


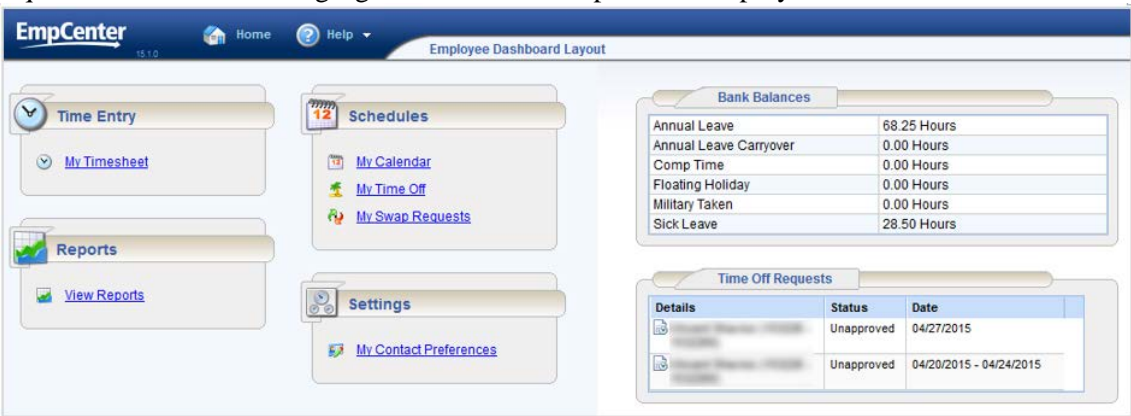


Home Screen Navigation

1.	<p>Access EmpCenter through a web browser or clock interface to perform functions such as entering time, time-off requests, work schedules, and time-off balances. The method you use to log in depends on how your system is configured. Access to the system is browser-based.</p> <p>You could potentially access EmpCenter through one or more of the following mediums:</p> <ul style="list-style-type: none">• Web-based interface; EmpCenter supports the <i>Google Chrome</i>, <i>Microsoft Internet Explorer</i>, <i>Mozilla Firefox</i>, and <i>Apple Safari</i> web browsers.• WebClock on a personal computer or kiosk• EmpCenter Mobile• “Punching” a hardware time clock
2.	<h3>Logging into the Home Screen</h3> <ol style="list-style-type: none">1. Log into EmpCenter by entering your User ID and Password into the Login window.2. The first time you log into EmpCenter, the following dialog appears. <div data-bbox="277 1020 1239 1402"><p>Welcome to the Customizable Dashboard! ✕</p><p> You can customize the links on this page using the icons described below. These icons will appear when you hover over a link.</p><p>Click on the  to move a link to your favorites. These will appear on the top of the dashboard for easy access.</p><p>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.</p><p>You can reorder links by dragging and dropping them to a new location.</p><p><input type="button" value="OK"/></p></div> <ol style="list-style-type: none">3. Click OK.

<p>3.</p>	<p>The employee home screen appears. The home screen is configured to suit your organization’s requirements. The following figure shows an example of an employee home screen.</p> 
<p>4.</p>	<p>EmpCenter Functions</p> <p>The employee home screen typically provides links to the following time and attendance related functions. The functions on your home screen may vary from those described here.</p>
<p>5.</p>	<p>Time Entry</p> <ul style="list-style-type: none"> • My Timesheet: View, enter or update timesheet data through the timesheet.
<p>6.</p>	<p>Schedules</p> <ul style="list-style-type: none"> • My Calendar: Shows your personal calendar which displays events such as time off, pending time off, and holidays. • My Time Off: Submit time off requests, track the status of your requests, and view past request history. • My Swap Requests: Trade scheduled shifts with other employees only if you are scheduled through EmpCenter’s Advance Scheduler.
<p>7.</p>	<p>Reports</p> <ul style="list-style-type: none"> • View Reports: EmpCenter includes reports for employees. Employees can access general reports to view timesheet information for a certain period, or comments on timesheets.
<p>8.</p>	<p>Settings</p> <p>My Contact Preferences: Update your contact information (for limited use with Advance Scheduler callouts).</p>

9.

Other Home Screen Information

- The **Time Off Requests** frame shows Time Off status (Pending, Approved, Unapproved) and dates.
- The **Bank Balances** frame shows balances, if the employee is eligible for:
 - Annual Leave
 - Annual Leave Carryover
 - Comp Time
 - Floating Holiday
 - Military Taken
 - Sick Leave

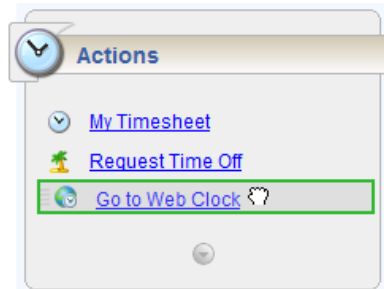
10.

Customizing the Home Screen

EmpCenter supports the following Time and Attendance home screen customization features:

Rearranging Function Links

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



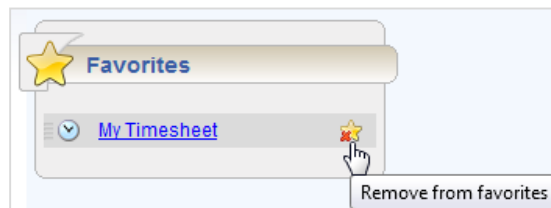
Creating a Favorites category for frequently-used functions

Hover the mouse pointer over the function's star icon and click it to move the function to the Favorites section of the home screen.



Removing a Function from Favorites

Hover the pointer over the respective function link and click the star icon.



The function returns to its original category.

11.

Online Help

Once logged into the home screen, you have access to online documentation through the Help link.



The Help link opens the online version of the EmpCenter End User Guide in a new browser window.

