Time Entry for SpeedType Reporters

Important:

- You must complete your timesheet in STAR and submit it each Monday by 2:00 p.m. for the previous week.
- Failure to submit your time in STAR for hours worked and leave taken may result in a delay in receiving your paycheck.
- STAR combines the functions of time and task reporting into one area. SpeedType timesheet users must log hours worked on projects and activities.

Contents

Time Entry for SpeedType Reporters 1

Time Entry Format Guidelines 2

Timesheet Layout 3

How to Enter Hours in STAR 5

How to Enter Time Reporting Codes (TRCs) 9

Using the Rule Element 1 Field (Overtime) 10

Overnight Shift Time Entry 11

Review Payable Time 12

Adjusting Reported Time 13

Troubleshooting 14

Deleting Rows 14

Same Time Error 15

High Severity Message 16

Time Entry Format Guidelines

In STAR, you must enter time in particular formats. See the following example:

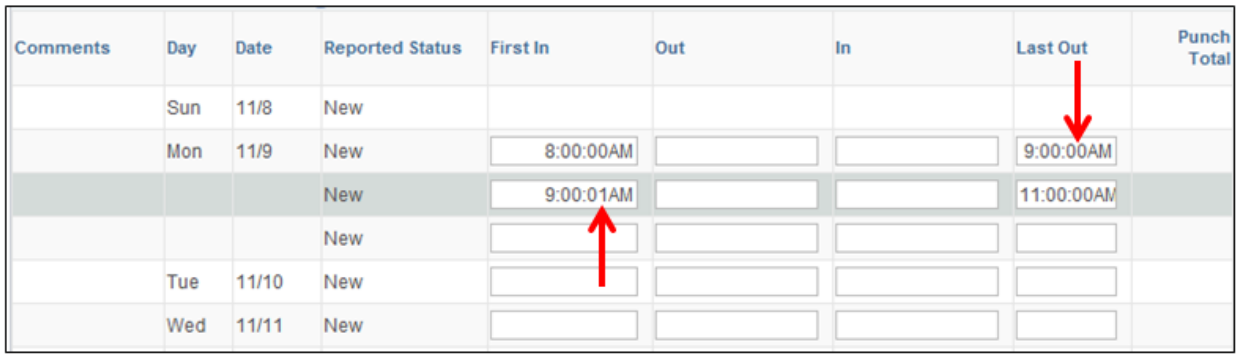
An employee arrived at work at 7:00 a.m., took a half hour lunch, and left at 3:30 p.m..

	Time In	Out	In	Time Out
Correct	7a	1130a	12p	0330p
Correct	0700	1130	1200	1530
Correct	0700a	1130a	1200p	0330p

When you click **Submit** on the timesheet, the system reformats your entries and may rearrange the rows.

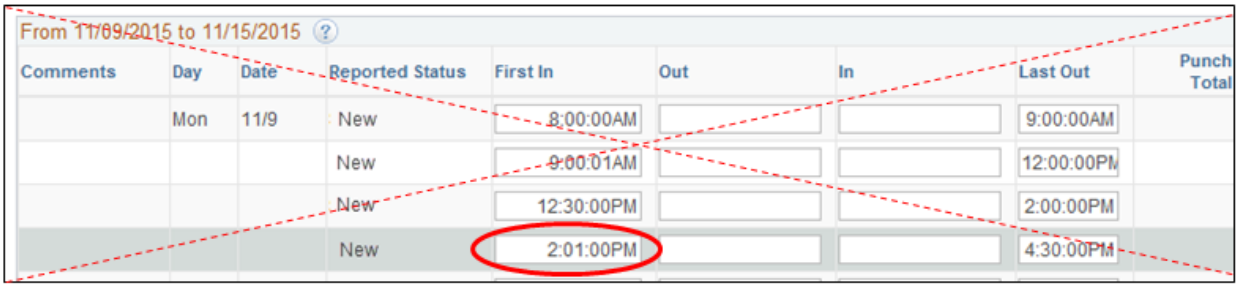
Note: You cannot have overlapping in and out times. **In and out times must be 1 second apart to ensure the system doesn't decrease your total hours.**

Correct



Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total
	Sun	11/8	New					
	Mon	11/9	New	8:00:00AM			9:00:00AM	
			New	9:00:01AM			11:00:00AM	
			New					
	Tue	11/10	New					
	Wed	11/11	New					

