

Student Electronic Timekeeping

NOVEMBER 2013

What is EmpCenter?

EmpCenter is our time and attendance system which Marquette University has been using for our Staff employees since September 2012.

Electronic timekeeping should reduce the time it takes students and supervisors to record, calculate, approve and submit hours worked. EmpCenter offers ease of use and multiple ways to record time, through a web application or a time clock.

Timekeeping documentation for all staff employees, student employees and supervisors is available on the Timekeeping webpage. This includes manuals, FAQs, videos and quick tips for using EmpCenter.

www.marquette.edu/timekeeping

Anticipated Timeline

- October 21-November 4 Supervisor Training Sessions
- November 17 Go Live for pay period November 17-November 30
- December 1-3 Supervisors approve first time sheets in EmpCenter
- December 11 First student pay date using EmpCenter

Agenda

1. How Job Connection, MyJob and EmpCenter Communicate
2. How to Train Your Students to Use EmpCenter
3. Supervisor Functions in EmpCenter



Flowchart

How is employee information shared from employee hire to salary authorization to time keeping?



Job Connection Time Approvers

Primary Approver

Secondary Approver

Note: If you have more than two people who are approvers you can set up delegates in EmpCenter.

Organization Name: Office of Student Financial Aid
 Contact: Annette D'Amato
 Job: Student Employment Clerk III
 Schedule:
 Administrator:
 Faculty:

Report A Hire Information

First Name:
 Last Name:
 Email (if known):
 Phone (if known):
 Organization Name:

Placement Information

Job Title: Student Employment Clerk III
 *Start Date: 8/25/2013
 *End Date: 5/3/2014
 *Hourly Wage:
 Estimated Hours per Week:
 Status: Active
 Created: 8/22/2013 4:02 PM
 Modified: 9/18/2013 2:56 PM

Work Information

Please fill in the Supervisor information.
 Supervisor: Annette D'Amato
 Address Line 1: 1250 W. Wisconsin Ave
 Address Line 2: Marquette University
 City: Milwaukee
 State: WI
 Zip: 53201-1881
 Country:
 Map of Address Above: [Online Map](#)
 Phone: (414) 288-4742
 Fax: (414) 288-1718
 *Supervisor Email: annette.damato@marquette.edu

I-9 Warning on Time Sheet

Student I9 Policy Remains the Same

I9 Must be Submitted on First Day of Employment

Pay Code	Sun 09/22	Mon 09/23	Tue 09/24	Wed 09/25	Thu 09/26	Fri 09/27	Sat 09/28	Total
Reg (Worked)	02:00 pm 04:00 pm	09:00 am 11:30 am						4.50
Clock								
Clock			10:14 am					
Total	1.00	3.50	0.00	0.00	0.00	0.00	0.00	4.50

Pay Code	Sun 09/29	Mon 09/30	Tue 10/01	Wed 10/02	Thu 10/03	Fri 10/04	Sat 10/05	Total
Reg (Worked)								0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Date	Exception Message	Severity
Tue 09/24	Missing In or Out time.	Error (not paid)
Sun 09/22 - Tue 09/24 (3)	Stop Work Warning: Complete I-9 before returning to work.	Warning

I-9 Warning on WebClock

Student I9 Policy Remains the Same

Warning will appear to Student when using the WebClock



Remember to End Date Your Placements in JobConnection!

Placement Information

Job Title: Student Employment Clerk III
 *Start Date: 8/25/2013
 *End Date: 5/3/2014
 *Hourly Wage: \$8.50
 Estimated Hours per Week:
 Status: Active
 Created: 8/22/2013 4:02 PM
 Modified: 9/18/2013 2:56 PM

Work Information

My Job and Multiple Assignments



- Job Placement in Job Connection = Assignment in MyJob
- Supervisor and Contact from Job Connection become Supervisor and Timekeeper on Assignment in MyJob
- **Multiple Assignments**- is a change to both MyJob and EmpCenter as a result of implementing electronic timekeeping for Students
- **Multiple Assignment** - A student who performs more than one job and works in more than one department. They may also have more than one job in the same department. They may have a different rate of pay in each job.

What's different in EmpCenter for Students?

