EmpCenter Student Time and Attendance

Manager Functions User Manual

Version 1.0

Introduction

This manual illustrates the most commonly used manager functions in EmpCenter Time and Attendance. The intended audience is individuals who manage and approve the time keeping and scheduling of student employees.
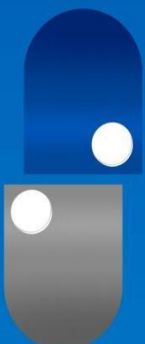
Office of

Finance

EmpCenter

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About EmpCenter

What is EmpCenter?

EmpCenter is Marquette's electronic time and attendance (payroll) recording system, which includes a web application and standard time clocks to record hours worked. Hourly student employees will utilize EmpCenter to record their time and attendance.

How will EmpCenter benefit me as a manager?

As a manager you will have access to all of your employees' timesheets within EmpCenter – no more waiting for the paper time sheet to show up on your desk. You will be able to review all of your employees' timesheets at once, fix errors, and approve timesheets electronically.

What changes will I have in my day-to-day processes?

You may examine employee timesheets daily or at the end of the pay period. EmpCenter will auto-calculate employee pay-period totals. At the end of a pay period, all you must do is approve the hours worked by your employees. Periodically, you may receive error notices if an employee punched incorrectly. This manual illustrates how to correct those errors.

What are the general time entry rules applied to EmpCenter Timekeeping?

- All student employees using **EmpCenter** are non-exempt (hourly employees) and clock their time in and out via EmpCenter each day they work.
- All student employees use bi-weekly time sheets.
- Shifts crossing midnight will be recorded as time worked on the day the shift begins.
- Students working multiple jobs with multiple managers fall within the functionality known as **Multiple Assignments**.
- Work time is reported using in/out entries in one minute increments.
- Time is rounded to the nearest quarter hour based on an 8 minute grace period.

Student Multiple Assignments

In **EmpCenter**, the job a student performs for a specific manager in a specific department is referred to as an **Assignment.** Within Marquette University, students may perform more than one job and work in more than one department or area. Students may also have more than one manager who is responsible for tracking and approving their time and attendance for a particular set of tasks and responsibilities. Rates of pay may also be different for each job. In EmpCenter, multiple jobs, with multiple managers, and multiple pay rates are referred to as **Multiple Assignments**.

Each assignment has its own electronic time sheet, so if you supervise students who have more than one assignment (job) within your department, you are also responsible for reviewing and approving hours worked on more than one time sheet.

Methods to Record Time

Managers will instruct student employees as to how and where they should clock into EmpCenter to record their time. Employees can record hours worked in one or more of the following ways:

- Swipe their MUID at a standard time clock to record time.
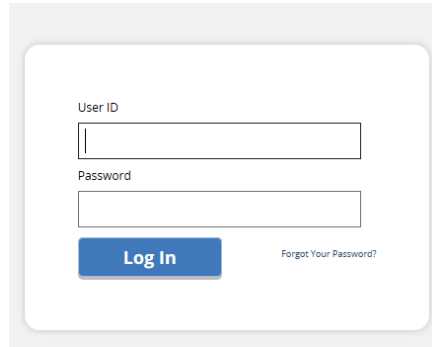- Login at the **WebClock**, a web-based interface using a personal computer.

Refer to the Timekeeping at Marquette site for training materials and the EmpCenter Student Time and Attendance User Manual for complete instructions.

Logging in to EmpCenter

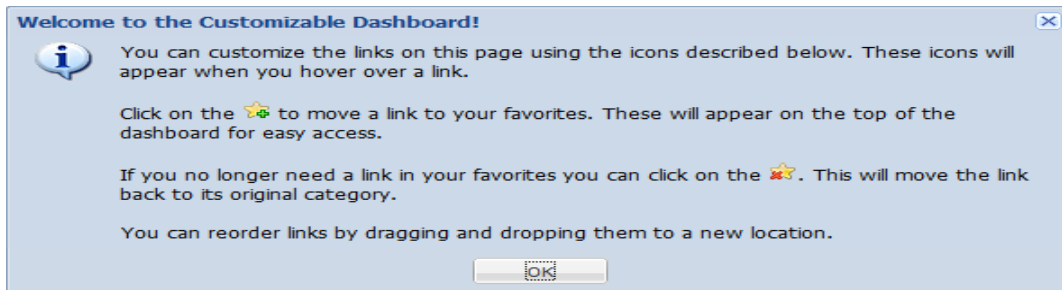Access the application via this link (also found on various Marquette University web pages).
https://empcenter.mu.edu/workforce/Logon.do

Enter your eMarq User ID and Password. Click **Login**

User ID

Password

Log In   Forgot Your Password?

The first time you log into **EmpCenter**, the following dialog box appears:

Welcome to the Customizable Dashboard!

You can customize the links on this page using the icons described below. These icons will appear when you hover over a link.

Click on the ⭐ to move a link to your favorites. These will appear on the top of the dashboard for easy access.

If you no longer need a link in your favorites you can click on the ⭐. This will move the link back to its original category.

You can reorder links by dragging and dropping them to a new location.

OK

Click **OK**.

