



Marquette University Time and Attendance

TM01 Employee Time and Attendance

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



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Navigation Basics

Accessing EmpCenter

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

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

Accessing EmpCenter via the web

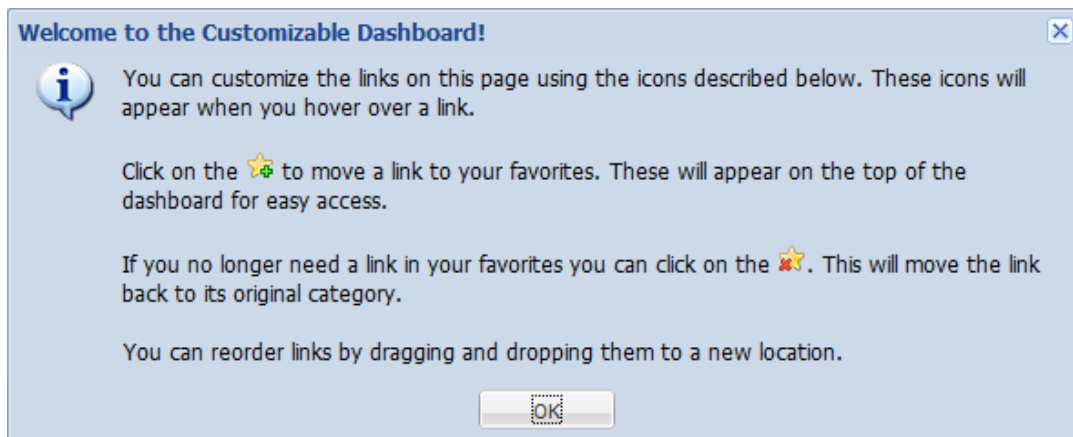
Click Link titled EmpCenter Timekeeping (found on the <http://marquette.edu/facstaff/>)

Click Link Login to EmpCenter Timekeeping

Enter EMarq User ID and Password

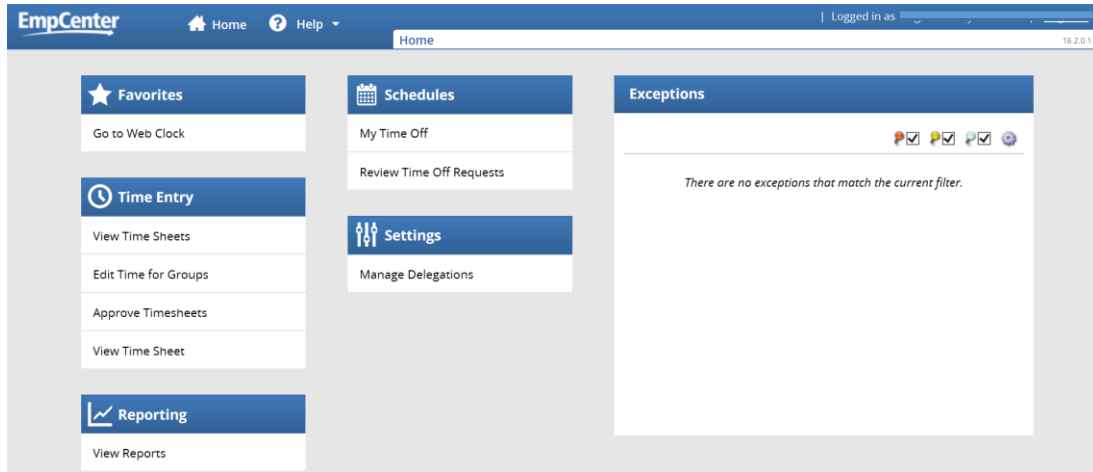
Click Login

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



This information is presented in “Customizing the Dashboard” later in this guide.

The following figure is the employee dashboard and shows an example of the Marquette dashboard of a WebClock employee.



Dashboard Functions

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

Time Entry

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

Schedules

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

Reports

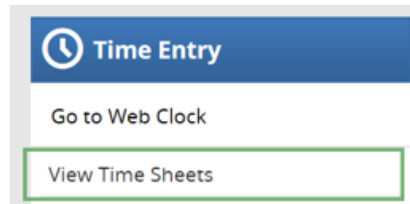
- **View Reports:** Employees can access general reports to view time sheet information for a certain period, roles delegated to them, or comments on time sheets.