- **Multiple Assignments**-Each Assignment from MyJob has its own time sheet in EmpCenter. A student has to select the Assignment to clock into or when they view their time sheet in EmpCenter. The Job ID and Job Name appear at the top of each time sheet.
- A supervisor will be able to see the e-mail address of supervisor for other assignment(s)
- Supervisors will be able to see the total hours a student works at another assignment, but you cannot edit or view the exact times the student was working



How to Record Time in EmpCenter

Time Clock



1. On the keypad, press the appropriate Function key, F1 to Clock In or F5 to Clock Out.
2. If the screen is blank, press any key to activate the clock.
3. Swipe your MU ID Card with picture facing in (mag stripe to the right).

Punch: Clock In

Select Assignment

Value	Description
78552 STUDENT ACCOUN	78552 STUD
85344 Supervisor_1-2	85344 Superv
88206 Student Employ	88206 Studen

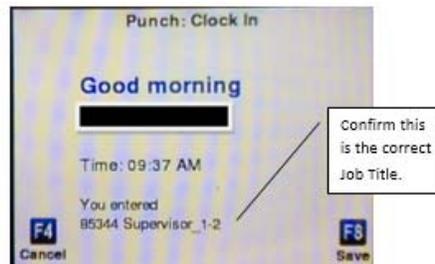
F3 Select

F4 Cancel

Time clock locations are available on the Timekeeping website.

Time Clock Continued

1. If you have more than one job, use the arrow keys to move up and down the list of options then press F3 to Select the assignment (job). If you only have one job you will not need to select an assignment.
2. Confirm the job on the following screen is correct. Press F8 to Save and log off.



How to Record Time in EmpCenter Web Clock

The **WebClock** is accessed through the online **EmpCenter** application.

1. Access the application at: www.marquette.edu/timekeeping
2. Enter your eMarq User ID and Password. Click **Login**.



WebClock Continued

The Student Employee EmpCenter Dashboard appears.

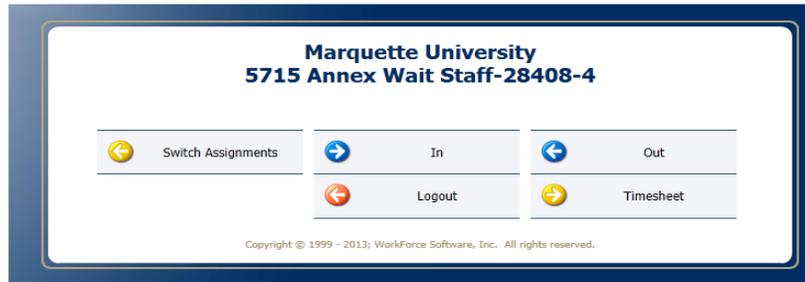


3. Click **Go to Web Clock** from the Time Entry menu

4. Select an Assignment-Each assignment has its own time sheet.

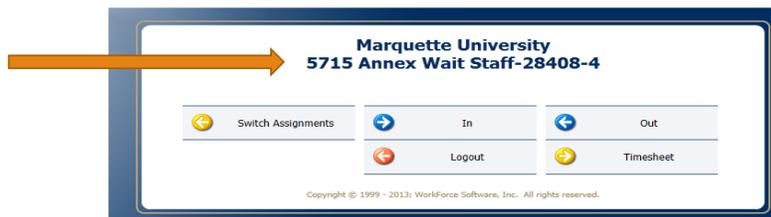


- Job Reference Number or Job ID as your department entered into JobConnection
- Job Title as entered by your department into JobConnection
- MyJob Employee ID number with a hyphen-# to differentiate each job from the others.



- **In:** Records the start of work time.
- **Out:** Records the end of the work period.
- **Logout:** Logs you out of EmpCenter
- **Timesheet:** Takes you to the Timesheet View for that job.
- **Switch Assignment:** Takes you to the Assignment list, if you have more than one assignment.

5. Confirm that the Job Title displayed at the top of the screen is the correct job and click **In** or **Out**.



A successfully recorded time stamp will be confirmed.

Tue 09/10 08:34 pm: In Swipe Recorded Successfully.

6. Click **Logout**.

Important Reminders for Students



➤ **If you clock in, you must clock out...**

Even if it's to the wrong assignment (job). Punch **OUT** as soon as you realize the error and clock **IN** to the correct job. The student will need to contact both supervisors of the correct job and the incorrect job to assist in correcting the entries to properly record hours worked.

➤ **Students cannot edit their own time sheet.**

➤ Students should review their time sheet(s) periodically within the pay period to ensure all hours are recorded accurately. Contact your supervisor(s) to make corrections.

How to Review Time in EmpCenter

To review your timesheet, login to the system, open your timesheet by selecting **View Time Sheet** from the **Time Entry** area of the dashboard and, if applicable, select the appropriate assignment.