Dashboard Overview (Home Page)

The manager view of the dashboard appears below:
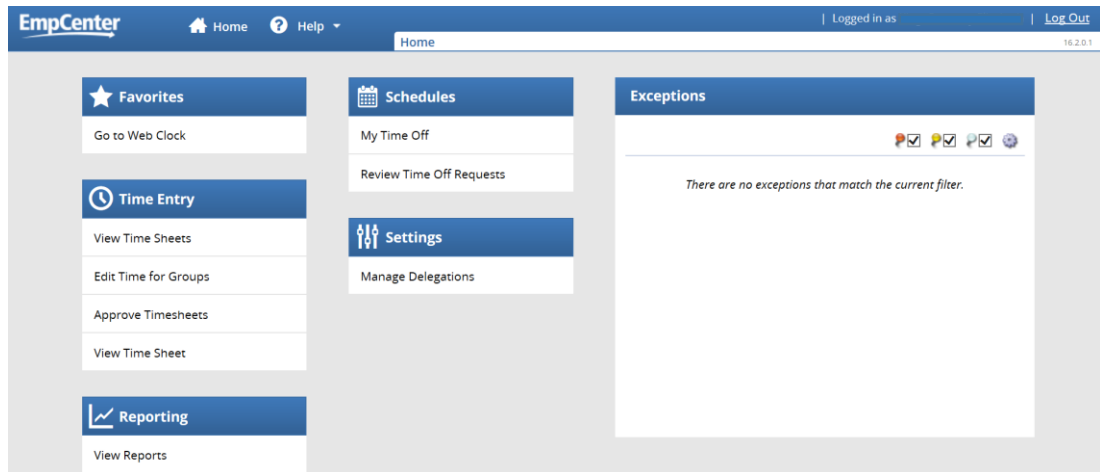
Dashboard (Home Page) Functions

- **Go to WebClock**: If you are a non-exempt (hourly) staff or student employee, this will take you to the WebClock screen. If you are an exempt employee this will cause you to be logged out, as you do not need access to the WebClock.
- **View Time Sheets**: View and edit time sheets for your employees or for those delegated to you.
- **Edit Time for Groups**: Add and edit time entries for a group of assignments at once.
- **Approve Time Sheets**: Approve time sheets for groups of employees. Instead of approving time sheets individually, you can approve the time sheets for all employees in a group.

Reports

- **Reports for Employees**: Viewable period timesheets, delegated roles, or comments on time sheets.
- **Reports for Managers:** View accruals, attendance, exceptions, financial, overtime, time off, and time sheets manager.

Schedules

- Not used for student timekeeping.

Settings

- **Manage Delegations:** Employees are grouped by manager name into **Assignment Groups**. These assignment groups can be delegated to another manager for a defined time period to cover for absences, or as a more permanent back-up.

Time Sheet Processing
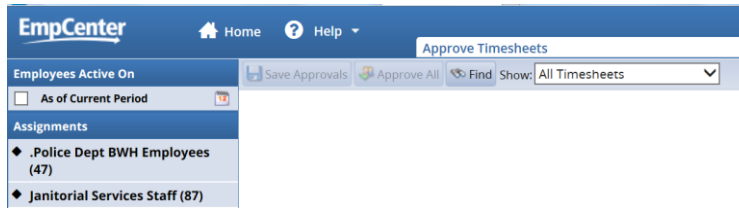## Approving Time Sheets
Managers approve hours for individual employees or for an entire group. When you review employee hours, the system allows you to see whether an employee's time sheet contains any exception messages. You may confirm all time sheets have been approved and submitted by running the *Unapproved Time Sheet Report*.
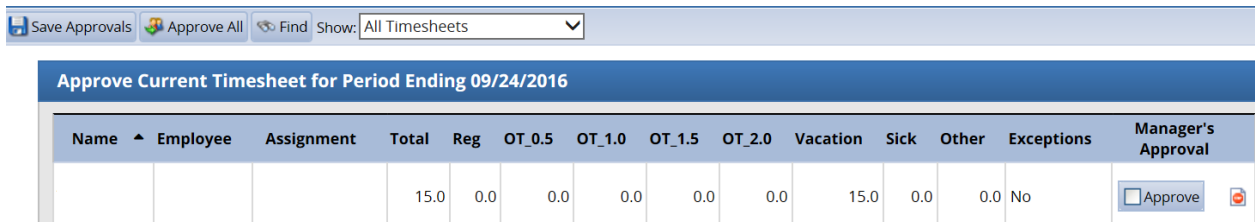
To approve employee time:

1. Click Approve Time Sheets from the Dashboard.
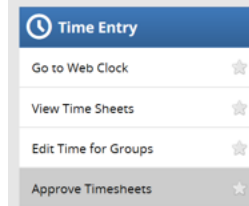
2. Your Assignment Group list will appear, along with any other groups that have been delegated to you. From the assignment tree, click on the diamond next to the group for which you want to approve hours.


3. The **Approve Current Time Sheets** window appears. Staff and Student employees will always appear in separate windows, as they have different Period Ending Dates. Information in each window can be sorted differently by clicking the applicable column heading.

