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EmpCenter Time & Attendance
GENERAL SESSION

Welcome to EmpCenter

- ⦿ EmpCenter is SDSU Research Foundation's web-based time reporting system that automates and standardizes the time collection and approval processes.
- ⦿ For the pay period starting May 16th, employees will no longer receive paper time sheets and will start using EmpCenter to record their time.
- ⦿ Employees must submit their EmpCenter timesheets to their supervisors for approval by June 1st to receive a paycheck on the June 10th pay date.
- ⦿ The system can be accessed through your work station, your personal computer, or a mobile device.



After this training, you will be able to:

- ⊙ Log in to EmpCenter and navigate through the system.
- ⊙ Prepare, save, and submit your time sheet.
- ⊙ Review your leave balances.
- ⊙ Submit Time-Off Requests (TORs).



Let's Get Started Logging In

San Diego State University Research Foundation

User ID

Password

Log In

Forgot Your Password?

R + RedID

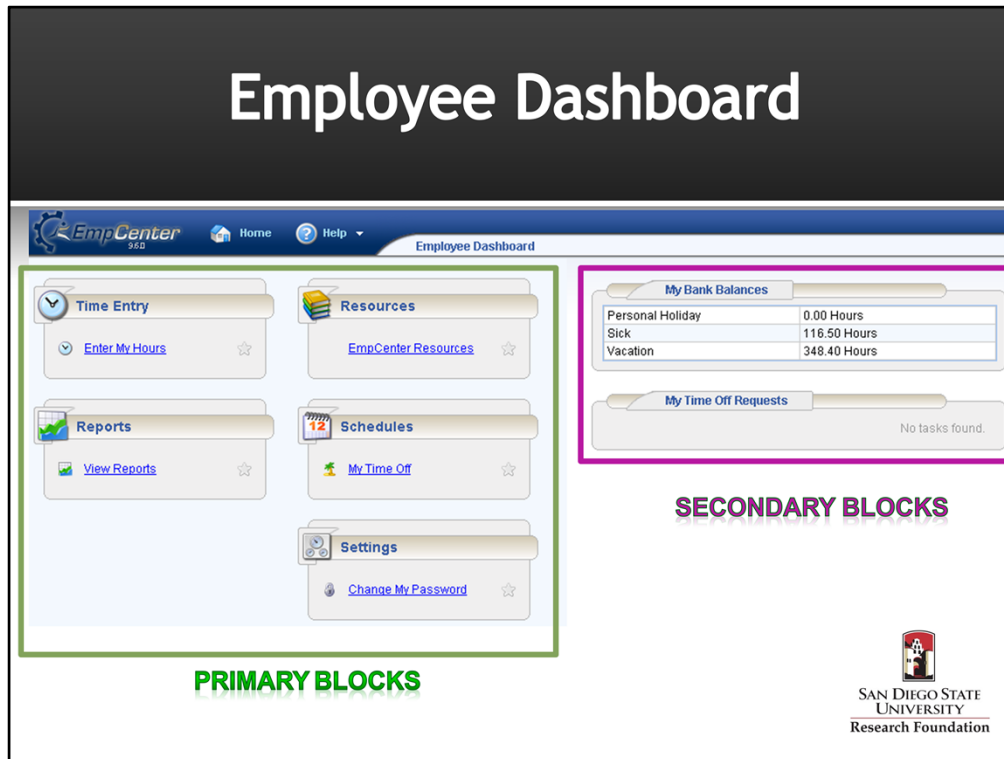
Temp Password is Your R + Red ID

- ⊙ Users will have access to EmpCenter on May 16th
- ⊙ The first time you log in you will be prompted to create a new password

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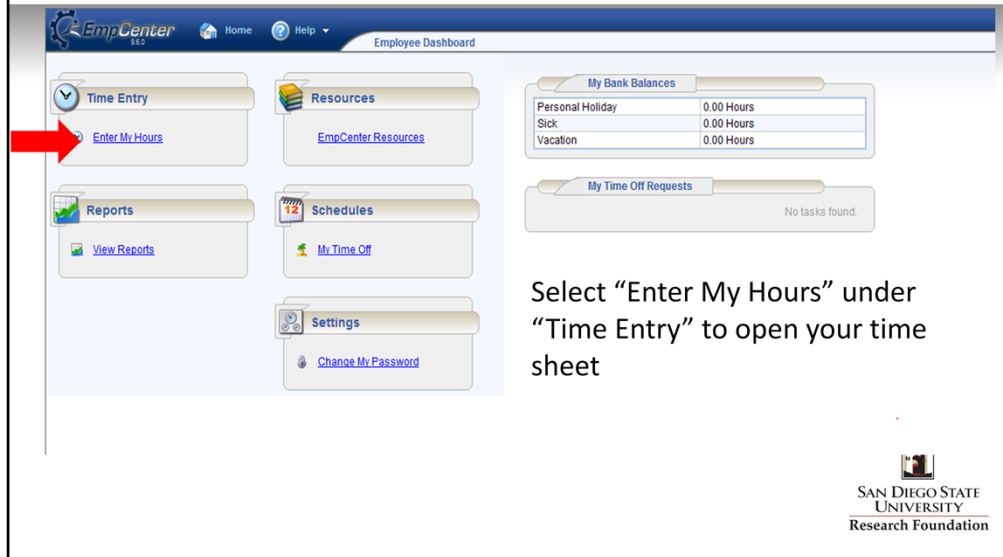
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1. From the Foundation's website – click on the EmpCenter logon
2. Enter your User ID which is an uppercase "R" and your Red ID
3. Your temporary password will be the same as your user ID. (uppercase "R" and your Red ID)
4. You will be prompted to create a unique password which must be a minimum of 10 digits and contain a combination of upper and lower case characters, numbers and special characters.



1. When you log into EmpCenter, you will be taken to your Employee Dashboard. This is the main screen and starting point.
2. Your Employee Dashboard consists of 4 primary blocks: Time Entry, Reports, Resources, Schedules and Settings.
 - In the Time Entry block you can view, enter or update your timesheet data
 - In the Reports block you can access general reports to view timesheet information for a certain period or periods
 - The Resources block will link you to the Research Foundation's EmpCenter Resources page
 - In the Schedules block you can Submit time off requests, track the status of your requests, and view the history of past requests.
 - In the Settings block you may choose to change your password.
3. The Dashboard also includes 2 secondary blocks which enable you to view your leave balances and time off requests
4. Other information available on your dashboard includes your name, position number and your supervisor's name

Accessing your Timesheet




The screenshot displays the EmpCenter 9.0 Employee Dashboard. The dashboard features several functional blocks: 'Time Entry' (containing 'Enter My Hours'), 'Resources' (containing 'EmpCenter Resources'), 'Reports' (containing 'View Reports'), 'Schedules' (containing 'My Time Off'), and 'Settings' (containing 'Change My Password'). A red arrow points to the 'Enter My Hours' link within the 'Time Entry' block. On the right side, there are sections for 'My Bank Balances' and 'My Time Off Requests'. The 'My Bank Balances' section includes a table with the following data:

My Bank Balances	
Personal Holiday	0.00 Hours
Sick	0.00 Hours
Vacation	0.00 Hours

The 'My Time Off Requests' section displays the message 'No tasks found.'.

Select "Enter My Hours" under "Time Entry" to open your time sheet


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To open your timesheet, select the **Enter My Hours** link from the **Time Entry** block on your dashboard.

“Enter My Hours” for multiple job assignments

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Click on the position to bring up your time sheet

Choose an Assignment

Can change to “ABC Project”

[TC9954 Research Spec I 5683A - 00 \(TC995400-876543211\)](#)
[TC9997 General Assistant 0101B - 00 \(TC999700-876543211\)](#)
[TC9997 General Assistant 0101B - 01 \(TC999701-876543211\)](#)

- ☉ If you have more than one paper timesheet you will have multiple EmpCenter timesheets.
- ☉ SDSURF can label each timesheet so employees can easily identify each job
- ☉ Naming standards will apply


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1. If you have more than one job assignment and currently receive multiple paper timesheets you will have multiple timesheets in EmpCenter.
2. When you click on “Enter My Hours” you will be prompted to choose the timesheet for the job that you want to log hours.
3. Timesheet labels can be created for each of your jobs so you can easily tell which timesheet to select to enter your hours.
4. Once you’ve selected an assignment the appropriate timesheet will be opened and you can enter your time. You will also have the ability to toggle between timesheets in the Time Entry window.

Navigating in your time sheet

Top of the time entry screen shows employee information, job and supervisor

Click on the “home” icon” to return to your dashboard

EmpCenter opens the time sheet for the current pay period

The lower portion of the time sheet tabs to display warning messages, the fund(s) the job is paid from and employee leave balances

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1. When you log in, EmpCenter will open the timesheet for the current pay period.
2. Your employee information, job classification, hours per day and supervisor’s name will be displayed at the top of the time entry window.
3. You can view past or future pay periods by clicking on the blue arrows or by clicking on the calendar icon and selecting the date.
4. Click on “Home” to return to your dashboard.
5. We will review the lower portion of the timesheet in detail later in the presentation.

Navigating in your time sheet

Time Entry

☐ ☒ Show All Weeks

Earn Code	Sun 03/16	Mon 03/17	Tue 03/18	Wed 03/19	Thu 03/20	Fri 03/21	Sat 03/22	Comments	ACT Cas...	Total
<input type="text" value="Please Select"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00

Earn Code	Sun 03/23	Mon 03/24	Tue 03/25	Wed 03/26	Thu 03/27	Fri 03/28	Sat 03/29	Comments	ACT Cas...	Total
<input type="text" value="Please Select"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00

Earn Code	Sun 03/30	Mon 03/31	Tue 04/01	Wed 04/02	Thu 04/03	Fri 04/04	Sat 04/05	Comments	ACT Cas...	Total
<input type="text" value="Please Select"/>	0.00	0.00								0.00

Check the “Show all weeks” box to display all weeks for the pay period




1. The first time you open your timesheet only the first week of the pay period will be displayed.
2. You can view all weeks in the pay period by checking the “show all weeks” box at the top of the timesheet.

