



# **Employment Management and Compensation System (EMACS)**

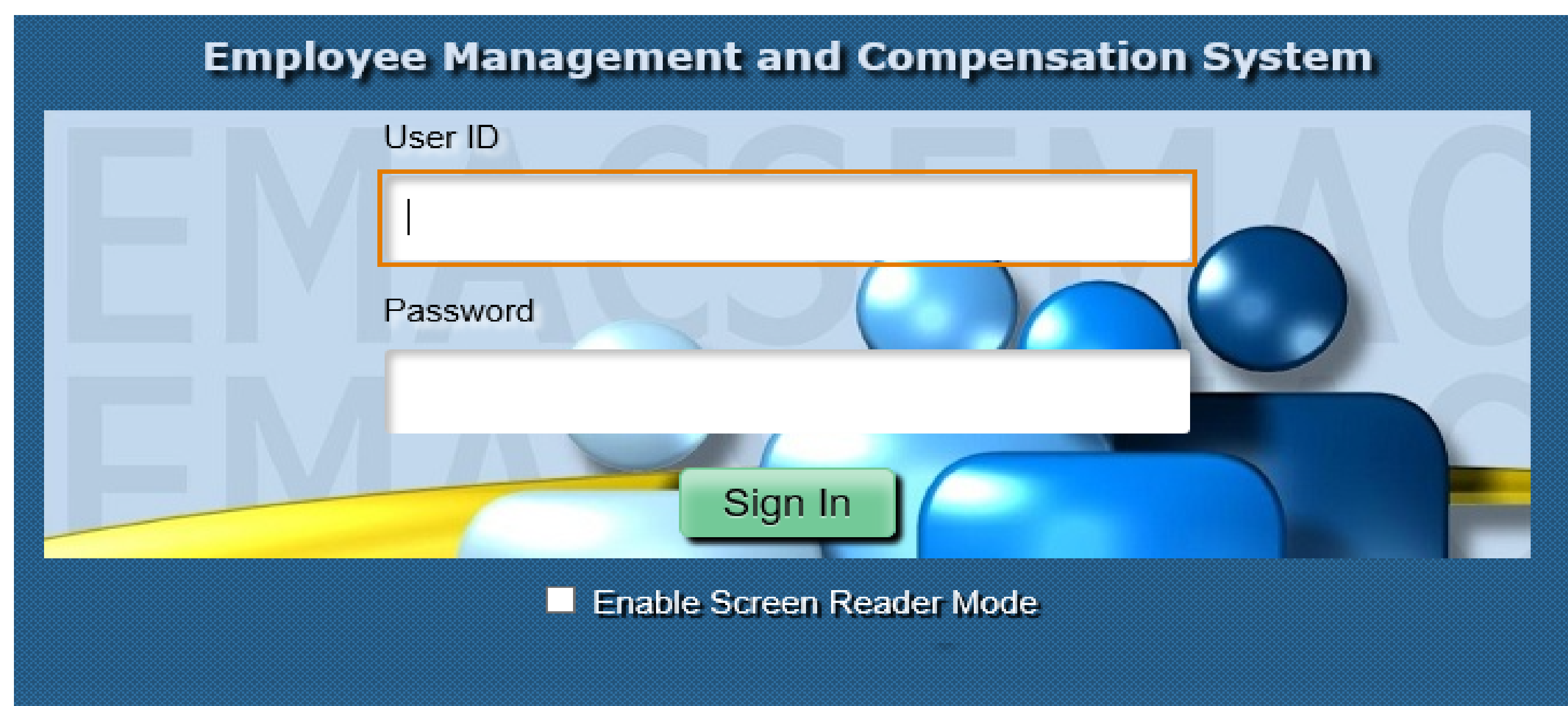
**New Employees**

# This Job Aid covers how to:

1. Log in to EMACs
2. Set User Preferences
3. Submit e-Time
4. Submit e-Time Absence Request
5. Submit Overtime Request

## #1. Log in

## How to Log in to EMACS

The screenshot shows the login interface for the 'Employee Management and Compensation System'. It features a blue header with the system name. Below the header, there are two input fields: 'User ID' and 'Password'. The 'User ID' field is highlighted with an orange border. A green 'Sign In' button is positioned below the password field. At the bottom, there is a checkbox labeled 'Enable Screen Reader Mode'. The background of the login area includes a faint 'EMACS' watermark and a graphic of blue spheres.

EMACS (Employee Management and Compensation System) eTime was developed to allow employees to enter their own time each pay period. Some of the benefits of this system include:

- Once your work schedule is set up (User Preferences) your timesheet will automatically populate for you each pay period.
- You can electronically submit requests for absences (vacation, sick leave, etc.) and overtime. Your manager will electronically approve or deny them.
- Absence requests and holidays will automatically populate your timesheet for the appropriate pay period.
- You will electronically Submit your time to be approved by your manager.
- The system will perform edits when you Submit your time.