Name ▲	Employee	Assignment	Total	Reg	OT_0.5	OT_1.0	OT_1.5	OT_2.0	Vacation	Sick	Other	Exceptions	Manager's Approval
			15.0	0.0	0.0	0.0	0.0	0.0	15.0	0.0	0.0	No	☐ Approve

Approve Current Timesheet for Period Ending 09/24/2016

If you only supervise Student Employees and if there are no red error exceptions on the time sheets in your group, you can approve them all at once using the **Approve All** button.
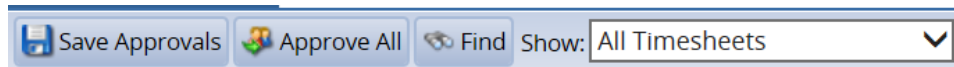
4. If the time sheet data indicates a mixture of error-free time sheets and time sheets with exceptions, you can approve the error-free time sheets immediately by checking the box for Manager's Approval on each one. Of course, you may choose to correct all time sheet errors first, and then approve all employees at once.

You must approve a timesheet for an employee, even if there are zero hours worked. This action notifies Payroll that the time sheet is correct, that this employee has zero hours for the pay period.

5. Time sheets with red exceptions need correction before approval. You can open and edit time sheets to correct any errors directly from the **Approve Current Time Sheets** Window. You can view an employee's time sheet by clicking on the row of the respective employee. This will take you to the **Time Entry** (time sheet) window for this employee.

09/14/2013											
	Total	Reg	OT_1.0	OT_1.5	OT_2.0	Vacation	Sick	Other	Exceptions	Manager's Approval	
	45.5	36.25	0.0	0.0	0.0	0.0	1.5	7.75	No	☐ Approve	●
	45.75	37.5	0.0	0.0	0.0	0.0	0.0	8.25	No	☐ Approve	●
88	52.5	30.0	0.0	0.0	0.0	15.0	0.0	7.5	No	☐ Approve	●
	33.75	26.25	0.0	0.0	0.0	0.0	0.0	7.5	Yes	☐ Approve	●

Editing Employee Time

The manager **Time Entry** window enables you to edit and review an employee's timesheet. You can access the Time Entry through **View Time Sheets** on the Dashboard, or by selecting an employee on the **Approve Current Time Sheets** window.

1. Select **Time Entry >View Time Sheets** in the dashboard.

   The Manager **Time Entry** window appears.
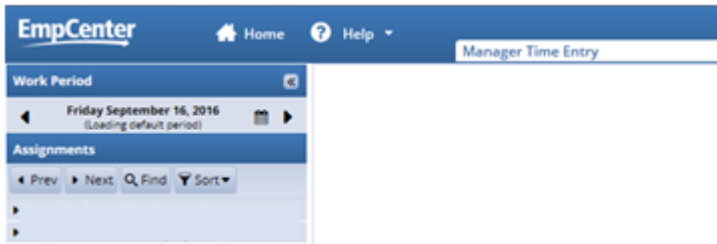
2. Select an assignment group (if you have been delegated more than one group of employees).

3. Select an employee from that assignment group.
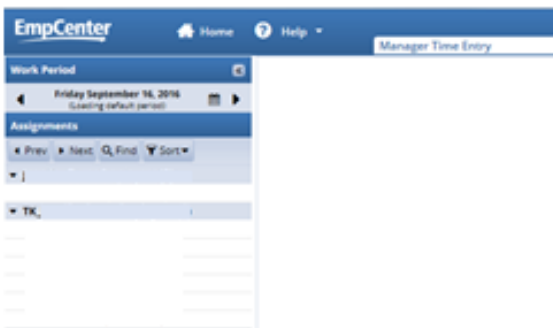
   The respective employee's time sheet appears.

 4. Edit the time sheet for each assignment as necessary by changing the **Clock** time on the appropriate date(s). Make the necessary changes or additions.

   - Click the **Insert** button ⊕ to add time or schedule entries.
   - Click the **Delete** button ⊗ to delete time or schedule entries.

   NOTE: Do not delete a row that contains Clock punches for other days!

5. Save your work.

- Click the **Save** button to save your changes.
- Click the **Save & Close** button to save your changes and go back to the entry grid.
- Click the **Back** button to exit the window without saving your changes.

Note: Hours recorded as Worked (Other Assignment) are hours that the student employee worked at their other job.

Pay Codes

A pay code is an entry-type identifier required for every transaction recorded on a time sheet or schedule. Each pay code has an entry type such as amount, elapsed time, or in/out time. Managers and other Time Card Approvers have access to certain pay codes which are unavailable to employees and can modify employee time sheets by selecting from a number of additional pay codes.

1. Open an employee's timesheet.
   (**Time Entry>View Time Sheets**. Select an assignment group. Select an employee.)

2. Select the needed pay code per the drop-down list.

Entering Comments

The **Comments** field can be used to add additional information related to a particular time entry. If a time sheet entry contains any details, a Comment Indicator appears in the field associated with the comment.

Please enter Comments if you add or change an employee's clock times so Payroll/HR can review why an employee's hours were added or changed.

Resolving Time Sheet Exceptions

 If a time slice has an exception, an exception pin appears. Additionally, an exception message generates on the Exceptions tab (at the bottom of the timesheet). Exception messages are color-coded to identify the level of severity. Red designates an error, yellow a warning, and white displays information. The Exceptions tab provides the following information:

- Date of the exception
- A message describing the problem
- The severity of the exception
- Any action that may be required

Exceptions

Exception	Severity
Employee Inactive	Red
Missing In or Out	Red
Negative Hours	Red
Out Time before In Time	Red
Overlapping Punch	Red
Employee Dept not found on lookup	Yellow
Over 24 Hour Day	Yellow
Stop Work Warning: Complete I-9 before returning to work.	Yellow

How to Fix A Few Common Exceptions

1. MISSING IN OR OUT - A red pin will appear where the system sees a missing in or out time. To correct the error you will need to enter the missing time. The employee should be contacted for the missing information. You will enter the correct clock time into the field and click Save. For example, typing **8a <Tab>** is 08:00 am; typing **121p <Tab>** is 01:21 pm. EmpCenter will recalculate and apply the rounding and other applicable rules to the punches.

