EmpCenter Time and Attendance System
Log into Self-Service Center at www.hartford.edu
To Log into EmpCenter:
1. Select *Employee* Tab
2. Select *EmpCenter Time and Attendance - Production*
Time Entry Methods

• Time entry method is determined by your manager
  – Time clock
  – Time sheet
  – Web clock
Time Clock Instructions

- **F1: To Punch In**
  - Swipe card or type ID number and push enter

- **F5: To Punch Out**
  - Swipe card or type in ID number and push enter

- To view time sheet:
  - Log into Self-Service
    - Click on: *EmpCenter Time and Attendance Production*
    - Click Timesheet
“Time sheet” Method of Time Entry

• Click “Enter My Hours”

• Click on the first cell of the day and enter time

• Be sure to select the correct time
  – a small blue negative sign
  – or plus sign
  – will result in time recorded on the wrong day

• To add another row click the green plus sign

• Click “Save”
WebClock “In/Out” Screen

WebClock

06/15/2010 03:34:35 pm

- Timesheet
- In
- Out
- Logout

Tue 06/15 03:47 pm: Swipe Recorded Successfully

WebClock

06/15/2010 03:34:35 pm

- Timesheet
- In
- Out
- Logout

Tue 06/15 03:47 pm: Swipe Recorded Successfully
Employee View of the Time Sheet
Basic EmpCenter Navigation

- Time sheet view
- List view
- Table view

- Work Period

- Exceptions Tab
- Time off Balances Tab
- Results Tab
Submitting Time Sheets

• After ensuring all time is correct, click the **Submit** button.

• The message “Time sheet submitted” appears when the submission is successful.

• It is your responsibility to submit your timesheet at the end of the pay period per staff employment manual.

• Your time sheet submission is your electronic signature confirming the accuracy of your recorded time.
Recalling a Time Sheet

• If you accidentally submit before the end of the pay period - Click the Recall button.

• The message “Time sheet recalled” appears when successfully recalled.
Logging Off

• When you are done using EmpCenter click the “Log Off” button in the upper right corner of the EmpCenter screen.

• Be sure to Exit Self-Service as well.
Additional Information and Navigation Options
Viewing Leave Balances on the Timesheet

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Mon 04/20</th>
<th>Tue 04/21</th>
<th>Wed 04/22</th>
<th>Thu 04/23</th>
<th>Fri 04/24</th>
<th>Sat 04/25</th>
<th>Sun 04/26</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Pay Code</td>
<td>Mon 04/27</td>
<td>Tue 04/28</td>
<td>Wed 04/29</td>
<td>Thu 04/30</td>
<td>Fri 05/01</td>
<td>Sat 05/02</td>
<td>Sun 05/03</td>
<td>Total</td>
</tr>
<tr>
<td>Worked</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Exceptions | Time Off Balance | Results | Schedule
---|------------------|---------|---------
Vacation
Initial Balance Mon 04/20: 25.00
Credits: 0.00
Debits: 0.00
Ending Balance Sun 05/03: 25.00

Personal Leave
Initial Balance Mon 04/20: 6.25
Credits: 0.00
Debits: 0.00
Ending Balance Sun 05/03: 6.25

Deferred Vacation Hours
Initial Balance Mon 04/20: 0.00
Credits: 0.00
Debits: 0.00
Ending Balance Sun 05/03: 0.00

Deferred Person Hours
Initial Balance Mon 04/20: 0.00
Credits: 0.00
Debits: 0.00
Ending Balance Sun 05/03: 0.00
Entering Leave Time

Click the drop down arrow on the “Worked” cell

Click the desired leave time category

Enter number of hours for the day
Always Click “SAVE”

- Remember to click Save after entry
- When exiting a time sheet, you will get this message if you did not click Save

This page is asking you to confirm that you want to leave - data you have entered may not be saved.
Requesting Time Off

1. Click on the "My Time Off" tab.

2. Click on "Create New Request".

3. Enter the paycode and dates for the request.

4. Review the Time Off Request Details.

5. Confirm the request summary.

6. Submit the Time Off Request.
Deducts

• For non-exempt staff:
  – You must complete your time sheet for each day, hours left unrecorded will *not* be paid.
Time Sheet Errors - Non-Exempt Staff

• Causes of Time Sheet Errors
  – Time not recorded on “In or Out” punch
  – Hours in excess of personal or vacation balance
  – Hours in excess of 24 hours worked

*Red Pins/Exceptions result in non-payment of hours in question*