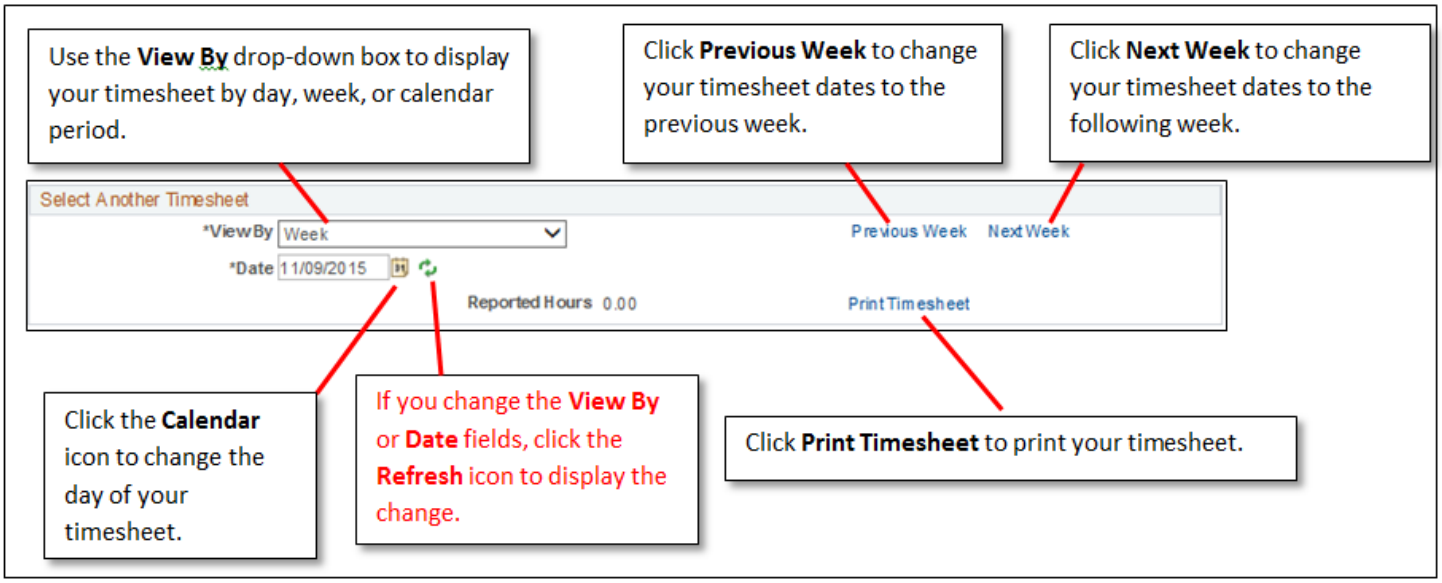
Incorrect

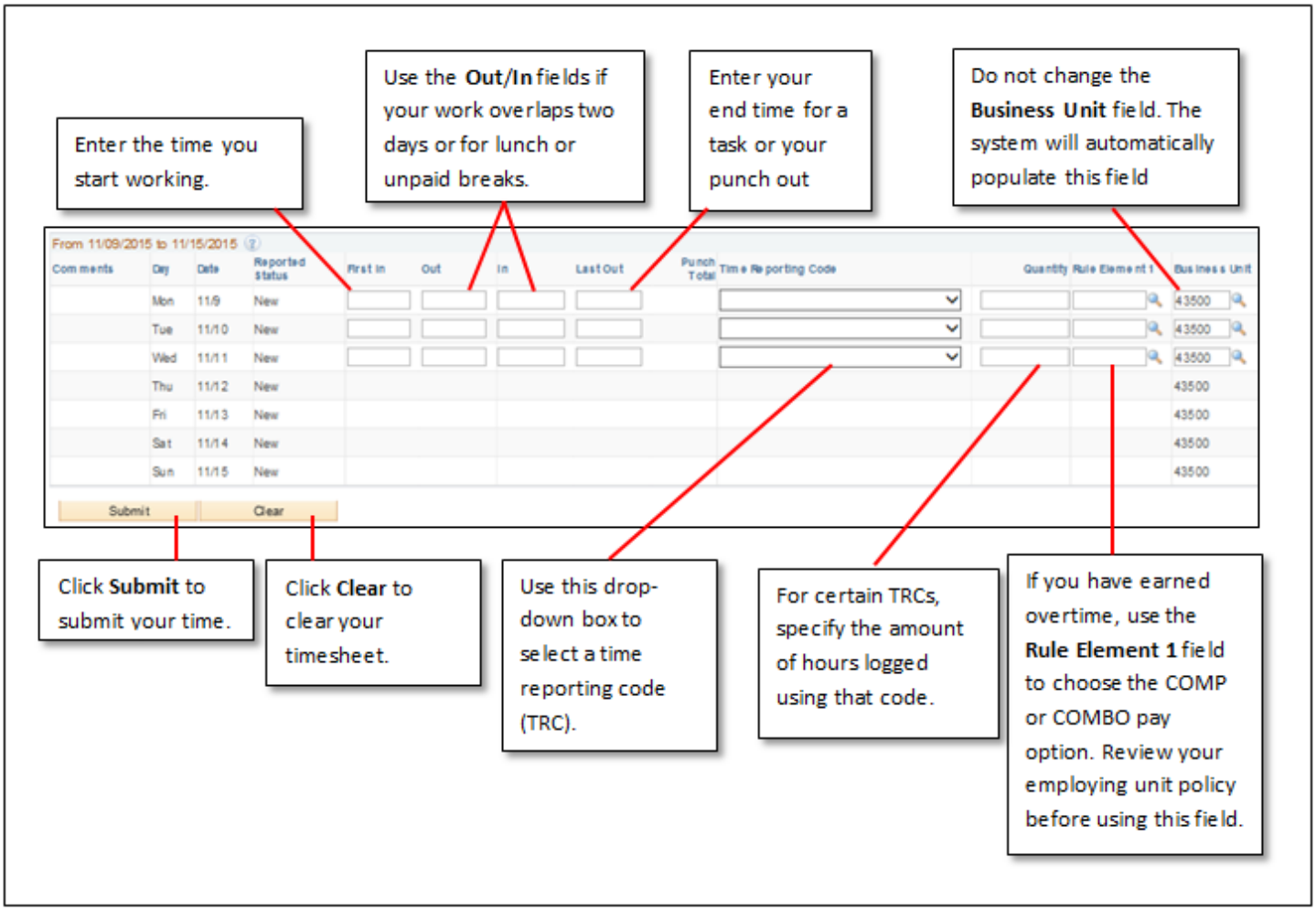


From 11/09/2015 to 11/15/2015

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total
	Mon	11/9	New	8:00:00AM			9:00:00AM	
			New	9:00:01AM			12:00:00PM	
			New	12:30:00PM			2:00:00PM	
			New	2:01:00PM			4:30:00PM	

Timesheet Layout

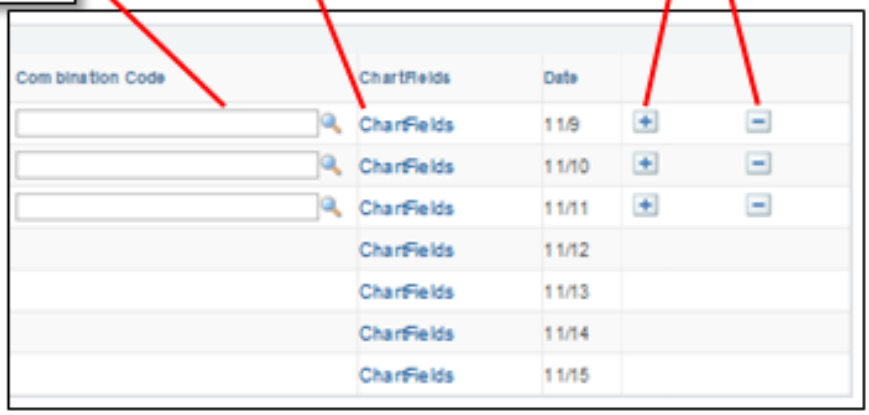




