2016

Marquette University Time and Attendance

TM01 Student Employee Time and Attendance

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

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Navigation Basics

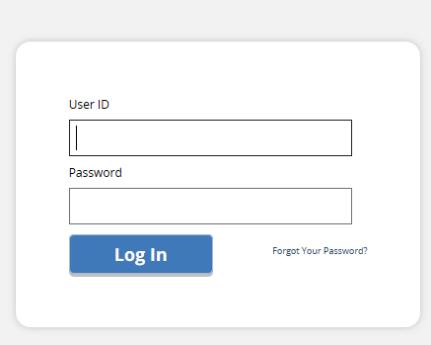
Accessing EmpCenter

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

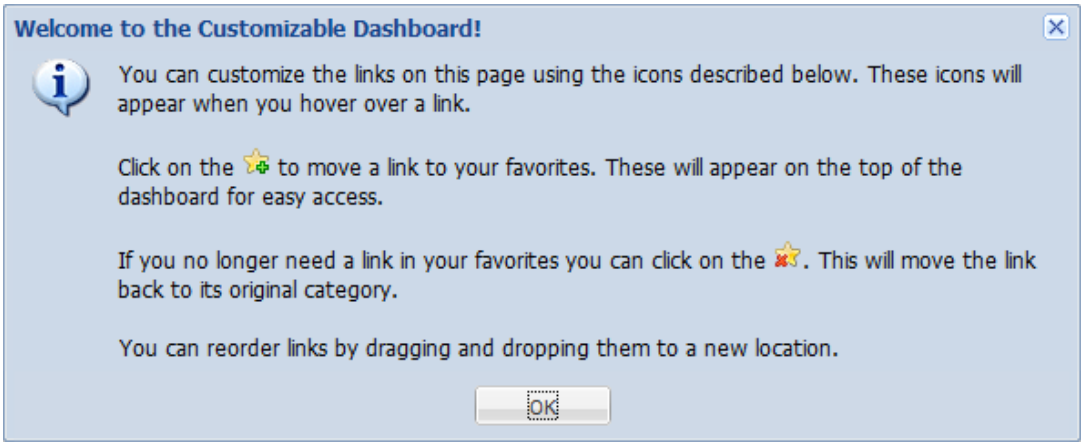
- Web-based interface on a personal computer.
- WebClock on a personal computer
- Hardware time clock

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

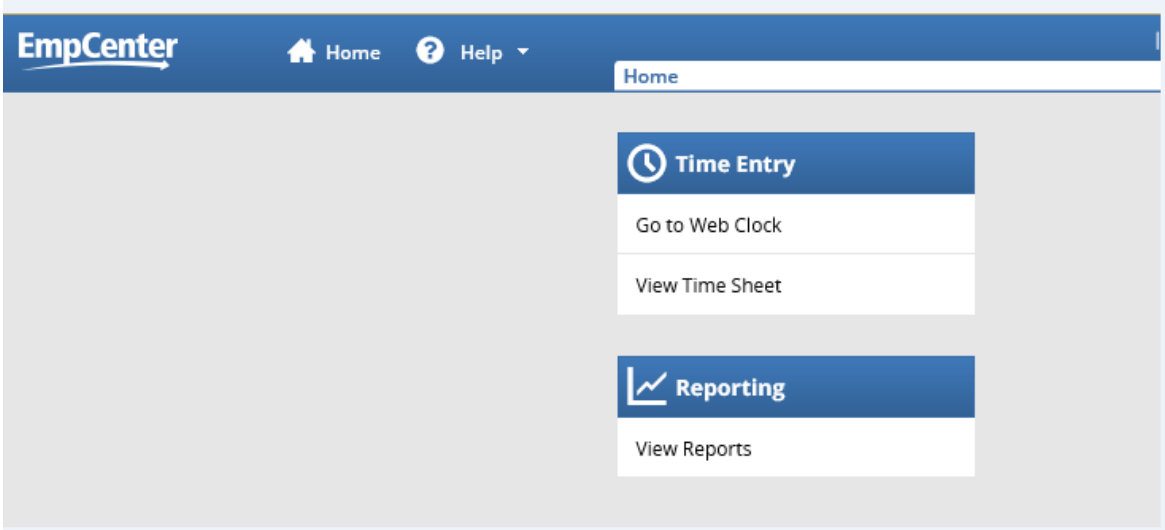


The first time you log into EmpCenter, the following dialog appears.



