



EmpCenter 9.7.0.2 by Workforce

Employee and Supervisor Upgrade
Training

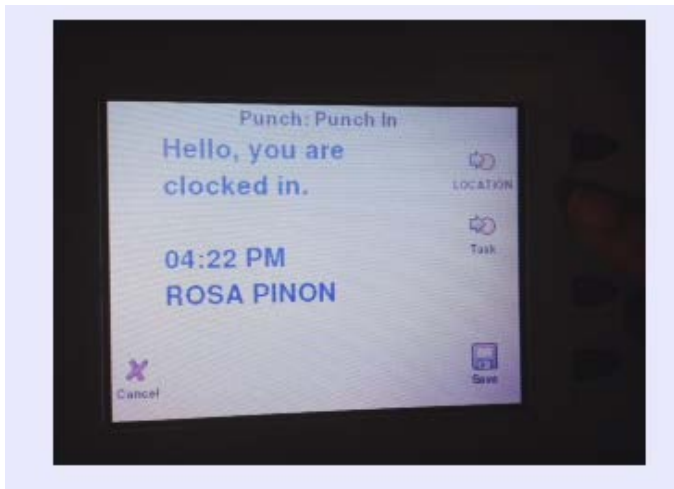
April 6 & 7, 2015



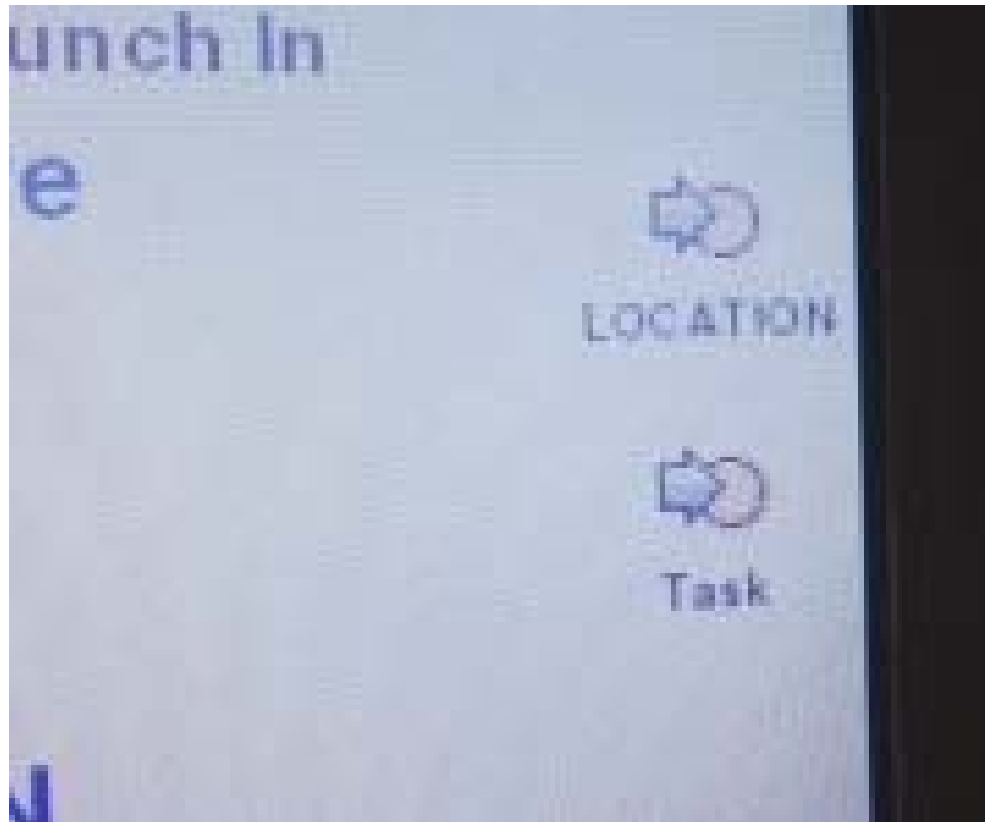
Two New Systems

- The clock software
 - Look and functionality almost identical
- EmpCenter Software - internet application
 - Many screen layout changes
 - Some product enhancements

Persons working a different job have different sequence at clock



Chose the Task prior to the Location





Select your Task

- We have created task lists for certain departments or positions.

Punch: Punch In

Select Task

Value	Description
DAY WORKER	
INTERPRET	
PARAPROFESSIONAL	
SECRETARY NON SCHEDULED	
SHOPPING	
TUTORING	

Select

Back

Select your Location

Punch: Punch In

Select Location

Value	Description
001	BELLEVILLE
002	EASTWICH
003	PARKLAND
004	YSLETA
005	RIVERSIDE

Select

Back

Persons working a different job have different sequence at clock

Chose the
Task prior
to the
Location





Logging into EmpCenter – old screen

YSLETA Independent School District Production

User ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

[Forgot Your Password?](#)

[English](#) | [Español](#) | [Français](#)

Copyright © 1999 - 2015; WorkForce Software, Inc. All rights reserved.



Logging into EmpCenter – New Screen

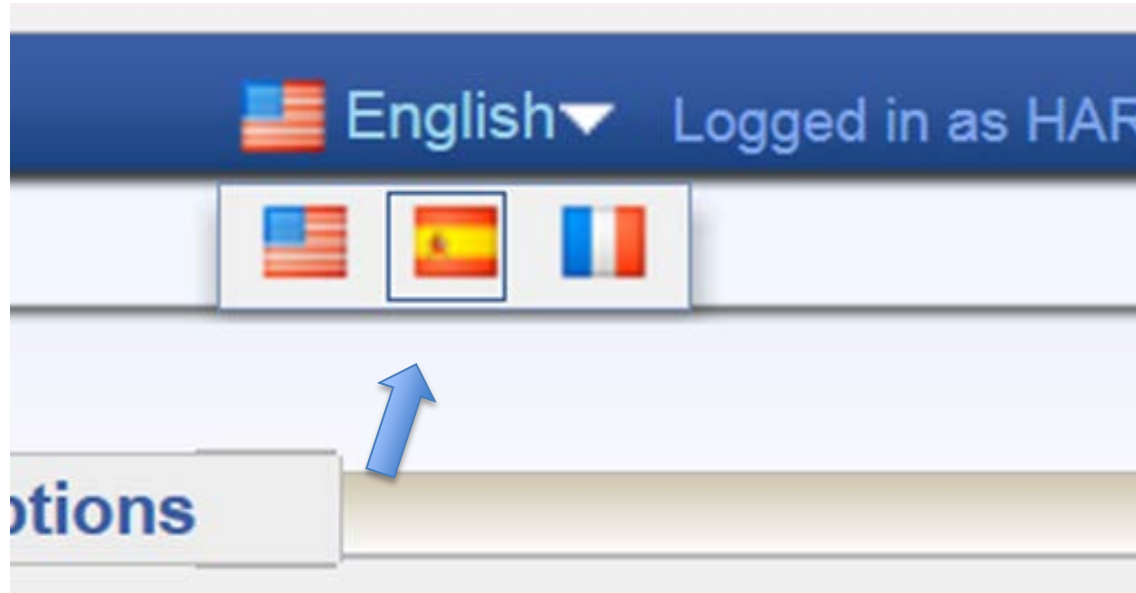
Web Address:

<https://empcenter.yisd.net/workforce/Logon.do>

A screenshot of the EmpCenter login interface. The page has a blue header with 'EmpCenter' and 'Distrito Escolar Independiente de YSLETA Test'. The main content area is light gray and contains a white login box. Inside the box, there are two input fields labeled 'Identificación del usuario' and 'Contraseña', followed by a blue 'Iniciar sesión' button and a small link '¿Olvidó su contraseña?'. At the bottom left of the page, there is a small language selection menu with 'English | Español | Français'. At the bottom right, it says 'Powered by WorkForce SOFTWARE'. A large blue arrow points from the left towards the login box.

The Log in screen is much larger and the choice for the language preference is very small in the bottom left corner.


Logging into EmpCenter – New Screen




If you miss the language choice, there is a new feature that on ANY screen , top right hand corner, you can switch languages. Look for Spanish Flag to change to Español.




Supervisor Dashboard – Old Screen

**Time Entry**


- [View My Hours](#)
- [Edit Employee Time](#)
- [Edit Time for Groups](#)
- [Approve Time Sheets](#)
- [View Past Assignments](#)

**Schedules**


- [My Time Off](#)
- [Review Time Off Requests](#)
- [Assign Schedules](#)
- [Manage Group Schedules](#)

**Settings**

- [Change My Password](#)
- [Manage Delegations](#)

**Reports**

- [View General Reports](#)
- [View Group Reports](#)







**Employees**

- [Edit Assignments](#)

Bank Balances

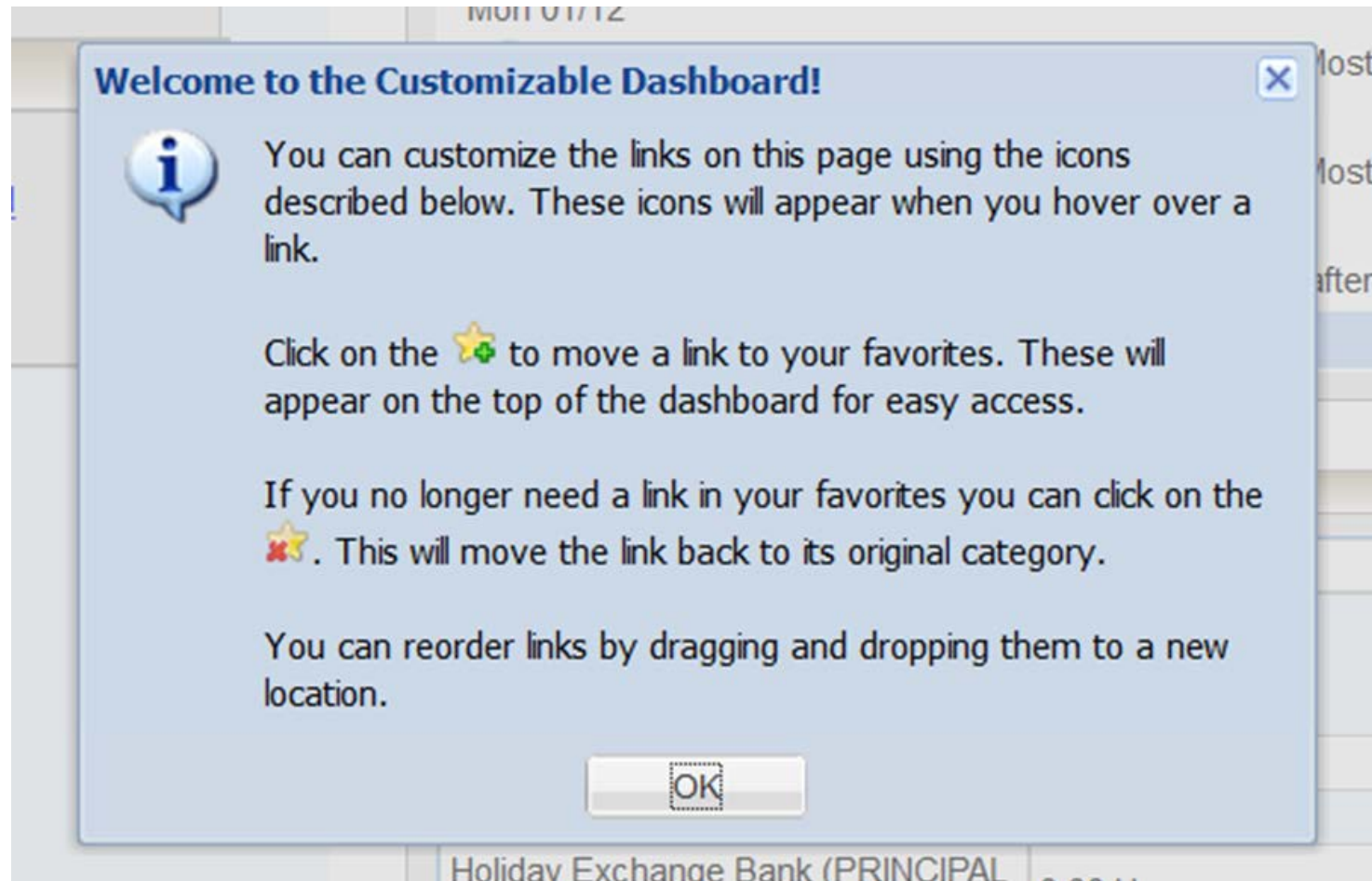
Catastrophic Illness Bank	0 Hours
Comp Time Earned Bank	0 Hours
Holiday Exchange Bank	0 Hours
Life Threatening Illness Bank	0 Hours
Military Duty Bank	0 Hours
Non Duty Days Bank	40.5 Hours
Sick Local Bank	3.5 Hours
State Personal Bank	19.5 Hours
State Personal Grandfathered Bank	0 Hours
Vacation Bank	0 Hours
Work Day Bank	164 Days

Time Off Request


Details	Status	Date
 KATHLEEN TURNER (DIRECTOR PAYROLL)	Approved	06/01/2015 - 06/02/2015
 KATHLEEN TURNER (DIRECTOR PAYROLL)	Approved	05/27/2015 - 05/29/2015
 KATHLEEN TURNER (DIRECTOR PAYROLL)	Approved	04/10/2015
 KATHLEEN TURNER (DIRECTOR PAYROLL)	Approved	04/08/2015
 KATHLEEN TURNER (DIRECTOR PAYROLL)	Approved	03/26/2015
 KATHLEEN TURNER		


No Configuration Allowed


Supervisor Dashboard – New Screen

A screenshot of a web application showing a 'Welcome to the Customizable Dashboard!' dialog box. The dialog box is light blue with a close button in the top right corner. It contains an information icon (a blue 'i' in a speech bubble) and text explaining how to customize the dashboard. The text describes using icons to move links to favorites, remove links from favorites, and reorder links by dragging and dropping. An 'OK' button is at the bottom of the dialog box. In the background, a calendar for 'MON 01/12' is visible, along with some text like 'most', 'lost', 'after', and 'Holiday Exchange Bank (PRINCIPAL)'.

