Using EmpCenter
A guide for Student Workers

1. Go to the EmpCenter website: http://mytime.oregonstate.edu/. Click **Login to EmpCenter**.

Login to EmpCenter

Use your ONID username and password to login. (**Note**: *Non-system students will need to create an ONID account first. See instructions at the end of this document or ask Faculty Services for more information.*)

Oregon State University Production

ONID Username:
Password:
Login

2. Click **Go to Web Clock**.

EmpCenter 9.2.0.1   Home   Help   Employee Dashboard

Time Entry
- Go to Web Clock
- Enter My Hours
- View Past Assignments

Schedules
- My Time Off

3. If you have only one student worker position with the University, you will be directed to the **WebClock** screen where you will clock in and out for your shift.

WebClock

06/25/2013 03:37:48 pm

Timesheet   In   Out
Logout

If you have more than one student worker position with the University, you will see multiple assignments listed. Choose the appropriate position that you wish to clock in for. All College of Business student worker positions begin with COB. You will then be directed to the WebClock screen to clock in for your shift.

Choose an Assignment

COB Office Assistant-271000-C50222-00

BEBC Student Worker-391320-C50362-00

4. Click **Timesheet** to make manual adjustments to your timesheet.

You must click **Save** in order to save any manual adjustments you've made. All manual adjustments are recorded and visible to your supervisor.

You may be asked to add a comment in the Comments field of your timesheet if you've made a manual adjustment. Click directly in the field to add a comment explaining the purpose for the adjustment. Be sure to click **Save** after adding a comment.

5. At the end of the pay period, you will submit your timesheet to your supervisor for approval by clicking **Submit** at the top of the timesheet. Timesheets must be submitted by 5pm on the 16th of the month.

For assistance in using EmpCenter, please go to the EmpCenter website where you'll find FAQ's, known issues, student training modules, and contact information. http://mytime.oregonstate.edu/

Note: Federal law requires all employees working at least 6 hours to take an unpaid meal period of at least 30 minutes. If working at least 6 hours, please clock out for your break and clock back in using the WebClock (see step #3).

Creating an ONID Account and Password

1. Go to http://onid.oregonstate.edu/

2. Click **Sign Up For ONID** on the left side of the page.

3. Follow the steps to create your account. If you do not know your OSU ID number, please contact Faculty Services. When finished, you will use your ONID credentials to login to EmpCenter.