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

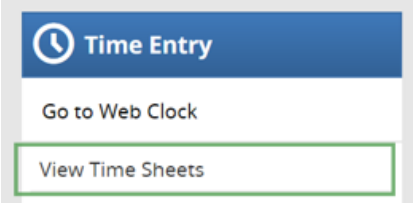
- **View Time Sheet:** View time sheet data through the time sheet.
- **Go to WebClock:** The WebClock records your in and out times like a traditional time clock.

Customizing the Dashboard

EmpCenter supports the following Time and Attendance dashboard customization features:

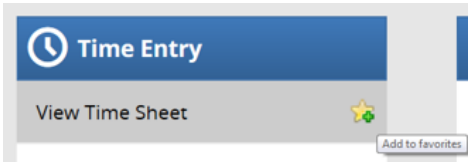
Rearranging Function Links

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



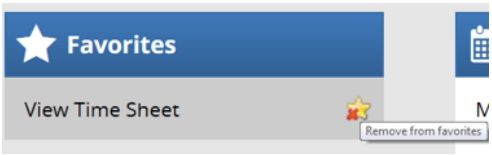
Creating a Favorites category for frequently-used functions

- 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

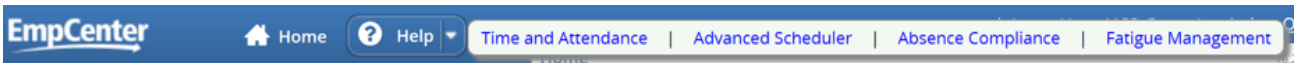
- Hover the pointer over the respective function link and click the star icon.



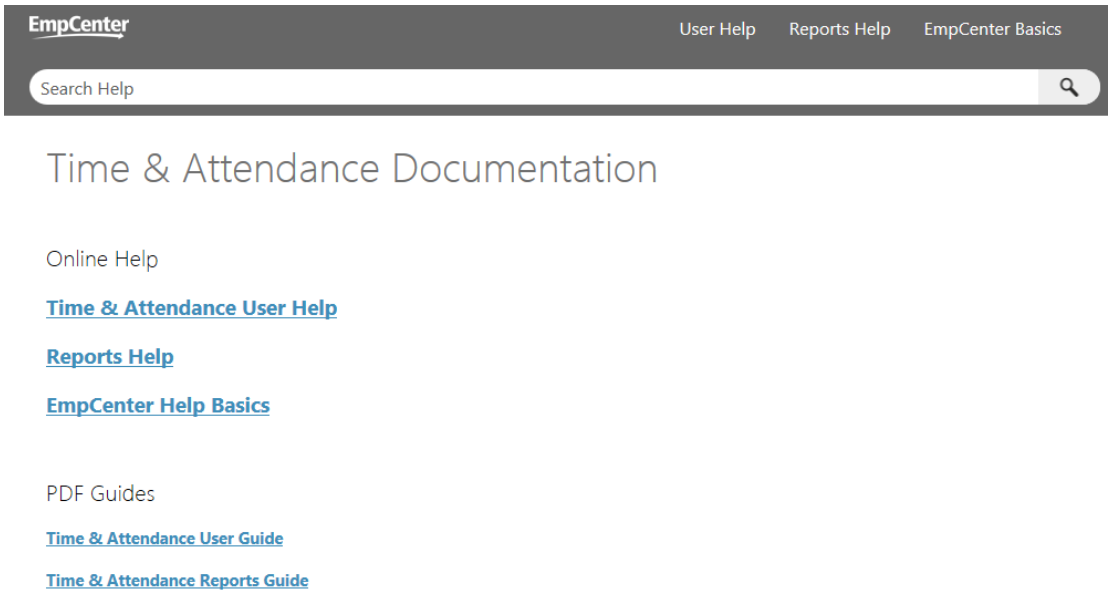
- The function returns to its original category.

