



Ysleta Independent School District

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# **EmpCenter Training**

## How to Enter a Time Off Request

February 2016



# Ysleta Independent School District

File Edit View History Bookmarks Tools Help

WorkForce Software EmpC... x +

Ysleta ISD (US) | https://empcenter.yisd.net/workforce/Logon.do

EmpCenter 0704 YSLETA Independent School District Production.

YSLETA Independent School District Production.

User ID

Password

Log in

Forgot Your Password?

ançais

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Powered by WorkForce SOFTWARE

- Your User ID is your Badge ID (Employee ID)
- Your Password has been chosen by you.
- You only get three attempts and then you must reset the password by clicking “Forgot Your Password?”. A temporary password will be e-mailed to you.



# Ysleta Independent School District

enter 9.7.0.4 Home ? Help ▾ Dashboard

**Time Entry**


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**Reports**

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**Schedules**

 [My Time Off](#) ←


**Settings**

 [Change My Password](#)

**Bank Balances**

Catastrophic Illness Bank	0.00 Hours
Comp Time Earned Bank	0.00 Hours
Life Threatening Illness Bank	0.00 Hours
Military Duty Bank	0.00 Hours
Sick Local Bank	0.00 Hours
State Personal Bank	0.00 Hours
State Personal Grandfathered Bank	0.00 Hours
Vacation Bank	25.00 Hours
Work Day Bank	11.00 Days

**Time Off Request**

Details	Status	Date
 WILLIAM HARRISON (CUSTODIAN)	Approved	01/04/201

**Select "My Time Off"**



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The screenshot shows the EmpCenter interface for "My Time Off". At the top, there is a navigation bar with "EmpCenter" logo, "Home", "Help", and "English" options. Below this, the "Request List" section is visible. A purple arrow points to the "Create New Request" button, which is highlighted with a green plus icon. Below the button are tabs for "Current" and "Past", and a table header with columns for "Type", "Start Date", "End Date", and "Status".

Type	Start Date	End Date	Status
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Click on "Create New Request".



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**Create Time Off Request**

**Pay Code:** Vacation  ← 1

**Dates:** 03/18/2016  To 03/18/2016  ← 2

**Comments:**  ← 3

← 4

1. Click on **Pay Code** to select the reason for your absence
2. Click on **Dates** to select the Day/Days to be absent
3. Click on **Comments** if further explanation is needed.
4. Click on **Next**.



# Recording time off – Policy DEC

- 15 minutes = .25 of an hour
- 30 minutes = .50 of an hour
- 45 minutes = .75 of an hour





