

EMPCENTER MOBILE FOR EMPLOYEES - PAGE 1

Employee Functions via EmpCenter Mobile:

- View, edit, and submit times sheets
- Request Time Off – *only Exempt (Salary) employees*
- View Bank Balances

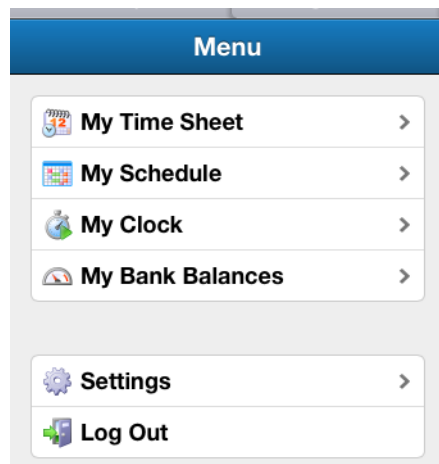
Access:

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


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

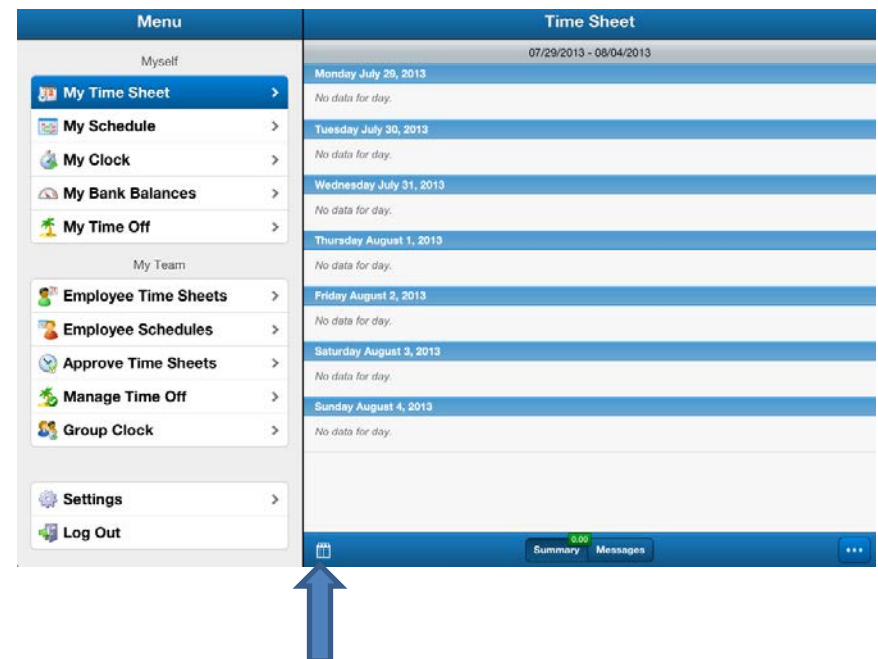
Login

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





View, Edit, Submit Time Sheets

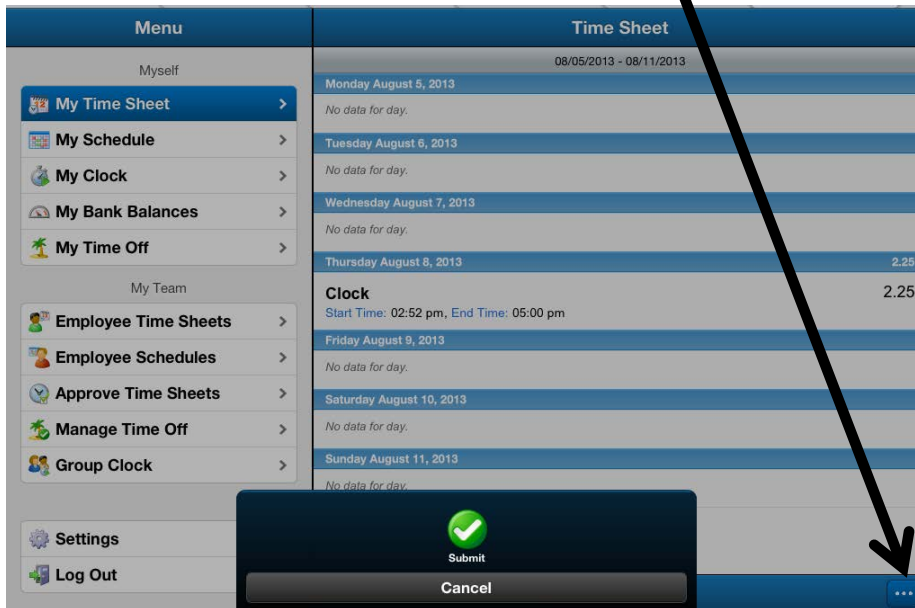
1. From the menu, tap **My Time Sheet**.
2. To change the time sheet week, tap the calendar icon  in the lower left corner of the time sheet. Once the calendar appears, navigate to the desired date.