Online Help

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



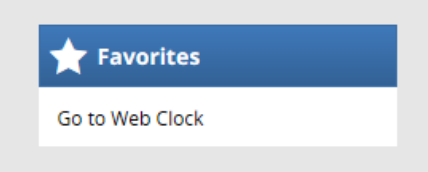
You are able to choose the area you need assistance with by clicking on Time and Attendance, Advanced Scheduler, Absence Compliance or Fatigue Management. Clicking on any of the choices will open an online version of the *EmpCenter End User Guide* in a new browser window. As seen below when choosing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



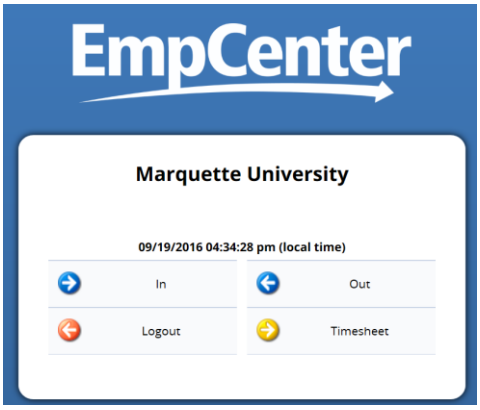
The WebClock

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.

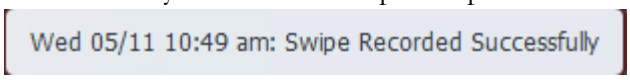
1. To access the WebClock, select **Time Entry ➔ Go to Web Clock**.



The WebClock interface appears.



The WebClock interface includes the following buttons:

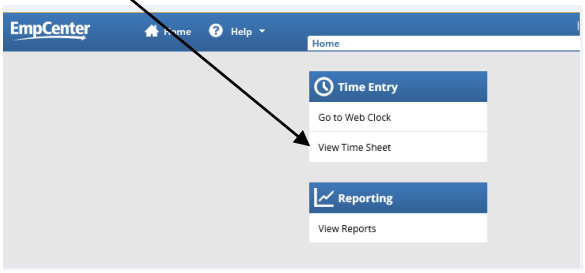
- **In**: Records the start of work time.
  A successfully recorded **In** swipe is reported as follows:
- 

- **Out**: Records the end of the work period.
- **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.



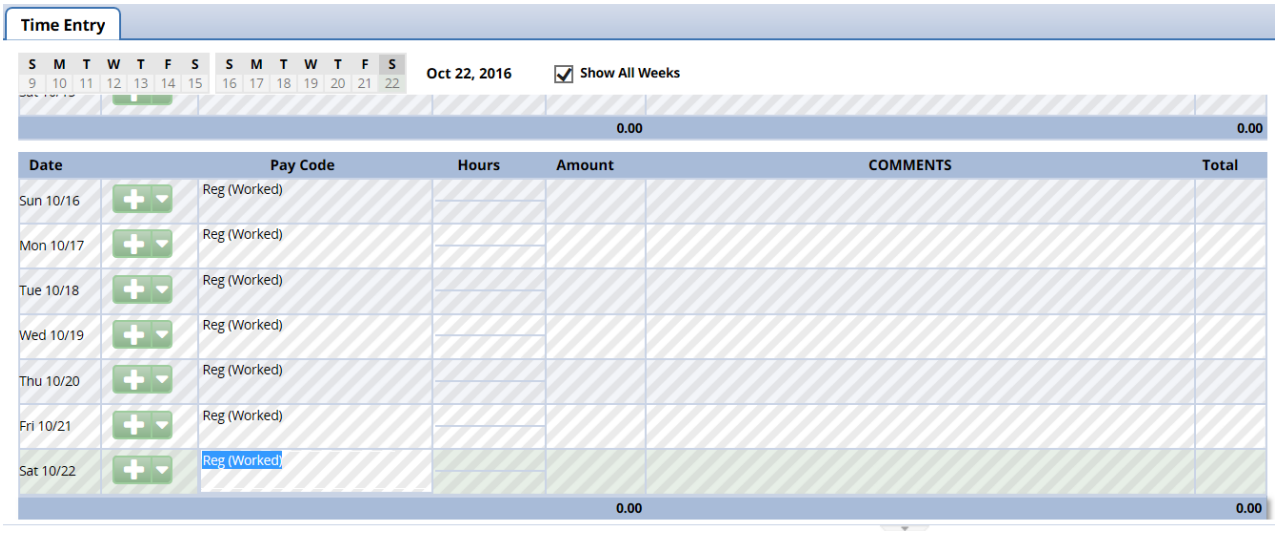
General time entry rules for employees include the following:

- 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
- See a preview summary of time entered on the timesheet

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

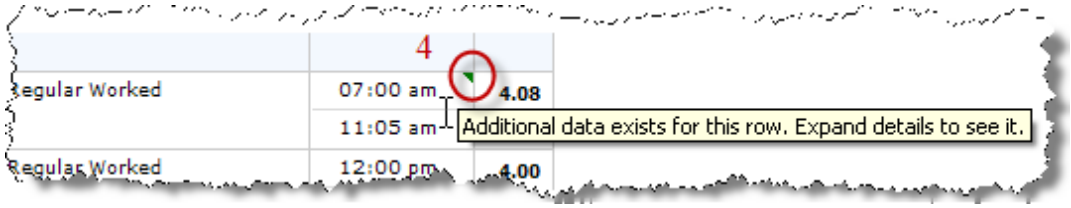


The top panel displays the **Time Entry** tab while the bottom panel includes the **Exceptions** and **Results** tabs.

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.

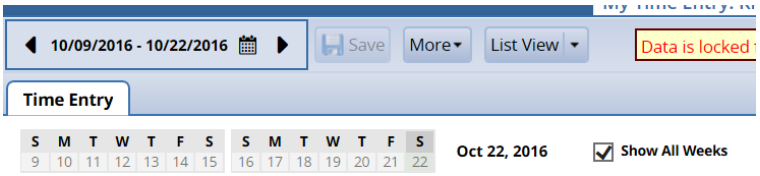
4. When a timesheet cell shows a green triangle in the upper right corner, you can click the cell to activate the "details" tab.



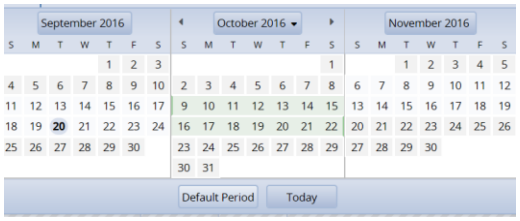
Changing the Pay Period

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**.**

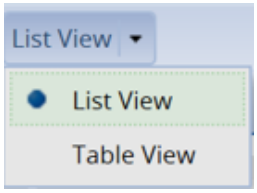


3. If your pay period is longer than a week and you want to enter time for the entire period, select the **Show All Weeks** checkbox.

