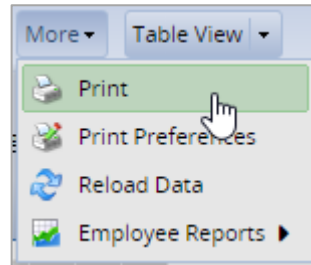
To log in/out for meals:

1. Touch the **Start Meal** button. The button records the time as out for a meal break.
2. When you return from lunch, touch the **End Meal** button. This records your time as back in from lunch.

Printing the Timesheet

You can print the information from all of the tabs in your **My Time Entry** window.

1. In the **My Time Entry** window, click the **More** button and select **Print**.



A **Print Preview** window and **Print** dialog appear.

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

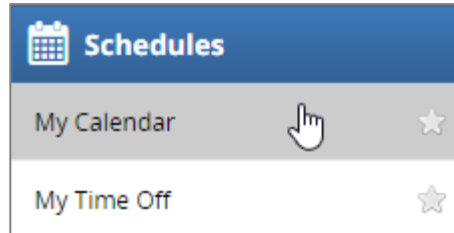


3. Select your print options and click **OK**.
4. Click the **Close** link to close the **Print Preview** window.

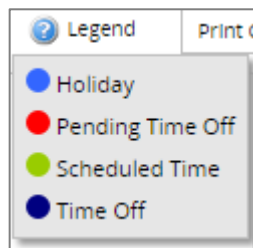
Lesson 5: My Calendar

Use the **My Calendar** feature to view events such as time off, pending time off, schedules, unavailability, and holidays.

To access the calendar, on the Home Screen, select **Schedules > My Calendar**.



Calendar items which appear on the **Calendar** window are called calendar categories. To see the calendar categories and the respective color coding, hover your mouse pointer over the **Legend** label.



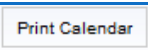
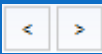

Some of your calendar categories are integrated from other areas of EmpCenter and will not be editable from **My Calendar**. These items are viewable on the calendar to provide a more complete accounting of your time.

If you are assigned to multiple slots during a scheduled time period, the entire amount of time scheduled appears as a single entry on your calendar.

Buttons reside at the top right corner of the calendar.



The following table describes the **My Calendar** buttons.

Button	Description
	Prints the calendar for the month you are viewing.
	The Previous and Next icons take you to the previous or following month.
	Navigate to the current day.

Using My Calendar

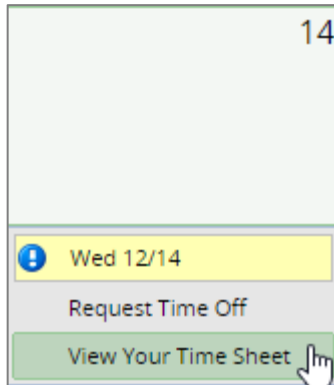
The actions you can perform on My Calendar are found on the **Calendar Selection** menu, which appears when you click a date on the calendar.

Go to the Timesheet from My Calendar

Employees have the same functionality on their timesheet and schedule that is available when accessing the timesheet from the Home Screen.

1. Select a date on the calendar.

Your timesheet opens showing the pay period containing that date.



2. On the **Calendar** drop-down menu, select **View Your Time Sheet**.

The **My Time Entry** window appears.

Lesson 6: 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 email is sent to notify the manager that a request was made.

To request time off:

1. On the Home Screen, select **Schedules > My Time Off**.

The **Request List** window appears.

Type	Start Da...	End Date	Hours Requested	Status

2. Click **Create New Request**.

The **Create Time Off Request** window appears and shows the default pay code and today's date. Additionally, you can view a graphic chart that shows your time off accrual and balance over time.

Create Time Off Request

Pay Code: Banked Holiday Taken

Dates: 12/13/2016 To 12/13/2016

Comments:

Next

3. In the **Pay Code** drop-down list, select the type of time off.


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. (Optional) Enter a note to accompany your request in the **Comments** field.
7. Click **Next** to display the details of your time off request.

The **Request Details** window appears. In the **Hours** column in this window, enter the number of hours you'd like to request for each date. You can also select another pay code from the **Pay Code** column.

Action	Date	Pay Code	Hours
	Mon 02/13/2017	ETO Sched	8.0
	Tue 02/14/2017	ETO Sched	8.0
	Wed 02/15/2017	ETO Sched	8.0
	Thu 02/16/2017	ETO Sched	8.0
	Fri 02/17/2017	ETO Sched	8.0

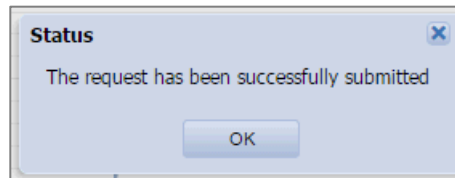
Comments
Valentine's Day Trip

8. Click the **Insert** icon in the **Action** column of a row to add another row for that day.
 - a. Select the pay code and enter the hours.

- b. Adjust the other hours for that day accordingly, if needed.
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.
 - Reduce the hours selected by clicking the **Delete** icon  in the **Action** column of a row to remove the hours from that row, and then click the **Update** button.

