EmpCenter Time and Attendance System
**USE** FireFox Mozilla Web Browser

Do **NOT** use Internet Explorer
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 the manager
  – Time clock
  – Web clock
  – Time sheet
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
WebClock “In/Out” Screen

Access time sheet from Web Clock role

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

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

Tue 06/15 03:47 pm: Swipe Recorded Successfully
Basic EmpCenter Navigation

- Time sheet views
- List view = vertical
- Table view = horizontal
- Day view = 1 day displays

- Work Period

- View of Time sheet
- Exceptions Tab
- Time off Balances Tab
- Results Tab
- Schedule Tab
“Time sheet” Method of Time Entry

• Click “Enter My Hours”

• Click on the first cell of the day and enter time
  – Non-exempt

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

• To add another row click the green plus sign

• Click “Save”
“Time sheet” Method of Time Entry
Exempt Staff
• 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.
Additional Information and Navigation Options
### Timesheet

#### Apr 20, 2015 to Apr 20, 2015

<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>
</tbody>
</table>

#### Apr 27, 2015 to Apr 29, 2015

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Mon 04/27</th>
<th>Tue 04/28</th>
<th>Wed 04/29</th>
<th>Thu 04/30</th>
<th>Fri 05/01</th>
<th>Sat 05/02</th>
<th>Sun 05/03</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>
</tbody>
</table>

### Exceptions

#### Vacation

<table>
<thead>
<tr>
<th>Initial Balance</th>
<th>Credits</th>
<th>Debits</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 04/20</td>
<td>35.00</td>
<td>0.00</td>
<td>35.00</td>
</tr>
</tbody>
</table>

#### Personal Leave

<table>
<thead>
<tr>
<th>Initial Balance</th>
<th>Credits</th>
<th>Debits</th>
<th>Ending Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 04/20</td>
<td>6.25</td>
<td>0.00</td>
<td>6.25</td>
</tr>
</tbody>
</table>

### Deferred Vacation Hours

<table>
<thead>
<tr>
<th>Initial Balance</th>
<th>Credits</th>
<th>Debits</th>
<th>Ending Balance</th>
</tr>
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<tbody>
<tr>
<td>Mon 04/20</td>
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</table>

### Deferred Person Hours

<table>
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<tr>
<th>Initial Balance</th>
<th>Credits</th>
<th>Debits</th>
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</thead>
<tbody>
<tr>
<td>Mon 04/20</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Apr 6, 2015 to Apr 12, 2015

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Mon 04/06</th>
<th>Tue 04/07</th>
<th>Wed 04/08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worked</td>
<td>08:30 am</td>
<td>12:30 pm</td>
<td></td>
</tr>
</tbody>
</table>

**Comments:**

Employees left at 12:30 pm
Viewing Leave Balances on the Timesheet

### Timesheet

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<td>0.00</td>
</tr>
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<td>0.00</td>
</tr>
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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
Deducts

• Non-exempt staff:
  – Must complete their time sheet for each **day**, hours left unrecorded will **not** be paid unless personal or vacation time is available to cover the absence.

![Time sheet example](image1)

![Deduction example](image2)
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
Requesting Time Off

1. Dashboard with Time Entry and Schedules options.
2. My Time Off section with Create New Request button.
3. Create Time Off Request form with Paycode, Start Date, and End Date.
4. Edit Time Off Request Details with detailed information.
5. Request Summary showing Date, Paycode, and Hours Requested.
6. Adjusted Bank Balances and Comments to Manager sections.
Approving or Rejecting Time Off Requests

On The Dashboard

Time Off Approval Summary

Time Off Approval Review
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.
Supervisor Responsibilities:

Approving a Time Sheet
Correcting Errors

![Manager Time Entry: Timesheet with exceptions]

- Wed 03/25: Missing OUT time on IN entry.
- Mon 03/23: Commitment bank balance is at $0.
- Employee has worked over 5 consecutive hours without a...
Delegations

Click manage delegations from the dashboard

Click Delegate Authority

Click Search
Click on box, enter future end effective date, click next

Enter search criteria and click search
Click button to make selection and select

System will return message:

System will also return a message if you have already delegated your assignment group to the person selected
Group Reports

EmpCenter interface showing options for reports and a detailed view of a Daily Activity Report with filter parameters and assignment groups.
Logging Off

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

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Important Tasks

- Employee review and submit time sheet
- Supervisor review/correct warning/exceptions
- Review FT non-exempt for deduct pay
- Red Exceptions messages will not be paid
- Supervisor approves time sheets