Time Sheet Views

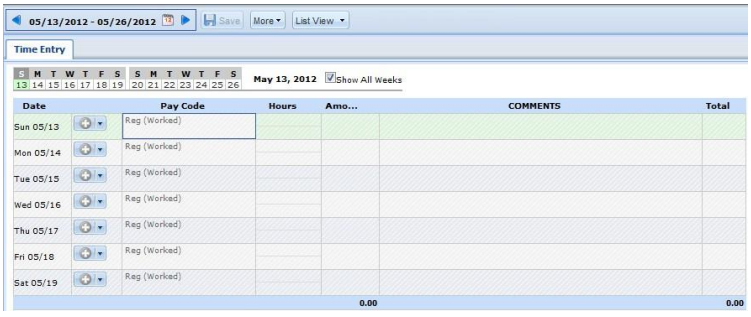
EmpCenter provides two views (or formats) for displaying time sheet information: List View and Table View. Each view displays time sheet information for an entire Pay Period.

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



List View

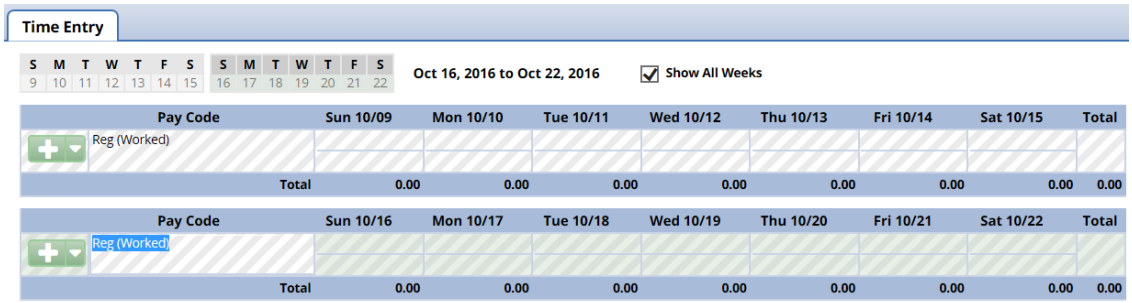
The **List View** displays the days in the selected Pay Period as a list.



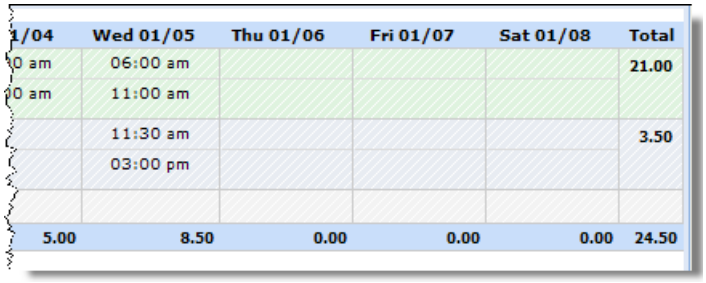
Totals per time slice appear on the right side of the window. The sum total for the Pay Period displayed in the bottom right corner.

Table View

The **Table View** eliminates the need to enter repetitive information for each entry on your time sheet. 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.

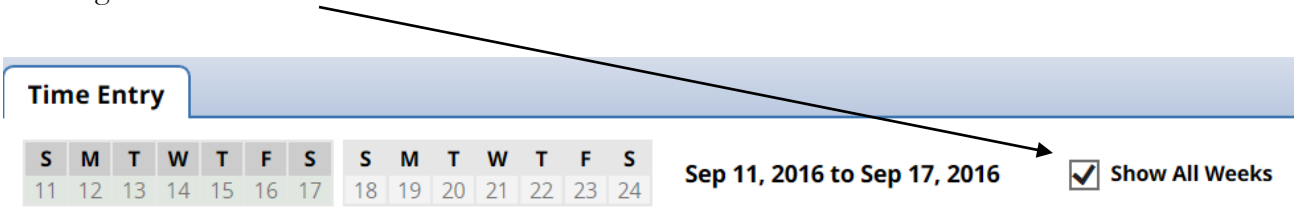


Totals per pay code appear on the right side of the window, and totals for each day at the bottom of the window.



Show all Weeks

Because our pay period is longer than a week , you can enter or view time for the entire period by selecting the **Show All Weeks** checkbox.