Do not use the **Combination Code** field. The system will automatically populate this field when you enter your ChartField information.

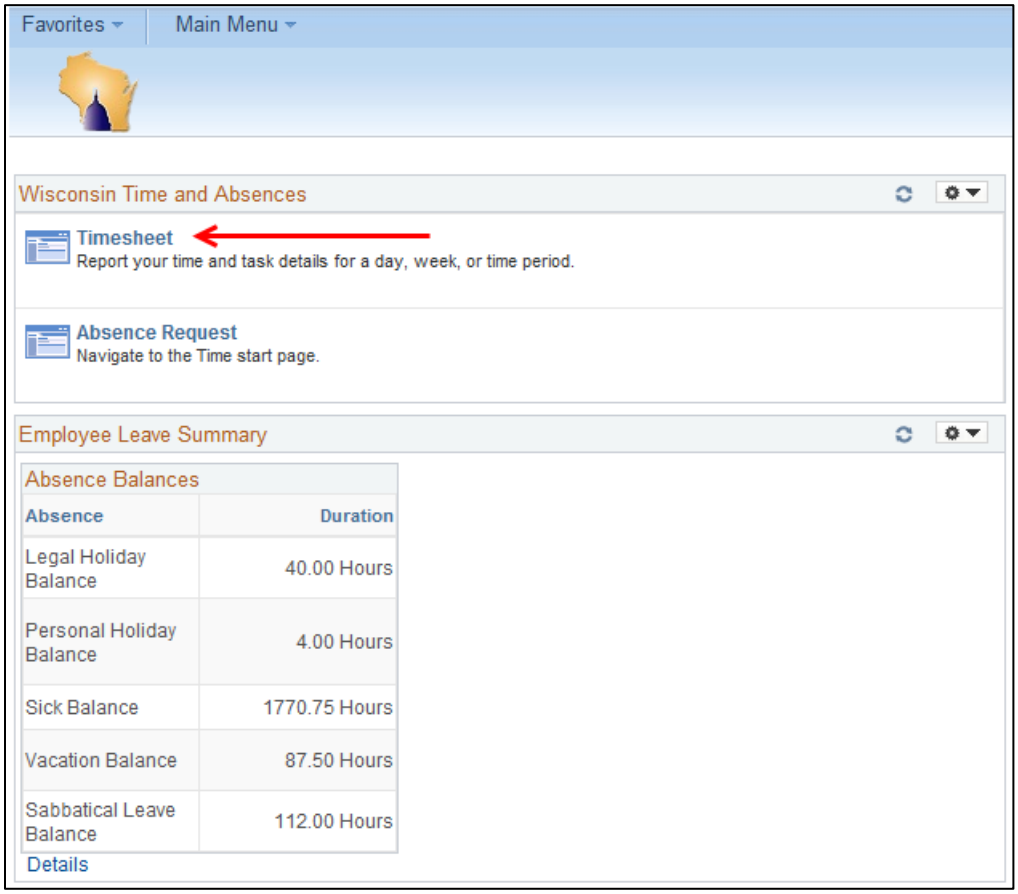
Click the **ChartFields** link to enter your speedtype codes, along with project and activity information.

Use the + and – buttons to add or delete rows. You can use multiple rows if you worked on more than one project or activity in a day.