Non-Exempt (hourly) employees

EmpCenter
Home Help
My Time Entry: Hourly, Helen (RED ID: 89911111) Job: TC999700, Hours per Day = 8.00, Supervisor: Sally Supervisor
03/16/2014 - 03/31/2014 Save Submit More
Time Entry
S M T W T F S S M T W T F S S M Mar 16, 2014 Show All Weeks
16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Farm Code Sun Mon Tue Wed Thu Fri 8/3/21 Sat Comments ACT Cas... Total
Your job classification is listed at the top of your time sheet. Non-Exempt (hourly) employee classifications include those which start with:

- PT
- RN
- TB, TC, TO, TS



1. You can determine if you are a non-exempt (hourly) employee by looking at your job classification number at the top of the time sheet. (e.g. TC999700)
2. Classifications that begin with PT, RN, TB, TC, TO and TS are non-exempt (hourly) positions.

Logging Hours - “in” time

Non-Exempt (hourly) employees


02/16/2014 - 02/28/2014 Save Submit More

Time Entry

S M T W T F S S M T W T F Feb 24, 2014 Show All Weeks

	Sun 02/23	Mon 02/24	Tue 02/25	Wed 02/26	Thu 02/27	Fri 02/28	Sat 03/01	Comments	ACT Cas...	Total
Earn Code										
Work In/Out		07:00 am								0.00
	0.00	0.00	0.00	0.00	0.00	0.00				0.00

- Click on “Please Select” down arrow under “Earn Code” and select “Work In/Out”
- Enter the time you started work. Note: the system defaults to a.m. so if you started at 5:00pm append the number with a p or utilize the 24 hour clock. (e.g. to log in at 2:00pm either enter 2p or 14)

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1. As a non-exempt (hourly) employee, you will be entering the actual times you arrive at work, leave and return from your lunch break and leave work for the day on your timesheet.
2. Click on the “Please Select” down arrow under the “Earn Code” column and select “Work In/Out”. Click on the day you want to log your time.
3. Enter the time you started work. In this example, the employee started work at 7am. She entered “7” and hit enter – system populated the time in as “7:00 am”.
4. You should enter your time on a daily basis to ensure your time report has the most accurate accounting of the hours you’ve worked. If you are unable to enter your time daily, enter it on the most frequent basis possible. Do not wait until end of the pay period to log all of your hours or pre-populate all of your time at the beginning of a pay period.

Meal Breaks

Non-Exempt (hourly) employees

02/16/2014 - 02/28/2014 Save Submit More


Time Entry

S M T W T F S S M T W T F Feb 24, 2014 Show All Weeks
16 17 18 19 20 21 22 23 24 25 26 27 28

Earn Code	Sun 02/23	Mon 02/24	Tue 02/25	Wed 02/26	Thu 02/27	Fri 02/28	Sat 03/01	Comments	ACT Cas...	Total
Work In/Out		07:00 am 12:00 pm								0.00
Work In/Out		12:31 pm								0.00
	0.00	0.00	0.00	0.00	0.00	0.00				0.00

Lunch break was from 12:00pm to 12:31pm

- Enter the time you leave for your lunch break in the "Out" line on the first row of the time sheet
- When you return from lunch add another row to the time sheet by clicking the green + sign to the left of the row
- Enter the time you return from lunch on the "In" on the second row of the time sheet


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1. Under California labor laws, if you work more than five hours you must take a scheduled meal (lunch) break of at least 30 minutes (unpaid). In EmpCenter you will be entering the time you leave and return for lunch on your timesheet.
2. Enter the "out time" to reflect the time you leave for lunch and "in time" to reflect the time returned from lunch.
3. In this example the employee took her lunch break at 12:00 noon. She returned from lunch at 12:31pm and entered that into her timesheet.
4. The employee added a row to her timesheet by clicking on the green "plus" sign to the left of the timesheet row. She selected "Work In/Out" from the Earn Code drop down list and entered the time she returned from lunch on the first line of the new row.

California Law - Meal and Rest Breaks




Non-Exempt (hourly) employees

- ⦿ A non-exempt (hourly) employee must be given an opportunity to take a 10 minute paid rest break for every four (4) hours worked or major fraction thereof
- ⦿ Employees **must** be provided a 30 minute unpaid meal break when they work a period of five (5) or more hours per day
- ⦿ If one or more rest breaks are not given, the employee is owed one hour of pay
- ⦿ The employee is owed one hour of pay if the employee is unable to take a meal period



Employees are not required to log the 10 minute rest periods on their timesheets. These rest periods cannot be combined with meal break to take a longer lunch.

Logging Hours - “out time” Non-Exempt (hourly) employees

03/16/2014 - 03/31/2014    Data saved.


Time Entry

S M T W T F S S M T W T F S S M Mar 16, 2014 [Show All Weeks](#)

Earn Code	Sun 03/16	Mon 03/17	Tue 03/18	Wed 03/19	Thu 03/20	Fri 03/21	Sat 03/22	Comments	ACT Cas...	Total
Work In/Out		07:00 am 12:00 pm								5.00
Work In/Out		12:31 pm 03:30 pm								2.98
	0.00	7.98	0.00	0.00	0.00	0.00	0.00			7.98

Finished work at 3:30pm

- At the end of the day, enter the time you stopped working.
- Hit the save button to save your time entries logged for the day.



1. At the end of your work day, enter the time you stopped work right under the time you returned from your lunch break.
2. Hit the “Save” button. Once the data is saved the system will generate a “Data Saved” notation and will calculate the total hours worked for the day.
3. EmpCenter calculates the total hours worked. The total for the day will appear at the bottom of the column of the entries for the day. Weekly totals by paycode will appear under the Total column on far right of the timesheet.
4. Note: this employee will be paid for 7.98 hours vs. 8 hours on 3/17 because she logged back in from lunch at 12:31pm. Lunch was 31 minutes and is unpaid time.

Earn Code Options

Non-Exempt (hourly) employees

Additional earn codes are listed on the drop down menu and can be used to record the following:

- Vacation Non Exempt Hourly
- Unpaid Leave
- Sick Leave Non Exempt Hourly
- Personal Holiday Non Exempt Hourly
- Make up time (worked)
- Make up time (out)
- Jury/Witness Duty Non-Exempt Hourly
- Holiday Worked Non Exempt Hourly
- Hourly Hours Banked
- Bereavement Leave Non Exempt Hourly

The screenshot shows the 'Time Entry' interface. At the top, there's a 'Time Entry' tab. Below it is a calendar grid for the week of June 16-26, 2020. The days are labeled S, M, T, W, T, F, S. The dates are 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26. Below the calendar is a section titled 'Earn Code'. It has a dropdown menu with the text 'Please Select' and a green arrow pointing right. A red circle highlights the dropdown arrow icon.

Note: Not all options shown above are available for every employee
Only TB, RN & PT non-exempt/hourly job classifications earn paid time off



1. In addition to the “Work In/Out” Earn Code there are several options listed on the drop down menu (accessed by clicking on down arrow) under the Earn Code column that you can use to record time.
2. You will only see the options available for your employee classification on the drop down menu.

Reporting paid time off Non-Exempt (hourly) employees - TB, RN, PT


Time Entry

S M T W T F S S M T W T F S S M Mar 21, 2014 Show All Weeks

Earn Code	Sun 03/16	Mon 03/17	Tue 03/18	Wed 03/19	Thu 03/20	Fri 03/21	Sat 03/22	Comments	ACT Cas...	Total
Work In/Out		07:00 am 12:00 pm		07:30 am 12:00 pm		07:00 am 12:00 pm				0.00
Work In/Out		12:31 pm 03:30 pm		12:31 pm 04:00 pm		12:31 pm 03:30 pm				0.00
Vacation Non Exempt Hour			8.00							0.00
Personal Holiday Non Exem					8.00					0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00



For those hourly/non-exempt employees whose job classifications include paid time off, the time off can be logged by:

- Click on the green “plus” symbol to add a row to the time sheet
- Select the earn code from the drop down menu
- Log the total hours on the appropriate day



1. If your SDSURF appointment is one which includes paid time off (e.g. vacation, sick leave, etc.) you must report the hours taken each day during the pay period.
2. To record time off, click on the green “plus” sign to create a new row in your timesheet.
3. Choose the applicable earn code from the drop down menu and enter the number of hours for the day. Enter time off in “elapsed hours” rather than actual “in/out” times.
4. This employee recorded 8 hours of vacation on 3/18 and 8 hours of personal holiday on 3/20

Reporting paid time off: partial days Non-Exempt (hourly) employees - TB, RN, PT

03/16/2014 - 03/31/2014  Save  Submit More ▾

Time Entry


S M T W T F S S M T W T F S S M Mar 18, 2014 ☐ Show All Weeks

Earn Code	Sun 03/16	Mon 03/17	Tue 03/18	Wed 03/19	Thu 03/20	Fri 03/21	Sat 03/22	Comments	ACT Cas...	Total
Work In/Out		07:00 am 12:00 pm	07:00 am 11:00 am							5.00
Work In/Out		12:30 pm 03:30 pm								2.98
Vacation Non Exempt Hour			4.00							0.00
	0.00	7.98	0.00	0.00	0.00	0.00	0.00			7.98

Enter In/Out times for hours worked

Enter number of vacation hours

- Enter the actual time your started work and the actual time you stopped work for the day using the "Work In/Out" earn codes
- Add a row to the time sheet and select the earn code
- Enter the number of number of hours used for the day and "save"



1. Employees can also log paid time off for partial days.
2. In this example, the employee worked from 7am to 11am and took 4 hours of vacation for the rest of the workday. The employee entered the time she started work and the time she stopped work for the day.
3. The employee added a row to her timesheet, selected the "Vacation" earn code and recorded 4 hours to reflect her afternoon off and hit "Save".
4. When the employee finishes entering her time and saves, EmpCenter will calculate the total hours for the day for each earn code.

