

## Accessing EmpCenter

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

Enter CheckMarq User ID and Password

Click Login

EmpCenter 9.0.0.1 Home Help Marquette University

**Marquette University**

User ID:   
Password:

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## Viewing the Employee Time Sheet

After you login to the system (and if necessary, select the appropriate assignment), open your time sheet for the current pay period if not already displayed.

1. To access your time sheet, select My Timesheet from the Time Entry area of the dashboard.

EmpCenter 9.0.0.1 Home Help My Time Entry: UST\_AUX\_SERVICES Logged in as [User] Log Off

02/27/2011 - 03/12/2011 Save Submit More List View **Function Buttons**

**Timesheet** **Time Sheet Tab**

Date	Pay Code	Index	Hours	Amount	Comments	Total
Sun 02/27	Employee Paid Leave Time*					
Mon 02/28	Employee Paid Leave Time*					
Tue 03/01	Employee Paid Leave Time*					
Wed 03/02	Employee Paid Leave Time*					
Thu 03/03	Employee Paid Leave Time*					
Fri 03/04	Employee Paid Leave Time*					
Sat 03/05	Employee Paid Leave Time*					
				0.00		0.00

**Messages** Summary Schedule Leave Balances **Lower Panel Tabs**

Filter exceptions by day

Date	Exception Message	Severity	Action Required
No exceptions.			

The time sheet comprises tabs and fields which enable viewing of your time. The upper-most portion of your time sheet includes function buttons which execute certain program functions. The upper panel displays the Timesheet tab. The lower panel displays the Messages, Summary and Leave Balances.