Welcome to the Customizable Dashboard!

 You can customize the links on this page using the icons described below. These icons will appear when you hover over a link.


Click on the  to move a link to your favorites. These will appear on the top of the dashboard for easy access.

If you no longer need a link in your favorites you can click on the . This will move the link back to its original category.


You can reorder links by dragging and dropping them to a new location.

OK


Supervisor Dashboard – New Screen


Time Entry


[Enter My Hours](#)
[Edit Employee Time](#)
[Edit Time for Groups](#)


Schedules

[My Time Off](#)
[Review Time Off Requests](#)
[Assign Schedules](#)
[Manage Group Schedules](#)


Reports


[View Reports](#)


Settings


[Change My Password](#)
[Manage Delegations](#)

Exceptions


BERNADETTE AGUILAR

Fri 02/06
 OverTime has been calculated. Supervisor must indicate ...


IRENE AGUIRRE

Fri 02/06
 OverTime has been calculated. Supervisor must indicate ...

JACOBO ALVARADO

Tue 02/10
 Requested time off exceeds time available in Sick Local B...

DAVID ANGERSTEIN

Mon 02/02
 Requested time off exceeds time available in Sick Local B...



LORE ARELLANO

Thu 02/05

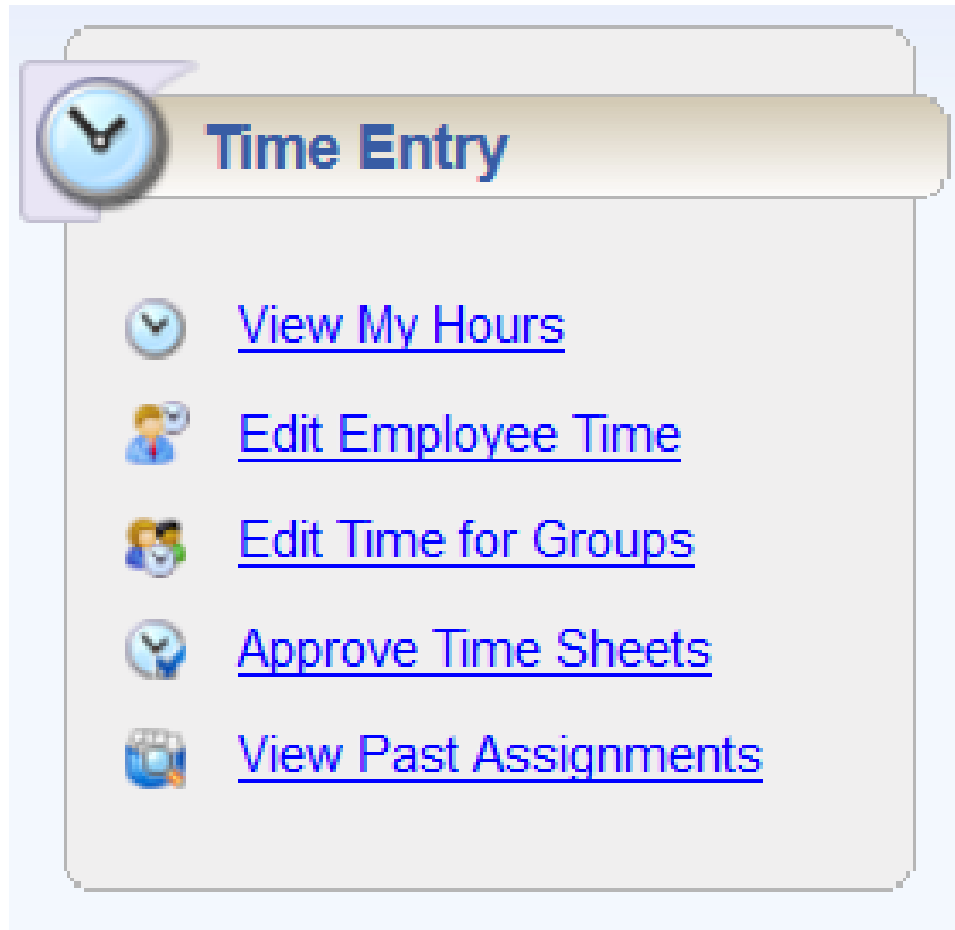
Bank Balances

Catastrophic Illness Bank	0.00 Hours
Comp Time Earned Bank	0.00 Hours
Holiday Exchange Bank	0.00 Hours
Life Threatening Illness Bank	0.00 Hours
Military Duty Bank	0.00 Hours
Non Duty Days Bank	40.00 Hours
Sick Local Bank	298.50 Hours
State Personal Bank	232.00 Hours
State Personal Grandfathered Bank	0.00 Hours
Vacation Bank	0.00 Hours
Work Day Bank	164.00 Days






Time Off Request

Details	Status	Date
 LOUIS MARTINEZ (PRINCIPAL HIGH SCHOOL)		11/13/2014
 LOUIS MARTINEZ (PRINCIPAL HIGH)		06/11/2014

Time Entry Block - no change

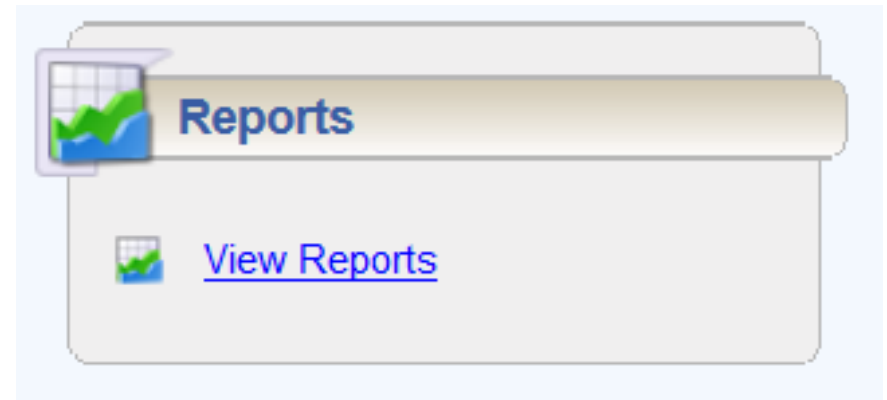


The image shows a software interface for time entry. It features a light blue background with a central white panel. At the top of the panel is a header bar with a clock icon and the text "Time Entry". Below this header, there is a list of five menu items, each preceded by a small icon: a clock for "View My Hours", a person for "Edit Employee Time", a group of people for "Edit Time for Groups", a clock with a checkmark for "Approve Time Sheets", and a calendar for "View Past Assignments". All menu items are underlined.

-  [Time Entry](#)
-  [View My Hours](#)
-  [Edit Employee Time](#)
-  [Edit Time for Groups](#)
-  [Approve Time Sheets](#)
-  [View Past Assignments](#)

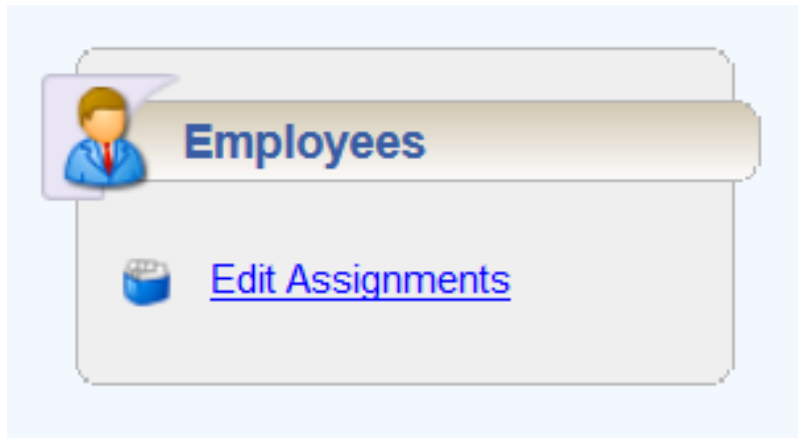
Reports Block

- Old
- New



Employees Block

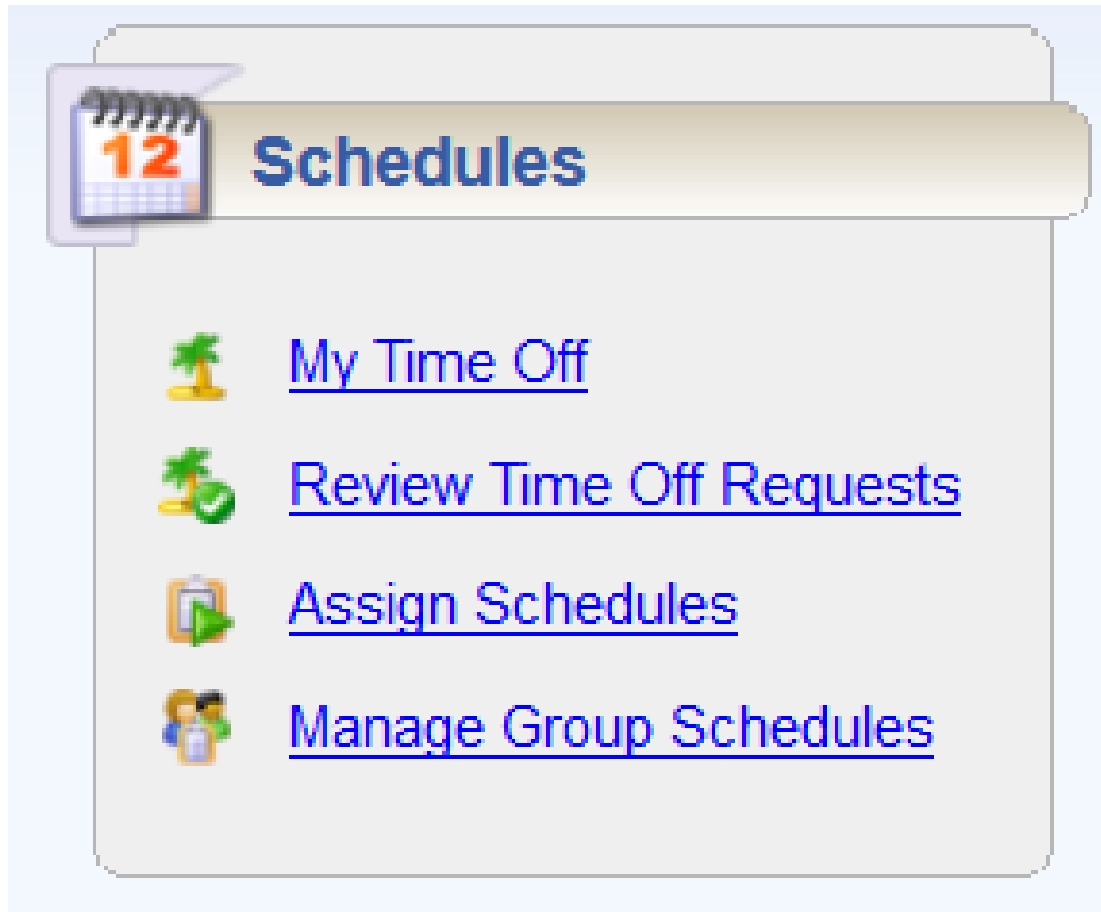
- Old



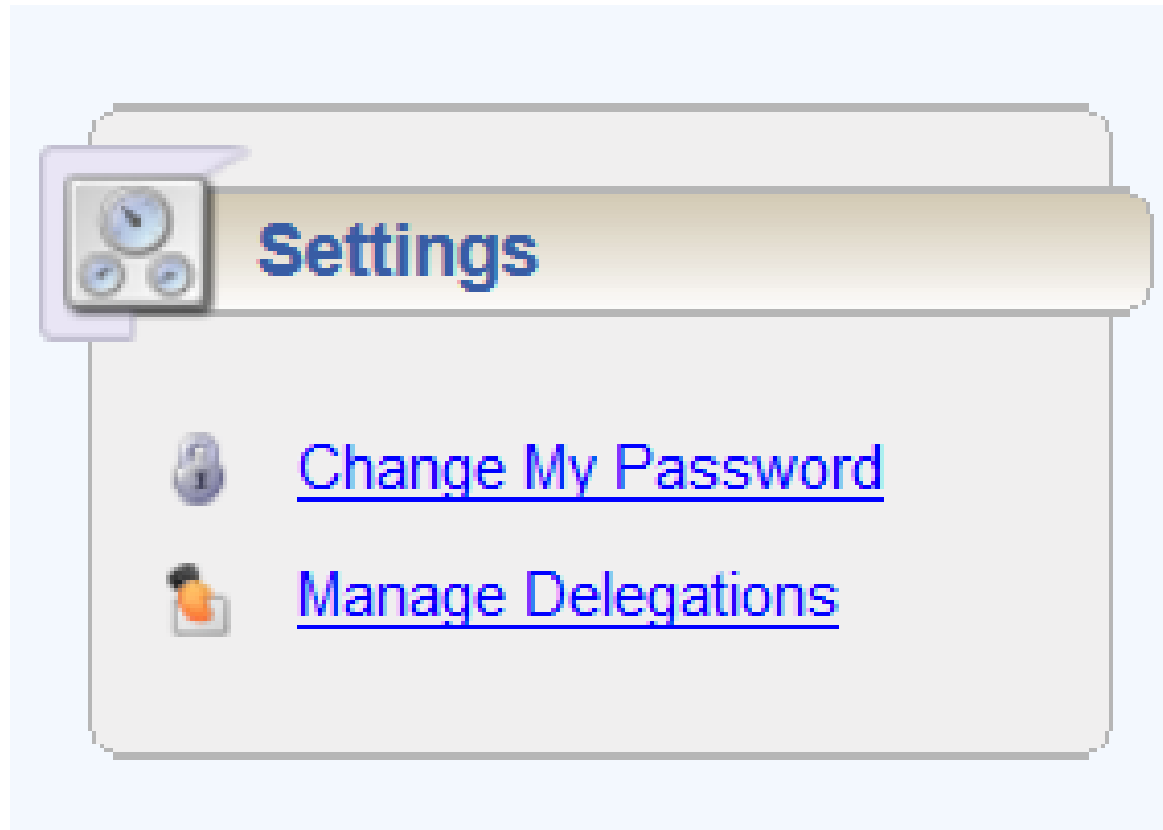
- New

- No longer available to any employee, timekeeper or supervisor
- Contains information uploaded from Human Resources / Munis application
- Editing is done only by SuperUser and Administrator Access

Schedules Block – no change



Settings Block – no change



Exceptions Block – NEW Feature

Exceptions

📍 ☒ 📍 ☐ 📍 ☐ ⚙️

BERNADETTE AGUILAR ^

Fri 02/06

📍 OverTime has been calculated. Supervisor must indicate ...