California Labor Law - Overtime

Non-Exempt (hourly) employees

- ⊙ Employees will be paid at 1.5 times their regular rate of pay for:
 - ✓ All hours worked in excess of eight hours up to and including 12 hours in any work day
 - ✓ The first 8 hours worked on the seventh consecutive day worked in a single work week
 - ✓ Double the employee's regular rate of pay for all hours worked in excess of 12 hours in any work day
- ⊙ **Weekly Overtime:** Employees will be paid at 1.5 times the employee's rate of pay for all hours worked beyond 40 straight time hours in a work week



Overtime in EmpCenter

Non-Exempt (hourly) employees

03/01/2014 - 03/15/2014 Save Submit More Data saved.

Time Entry

S S M T W T F S S M T W T F S Mar 11, 2014 Show All Weeks

Eam Code	Sun 03/09	Mon 03/10	Tue 03/11	Wed 03/12	Thu 03/13	Fri 03/14	Sat 03/15	Comments	ACT Cas...	Total
Please Select										
Work In/Out		06:00 am 11:00 am								5.00
Work In/Out		11:30 am 05:00 pm								5.50
	0.00	10.50	0.00	0.00	0.00	0.00	0.00			10.50

Indicates exception message

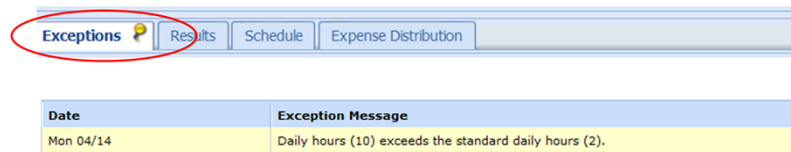
- Employees should log actual "In/Out" times for the day and "Save"
- EmpCenter will automatically calculate the hours worked for the day
- A Yellow "Pin" will appear on the timesheet to designate overtime hours worked

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1. EmpCenter calculates the total number of hours worked each day based on the "Work In/Out" times logged by the employee.
2. If an employee is required to work overtime hours, he/she only needs to record their actual in/out times. EmpCenter will automatically calculate the overtime hours for any hours worked in excess of 8 per day.
3. An exception message appears on the timesheet on the day the overtime hours were worked to note total hours for the day exceeded 8.
4. Employees should obtain the approval of their supervisor prior to working any over time hours.

Overtime in EmpCenter Non-Exempt (hourly) employees

- ⦿ Check the “Exceptions” tab at the bottom portion of the time sheet for information
- ⦿ Your supervisor will review these exception messages when approving your time sheet

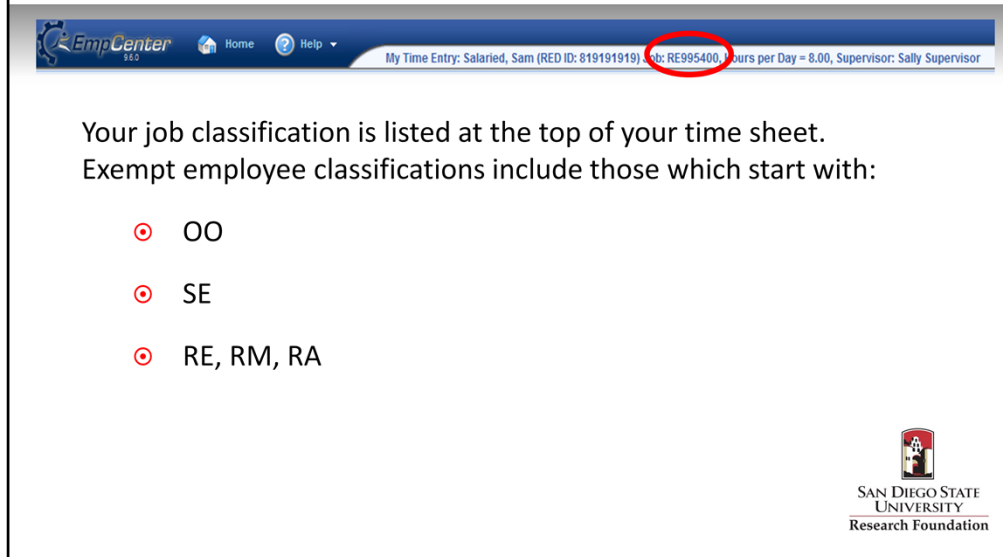


Date	Exception Message
Mon 04/14	Daily hours (10) exceeds the standard daily hours (2).



1. The “Pin icon” on the timesheet indicates that a conflict exists between what the employee entered on the timesheet and the system rules under which the timesheet is processed. In this example, the pin was generated because the employee worked more than 8 hours in one day.
2. The Exceptions tab on the lower portion on the timecard provides detailed information on the exception including the date and a message describing the problem.
3. In this example, the employee worked overtime on 4/14 . The Message : “Daily hours (10) exceed the standard daily hours (2)” indicates 2 hours of overtime was worked.

Exempt Employees



EmpCenter 9.6.0 Home ? Help

My Time Entry: Salaried, Sam (RED ID: 819191919) > Job: RE995400 > Hours per Day = 8.00, Supervisor: Sally Supervisor

Your job classification is listed at the top of your time sheet.
Exempt employee classifications include those which start with:

- OO
- SE
- RE, RM, RA

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1. You can determine if you are an exempt employee by looking at your job classification number at the top of the time sheet. (e.g. RE995400)
2. Classifications that begin with OO, SE, RE, RM and RA are exempt positions.

Completing your time sheet

Exempt employees

02/16/2014 - 02/28/2014 Save Submit More

Time Entry

S M T W T F S S M T W T F Feb 16, 2014 Show All Weeks

16 17 18 19 20 21 22 23 24 26 27 28

Earn Code Sun 02/16 Mon 02/17 Tue 02/18 Wed 02/19 Thu 02/20

Please Select 0.00 0.00 0.00 0.00

Exception Time Options

S M T W T F S S M T W T

16 17 18 19 20 21 22 23 24 25 26 27 28 Total

Earn Code Su 02/ 0.00

Please Select

Vacation Exempt

Unpaid Leave

Sick Leave Exempt

Personal Holiday Exempt

Jury/Witness Duty Exempt

Holiday Worked Exempt

Holiday Off

Bereavement Leave Exempt

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- Exempt employees log exception time only.
- Click on "Please Select" down arrow under "Earn Code."
- This will provide the list of exceptions that can be logged.

1. Exempt employees are only required to log exceptions such as vacation or sick leave on their time sheet.
2. To log an exception, click on the arrow in the Earn Code column to select the type of time needed from the list of options available on the menu.

Completing your time sheet

Exempt employees

S M T W T F S S M T W T F S Feb 20, 2014 ☒ Show All Weeks

Earn Code	Sun 02/16	Mon 02/17	Tue 02/18	Wed 02/19	Thu 02/20	Fri 02/21	Sat	Comments	ACT Cas...	Total
Sick Leave Exempt		8.00								0.00
Vacation Exempt			8.00							0.00
Personal Holiday Exempt				4.00						0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00

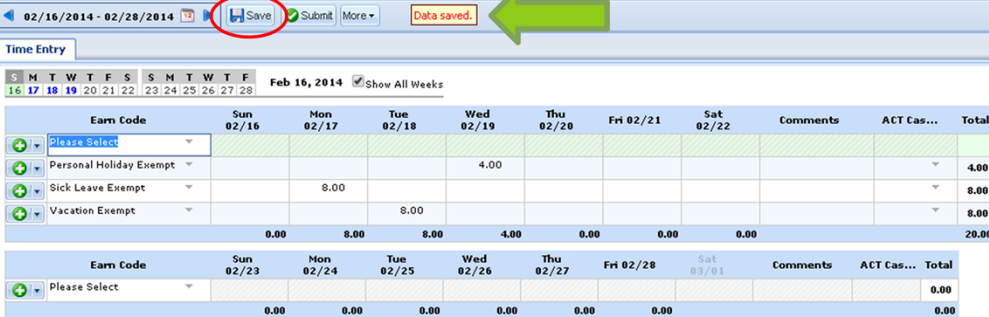
- After selecting your earn code you will be able to log the hours for the exceptions.
- To report hours for a different earn code, click the green “plus” sign at the front of a row to add another row to your time sheet.
- Select the appropriate earn code and add the hours to your time sheet.



- Enter the number of hours on the appropriate day.
- Exempt employees must enter exceptions in full or half day increments based on your FTE. (e.g. A 100% FTE employee would enter exception time as either 4 or 8 hours).

Completing your time sheet

Exempt employees



02/16/2014 - 02/28/2014 **Save** Submit More Data saved.


Time Entry

S M T W T F S S M T W T F Feb 16, 2014 Show All Weeks

Earn Code	Sun 02/16	Mon 02/17	Tue 02/18	Wed 02/19	Thu 02/20	Fri 02/21	Sat 02/22	Comments	ACT Cas...	Total
Please Select										
Personal Holiday Exempt				4.00						4.00
Sick Leave Exempt		8.00								8.00
Vacation Exempt			8.00							8.00
	0.00	8.00	8.00	4.00	0.00	0.00	0.00			20.00

Earn Code	Sun 02/23	Mon 02/24	Tue 02/25	Wed 02/26	Thu 02/27	Fri 02/28	Sat 03/01	Comments	ACT Cas...	Total
Please Select										0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00

- Hit the “Save” button to save the time logged in your time sheet.
- A “Data Saved” notation will appear to show that the information has been retained.


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1. When you have completed your time sheet, hit the “Save” button.
2. EmpCenter will display a “Data Saved” message to confirm your entries.

