

## EMPCENTER MOBILE FOR MANAGERS - PAGE 1

### Manager Functions via EmpCenter Mobile

- View and edit employee time sheets
- Approve employee time sheets
- View and approve employee time off requests

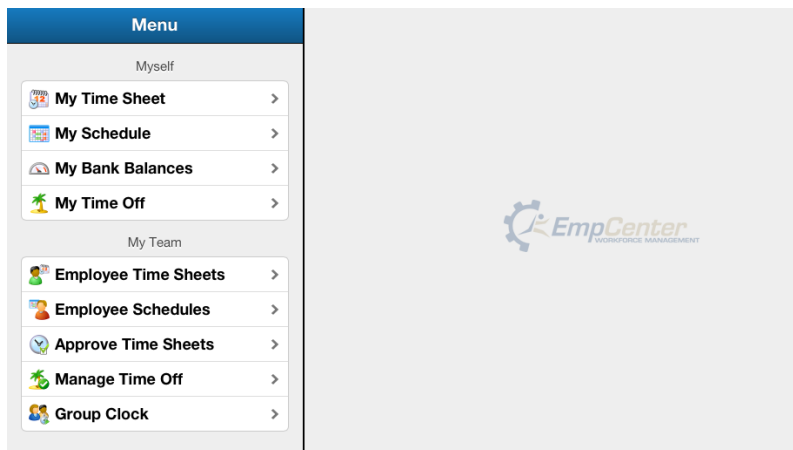
### Access:

From the **UA Mobile App**, select "EmpCenter" or use the following URL:


<https://uakron.workforcehosting.com/workforce/Mobile.do?sso=true>

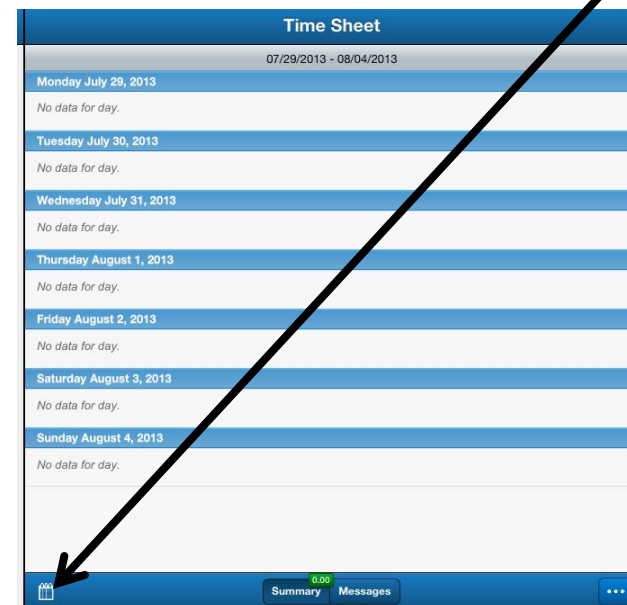
### Login

1. Login in with your UANetID and password.
2. The main page displays.



### View/Edit Time Sheets

1. From the main menu, tap **Employee Time Sheets**.
2. Select the assignment group.
3. Tap the employee name whose time sheet you wish to view/edit.
4. To view a different time sheet week, tap the calendar icon  in the lower left.