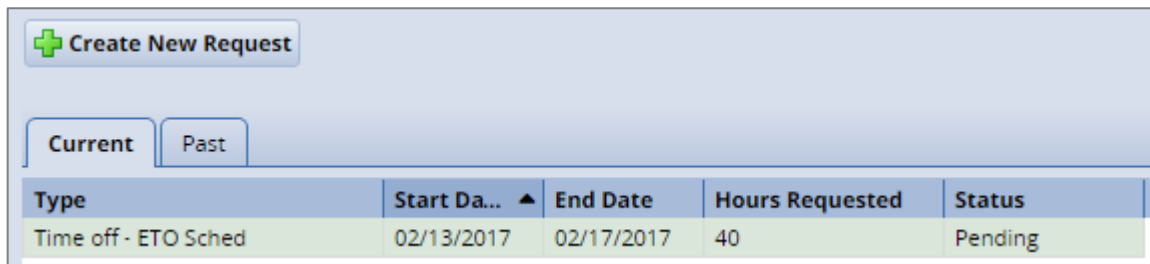


10. Click the **Submit** button to submit your request, and then click **OK** in the **Status** dialog. The dialog notifies you that the request has been successfully submitted.



11. If no exceptions prevent you from submitting the request, click the **Submit** button to submit your request. You are notified of a successful submission.

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 manger.


 A screenshot of a software interface. At the top left is a button with a green plus sign and the text "Create New Request". Below it are two tabs: "Current" (selected) and "Past". Underneath the tabs is a table with the following data:

Type	Start Da... ▲	End Date	Hours Requested	Status
Time off - ETO Sched	02/13/2017	02/17/2017	40	Pending

When your manager approves the time-off request, the requested time posts to your timesheet as time off. You receive an email message when your manager approves or rejects your request.

Requesting Time Off with My Calendar

You may find it convenient to request time off from **My Calendar** because you are able to view all your calendar items for the month.

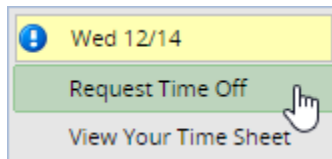
Approved time off and pending time off requests can appear on the calendar, depending on your organization's configuration. Pending time off requests will appear in one color with a description of **Pending Time Off** and approved time off will appear in a different color with a description of **Time Off**.

*Pending time off requests **cannot** be cancelled from My Calendar. You can cancel time off requests from the **My Time Off** window. For more information on canceling a time off request, see [Canceling a Time Off Request](#).*

To request time off from **My Calendar**:

1. On the Home Screen, select **Schedules > My Calendar**.
2. Click a date on the calendar.
 - To select a single day, click any one date.
 - To select multiple days, click on the initial date while dragging your mouse across multiple dates.
3. In the **Calendar Selection** drop-down menu, select **Request Time Off**.

A window appears where you can specify the type and dates of your request.



4. Complete the following fields:
 - **Pay Code:** Select the type of time off from the drop-down menu.
 - **Dates:** Enter the beginning and end dates for your time off, or click the calendar to display a calendar from which you can choose the dates.
 - **Comments:** Enter any details to your manager about the request.
5. Click **Next**.

A window appears that displays details about your request, including the date and hours requested. If the request uses a time-off bank, the window displays remaining bank balances and, if necessary, any potential exceptions associated with the request.
6. Enter the elapsed hours for each date in the request
7. Review and, if necessary, make any of the following edits:
 - Click the green plus in the **Action** column to select hours from more than one time bank for the same day. Select the bank's pay code and enter the hours.

- Click the red X to remove a row.
- If the row is a beginning or ending row, the hours will be removed, and a subsequent click will remove the row.

8. Click **Update**.

The window lists the hours you requested and your adjusted bank balances.

9. Click **Submit** to send your request to your manager.

A confirmation message appears.

10. Click **OK**.

Your pending time off request immediately appears on the **My Calendar** window.

Canceling a Time Off Request

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

1. On the Home Screen, select **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 Request** to withdraw your request.

The screenshot shows the 'My Time Off' interface. At the top, there are navigation links for 'Home' and 'Help', and a user status 'Logged in as Days, Holly'. Below the navigation, there are two buttons: 'View Request List' and 'Cancel Request'. The 'Cancel Request' button is highlighted with a mouse cursor. The main content area is divided into two sections. On the left, there is a 'Request Summary' for a pending request with a table of dates and hours. On the right, there is a 'History' table showing the request's status and user.

Date	Pay Code	Hours
Mon 02/13/2017	ETO Sched	8.0
Tue 02/14/2017	ETO Sched	8.0
Wed 02/15/2017	ETO Sched	8.0
Thu 02/16/2017	ETO Sched	8.0
Fri 02/17/2017	ETO Sched	8.0

Date/Time	Approval Status	User	Comments
12/21/2016 10:03 am	Pending	Days, Holly	Valentine Day's Trip

5. (Optional). In the **Reason for Cancellation** window, enter a reason for the cancellation.

The 'Reason for Cancellation' dialog box is shown. It has a title bar and a large text input field for entering a reason. At the bottom, there are two buttons: 'Cancel Request' (with a red 'X' icon) and 'Do Not Cancel Request'.

6. Click **Cancel Request**.

The **My Time Off** window appears again, and shows the status of the request as cancelled.

The screenshot shows the 'My Time Off' interface with the 'Current' tab selected. The table below shows a cancelled time off request.

Type	Start Date	End Date	Hours Requested	Status
Time off - ETO Sched	02/13/2017	02/17/2017	40	Cancelled

An email message is sent when a time off request is cancelled. The following table shows when the email is sent, who will receive it, and the content of the message.

