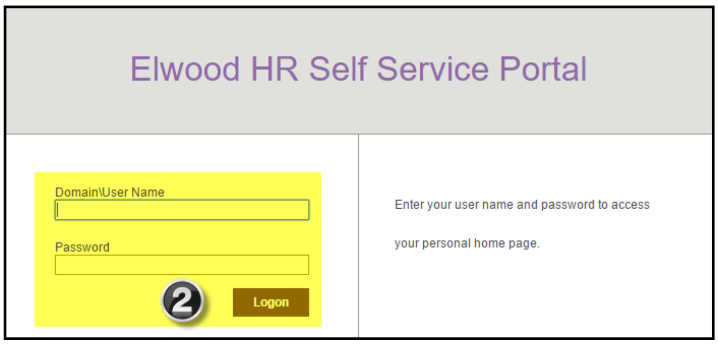
TimeStar

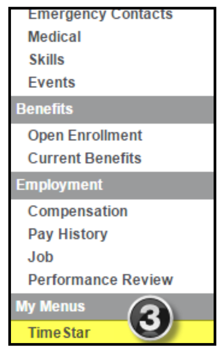
For Hourly Employees: How to Enter Time

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**.

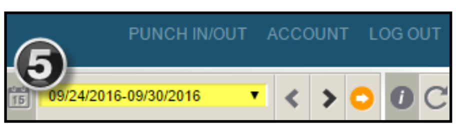
2. The Employee Self-Service Portal will open. Log in using **ELWOOD\yourfirstname.lastname** as the **User Name** (don't forget the **ELWOOD** part) and your network password as the **Password**.





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.



5. Make sure the appropriate week is chosen from the weekly calendar. Then select the **Add** button located at the bottom of the portal.

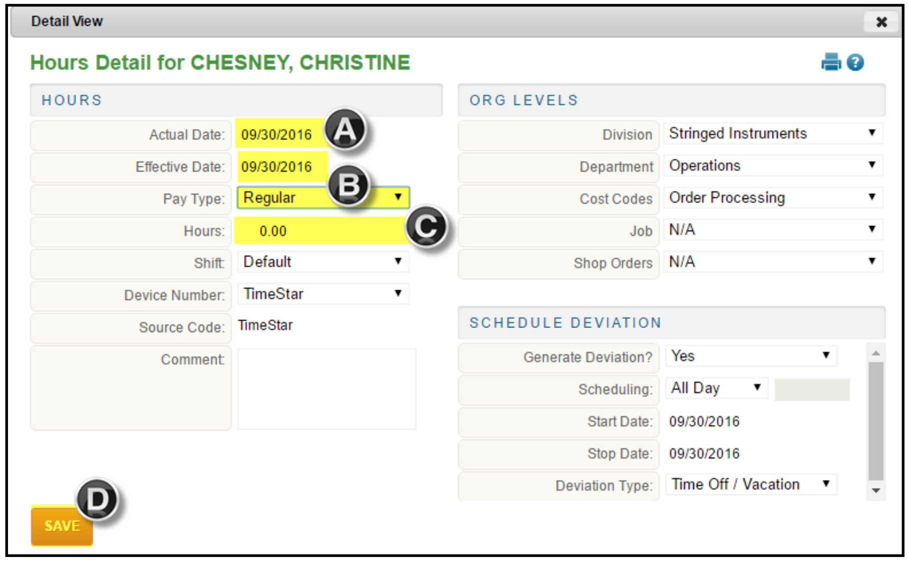
6. When adding hours within the **Detail View**, check and complete the fields on the following page:

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.