IRENE AGUIRRE

Fri 02/06

📍 OverTime has been calculated. Supervisor must indicate ...

JACOBO ALVARADO

Tue 02/10

📍 Requested time off exceeds time available in Sick Local B...

DAVID ANGERSTEIN

Mon 02/02

📍 Requested time off exceeds time available in Sick Local B...

LORE ARELLANO v

Thu 02/05

We will learn how to configure this in a moment








Bank Balances Block – no changes

Bank Balances

Catastrophic Illness Bank	0 Hours
Comp Time Earned Bank	0 Hours
Holiday Exchange Bank	0 Hours
Life Threatening Illness Bank	0 Hours
Military Duty Bank	0 Hours
Non Duty Days Bank	40.5 Hours
Sick Local Bank	3.5 Hours
State Personal Bank	19.5 Hours
State Personal Grandfathered Bank	0 Hours
Vacation Bank	0 Hours
Work Day Bank	164 Days

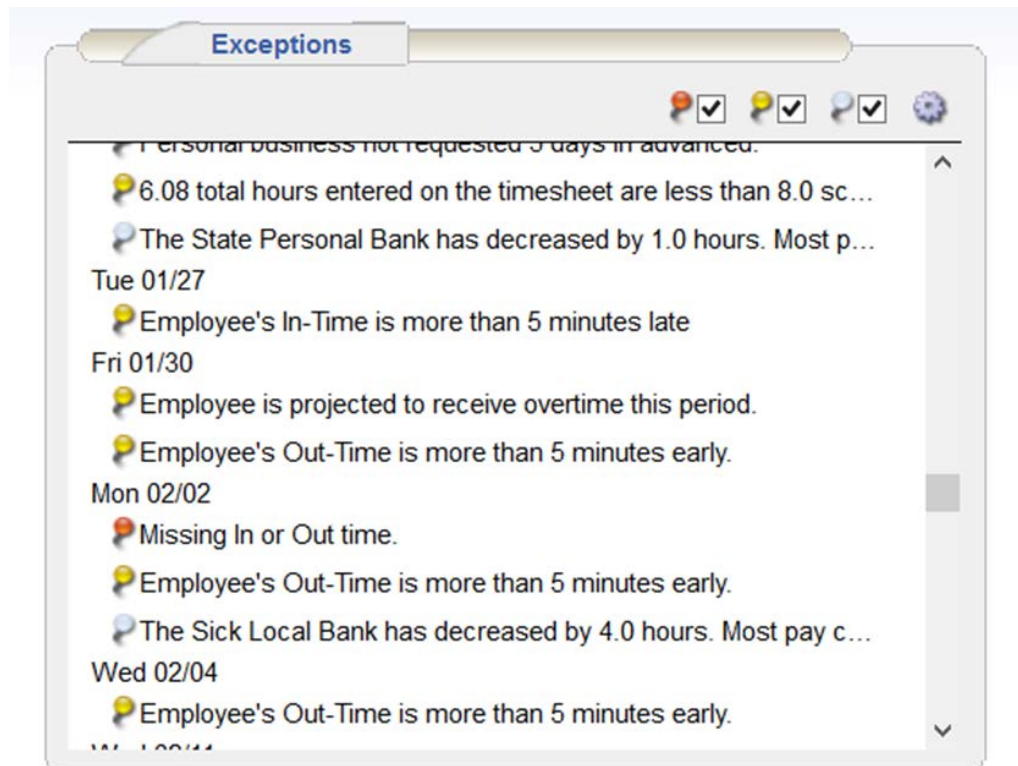


Time Off Request Block – no changes

Time Off Request			
Details	Status		Date
 KATHLEEN TURNER (DIRECTOR PAYROLL)	Approved		06/01/2015 - 06/02/2015
 KATHLEEN TURNER (DIRECTOR PAYROLL)	Approved		05/27/2015 - 05/29/2015
 KATHLEEN TURNER (DIRECTOR PAYROLL)	Approved		04/10/2015
 KATHLEEN TURNER	Approved		04/08/2015

Configuration of New Dashboard

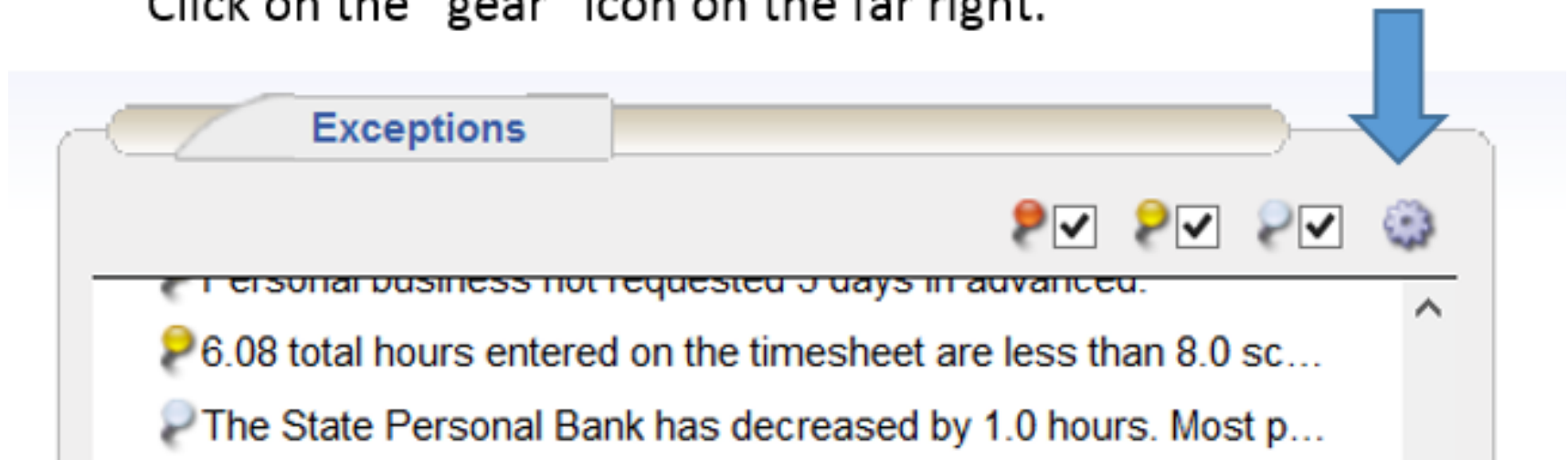
Defining the Exceptions that Display 1 of 5



Configuration of New Dashboard

Defining the Exceptions that Display 2 of 5

Click on the “gear” icon on the far right.



Configuration of New Dashboard

Defining the Exceptions that Display 3 of 5

Review Time Off Requests

Configure Dashboard Exceptions

User Preferences

☐ Show assignment descriptions

Sort by: Assignment

Exceptions

☒ Select All 110 selected

☒ Catastrophic Illness Bank Exhausted

☒ Clock out time is before clock in time

☒ Comp Bank must be exhausted before requesting vacation time

☒ Comp bank must be exhausted before using grandfathered bank

☒ Comp bank must be exhausted before using the non duty days bank

☒ Comp bank must be exhausted before using the sick local bank

Assignment Groups

☒ Select All 2 selected

☒ EDITH ZALACE's Employees

☒ KATHLEEN TURNER's Employees

Save Cancel

Configure Dashboard Exceptions

User Preferences

☒ Show assignment descriptions

Sort by: Assignment

Exceptions

☒ Select All 110 selected

☒ Catastrophic Illness Bank Exhausted

☒ Clock out time is before clock in time

☒ Comp Bank must be exhausted before requesting vacation time

☒ Comp bank must be exhausted before using grandfathered bank

☒ Comp bank must be exhausted before using the non duty days bank

☒ Comp bank must be exhausted before using the sick local bank

Assignment Groups

☐ Select All 1 selected

☐ EDITH ZALACE's Employees

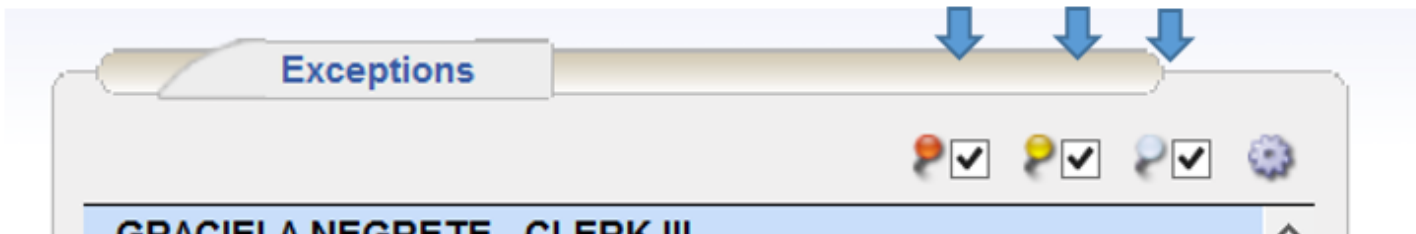
☒ KATHLEEN TURNER's Employees

Save

Configuration of New Dashboard

Defining the Exceptions that Display 4 of 5

Once Saved, you will come back to the home page continue the configuration as follows:

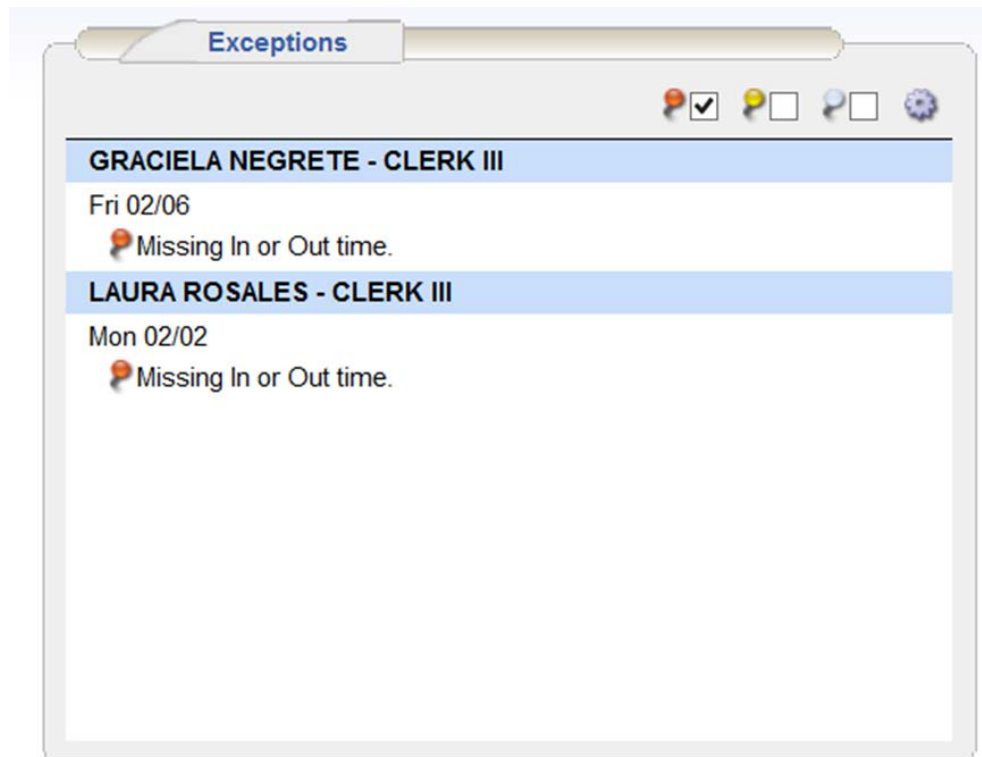


Here you will designate the level of severity. RED – will not get paid. YELLOW – is just a warning. WHITE – is information only. We would suggest removing the check mark from the yellow and white boxes so only the critical errors will load to your dashboard each time.



