

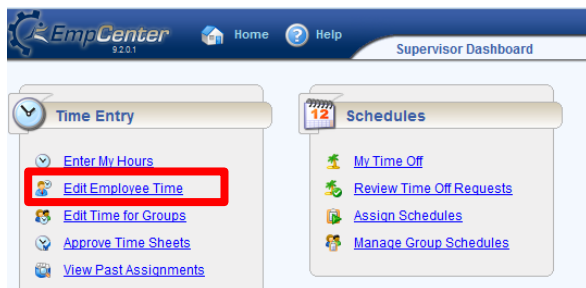
# Using EmpCenter

## A guide for Supervisors of Student Workers

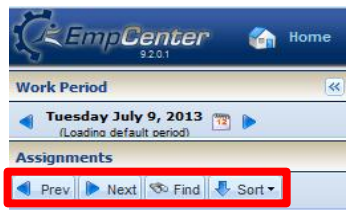
1. Go to the EmpCenter website at the following address: <https://osu.workforcehosting.com/workforce/Logon.do>  
Use your ONID username and password to login.



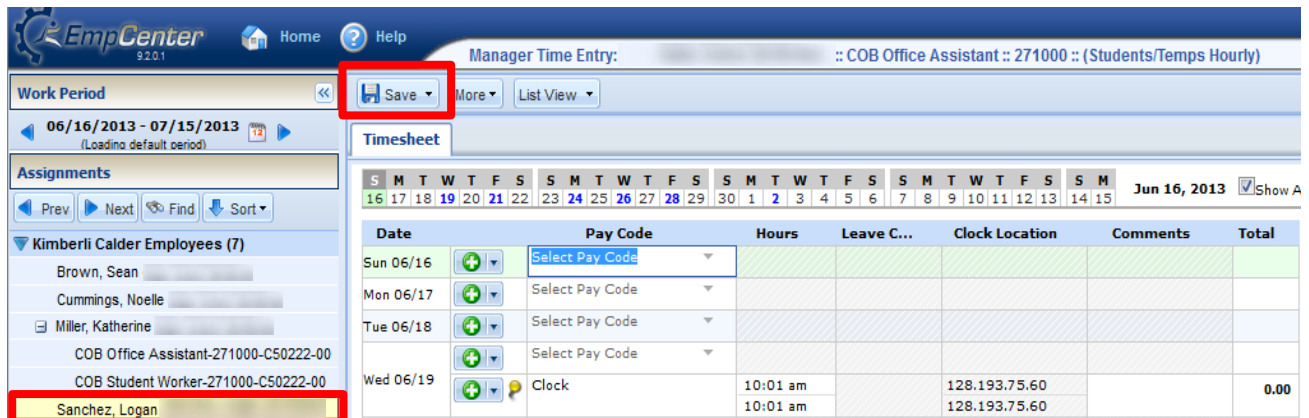
2. To view your student employee timesheets, click **Edit Employee Time**.



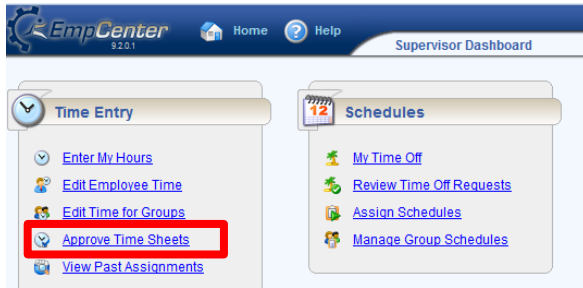
If you have multiple employees, use the arrow keys to select the person whose timesheet you wish to see.




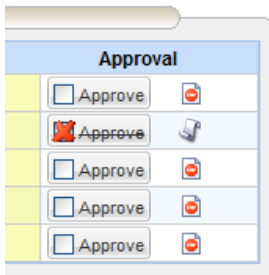
3. Selecting a name will allow you to view that student's timesheet. From here, you'll be able to make any necessary corrections, such as adjusting the start or end time of a student's shift. Be sure to click **Save** if you've made any changes.



- To approve or reject a student's timesheet, go to the **Home** screen and click **Approve Time Sheets**.



You'll be given a list view of your student employees. To approve a timesheet, click the **Approve** box or click the  icon next to it to reject the timesheet. If rejected, the student will receive a notification email of this action.



Be sure to click **Save Approvals**, as this submits the timesheet to EmpCenter.



- Student workers must submit their timesheet to their supervisor by 5pm on the 16<sup>th</sup> of each month. Supervisors must approve and submit the timesheet to EmpCenter by 5pm on the 17<sup>th</sup>. The supervisor of record is the only person outside the Business Center who has access to student timesheets.

For additional assistance, please go to the EmpCenter website where you'll find FAQs, known issues, supervisor training modules, and contact information: <http://mytime.oregonstate.edu/>

**PLEASE NOTE THE FOLLOWING INFORMATION REGARDING MEAL AND REST PERIODS UNDER OREGON LAW:**

**Q. What are the basic requirements for meal periods under Oregon law?**

A. Meal periods of not less than 30 minutes must be provided to non-exempt employees who work 6 or more hours in one work period. No meal period is required if the work period is less than 6 hours.

**Q. Is the meal period required to be taken during a particular time during the worker's shift?**

A. Yes; if the work period is at least six hours but less than seven hours, the meal period is to be taken between the second and fifth hour worked. If the work period is more than seven hours, the meal period is to be taken between the third and sixth hour worked.

Source: [http://www.oregon.gov/boli/TA/pages/t\\_faq\\_meal\\_and\\_rest\\_period\\_rules.aspx](http://www.oregon.gov/boli/TA/pages/t_faq_meal_and_rest_period_rules.aspx)