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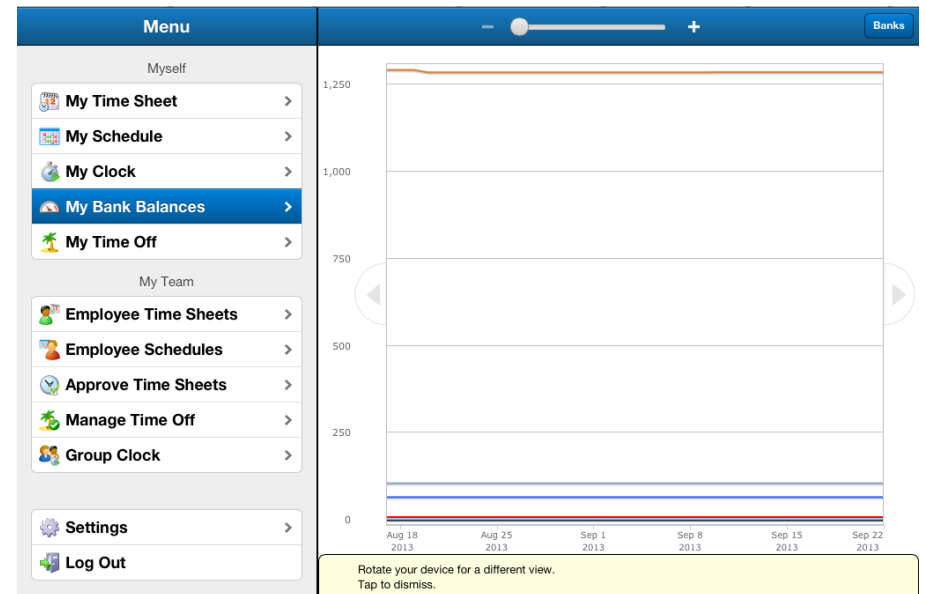
View, Edit, Submit Time Sheets (cont).

3. To edit an entry, tap the entry. The details will appear.
4. To submit a time sheet, click the ellipses  icon in the lower right corner of the time sheet.
 - a. Tap the **Submit** green check  **Submit** to submit the time sheet



View Bank Balances

1. From the menu, tap **My Bank Balances**.
2. A graph appears with the bank balances.
 - To change which balances appear, tap the **Banks** button and remove the check for any balances you do not wish to see.



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View Bank Balances (cont).

- To view the bank balance in a list, rotate the ipad to a portrait view. Wait a few seconds and the bank will display in list view.

Menu	Bank Balances
Myself	
My Time Sheet >	Workers Comp 0.00 Hours
My Schedule >	Paid Disability 0.00 Hours
My Clock >	Sick 1,283.05 Hours
My Bank Balances >	Vacation 102.28 Hours
My Time Off >	Parental Leave 0.00 Hours
My Team	Extra Paid Days Off 62.25 Days
Employee Time Sheets >	Comp Time 4.75 Hours
Employee Schedules >	LOA - Unpaid Disability 0.00 Hours
Approve Time	


View Time Off Requests


- From the menu, tap **My Time Off**.
- The list of Current Time Off Requests will appear.

Menu	My Time Off
My Time Sheet >	Create New Request
My Schedule >	Sick (Software Training Svcs FtConPr12M-200704-5101) ✔ Approved Tue 08/27/2013
My Bank Balances >	Vacation (Software Training Svcs FtConPr12M-200704-5101) ✔ Approved Fri 08/30/2013
My Time Off >	

- To view past requests, tap the **Past** button at the bottom of the page.

Create a New Time Off Request

- From the menu, select My Time Off.
- Tap **Create New Request**.
- Use the Calendar  icon to the right of **Select Dates...** to select the date(s) for the leave. To select a range of dates, tap to select the first date and then tap and select the end date. All dates in between will then be selected. Click **OK**.
- Select the type of leave by tapping the appropriate **Time Off Type**.

Menu	Request Time Off
My Time Sheet >	Select Dates... 
My Schedule >	Time Off Type
My Bank Balances >	Bereavement ✔
My Time Off >	Floating Holiday
	Jury Duty

- Tap the **Next** button in the bottom right corner.
- Adjust the hours as necessary. To change the hours, tap on the day and select the appropriate hours from the drop down that displays.

Menu	Request Time Off
My Time Sheet >	Summary Banks Messages
My Schedule >	Not Yet Submitted Sick 2.0 Hours Requested
My Bank Balances >	Thu 08/29/2013
My Time Off >	Sun Mon Tue Wed Thu Fri Sat 25 26 27 28 29 30 31 2.0
Settings >	Enter comments...
Log Out	1.0 ✔ 2.0 3.0 4.0

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Create a New Time Off Request (cont).

7. Enter any Comments in the comments box.
8. Tap the **Submit** button.
9. You should receive a message that the request was successfully submitted.