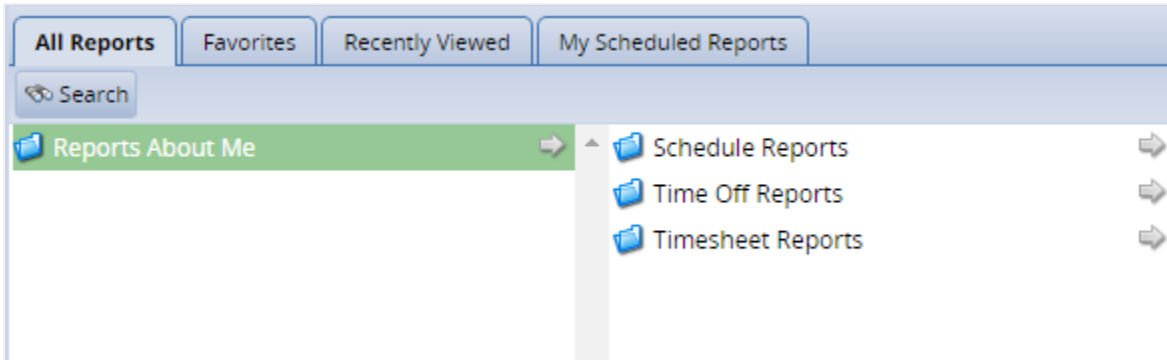
Event Triggering Email	When Email is Sent	Recipient	Message
Time Off Request – Pending	Submission of time off request	Manager	<i>“Employee Name”</i> has submitted a time off request. Please review.
Time Off Request – Approved	Approval of time off request	Employee	Your request for time-off on <i>“Time Off Request Start Date”</i> to <i>“Time Off Request End Date”</i> has been approved.
Time Off Request – Rejected	Rejection of time off request	Employee	Your request for time-off on <i>“Time Off Request Start Date”</i> to <i>“Time Off Request End Date”</i> has been denied. Please contact your manager for further details.
Time Off Request – Cancelled	Cancellation of time off request	Manager	<i>“Employee Name”</i> 's Time Off Request for <i>“Time Off Request Start Date”</i> to <i>“Time Off Request End Date”</i> has been cancelled. Please disregard.

Lesson 7: Generating Reports

Employees can access general reports to view timesheet information for a certain period, roles delegated to them, time spent by project, or comments on timesheets.

1. On the Home Screen, select **Reporting > View Reports**.

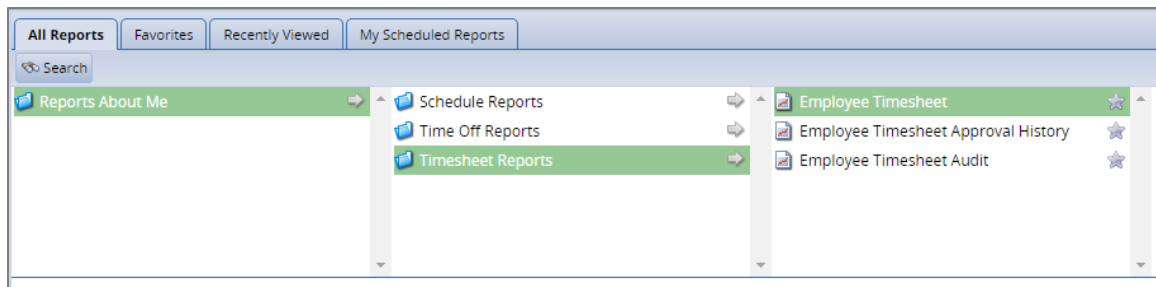
A list of report categories appears.



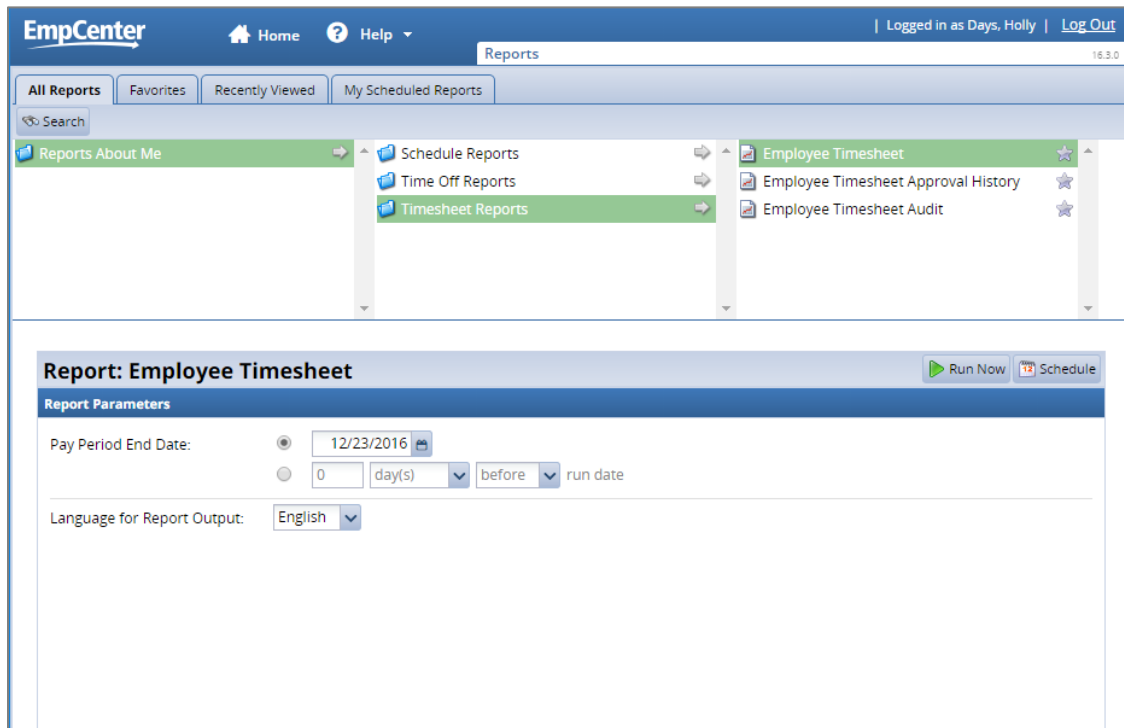
2. Choose an action:

- Select a report category to display the respective reports
- Search for the report by entering the name or part of the name of the report in the **Search** field. Reports with the search criteria in their name appear in the **Search Results** pane as you type.

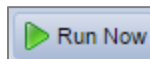
3. Click the name of the report you want to generate.



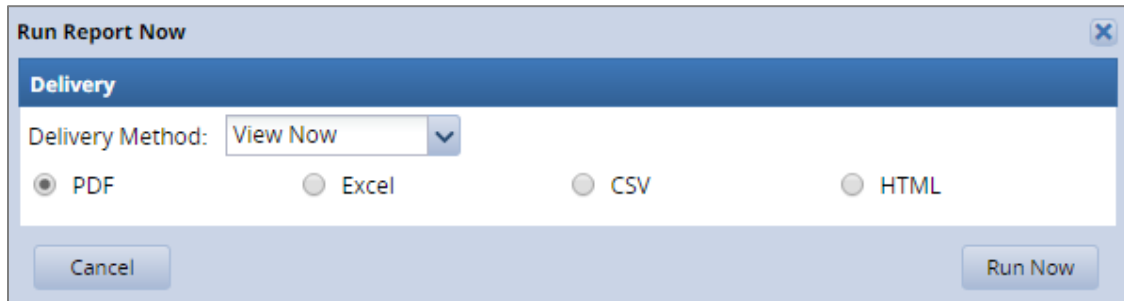
A second pane appears in which you specify report criteria.



4. Complete the respective fields and click **Run Now**.



5. Select your preferred output format:



- **PDF** to view or print the report in *Adobe Acrobat PDF* format. *Adobe Acrobat Reader* is required to view this format. The Reader is available at: <http://get.adobe.com/reader/>.
- **Excel** to view or print the report as a *Microsoft Excel* spreadsheet.
- **CSV** to view or print the report as a *Comma-separated values* file.
- **HTML** (the default) to view the report in the browser window as a Web page.

6. Click **Run Now** to generate the report.

Data from an amended timesheet will not be included in reports unless the amended timesheet has been approved or approved and locked.

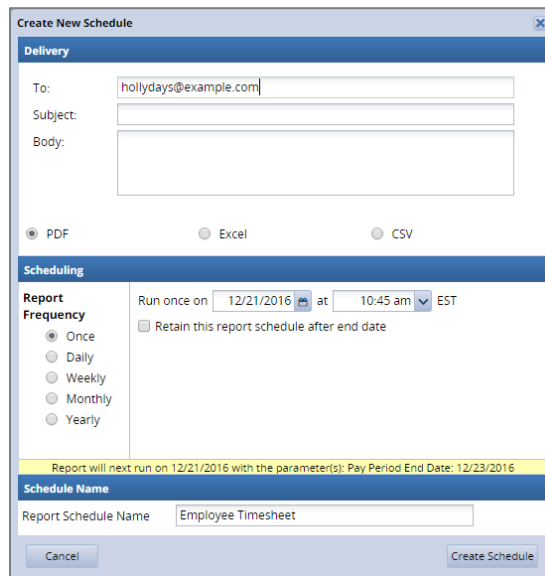
Scheduled Reports

A scheduled report runs on a schedule that you define.

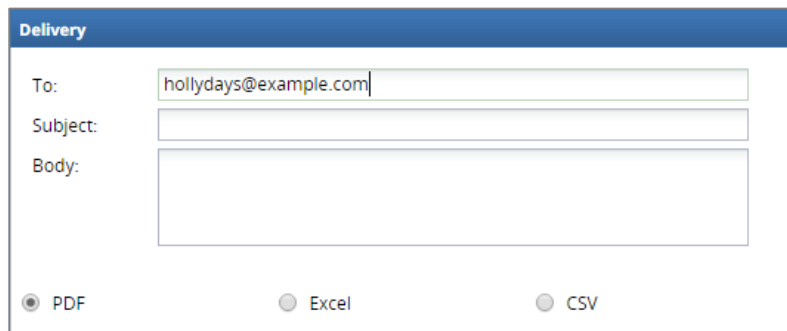
1. Open the **Reports** window and select a report.
2. Click **Schedule** at the right of the report toolbar.



A window similar to the following appears:

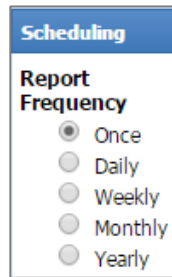


3. In the **Delivery** area, use the controls to specify the means of delivery. The sample shows that a PDF of this report will be sent to an email address.



4. In the **Scheduling** area, select a report frequency and dates to run the report.

- a. In the **Report Frequency** section, use the controls to specify the frequency on which the report is to run.