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:

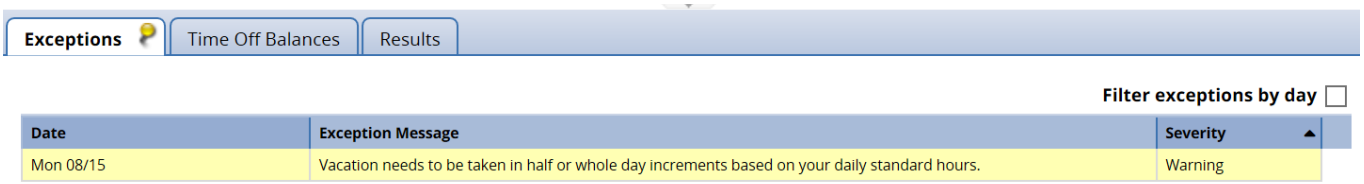
- **White**: No exceptions or only informational messages present
- **Yellow**: Warnings present
- **Red**: Errors present

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

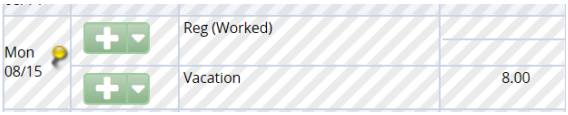
The rank of severity codes, from lowest to highest, is as follows:

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

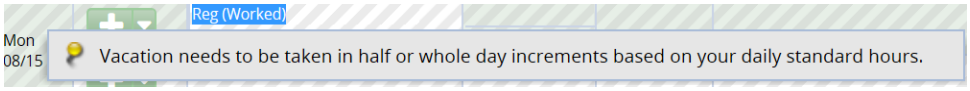
1. Select any column header (**Date, Exception Message,** or **Action Required**) to reorder the list.
2. Click the arrow which appears next to the column name to select a different sort order.



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

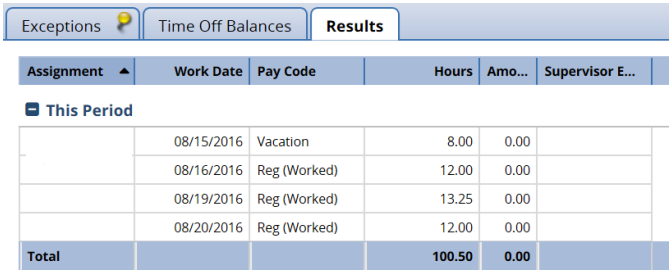


2. Click on the pin to display the exception message.



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.



Note the following features:

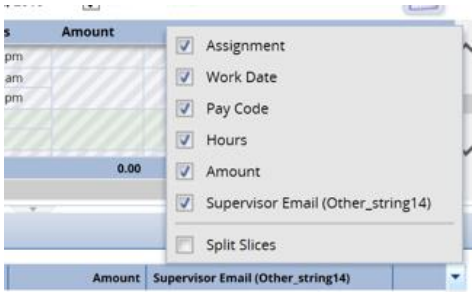
(1) Click a column title to display the sorting arrow and sort in increasing order. Click it again to sort in decreasing order. All columns can be sorted.

(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.