Configuration of New Dashboard

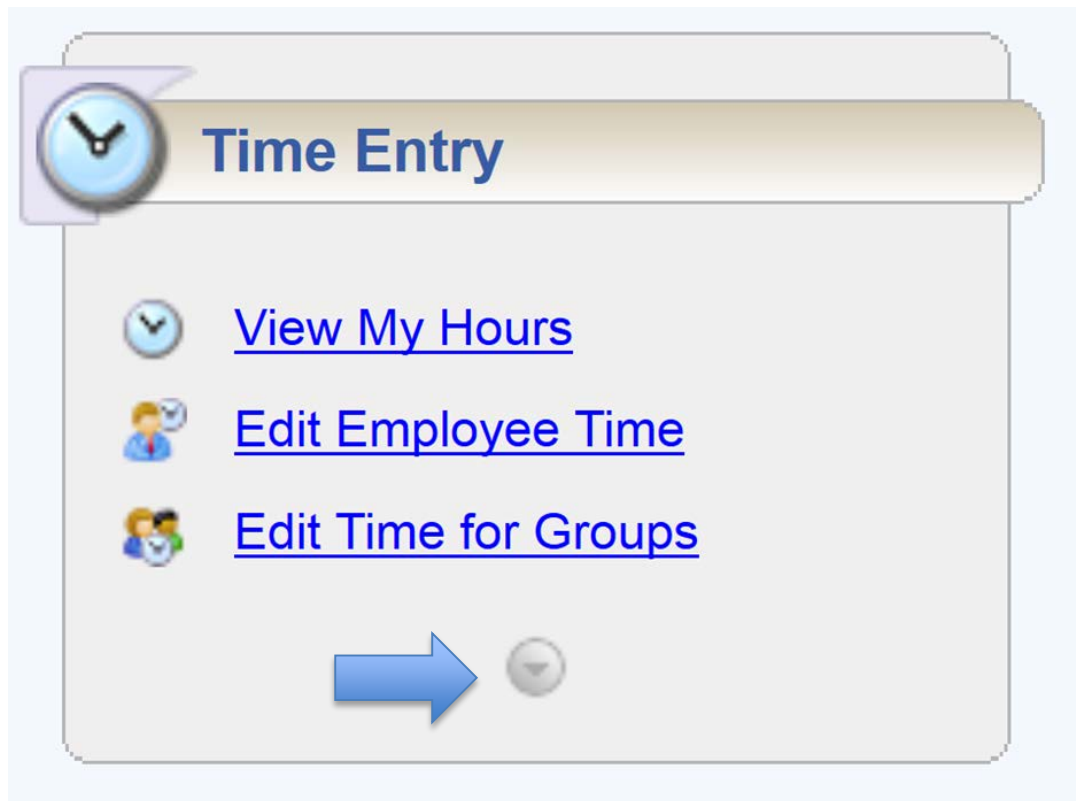
Defining the Exceptions that Display 5 of 5



Employees are listed alphabetically by last name - red exceptions only

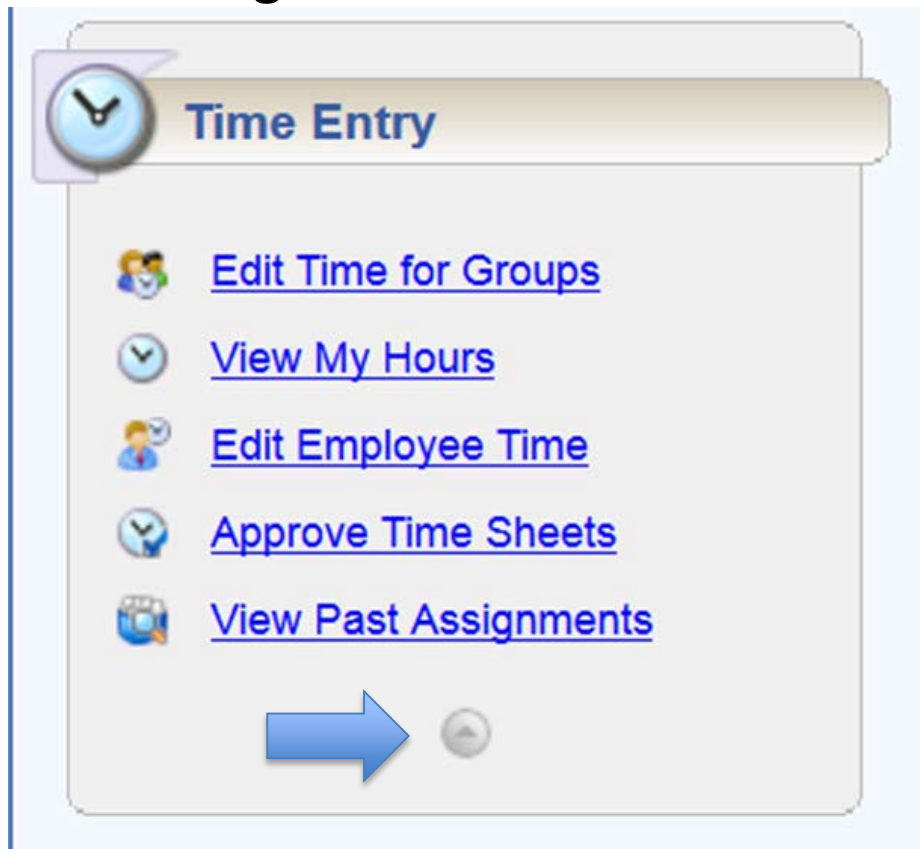
Configuration of New Dashboard

Finding and Defining Your Favorites 1 of 4



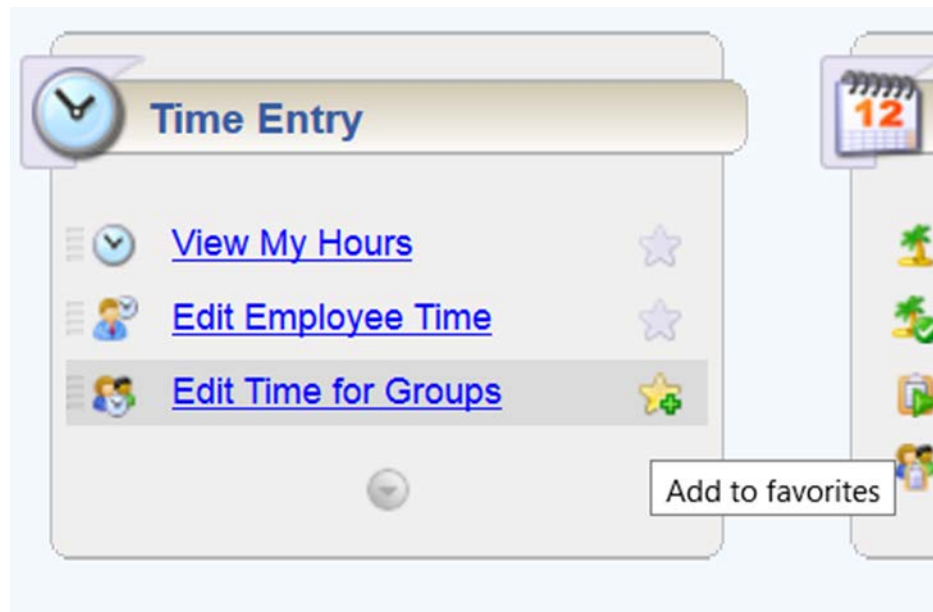
Configuration of New Dashboard

Finding and Defining Your Favorites 2 of 4



Configuration of New Dashboard

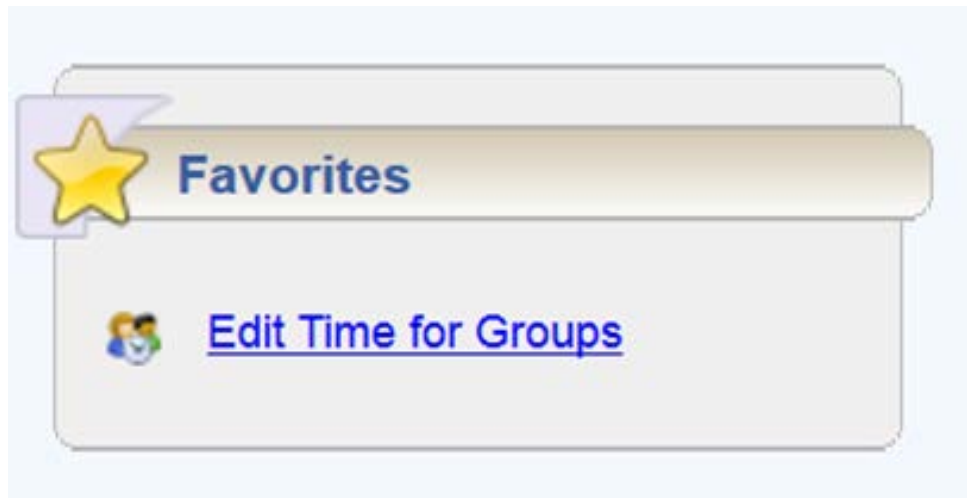
Finding and Defining Your Favorites 3 of 4



Hovering over a line item will bring a Yellow Star into view

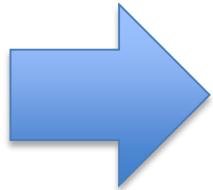
Configuration of New Dashboard

Finding and Defining Your Favorites 4 of 4



Clicking on the Yellow Star will create a new Dashboard Block called “Favorites” on the top left. You can add / delete to this box to customize your dashboard.

Supervisor Dashboard – New Screen




The dashboard is organized into five main sections, each with a header icon and title:

- Favorites** (Star icon):
 - [Review Time Off Requests](#) (Palm tree icon)
 - [Edit Employee Time](#) (Person icon)
 - [Approve Time Sheets](#) (Clock icon)
- Schedules** (Calendar icon with '12'):
 - [Assign Schedules](#) (Calendar icon)
 - [My Time Off](#) (Palm tree icon)
 - [Manage Group Schedules](#) (Group of people icon)
- Time Entry** (Clock icon):
 - [View My Hours](#) (Clock icon)
 - [Edit Time for Groups](#) (Group of people icon)
 - [View Past Assignments](#) (Calendar icon)
- Settings** (Gears icon):
 - [Change My Password](#) (Key icon)
 - [Manage Delegations](#) (Person icon)
- Reports** (Bar chart icon):
 - [View Reports](#) (Bar chart icon)

Review Time Off Requests – old view

EmpCenter 8.0.1 Home ? Help Time Off Approval Summary Logged in as GEORGE, WASHINGTON T Log Off

Pending Requests


Action	Employee ID	Approval Status	Employee Name	Assignment Description	Start Date	End Date
	999989	Pending	TYLER, JOHN A	TYLER, JOHN A (CUSTODIAN)	05/17/2011	05/17/2011

Request History

There are no existing time off requests.

EmpCenter 8.0.1

Pending F

Action


Request H

A list will appear of all requests waiting for your action. You must click on the “Action” “gear” to approve or deny.



Review Time Off Requests – new view

Time Off Review Summary

Pending Requests

Time Off Request History

Current filter: none

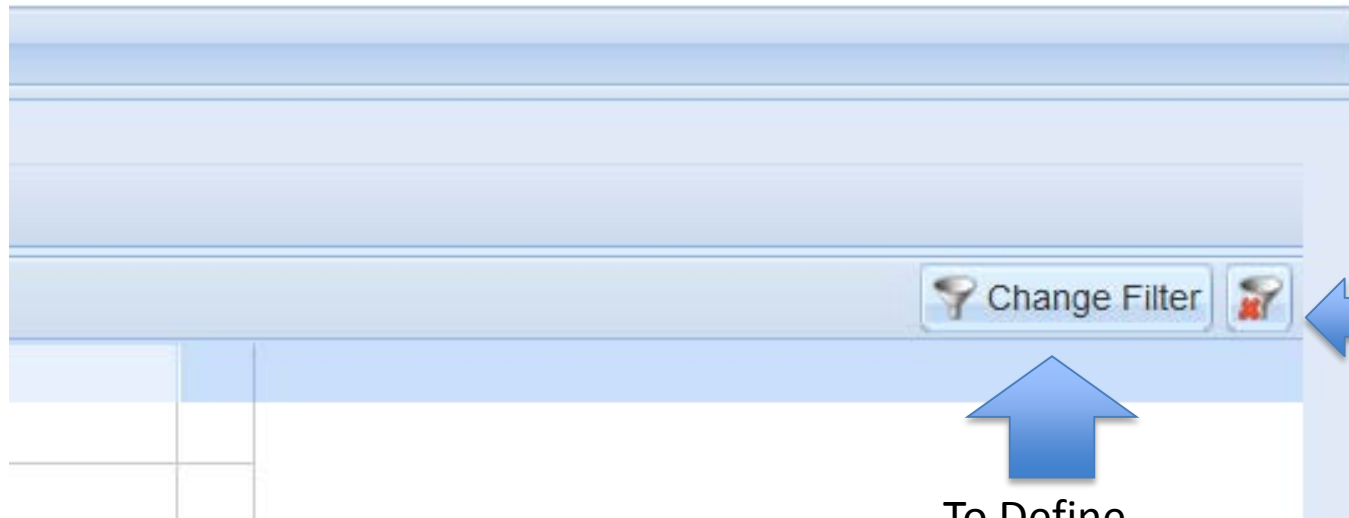
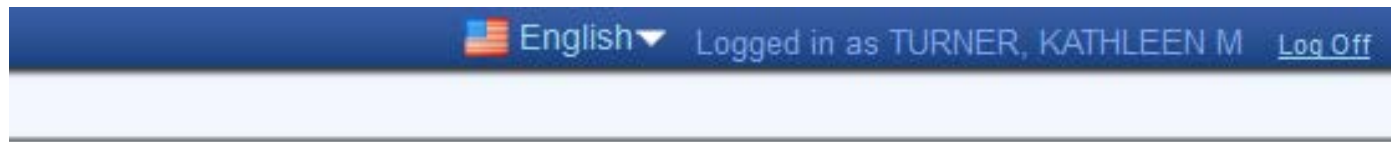
Change Filter

Employee ID ▲	Employee Name	Approval Status	Start Date	End Date	Hours Requested	Last Modified		
18749	BONILLA, L P (CLERK IV)	Pending	03/10/2015	03/10/2015	8	03/05/2015 03:18 pm		
18749	BONILLA, L P (CLERK IV)	Pending	03/09/2015	03/09/2015	8	03/06/2015 08:38 am		
24258	ROSALES, LAURA I (CL...	Pending	03/05/2015	03/05/2015	8	03/05/2015 03:13 pm		
24258	ROSALES, LAURA I (CL...	Pending	02/19/2015	02/19/2015	4	03/05/2015 03:41 pm		
24258	ROSALES, LAURA I (CL...	Pending	02/13/2015	02/13/2015	1	03/05/2015 03:41 pm		
24258	ROSALES, LAURA I (CL...	Pending	02/13/2015	02/13/2015	2	03/05/2015 03:42 pm		
24258	ROSALES, LAURA I (CL...	Pending	02/12/2015	02/12/2015	8	03/05/2015 03:30 pm		

History is not below but in a “tab at the top. The action gear is gone – simply click on the line anywhere. New Search Filter is available in the top right. The hours requested appear. The date “last modified” is a new item – you can sort on who asked first!