The EMACS sign in page can be accessed from the internet and intranet. Go to <https://emacsbapp.sbcounty.gov/psp/h92prd/?cmd=login>

To log in for the first time you will need to know your employee ID number. The password for new hires is their social security number.

Please note: The password will expire immediately requiring the employee to create a new one. For password assistance, please call the IT Help Desk at (909) 884-4884.

# Home Screen



After you have set up your password you will be taken to the home screen. Look for the tile that says **eTime**.

- From here you will be able to:
- Set up your User Preferences
  - Submit your timesheet for approval
  - Submit an absence request for approval
  - Submit an overtime request for approval

#2.

Set User Preferences

## eTime User Preferences and Alternate Work Schedule

Employee Self Service

eTime

New Window | Personalize Page |

eTime Entry

eTime Absence Request

eTime Overtime Request

**eTime User Preferences**

eTime Audit History

Employee ID: Rcd: 0 Name:

Job Code:

Department:

Standard Hours/Week: 40.00

☒ Perform edits when saving

Display Department

☐ Department

☐ Activity

☐ Cost Center

☐ Program

☐ Location

☐ Global

View 9/80 Guidelines

Work Schedule

Schedule: Non 9/80 Schedule

Populate my timesheet with this time each pay period:

Personalize | Find |

Sat 1	Sun 1	Mon 1	Tue 1	Wed 1	Thu 1	Fri 1	Sat 2	Sun 2	Mon 2	Tue 2	Wed 2	Thu 2	Fri 2	Total Time	TRC	Delete Line
		5.00	12.00	7.00		5.00	12.00	12.00	7.00		5.00	12.00	7.00	84.00	REG2	Delete Line
		5.00	12.00	7.00		5.00	12.00	12.00	7.00		5.00	12.00	7.00	84.00	TOTAL	

Add Line

Save

Return to Search



**To enter your eTime User Preferences, select the eTime User Preference tab.**

Your user preferences identify your normal work schedule in eTime. You must enter your normal work schedule in to the User Preferences page before completing your timesheet for the first time. After you enter your preferences, this information will automatically populate your timesheet each pay period.

If your work schedule should change, you can revisit the user preferences page to enter your changes.

Enter your time for each day in .25, .50, .75 or 1.00 increments. The time you enter for each day is the time that will automatically populate in your timesheet each pay period.

- You can view a list of TRC codes by selecting the magnifying glass and finding the **appropriate code**.
- If your department requires you to include a labor distribution code with your time, select the appropriate check box under *Department Display*, this will open the appropriate field.
- If you need to add time to more than one TRC or Labor Distribution code, select the *Add Line* button.

Once you have set up your preferences select the Save button.

## Alternate Work Schedule

The County offers the 9/80 Work Schedule in order to provide a valuable employee benefit, support the County's Commute Trip Reduction Program, and improve County operations by providing work schedule flexibility and enhancing employee morale.

Each department's appointing authority has the right to establish rules for administering the 9/80 work schedule and the right to return any employee to the regular 8 hour per day schedule.

Participation in a 9/80 Work Schedule is a privilege, not a right and is voluntary for employees whose departments have decided to offer the 9/80 work schedule. Employees must meet their departments' conditions for being granted a 9/80 work schedule.

Participation in the 9/80 work schedule is optional. No employee is required nor will they be compelled to participate.

There are four 9/80 work schedules available for non 24 hour facilities. They include:

- 1st Friday of the Pay Period Off
- 2nd Friday of the Pay Period Off
- 1st Monday of the Pay Period Off
- 2nd Monday of the Pay Period Off

A sample of 9/80 schedules can be found here:

<http://www.sbcounty.gov/Uploads/EMACS/forms/9-80%20Schedule%20eTime%20Sample.pdf>

Only alternating Fridays or Mondays may be designated as a Flex Day. All Tuesdays, Wednesdays and Thursdays are 9- hour work days.

If you have been approved to work a 9/80 schedule, select the View 9/80 Guidelines hyperlink in blue, after reviewing the guidelines, complete your user preferences according to your approved work schedule.

#3.  
Submit eTime

eTime Entry

Employee Self Service

eTime

New Window | Personalize Page

eTime Entry

eTime Absence Request

eTime Overtime Request

eTime User Preferences

eTime Audit History

Employee ID:      Empl Rcd:      Job Title:      Pay Period End:

Deadline Time:      ☐ Show Labor Distribution      

Reload Defaults

Job Information

Time Worked from 02/13/21 through 02/26/21 (Future Pay Period)

	Sat 2/13	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Total	TRC	Delete Line
1			5.00	12.00	7.00		5.00	12.00	12.00	7.00		5.00	12.00	7.00	84.00	REG	<div></div> Delete Line
2			5.00	12.00	7.00		5.00	12.00	12.00	7.00		5.00	12.00	7.00	84.00	TOTAL	