Customizing the Dashboard

EmpCenter supports the following Time and Attendance dashboard customization features:

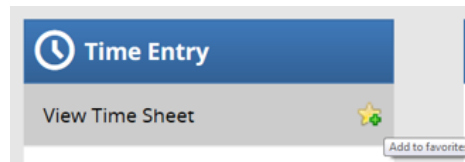
Rearranging Function Links

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



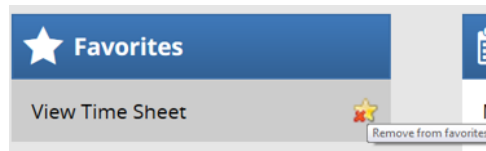
Creating a Favorites category for frequently-used functions

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



Removing a Function from Favorites

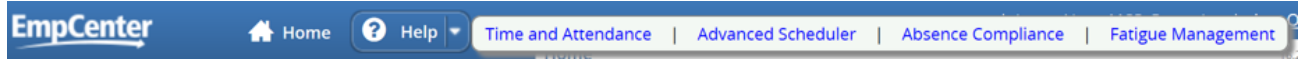
- Hover the pointer over the respective function link and click the star icon.



- The function returns to its original category.

Online Help

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



You are able to choose the area you need assistance with by clicking on Time and Attendance, Advanced Scheduler, Absence Compliance or Fatigue Management. Clicking on any of the choices will open an online version of the *EmpCenter End User Guide* in a new browser window. As seen below when choosing Time and Attendance.



Time & Attendance Documentation

Online Help

[Time & Attendance User Help](#)

[Reports Help](#)

[EmpCenter Help Basics](#)

PDF Guides

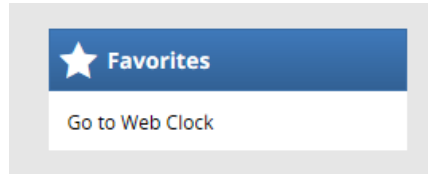
[Time & Attendance User Guide](#)

[Time & Attendance Reports Guide](#)

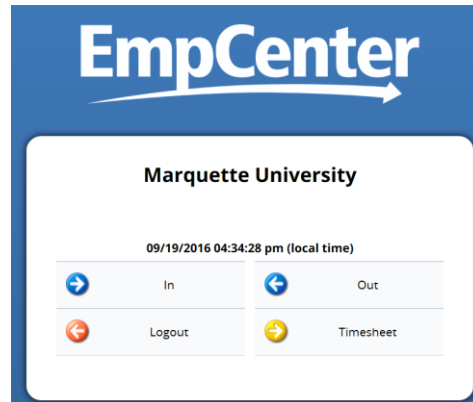
The WebClock

Some employees use a virtual time clock known as the “WebClock”. The WebClock is accessed through the EmpCenter interface and works like a data collection terminal where authorized employees can clock in and out and edit their personal time sheet within the constraints defined for each pay code.

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



The WebClock interface appears.



The WebClock interface includes the following buttons:

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

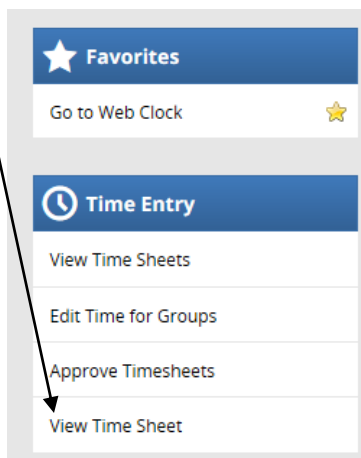
Wed 05/11 10:49 am: Swipe Recorded Successfully

- **Out:** Records the end of the work period.
- **Out to Meal:** Records the time you leave for a meal.
- **Return from Meal:** Records the time you return from a meal.
- **Logout:** Logs you out of EmpCenter
- **Timesheet:** Takes you to the timesheet view.

The WebClock inactivity timeout is 45 seconds.

Time Entry Window

The Time Entry window comprises of various fields and tabs which allow the viewing of your time. After you login to the system (and, if necessary, select the appropriate assignment), open your timesheet by selecting **View Time Sheet** from the **Time Entry** area of the dashboard.



General time entry rules for employees include the following:

- All employees using EmpCenter are non-exempt and enter their time into time sheets on a current pay method.
- All employees use bi-weekly time sheets.
- Shifts crossing midnight will be recorded as time worked on the day the shift starts.
- Employees in policy profiles could have more than one assignment in one or more groups.
- Work time is reported using in/out entries in one minute increments.
- Non-work time (vacation, jury duty, etc) is reported using elapsed time entries.
- Time is rounded to the nearest quarter based on an 8 minute grace period.

The time entry window provides the options necessary for completing time entry. From this window, depending on your role, you can perform one or more of the following tasks:

- View your logged time
- View or acknowledge any exceptions (errors or warnings) about your timesheet
- View details of available time off
- See a preview summary of time entered on the timesheet

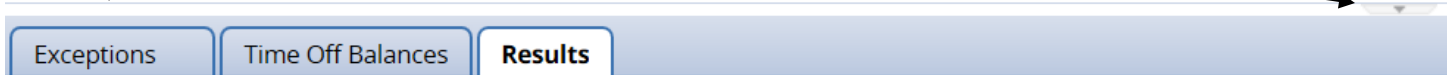
The following figure depicts an example of an employee time entry window.