2. OVERLAPPING PUNCHES - A red pin will appear on employees "Clock" times that overlap. Delete one set of "Clock" entries so that only the correct in and out times remain. The employee should be contacted for clarification of which information is correct. Additionally, with **Multiple Assignments**, it may be necessary for you to contact another manager to correct the overlap, as the overlapping punch may be on a different assignment. Manager e-mail addresses can be found on the **Results Tab** (at the bottom of time entry)**,** where hours for all assignments are recorded and calculated.

Editing Other Time Sheet Items

1. NO TIME RECORDED - for the day (employee forgot to punch for entire day or is not on campus and manager is recording time for the employee.) If an employee forgets or is unable to record time for a day, the manager should enter the clock start and end times (in/out for lunches should be entered as well) under the "Clock" Pay Code. A comment should be added to note why the entry was made on the employee's behalf.

2. UNWANTED EDIT - You accidently removed a row or made a change that removed data. There is no undo button. If you accidently remove a row or column you need to exit the

timesheet without saving your changes. Click on another employee from the assignment list and do not save your changes when prompted.

3. MANUALLY ADDING A ROW - If you need to add an additional pay code to the Time Sheet, click the Green + to the left of an existing Pay Code. **EmpCent**er will add a line below the line you are on with the same Pay Code. You then can use the Drop-Down Menu to change the Pay Code name to the Pay Code you need to enter.

4. TO CLEAR A FIELD OF HOURS - you must delete the data. Zeroing it out will cause the system to enter 12:00am.

5. ENTERED AN INCORRECT OFFSET – applies to the hours + or – entered on a field (for overnight shifts). This typically results in an **Overlapping Punch** or a **Over 24 Hour Day** error or a highlight In/Out Field.

The very small – and + in front of the hours is allowing **EmpCenter** to calculate shift hours that cross days. If you accidently trigger this function, you must delete the hours and then hit + or – in the field to deactivate the function. You can then re-enter the hours correctly.

Results Tab

The **Results** tab at the bottom of time entry page 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.

The following figure depicts an example of an employee Results tab.

You will be able to see all hours a Student works on the **Results** tab. Hours can be viewed, but not edited for an assignment that you do not manage. You may need this information to resolve exceptions on your timesheet caused by an overlapping or an incorrect punch on a student's other assignment.

Deleting a Time Entry

You can delete a time entry.
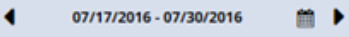
1. Select the time slice to delete.

2. Click on the green downward arrow next to green plus sign

3. Choose **Delete Row.**

4. Save
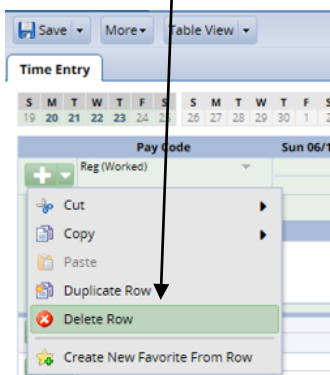
View Time Sheet Navigation

Employee Records

When viewing and editing individual employee time sheets or schedules, the work area of the manager's window resembles the work area of an employee's window, and includes buttons that perform similar tasks.

Button	Button Function
«	The **Minimize** button lets you hide the assignment tree. When hidden, the button toggles to a Maximize button.
◀ Prev ▶ Next	The **Prev** and **Next** buttons move you to the previous or next record available, respectively, based on your selection criteria.
🔍 Find	The **Find** button locates records based on a common set of search criteria. Note: To sort your search results, click the top of any column in the **Find Employees** window.
▼ Sort ▼	The **Sort** button arranges employee records in a specific order.
◀ 07/17/2016 - 07/30/2016 🗓 ▶	The **Pay Period** button, in Table and List view, displays the time sheet's period. In Day View, this button indicates the date displayed in the time sheet. This button opens a pop-up calendar from which you can select a pay period.

Setting Date Options

You can specify date and save options that help you locate and process employee time sheets more efficiently. The option you select remains valid for the current session only.

