

Click Link titled EmpCenter (found on the <http://marquette.edu/facstaff/>)

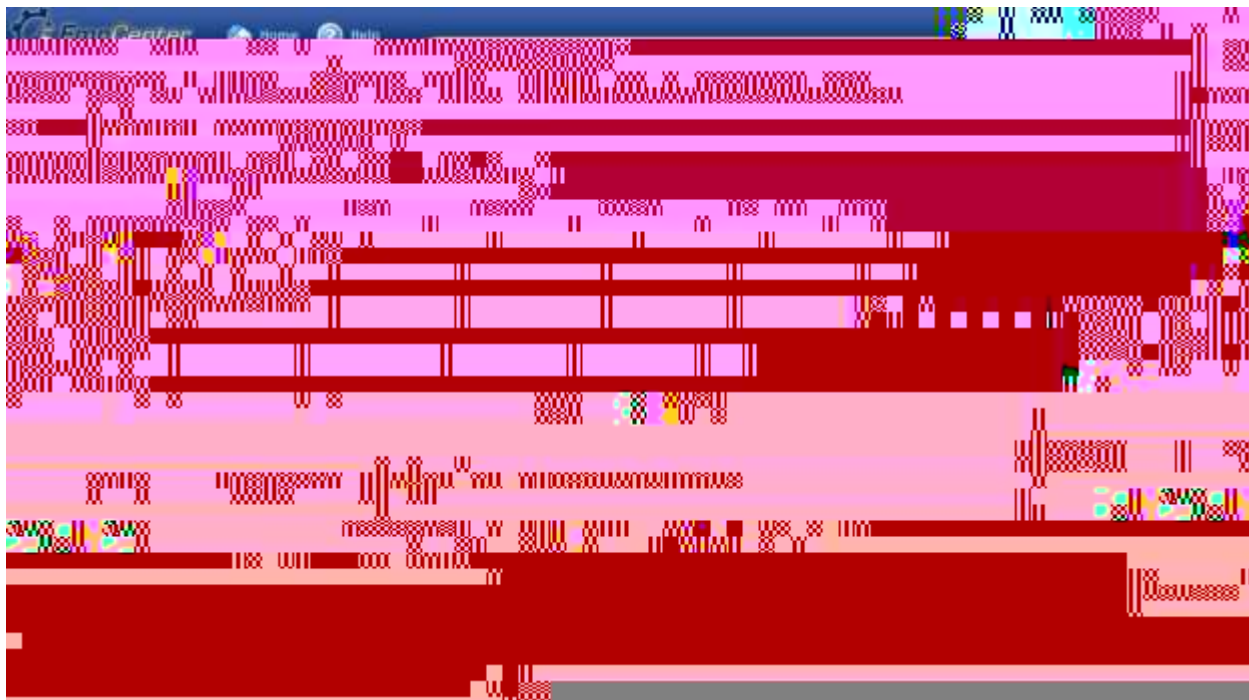
Enter CheckMarq User ID and Password

Click Login



After you login to the system (and if necessary, select the appropriate assignment), open your time sheet for the current pay period if not already displayed.

1. To access your time sheet, select My Timesheet from the Time Entry area of the dashboard.



The time sheet comprises tabs and fields which enable viewing of your time. The upper-most portion of your time sheet includes function buttons which execute certain program functions. The upper panel displays the Timesheet tab. The lower panel displays the Messages, Summary and Leave Balances.