The screenshot shows the 'Time Entry' window. At the top, there is a calendar for the week of Oct 22, 2016, with a 'Show All Weeks' checkbox. Below the calendar is a summary row showing '0.00' for both hours and amount. The main table has columns for Date, Pay Code, Hours, Amount, COMMENTS, and Total. The table lists entries for Sun 10/16 through Sat 10/22, all with a 'Reg (Worked)' pay code. The Saturday entry (10/22) is highlighted in green and has a green triangle in its upper right corner. The total for the week is '0.00'.

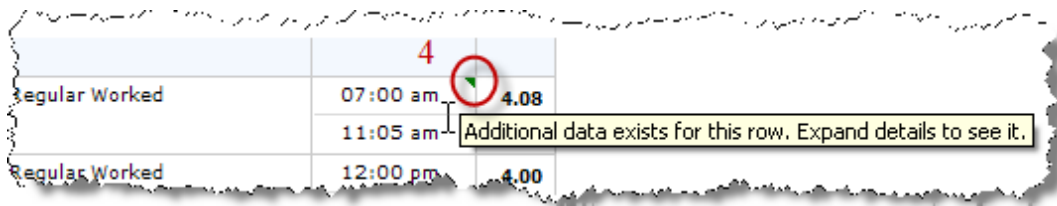
The top panel displays the **Time Entry** tab while the bottom panel includes the **Exceptions**, **Time Off Balance**, and **Results** tabs.

Notice the following user interface features:

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



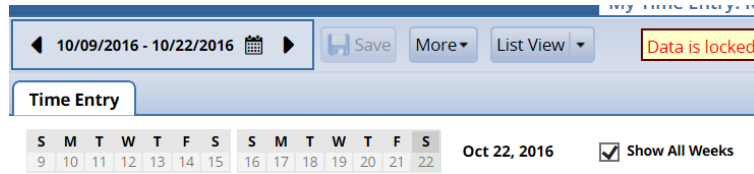
4. When a timesheet cell shows a green triangle in the upper right corner, you can click the cell to activate the “details” tab.



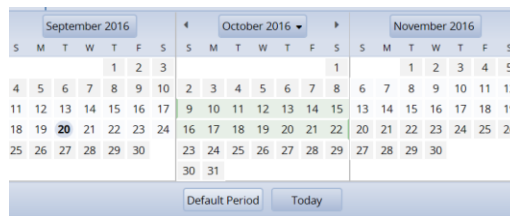
Changing the Pay Period

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

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



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

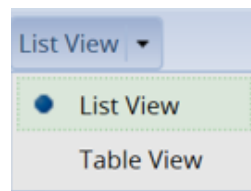


3. If your pay period is longer than a week and you want to enter time for the entire period, select the **Show All Weeks** checkbox.

Time Sheet Views

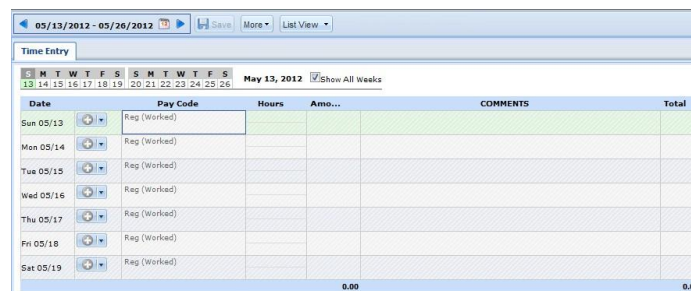
EmpCenter provides two views (or formats) for displaying time sheet information: List View and Table View. Each view displays time sheet information for an entire Pay Period.

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



List View

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



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

Information Tabs

The time entry layout shows two or three information tabs, depending on your role.

Exceptions Tab

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

The **Exceptions** tab presents exceptions. Each exception shows the:


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

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

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

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

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

SEVERITY LEVEL	FIELD OPTIONS
Least Severe  Most Severe	No Exceptions
	Informational message - no action required
	Informational message - action may be required
	Warning
	Warning - paid differently than entered
	Error - record not paid
	Error - entire time sheet not paid/held

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.