1. To set the date, click the **Work Period** in the upper left to access a pop-up calendar.
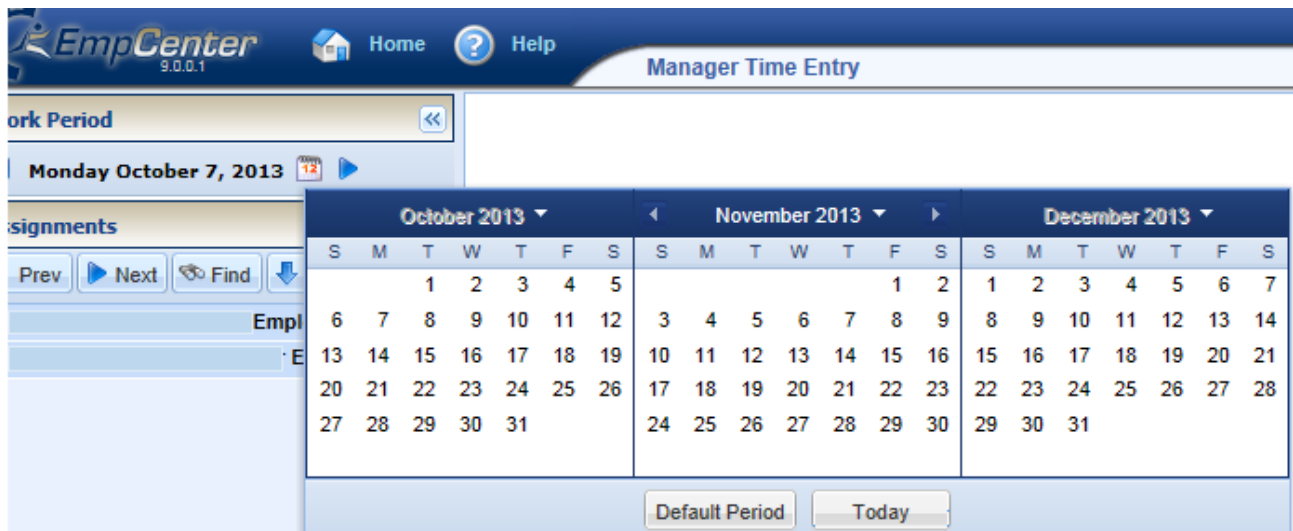
2. Select the period from the calendar by doing one of the following:

   • Click the desired date. The period containing that date appears.
   • Click the **Default Period** button to specify the current period.
   • Click the Today button to specify the period containing today's date. The selected period appears in yellow.

Save Options

1. Step 1, click the arrow in the **Save** button to access its drop-down menu; choose what the system will do whenever you save an employee's time sheet. By default, the system saves just the employee's time sheet and performs no further action.

   • Select **Save** and **Next** to direct the system to save the employee's time sheet, then close it, and display the time sheet of the next employee in the group.
   • Select **Save** and **Find** to direct the system to save the employee's time sheet, then close it and open the **Find Employees** pop-up window.

Finding Records

Use the **Find** button to quickly locate an employee or a set of employees based on specific search criteria.

1. Click the **Find** button to display the **Find Employees** pop-up window.

2. Enter your search criteria. For example, you may enter a Last Name, Employee Number, or hire date. You can also use a character string and/or the wildcard character (*) to retrieve a list of employees matching the characters you enter.

3. Click **Search** to find the records, or click **Cancel** to exit the pop-up without searching.

4. When the search finalizes, the results will expand within the **Find Employees** pop-up window and appear in a table. You are able to sort your search results by clicking the top of any column in the **Find Employees** pop-up window.

5. Click a row in the table to display the record for that employee. To refine your search, click the Plus button to expand **Search Criteria**, make any changes, and click **Search**.

Sorting Records

1. Click the **Sort** button to display the **Sort** drop-down list.

2. Select the option by which you want the records sorted.

Amending Closed Time Sheets

Managers can amend prior period closed time sheets up to 30 days old. Amended time sheets follow the same approval process as current time sheets. The Amended Timesheet will appear in its own time approval window, as it will be from a prior (not current) pay period. You must approve the time sheet in this window for the adjustment to be processed by Payroll. It will process in the next available (current) period end.

Delegation

Delegation is granting another manager the right to edit, review, and approve timesheets when the typically assigned person is not available. For example, a manager going on vacation for a week can delegate the time sheet approval process to another manager for the respective week.

A manager can delegate their assignment group to another manager that has a non-exempt (hourly) direct report. Managers can also delegate assignment groups that were delegated to them by others, if that other manager checked "Allow Re-delegation" as shown below in step 5.

Once an owner has delegated a role, that owner can also cancel the delegation immediately or effective on a future date.

1. To delegate roles, from dashboard select **Settings ➜ Manage Delegations**.

   The **Manage Delegations** window appears.

2. Click **Delegate Authority.**

   The **Enter Search Criteria** window appears. You can search for a specific assignment group if you have a long list. To do so, enter a character string and/or the wildcard character (*) to retrieve a list of groups matching the characters you enter.
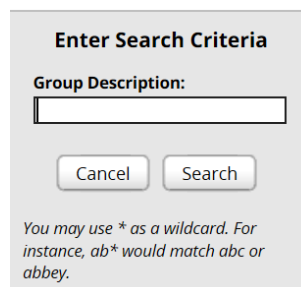
3. Click **Search**.

4. A window lists the assignment groups matching your search, along with the roles you are granted for each group.

Choose Delegate Options				
Assignment Group	**Role to Delegate**	**Effective Date**	**End Effective Date**	**Allow Re-delegation**
☐	Manager, Group ⌄	09/16/2016	09/23/2016	☐
☐	Timekeeper, Group ⌄	09/16/2016	09/23/2016	☐

Cancel   Next

5. For each assignment group being delegated, choose your delegation options.

   - In the **Assignment Group** column, click the checkbox next to the assignment group name.
   - In the **Your Role** column, use the drop-down menu to select the roles to be delegated for the assignment group (either Manager or Timekeeper).
   - In the **Effective Date** and **End Effective Date** columns, enter the dates during which the assignment group roles will be delegated.
   - In the **Allow Re-delegation** column, click the checkbox to allow the delegation recipient to delegate the assignment group to another user, if appropriate. This is optional.