Exception Messages

All employees

- ⦿ The “Exceptions” area at the bottom of the time sheet will note issues with your time sheet.

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
- ⦿ Errors (**Red**) must be corrected prior to saving and submitting your time sheet.



Exception Messages

All employees

02/16/2014 - 02/20/2014 Save Submit More

Your data cannot be saved because one or more exceptions must be corrected first.

Time Entry

Feb 16, 2014 Show All Weeks

Earn Code	Sun 02/16	Mon 02/17	Tue 02/18	Wed 02/19	Thu 02/20	Fri 02/21	Sat 02/22	Comments
Please Select								
Personal Holiday Exempt				4.00				
Sick Leave Exempt	16.00	8.00	2.00					
Vacation Exempt								
	0.00	8.00	2.00	-4.00	0.00	0.00	0.00	

Earn Code	Sun 02/23	Mon 02/24	Tue 02/25	Wed 02/26	Thu 02/27	Fri 02/28	Sat 03/01	Comments
Please Select								
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

- ⦿ A "pin" icon indicates there may be a problem with the information entered on the timesheet
- ⦿ Red level exceptions need to be corrected before the time sheet is submitted



1. You will need to correct any red exceptions before the system will allow you to submit your timesheet to your supervisor.
2. In this example, the employee entered 16 hours of sick leave on 2/16 which generated a red level exception message. The employee will need to correct the number of hours entered in order to be able to submit his timesheet.
3. The employee also entered 2 hours of vacation on 2/18 which generated a yellow (warning) level exception.

Exception Messages

All employees

Exceptions				
Results	Leave Accruals	Schedule	Expense Distribution	
Date	Exception Message			
Sun 02/16	Time Off Request cannot exceed full day - standard daily hours.			
Sun 02/16, Tue 02/18 (2)	Please adjust your time off request to reflect 4.0 or 8.0 hours per requested day. Please contact your supervisor if any questions.			

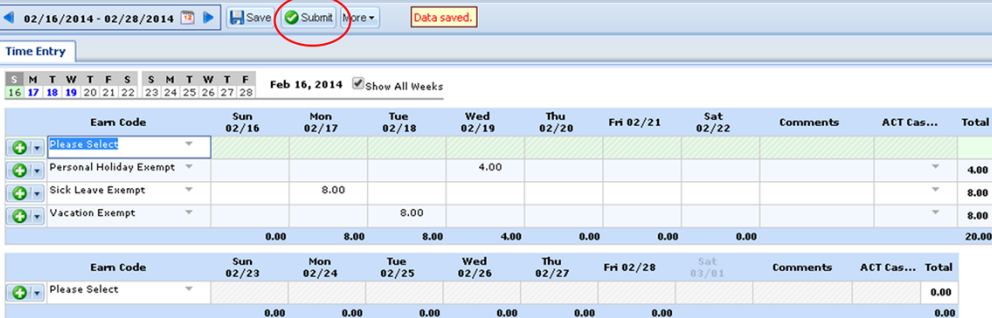
- ⦿ Check the “Exceptions” tab at the bottom portion of the time sheet for information
- ⦿ Your supervisor will review these exception messages when approving your time sheet



1. Employees should check the Exceptions tab for detailed information and correct any red level exceptions.


Submitting your time sheet

All employees



The screenshot shows a web interface for submitting a time sheet. At the top, there is a navigation bar with a date range "02/16/2014 - 02/28/2014", a "Save" button, a "Submit" button (highlighted with a green circle and a green arrow), and a "More" button. A red box around the "Submit" button contains the text "Data saved.". Below the navigation bar is a "Time Entry" section. It features a calendar for "Feb 16, 2014" and a table for entering time. The table has columns for "Earn Code", "Sun 02/16", "Mon 02/17", "Tue 02/18", "Wed 02/19", "Thu 02/20", "Fri 02/21", "Sat 02/22", "Comments", "ACT Cas...", and "Total". The table shows entries for "Personal Holiday Exempt" (4.00 hours on Wed 02/19), "Sick Leave Exempt" (8.00 hours on Mon 02/17), and "Vacation Exempt" (8.00 hours on Tue 02/18). The total for the week is 20.00 hours. Below this, there is another table for the week of "Sun 02/23" to "Sat 03/01", which is currently empty.

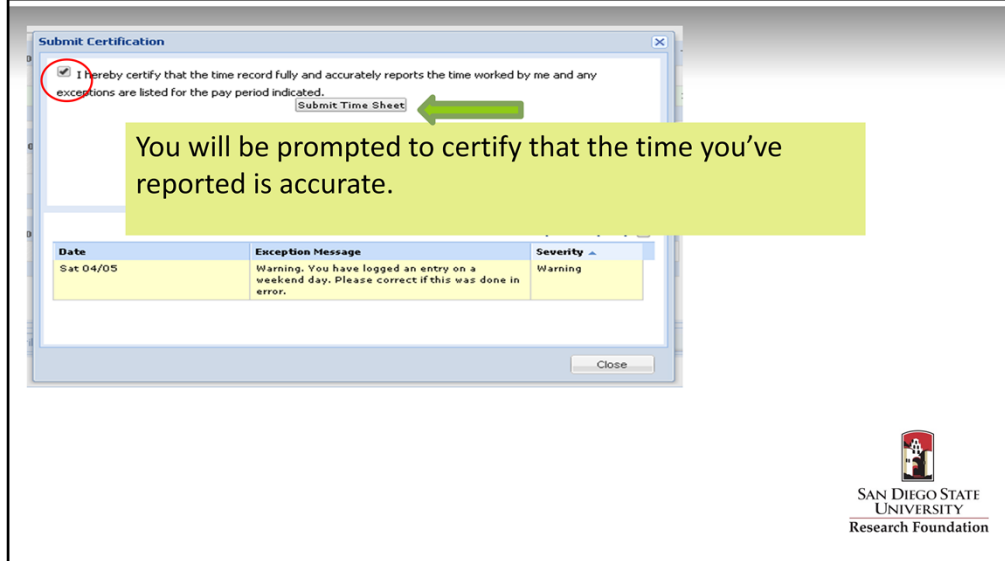
- At the end of the pay period, click the **Submit** button to send your time sheet to your supervisor
- You must submit a time sheet every pay period even if you have no hours or time off to report.


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1. All employees must submit their time sheet to their supervisor by the payroll deadline to be paid.
2. You can submit your time sheet early if your last day of work for the pay period is before the end of the pay period. For example, if you are going on vacation for a week you can log your vacation hours and submit your timesheet to your supervisor.

Submitting your time sheet


All Employees



☒ I hereby certify that the time record fully and accurately reports the time worked by me and any exceptions are listed for the pay period indicated.

You will be prompted to certify that the time you've reported is accurate.

Date	Exception Message	Severity
Sat 04/05	Warning. You have logged an entry on a weekend day. Please correct if this was done in error.	Warning



1. When you hit the “Submit” button you will be prompted to certify the time that you’ve reported is accurate.
2. The certification language is customized for Non-exempt and Exempt employee classifications. Your timesheet will have the language that is appropriate for your classification.
3. Once you’ve read the certification statement, click on the box in the upper left hand corner.
4. Click on the “Submit Time Sheet” button to send the time sheet to your supervisor for approval.

Submitting/Recalling your time sheet

The screenshot shows the 'Time Entry' interface. At the top, there's a navigation bar with 'Save', 'Recall', and 'More' buttons. A red circle highlights the 'Recall' button, with a red arrow pointing to a yellow box that says 'Use Recall to correct errors'. Below this, a message states: 'Data saved. Angel, Brenda B Time sheet submitted.' A calendar view shows dates from 04/01/2014 to 04/15/2014. Below the calendar, there are three bullet points:

- A message will appear to confirm that the time sheet has been submitted to your supervisor.
- Once submitted if a change needs to be made your time sheet can be recalled by clicking on the "Recall" button
- The **Recall** option is only available if your supervisor has not approved your time sheet.

Below the text, another screenshot shows the 'Time sheet recalled.' message. A green arrow points to this message, with a yellow box saying 'Message indicates that the time sheet has been recalled.' Below this, there are two more bullet points:

- Make changes to the time sheet you have recalled and hit save
- Submit your time sheet again by clicking on the submit button

At the bottom right, the San Diego State University Research Foundation logo is visible.

1. If you need to correct an error or omission after you have submitted your timesheet, you can use the "Recall" button to retrieve your timesheet.
2. The "Recall" option is only available if your supervisor has not approved your time sheet.
3. When your time sheet is recalled, make your adjustments, certify and submit to your supervisor.

Rejection?

From: Supervisor, Sally [<mailto:ssupervisor@foundation.sdsu.edu>]
Sent: Thursday, April 10, 2014 1:38 PM
To: Sam Salaried
Subject: Your time sheet of 03/15/2014 was rejected.

Your request to use Personal Holiday hours on 3/5 exceeds your available balance. Please review and correct, then resubmit for approval. Thank you.

- ⦿ If your supervisor cannot approve your time sheet, she/he will “reject” the time sheet and you will receive an email alert.
- ⦿ The email subject indicates which time sheet has been rejected and the body of the email should indicate why it’s been rejected.
- ⦿ You will need to correct the error/omission and re-submit the time sheet to get paid.



1. If your supervisor notes an error or omission on your timesheet he/she will reject your time sheet so that you can make the necessary corrections.
2. The employee will receive an email message stating the reason(s) the time sheet has been returned.
3. The employee will log in to EmpCenter, make the necessary corrections and re-submit the timesheet.

Rejection?


03/01/2014 - 03/15/2014 Save Submit More Other Versions Data saved.