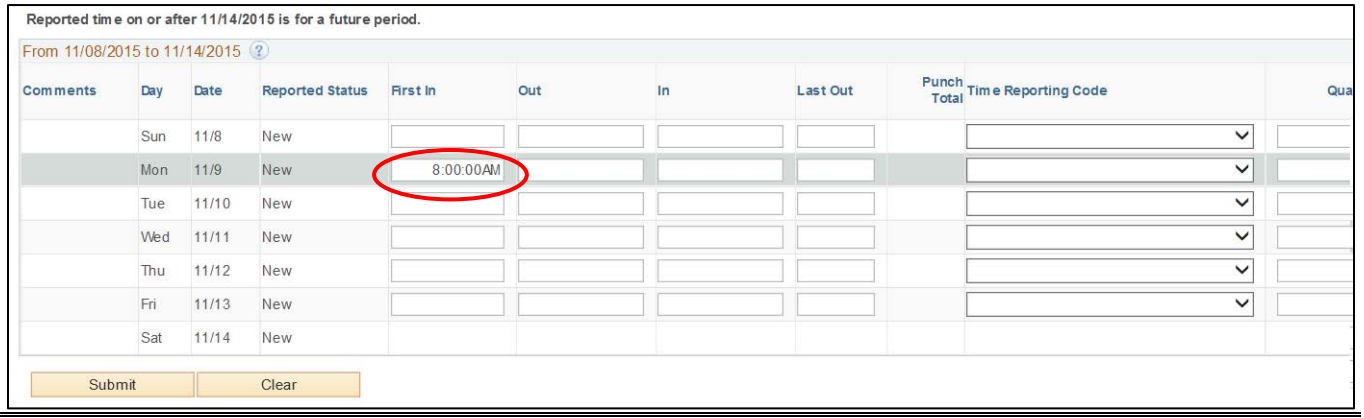
How to Enter Hours in STAR

1. Click the following link or enter the address into a Web browser.
    - https://ess.wi.gov/
2. Log in to STAR using your IAM account.
3. Click **Timesheet** on your STAR dashboard.

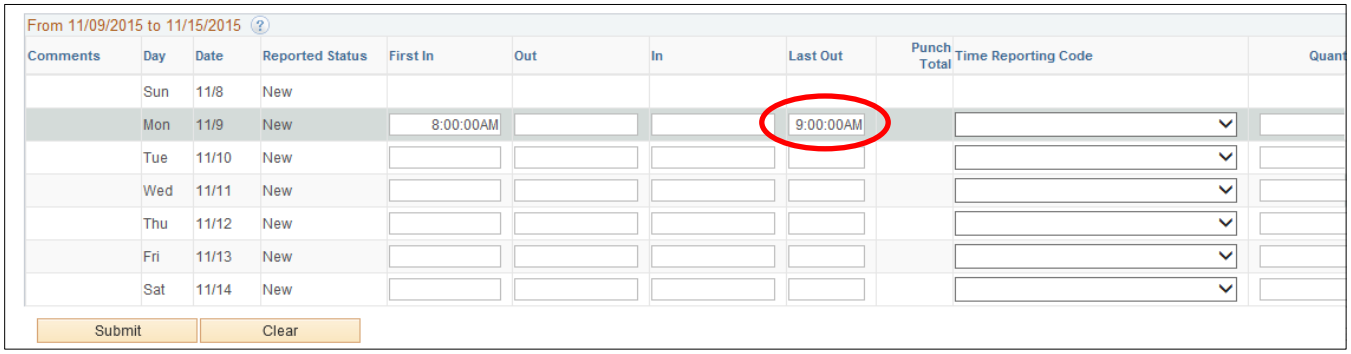


Note: The dashboard is a list of shortcuts presented when you log in to STAR. Absence balances, timesheet shortcuts, benefit information, and personal information are all available in your STAR dashboard.

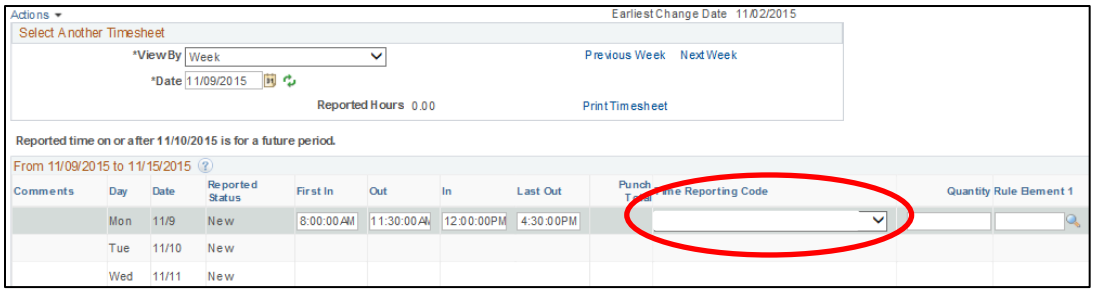
4. Enter the time you started working in the **First In** column.