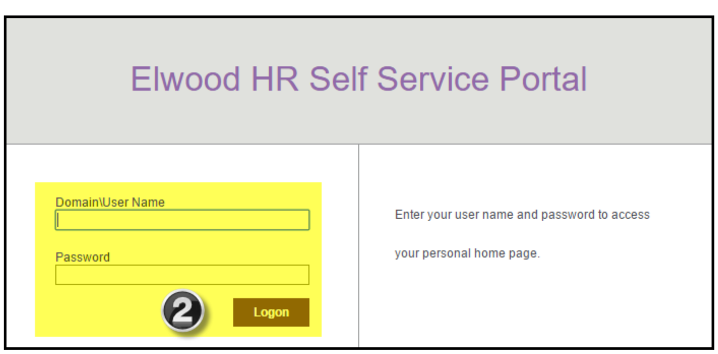


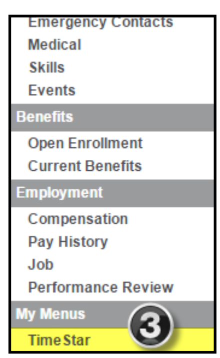
IMPORTANT NOTE: If you miss entering your hours for multiple days, select **Timesheet** from the **Daily Procedures** menu. This will provide the option to enter time for multiple days. Be sure to include the exact hours for each day, such as 8.12 hours. Once all time is entered, select the **Save**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

For All Employees: How to Request Time Off

1 Log into the intranet, click the **Resources** tab, and select **Employee Self-Service Portal**.

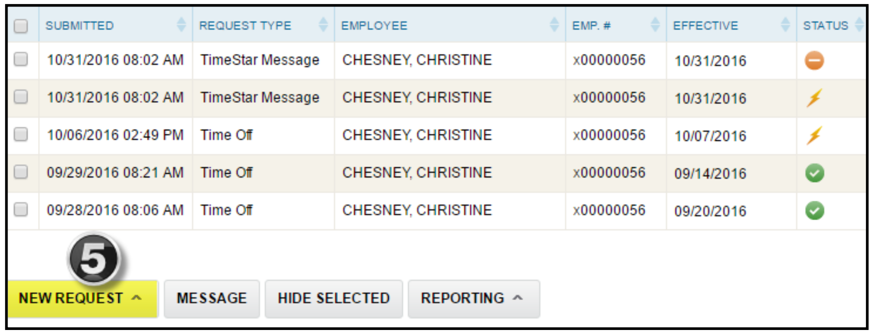
2 The Employee Self-Service Portal will open. Log in using **ELWOOD\yourfirstname.lastname** as the **User Name** (don't forget the **ELWOOD** part) and your network password as the **Password**.





3 Once logged in, select **TimeStar** from the portal's left menu.

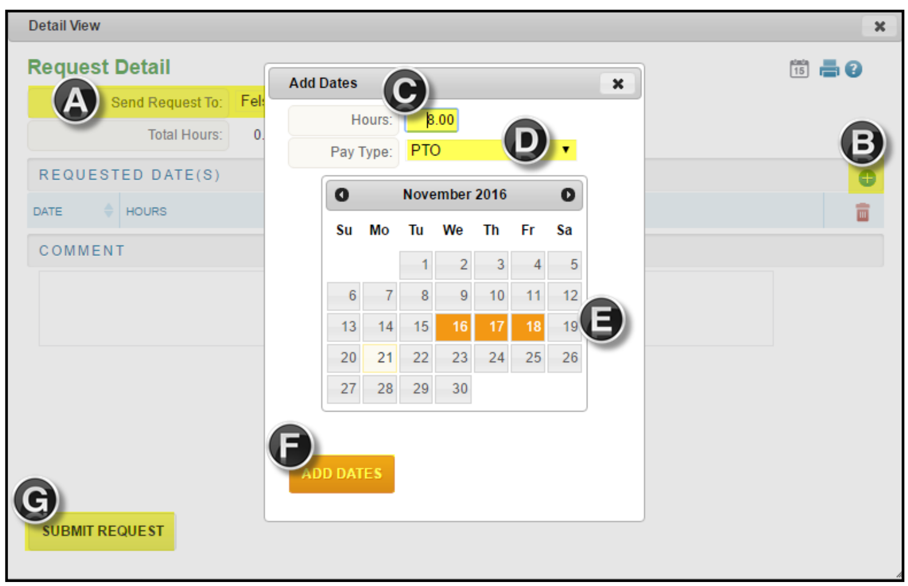
4 TimeStar will then open. Go to the **Daily Procedures** panel on the portal's left side, then select **Requests**.