- Leave requests don't round off – ask for time in quarter hour increments

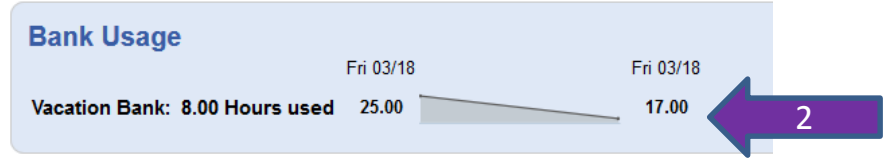


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### Request Details

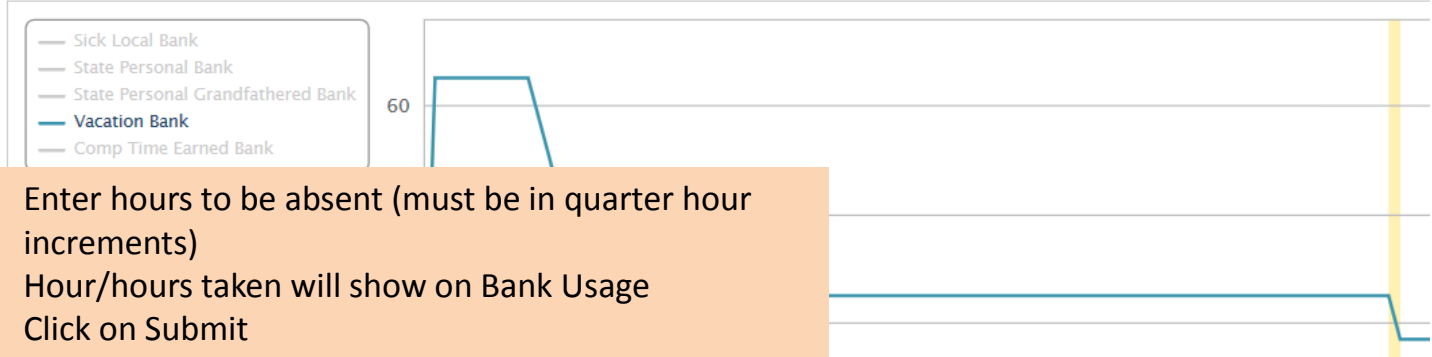
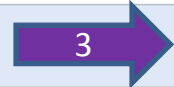
Action	Date	Pay Code	Hours
 	Fri 03/18/2016	Vacation	8.0

Comments



### Exceptions

Date	Message	Severity
03/18/2016	The Vacation Bank has decreased by 8.0 hours. Most pay codes will deduct from the Comp Time Earned Bank first before deducting the Leave Bank.	Info.



1. Enter hours to be absent (must be in quarter hour increments)
2. Hour/hours taken will show on Bank Usage
3. Click on Submit



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## Request Details

Action	Date	Pay Code	Hours
	Mon 03/21/2016	Vacation	8.0
	Tue 03/22/2016	Vacation	8.0
	Wed 03/23/2016	Vacation	8.0

### Comments

Exceptions prevent request submission.

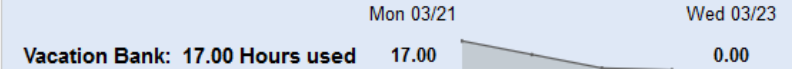
Back

Submit

If you do not have enough hours in your selected bank, a **red exception** error will appear. You must then choose the remaining balance in your selected bank and/or choose from another bank to complete hours requested.

If you have enough time, you will return to the request screen on the next slide

## Bank Usage



## Exceptions

Date	Message	Severity
03/21/2016	The Vacation Bank has decreased by 8.0 hours. Most pay codes will deduct from the Comp Time Earned Bank first before deducting the Leave Bank.	Info.
03/22/2016	The Vacation Bank has decreased by 8.0 hours. Most pay codes will deduct from the Comp Time Earned Bank first before deducting the Leave Bank.	Info.
03/23/2016	Requested time off exceeds time available in Vacation Bank has by 7.00 hour(s). Please change the request.	Error (not paid)
03/23/2016	The Vacation Bank has decreased by 1.0 hours. Most pay codes will deduct from the Comp Time Earned Bank first before deducting the Leave Bank.	Info.





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**EmpCenter** 9.7.0.4 [Home](#) [Help](#) [My Time Off](#)

Your request has been submitted.

### Request List

[+ Create New Request](#)

[Current](#) [Past](#)

Type	Start Date...	End Date	Status
Time off - Vacation	03/18/2016	03/18/2016	Pending
Time off - Vacation	03/21/2016	03/22/2016	Pending

Your absence will show pending until your supervisor approves/rejects your absence.



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**Bank Balances**

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**Time Off Request**

Details	Status	Date
WILLIAM HARRISON (CUSTODIAN)	Approved	01/04/2016 - 01/08/2016
WILLIAM HARRISON (CUSTODIAN)	Pending	03/21/2016 - 03/22/2016
WILLIAM HARRISON (CUSTODIAN)	Pending	03/18/2016

**Pending status also appears on dashboard**



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English Logged in as HARRISON, WILLIAM H [Log Off](#)

Dashboard

## Bank Balances

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LOG OFF

## Time Off Request

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WILLIAM HARRISON (CUSTODIAN)	Pending	03/21/2016 - 03/22/2016
WILLIAM HARRISON (CUSTODIAN)	Pending	03/18/2016



Always remember to Log Off