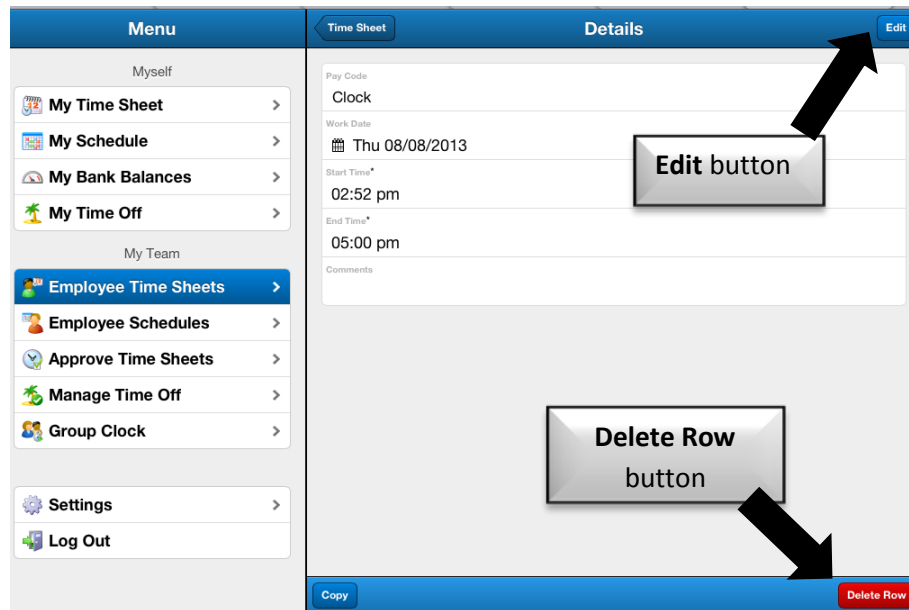


5. To edit an entry, tap the entry. The Details will appear.

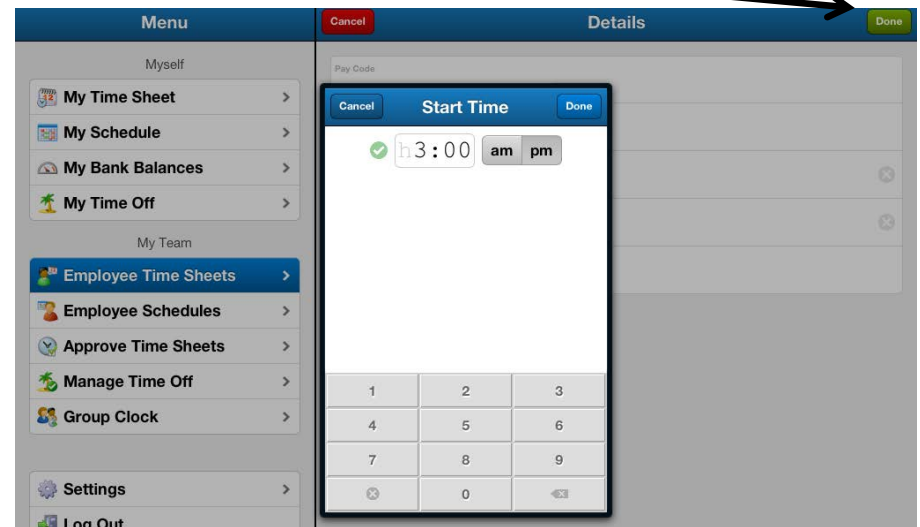
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### View/Edit Time Sheets (cont.)

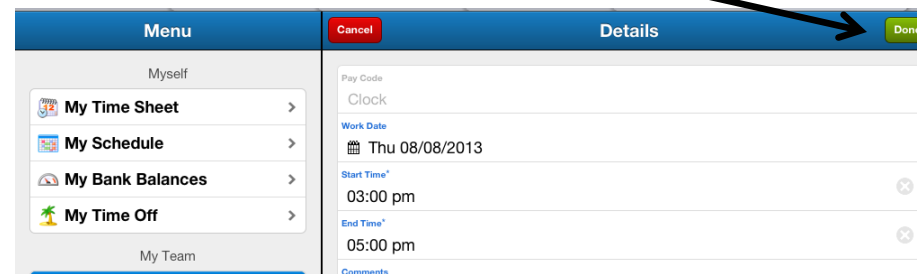
6. Tap the **Edit** button in the upper right to make any changes to the data. To delete the entry, tap the **Delete Row** button in the lower right.



7. After tapping the **Edit** button, the Detail will display for the time slice. Tap inside the field you wish to edit. To change a time, use the keypad that displays to enter the new time. Tap either AM or PM.
8. When finished, tap the **Done** button to complete the change.