6. Click **Next** to display a search window for selecting the user who will be delegated that assignment group.

7. In the search window, enter your search criteria (e.g. last name of delegate). You can also use a character string and/or the wildcard character (*) to retrieve a list of users matching the characters you enter.

8. If you are including a wildcard, you may change the **Max Results** field to limit the number of displayed records. It will default to 100.

9. Click Search. A window appears with the results of the search.
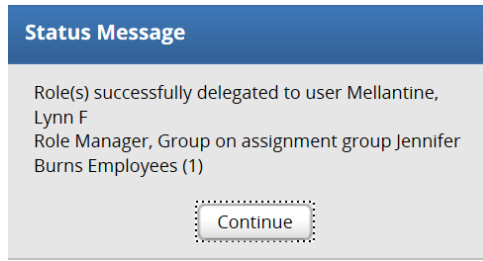
Search for Delegation Recipients

User ID:
*

First Name:

Last Name:

Only those who can receive one of the selected roles will be shown.

Cancel   Search

Max Results: 100

You may use * as a wildcard. For instance, ab* would match abc or abbey.

Search Results	
	Select
Name	**User ID**
○ **DO NOT DELETE**, Superuser	SUPERUSER
○ **DO NOT DELETE**, Workforce	WORKFORCE
○	
○	
○	
○	
○	
○	

10. Select a recipient of this delegation by clicking the button next to the user name. Click **Select**.

11. A confirmation message appears that indicates a successful delegation.

Status Message

Role(s) successfully delegated to user Mellantine, Lynn F
Role Manager, Group on assignment group Jennifer Burns Employees (1)

Continue

If any delegations fail, a status message appears listing the unsuccessful delegations and why they failed. For example, a delegation could fail because the assignment group is already delegated to the selected user.

12. Click **Continue** to return to the **Manage Delegations** window.

Cancelling or Revoking a Delegated Role

1. Click **Manage Delegations** in the **Settings** area on the Dashboard.

   A pop-up appears in which you can choose the delegation action.

2. Click **View/Revoke Delegations**.

   A window appears that lists the roles currently delegated within your assignment groups, along with your role for each group.
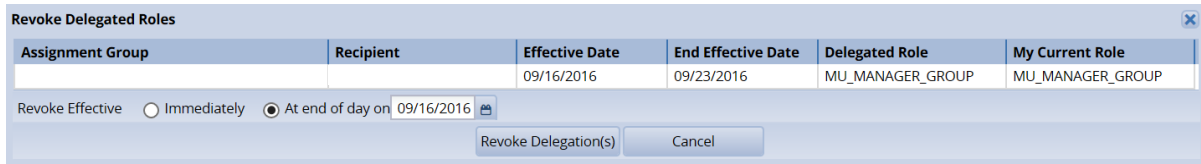
Delegations

Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	Role After Delegation	My Current Role	Actions
		01/14/2014	01/13/2014	Manager, Group	Manager, Group	Manager, Group	Nothing to revoke.
		01/14/2014	01/13/2014	Manager, Group	Manager, Group	Manager, Group	Nothing to revoke.
		09/16/2016	09/23/2016	Manager, Group	Manager, Group	Manager, Group	Revoke

3. If an assignment group contains more than one delegated role, click the **Expand** button displayed next to the **Assignment Goup** name.

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4. In the **Actions** column, select the delegation to be cancelled.

   • Selecting **Revoke** cancels only the delegation appearing in that row.
   • Selecting **Revoke All,** if available, cancels all delegations for that assignment group.
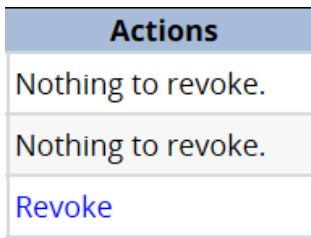
A new window appears listing the delegated right to be cancelled.

5. Choose the date on which the revocation is to be in effect or click the **Revoke Immediate** checkbox.

6. Click **Confirm** to proceed with the cancellation.

   A message appears verifying the cancelled delegation.

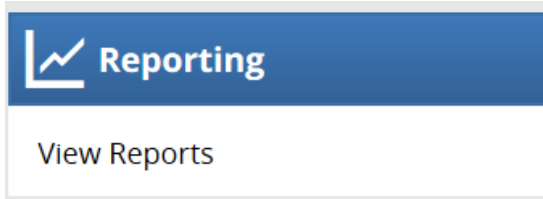Operation performed successfully.

7. Click **Continue** to return to the **Delegations** window.

Reports

Manager Reports

Managers can access reports to view time sheet information for a certain period or date range, for one or more employees, and to see comments on the timesheets.