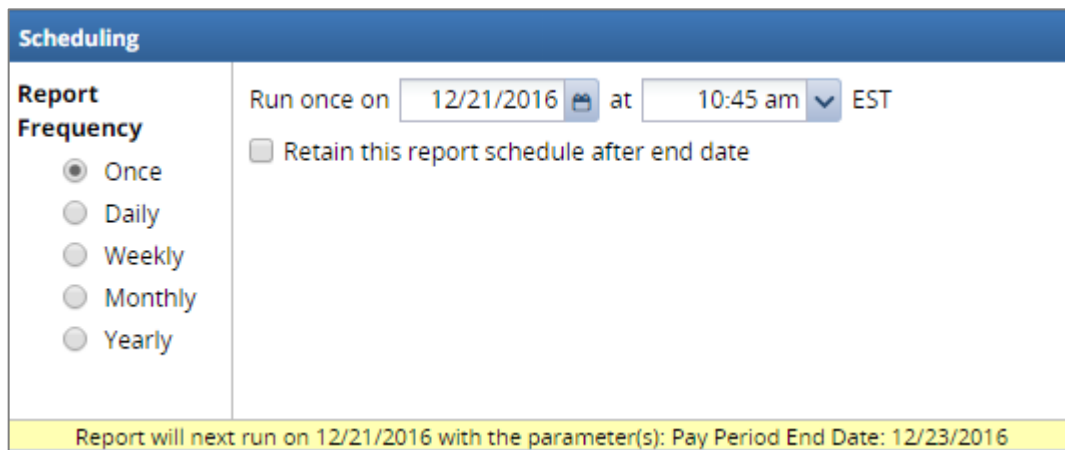
Scheduling

Report Frequency

- Once
- Daily
- Weekly
- Monthly
- Yearly

- b. Specify the start and/or end dates for the report. A start date is required, but the end date can be left open-ended by selecting the **No end date** checkbox.

A message appears in yellow at the bottom of the **Scheduling** area to verify the options you selected.



Scheduling

Report Frequency

- Once
- Daily
- Weekly
- Monthly
- Yearly

Run once on at EST

Retain this report schedule after end date

Report will next run on 12/21/2016 with the parameter(s): Pay Period End Date: 12/23/2016

5. In the Schedule Name area, you can change the report name by entering a new name in the **Report Schedule Name** field.
6. To apply the schedule that you created, click **Create Schedule**.

Create Schedule

Report Favorites

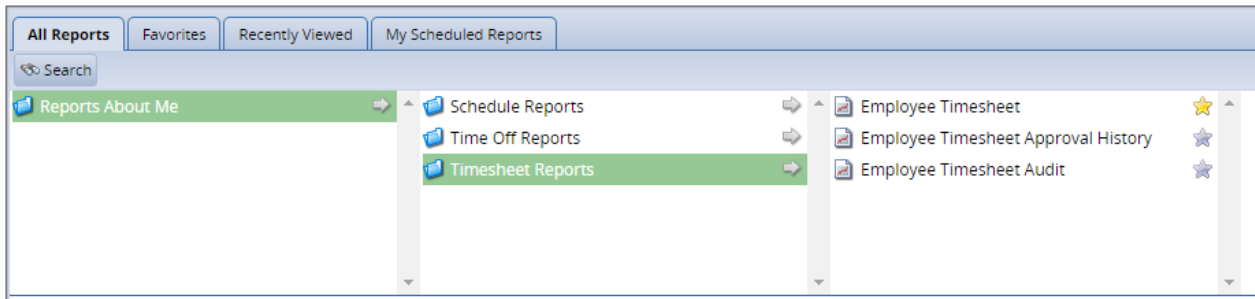
Report favorites give you quick access to frequently run reports by letting you store those reports in a top-level folder. You have the ability to specify and store your own report favorites.

Creating a Report Favorite

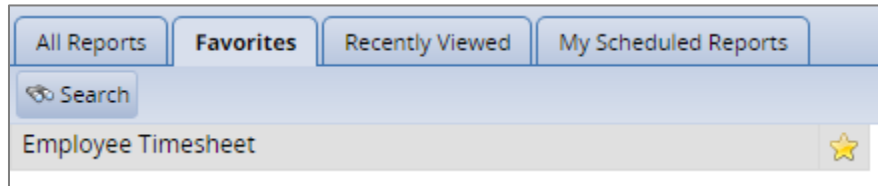
1. On the Home Screen, select **Reporting > View Reports**.

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 color changes to yellow.

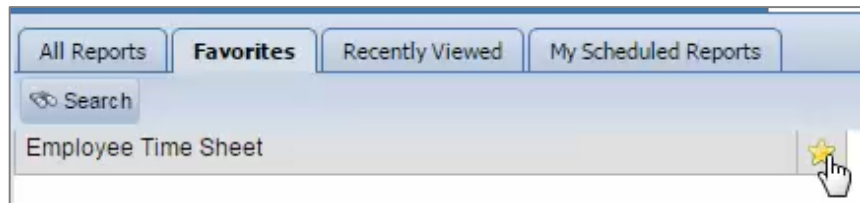


The report is now listed in your **Favorites** tab.

