Manager Functions via EmpCenter Mobile
- View and edit employee time sheets
- Approve employee time sheets
- View and approve employee time off requests

Access:
From the **UA Mobile App**, select “EmpCenter” or use the following URL:
https://uakron.workforcehosting.com/workforce/Mobile.do?ss=true

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

View/Edit Time Sheets
1. From the main menu, tap **Employee Time Sheets**.
2. Select the assignment group.
3. Tap the employee name whose time sheet you wish to view/edit.
4. To view a different time sheet week, tap the calendar icon in the lower left.
5. To edit an entry, tap the entry. The Details will appear.
View/Edit Time Sheets (cont.)

6. Tap the **Edit** button in the upper right to make any changes to the data. To delete the entry, tap the **Delete Row** button in the lower right.

7. After tapping the **Edit** button, the Detail will display for the time slice. Tap inside the field you wish to edit. To change a time, use the keypad that displays to enter the new time. Tap either AM or PM.

8. When finished, tap the **Done** button to complete the change.

9. The Details are displayed. Tap the **Done** button.
Approve Time Sheets

1. From the menu, tap **Approve Time Sheets**.
2. Select the assignment group.
3. Tap the employee whose time sheet you wish to view/approve.
4. A summary of the time sheet will display.
5. To approve the time sheet, tap the **Approve** button in the lower right.
6. To view the time sheet, tap the **View Time Sheet** button.
7. **NOTE**: To view/approve the time sheet for a different week, tap the **View Time Sheet** button and then tap the calendar icon in the bottom left to select a different time sheet period.

Approve Time Off Requests

1. From the menu, tap the **Manage Time Off** button.
2. Any pending requests will display. Tap the request you wish to view.
3. The **Summary** tab of the request displays the pay code, total hours requested, and any comments.
4. Optional: Tap the **Banks** tab to view the available hours in the employee’s time banks.
5. Tap the **Approve Request** button in the lower right to approve the request.
Approve Time Off Requests (cont.)

6. A comment box will appear. If you wish, leave a comment. Tap the Approve Request button.

7. A message indicates the approval was successful. Tap OK.