EmpCenter Time and Attendance System
USE FireFox Mozilla Web Browser

Do **NOT** use Internet Explorer
Log into Self-Service Center at
www.hartford.edu

Secure Login

Enter your University ID and PIN in the boxes below and then click the Login button.
If you are alumni and do not recall your current PIN, please CLICK HERE for a temporary PIN.

Please note: The PIN is case-sensitive.

Your account will be disabled after FOUR unsuccessful attempts.

Please try using the Forgot PIN? button.
If you require assistance, please call the Help Desk at x4357 or 1-844-292-3213.

User ID: [ ]
PIN: [ ]
Login  Forgot PIN?
To Log into EmpCenter:
1. Select *Employee* Tab
2. Select *EmpCenter Time and Attendance - Production*
Time Entry Methods

• Time entry method is determined by the 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

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

06/15/2010 03:34:35 pm

WebClock

Timesheet | In | Out

Logout

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

06/15/2010 03:34:35 pm

WebClock

Timesheet | In | Out

Logout
Employee View of the Time Sheet

WebClock

Apr 0, 2013 to Apr 12, 2013

Total:

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

0.00

No exceptions.
Managers 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 – Employee

- 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 – Employees

Rejecting a Time Sheet - Managers

- If an employee accidentally submits before the end of the pay period – They can click the Recall button.

OR:

- The supervisor can “Reject” a time sheet if an employee accidentally submits.
Approving a Time Sheet
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

### Time Off Balance

<table>
<thead>
<tr>
<th></th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacation</strong></td>
<td></td>
</tr>
<tr>
<td>Initial Balance</td>
<td>25.00</td>
</tr>
<tr>
<td>Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Debits</td>
<td>0.00</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>25.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Personal Leave</strong></th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Balance</td>
<td>6.25</td>
</tr>
<tr>
<td>Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Debits</td>
<td>0.00</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>6.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Deferred Vacation Hours</strong></th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Balance</td>
<td>0.00</td>
</tr>
<tr>
<td>Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Debits</td>
<td>0.00</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Deferred Person Hours</strong></th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Balance</td>
<td>0.00</td>
</tr>
<tr>
<td>Credits</td>
<td>0.00</td>
</tr>
<tr>
<td>Debits</td>
<td>0.00</td>
</tr>
<tr>
<td>Ending Balance</td>
<td>0.00</td>
</tr>
</tbody>
</table>
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
Requesting Time Off

1. My Time Off
2. Create New Request
3. Paycode: Personal
   Start Date: 04/03/2015
   End Date: 04/03/2015

4. Edit Time Off Request Details
   - Action: Time Off Request
   - Date Range: 04/03/2015
   - Paycode: Personal
   - Hours Requested: 7.0

5. Request Summary
   - Date: 04/03/2015
   - Paycode: Personal
   - Hours Requested: 7.0

6. Adjusted Bank Balances
   - Assignment: NEX_HOURLY
     - Bank Description: Vacation
     - Initial Balance: 0.00
     - Ending Balance: -7.00

7. Comments to Manager

8. Exceptions
   - Date: 04/03/2015
     - Exception Message: VAC bank has reached 0 hours
     - Severity: Warning
Approving or Rejecting Time Off Requests

On The Dashboard

Time Off Approval Summary

Time Off Approval Review
Deducts

• Non-exempt staff:
  – Must complete their 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
Correcting Errors

- Wed 03/25: Missing OUT time on IN entry.
- Wed 03/25: Missing OUT time on IN entry.
- Mon 03/23: Commitment bank balance is at $0.
- Mon 04/06: No time reported on a day.

Manager Time Entry:

- Timesheet for the period 03/23/2015 to 04/05/2015
- Data is locked from further changes by payroll. Once payroll is closed, all timesheets and exceptions will be locked.
Comments
Group Reports

EmpCenter dashboard with options for different types of reports such as EmpCenter Administrator Reports, Manager Reports, Payroll Processing Reports, Exception Reports, Financial Reports, Labor Distribution Reports, Overtime Reports, Schedule Reports, Time Off Reports, and Time Sheet Reports.

The screenshot also shows the report settings for the Daily Activity Report, including parameters like Activity Date (04/24/2015), Assignment Group List, and Employee ID.