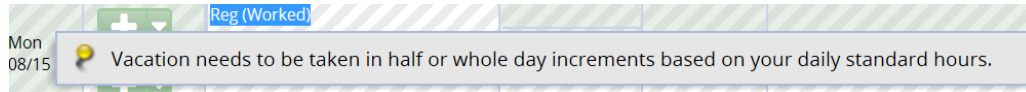
Filter exceptions by day

Date	Exception Message	Severity
Mon 08/15	Vacation needs to be taken in half or whole day increments based on your daily standard hours.	Warning

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

Mon 08/15		Reg (Worked)	
		Vacation	8.00

- Click on the pin to display the exception message.



Time-Off Balances Tab

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

Exceptions	Time Off Balances	Results
------------	--------------------------	---------

Vacation	
Initial Balance Sun 10/09	82.09
Increases	0.00
Decreases	0.00
Ending Balance Sat 10/22	82.09
No Details	

Floating Holiday	
Initial Balance Sun 10/09	0.00
Increases	0.00
Decreases	0.00
Ending Balance Sat 10/22	0.00
No Details	

Sick	
Initial Balance Sun 10/09	2.47
Increases	0.00
Decreases	0.00
Ending Balance Sat 10/22	2.47
No Details	

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

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

Vacation	
Initial Balance Sun 09/11	89.59
Increases	0.00
Decreases	-7.50
Ending Balance Sat 09/24	82.09
Show Details >>	

Vacation					
Date	Increase	Decrease	Balance	Action	Source
Sun 09/11			89.59	Balance Forward	
Mon 09/19		-7.50	82.09	Usage	Vacation
	0.00	-7.50	82.09		Hide Details <<

Results Tab

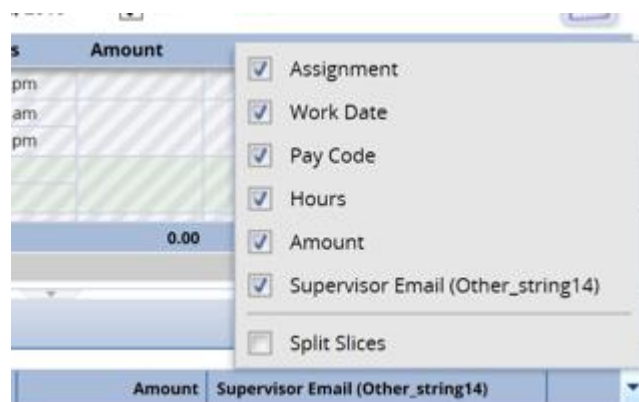
The **Results** tab reports the calculated results of the data input on the main time sheet. All columns are sortable. Click on a column heading to sort the displayed information. Click again to return to the previous sort order. By default, the information on this tab is sorted by pay code.

Exceptions		Time Off Balances		Results	
Assignment	Work Date	Pay Code	Hours	Amo...	Supervisor E...
■ This Period					
	08/15/2016	Vacation	8.00	0.00	
	08/16/2016	Reg (Worked)	12.00	0.00	
	08/19/2016	Reg (Worked)	13.25	0.00	
	08/20/2016	Reg (Worked)	12.00	0.00	
Total			100.50	0.00	

Note the following features:

- (1) Click a column title to display the sorting arrow and sort in increasing order. Click it again to sort in decreasing order. All columns can be sorted.
- (2) Click and drag the line separating two columns to modify the width of the left-hand column.
- (3) Click and drag a column title to change the display order of the column.
- (4) Click the arrow on top of the right-hand scroll-bar to display the menu that allows you to show/hide columns by checking or un-checking the appropriate check boxes.

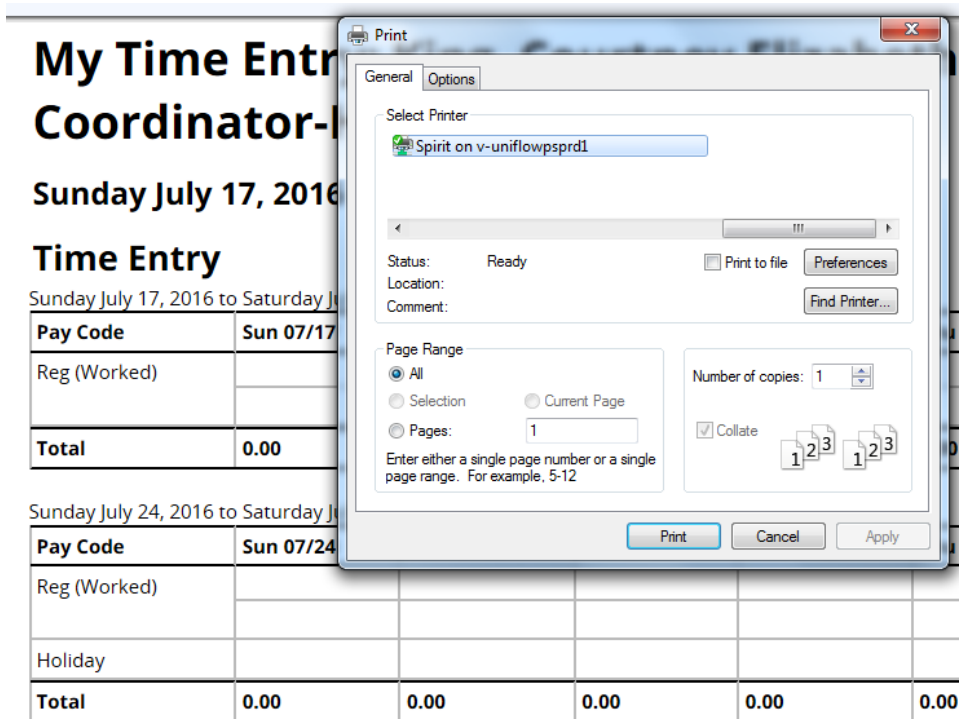
The window capture in the following example depicts a customized view of the **Results** tab: the results are sorted in increasing hours order; the Cost Product and Amount columns have been hidden.