Reviewing Time Off – New Functionality

A search Filter on Top Far Right of Screen

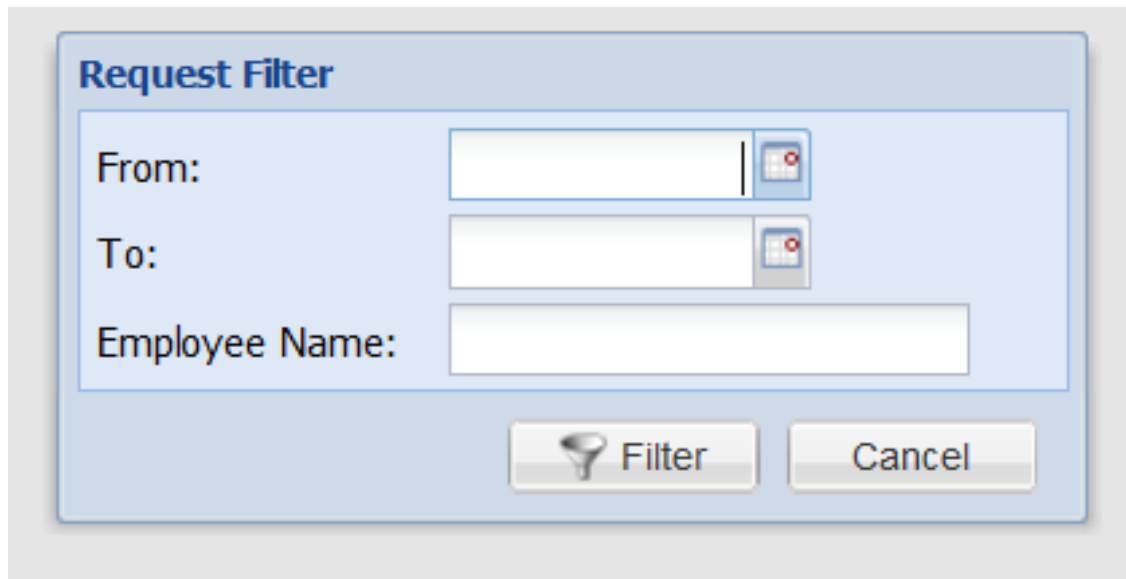


To Define

To remove

Reviewing Time Off – New Functionality

Click on the search Filter on Top Far Right of Screen

A light blue dialog box titled 'Request Filter'. It contains three input fields: 'From:' with a date picker icon, 'To:' with a date picker icon, and 'Employee Name:' with a text input field. At the bottom are two buttons: 'Filter' with a funnel icon and 'Cancel'.

Enter Dates for the absence range – for instance the pay period or the employee name. For instance, searching on name “B” will return all employees whose last name begins with an B



Reviewing Time Off – New Functionality

Filter results so you can see just what you want

Time Off Review Summary

Pending Requests

Time Off Request History

Current filter: Employee Name: b

Employee ID ▲	Employee Name	Approval Status	Start Date	End Date	Hours Requested	Last Modified
18749	BONILLA, L P (CLERK IV)	Pending	03/10/2015	03/10/2015	8	03/05/2015 03:18 pm
18749	BONILLA, L P (CLERK IV)	Pending	03/09/2015	03/09/2015	8	03/06/2015 08:38 am

OLD VIEW

EmpCenter 8.0.1 [Home](#) [Help](#)
Time Off Approval Review for TYLER, JOHN A (CUSTODIAN) (999989)

Request Summary

Date	Paycode	Hours Requested
05/17/2011	Illness of Doctor – Local 1st	4.25

Date and Time requested

Adjusted Bank Balances

Assignment	Bank Description	Initial Balance	Ending Balance
Aggregate Assignment - YS_BI_WEEKLY	Vacation Bank	188.00	188.00
Aggregate Assignment - YS_BI_WEEKLY	State Personal Bank	148.00	148.00
Aggregate Assignment - YS_BI_WEEKLY	State Personal Grandfathered Bank	0.00	0.00
Aggregate Assignment - YS_BI_WEEKLY	Sick Local Bank	174.00	169.75
Aggregate Assignment - YS_BI_WEEKLY	Comp Time Earned Bank	0.00	0.00

Employee's leave balances before and after this request

Request History

Date	Approval Status	User	Comments
05/12/2011 10:56 am	Pending	TYLER, JOHN A	Doctor Appointment

Exceptions

Date	Exception Message	Severity
05/17/2011	The Sick Local Bank has decreased by 4.25 hours.	Info.

Comment to Employee

Manager Comments

Reject or Approve

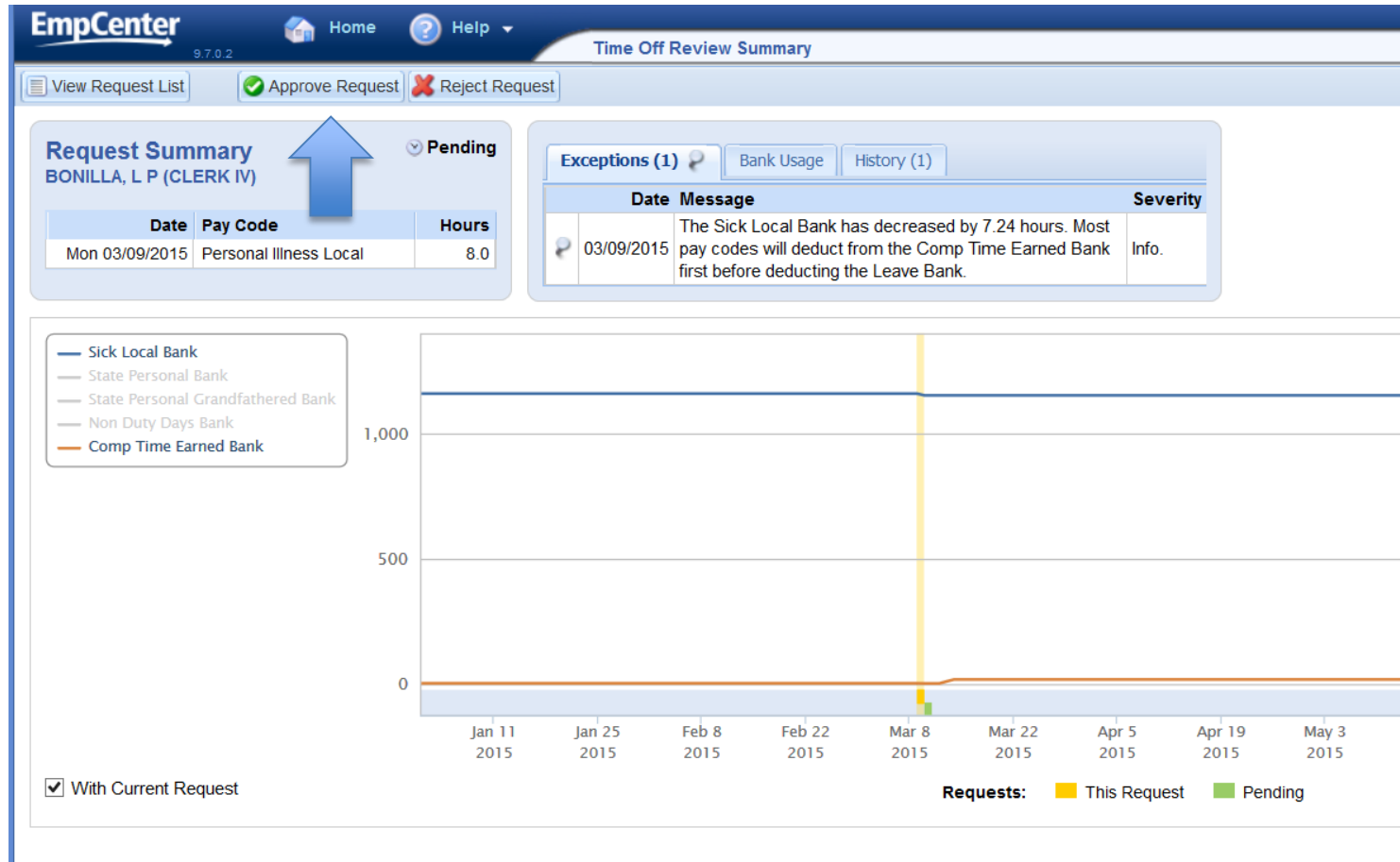


- [Reject this Time Off Request.](#)
- [Approve this Time Off Request.](#)
- [Back](#)
- [Open the Group Schedule.](#)





Reviewing Time Off – New Functionality





Reviewing Time Off – New Functionality

EmpCenter 9.7.0.2 [Home](#) [Help](#)

[View Request List](#) [Approve Request](#) [Reject Request](#)

Time Off Review Summary

Request Summary Pending
BONILLA, L P (CLERK IV)

Date	Pay Code	Hours
Mon 03/09/2015	Personal Illness Local	8.0

Exceptions (1)

Date	Message
03/09/2015	The Sick Local pay codes will first before ded

Manager Comments

[Approve Request](#) [Cancel](#)

- Sick Local Bank
- State Personal Bank
- State Personal Grandfathered
- Non Duty Days Bank
- Comp Time Earned Bank

Approving or
Rejecting will open
the comment box
– None required



Reviewing Time Off – always do first

- Missing time does **not** show as an exception
- Always approve time off prior to approving the time sheets
- Unless an employee is on a leave of absence, all monthly employees should have same number of hours to be approved
- Edit Time Sheets has not changed.



Approving time sheets – old view

Clear Exceptions, approve then SAVE approvals BE VERY CAREFUL when using “Approve All”



me ? Help Logged in as GEORGE, WASHINGTON T Log

Approve Time Sheets for WASHINGTON GEORGE's Employees

Save Approvals Approve All

Approve Current Time Sheet for Period Ending 04/22/2011

Employee	Assignment	Name	Total Hours	Reg Hours	Absence Hours	OT hours	Other Hours	Exceptions	Manager's Approval
999981	CUSTODIAN	ADAMS, Jay	8.0	0.0	8.0	0.0	0.0	No	<input type="checkbox"/> Approve
999982	CUSTODIAN	JEFFERSON, THOMAS	8.0	0.0	8.0	0.0	0.0	No	<input type="checkbox"/> Approve
999983	CUSTODIAN	MADISON, JAMES	8.0	0.0	8.0	0.0	0.0	No	<input type="checkbox"/> Approve
999984	CUSTODIAN	MONROE, JAMES	8.0	0.0	8.0	0.0	0.0	No	<input type="checkbox"/> Approve
999986	CUSTODIAN	JACKSON, ANDREW	8.0	0.0	8.0	0.0	0.0	No	<input type="checkbox"/> Approve
999987	CUSTODIAN	VAN BUREN, MARTIN	8.0	0.0	8.0	0.0	0.0	No	<input type="checkbox"/> Approve
999988	CUSTODIAN	HARRISON, WILLIAM	8.0	0.0	8.0	0.0	0.0	No	<input type="checkbox"/> Approve
999989	CUSTODIAN	TYLER, JOHN	8.0	0.0	8.0	0.0	0.0	No	<input type="checkbox"/> Approve



Approving Time Sheets – New Functionality 1 of 5

Approve Time Sheets for KATHLEEN TURNER's Employees

Save Approvals Approve All Find Show: All Time Sheets

Approve Current Time Sheet for Period Ending 02/28/2015

Employee	Assignment	Name	Total Hrs	Reg Hrs	Absence Hrs	OT Hrs	Other Hrs	Holiday Unpaid Hrs	Exceptions	Manager's Approval
18148	CLERK III	VIDALEZ, GUADALUPE	51.75	27.75	24.0	0.0	0.0	0.0	Yes	<input type="checkbox"/> Approve
23013	CLERK III	NEGRETE, GRACIELA	75.75	35.75	40.0	0.0	0.0	0.0	Yes	<input type="checkbox"/> Approve
24258	CLERK III	ROSALLES, LAURA	49.0	32.75	16.25	0.0	0.0	0.0	Yes	<input type="checkbox"/> Approve

