

TimeStar

For Hourly Employees: How to Enter Time

If you are an hourly employee, you will need to enter your time each day. To do so, follow these steps:

- 1 Log into the intranet, click the **Resources** tab, and select **Employee Self-Service Portal**.
- 2 The Employee Self-Service Portal will open. Log in using **ELWOOD\yourfirstname.lastname** as the **User Name** (don't forget the **ELWOOD** part) and your network password as the **Password**.

Elwood HR Self Service Portal

Domain\User Name
Password

Logon

Emergency Contacts
Medical
Skills
Events
Benefits
Open Enrollment
Current Benefits
Employment
Compensation
Pay History
Job
Performance Review
My Menus
Time Star

- 3 Once logged in, select **TimeStar** from the portal's left menu.
- 4 TimeStar will then open. Go to the **Daily Procedures** panel on the portal's left side, then select **Hours** within the **Data Entry** section.

Insperty TimeStar

PUNCH IN/OUT ACCOUNT LOG OUT

09/24/2016-09/30/2016

Daily Procedures

Data Entry

- Dollars
- Hours
- Punches
- Timesheet

SAVE ADD

- 5 Make sure the appropriate week is chosen from the weekly calendar. Then select the **Add** button located at the bottom of the portal.
- 6 When adding hours within the **Detail View**, check and complete the fields on the following page:

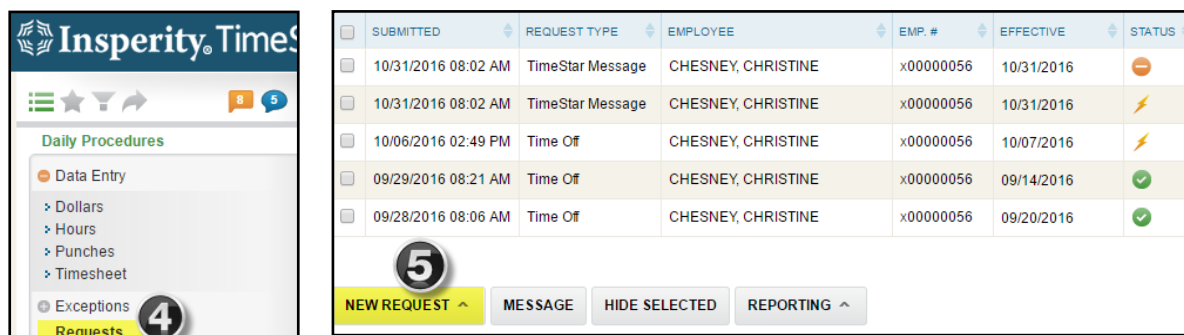
- A** Make sure the **Actual Date** field is today's date and the **Effective Date** is the day the hours were worked.
- B** Select the appropriate **Pay Type** from the drop down. The **Pay Type** of **Regular** should be used when entering normal hours worked.
- C** Enter the number of hours worked for the day within the **Hours** field.
- D** Select the **Save** button. At that time, your hours will be recorded for the day.

IMPORTANT NOTE: If you miss entering your hours for multiple days, select **Timesheet** from the **Daily Procedures** menu. This will provide the option to enter time for multiple days. Be sure to include the exact hours for each day, such as 8.12 hours. Once all time is entered, select the **Save** button.

For All Employees: How to Request Time Off

- 1** Log into the intranet, click the **Resources** tab, and select **Employee Self-Service Portal**.
- 2** The Employee Self-Service Portal will open. Log in using **ELWOOD\yourfirstname.lastname** as the **User Name** (don't forget the **ELWOOD** part) and your network password as the **Password**.

- 3 Once logged in, select **TimeStar** from the portal's left menu.
- 4 TimeStar will then open. Go to the **Daily Procedures** panel on the portal's left side, then select **Requests**.



- 5 On the My Requests screen, select the **New Request** button. Then choose **Time Off Request** from the options that pop up.
- 6 Within the **Detail View**, complete the following steps:

A Make sure the **Send Request To** field is correct. After sending this request, that particular person will either approve or deny the request as they see fit.

B Select the green **Add** button.

C Type the number of hours in the **Hours** field.

D Select the appropriate **Pay Type** such as PTO, Jury Duty, Bereavement, etc.

E Select the dates you are requesting within the **calendar** provided.

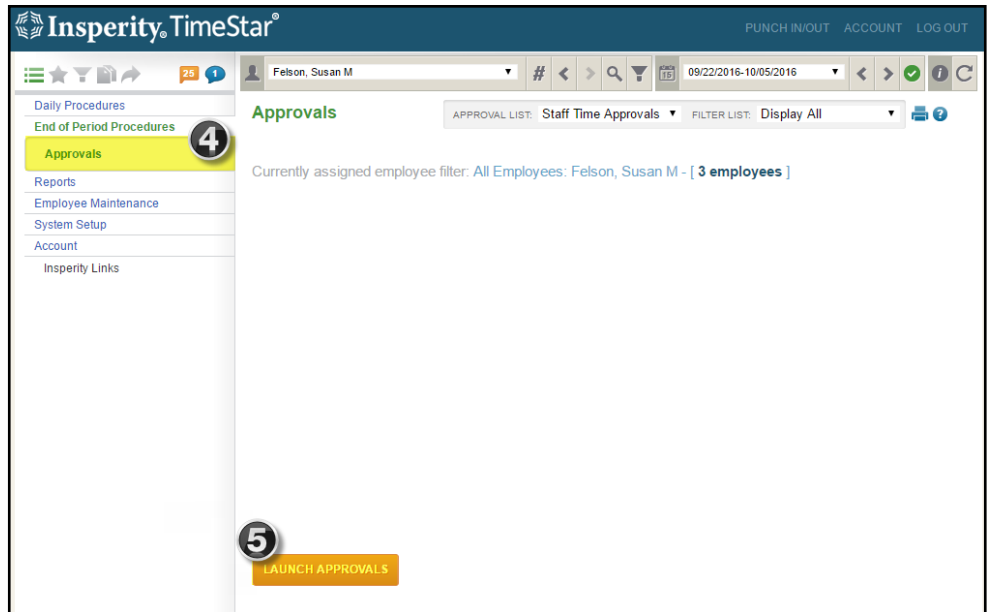
F Click the **Add Dates** button.