Time Entry

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 Mar 9, 2014 Show All Weeks

Earn Code	Sun 02/23	Mon 02/24	Tue 02/25	Wed 02/26	Thu 02/27	Fri 02/28	Sat 02/29	Comments	ACT Cas...	Total
Please Select										0.00
										0.00
Earn Code	Sun 03/02	Mon 03/03	Tue 03/04	Wed 03/05	Thu 03/06	Fri 03/07	Sat 03/08	Comments	ACT Cas...	Total
Please Select										
Sick Leave Exempt				8.00						8.00
	0.00	0.00	0.00	8.00	0.00	0.00	0.00			8.00
Earn Code	Sun 03/09	Mon 03/10	Tue 03/11	Wed 03/12	Thu 03/13	Fri 03/14	Sat 03/15	Comments	ACT Cas...	Total
Please Select										
Personal Holiday Exempt					8.00					8.00
	0.00	0.00	0.00	0.00	8.00	0.00	0.00			8.00

- The rejected time sheet will display again as "unsubmitted"
- Make corrections needed and re-submit to your supervisor

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1. When you log in to EmpCenter to make corrections on a rejected time sheet, the time sheet will show as not submitted.
2. Make the corrections needed, hit "Submit" to send the corrected time sheet to your supervisor.

Approval!

03/16/2014 - 03/31/2014 Save More Submitted by Gardiner, Laura This data was already approved by Boulter, Jo A. Changes not allowed.

Time Entry

S M T W T F S S M T W T F S S M Mar 16, 2014 Show All Weeks

Earn Code	Sun 03/16	Mon 03/17	Tue 03/18	Wed 03/19	Thu 03/20	Fri 03/21	Sat 03/22	Comments	ACT Cas...	Total
Please Select	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00

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- ⊙ Once your time sheet has been submitted and approved by your supervisor it is submitted to payroll to be processed.
- ⊙ The time sheet for that pay period will reflect this at the top of the "Enter My Hours" screen for that pay period.

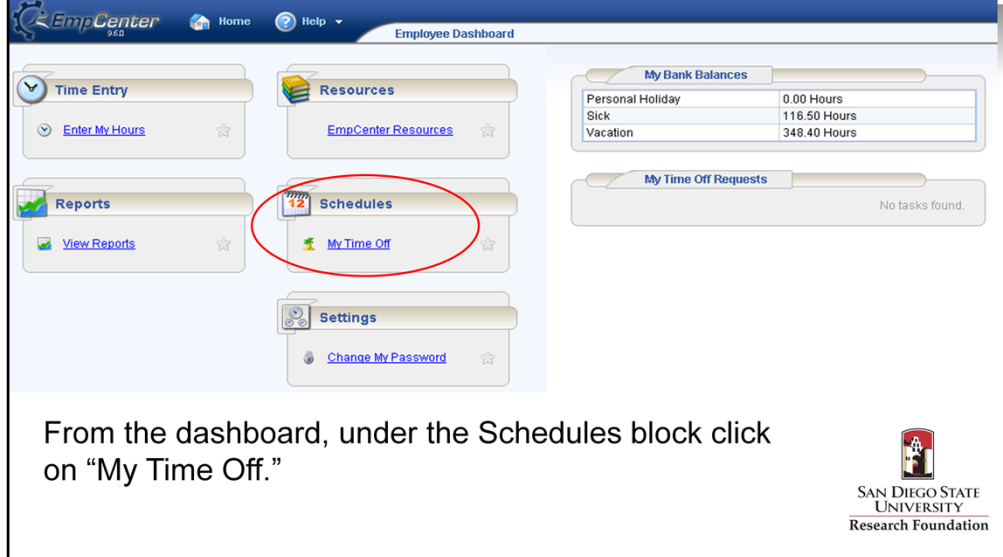
1. Once your time sheet has been submitted and approved by your supervisor it is submitted to payroll to be processed.
2. The time sheet for that pay period will reflect this at the top of the "Enter My Hours" screen for that pay period.

Time Off Requests

- ⦿ EmpCenter can also be used to request and manage time off requests (TORs.)
- ⦿ You can submit time-off requests, track the status of your requests, and view the history of past requests through the “My Time Off” box.
- ⦿ An email will be sent to your supervisor notifying her/him that a request for time-off was made.
- ⦿ When requests are approved the hours are populated on the time sheet.
- ⦿ Job classifications that earn paid time off will start with RE, RM, PT, RN and TB.



Requesting Time Off




The screenshot shows the EmpCenter 9.6.0 Employee Dashboard. The dashboard has a blue header with the EmpCenter logo and navigation links for Home and Help. The main content area is divided into several blocks. On the left, there are blocks for Time Entry (with a link to Enter My Hours), Reports (with a link to View Reports), and Settings (with a link to Change My Password). In the center, there are blocks for Resources (with a link to EmpCenter Resources) and Schedules (with a link to My Time Off). The 'My Time Off' link is circled in red. On the right, there are blocks for My Bank Balances and My Time Off Requests. The My Bank Balances block shows a table with the following data:

My Bank Balances	
Personal Holiday	0.00 Hours
Sick	116.50 Hours
Vacation	348.40 Hours

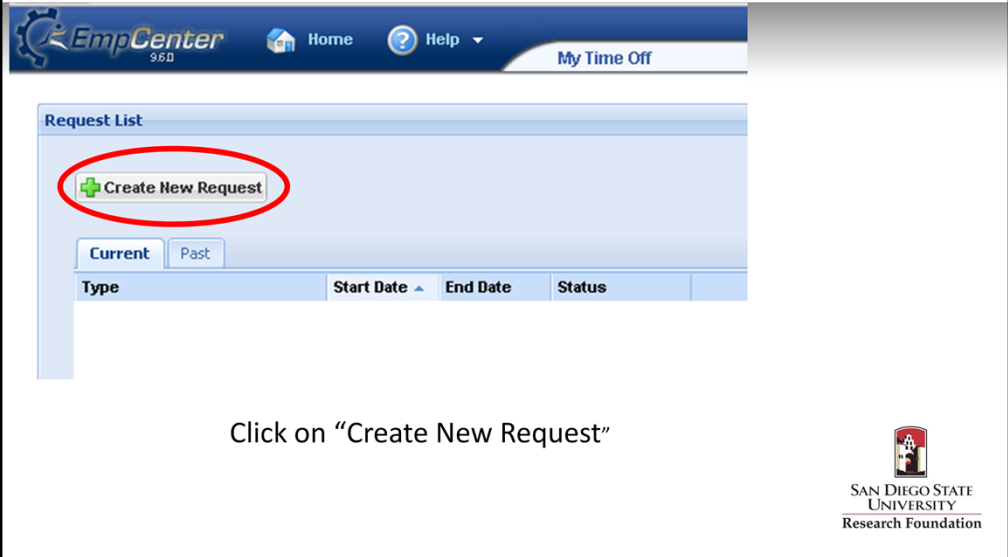
The My Time Off Requests block shows 'No tasks found.' Below the dashboard, there is a text instruction and the San Diego State University Research Foundation logo.

From the dashboard, under the Schedules block click on “My Time Off.”


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To send a request for time off to your supervisor select the My Time Off options under the Schedules block on your dashboard.

Requesting Time Off



The screenshot shows the 'EmpCenter 9.6.0' interface with a 'My Time Off' tab. A 'Request List' section contains a red circle around the 'Create New Request' button. Below this are 'Current' and 'Past' tabs. A table is visible with the following headers: Type, Start Date, End Date, and Status.

Click on "Create New Request"

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1. The Request List will show any current requests that you have submitted to your supervisor that have not yet been reviewed.
2. You can also view the history of past requests by clicking the "past" tab
3. To submit a new request, click on "Create New Request"

Requesting Time Off

My Time Off

I need to request time off for...

FMLA and/or State Leave Absences

Reason for Leave:

- Serious Health Condition of Myself
- Serious Health Condition of Family Member
- Parental Care (Newborn, Adoption, or Foster Care Placement)
- USERRA/FMLA Military Leave
- Workers' Comp Leave

Requests are submitted to HR

Continue

Time Off for Sick, Vacation, and Other

Time off Request:

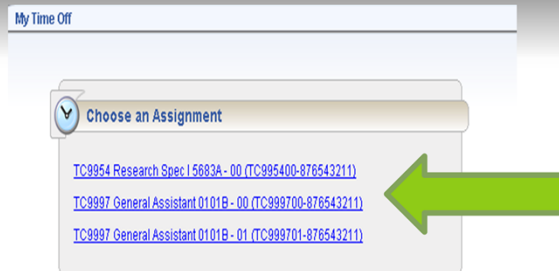
- Vacation
- Sick/Family Sick
- Personal Holiday
- Bereavement
- Jury/Witness Duty
- Unpaid Time

Requests are submitted to your Supervisor

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1. EmpCenter will prompt you to choose the type of time off request you need.
2. "FMLA and/or State Leave Absences" should be used to request a leave of absence. EmpCenter will prompt the employee to answer a series of questions based on the type of leave requested and how you would like to receive information regarding your request (i.e., phone, email, etc.). The completed request is submitted directly to the Human Resources department.
3. If you select "Time Off for sick, Vacation, and Other" your request will be submitted directly to your supervisor for review.

Requesting Time Off



- If you have more than one Assignment the “Choose an Assignment” window will appear. Select the job that applies to this request.

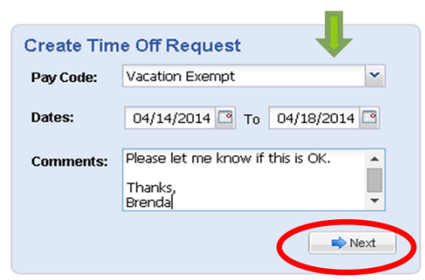


1. If you have multiple time sheets, EmpCenter will prompt you to select the job that you are requesting time off from.
2. If you need time off from multiple jobs, you will need to create a request for each job.

Requesting Time Off

- ⦿ **Step 1** – Using the “Create Time Off Request” block - Select the dates for your request.
- ⦿ Once the information is complete click “Next” to create your request.

