

How will the new EmpCenter Software affect me?

The following table outlines the basic functions for each employee type. If you are unsure of your employee policy group, refer to the [Determine Policy Group](#) job aid for assistance.

Employee Policy Group	Clock in and out	Record total time	Report only exception time	Submit timesheets	Submit Leave Requests
CWA Union	Yes – using physical clock			Yes - weekly	Yes
FOP	Yes – using web clock			Yes - weekly	Yes
Full-Time Contract Professionals			Yes	Yes – only on weeks exception time is reported (i.e. sick, vacation)	Yes
Full-Time Faculty			Yes	Yes – only on weeks exception time is reported (i.e. sick, vacation)	Yes
Full-Time Staff Exempt			Yes	Yes – only on weeks exception time is reported (i.e. sick, vacation)	Yes

Employee Policy Group	Clock in and out	Record total time	Report only exception time	Submit timesheets	Submit Leave Requests
Full-Time Staff Non-Exempt	Yes – using either web clock, physical clock, or direct entry to timesheet			Yes - weekly	Yes
Graduate Assistants		Yes – beginning Nov 1, 2013		Yes – weekly beginning Nov 1, 2013	
Part-Time Contract Professionals		Yes - beginning Nov 1, 2013		Yes – weekly beginning Nov 1, 2013	Yes
Part-Time Faculty		Yes – beginning Nov 1, 2013		Yes – weekly beginning Nov 1, 2013	Yes
Part-Time Staff Classified Exempt		Yes – beginning Nov 1, 2013		Yes – weekly beginning Nov 1, 2013	Yes
Part-Time Staff Non-Exempt Classified	Yes – using either web clock, physical clock, or direct entry to timesheet			Yes	Yes

Employee Policy Group	Clock in and out	Record total time	Report only exception time	Submit timesheets	Submit Leave Requests
Part-Time Staff Non-Exempt Unclassified	Yes – using either web clock, physical clock, or direct entry to timesheet			Yes - weekly	Yes
Part-Time Staff Unclassified Exempt		Yes – beginning Nov 1, 2013		Yes – weekly beginning Nov 1, 2013	Yes
Students – Paid Hourly	Yes – using either web clock, physical clock, or direct entry to timesheet			Yes - weekly	
Students – Salary		Yes – beginning Nov 1, 2013		Yes – weekly beginning Nov 1, 2013	