1. From the dashboard, click **Reports>Reports for Managers**.
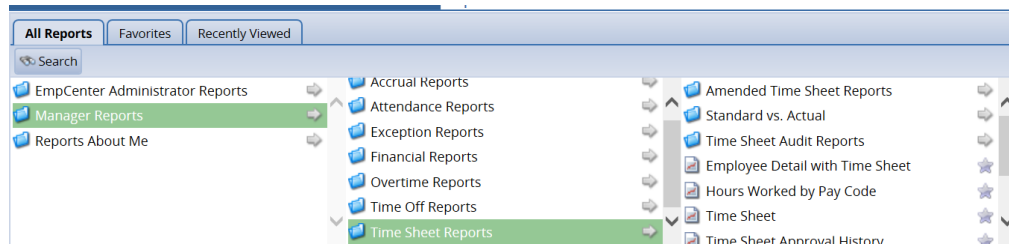

2. A list of report categories appears.

3. Do one of the following:

   - Scroll to the name of the report you want to generate.
   - View reports in a report category.

     a. Select the category; for example, **Manager Reports**. The right field populates with the various reports or subcategories in that category.

     b. Select a subcategory if necessary.

     c. In the right field, select the name of the report to generate.

   - Or, Search for the report.

     a. Enter the name or part of the name of the report in the **Search** field.

     b. Press the **Enter** key.

     Reports with the search criteria in their name appear in a **Search Results** pane.

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

5. A second pane appears, allowing you to specify report criteria. Most reports in EmpCenter use the Period End Dates to generate data.

6. Complete the various fields.

7. Choose **Run Now**
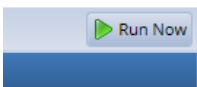
8. Select your preferred output format:
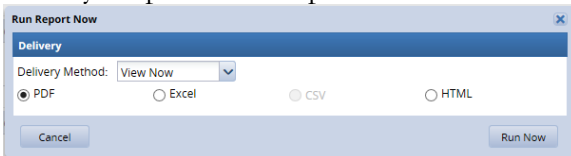
- **Excel** to view/print the output in an Excel spreadsheet.
- **HTML** to view the report in the browser window as a web page.
- **PDF** to view/print the output in Adobe PDF format.

9. Click **Run Now** to process the report.

   EmpCenter displays the report in a separate window.

Working with Groups of Records

The **Group Entry** window enables you to select and edit entries for multiple time sheets or schedules.

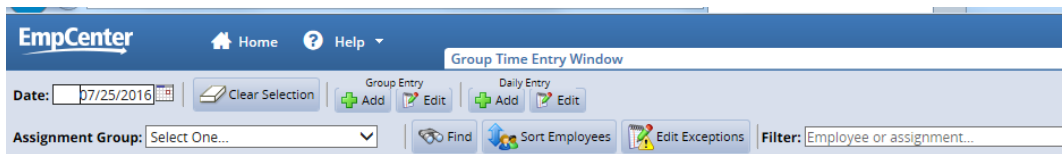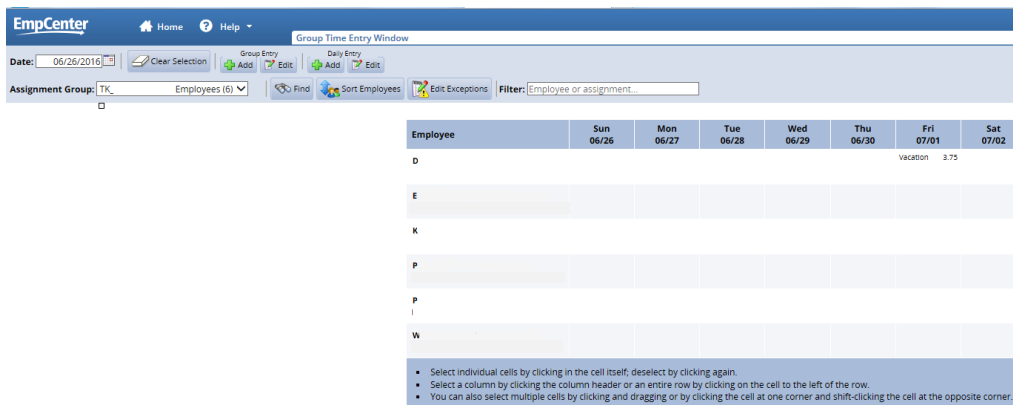Your window may also contain buttons for other tools, depending on the configuration of your organization.

1. To select group entries, select the appropriate assignment group from the **Assignment Group** drop-down menu.

    Once the relevant information loads, a grid displays employee names, days, and dates.

The maximum number of assignments displayed in the grid depends on the maximum number defined by your system administrator, which appears below the Assignment Group drop-down menu. If an assignment group exceeds the maximum number allowed for display, a message appears above the grid.

Time entries associated with warning and error exceptions appear with a shaded background. Yellow indicates exception warnings, while red indicates error exceptions.

In most cases, the grid's default view displays the current pay period.

1. Select entries to modify by clicking the appropriate cells in the grid.
    To select all dates in the time period, click the cell containing the employee (assignment) name.
    • To select a specific date for all members in the group (i.e., a column), click the cell containing the date (the column header).
    • To select specific dates for specific members, click the cells you would like to edit.
    • To select a range of cells, click the first cell in the range, and then press SHIFT while clicking the last cell in the range.
    • To select multiple concurrent cells, click a cell and drag the mouse across additional cells while holding down the mouse button.

2. To edit a different group, select a different group from the **Assignment Group** drop-down menu.

3. Click the **Clear Selection** button to start over.

Filter Employees - Retrieve a list of records matching a specific set of criteria. The filter searches all assignments to which you have access.

1. To filter employees, enter your search criteria. For example, you may enter a Last Name, Employee Number, or Hire Date.