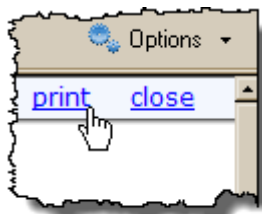
Printing the Time Sheet

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

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



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



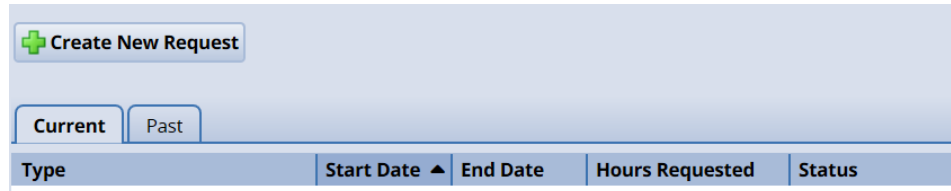
2. Select your print options and click **OK**.
3. Click the **Close** link to close the Print Preview window.

Requesting Time-Off

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

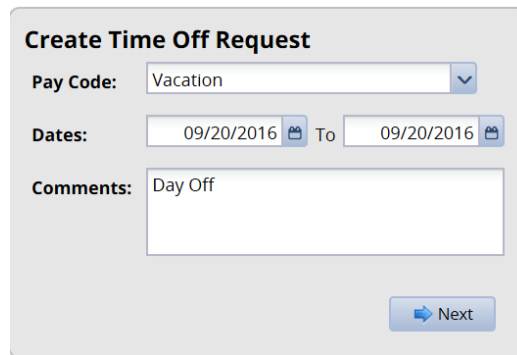
1. From the dashboard, select **Schedules** → **My Time Off**.

The **Request List** window appears.

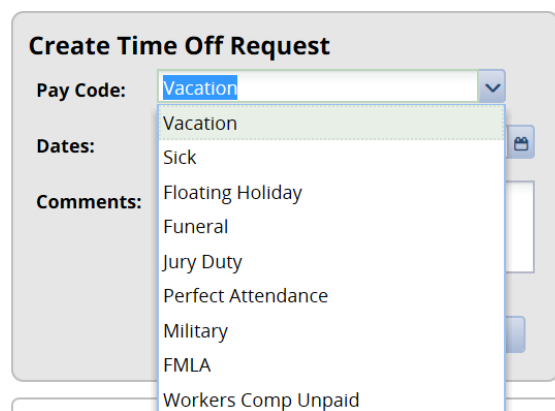


2. Select **Create New Request**.

The **Create Time Off Request** window appears.



3. Choose the type of time off from the **Pay code** drop-down list.



4. Enter the day on which you want to begin your time off in the **Start Date** field, or click the Calendar icon on the right of the date field to display a calendar from which you can choose the date. Ensure that the **Start Date** is today's date or later.
5. Enter the day on which you want to end your time off in the **End Date** field, or use the Calendar icon.
6. If necessary, enter a note to accompany your request in the **Comments** field.
7. Select **Next** to display the details of your time off request.



The **Request Details** window appears. The hours request default to the your scheduled hours for that day. You can modify the hours requested and also select another pay code from the **Pay code** column. If taking less than one whole day off, note in the Comments field when the time off will occur. For example, if taking one hour off, state if it will occur in the morning or afternoon.