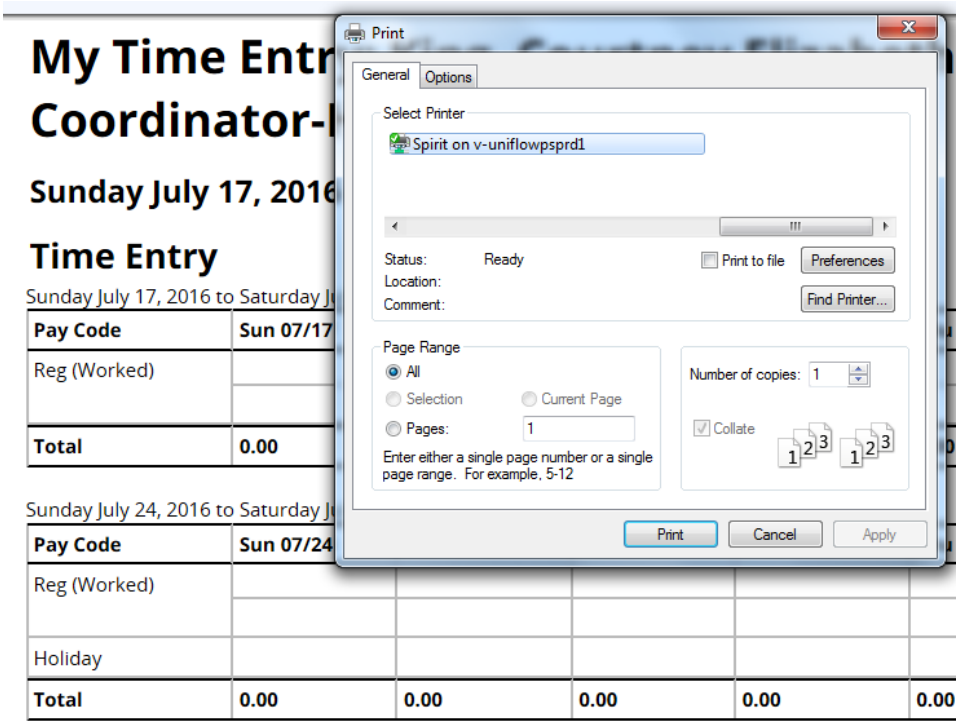


Printing the Time Sheet

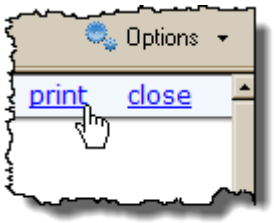
You can print the information from all of the tabs in your Time Entry window.

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.



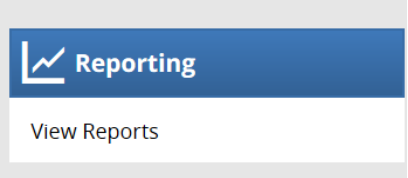
2. Select your print options and click **OK**.
3. Click the **Close** link to close the Print Preview window.

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.

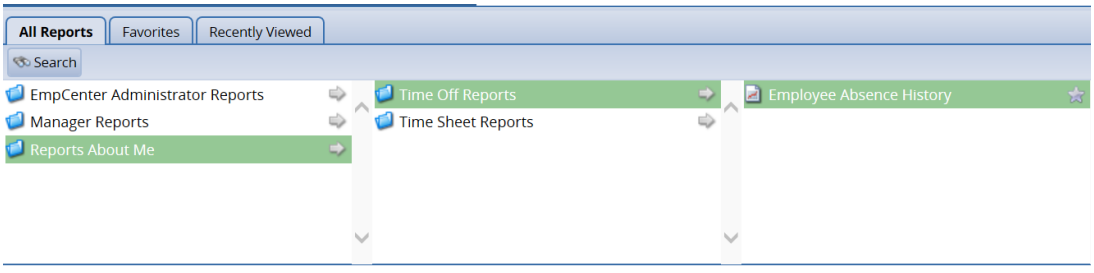
1. To generate a report: from the dashboard, click **Reports** ➔ **View Reports**.

   A list of report categories appears.

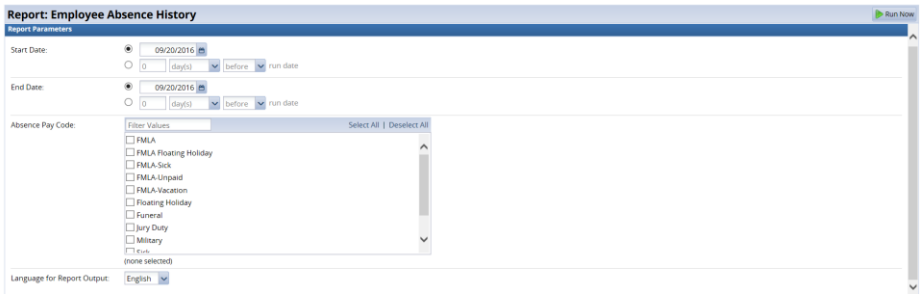


2. Do one of the following:
   - Select a report category to display the respective reports, or...
   - Search for the report.
     a. Enter the name or part of the name of the report in the **Search** field.
     a. Reports with the search criteria in their name appear in the **Search Results** pane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