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.

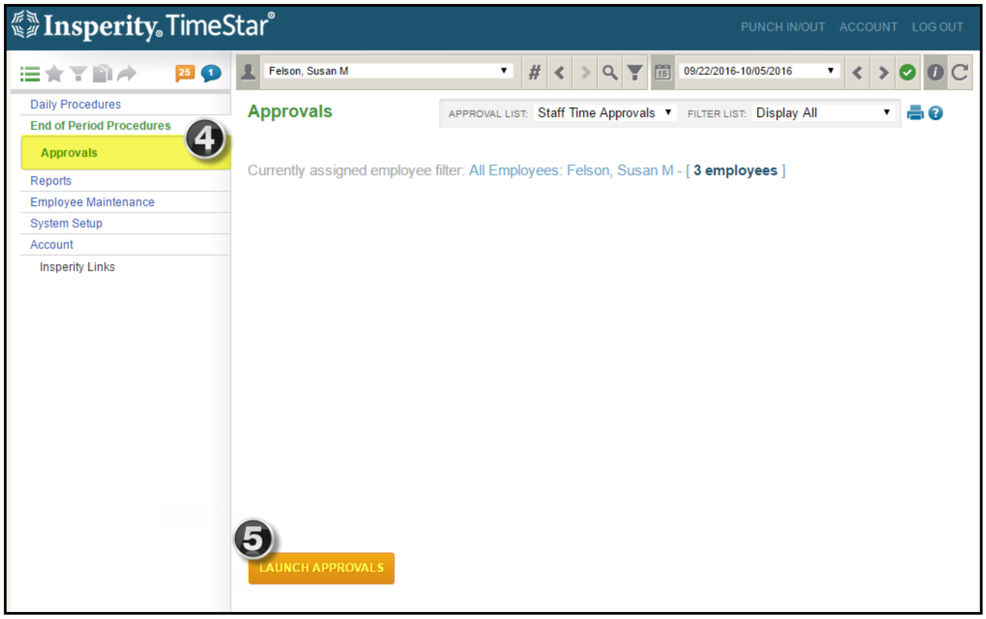
IMPORTANT NOTE: If the request has been approved, yet for some reason you need to cancel the request, simply click on the request, then click the **trash can** button in the Detail View box.

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.



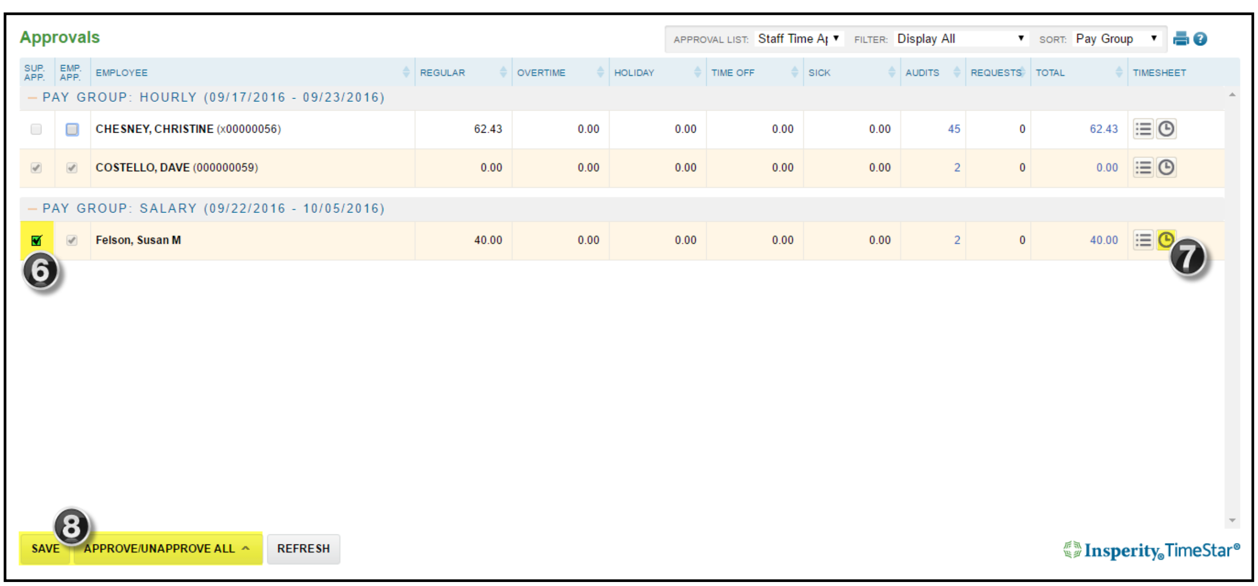
4. TimeStar will then open. Select **Approvals** from the **End of Period Procedures** category.

