

EmpCenter Totem Conference Job Aid

Employee Totem Conference Directions using EmpCenter

Employees who have attended the Totem conference must enter a Professional Leave request in EmpCenter, and the instructions are provided below.

1. Login to My Learning Plan (MLP) to verify your conference sessions times, and print them.
<https://www.mylearningplan.com/Index.html>

2. Login to EmpCenter and **create a leave request** for Professional Leave.
 - ◆ In the **comments** section, type “Totem Conference” and select **Next**.

3. **Change the hours** to match your MLP hours. Select **Update**.

Action	Date	Pay Code	Hours
	Mon 03/09/2015	Professional Leave	7.5
	Tue 03/10/2015	Professional Leave	3.5

4. Select **Submit**.
 - ◆ If your conference hours are more than your normal scheduled hours you may get a warning. Click **Submit** and the request will process.

5. Turn in your MLP verification to your Timekeeper. Once your supervisor has approved the leave request, the Timekeeper will verify that the time matches your MLP verification.
 - ◆ **Timekeepers:** If the conference hours are over the normal scheduled hours you will need to acknowledge the Exception for the time to be paid.

Date	Exception Message	Severity ▲	Acknowledge
Mon 03/09	7.50 hours reported exceed 3.50 scheduled hours for the day by more than 15 minutes. Timesheet will not be paid unless overridden by manager.	Error (not paid)	<input type="checkbox"/>