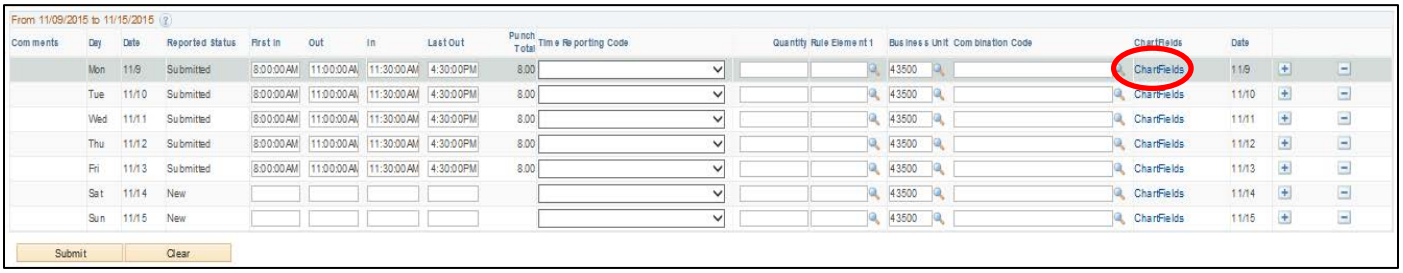
5. Enter the time you stopped working on that specific task in the **Last Out** column.



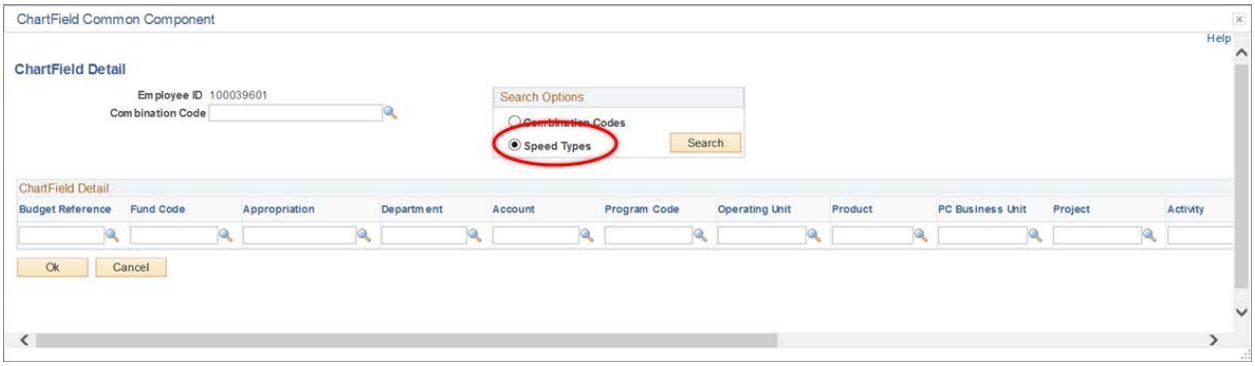
6. Leave the **Time Reporting Code** field blank when entering regular work hours.
   a. If you leave this field blank, the system enters **01 REGLR – Regular Hours Worked** on your paycheck.
   b. Contact your payroll representative for more information on time reporting codes.



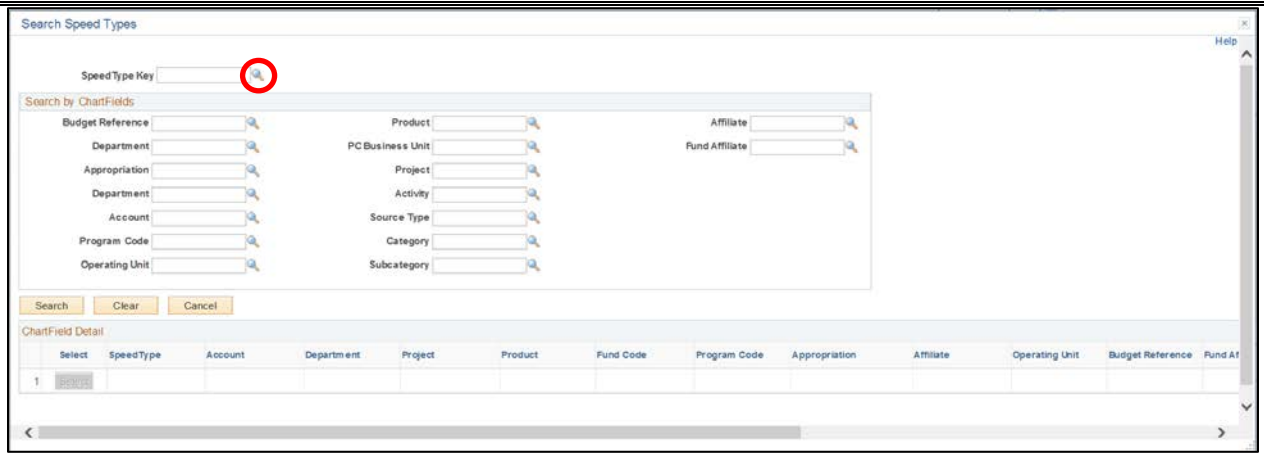
7. Click the **ChartFields** link to enter project and activity information.



