



Marquette University Time and Attendance

This guide helps you learn the most commonly used employee functions in EmpCenter Time and Attendance. The intended audience is employees who use EmpCenter Time and Attendance to record and view time worked, request time off, and generate reports.





Premium Calculations21

 Weekly Overtime Over 40 hours Å Å Å Å Å Å Å Å ""21

 Weekly Overtime Over 37.5 hours.....21

 Holiday Worked Premium.....21

 Call-In

Navigation Basics

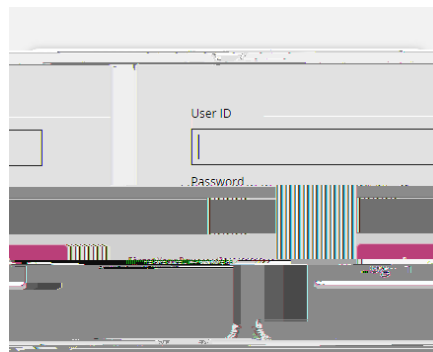
Accessing EmpCenter

You can interface with the *EmpCenter* application in one or more of the following ways:

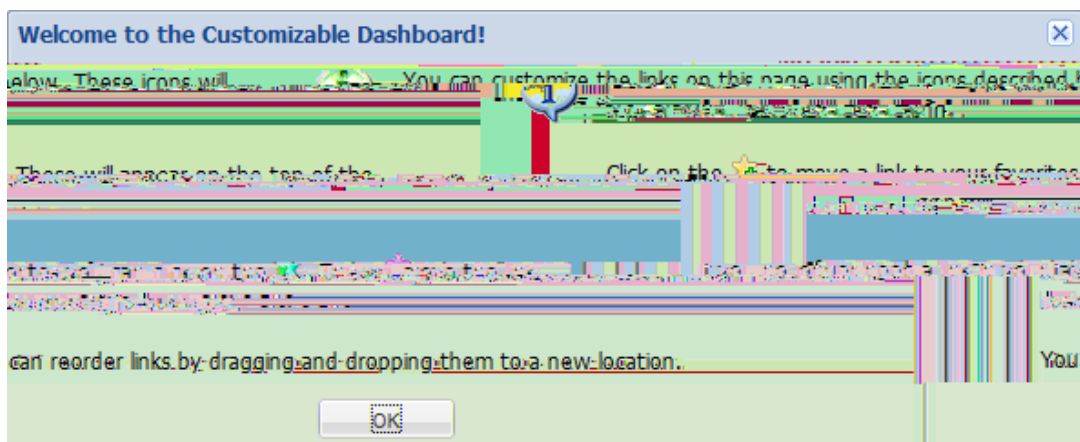
- Web-based interface on a personal computer.
- WebClock on a personal computer
- Hardware time clock

Accessing EmpCenter via the web

Click Link titled EmpCenter Timekeeping (found on the <http://marquette.edu/facstaff/>)
 Click Link Login to EmpCenter Timekeeping
 Enter EMarq User ID and Password
 Click Login



The first time you log into EmpCenter, the following dialog appears.



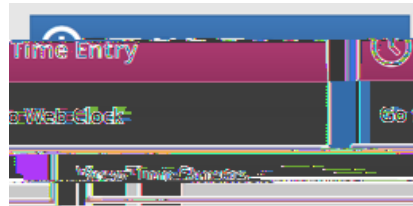
This information is presented in 'Customizing the Dashboard' later in this guide.

Customizing the Dashboard

EmpCenter supports the following Time and Attendance dashboard customization features:

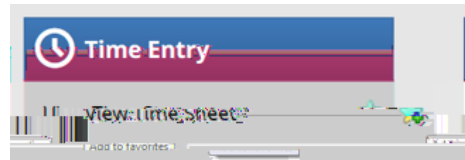
Rearranging Function Links

To rearrange the order in which functions appear within a category, click and drag the function link.



Creating a Favorites category for frequently-used functions

Hover the mouse pointer over the function link star icon and click it to move the function to the Favorites section of the dashboard.



Removing a Function from Favorites

Hover the pointer over the respective function link and click the star icon to remove the function from the Favorites section of the dashboard.