Request Details

Action	Date	Pay Code	Hours
+ X	Mon 05/07/2012	Vacation	8
+ X	Tue 05/08/2012	Vacation	8
+ X	Wed 05/09/2012	Vacation	8
+ X	Thu 05/10/2012	Vacation	8
+ X	Fri 05/11/2012	Vacation	8

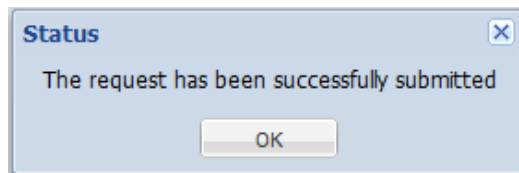
Comments

← Back
✓ Submit

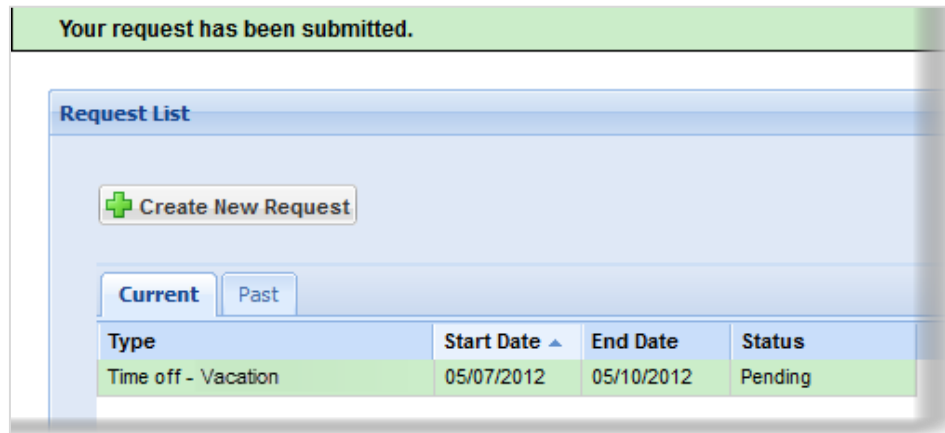
8. Click the **Insert** icon  in the **Action** field of a row to add another row for that day, select the Pay code and enter the hours for that type. Remember to adjust the other hours for that day accordingly, if necessary.
9. If exceptions prevent you from submitting the request, do one of the following:
 - Click the **Back** button to return to the previous window and make a different selection, or:
 - Reduce the hours selected by the clicking the **Delete** icon  in the **Action** field of a row to remove the hours from that row, and then click **Update**.



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



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



When your manager approves the Time-Off Request, the requested time posts to your time sheet as time off. You receive an email message when your manger approves or rejects your request.

E-mail Notification

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

Event triggering e-mail	Message subject	Recipients	Message
Submission of time off request	Time Off Request – Pending	Manager/Timekeeper and Delegates	<Employee Name> has requested time off. Please review.
Approval of time off request	Time Off Request – Approved	Employee	Your time off request has been approved.
Rejection of time off request	Time Off Request – Rejected	Employee	Your time off request has been rejected.

Canceling a Time-Off Request

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

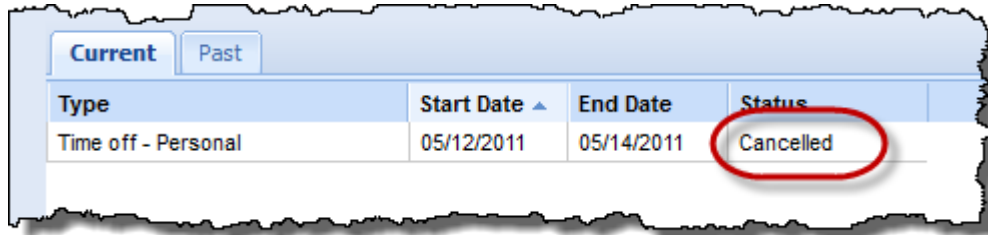
1. Go to **Schedules** → **My Time Off**.
2. Select the **Current** tab.
3. Select the respective time off request.



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

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

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



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

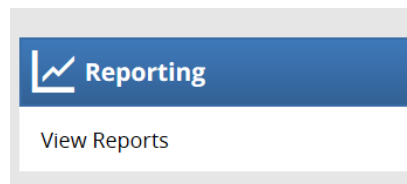
Event triggering e-mail	Message subject	Recipients	Message
Cancellation of time off request	Time Off Request – Cancelled	Manager and Delegates	<Employee Name> has cancelled his or her request for time off.

Generating Reports

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

1. To generate a report: from the dashboard, click **Reports** → **View Reports**.

A list of report categories appears.