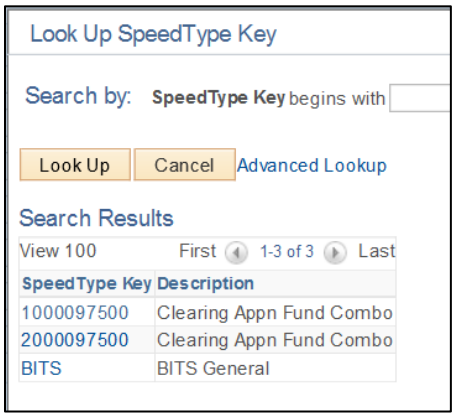
8. Under Search Options, click the **Speed Types** button and click **Search**.



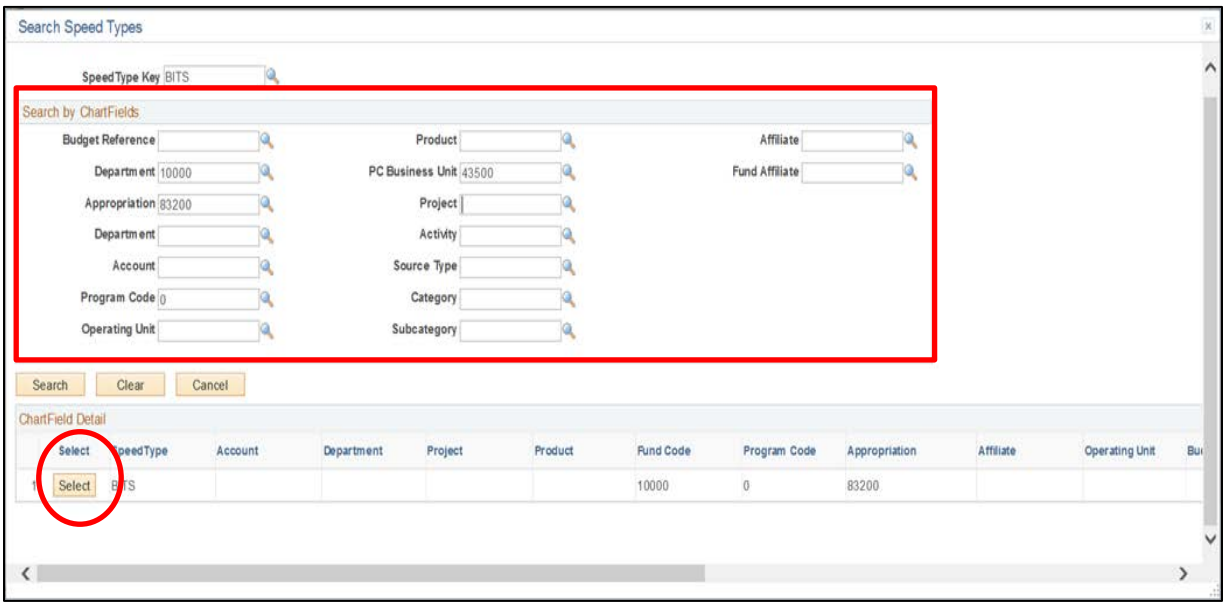
9. Click the **Lookup Glass** icon after the **SpeedType Key** field.



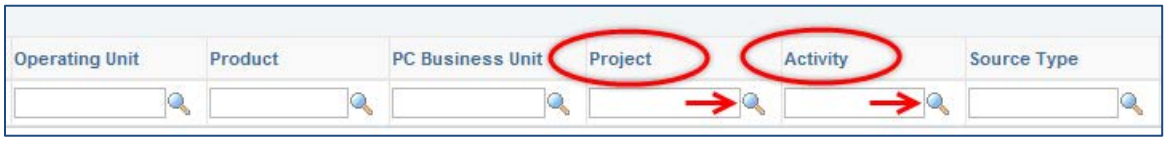
10. Click a speedtype code to populate your timesheet.



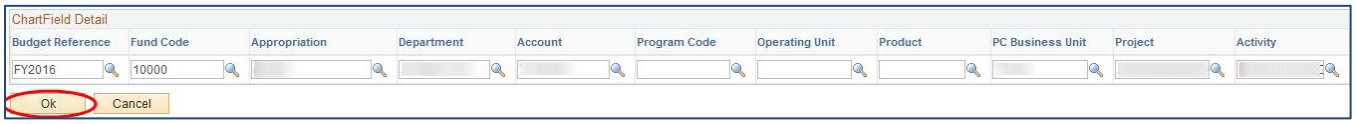
11. Verify the chartfield information in the **Search By ChartFields** is correct, and click **Select** to populate the information on the **ChartFields Details** section.
    - Check with your manager or employing unit's fiscal contact for more information about which chartfield data you should use.



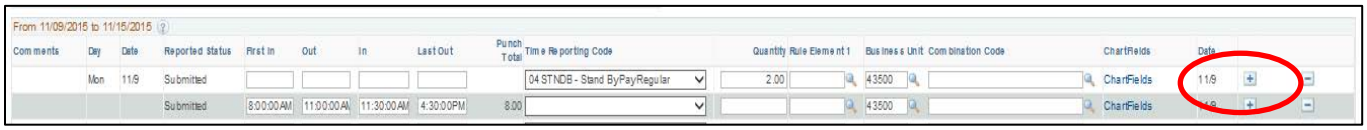
12. Scroll to the **Project** and **Activity** fields and click the **Lookup Glass** to select your project and activity codes.