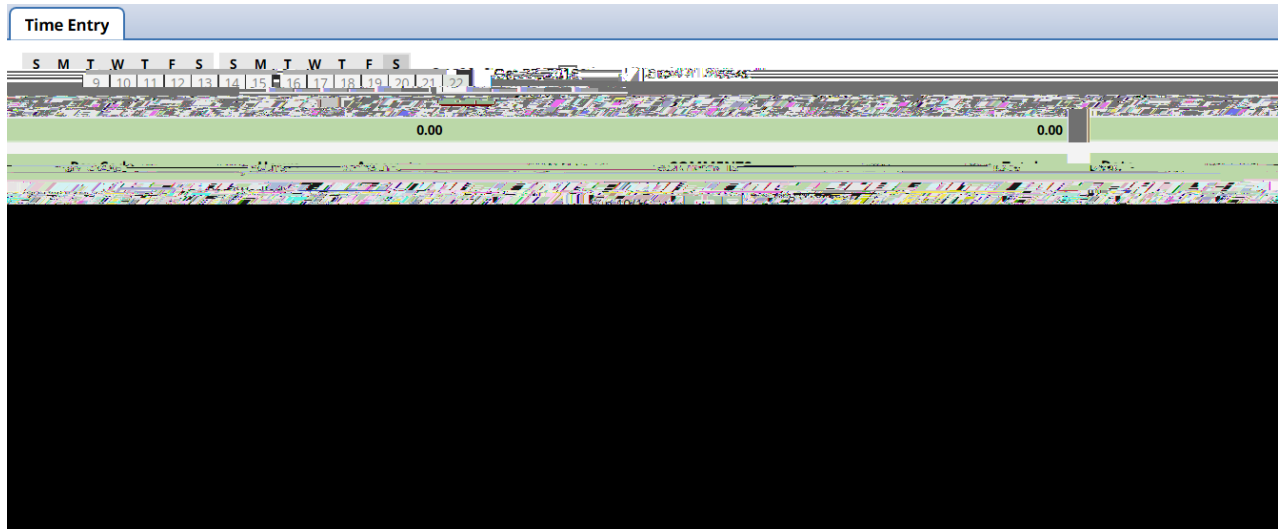
Online Help

Once logged into the d

The WebClock

Some employees use a virtual time clock known as the WebClock. The WebClock is accessed through the EmpCenter interface and works like a data collection terminal where authorized employees can clock in and out and edit their personal time sheet within the constraints

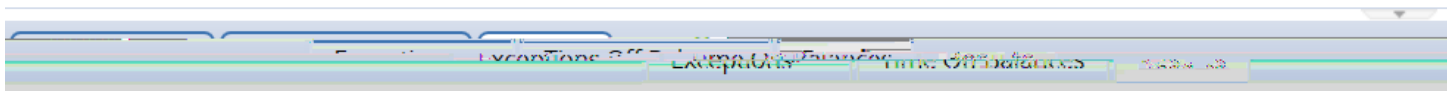
The following figure depicts an example of an employee time entry window.



The top panel displays the Time Entry tab while the bottom panel includes the Exceptions, Time Off Balance, and Results tabs.

Notice the following user interface features:

1. Hover the pointer on the line separating the panels to activate the \updownarrow adjust height control. Click and drag the line up or down to adjust the relative height of the panels.
2. Click on the arrow to hide the bottom panel. Click it again to display it.
3. Use the scrollbar to access parts of the timesheet which are not currently visible.



4. When



Table View

The Table View eliminates the need to enter repetitive information for each entry on your time sheet. For example, instead of selecting a pay code for each day, you can enter this information once in Table View and simply enter hours for each day of the Pay Period.

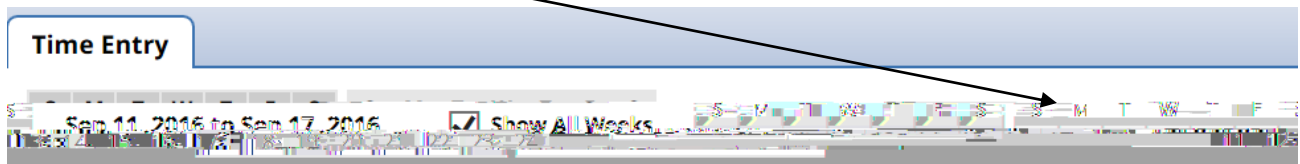


Totals per pay code appear on the right side of the window, and totals for each day at the bottom of the window.