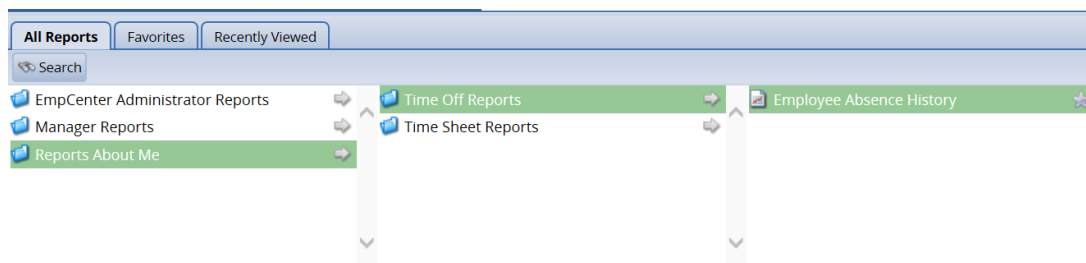


2. Do one of the following:

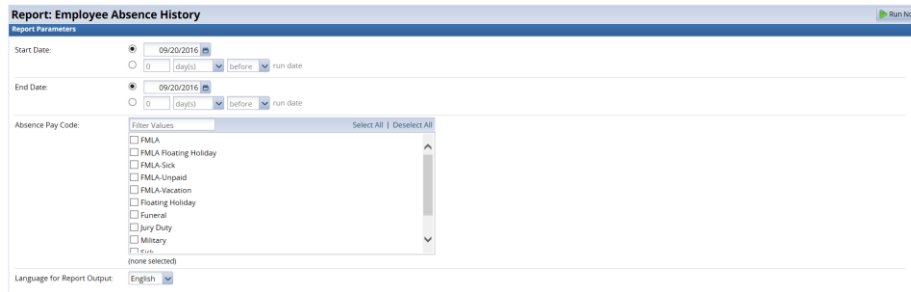
- Select a report category to display the respective reports, or...
- Search for the report.
 - a. Enter the name or part of the name of the report in the **Search** field.
 - a. Reports with the search criteria in their name appear in the **Search Results** pane as you type.



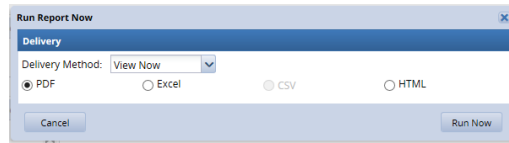
3. Select the name of the report you want to generate.



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



4. Complete the respective fields and choose **Run Now**.
5. Select your preferred output format:



- **Excel** to view/print the report as a *Microsoft Excel* spreadsheet.
 - **HTML** (the default) to view the report in the browser window as a web page.
 - **PDF** to view/print the report in *Adobe Acrobat* PDF format.
The *Adobe Acrobat Reader* is required to view this format. The Reader is available at: <http://get.adobe.com/reader/>.
6. Click **Submit** to generate the report.
The following figure shows a sample report in PDF format.

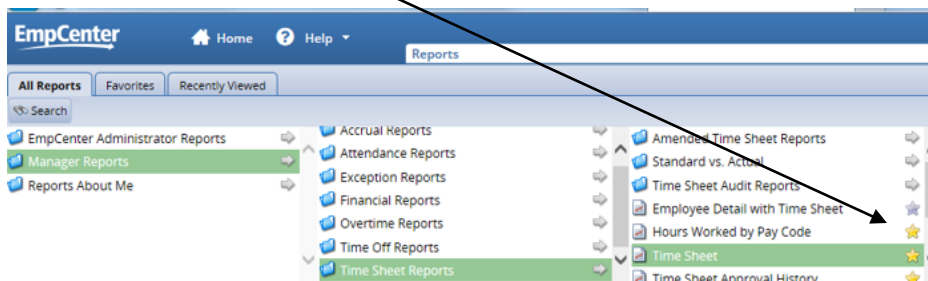
EmpCenter		Time Sheet for Period Ending on 08/27/2016							Marquette University	
Employee Name	Employee ID	Assignment	Timesheet Version	Work Date	Pay Code	In Time	Out Time	Hours		
			1	08/15/2016	Vacation			8.00		
				08/16/2016	Clock	05:53 AM	06:00 PM			
				08/16/2016	Reg (Worked)	06:00 AM	06:00 PM			
				08/19/2016	Clock	06:00 AM	07:13 PM			
				08/19/2016	Reg (Worked)	06:00 AM	07:15 PM			
				08/20/2016	Clock	05:53 AM	06:00 PM			
				08/20/2016	Reg (Worked)	06:00 AM	06:00 PM			
				08/21/2016	Clock	05:55 AM	06:02 PM			
				08/21/2016	Reg (Worked)	06:00 AM	06:00 PM			
				08/24/2016	Clock	05:57 AM	06:16 PM			
				08/24/2016	Reg (Worked)	06:00 AM	06:15 PM			
				08/25/2016	Clock	05:55 AM	06:44 PM			
				08/25/2016	Reg (Worked)	06:00 AM	06:45 PM			
				08/26/2016	Holiday			0.00		
				08/27/2016	Clock	07:26 AM	01:35 PM			
				08/27/2016	Reg (Worked)	07:30 AM	01:30 PM			