G Double check the information, then select the **Submit Request** button.

IMPORTANT NOTE: If the request has been approved, yet for some reason you need to cancel the request, simply click on the request, then click the **trash can** button in the Detail View box.

For Managers: How to Approve Time

- 1 Log into the intranet, click the **Resources** tab, and select **Employee Self-Service Portal**.
- 2 The Employee Self-Service Portal will open. Log in using **ELWOOD\yourfirstname.lastname** as the **User Name** (don't forget the **ELWOOD** part) and your network password as the **Password**.
- 3 Once logged in, select **TimeStar** from the portal's left menu.
- 4 TimeStar will then open. Select **Approvals** from the **End of Period Procedures** category.
- 5 Then click the **Launch Approvals** button.
- 6 A new tab will open. Within the **Sup. App. (Supervisor Approval)** column for each employee, click the checkbox if the time is correct.
- 7 If the time is not correct, click the **clock** icon in the far right of that employee's row. This will pull up a screen that details the hours. You may edit the hours or view the audit log using the icons provided.
- 8 If approving a group, select **Approve/Unapprove All**, then the appropriate choice from the options provided. If approving time manually, select the **Save** button. Always be sure to save!



The screenshot shows the 'Approvals' table in the Insperity TimeStar web application. The table has columns for 'SUP. APP.', 'EMP. APP.', 'EMPLOYEE', 'REGULAR', 'OVERTIME', 'HOLIDAY', 'TIME OFF', 'SICK', 'AUDITS', 'REQUESTS', 'TOTAL', and 'TIMESHEET'. The table is filtered by 'PAY GROUP: HOURLY (09/17/2016 - 09/23/2016)'. The first two rows are for 'CHESNEY, CHRISTINE' and 'COSTELLO, DAVE'. The third row is for 'Felson, Susan M' and is highlighted. A 'SAVE' button is at the bottom left, and an 'APPROVE/UNAPPROVE ALL' button is at the bottom center.

SUP. APP.	EMP. APP.	EMPLOYEE	REGULAR	OVERTIME	HOLIDAY	TIME OFF	SICK	AUDITS	REQUESTS	TOTAL	TIMESHEET
		CHESNEY, CHRISTINE (x00000056)	62.43	0.00	0.00	0.00	0.00	45	0	62.43	
		COSTELLO, DAVE (000000059)	0.00	0.00	0.00	0.00	0.00	2	0	0.00	
		PAY GROUP: SALARY (09/22/2016 - 10/05/2016)									
		Felson, Susan M	40.00	0.00	0.00	0.00	0.00	2	0	40.00	

For Managers: How to Approve Time Off Requests

- 1 Log into the intranet, click the **Resources** tab, and select **Employee Self-Service Portal**.
- 2 The Employee Self-Service Portal will open. Log in using **ELWOOD\yourfirstname.lastname** as the **User Name** (don't forget the **ELWOOD** part) and your network password as the **Password**.
- 3 Once logged in, select **TimeStar** from the portal's left menu.
- 4 TimeStar will then open. Make sure the correct pay period is selected in the top right of the portal.
- 5 Go to the **Daily Procedures** panel on the portal's left side, then select **Requests**.
- 6 Click the **Employee Request** tab.
- 7 Then click the request **within the Employee Request tab**.
- 8 Once you have reviewed the hours, select the **Approve Request** or **Decline Request** button as appropriate.

The screenshot shows the Insperty TimeStar portal interface. On the left is a navigation menu with 'Daily Procedures' expanded, showing 'Requests' as the selected option. The main area displays the 'Requests' tab with a table of requests. A specific request is highlighted with a yellow background. The table has columns for SUBMITTED, REQUEST TYPE, EMPLOYEE, EMP. #, EFFECTIVE, and STATUS. The highlighted request is for 10/06/2016 04:49 PM, Time Off, for employee CHESNEY, CHRISTINE, with employee ID x00000056, effective 10/07/2016, and status 'Unanswered'.

SUBMITTED	REQUEST TYPE	EMPLOYEE	EMP. #	EFFECTIVE	STATUS
10/06/2016 04:49 PM	Time Off	CHESNEY, CHRISTINE	x00000056	10/07/2016	Unanswered

The screenshot shows the 'REQUESTED DATE(S)' form. It contains fields for DATE, HOURS, PAY TYPE, and SCHEDULING. The date is 10/07/2016, hours are 8.00, pay type is PTO, and scheduling is All Day. Below these fields are sections for COMMENT and RESPONSE. At the bottom, there are buttons for 'APPROVE REQUEST' and 'DECLINE REQUEST'.

DATE	HOURS	PAY TYPE	SCHEDULING
10/07/2016	8.00	PTO	All Day

COMMENT: [Text Area]
RESPONSE: [Text Area]

Automatically hide request on approve/decline action: Yes

PREVIOUS REQUESTS: [List]
APPROVE REQUEST | DECLINE REQUEST