Empower Supervisor Quick Guide for Non-Exempt Full-Time Employees

This document provides an overview of the daily functions and responsibilities to be completed by Supervisors in the EMPOWERTIME Automated Timekeeping System.

What is EmpowerTime?

EmpowerTime is an automated workforce management system that processes employee punch data and pay records. EmpowerTime tracks employees work time so that supervisors can more accurately monitor employee work activities and employees can receive fair compensation for all hours worked. Supervisors can review daily and weekly hours, run reports and make corrections to employee records as necessary. At the end of the pay period, the payroll team exports EmpowerTime data for processing in the payroll software.

EMPLOYEES - Clocking in and out

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

1. Timeclock – Choose the action you want and either swipe your Higher One Card or punch in your employee number (without the leading D). 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 reset their passwords if they cannot login to web entry.

Your employees will need to clock in and out any time they leave campus (for personal reasons) or are not working. They will use the lunch punches when 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.). They will also need to clock out whenever they use the exercise/gym leave or if they have been approved to take a class during the work day. Supervisors will add the gym and school/class hours back to the timecard manually.

SUPERVISORS

I. Navigation

Initial Software Download

Type unitimeclient.dixie.edu into any web browser to download the software.

*Note, this software only works with a PC.

Initial Login

After you have downloaded the software, click on the Empower Software Solutions V9 desktop icon or go to Start > All Programs > Empower Software Solutions > Empower Software Solutions V9.

At the login screen, enter your assigned User ID and password (if you are not sure what this is, please contact the Payroll Office).
Employees Section

In the bottom left hand corner, click on Employees. This will change the contents screen right above the list to show all of the Employee Screens.

After the initial selection, all other screens can be accessed from the Contents section of the left navigation bar.

View the Employee Profile

Contained on the Main and Time Attendance tabs. Information on these tabs is entered and maintained by the Payroll Office. Please contact your HR or payroll department if incorrect information for your department’s employee(s) is found.

Navigating with Arrow Buttons

By default, the employee with the lowest employee number will be displayed when initially accessing the Employee section.

Use the arrow keys to move from record to record.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
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<tbody>
<tr>
<td>🎯</td>
<td>Moves to the first employee in the list sorted by Employee Number.</td>
</tr>
<tr>
<td>👈</td>
<td>Moves one employee number lower than currently selected employee.</td>
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<tr>
<td>🙇‍♂️</td>
<td>Moves one employee number higher than currently selected employee.</td>
</tr>
<tr>
<td>🏴</td>
<td>Moves to the last employee in the list sorted by Employee Number.</td>
</tr>
</tbody>
</table>

Employee Search

Click the magnifying glass navigation button:
• Enter search criteria using the employee’s badge number, employee number, or name by clicking in the first blank line in the grid section of the screen. In that field, begin typing the criteria to filter the search. Example: In the Employee Number field, begin typing 99 and all employees whose numbers begin with 99 will show.

• To undo the filter, click on the unfilter button to return to the complete list

• If you need to search using additional criteria, click the Field Chooser and select the additional columns you wish to see on the Search screen.

Use the Dashboard view for easy management

EmpowerTime’s Home Dashboard screen provides an easy way to manage daily and weekly supervisor tasks. Click the workflow icons to see detail on the same Home screen.

II. Time Off Requests

Approving Time Off Requests
Time Off Requests (TORs) are set to pending when an employee submits for a day or multiple days off, using EMPOWERTIME Web Entry. You should also be notified of a pending TOR via an email notification. TORs are typically submitted for Vacation Days, Personal Preference Days, Sick days, or any other leave time available according to DSU policy.
To approve / decline a Time Off Request (TOR)

- From the Home tab, click on the TOR’s icon on the Tasks Dashboard.
- TOR’s can be viewed in a list or in a calendar. To view in the calendar, select the Calendar View Tab at the bottom of the screen.

- Unclick the “Date Range” box to see all of the TOR’s (otherwise you will only be able to see from the beginning of the month on...nothing from the prior month).

- If any requests are pending, they will display with a Question mark icon.
- Approved requests will display with a Green Checkmark.
- Declined requests will display with a Red Cancelled Circle.

- To view TOR’s in List View, select the List View tab instead of the Calendar View tab.
  - Make sure to unclick the “Date Range” box to see all TOR’s
  - In the Status column, filter on Pending to view all of the pending TOR’s.