2. You can also use a character string and/or the wildcard character (*) to retrieve a list of assignments matching the characters you enter.

3. If you include a wildcard, use the **Max Results** field to limit the number of records displayed.

4. Click Search to find the matching records, or click **Cancel** to exit the pop-up without searching.

Sort Employees - Arrange your records in a specific order

1. In the list of sort options, arrange the options in the order by which the records will sort. For example, you can sort first by hire date, then by last name, etc.

2. Click **Sort** to use the sort hierarchy you have specified, or click **Close Window** to exit the pop- up without searching.

Adding and Editing Group Entries

You can add and edit entries for just a few records or a large number of records.

1. To add or edit group entries, select the cells for which entries are to be added or modified.

2. Choose the task and method to be performed.

- In the **Group Entry** area, click **Add** or **Edit** to add or edit large groups of entries. This is a good choice when you have selected dates for entire groups of assignments.

Group Entry
Add   Edit

- In the Daily Entry area, click Add or Edit to add or edit daily entries. This is a good choice when you have selected just a few assignments or an individual assignment.

Daily Entry
Add   Edit

The **Group Time Entry** window opens for adding and editing group entries (in either Group Entry view or Day View).

The following figure shows the Group Entry view of the **Group Time Entry** window.

Employee (Assignment)	Date	Pay Code	Start Time	End Time	Hours	Amount	Action
	Sun 09/11, Mon 09/12		hh:mm a	hh:mm a			
	Sun 09/11, Mon 09/12						

The following figure shows the **Day View** of the **Group Time Entry** window.

Employee (Assignment) ▼	Date ▼	Pay Code	Start Time	End Time	Hours	Amount	Action
	Sun 09/11	Clock	08:00 am	04:00 pm			
	Mon 09/12	Clock	08:00 am	04:00 pm			
	Sun 09/11	Clock	08:00 am	04:00 pm			
	Mon 09/12	Clock	08:00 am	04:00 pm			

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When you select one or more assignments for editing, the window displays the pay code for the in and out times, and groups consecutive in and out times with the same pay code. In and out times are grouped even if there are gaps between them, provided the times are not separated by another in and out time with a different pay code. The in and out times, and groups consecutive in and out times with the same pay code. In and out times are grouped even if there are gaps between them, provided the times are not separated by another in and out time with a different pay code.

For example, in the **Group Entry** view, the Regular pay codes are grouped together in one row, and the OVERTIME pay code is grouped in a different row, similar to the Table View in the **Time Entry** Window. The **Day View** lists each employee's worked days in a separate row, similar to the **List View** in the **Time Entry** Window.

3. Make the necessary changes or additions.

    -   ⊕ Click the **Insert** button to add time or schedule entries.
    -   ✕ Click the **Delete** button to delete time or schedule entries.
    -   Use Tab or Shift + Tab to move between fields.

4. **Save** your work.

    -   Click the **Save** button to save your changes.
    -   Click the **Save & Return** button to save your changes and go back to the entry grid.
    -   Click the **Back** button to exit the window without saving your changes.

Online Help

Once logged into the dashboard, you have access to online documentation through the **Help** link.
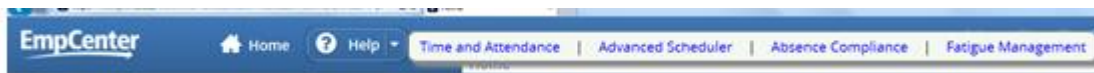
You are able to choose the area you need assistance with by clicking on Time and Attendance, Advanced Scheduler, Absence Compliance or Fatigue Management. Clicking on any of the choices will open an online version of the *EmpCenter End User Guide* in a new browser window. As seen below when choosing Time and Attendance.
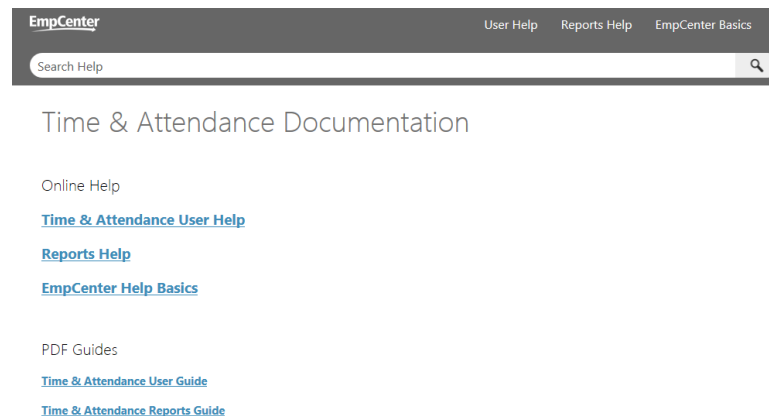
End-of-Period Reminders

At the end of each pay period managers and delegates will review and approve employee time sheets using the **Approve Time Sheets** function.

Period reminders are sent only to managers and delegates who have not approved all of the timesheets for employees in their respective groups. Reminder e-mails will be sent as indicated in the following table:

	Date/time	Message
First	Monday at 04:30 am	First reminder – Please review & approve employee time sheets.
Second	Monday at 04:30 pm	Second reminder – Please review & approve employee time sheets.

Additionally, it may be helpful for managers to review time sheets on a weekly basis, prior to approving timesheets on the due date.