The screenshot shows two panels from the EmpCenter dashboard. The left panel, titled 'Time Entry', contains two links: 'View Time Sheet' and 'Go to Web Clock'. The right panel, titled 'Choose an Assignment', lists three assignments with their respective IDs and titles: '85344 Supervisor 1-27725-3', '86206 Student Employment Clerk III-27725-4', and '78552 STUDENT ACCOUNTING CLERK-27725-5'.

Time Sheet

The top panel displays the Time Entry tab (your timesheet).

The bottom panel displays the Exceptions and Results tabs.

The screenshot shows the 'Time Entry' interface. The top panel displays a calendar for the week of Sep 8, 2013 to Sep 14, 2013. Below the calendar is a table with columns for days of the week and a 'Total' column. The table contains two sections: one for 'Reg (Worked)' and one for 'Clock'. The bottom panel shows the 'Exceptions' tab with a table for 'Exception Message' and a 'No exceptions.' button.

Totals per pay code for the Table View appear on the right side of the window, and totals for each day at the bottom of the window. The sum total for the Pay Period is displayed in the bottom right corner.

This screenshot provides a detailed view of the time entry table. Red arrows point from the text above to the 'Total' column and the 'Clock' row. A blue callout box explains the terms 'Clock' and 'Reg (Worked)'. Below the table is an 'Exceptions' table with columns for Date, Exception Message, Severity, and Action Required.

Pay Code	Sun 09/22	Mon 09/23	Tue 09/24	Wed 09/25	Thu 09/26	Fri 09/27	Sat 09/28	Total
Reg (Worked)	10:00 am	10:00 am		10:00 am				10.00
Clock	09:54 am 01:07 pm	10:00 am 02:00 pm		10:01 am 01:06 pm		09:42 am		
Worked (Other Assignment)						0.25		
Total	3.00	4.00	0.00	3.00	0.00	0.00	0.00	10.00

Pay Code	Sun 09/29	Mon 09/30	Tue 10/01	Wed 10/02	Thu 10/03	Fri 10/04	Sat 10/05	Total
Reg (Worked)			01:00 am 04:30 pm		10:00 am 01:00 pm			6.50
Reg (Worked)					01:30 pm 04:30 pm			3.00
Clock			01:03 pm 04:28 pm		10:01 am 01:03 pm			9.50
Total	0.00	0.00	3.50	0.00	6.00	0.00	0.00	9.50

Date	Exception Message	Severity	Action Required
Mon 09/23	Overlapping In/Out times entered across more than one timesheet.	Error (not paid)	Adjust times.
Fri 09/27	Missing In or Out time.	Error (not paid)	

Time entries associated with exceptions appear on the time sheet marked with a colored pin and details are listed on the Exceptions Tab.

All Red exceptions need to be resolved before hours will be paid. Red errors prevent EmpCenter from performing calculations on the recorded hours and will result in non-payment of hours. Please work with your supervisor(s) to help resolve the error.

Pay Code	Sun 09/22	Mon 09/23	Tue 09/24	Wed 09/25	Thu 09/26	Fri 09/27	Sat 09/28	Total
Reg (Worked)	10:00 am 01:00 pm	10:00 am 02:00 pm		10:00 am 01:00 pm				10.00
Clock	09:54 am 01:07 pm	10:00 am 02:00 pm		10:01 am 01:06 pm		09:42 am		
Worked (Other Assignment)						0.25		
Total	3.00	4.00	0.00	3.00	0.00	0.00	0.00	10.00

Date	Exception Message	Severity	Action Required
Mon 09/23	Overlapping In/Out times entered across more than one timesheet.	Error (not paid)	Adjust times.
Fri 09/27	Missing In or Out time.	Error (not paid)	

Results Tab

Assignment	Work Date	Pay Code	Hours	Supervisor Email (Oth...
87521 HR Assistant...	09/20/2013	Reg (Worked)	4.00	██████████@marquette...
86893 Benefits Assi...	09/19/2013	Reg (Worked)	2.75	██████████@marquett...
87521 HR Assistant...	09/17/2013	Reg (Worked)	0.25	██████████@marquette...
Total			7.00	

- The **Results** tab displays the calculated results of the hours worked which will be interfaced to Payroll for payment.
- You will see the hours for the job you are logged into, plus total hours from any other jobs you have. Along with the hours, you can view the email address of the supervisor for each of the positions on which you have clocked hours this period.
- The **Results** tab will look the same on each assignment, even though the hours may not all be worked on that assignment.