	Wed 01/05	Thu 01/06	Fri 01/07	Sat 01/08	Total
06:00 am					21.00
11:00 am					
			3.50	11:30 am	
				03:00 pm	
	0.00	0.00	0.00	24.50	5.00
					8.50

Show all Weeks

Because our pay period is longer than a week, you can enter or view time for the entire period by selecting the Show All Weeks checkbox.

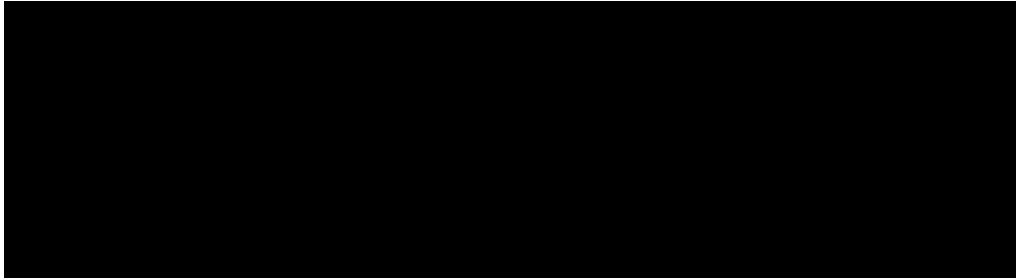




Canceling a Time-Off Request

You can cancel a time off request before or after it has been approved.

1. Go to Schedules > My Time Off.
2. Select the Current tab.
3. Select the respective time off request.



The View/Cancel Time Off Request window appears listing the details and history of the request.

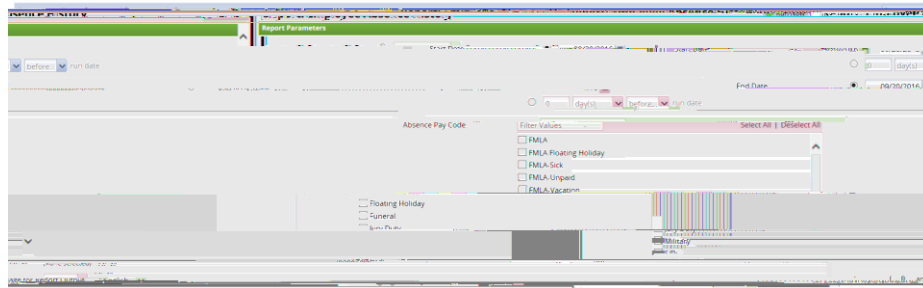
4. Click Cancel this Time Off Request at the bottom of the window to withdraw your request. The Reason for

Generating Reports

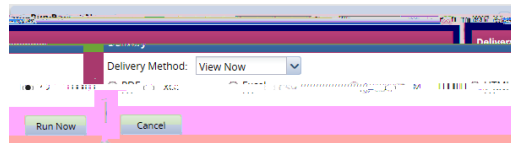
EmpCenter supports report generation for employees and managers. Employees can access general reports to view time sheet information for a certain period, roles delegated to them, time spent by project, or comments on time sheets.

1. To generate a report: from the dashboard,

A second pane appears, allowing you to specify report criteria.