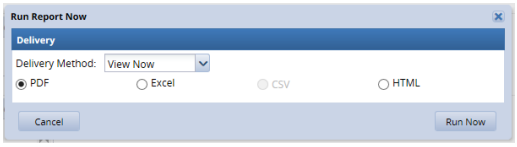
3. Select the name of the report you want to generate.



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

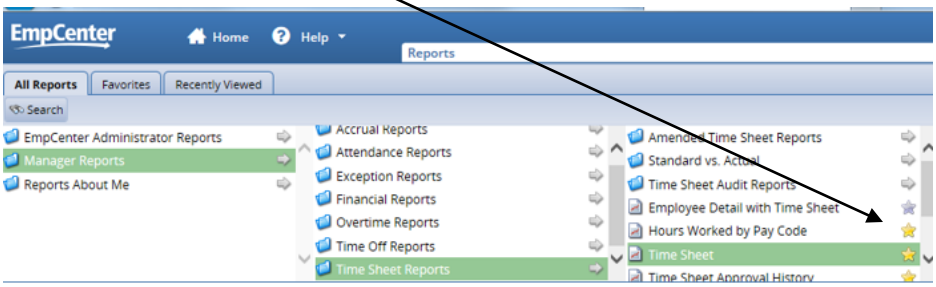
Employee Name	Employee ID	Assignment	Timesheet Version	Work Date	Pay Code	In Time	Out Time	Hours
			1					
				08/15/2016	Vacation			8.00
				08/16/2016	Clock	05:53 AM	06:00 PM	
				08/16/2016	Reg (Worked)	06:00 AM	06:00 PM	
				08/19/2016	Clock	06:00 AM	07:13 PM	
				08/19/2016	Reg (Worked)	06:00 AM	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

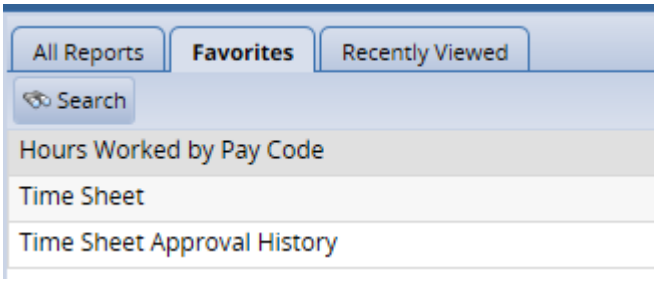
Report favorites give you quick access to frequently run reports by letting you store those reports in a top-level folder. You have the ability to specify and store your own report favorites.

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.

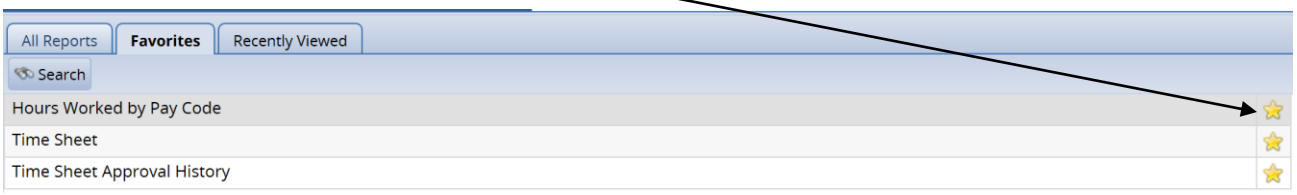


The report now appears in the **Favorites** folder.



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.



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 you ID. The terminal main menu supports the following functions:

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