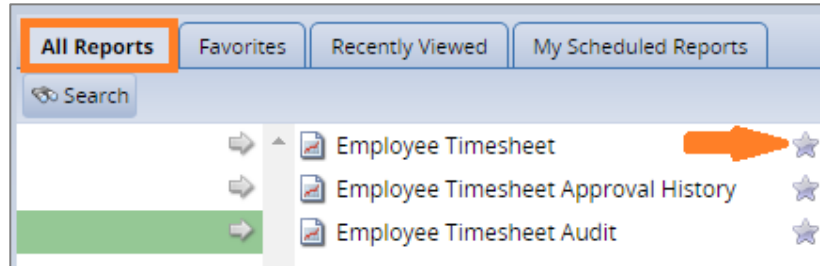


Removing a Report Favorite

1. To remove a report favorite, highlight the report name to be removed.
2. Click the **Favorites** tab.



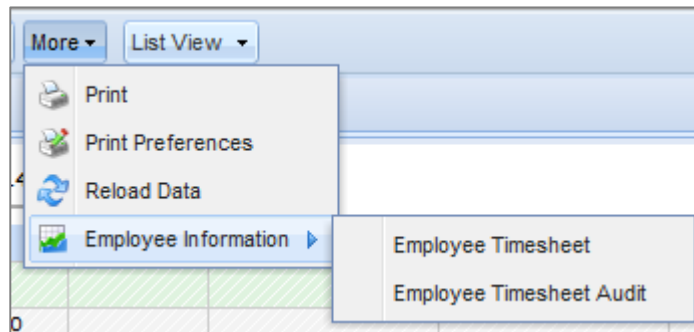
The report is removed from the **Favorites** tab and the star icon turns gray.



Generating a Report from the Time Entry Window

Some reports can be run directly from the **Time Entry** window.

1. To run a timesheet report, in the **Time Entry** window click the **More** button, and then select **Employee Information**.



2. From the **Employee Information** menu, select the report to generate. The report appears in a new window.
3. If you need a different date range, select **Change Dates**.
The **Change Report Dates** dialog box appears.
4. Select different **Start** and/or **End Date(s)** as necessary.
5. Click the **Change** button to generate the report with the different date range.

Lesson 8: Results Tab

EmpCenter automatically calculates most premiums with no special action required on your part. Only rarely will a manager need to take some action to cause an employee to receive an earned premium. If you are an employee expecting a premium, check the **Results** tab on your timesheet to verify that the system calculated the expected premium.

Appendix A: Function Hotkeys

Many of the functions and commands used in the EmpCenter web interface can be performed or executed using a hotkey, a combination of key strokes. The hotkeys available for a particular screen can vary depending upon the nature of the tasks being performed, and hotkeys for specific functions can also vary on different screens.

A configuration option controls the hotkeys for copying and pasting entries on timesheets for a row, day, or week as well as duplicating a row.

Although the default descriptions of the hotkeys always appear in the Hotkeys dialog, attempting to execute actions with disabled hotkeys has no effect on the timesheet.

To display hotkeys for a time entry window, press **Ctrl+Shift+H**. The following hotkeys are available from within each screen:

Tasks	Hotkey
Save timesheet	Ctrl + Shift + S
Submit timesheet	Ctrl + Shift + B
Recalculate and reload the Time Entry Window	Ctrl + Shift + R
Insert a row after the currently selected row	Ctrl + Shift + I
Cut a row and place the row on the clipboard	Ctrl+ Shift + X
Copy a row to the clipboard	Ctrl + Shift + C
Paste a row from the clipboard	Ctrl + Shift + V
Delete a row	Ctrl + Shift + D
Insert a copy of the currently selected row immediately below that row	Ctrl + Shift + U
Use high-contrast colors for alternating rows on timesheet and schedule	Ctrl + Shift + ~
(Table view only) Opens and closes the details section for a time slice	Shift + Enter
Enter time for the previous day. This hotkey works only when cursor is in an In/Out field	- or _
Enter time for the next day. This works only when the cursor is in an In/Out field	+ or =

Function	Hotkey
Switch to Day View	Ctrl + Shift + Y
Switch to List View	Ctrl + Shift + L
Switch to Table View	Ctrl + Shift + T
Display each tab's number	Ctrl + Shift for one second
Display a tab based on the tab's number	Ctrl + Shift+ n, (where n = 1 – 9)
Move the cursor to the first detail field for the selected row.	
If in a detail field, return the cursor to the selected row	Ctrl + Shift+ Enter ...or... Shift + Enter
Move the cursor one cell forward (right) in a row, wrapping to the beginning of the next row when the end is reached	Ctrl + Shift + right arrow key
Move the cursor one cell left in a row	Ctrl + Shift + left arrow key
Move the cursor one cell down in a column, wrapping to the top of the next column when the end is reached	Ctrl + Shift + down arrow key
Move the cursor one cell up in a column, wrapping to the bottom of the previous column when the end is reached	Ctrl + Shift + up arrow key

Editing Hotkeys

Most hotkey shortcuts can be edited or disabled.