“Type” of time off



Create Time Off Request

Pay Code: Vacation Exempt

Dates: 04/14/2014 To 04/18/2014

Comments: Please let me know if this is OK.
Thanks,
Brenda

Next



1. In the “Create Time Off Request” box, you will need to pick the type of time off you need (under Pay Code)
2. You will also need to input the dates associated with your request.
3. Type a message to your supervisor in the Comments box regarding the request. This message will be sent to your supervisor in an email.

Requesting Time Off

📍 **Step 2** – Review the time off request. If correct click on the “Submit” button to forward the request to your supervisor.

Request Details

Action	Date	Earn Code	Hours
	Mon 05/05/2014	Vacation Exempt	8.0
	Tue 05/06/2014	Vacation Exempt	8.0
	Wed 05/07/2014	Vacation Exempt	8.0
	Thu 05/08/2014	Vacation Exempt	8.0
	Fri 05/09/2014	Vacation Exempt	8.0

Comments
 Can I take this week off?
 Thanks, Sam

Bank Usage

Mon 05/05

Vacation: 40.00 Hours used

49.00
 9.00

 Fri 05/09



1. The **Request Details** box will indicate if there are any issues (exceptions) associated with your request. You will also see a summary of your available leave balances and **Bank Usage**.
2. Adjustments to the request can be made under the “Action” column under Request Details.
3. Review your request and make any changes needed. If no exceptions prevent you from submitting the request, click the “Submit” button to submit your request to your supervisor for review

Cancelling a Time Off Request

Request Summary
 RE9887 KPBS Producer II 7127M - 00 (RE988700-819191919)

Date	Earn Code	Hours
Wed 04/30/2014	Vacation Exempt	8.0
Thu 05/01/2014	Vacation Exempt	8.0
Fri 05/02/2014	Vacation Exempt	8.0
Sat 05/03/2014		
Sun 05/04/2014		
Mon 05/05/2014	Vacation Exempt	8.0
Tue 05/06/2014	Vacation Exempt	8.0
Wed 05/07/2014	Vacation Exempt	8.0
Thu 05/08/2014	Vacation Exempt	8.0
Fri 05/09/2014	Vacation Exempt	8.0
Sat 05/10/2014		
Sun 05/11/2014		
Mon 05/12/2014	Vacation Exempt	8.0

History (2)

Date/Time	Approval Status	User	Comments
04/10/2014 10:45 am	Pending	Salaried, Sam	Going to Vegas
04/10/2014 11:00 am	Approved	Supervisor, Sally	Have fun.

Reason for Cancellation

Enter the reason for cancelling your request

Cancel Request Do Not Cancel Request

- ⦿ A request can be cancelled before or after it's approved
- ⦿ Select the request and click "Cancel Request"

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1. You can cancel a time off request before or after it has been approved.
2. Go to "Schedules" under **My Time Off Box** and select the request from the "Current" Tab.
3. The **View/Cancel Time Off Request** window appears listing the details and history of the request.
4. Click "**Cancel Request**" at the top of the window to withdraw your request.
5. The "**Reason for Cancellation**" window appears. Type a message to your supervisor letting him/her know why the request is being cancelled. This message will be sent to your supervisor in an email message.

EmpCenter Resources

- Information on EmpCenter is currently available on the Research Foundation's website: www.foundation.sdsu.edu



Information about the EmpCenter, access to forms, training materials (including short videos and cheat sheets) are available on the EmpCenter page on the Research Foundation's website.



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EmpCenter Time & Attendance

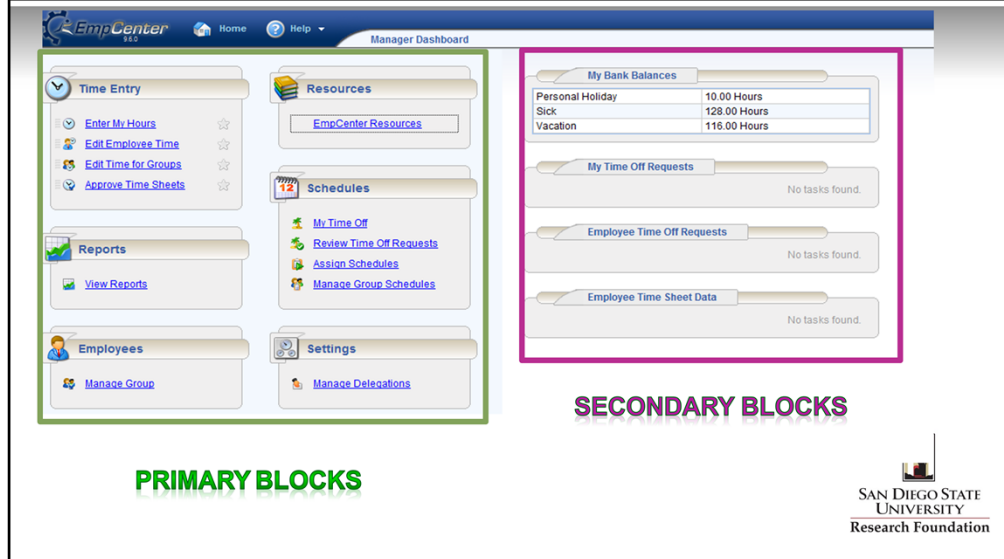
Supervisor Training

After this training, you will be able to:

- ⦿ Log in to EmpCenter and navigate through the system as a manager/supervisor.
- ⦿ Review, approve, edit, and submit employee timesheet information for your staff.
- ⦿ Review Leave Balances for your staff.
- ⦿ Process Time Off Requests (TORs.)
- ⦿ Delegate approval authority to other supervisors.



Manager Dashboard



1. When you log into EmpCenter, you will be taken to your Manager Dashboard. The manager dashboard offers functions not available to employees that are designed to assist supervisors in managing employee time. Managers can use these options to edit and approve employee timesheets, and review and approve employee time off requests.
2. Your Manager Dashboard consists of 6 primary blocks: Time Entry, Reports, Employees, Resources, Schedules and Settings.
 - In the Time Entry block you can view, enter or update your timesheet data and your employee's timesheet data
 - The Reports block allows you to view and generate reports, view timesheet information for a certain period and view delegated roles or comments on timesheets.
 - The Resources block will link you to the RF's EmpCenter Resources page
 - In the Schedules block you can manage and track your individual time off requests and review time off requests submitted by your employees. You also have the ability to assign and manage schedules for hourly employees.
 - Settings block gives you the capability to change your password and delegate supervisory responsibility to another manager.

1. The Dashboard also includes 2 secondary blocks which enable you to view your leave balances and time off requests
2. Other information available on your dashboard includes your name, position number and your supervisor's name

Approving Employee Time Sheets

The screenshot shows the EmpCenter 9.6.0 Manager Dashboard. On the left, the 'Time Entry' menu is highlighted with a green box, and the 'Approve Time Sheets' option is selected, indicated by a green arrow and the text 'Select Approve Time Sheets'. The dashboard also features sections for 'Resources', 'My Bank Balances', 'Time Off Requests', 'Employee Time Off Requests', 'Reports', 'Employees', and 'Settings'. In the bottom right, the 'Employee Time Sheet Data' table is highlighted with a purple box, showing a list of employee timesheets with columns for Details, Status, and Date.

Details	Status	Date
Helen Hourly (TC9997 General Assistant 0101B - 00 (TC999700-899111111))	Approved	04/16/2014 - 04/30/2014
Manny Jobs (TC9997 General Assistant 0101B - 00 (TC999700-876543211))	Unapproved	04/16/2014 - 04/30/2014
Manny Jobs (TC9997 General Assistant 0101B - 01 (TC999701-876543211))	Unapproved	04/16/2014 - 04/30/2014

A green arrow points from the 'Approve Time Sheets' option to the 'Employee Time Sheet Data' table, with the text 'Status of Employee Timesheets' next to it.

1. Managers can approve timesheets for individual employees or for an entire group. To access employee timesheets select "Approve Timesheets" option from the Time Entry Window.
2. Managers can see the status of employee timesheet in the secondary blocks on the bottom right. The status column indicates which employee timesheets have been approved.

Approving Employee Time Sheets



- ⦿ All employees or groups that are assigned to you will appear in the window.
- ⦿ Select the group of employees whose timesheets you want to review from the groups listed under [Assignments](#)
- ⦿ The employee timesheets will populate on the right side of the screen



1. Your groups of active employees as of the current pay period will be listed on the left side of the screen.
2. Under Assignments, select the group of employees whose timesheets you wish to review. In this example, Sally Supervisor has one group of 6 employees assigned to her.

Approving Employee Time Sheets

Save Approvals Approve All Find Show: All Time Sheets


Approve Current Time Sheet for Period Ending 04/30/2014

Name	Assignment	BANNER RED ID	Regular Hours	Time-Off	Timesheet submitted	Exceptions	Supervisor Approval
Regulator, Roger	RE9978 KPBS Dev Asst I 5597C - 00 (RE997800-854797979)	854797979	0.0	16.0	Yes	No	<input type="checkbox"/> Approve
Salaried, Sam	RE9954 Prog Coordinator II 0212A - 00 (RE995400-819191919)	819191919	0.0	0.0	No	No	<input type="checkbox"/> Approve

Approve Current Time Sheet for Period Ending 04/30/2014

Name	Assignment	BANNER - RED ID	Regular Hours	Overtime	Double Time	Time-Off	Timesheet Submitted	Exceptions	Supervisor Approval
Hourly, Helen	TC9997 General Assistant 0101B - 00 (TC999700-899111111)	899111111	12.0	0.0	0.0	0.0	No	Yes	<input checked="" type="checkbox"/> Approve
Jobs, Manny	TC9997 General Assistant 0101B - 00 (TC999700-876543211)	876543211	0.0	0.0	0.0	0.0	No	No	<input type="checkbox"/> Approve
Jobs, Manny	TC9997 General Assistant 0101B - 01 (TC999701-876543211)	876543211	28.55	0.0	0.0	0.0	Yes	Yes	<input type="checkbox"/> Approve
Jobs, Manny	TC9997 General Assistant 0101B - 02 (TC999702-876543211)	876543211	0.0	0.0	0.0	0.0	No	No	<input type="checkbox"/> Approve

- Employee timesheets are grouped by type of position
- Timesheet submitted column indicates what timesheets are ready for review

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1. This screen summarizes the details of the timesheets that you need to review and approve so that your employees will receive a paycheck. Supervisors are responsible for reviewing and approving employee timesheets by payroll deadlines.
2. Timesheets are grouped by Exempt and Non-Exempt positions. In this example, the exempt employee timesheets are in the first block and the non-exempt employees are in the second block.
3. The timesheet submitted column indicates which employees have submitted their timesheets for your review and approval. The "Exceptions" column indicates if there is an issue on the timesheet that needs review or action prior to approval.
4. Click anywhere on the row of the employee whose timesheet you want to review.