Report Favorites

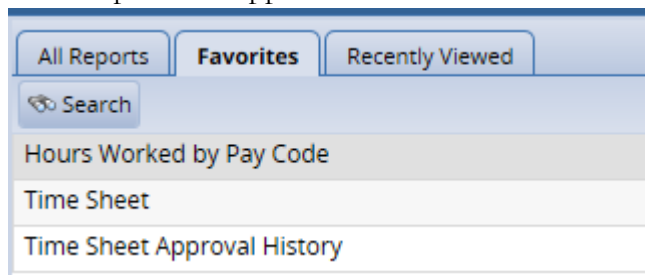
Report favorites give you quick access to frequently run reports by letting you store those reports in a top-level folder. You have the ability to specify and store your own report favorites.

Creating a Report Favorite

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

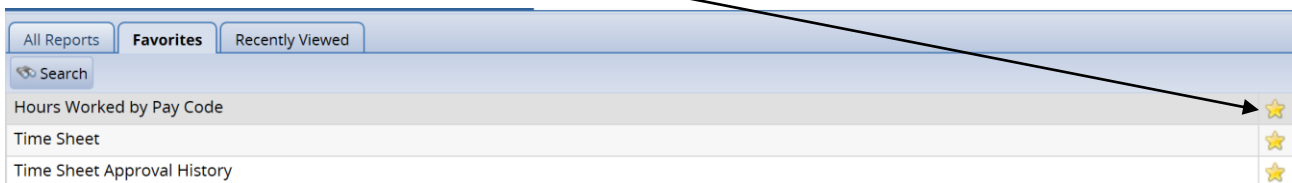


The report now appears in the **Favorites** folder.



Removing a Report Favorite

1. To remove a report favorite, highlight the report name to be removed.
2. Click on the **Favorites** icon.
The report is removed from the **Favorites** folder and the star icon turns gray.



Premium Calculations

A premium is extra pay received when certain conditions are met. For example, the most common premium is Overtime, usually defined as additional pay for all time worked over 40 hours in a week. Most premiums are calculated automatically without any manual effort. You can check the **Results** tab to verify the calculations.

EmpCenter for Marquette University supports the following premium calculations.

Weekly Overtime Over 40 hours

Employees with hours charged to pay codes that count to overtime in excess of 40 hours in a week receive 1.5 hours overtime pay for the hours over 40. This is an aggregate level premium.

Weekly Overtime Over 37.5 hours

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

Holiday Worked Premium

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

Call-In Time (Facilities)

This call-in premium is entered directly on the employee time sheet by the managers.

Field Training Officer (FTO)-MUPD Only

This FTO premium is entered directly on the employee time sheet by the managers.

Emergency University Closing (EUC)

This premium is entered directly on the employee time sheet by the manager as a result of a university closing.

Emergency University Closing Worked (EUCW)

This premium applies to employees work during a university closing and is entered directly on the employee time sheet by the manager.

University Mandated Extend Hrs 1.5

This premium is entered directly on the employee time sheet by the manager.

Reg Hours Non-TIAA

This calculation applies to the primary assignments of Hourly Staff. The qualification is having pay codes which apply to Non-TIAACREF. This system calculation executes at the Aggregate level.

Calculation:

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

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

Date	Pay Code	Hours	Amount	COMMENTS	Total
Mon 08/15	Clock	11:00 am			
		04:45 am			
	Reg (Worked)	11:02 am			
		04:45 am			6.25
Tue 08/16	Clock	11:00 am			
		04:45 am			
	Reg (Worked)	11:02 am			
		04:45 am			6.25
Wed 08/17	Clock	11:00 am			
		04:45 am			
	Reg (Worked)	11:02 am			
		04:45 am			6.25
Thu 08/18	Clock	11:00 am			
		04:45 am			
Fri 08/19	Reg (Worked)	11:02 am			
		04:45 am			
0.00					31.00

Exceptions | Time Off Balances | **Results**

Assignment	Work Date	Pay Code	Hours	Amo...	Supervisor E...
	08/18/2016	Reg (Worked)	6.25	0.00	
	08/17/2016	Reg (Worked)	6.25	0.00	
	08/18/2016	Reg (Worked)	5.25	0.00	
	08/18/2016	Reg Hours Non-TIAACREF	1.00	0.00	

The Time Clock

Below is an example of the time clock on campus.



If the clock is in sleep mode, touch anywhere on the screen to begin the process. You will choose one of the F keys below followed by swiping your ID. The terminal main menu supports the following functions:

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