1. In a time entry window, press **Ctrl+Shift+H**. A list of hotkeys appears.

Action ^	Shortcut	Description
Editing the Time Sheet		
Copy Row	CTRL+SHIFT+C	Copies the currently selected row into the clipboard
Cut Row	CTRL+SHIFT+X	Cuts the currently selected row, placing it into the clipboard
Delete Row	CTRL+SHIFT+D	Deletes the currently selected row.
Duplicate Row	CTRL+SHIFT+U	Inserts a copy of the currently selected row immediately below it. Doesn't affect the clipboard.
Insert Row	CTRL+SHIFT+I	Inserts a row after the currently selected row.
Move Down	CTRL+SHIFT+DOWN or E...	Moves keyboard focus one field down; wraps to the previous column when at the bottom edge of the grid
Move Left	CTRL+SHIFT+LEFT	Moves keyboard focus one field to the left; focus wraps to the previous row when at the left edge of the grid
Move Right	CTRL+SHIFT+RIGHT	Moves keyboard focus one field to the right; focus wraps to the next row when at the right edge of the grid
Move Up	CTRL+SHIFT+UP	Moves keyboard focus one field up; focus wraps to the next column when at the top edge of the grid
Next Day	+	Enters time for the next day when keyboard focus is in an In/Out field
Paste	CTRL+SHIFT+V	Pastes the contents of the clipboard at the currently selected location
Previous Day	-	Enters time for the previous day when keyboard focus is in an In/Out field

2. Select the **Shortcut** field of the hotkey to edit.

Hotkeys with a dark gray background cannot be edited.

CTRL+SHIFT+U
<p>Press a key combo to update this shortcut. Use DELETE key to clear the shortcut Use ENTER or leave the field to store the shortcut. Use ESC to discard your changes</p>

3. Press the new key combination.
4. Press the **Enter** key.

If you press a key combination already in use, an error message appears. To correct that, do one of the following:

*Press **Delete** and enter a new hotkey combination.*

*Press **Esc** to discard your changes and use the original hotkey combination.*

5. If you press a key combination which does not include both the **Ctrl** and **Shift** keys, a warning message appears. Key combinations that do not include **Ctrl** and **Shift** may override existing hotkeys for your Web browser. You can either choose to save the key combination, delete it, or discard your changes.

Disabling Hotkeys

1. In a time entry window, press **Ctrl+Shift+H**. A list of hotkeys appears.

The Show Hotkeys hotkey cannot be disabled.

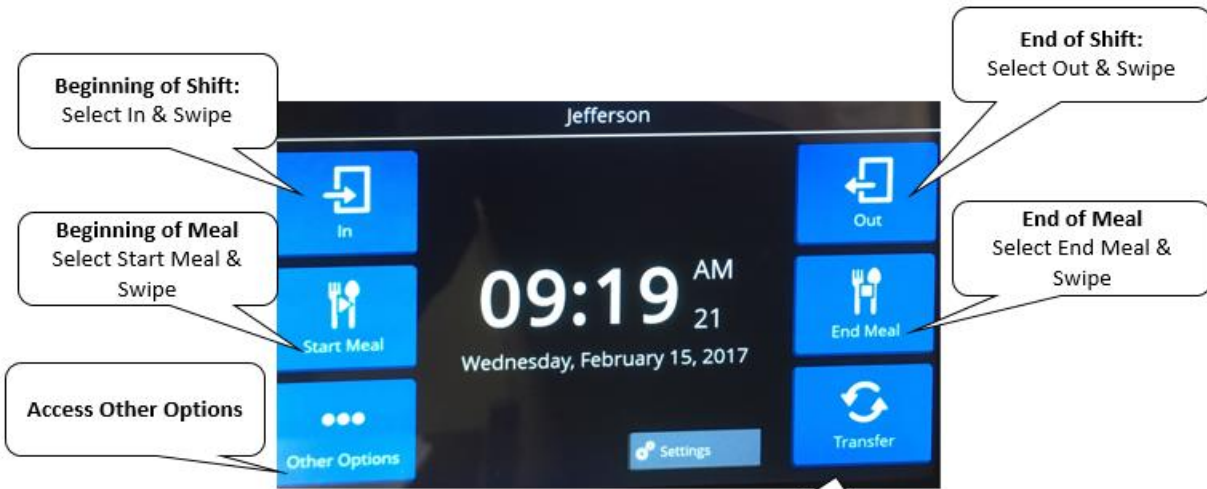
2. Select the **Shortcut** field of the hotkey to disable from the list and press the **Delete** key.

Hotkeys with a dark gray background cannot be disabled.

3. When **(not set)** appears in the cell, press the **Enter** key.

(not set)	
Press a key combo to update this shortcut. Use DELETE key to clear the shortcut Use ENTER or leave the field to store the shortcut. Use ESC to discard your changes	

Appendix B : Clock at Jefferson



Start a shift in a Department other than Home:
Transfer and Swipe / Select Department / Next

Transferring during a shift to Department Other than Home Department:
Transfer and Swipe / Select Department / Next

Transferring during a shift to Department Other than Home Department:
Transfer and Swipe / Select Department / Next

End of Shift:
Select Out and Swipe



The screenshot shows the Jefferson clock app interface. At the top, it displays "Jefferson" and "Other Options". The main display shows the time "09:19 AM" and the date "Wednesday, February 15, 2017". There are four large blue buttons: "Call-In" (top left), "Orientation" (top right), "Start Emergency Standby" (bottom left), and "End Emergency Standby" (bottom right). A "Cancel" button is located at the bottom center.