- From either view, double click on the employee’s name to pop-up the approval / decline window
- The date being requested off, along with the employee’s comments, hours off being requested, and available benefits balances are listed. Type in any comments you wish to provide to the employee in the Supervisor comment field, and Select the Accept or Decline button.
If the request has been accepted, this automatically creates the EMPOWERTIME Pay Record, which will be exported to Payroll at the Pay Period’s end.

If the request has been declined, no further action is required.

**NOTE:** EMPOWERTIME will e-mail the supervisor when an employee submits a TOR. It will also automatically email your employees with the appropriate Accepted or Declined notification, and your Supervisor comments, if any.

The next time the employee logs into EMPOWERTIME Web Entry, they can see the appropriate Approved Green Checkmark ✅, or Declined Red Cancelled Circle ❌ by their request.

### III. Timecard

From the employees section, click on timecard in the contents screen to access your employee(s) timecard. This is where all punch information is stored.

#### Punch Types

- **IND** – In for Day
- **OUTD** – Out for Day
- **IDA** – In for the Day Again (system generated punch type only – not for use when manually entering hours)
- **OUTL** – Out to Lunch (Begin Lunch)
- **INL** – In from Lunch (End Lunch)
- **MAX** – to transfer to another index code
Punch Colors
Black: Unedited timeclock punches
Green: Edited punches
Red: Missing punches
Gold: Approved punches (from approved timecards)

Pay Record Colors (shows on timecard as P-REC)
Blue: Unedited pay records inserted from approved time off requests
Black: Edited or inserted pay records

Review Missing Punches
Supervisors review missing punches and create pay records for all non-punched paid time off. *Note that until the current workday has ended, an employee with an In for Day (IND) punch will show the Out for Day (OUTD) punch as missing. Do not correct this punch. Only correct missing punches for days prior to the current workday. If an employee has punched back in from lunch, leaves again and then returns to work, the employee will punch In for Day a second time which creates a punch type called In for Day Again (IDA).

To view missing punches for all employees, click on the Dashboard Exceptions icon from the Home screen. Double-click on the employee’s name to be taken to the employee’s timecard to correct the missing punch.

- To correct missing punches:
  - Click on the ?? in the red missing punch, type in the correct time, and press ENTER to save your changes. Press Post to recalculate.
  - OR double-click on the ?? to bring up the punch Detail window. Enter the correct time, enter a comment and click the checkmark at the top to save.
*Comments* – Make sure to add comments to everything you do. This way if there is ever a question about a punch, the comments will help explain what change was made and why. (The employee will not be able to see timecard comments).

**Edit punches**
- Double-click the record that needs to be edited, or highlight the record and click the Edit button.

**Add new punches**
- Click the + Punch button.
- Select the correct punch type
- Enter the time using AM/PM (12 hour) time
- Enter the date by typing over the default or by clicking the down arrow to access the Calendar.
- Add comments
- Click the checkmark button to save.
- Click Close to exit the Punch Detail screen, or press the plus sign button to add another record.
**Posting punches**
After making changes to a timecard, click the Post button [Post] to refresh the punches for daily and weekly totals.

**NOTE:** Corrections should only be made on days that have already been completed in full. If you look at an employee’s timecard while they are still clocked in, a missing punch record for the OUTD punch will show. This missing punch record will be removed when the employee punches out for the day.

**Paid Time Off (Pay Records)**
Paid time off and Time Off Requests show up on the timecard as a Pay Record (P-REC). Before adding a pay record for paid time off, check the employee’s Attendance balance by:

- Click on the employee’s Attendance screen or,
- Run the Attendance Balance Report or Attendance Detail Report

To enter a pay record:

- Click on +Pay Record
- Select the correct date
- Enter total hours
- Select the correct pay type
- Add comments
- Click the checkmark button to save.
- Click Close to exit the Punch Detail screen
- Click on the Post button to refresh

Exercise/Gym leave and class/school hours will need to be entered manually using the GYM and SCHL pay types.

**Reviewing Weekly Hours**

*Each Monday* the supervisor will need to login to Empower and review all full-time, non-exempt timecards for total hours. For each work week (Saturday – Friday), non-exempt employees’ total hours must add up to 40 hours. If total hours are over 40, the employee may earn comp time. If the total hours are under 40, the employee needs to take paid time off (contract hours, personal preference, sick, vacation, etc) to add up to 40 total hours.