13. Click **OK.**



14. Click the **Add Row (+)** button to enter more hours for a different project and activity**.**



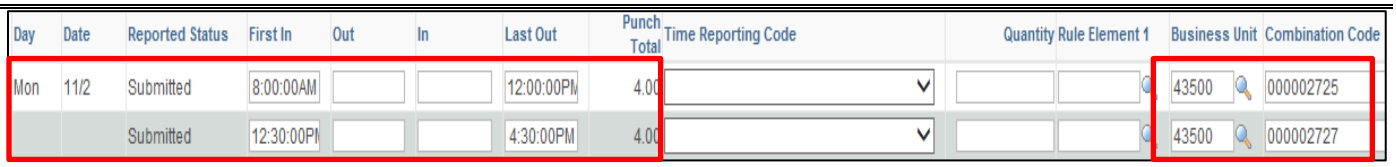
Note: You cannot have overlapping in and out times. **In and out times must be 1 second apart to ensure the system doesn't decrease your total hours.**

15. Repeat steps 3–14 as needed.
16. We recommend that you group time, projects, and activities together within a day, even if this doesn't reflect the actual time of day that you worked on these items. For example, if you worked on the same project and activity for 1 hour in the morning and 2 hours in the afternoon, you can record 3 consecutive hours for that project and activity. Make sure the ending of a task and the beginning of a new task account for unpaid breaks, such as lunch. See below for examples.

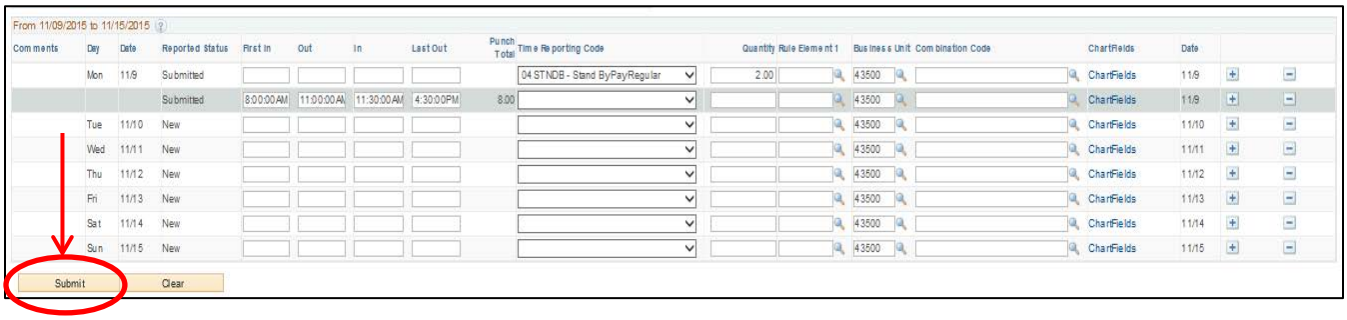
Example 1: The worker below worked on four different projects throughout Monday, November 2. She totaled her time for each project and activity throughout the day and entered the time accordingly for the 8 hours she worked. For instance, she worked 1 hour in the morning and 2 hours in the afternoon on a project with a single combination code. However, she was able to enter the total hours in the morning instead of making two separate entries.

Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Business Unit	Combination Code
Mon	11/2	Submitted	8:00:00AM			9:00:00AM	1.00				43500	000002725
		Submitted	9:00:01AM			12:00:00PM	3.00				43500	000002726
		Submitted	12:30:01PM			2:00:00PM	1.50				43500	000002727
		Submitted	2:00:01PM			4:30:00PM	2.50				43500	000002728

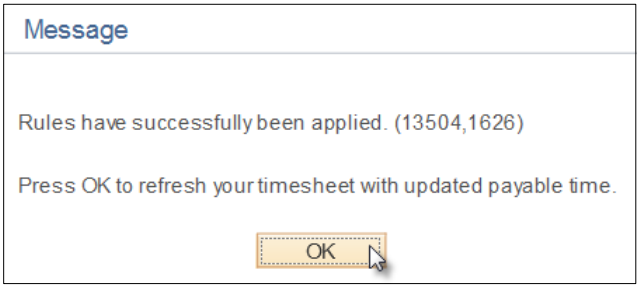
Example 2: The worker below alternated between working on two projects throughout Monday, November 2. He grouped together all the time throughout the day for each project, so he was able to enter record his time using two entries.



17. Review your entries to make sure you have the correct hours, time reporting codes, combination codes, and days entered. Click **Submit**.



18. If you have entered all of the information correctly, a **Message** box informs you of this. Click **OK** to return to the **Timesheet** page.



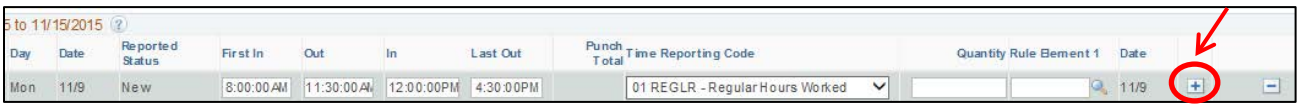
If you receive a **Message** box that describes errors, see the [Troubleshooting](#) section for more information.