Premium Calculations

They are calculated by the system based on all hours worked across all assignments.

The time sheet will display all hours as Reg (Worked). The **Results** tab will calculate hours worked over 40 as OT_1.5.

Pay Code	Sun 09/29	Mon 09/30	Tue 10/01	Wed 10/02	Thu 10/03	Fri 10/04	Sat 10/05	Total
Reg (Worked)		08:00 am 07:00 pm	01:00 pm 04:30 pm	08:00 am 07:00 pm	10:00 am 04:30 pm	08:00 am 07:00 pm		39.50
Reg (Worked)					01:30 pm 04:30 pm			3.00
Clock		06:00 am 07:00 pm	01:03 pm 04:28 pm	08:00 am 07:00 pm	10:01 am 01:03 pm	08:00 am 07:00 pm		
Clock					01:23 pm 04:31 pm			
Total	0.00	11.00	3.50	11.00	6.00	11.00		42.50

Assignment	Work Date	Pay Code	Hours	Supervisor...
85344 Super...	09/23/2013	Reg (Worked)	4.00	
85344 Super...	09/27/2013	Reg (Worked)	0.25	
86206 Stude...	09/30/2013	Reg (Worked)	11.00	
86206 Stude...	10/01/2013	Reg (Worked)	3.50	
86206 Stude...	10/02/2013	Reg (Worked)	11.00	
86206 Stude...	10/03/2013	Reg (Worked)	3.00	
86206 Stude...	10/04/2013	Reg (Worked)	8.50	
86206 Stude...	10/04/2013	OT_1.5	2.50	

Worked Other Assignment

Pay Code	Sun 10/06	Mon 10/07	Tue 10/08
Reg (Worked)	01:00 pm 03:00 pm		09:00 am 11:00 am
Clock	01:00 pm 03:00 pm		09:00 am 11:00 am
Worked (Other Assignment)		6.00	1.50
Total	2.00	0.00	2.00

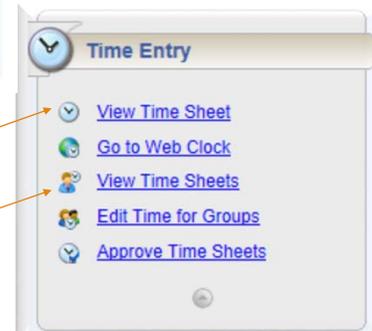
When you are reviewing a time sheet, hours worked at other jobs than you are logged in to are reflected on the time sheet as **Worked (Other Assignment)**.

Supervisor Functions in EmpCenter

The Manager Dashboard in EmpCenter:



If you are an hourly employee AND you supervise employees, you will see two View options:



View Time Sheet is your time sheet

View Time Sheets are the time sheets for employees you supervise

Important Reminders for Supervisors

- End of Period Reminders will be sent by EmpCenter
- Approve zero hour time sheets
- Please end the placements once a student has stopped working
- **Students are your best assistant in fixing time sheet errors**-Please establish a procedure for them to best notify you of a time sheet edit that is needed. Ideas might be to send an e-mail with the same subject so you can sort e-mails easily.
- As a supervisor you can determine what method you would like students to record time for your job, but remember students have access both to time clock and WebClock functions all the time due to the needs of other departments and employees on campus.



Questions

Thank you!

Stipends

What is a Stipend?

- To pay by stipend, the student's hours must be unsupervised, and/or difficult to track
- The full amount of the stipend is entered into the hourly wage field and the system will calculate equal payments over the length of hire.
- One time payments will need to be entered with the same pay period start and end dates.

What is Proration?

If the stipend does not start or end in alignment with the pay period dates, the stipend will automatically be prorated.

A prorated stipend is calculated based on the number of days worked within the biweekly pay period. On the Biweekly Students Payroll MyJob uses 10 working days.

Grants

Authorizations on grant accounts will be validated programmatically (instead of manual review).

- Must have correct grant account.
- Placement dates must be within the grant dates per the Grants module
- At least one of the names on the placement (Contact or Supervisor) must be an authorized signer.
- Failure on either point will result in ERROR and the placement will be rejected.
 - ORSP will notify the Contact and the Supervisor that the placement was rejected, explain the error, and tell them that it must be re-entered correctly.
 - SEC will review the report for errors and delete the incorrect hires from JobConnection.
 - Employer must make the corrections in JobConnection