Approve Current Time Sheet for Period Ending 02/28/2015

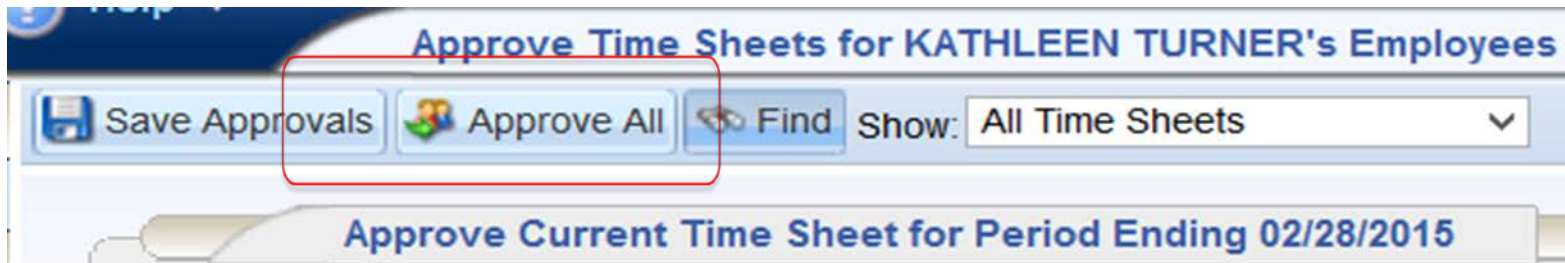
Employee	Assignment	Name	Total Hrs	Reg Hrs	Absence Hrs	Other Hrs	Holiday Unpaid Hrs	Exceptions	Manager's Approval
80564	PAYROLL ACCOUNTANT	ZALACE, EDITH	160.0	156.0	4.0	0.0	0.0	Yes	<input type="checkbox"/> Approve

Approve Time Sheets for KATHLEEN TURNER's Employees

Save Approvals Approve All Find Show: All Time Sheets

Approve Current Time Sheet for Period Ending 02/28/2015

Approving Time Sheets – New Functionality - Approve ALL 2 of 5

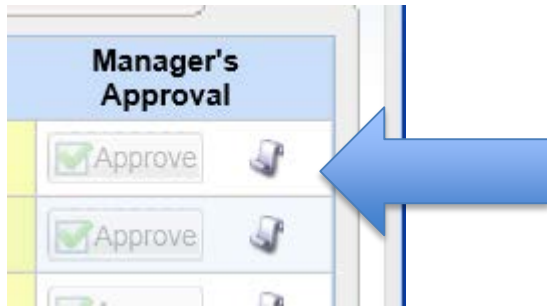


The Approve All button used to work like a light switch. – hit once, all time sheets were approved. Hit again, all time sheets were withdrawn (not approved).

Now the Approve All button ONLY approves no matter how many times you hit the button. If you prematurely approve, the only way to withdraw is one by one – each time sheet individually.

Manager's Approval	
<input type="checkbox"/> Approve	
<input type="checkbox"/> Approve	
<input type="checkbox"/> Approve	

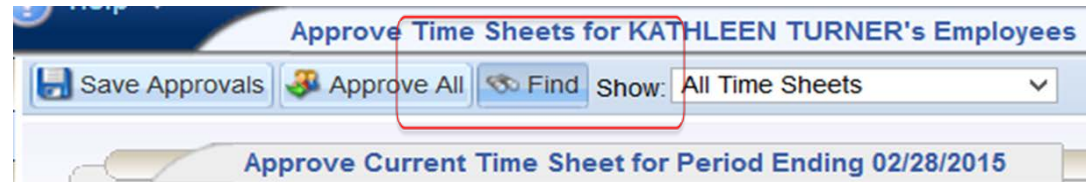
Approving Time Sheets – New Functionality - Approve ALL 3 of 5



Click on the “scroll” to see approval history for any employee.

Approval History for Employee GUADALUPE VIDALEZ's Assignment (CLERK III)				
Approval History for Employee GUADALUPE VIDALEZ's Assignment (C				
Action	Level	Name	ID	Time
Lock	99	Zalace, Edie PA	80564PA	Mar 25, 2015 01:56 pm
Approval	5	TURNER, KATHLEEN M	45536	Feb 3, 2015 05:28 pm

Approving Time Sheets – New Functionality FIND 4 of 5



Approve Time Sheets for KATHLEEN TURNER's Employees

Save Approvals Approve All Find Show: All Time Sheets

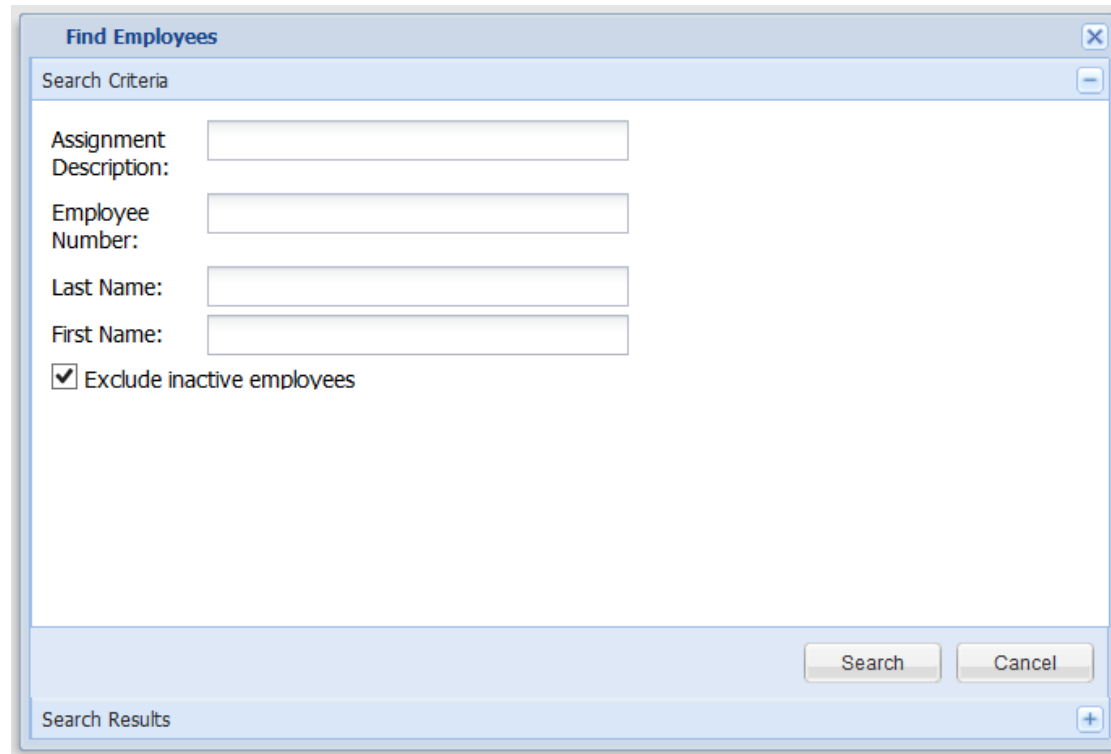
Approve Current Time Sheet for Period Ending 02/28/2015

Description ?

Employee number

Full Name – not just
first initial like the
leave screen

Exclude inactive –
check means don't
show me people
who left this month



Find Employees

Search Criteria

Assignment Description:

Employee Number:

Last Name:

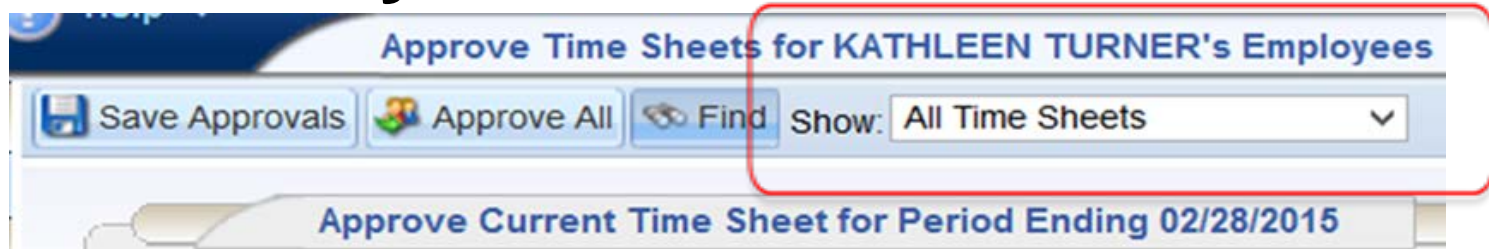
First Name:

☒ Exclude inactive employees

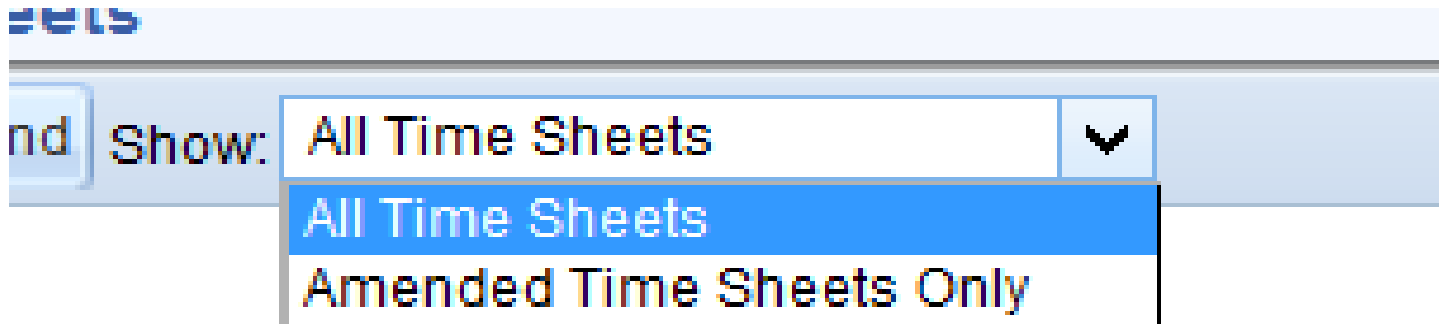
Search Cancel

Search Results

Approving Time Sheets – new Functionality SHOW 5 of 5



Useful if you have a lot of time sheet groups or a lot of amendments each pay period. Isolates the ones that should be approved NOW. – Approve Amendments BEFORE regular cycle time sheets.





Approving Time Sheets – Sort Functionality (not new)

Approve Current Time Sheet for Period Ending 01/31/2015									
Employee	Assignment	Name	Total Hrs	Reg Hrs	Absence Hrs	OT Hrs	Other Hrs	Holiday Unpaid Hrs	
350334	AIDE III SPEC SUP ALT3	GANDARA GINETE, ROSALIE	145.75	126.25	3.5	0.0	0.0	16.0	
23384	AIDE III SPEC SUPP STRUC COMM	PARRA, JESUS	167.0	149.75	1.25	0.0	0.0	16.0	
355184	CLERK II ATTENDANCE*2015-01-29	GARCIA, CYNTHIA	170.32	132.18	20.57	1.57	0.0	16.0	
341135	AIDE III SPEC SUP ALT3	CORRALES, ISRAEL	174.25	137.0	21.25	0.0	0.0	16.0	
355003	AIDE III SPEC SUPP BEH	MUNGARAY, JESS	175.25	148.25	11.0	0.0	0.0	16.0	
81788	AIDE II LIBRARY	ESTRADA, JOSE	176.0	140.0	20.0	0.0	0.0	16.0	
21913	CLERK I TEXTBOOK*2015-02-01	LOPEZ, MARIA	176.25	157.75	2.25	0.25	0.0	16.0	



Reports – old menu trees

EmpCenter 8.1.0.4 [Home](#) [Help](#) **Group Reports**

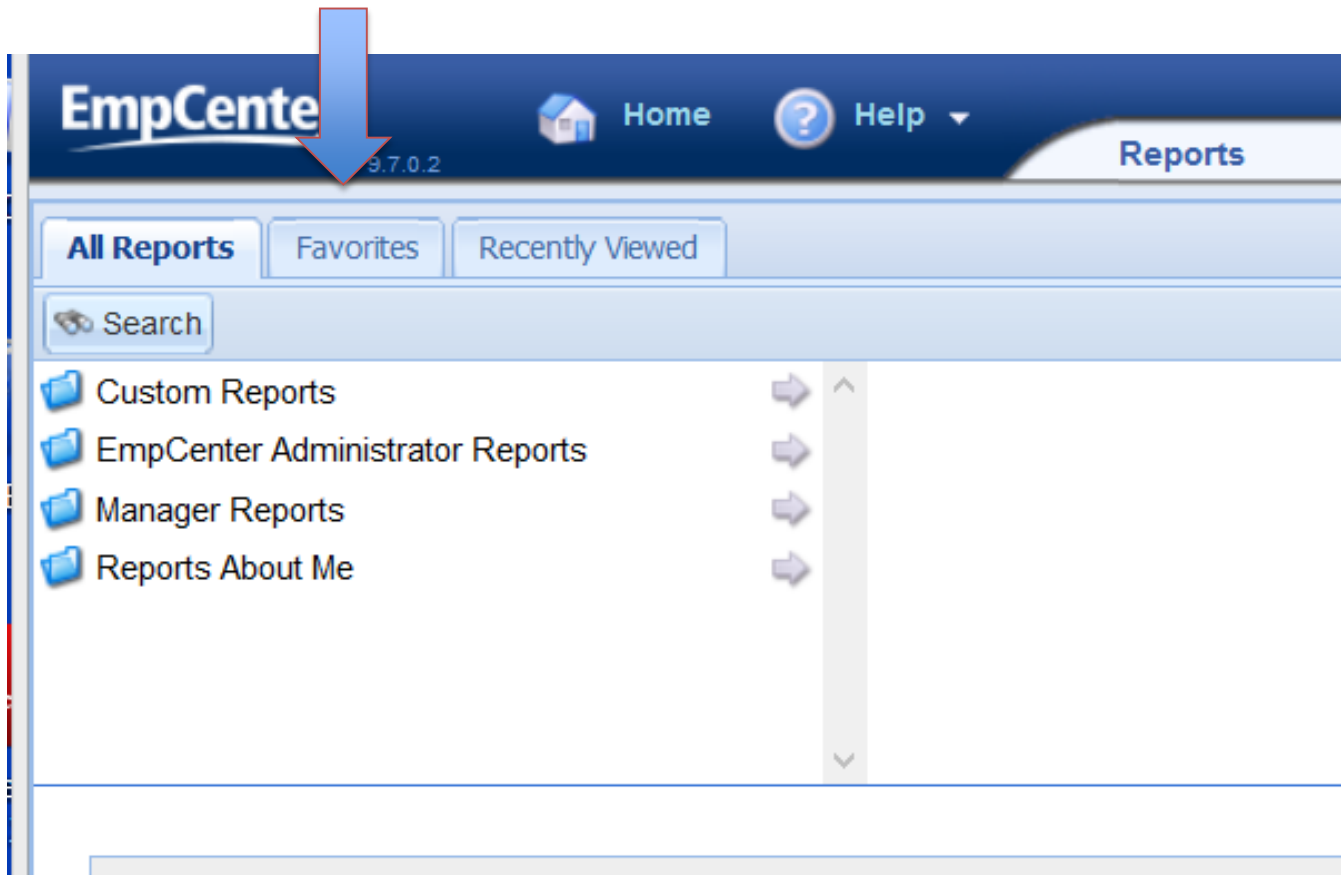
[Root Menu](#) / [Favorites](#)