Add Line

Save for Later

Submit for Approval

Leave Balance

Sick

Vacation

Holiday

Amount

106.826

290.153

224.000

Hour Summary

Week 1

Week 2

Request Status

Request No:      Work Non 9/80

Schedule: Schedule

Saved on:      by:      ☐ Lock Timesheet

:      by:

Reason:

Return to Search

Previous in List

Next in List

Each pay period you will access your timesheet, make the necessary adjustments, and submit for approval. Your manager will review your timesheet and approve or return to you for corrections, if time allows. There **are** “cut-off” dates and times for each level of review to ensure timesheets are sent to payroll in a timely manner. Refer to the appropriate EMACS Payroll Calendar for processing information found here:  
<http://cms.sbcounty.gov/emacs/AdditionalResources/EMACSPayrollCalendars.aspx>

To enter your eTime, select the eTime Entry tab.

This page automatically displays the current pay period. Notice that your time is populated by your user preferences.

- Holidays are automatically populated on the appropriate date with the TRC- HOL.
- If you need to add additional labor distribution codes select the *Show Labor Distribution* box and the appropriate fields will be expanded.
- If you need to add additional TRC’s, select *Add Line*, and make the necessary changes.

If you make changes to your timesheet but you are not ready to submit for approval, select the *Save for Later* button.

If you do not have any changes to make to your timesheet, all you have to do is select the *Submit for Approval* button.



## #4. Absence Request

# Submit eTime Absence Request

The screenshot displays the eTime Employee Self Service interface. The left sidebar contains navigation links: eTime Entry, eTime Absence Request (highlighted), eTime Overtime Request, eTime User Preferences, and eTime Audit History. The main content area shows the 'Absence Request' form. At the top, it displays 'Employee ID:', 'Empl Record: 0', 'Job Title:', and 'Pay Period End: 02/26/21'. Below this is a table for 'Absence Requested from 02/13/21 through 02/26/21 (Future Pay Period)'. The table has columns for days of the week (Sat 2/13 to Fri 2/26), Total, TRC, Comments, and Delete Line. Two rows are visible: Row 1 with a value of 0.00 and Row 2 with a value of 0.00 and a 'TOTAL' label. Below the table are buttons: Add Line, Save for Later, Submit for Approval, and Withdraw Request. To the left of the table is a 'Leave Balance' section with a table showing 'Sick' (106.826), 'Vacation' (290.153), and 'Holiday' (224.000). At the bottom, there is a 'Request Status' section with a form for 'Request No:', 'Work Schedule: Non 9/80 Schedule', and fields for 'by'.

Sat 2/13	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Total	TRC	Comments	Delete Line
														0.00			Delete Line
														0.00	TOTAL		

Leave Balance	Amount
Sick	106.826
Vacation	290.153
Holiday	224.000

**Request Status**

Request No: Work Schedule: Non 9/80 Schedule  
: by  
: by

Absence request are submitted according to pay period. Requests can be submitted for multiple days in a pay period and for multiple pay periods.

To enter your eTime Absence Request, select the eTime Absence Request tab.

You can find existing absence requests or add a new request. To submit a new request select Add a New Value.

Enter the pay period end date for the pay period you would like to submit an absence, select the add button.

You will be taken to the absence request page where you will be able to submit a request by typing in the number of hours in the appropriate date field and adding the appropriate TRC for your absence.

- For sick leave requests you must enter a brief description in the comment field before you can submit for approval.

Approved requests will automatically populate to your eTime entry page for the appropriate dates.

#5.

Overtime Request

# Submit eTime Overtime Request

Employee Self Service

eTime

Home

Search

More

Help

New Window | Personalize Page | Y

eTime Entry

eTime Absence Request

eTime Overtime Request

eTime User Preferences

eTime Audit History

Employee ID:      Empl Record: 0      Job Title:      Pay Period End: 02/26/21

☐ Show Labor Distribution

Overtime Requested from 02/13/21 through 02/26/21 (Future Pay Period) 

Personalize | Find |

	Sat 2/13	Sun 2/14	Mon 2/15	Tue 2/16	Wed 2/17	Thu 2/18	Fri 2/19	Sat 2/20	Sun 2/21	Mon 2/22	Tue 2/23	Wed 2/24	Thu 2/25	Fri 2/26	Total	TRC Category	Comments	Delete Line
1																		<div>Delete Line</div>
2																		

Add Line

Save for Later

Submit for Approval

Request Status

Work Schedule: Non 9/80 Schedule

: by

: by

Overtime request are submitted according to pay period. Requests can be submitted for multiple days in a pay period and for multiple pay periods.

To enter your eTime Overtime Request, select the eTime Overtime Request tab.

You can find existing overtime requests or add a new request. To submit a new request select Add a New Value.

Enter the pay period end date for the pay period you would like to submit an overtime request, select the add button.

You will be taken to the overtime request page where you will be able to submit a request by typing in the number of hours in the appropriate date field and adding the appropriate TRC for overtime.