Approving Employee Time Sheets


Save Approvals **Save Approvals** to finalize

Check Approve box

Name	Assignment	BANNER - RED ID	Regular Hours	Time-Off	Timesheet submitted	Exceptions	Supervisor Approval
Regulator, Roger	RE9978 KPBS Dev Asst I 5597C - 00 (RE997800-854797979)	854797979					<input checked="" type="checkbox"/> Approve
Salaried, Sam	RE9954 Prog Coordinator II 0212A - 00 (RE995400-819191919)	819191919	0.0	0.0	No	No	<input type="checkbox"/> Approve

Name	Assignment	BANNER - RED ID	Regular Hours	Overtime	Double Time	Time-Off	Timesheet Submitted	Exceptions	Supervisor Approval
Hourly, Helen	TC9997 General Assistant 0101B - 00 (TC999700-899111111)	899111111	12.0	0.0	0.0	0.0	No	Yes	<input checked="" type="checkbox"/> Approve
Jobs, Manny	TC9997 General Assistant 0101B - 00 (TC999700-876543211)	876543211	0.0	0.0	0.0	0.0	No	No	<input type="checkbox"/> Approve
Jobs, Manny	TC9997 General Assistant 0101B - 01 (TC999701-876543211)	876543211	28.55	0.0	0.0	0.0	Yes	Yes	<input type="checkbox"/> Approve
Jobs, Manny	TC9997 General Assistant 0101B - 02 (TC999702-876543211)	876543211	0.0	0.0	0.0	0.0	No	No	<input type="checkbox"/> Approve

- ☉ If timesheet is accurate, click on the "Approve Box"
- ☉ Select "Save Approvals" to finalize and submit timesheet

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1. If the time reported by the employee is accurate, click on the "Approve" box in the Supervisor Approval column to approve the individual employee timesheet.
2. Select "Save Approvals" to finalize the timesheet. When the employee opens his/her timesheet, a note appears informing him/her that the hours have been approved.
3. Supervisors can also review timesheets for all employees and use "Approve All" to approve timesheets for the group of employees. This will not work if there are any errors or exceptions that need to be corrected.

Approving Employee Time Sheets

Pin "icon" indicates an exception on a work day

Exceptions Tab provides details on the issue that has occurred

In this example, the employee worked more than 2 hours per day, which generated an exception message

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W	T	F	S	S	M	T	W	T	F	S	S	M	T	W
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Earn Code	Sun 04/20	Mon 04/21	Tue 04/22	Wed 04/23	Thu 04/24	Fri 04/25	Sat 04/26	Submit C... to Payroll	Comments	ACT Co..	Total
Work In/Out		02:15 pm 04:15 pm	02:00 pm 04:00 pm	02:05 pm 04:05 pm	02:00 pm 05:30 pm	01:00 pm 03:30 pm					12.00
	0.00	2.00	2.00	2.00	3.50	2.50	0.00				12.00

Date	Exception Message	Severity
Wed 04/16 - Fri 04/18, Thu 04/24 (4)	Daily hours (3.5) exceeds the standard daily hours (2).	Warning
Wed 04/16	Daily hours (3.5) exceeds the standard daily hours (2).	Warning
Thu 04/17	Daily hours (3.5) exceeds the standard daily hours (2).	Warning
Fri 04/18	Daily hours (3.5) exceeds the standard daily hours (2).	Warning
Thu 04/24	Daily hours (3.5) exceeds the standard daily hours (2).	Warning

1. If there is an "exception" a Pin icon will appear on the timesheet on the day the exception occurred.
2. The Exceptions tab at the bottom of the timesheet will provide detailed information for your review.
3. In this example, the employee was set up to work 2 hours/day and exceeded the 2 hours on a number of days. If an hourly employee has an appointment to work 10 hours per week, EmpCenter will divide the 10 hours over the five work days in the week. Any deviation will prompt an exception message.
4. This exception message does not require any action other than review on the part of the manager.

Rejecting a Time Sheet

Approve Current Time Sheet for Period Ending 04/30/2014

Name	Assignment	BANNER - RED ID	Regular Hours	Overtime	Double Time	Time-Off	Timesheet Submitted	Exceptions	Supervisor Approval
Hourly, Helen	TC9997 General Assistant 0101B - 00 (TC999700-899111111)	899111111	12.0	0.0	0.0	0.0	No	Yes	<input checked="" type="checkbox"/> Approve
Jobs, Manny	TC9997 General Assistant 0101B - 00 (TC999700-899111111)	876543211	0.0	0.0	0.0	0.0	No	No	<input type="checkbox"/> Approve
Jobs, Manny	TC9997 General Assistant 0101B - 00 (TC999700-899111111)	876543211	28.55	0.0	0.0	0.0	No	No	<input type="checkbox"/> Approve
Jobs, Manny	TC9997 General Assistant 0101B - 00 (TC999700-899111111)	876543211	0.0	0.0	0.0	0.0	No	No	<input type="checkbox"/> Approve

Reject Time Sheet

Reject Time Sheet

Employee: Manny Jobs
Time Period Ending: 04/30/2014
Notify: ☐ Manny Jobs


Email Subject: Your time sheet of 04/30/2014 was rejected.

Email Message: You entered sick leave on 4/18 and you were out on 4/17. Please correct.

Comments:

Reject Time Sheet

- ⦿ If the timesheet has errors, the supervisor can "Reject" and send back to the employee for corrections
- ⦿ Employee will get an email message



1. If there is an error on the timesheet, supervisors should reject the timesheet to re-route back to the employee. The employee can make the requested corrections and re-submit his/her timesheet for approval.
2. To reject a timesheet, click on the red button in the Supervisor Approval column.
3. The Reject Timesheet window will prompt you to enter a message to the employee regarding the reason the timesheet is being rejected and action that needs to be taken to correct any errors. Hit send to reject the timesheet.
4. The employee will receive a notification via email that will include the message you input.
5. If an employee is not able to make the corrections on his/her timesheet or there are other extenuating circumstances, the supervisor can make the corrections under the "Edit Employee Time" on the dashboard. The employee will be notified by email that another individual made changes to their time sheet.

Managing Employee Groups

Assignments

filter by employee name/ID Filter

Sally Supervisor Employees (6)

Sally Supervisor Employees

Group Name

Group Display ID

Group Type

☐ Display terminated assignments in assignment trees (soft terminated only)

☐ Available for End of Period Processing

Evaluate Membership As Of

Assignments **Filters** **Advanced**

☐ Select All

Assignment	Start Date	End Date
<input type="checkbox"/> Hourly, Helen (TC9997 General Assistant 0101B - 00 (TC999700-899111111))	01/01/1900 12:00 am	N/A
<input type="checkbox"/> Jobs, Manny (TC9997 General Assistant 0101B - 00 (TC999700-876543211))	01/01/1900 12:00 am	N/A
<input type="checkbox"/> Jobs, Manny (TC9997 General Assistant 0101B - 01 (TC999701-876543211))	01/01/1900 12:00 am	N/A
<input type="checkbox"/> Jobs, Manny (TC9997 General Assistant 0101B - 02 (TC999702-876543211))	01/01/1900 12:00 am	N/A
<input type="checkbox"/> Regulator, Roger (RE9978 KPBS Dev Asst I 5567C - 00 (RE997800-854797979))	01/01/1900 12:00 am	N/A
<input type="checkbox"/> Salaried, Sam (RE9954 Prog Coordinator II 0212A - 00 (RE995400-819191919))	01/01/1900 12:00 am	N/A

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1. From the Dashboard, select Manage Group in the Employees block to bring up your employee assignments.
2. Click on the group of employees under the Assignments column to bring up a list of all employees in the group.