- Favorites
- Custom Reports
- EmpCenter Administrator Reports
- Manager Reports
- Payroll Processing Reports
- Recently Viewed

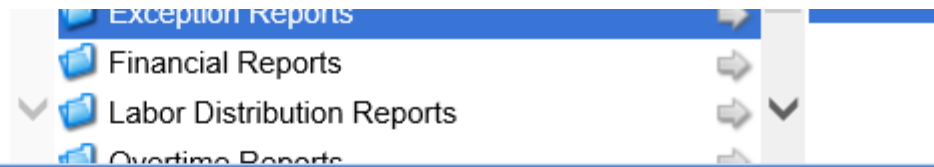
- .COMP TIME Accrual by Employee
- .Custom Hours Worked by Pay Code
- .Sub report job number 9
- .Time Sheet Audit for Admin own Time Sheets (ALL)
- .VACATION TIME Accruals by Employee
- Accrual Detail
- Amended Time Sheets - Exceptions
- Amended Time Sheets Employee Only - Currently Open

Search:

Reports – new menu trees





Reports – New Parameters

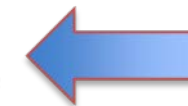
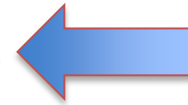


Report: Time Sheet Exceptions Within Date Range w/ Check Route

Report Parameters

Start Date: ☒ 04/01/2015 
☐ 0 day(s) before run date

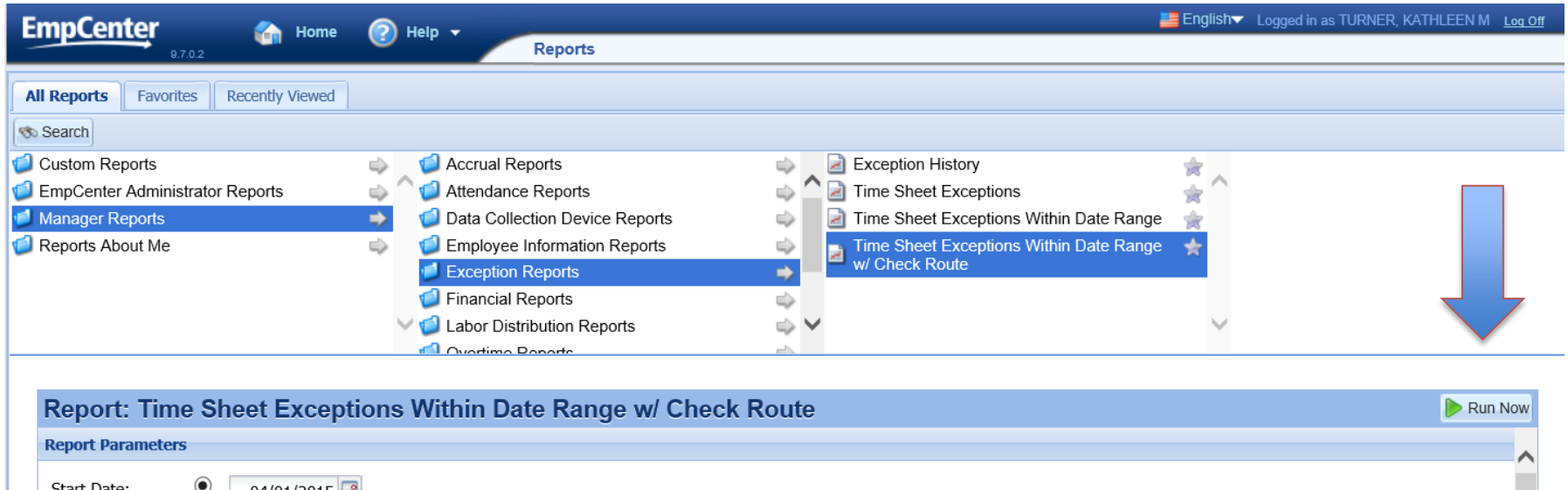
End Date: ☒ 04/01/2015 
☐ 0 day(s) before run date



Assignment Group: EDITH ZALACE's Employees

There is a new row below the start and end date – We have not determined how to use this feature yet. Leave them blank and you will do just fine!

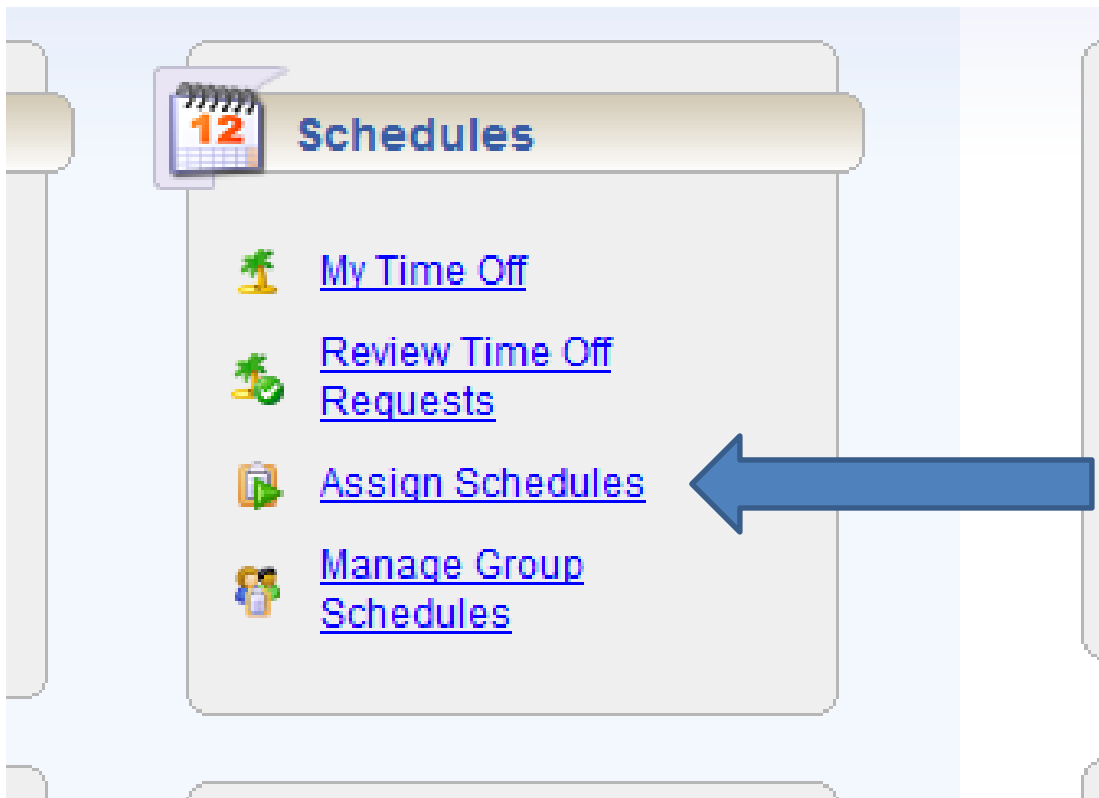
Reports – Run Now instead of Submit



The screenshot shows the EmpCenter web application interface. At the top, the EmpCenter logo and version 9.7.0.2 are on the left, while the user is logged in as TURNER, KATHLEEN M. on the right. The main navigation bar includes Home, Help, and Reports. Below this, there are tabs for All Reports, Favorites, and Recently Viewed. A search bar is also present. The main content area displays a list of reports organized into three columns. The first column lists report categories: Custom Reports, EmpCenter Administrator Reports, Manager Reports (highlighted), and Reports About Me. The second column lists specific report types: Accrual Reports, Attendance Reports, Data Collection Device Reports, Employee Information Reports, Exception Reports (highlighted), Financial Reports, Labor Distribution Reports, and Overtime Reports. The third column lists specific report instances: Exception History, Time Sheet Exceptions, Time Sheet Exceptions Within Date Range, and Time Sheet Exceptions Within Date Range w/ Check Route (highlighted). A large blue arrow points down from the highlighted report to the 'Run Now' button. Below the report list, the 'Report: Time Sheet Exceptions Within Date Range w/ Check Route' is selected, and the 'Run Now' button is visible in the top right corner of the report details section. The 'Report Parameters' section is partially visible at the bottom, showing a 'Start Date' field set to 04/01/2015.

The SUBMIT button used to be at the bottom of the page after the Parameters were set. Now the button says “Run Now” and it is center page to the far right.

Home – Assigning a Schedule - NO changes – Just Do IT !



Why do I need a Schedule?

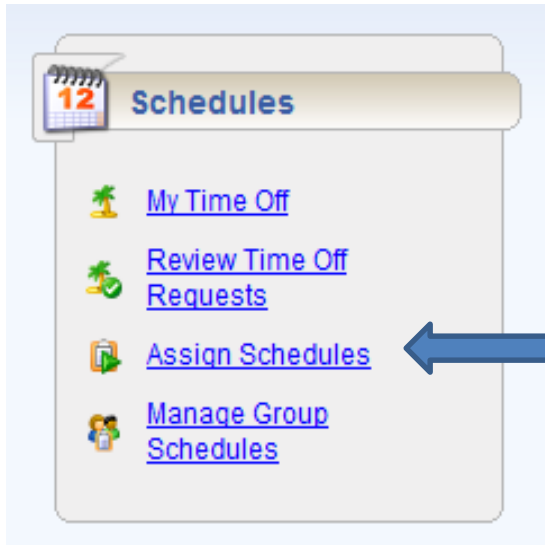
- Schedules do not determine pay – with one exception
 - Snow days / late starts / early releases
- Schedules provide useful management data
 - Who worked on a day off
 - Who didn't come on a scheduled day
 - Who came early / late
- Most important for Exempt persons as that is the only way they get time on their time sheets – this determines Work Day Bank (TRS retirement credit for years of Service) and FMLA eligibility.



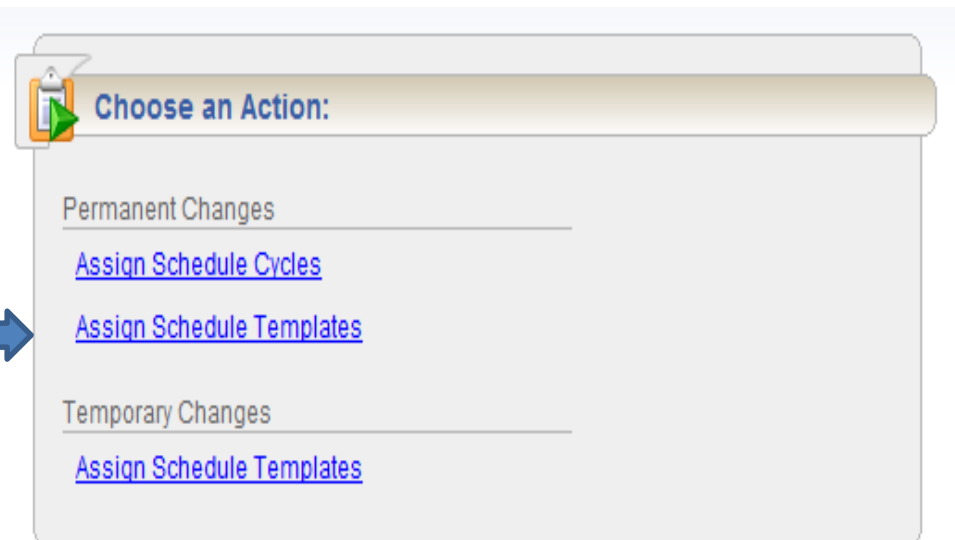
FMLA eligibility!

