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EmpCenter Timekeeping:
Supervisor Resource Guide

Supervisor/Timekeeper End of Period Procesing

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

Reminder e-mails will be sent to supervisors and timekeepers for unapproved time sheets 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 supervisors/timekeepers to review time sheets on a weekly basis, prior to Approving and Submitting Time to Payroll on the due date.

Suggestions To Do Each Week

1. Run Time Sheet Exceptions report or review Exceptions online through View Timesheets
    - Correct Errors
    - Save Corrections
2. Review Warning messages to see if they need to be corrected or if communication with an employee is necessary.
3. Review and Approve or Reject employee Time Off Requests
    - Vacation, Sick, Floating Holiday, Funeral, Jury Duty must be directly approved by a supervisor/timekeeper.
    - Workers Comp, FMLA, Military, and STD requests generate a workflow to HR and Benefits to review eligibility before approval is granted. Contact the Benefits department for clarification/questions.

Approving Time Sheets

The primary focus of approving time sheets is to correct entries in order to eliminate exceptions and submit them to payroll. Time sheets with errors need attention before approval.

Supervisors/timekeepers can 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. If the time sheet data indicate that all time sheets have been submitted without any errors or exceptions that will prevent you from approving them, then you can approve them all at once using the Approve All button. If the time sheet data indicate 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. Of course, you may choose to correct all time sheet errors first, and then approve all employees at once.

It is a good double check to run the Unapproved Time Sheet Report to ensure all Time Sheets have been approved and submitted to payroll.

You must approve a timesheet for an employee, even if there are no hours worked to notify payroll that it is correct that this employee has no hours for the pay period.

Resolving Time Sheet Exceptions

If a time slice has a related exception, an exception pin appears. Additionally, an exception message generates on the Exceptions tab. 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:

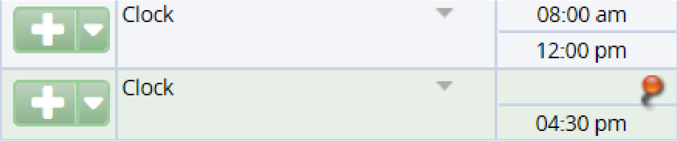
- Date of the exception
- A message describing the problem
- The severity of the exception
- Any action that may be required

Marquette University's EmpCenter Exceptions

EXCEPTION	SEVERITY
Employee Inactive	Red
Generic FMLA paycode entered. Needs further clarification.	Red
Invalid Timesheet Pay Code	Red
Missing In or Out	Red
Negative hours	Red
Out Time before IN time	Red
Overlapping Punch	Red
Punch not accepted. Complete I9.	Red
Floating Holiday, Vacation or Sick hours charged greater than hours available	Red
Time Entry before system Start	Red
Daily hours exceeds Standard Daily Hours	White
Employee Dept not found on lookup.	Yellow
Employee Policy Profile Has Changed	Yellow
Holiday pay code entered on an unrecognized MU Holiday.	Yellow
I9 = "N" and hire_dt older than 3 days.	Yellow
Over 24 Hour Day	Yellow
Time of Request for Floating Holiday, Vacation or Sick hours charged greater than hours available	Yellow

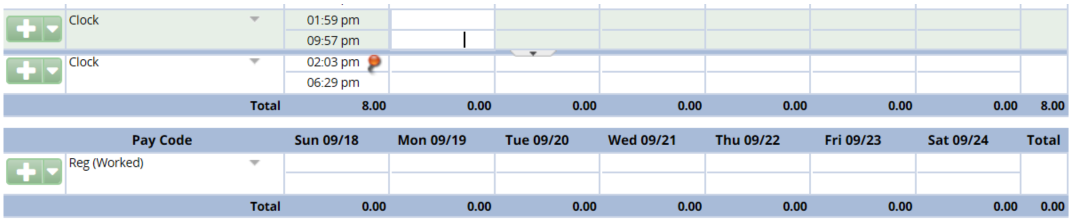
How to Fix A Few Common Exceptions

1. MISSING IN OR OUT - A red pin will appear where the system sees a missing in or out time exists. To correct the error you will need to enter the missing time. The employee should be contacted if they have not sent you the missing information. You will enter the correct in or out time using the **Clock** pay code and click Save. Do not manually enter time on the Reg (Worked) paycode for this situation. EmpCenter will recalculate and apply the rounding and other applicable rules to the punches.