If total hours are over 40 and the employee has taken leave time during the week of Comp Time, Contract Hours, Vacation, Personal Preference or Sick, then the supervisor will need to reduce those leave hours taken (in the same order specified) to bring the employee to 40 total hours. Pay types which may not be reduced are Holiday, Military, Bereavement, Jury Duty, School hours (SCHL) and Gym.

If total hours are under 40 and the employee has not submitted a Time Off Request for those hours, the supervisor will need to enter a Pay Record to bring the total work hours to 40. Leave time should be entered in the following order (if any available balance): Comp time, Contract Hours, Vacation and Personal Preference. Sick time is only to be used according to DSU policy.

**IV. End of Pay Period Steps**

**Approving Timecards**
Timecard approvals should only be done after all missing punches and leave time pay records have been added and all other timekeeping tasks have been completed. Once timecards are approved by supervisors, punches can no longer be edited and they cannot be unapproved by the supervisor.
If an approved timecard must be modified prior to payroll processing, you must contact the Payroll Office to make the change. Timecards cannot be updated after payroll processing has begun.

Timecard approvals can be done by your whole department or individual employees on two different screens depending on your preference.

To access the entire department, from the Home screen click on the Employee Approvals icon in the Dashboard. A grid view of timecard approvals appears:

- To approve all employees in this view, click the Approve All button but use this feature with caution as noted above.
- To approve individual employees, click in the Timecard Approved checkbox to the right of the employee’s name and hours.
- If the Timecard Approved column does not show in the field, take the following steps to modify your view. This change is only effective for your user ID:
  1. Click the small Field Chooser icon in this grid (directly to the left of the first column):
  2. In the following screen, click on the ApprovedLevel1 checkbox.
  3. Overwrite the column description in the Caption column to be “Timecard Approved”
  4. Click the Save button.
Timecards can also be approved for individual employees in that employee’s Timecard screen:

- In the left Contents screen, click on Approvals/Reviews to approve individual timecards.
- Punches for the full active pay period will change to gold to indicate they are approved.
- Approved time cannot be edited unless it is first unapproved. Please contact the Payroll Office to unapproved time if necessary.

V. Reports

Reports are split into current or “active” reports and history reports. Active reports can only be run on data that is in the current active pay period. History reports will pull all data that is in a prior pay period.

Some common reports you might run are:

- **Timecard**: Displays each employee’s timecard and highlights missing punches.
- **Timecard and Pay Records**: Displays the employee’s timecard with any pay records.
- **Hours Worked Summary**: Displays each employee’s total hours by pay type.
- **Hours Worked Simplified**: Displays each employee’s time worked per day.
- **Overtime**: Displays each employee who has incurred overtime in the active pay period.
- **Exceptions**: Displays missing punches that need to be corrected as well as other exceptions.
- **Attendance Balance**: Displays each employee’s attendance plan assignments and balances.
Request a Report

- Click Reports in the left navigation bar, then click All and choose the desired report.
- OR go to the Reports menu > Active to view reports for the current pay period and later, or History to view reports for historical data for closed pay periods.
- Choose the report to run (or from the Reports menu, choose the category and then the report).
- Enter the report criteria.
- Sort fields control the order that records appear on the report.
- Range fields control which records appear on the report.
- Press Run Report.
- Enter any additional criteria - varies by report and generally includes date ranges.

View a Report

Click Pending and Ready Reports.

Requested Reports Statuses

- Blue question mark – report is being generated.
- Green checkmark – ready to view.
- Red x – no data for the selected criteria.
- Pen and paper – report has been viewed.

- Click on the green check mark when the report is ready to view the report.
- Once the Ready button has been clicked and the report viewed, the icon changes to Viewed.
• Click the printer icon to print the report or save as Adobe PDF format if it’s been installed as a printer option on your machine. Click the different view option icons to the right of the printer icon for whole page, page width and 100% views. Use the navigation buttons to view subsequent pages.

Save a Favorite report -
• From Reports in the left navigation bar, choose Favorites
• Click the Configure button and use the arrow keys to move reports to save as Favorites. Click Save and Close. Note that these are Active reports only, not historical.

• Once a report has been added as a favorite, it can be accessed by going to Reports > Favorites, or by clicking on the right hand blue Favorite Reports tab. Note that the Favorite Reports tab will show favorite reports by grouping such as Employee, Analysis, Schedule and other report categories.

• To re-run a favorite report, click the Run Report button.

Delete a Report
• Reports remain in the Pending and Ready list until deleted.
• Click on a report name in the list to select it and press the DELETE button (or Delete All if needed).