Employee Full-Time Non-Exempt Empower Training Guide

Clocking in and out

There are two ways for employees to clock in and out:

1. **Timeclock** – Choose the action you want and either swipe your Higher One Card or key in your Dixie ID number (without the leading D) and press enter. It will tell you “punch accepted” and your name if it read your punch.

2. **Web entry** – go to dscwebentry.dixie.edu and enter your Dixie ID number (with the D in front) and password. If you ever need to change your password, go to changepassword.dixie.edu. This will change your Dixie ID password (which is connected to your computer login, e-mail, etc), which is what Empower uses. New employees will need to change their passwords if they cannot login to web entry.

You will need to clock in and out any time you leave campus (for personal reasons) or are not working. Use the lunch punches when you are taking lunch and use the In for Day (clock in) and Out for Day (clock out) buttons for all other punches (doctor’s appointments, personal errands, personal meetings, etc.). You will also need to clock out whenever you use the exercise/gym leave or if you have been approved to take a class during your work day. Your supervisor will add the gym and school/class hours back to your timecard manually.

Notify your supervisor if you ever miss a punch and they will correct it for you.

How to submit Time Off Requests

To submit a Time Off Request (TOR), employees must first login to the web entry:

- Open a web browser and navigate to dscwebentry.dixie.edu. Login with your Dixie ID (with the D in front) and your Dixie ID password.
- Click on the Time Off Req tab.
- Use the arrow buttons to navigate to the correct month for the request and click on the day you want to submit the TOR for.
- Once the day is highlighted, click on Add Time Off Request.
- Select the type of time off you are taking
  - BRV – bereavement
  - MLT – military leave
  - JRY – jury duty
  - SCK – sick leave
  - VAC – vacation
  - PRF – personal preference day
  - CON – contract hours
  - CMP – comp time
- Enter your hours, any comments for your supervisor and click Save.
Once you click save, Empower will e-mail your supervisor that you have submitted a Time Off Request. Once your supervisor either approves or declines your request, you will get another e-mail letting you know what action was taken.

If a submitted TOR needs to be changed and is still pending, you can double click on the request and choose “Cancel Time Off Request.” If it has already been accepted, your supervisor will need to decline the TOR to remove it. If it has already been processed (meaning the day of the request has already passed), your supervisor will need to delete the hours off your timecard, however you will still see the TOR in your calendar view.

**Reviewing Your Weekly Hours**

Each Monday, you will need to login to web entry to view your total hours for the prior work week. Hours can be viewed in any of the reports on the Reports tab. The DSU work week runs from Saturday – Friday. Each work week must add up to at least 40 hours. If you are under 40 hours for the week, you will need to submit a TOR to bring your hours up to 40. If you are over 40 hours and have used leave time during the week, your supervisor will decrease your leave time to get you to 40 hours. If you have no leave time or still worked over 40 hours after the leave time is reduced, you will earn compensatory time (comp time).