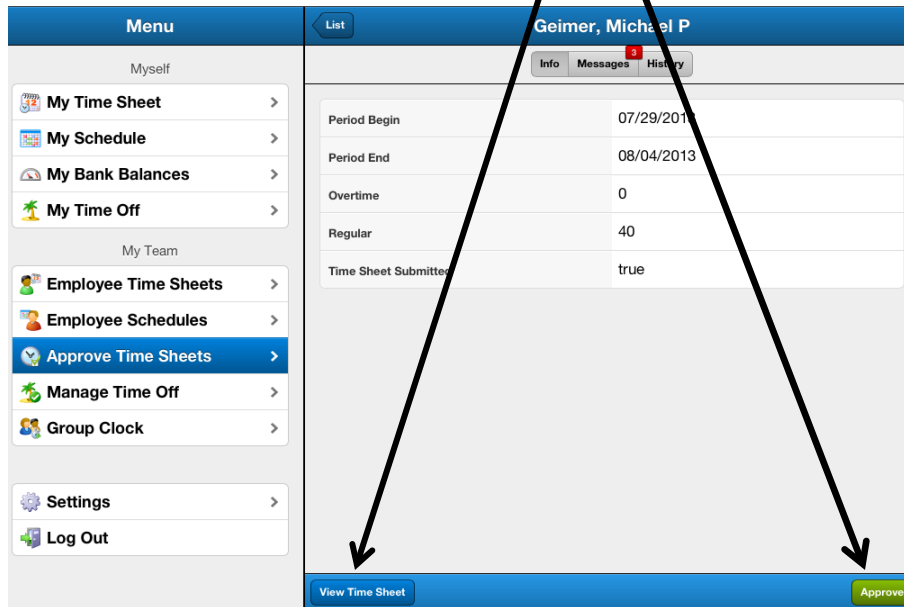
9. The Details are displayed. Tap the **Done** button.




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### Approve Time Sheets

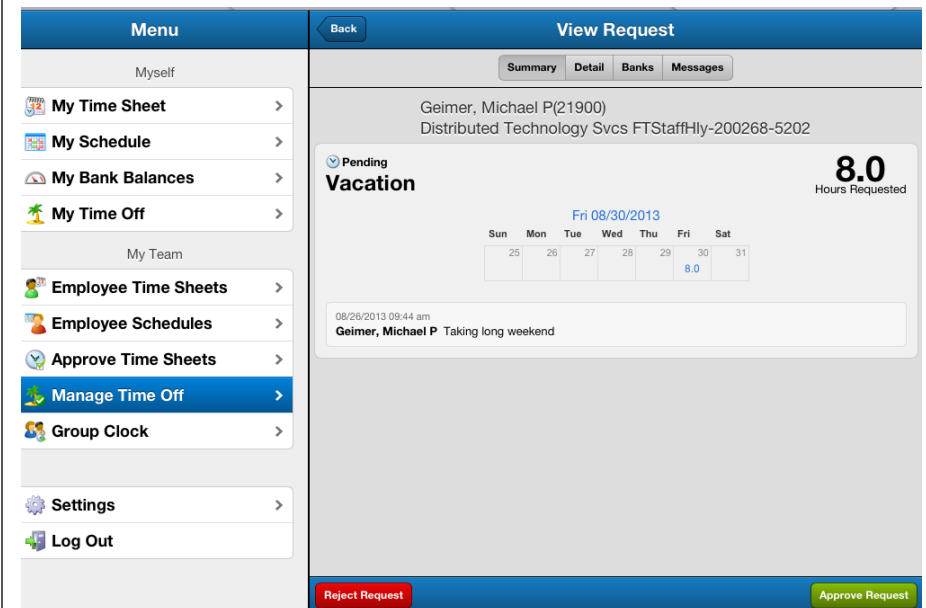
1. From the menu, tap **Approve Time Sheets**.
2. Select the assignment group.
3. Tap the employee whose time sheet you wish to view/approve.
4. A summary of the time sheet will display.
5. To approve the time sheet, tap the **Approve** button in the lower right.
6. To view the time sheet, tap the **View Time Sheet** button.



7. NOTE: To view/approve the time sheet for a different week, tap the **View Time Sheet** button and then tap the calendar icon  in the bottom left to select a different time sheet period.

### Approve Time Off Requests

1. From the menu, tap the **Manage Time Off** button.
2. Any pending requests will display. Tap the request you wish to view.
3. The **Summary** tab of the request displays the pay code, total hours requested, and any comments.
4. Optional: Tap the **Banks** tab to view the available hours in the employee's time banks.

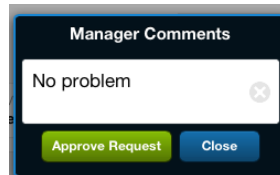


5. Tap the **Approve Request** button in the lower right to approve the request.

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## Approve Time Off Requests (cont.)

6. A comment box will appear. If you wish, leave a comment. Tap the **Approve Request** button.



7. A message indicates the approval was successful. Tap **OK**.