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 corrrect.

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!

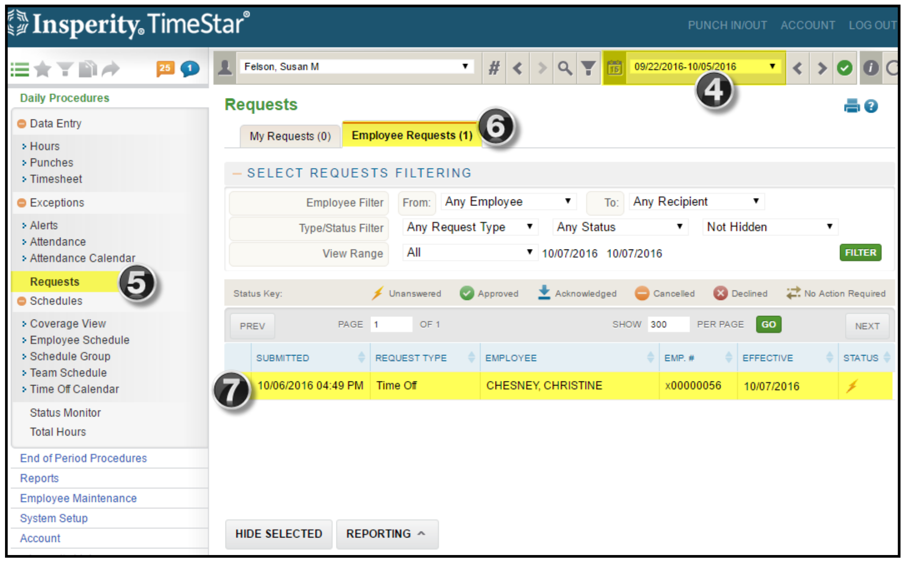


For Managers: How to Approve Time Off Requests

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.

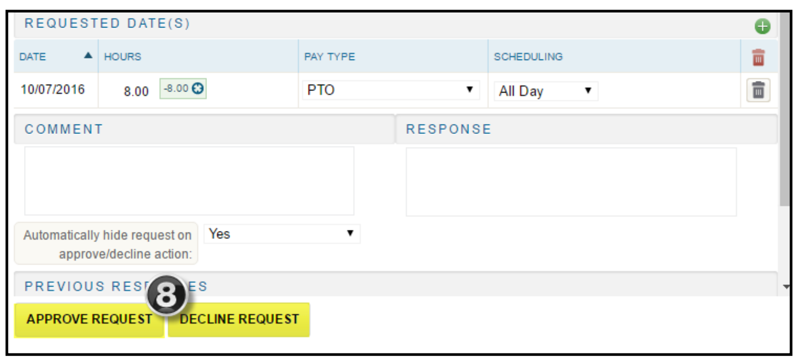


4. TimeStar will then open. Make sure the correct pay period is selected in the top right of the portal.

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.