EmpCenter FAQs (October 2014)

What is the timing for employee and supervisor approvals?

Ideally the employee submits their timesheet when prompted at the end of the reporting period. For hourly employees, Supervisors are still responsible for approving the timesheet, even if the employee fails to officially "submit" the timesheet.

What are the deadlines for submission and approval?

Salaried Employee: Submit by 5:00 PM on the 4th of the month.
Approve by 5:00 PM on the 6th of the month.

Hourly Employee: Submit by 5:00 PM on the 16th of the month.
Approve by 5:00 PM on the 17th of the month.

What happens if the approval deadline falls on a weekend?

Timesheets can typically be approved electronically in EmpCenter on the next business day.

What should a supervisor do if employee has not submitted their timesheet?

If a supervisor is approving timesheets and sees that one of their employees has not submitted their timesheet, we have a couple recommendations. First, we recommend that they follow up directly with the employee, and ask the employee to submit the timesheet ASAP, prior to approving it. If the employee is unable to submit the timesheet, or does not respond to the supervisor prior to the employee submission deadline, we recommend that the supervisor do their best to ensure that the timesheet record is accurate, and then approve it. Under Oregon law the employee is entitled to being paid. If this is a recurring problem on the part of the employee then we recommend that the supervisor address timesheet submission expectations as a job performance issue.

What happens if supervisor approves a timesheet before the employee submits it?

When the supervisor approves a timesheet before an employee submits it, they will lock the employee from submitting or making changes to the timesheet. If a supervisor accidentally approves a timesheet early and needs to unlock it so that the employee can make edits, they can unapprove the timesheet.
What do I do with amended employee timesheets?

After a timesheet has been processed, any changes must go through the amended timesheet procedure.

Your employees should only amend their timesheet to correct misreported time or leave.

1. The employee is responsible for printing out the timesheet for the affected pay period, writing in the necessary changes, and signing and dating the timesheet before submitting the timesheet to you:

   **My Time Entry: 631026025 :: Beaver, Gabriella :: Instructor :: 331000 :: (Unclassified Exempt)**
   
   **Tuesday July 1, 2014 to Thursday July 31, 2014**

   **Timesheet**
   
<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Leave Case</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue 07/29</td>
<td>Select Pay Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 07/30</td>
<td>Select Pay Code</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 07/31</td>
<td>Select Pay Code</td>
<td>8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 07/31</td>
<td>Select Pay Code</td>
<td>1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat 07/31</td>
<td>Select Pay Code</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
   
   The employee writes the correction on the printed timesheet.

   Then signs and dates the printed timesheet.

   Gabriella Beaver 9/2/14

2. Review the corrected timesheet then add your signature and the date:
3. Submit the timesheet to your Business Center for processing. Once the Business Center has made the changes in EmpCenter, you will get an email and see the amended timesheet on your Approvals page. You will need to approve the changes in EmpCenter just like you approve other timesheets:

![EmpCenter screenshot](image)

Please note it may take several weeks before the changes are reflected in EmpCenter.

**Who do I contact for questions?**

Please email [Empcenter.FOBC@oregonstate.edu](mailto:Empcenter.FOBC@oregonstate.edu) You may also visit an FOBC Human Resources Representative for additional training.