Managing Employee Groups

☒ Select Employees for new group
☒ Select Copy, to New Group
☒ "Go"

Sally Supervisor Employees
 Group Name: Sally Supervisor Employees
 Group Display ID: GROUP_6430
 Group Type: Auto
☐ Display terminated assignments in assignment trees (soft terminated only)
☐ Available for End of Period Processing
 Evaluate Membership As Of: System Default (Current Period's End Date)

Assignments Filters Advanced
☐ Select All Copy to New Group Go

Assignment	Start Date	End Date
<input type="checkbox"/> Hourly, Helen (TC9997 General Assistant 0101B - 00 (TC999700-899111111))	01/01/1900 12:00 am	N/A
<input checked="" type="checkbox"/> Jobs, Manny (TC9997 General Assistant 0101B - 00 (TC999700-878543211))	01/01/1900 12:00 am	N/A
<input checked="" type="checkbox"/> Jobs, Manny (TC9997 General Assistant 0101B - 01 (TC999701-878543211))	01/01/1900 12:00 am	N/A
<input checked="" type="checkbox"/> Jobs, Manny (TC9997 General Assistant 0101B - 02 (TC999702-878543211))	01/01/1900 12:00 am	N/A
<input type="checkbox"/> Regulator, Roger (RE9978 KPBS Dev Asst I 5597C - 00 (RE997800-854797979))	01/01/1900 12:00 am	N/A
<input type="checkbox"/> Salaried, Sam (RE9954 Prog Coordinator II 0212A - 00 (RE995400-819191919))	01/01/1900 12:00 am	N/A

Select the Employees for a new group
 Save Changes

1. If you have a large number of employees reporting to you may want to group them together so that you can easily manage different teams or delegate supervision for a team to another supervisor. You can create different groups of employee assignments.
2. To create a new group select the employees by clicking the box next to the employee job. In this example, we are creating a new group for all of Manny Job's assignments.
3. From the drop down menus select COPY to New Group
4. Hit Go

Managing Employee Groups

Assignment Group Management

Copy of Sally Supervisor Employees

Group Name

Group Type

☐ Display terminated assignments in assignment trees (soft terminated only)

☐ Available for End of Period Processing

Evaluate Membership As Of

Assignments Filters Advanced

Selected Assignments

Jobs, Manny (TC9997 General Assistant 0101B - 00 (TC999700-876543211))
Jobs, Manny (TC9997 General Assistant 0101B - 01 (TC999701-876543211))
Jobs, Manny (TC9997 General Assistant 0101B - 02 (TC999702-876543211))

Change Group Name

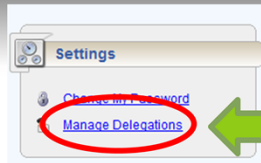
1. Your new group has been created.
2. The new group name will show as "Copy Of...."
3. Under Group Name type a name the group you've created.
4. Save change

Delegation of Authority

- ⊙ Delegation is the act of granting someone else authority over your group of employees, typically when you are not available.
- ⊙ Managers must delegate to an individual who is trained to review and certify time sheets for employees.
- ⊙ Delegation can be given to for a specific group of employees on an on-going basis
- ⊙ Delegation can be given for a set period of time (e.g. while supervisor is out of the office)



Delegation of Authority



- ⦿ To delegate, from your dashboard select **Settings > Manage Delegation**.
- ⦿ Select Delegate Authority.



1. To delegate a group of employees to another supervisor, select Manage Delegation under the Settings block on your dashboard.
2. Select “Delegate Authority”

Delegation of Authority

The screenshot illustrates the 'Delegation of Authority' process. It features two main windows. The first window, titled 'Enter Search Criteria', has a 'Group Description' input field and 'Cancel' and 'Search' buttons. A green arrow points from a green circle containing the text 'To display all Groups click "Search"' to the 'Search' button. The second window, titled 'Choose Delegate Options', displays a table of assignment groups. A yellow box above the table says 'Choose the group of employees to delegate to another user'. In the table, the first row is 'Sally Supervisor Employees (6)' and the second row is 'Sally Supervisor Employees - Manny Jobs (3)'. The second row's checkbox is checked and circled in red. A red arrow points from a yellow box saying 'Do not check this box' to the 'Allow Re-delegation' checkbox in the second row. The 'Research Foundation' logo is at the bottom right.

Enter Search Criteria

Group Description:

Cancel Search

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

Choose Delegate Options

Assignment Group	Your Role	Effective Date	End Effective Date	Allow Re-delegation
<input type="checkbox"/> Sally Supervisor Employees (6)	Manager/ Supervisor, Group	04/23/2014	04/30/2014	<input type="checkbox"/>
<input checked="" type="checkbox"/> Sally Supervisor Employees - Manny Jobs (3)	Manager/ Supervisor, Group	05/01/2014	06/30/2014	<input type="checkbox"/>

Cancel Next

Do not check this box

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1. The Enter Search Criteria Window appears. This window allows you to search for one or more assigned groups.
2. Click "Search" in the "Enter Search Criteria" box to bring up a list of your groups.
3. A window listing your assigned groups and your role for each group will appear.
4. In the Assignment Group column, select the check box next to the group name you wish to delegate.
5. The delegated role will remain "Manager/Supervisor, Group."
6. In the effective date and end effective date columns, enter the dates of the delegation. Enter 12/31/3000 if you want to delegate on an on-going basis.
7. Do not check the box allowing for re-delegation of authority to another user. If this box is checked the system will allow the person you delegate to re-delegate without your knowledge. Best Practice is to never check the "**Allow to Re-delegate**" checkbox.
8. Hit "Next"

Delegation of Authority

Search for Delegation Recipients


User ID:

First Name:
 x

Last Name:

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

Search Results

Name	First Name	Last Name
 Salaried, Sam	Sam	Salaried

- ① Search for the person you want to delegate to
- ② Search by User ID, Name or wildcard
- ③ Select Delegate from list



1. Enter the name or user ID (R + RedID) of the person you want to delegate to. You can also use the * wildcard to search.
2. Select your delegate from the search results and hit "Select".
3. A message will pop up stating the delegation was successfully completed.

Revoking Delegation

Manage Delegations

[Delegate Authority](#)

[View/Revoke Delegations](#)

Enter Search Criteria

Group Description:


First Name:

Last Name:

User ID:


As Of Date:

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


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1. To revoke delegation, Select View/Revoke Delegations from the Manage Delegations block on your dashboard.
2. In the “Enter Search Criteria” box click “Search” to bring up list of your delegates.


Revoking Delegation

 **Delegations**

Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	Role After Delegation	My Current Role	Actions
Sally Supervisor Employees - Manny Jobs	Salaried, Sam	05/01/2014	06/30/2014	Manager/ Supervisor, Group	Manager/ Supervisor, Group	Manager/ Supervisor, Group	Revoke

Back

- ⦿ Select "Revoke"
- ⦿ Select "Revoke All" (if shown) to cancel all delegations


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1. Click on the row to revoke the delegation.
2. If you have multiple delegations selecting "Revoke All" cancels all delegations.


Revoking Delegation

Revoke Delegated Roles

Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	My Current Role
Sally Supervisor Employees - Manny Jobs Salaried, Sam		05/01/2014	08/30/2014	MANAGER_GROUP	MANAGER_GROUP

Revoke Is Effective As Of: 08/30/2014 ☒ Revoke Immediate

- Enter effective date or check "Revoke Immediate"
- Hit "Confirm"


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1. To revoke delegation, enter the effective date you want the delegation to end or check the "Revoke Immediate" box.
2. Hit "Confirm"

Managing Time Off Requests

- ⦿ EmpCenter can also be used to request and manage time off requests (TORs).
- ⦿ If you choose to use this functionality, employees can submit time off requests, track the status of requests and view the history of past requests.
- ⦿ Managers can approve or reject TORs, review employee leave balances and TOR history.
- ⦿ EmpCenter generates email messages to alert Managers to new requests.
- ⦿ EmpCenter generates email message to notify employees that a request was approved or rejected.



Managing Time Off Requests

The screenshot displays a dashboard with two main sections. On the left, under the 'Schedules' header, there are four links: 'My Time Off', 'Review Time Off Requests' (circled in red with a green arrow pointing to it), 'Assign Schedules', and 'Manage Group Schedules'. On the right, under the 'My Time Off Requests' header, there is a 'Pending Requests' section with a yellow background and the text 'No tasks found.' Below this is the 'Employee Time Off Requests' section, which contains a table with one pending request.

Details	Status	Date
Sam Salaried (RE9954 Prog Coordinator II 0212A - 00 (RE995400- 819191919))	Unapproved	05/01/2014 - 05/02/2014

San Diego State University Research Foundation logo is located at the bottom right of the dashboard area.

- ⦿ Pending requests will appear in the Employee Time Off Requests block on your dashboard.
- ⦿ Access pending requests by selecting “Review Time Off Requests”

1. Pending requests for time off will appear in the Schedules Block under Employee Time Off Requests on your dashboard.
2. Access pending requests by selecting “Review Time Off Requests”

Managing Time Off Requests


Time Off Review Summary

Pending Requests | Time Off Request History

Current filter: none

Employee ID	Approval Status	Employee Name	Start Date	End Date	Last Modified
819191919	Pending	Salaried, Sam (RE9954 Prog C...	05/01/2014	05/02/2014	04/22/2014 03:11 pm

⦿ Select the request you want to review by clicking on it.



1. Under the Pending Requests tab, click the request you would like to review.
2. You can also review the history of past requests by selecting the “Time Off Request History” tab.

Managing Time Off Requests

Request Summary Pending

Salaried, Sam (RE9954 Prog Coordinator II 0212A - 00 (RE995400-819191919))

Date	Earn Code	Hours
Thu 05/01/2014	Vacation Exempt	8.0
Fri 05/02/2014	Vacation Exempt	8.0

History (1)

Date/Time	Approval Status	User	Comments
04/22/2014 03:11 pm	Pending	Salaried, Sam	Sally, Can I take vacation next Thursday and Friday? Thanks!

Manager Comments

Hope you enjoy your long weekend!

Approve Request Cancel

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1. Review the request summary and any exceptions associated with the request. You can review the employee's leave balances as of the current pay period by selecting the "Bank Usage" tab.
2. You can either approve or reject the request by clicking on the appropriate button.
3. Enter a message to the employee in the Manager Comments box. The employee will receive an email message stating that the request was either approved or rejected and your comments will be included in the message.
4. Managers can also cancel a previously approved request by opening the request and following the EmpCenter prompts for information to cancel the request and notify the employee via email regarding the reason for cancellation.

Final Notes for Supervisors

- ⦿ Complete an ***Approving Supervisor/Manager Agreement*** form and submit to SDSURF Payroll
- ⦿ Check PI Profile to ensure your active employees have a supervisor assigned to them.
- ⦿ Encourage your staff to attend training!
- ⦿ If you have any questions please submit to:
timefeedback@foundation.sdsu.edu