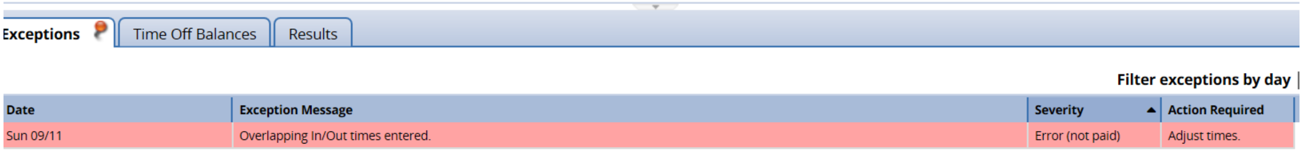
Clock	08:00 am 12:00 pm
Clock	 04:30 pm

2. OVERLAPPING PUNCHES - A red pin will appear on employees "Clock" times that overlap. The employee should be contacted if they have not sent you the clarification of which information is correct. You will need to delete one set of "Clock" entries so there are corrected in and out times without overlaps for the day.



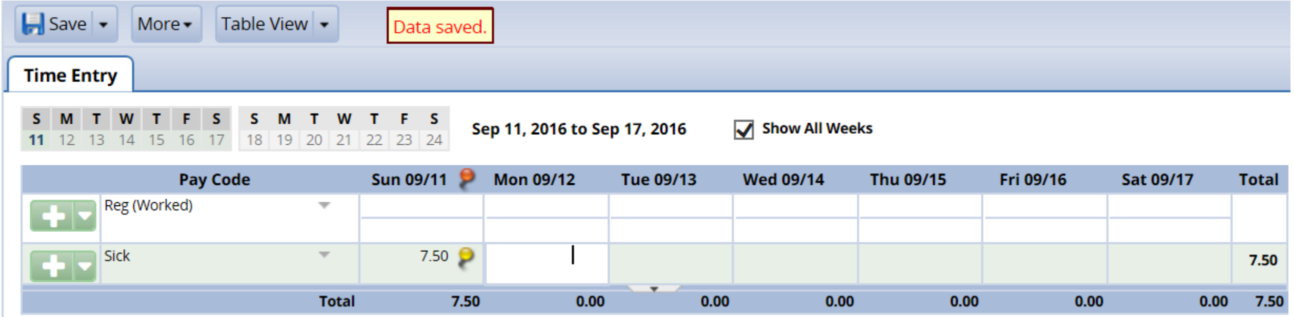
Clock	01:59 pm 09:57 pm							
Clock	02:03 pm 06:29 pm							
Total	8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00

Pay Code	Sun 09/18	Mon 09/19	Tue 09/20	Wed 09/21	Thu 09/22	Fri 09/23	Sat 09/24	Total
Reg (Worked)								
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Date	Exception Message	Severity	Action Required
Sun 09/11	Overlapping In/Out times entered.	Error (not paid)	Adjust times.

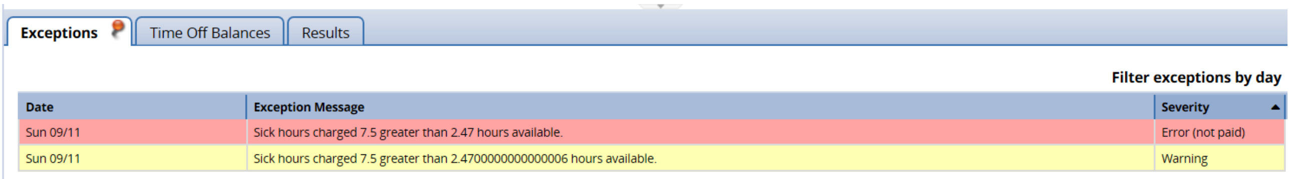
3. VACATION, SICK, FLOATING HOLIDAY CHARGED GREATER THAN HOURS AVAILABLE - An employee has requested time that is greater than the employee's bank balance in MyJob since the most recent check date. The time off request will need to be adjusted to reflect the full or half day maximum allowed by the employees remaining accrual bank. If the amount is exceeded by more than a full day, the time off days that would be unpaid need to be removed (deleted) from the timesheet, and the employee will be unpaid for those days. The employee can use a different time off balance if available.