4. Complete the respective fields and choose Run Now.
5. Select your preferred output format:

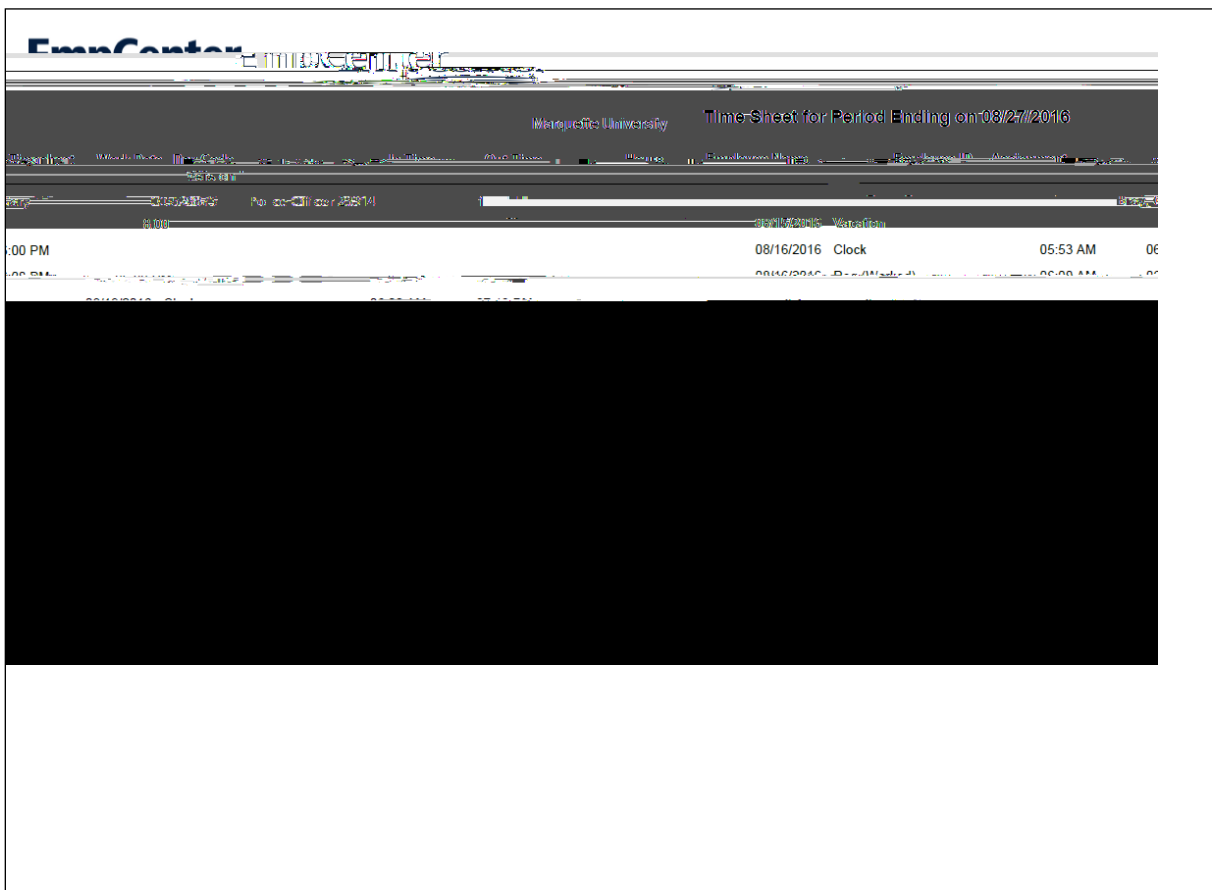


Excel to view/print the report as a *Microsoft Excel* spreadsheet.

HTML (the default) to view the report in the browser window as a web page.

PDF to view/print the report in *Adobe Acrobat* PDF format.

The *Adobe Acrobat Reader* is required to view this format. The Reader is available at: <http://get.adobe.com/reader/>.



Report Favorites

Report favorites give you quick access to frequently run reports by letting you store those reports in a top-level folder. You have the ability to specify and store your own report favorites.

Creating a Report Favorite

1. From the dashboard, select View Reports.
The Report window appears.
2. Navigate to and select the report you want to designate as a favorite.
3. Click the Favorites icon (the star).
The star



Reg Hours Non-TIAA

This calculation applies to the primary assignments of Hourly Staff. The qualification is having pay codes which apply to Non-TIAACREF. This system calculation executes at the Aggregate level.

The Time Clock

Below is a Tma(7 494.38 747.24 Tm0 g0 2 74EBT/F3 12 Tf1 0u3mmp16 9.96 Tf0.000000075 1 -1 0.000000075 569.