Non Exempt employees Scheduled for On Call & called back to work
Select Call in & Swipe
End of Shift:
Select Out and Swipe

Employee being Oriented in Department
Select Orientation & Swipe
End of Shift:
Select Out and Swipe

At the Beginning of Emergency Stand By
Start Emergency Standby and Swipe

At the Beginning of Work Shift:
Select In and Swipe

At the End of Work Shift:
Select Out and Swipe

At the End of Emergency Stand By
End Emergency Standby and Swipe

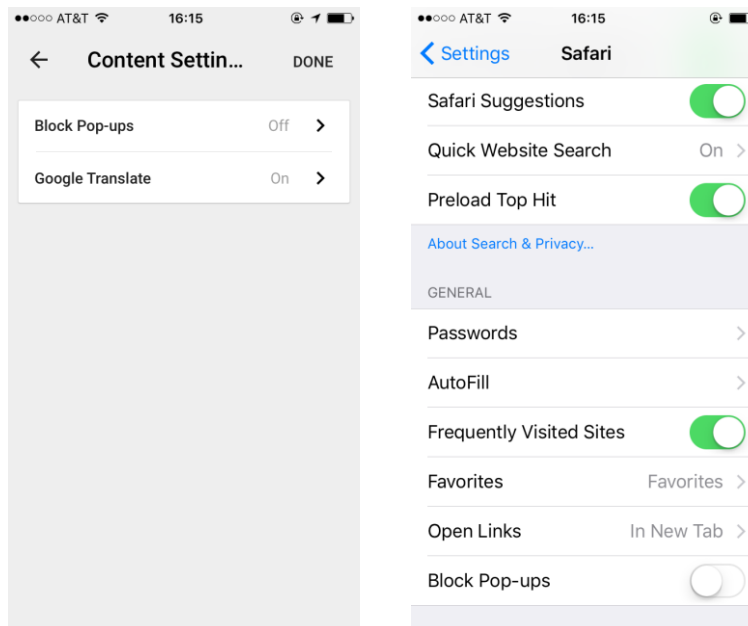
Appendix: EmpCenter Mobile at Jefferson

General comment on Mobile Browser Behavior

If you are experiencing issues with EmpCenter Mobile, it may be related to the Pop Up Blockers. We recommend you to deactivate it.

Safari: Settings / Safari / Under General, Uncheck Block Pop-Ups

Chrome: Settings / Settings / Content Settings / Block Pup-ups / Off



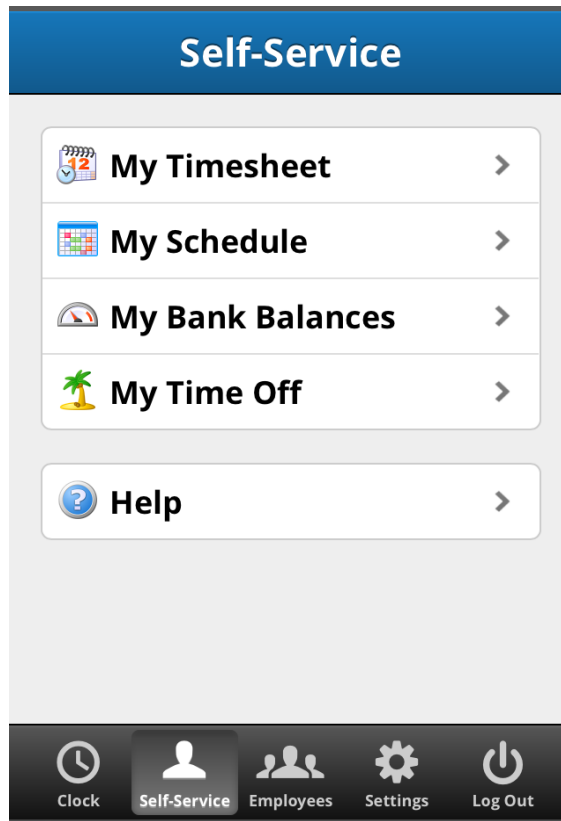
Entering Time on a Mobile Device

Most of the functionality available in the desktop version of Time & Attendance is also available on a mobile device.

1. Log in to EmpCenter on the mobile device.

The available functions are grouped into areas in the **Self-Service** column.

2. Select **My Timesheet**.

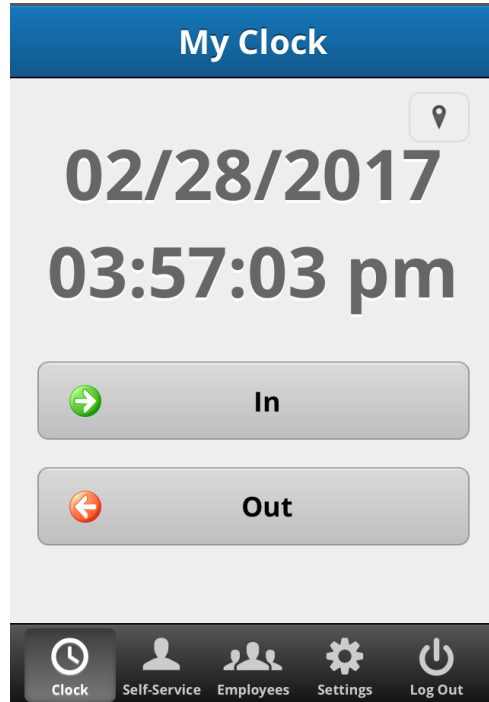


3. Enter time on the timesheet. Be sure to save your timesheet after entering time.

Entering Time on a Clock with Mobile Device

1. Log in to EmpCenter on the mobile device.

If you have the feature, the clock should be available for you to punch in and out.



Requesting Time Off from a Mobile Device

1. Login on the Mobile Device
2. Access Self-Service, My Time Off
3. Create a New Request Select Date, Type of Time Off, and Submit.