Data saved.

Sep 11, 2016 to Sep 17, 2016 ☑ Show All Weeks

Pay Code	Sun 09/11	Mon 09/12	Tue 09/13	Wed 09/14	Thu 09/15	Fri 09/16	Sat 09/17	Total
Reg (Worked)								
Sick	7.50							7.50
Total	7.50	0.00	0.00	0.00	0.00	0.00	0.00	7.50



Date	Exception Message	Severity
Sun 09/11	Sick hours charged 7.5 greater than 2.47 hours available.	Error (not paid)
Sun 09/11	Sick hours charged 7.5 greater than 2.4700000000000006 hours available.	Warning

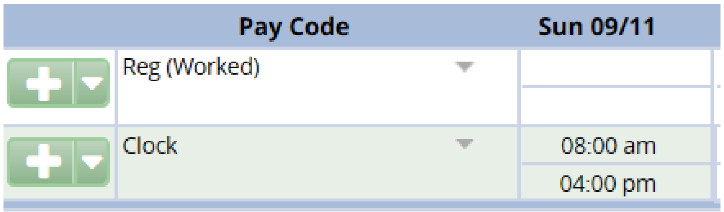
Other Time Sheet Edits

1. NO TIME RECORDED - for the day (employee forgot to punch for entire day or is not on campus and supervisor/timekeeper is recording time for the employee.)

   If an employee forgets or is unable to record time for a day, the supervisor/timekeeper should enter the start and end times (in/out for lunches should be entered as well) as the Clock paycode. Do not manually enter time on the Reg (Worked) paycode for this situation. 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 not an undo button, so 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.

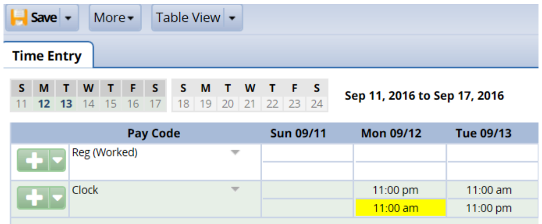
3. MANUALLY ADDING A ROW - If you need to add an additional pay code to the Time Sheet, click the Green + to the left of an existing Pay Code. EmpCenter will add a line below the line you are on with the same Pay Code. You then can use the Drop Down Menu to change the Pay Code name to the Pay Code you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



Pay Code	Sun 09/11
Reg (Worked)	
Clock	08:00 am 04:00 pm

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 time error or a highlight In/Out Field



Sep 11, 2016 to Sep 17, 2016

Pay Code	Sun 09/11	Mon 09/12	Tue 09/13
Reg (Worked)			
Clock		11:00 pm 11:00 am	11:00 am 11:00 pm

The 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.

EMPLOYEE NEW HIRES – Employees must be properly authorized and created in the MyJob application before their first day of work in order to be activated in EmpCenter, to clock in and out on their first day. As long as this occurs, employees will be created in EmpCenter the evening preceding their effective start date, but will not be able to clock in/out until their start date. Also, as you may expect, if the employee's start date is within an active pay period, the supervisor/timekeeper will be able to edit timesheet data only on or after the employee's start date (not for the entire pay period).

EMPLOYEE TERMINATIONS – Terminations should be submitted via MyJob Manager Self Service per UPP 4-24. Termination dates are processed through the nightly interface between MyJob and EmpCenter. Once the employee's last day worked has passed, the employee will no longer have access to EmpCenter. Supervisors/timekeepers will not be able to edit timesheets for terminated employees unless the employee is active for at least one day in the current EmpCenter pay period.