Assigning Schedules

Step 1



Step 2





Ysleta Independent School District

A

<input type="checkbox"/>	Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	Valid Date Range
<input type="checkbox"/>	ARISPE, DAVID J (SUBSTITUTE COORDINATOR)	Schedule Template	<input type="checkbox"/>	Empty Schedule	<input type="text"/>	01/01/2012 - 01/31/2012
<input type="checkbox"/>	AYALA, NORMA T (SECRETARY III*2012-01-01)	None	<input type="checkbox"/>	None	<input type="text"/>	01/01/2012 - 01/31/2012
<input type="checkbox"/>	FAUST, DJUNA J (CLERK IV)	Schedule Template	<input checked="" type="checkbox"/>	Monthly Para Professic	<input type="text"/>	01/01/2012 - 01/31/2012
<input type="checkbox"/>	SARABIA, TERESA (SECRETARY III)	Schedule Template	<input type="checkbox"/>	Empty Schedule	<input type="text"/>	01/01/2012 - 01/31/2012
<input type="checkbox"/>	VARGAS, JENNIFER (CLERK I)	Schedule Template	<input checked="" type="checkbox"/>	Monthly Para Professic	<input type="text"/>	01/01/2012 - 01/31/2012
Mass Edit			<input type="checkbox"/>	None	MM/dd/yyyy <input type="text"/>	Apply to all checked rows

Click on the box in front of the name of the employee you are working with

Click on the box in the column called “manager override”



Don't Forget to Save

Save Reset Back

<input type="checkbox"/>	Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	Valid Date Range
<input type="checkbox"/>	ARISPE, DAVID J (SUBSTITUTE COORDINATOR)	Schedule Template	<input type="checkbox"/>	Empty Schedule		01/01/2012 - 01/31/2012
<input type="checkbox"/>	AYALA, NORMA T (SECRETARY III*2012-01-01)	None	<input type="checkbox"/>	None		01/01/2012 - 01/31/2012
<input type="checkbox"/>	FAUST, DJUNA J (CLERK IV)	Schedule Template	<input checked="" type="checkbox"/>	Monthly Para Professic		01/01/2012 - 01/31/2012
<input checked="" type="checkbox"/>	SARABIA, TERESA (SECRETARY III)	Schedule Template	<input checked="" type="checkbox"/>	Empty Schedule	01/04/2012	01/01/2012 - 01/31/2012
<input type="checkbox"/>	VARGAS, JENNIFER (CLERK I)	Schedule Template	<input checked="" type="checkbox"/>			
Mass Edit			<input type="checkbox"/>			

Custodial(Non Exempt Ancillary) Sa-Thr, 2:00pm-10:30pm
 Custodial(Non Exempt Ancillary) Sa-Thr, 6:00am-2:30pm
 Custodial(Non Exempt Anc Security) M-F, 3:30pm-12am
 Custodial(Non Exempt Anc Security) Sa-Tu and F, 11:30pm-8:00am
 Empty Schedule
 Monthly Para Professional M-F, 7:30 am-12:00 pm, 12:30pm-4:00pm
 Monthly Para Professional M-F, 7:30am - 12:00pm, 1:00pm - 4:30pm
Monthly Para Professional M-F, 8:00am - 12:00pm, 1:00pm - 5:00pm
 Monday through Friday 8am to 4 pm
 Transportation Bus #001 M-F 6:25am-8:45am,3:30pm-5:30pm
 Transportation Bus #15 M-F 5:50-9:05-10:10-12:15-13:10-15:15

Click on the box in “schedule template” column and find and highlight the schedule for the employee. The effective date is “today” or later within the valid date range displayed to the right.



Check if Schedule is attached

Exceptions
Time Off Balance
Results
Schedule

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Jan 1, 2012 to Jan 6, 2012

Pay Code	Sat 12/31	Sun 01/01	Mon 01/02	Tue 01/03	Wed 01/04	Thu 01/05	Fri 01/06	Totals
<div>+</div> Schedule					08:00 am	08:00 am	08:00 am	12.00
					12:00 pm	12:00 pm	12:00 pm	
<div>+</div> Schedule					01:00 pm	01:00 pm	01:00 pm	12.00
					05:00 pm	05:00 pm	05:00 pm	
Totals		0.00	0.00	0.00	8.00	8.00	8.00	24.00

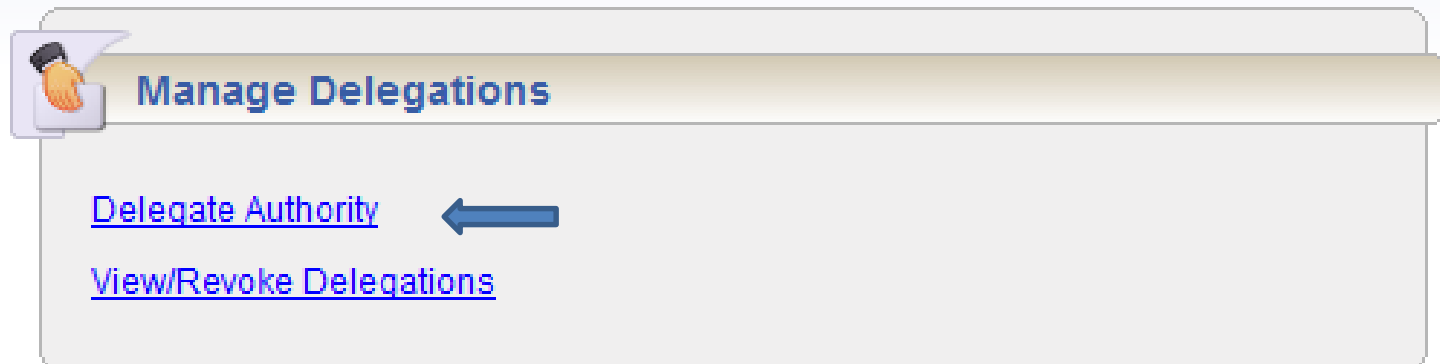
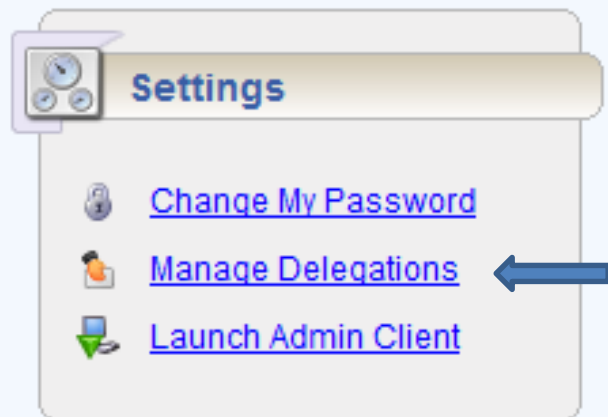
Pay Code	Sat 01/07	Sun 01/08	Mon 01/09	Tue 01/10	Wed 01/11	Thu 01/12	Fri 01/13	Totals
<div>+</div> Schedule			08:00 am	08:00 am	08:00 am	08:00 am	08:00 am	20.00
			12:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	
<div>+</div> Schedule			01:00 pm	01:00 pm	01:00 pm	01:00 pm	01:00 pm	20.00
			05:00 pm	05:00 pm	05:00 pm	05:00 pm	05:00 pm	
Totals	0.00	0.00	8.00	8.00	8.00	8.00	8.00	40.00

This is on the bottom of the employee's time sheet.


Delegating Supervision – NO change – Just Do IT!



If you are going on vacation or sick leave, you should delegate your review and approval authority to someone else in your absence. Without approval, no one gets paid!


Always delegate to your immediate supervisor!




Delegating Supervision


Choose Delegate Options


Assignment Group	Your Role	Effective Date	End Effective Date	Allow Re-delegation
<input checked="" type="checkbox"/> WASHINGTON GEORGE's Employees (9)	Supervisor Group ▼	05/12/2011 	05/19/2011 	<input type="checkbox"/>




[Home](#)
[Help](#)

[Delegate](#)

[Search Results](#)



Search for Delegation Recipients

User ID:

First Name:

Last Name:

Max Results:

*You may use * as a wildcard. For instance, ab* would match abc or abbey.*

Name
<input type="radio"/> ***DO NOT DELETE*, Super User
<input type="radio"/> ***DO NOT DELETE*, Timekeeper
<input type="radio"/> **DO NOT DELETE**, Payroll Admin
<input type="radio"/> **DO NOT DELETE**, Workforce
<input type="radio"/> **DO NOT DELETE**, Workforce2
<input type="radio"/> ACOSTA, DOLORES
<input type="radio"/> ACUNA, ANTONIO
<input checked="" type="radio"/> AGUILAR, ELISA
<input type="radio"/> AGUILAR, MARIA
<input type="radio"/> ANAYA, JOSE
<input type="radio"/> ANAYA, MARIE
<input type="radio"/> ARISPE, DAVID



Payroll Due Dates

On the bottom of the Payroll Web Page, Look for in Important Payroll Documents.

Empcenter sends “automatic” reminders at the end of each pay cycle – our deadlines trump these reminders
You will be reminded to approve for all active employees even if no time is on the timesheet

 14-15 EmpCenter BiWeekly Due Dates (Revised)	09/03/2014 02:21	939 K	DOWNLOAD
 14-15 EmpCenter Monthly Due Dates (Revised)	09/03/2014 02:22	749 K	DOWNLOAD
 Direct Deposit Forms	09/11/2014 08:38	31 K	DOWNLOAD

Remember , the Export from EmpCenter to Munis Payroll can only be done once and for ALL employees. Don't miss the boat!



Ysleta Independent School District

BiWeekly EmpCenter Approval Dates for 2014-2015 School Year

Pay Period		Biweekly Approval Date Range		Pay Date
Start	End	not before:	By 9 am on:	
06/14/14	06/27/14	06/28/14	06/30/14 **	07/11/14
06/28/14	07/11/14	07/12/14	07/15/14	07/25/14
07/12/14	07/25/14	07/26/14	07/29/14	08/08/14
07/26/14	08/08/14	08/09/14	08/12/14	08/22/14
08/09/14	08/22/14	08/23/14	08/26/14	09/05/14
08/23/14	09/05/14	09/06/14	09/09/14	09/19/14
09/06/14	09/19/14	09/20/14	09/23/14	10/03/14
09/20/14	10/03/14	10/04/14	10/07/14	10/17/14
10/04/14	10/17/14	10/18/14	10/21/14	10/31/14
10/18/14	10/31/14	11/01/14	11/03/14 **	11/14/14
11/01/14	11/14/14	11/15/14	11/17/14 **	11/28/14
11/15/14	11/28/14	11/29/14	12/02/14	12/12/14
11/29/14	12/12/14	12/13/14	12/15/14 **	12/26/14
12/13/14	12/26/14	12/27/14	12/29/14 **	01/09/15
12/27/14	01/09/15	01/10/15	01/13/15	01/23/15
01/10/15	01/23/15	01/24/15	01/27/15	02/06/15
01/24/15	02/06/15	02/07/15	02/10/15	02/20/15
02/07/15	02/20/15	02/21/15	02/24/15	03/06/15
02/21/15	03/06/15	03/07/15	03/09/15 **	03/20/15
03/07/15	03/20/15	03/21/15	03/24/15	04/03/15
03/21/15	04/03/15	04/04/15	04/07/15	04/17/15
04/04/15	04/17/15	04/18/15	04/21/15	05/01/15
04/18/15	05/01/15	05/02/15	05/05/15	05/15/15
05/02/15	05/15/15	05/16/15	05/19/15	05/29/15
05/16/15	05/29/15	05/30/15	06/02/15	06/12/15
05/30/15	06/12/15	06/13/15	06/16/15	06/26/15
06/13/15	06/26/15	06/27/15	06/29/15 **	07/10/15



BIWEEKLY Approve by 9 AM on the dates listed.

****Early approval is necessary due to District Closures.**

Holidays, Nonduty days and Mandatory Vacation days are determined each year when the District Calendar is passed by the Board.

Ten Holidays are granted to 260 Day Employees. Additional Holidays on the Calendar become Mandatory Vacation Days

The 10 Holidays are:

July Fourth 07/03/2014 (10 hours)

Labor Day 09/01/2014

Thanksgiving and Friday after 11/27 & 11/28/2014

Christmas Eve and Day 12/24 & 12/25/2014

New Year's Day 01/01/2015

Martin Luther King Day 01/19/2015

Good Friday 04/03/2015

Memorial Day 05/25/2015

Mandatory Vacation Day

Veterans' Day 11/11/2014

Revised 04/16/2014



Ysleta Independent School District

Monthly Employees EmpCenter Approval Dates for 2014-2015 School Year

Month Ended		Last Amigo Import		Approval Date Range		Pay Date	
Day	Date	Day	Date	not before:	by Noon :	Day	Date
Thursday	07/31/14	Monday	08/04/14	08/04/14	08/06/14	Friday	08/29/14
Sunday	08/31/14	Wednesday	09/03/14	09/03/14	09/05/14	Tuesday	09/30/14
Tuesday	09/30/14	Thursday	10/02/14	10/02/14	10/06/14	Friday	10/31/14
Friday	10/31/14	Tuesday	11/04/14	11/04/14	11/06/14	Friday	11/28/14
Sunday	11/30/14	Tuesday	12/02/14	12/02/14	12/04/14	Tuesday	12/30/14
Wednesday	12/31/14	Monday	01/06/15	01/06/15	01/08/15	Friday	01/30/15
Saturday	01/31/15	Tuesday	02/03/15	02/03/15	02/05/15	Friday	02/27/15
Saturday	02/28/15	Tuesday	03/03/15	03/03/15	03/05/15	Tuesday	03/31/15
Tuesday	03/31/15	Thursday	04/02/15	04/02/15	04/07/15	Thursday	04/30/15
Thursday	04/30/15	Monday	05/04/15	05/04/15	05/06/15	Friday	05/29/15
Sunday	05/31/15	Tuesday	06/02/15	06/02/15	06/04/15	Tuesday	06/30/15
Tuesday	06/30/15	Monday	07/06/15	07/06/15	07/08/15	Friday	07/31/15
Friday	07/31/15	Monday	08/03/15	08/03/15	08/05/15	Monday	08/31/15

MONTHLY do NOT approve before NOON on this date to minimize AMIGO corrections.

Approve by NOON on this date - approvals not done timely may result in a missed payment to your employees

Questions??

Let's sign in and approve the time sheets