19. In the **Punch Total** field, the system calculates how many hours you worked. Review the timesheet and summary tabs at the bottom of the page to make sure the total number of hours you worked for each day is correct.

How to Enter Time Reporting Codes (TRCs)

Use time reporting codes (TRCs) to enter other types of work hours. Examples of these codes include **Stand By Pay**, **Compensatory Time Used**, and **Jury Duty**. Repeat the process below as many times as needed to complete your time entry.

1. Click the **Add Row** (**+**) button.



2. Select the appropriate code from the **Time Reporting Code** drop-down box. If necessary, contact your payroll representative for more information on TRCs**.**
3. Enter the time you worked in the in/out columns or total number of hours in the **Quantity** field based on the TRC selected. For more information, see the following example.

The example below illustrates a combination of work time, jury duty, call back or call in hours, and compensatory time. Depending on the TRC you've entered, you enter the associated time in either the **Quantity** field or the **First In**, **Out**, **In**, and **Last Out** fields.

- Record time for the **Stand By Pay, Compensatory Time Used**, and **Jury Duty** TRCs using the **Quantity** field. Enter time quantities in hundredths of an hour.
    - 2 hours 15 minutes = 2.25
    - 4 hours 30 minutes = 4.5
- Record time for the **Call Back or Call In Hours** TRC using the **First In**, **Out**, **In**, and **Last Out** fields.

Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity
Mon	11/16	Submitted						63 JURY - Jury Duty	2.50
		Submitted	10:30:00AM	11:30:00AM	12:00:00PM	4:30:00PM	5.50		
		Submitted	6:00:00PM			10:00:00PM	4.00	08 CLLBK - Call Back or Call In Hours \	
Tue	11/17	New						02 CMPUS - Compensatory Time Usec	8.00

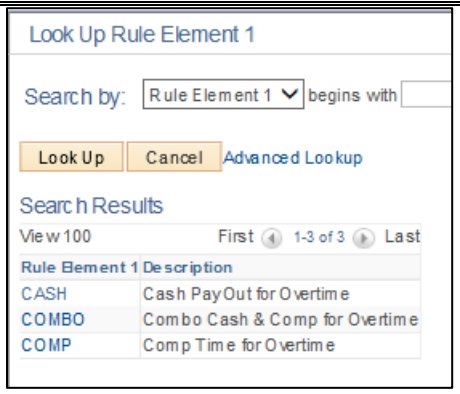
Using the Rule Element 1 Field (Overtime)

If you earn overtime, use the **Rule Element 1** field if you want to override the default payout method (**CASH**) for the week. You can choose compensation time (**COMP**) or a combination of cash and compensation time (**COMBO**) instead. **Review your employing unit policy before using this field.**

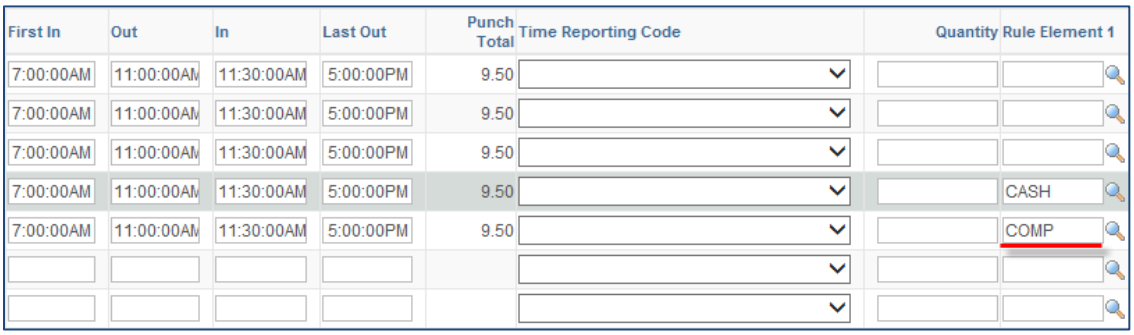
1. Click on the **Lookup Glass** icon to see options for the **Rule Element 1** field.

First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1
7:00:00AM	11:00:00AM	11:30:00AM	5:00:00PM	9.50			
7:00:00AM	11:00:00AM	11:30:00AM	5:00:00PM	9.50			
7:00:00AM	11:00:00AM	11:30:00AM	5:00:00PM	9.50			
7:00:00AM	11:00:00AM	11:30:00AM	5:00:00PM	9.50			
7:00:00AM	11:00:00AM	11:30:00AM	5:00:00PM	9.50			

2. Select the appropriate option from the **Look Up Rule Element 1** window.



3. Verify the correct rule element option appears on your timesheet. Use only one rule element per week. If you choose more than one rule element for a given week, the system applies the last rule element for the week. In the example below, the system would apply the **COMP** rule element because it is the last entry on the timesheet.



First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1
7:00:00AM	11:00:00AM	11:30:00AM	5:00:00PM	9.50			
7:00:00AM	11:00:00AM	11:30:00AM	5:00:00PM	9.50			
7:00:00AM	11:00:00AM	11:30:00AM	5:00:00PM	9.50			
7:00:00AM	11:00:00AM	11:30:00AM	5:00:00PM	9.50			CASH
7:00:00AM	11:00:00AM	11:30:00AM	5:00:00PM	9.50			COMP

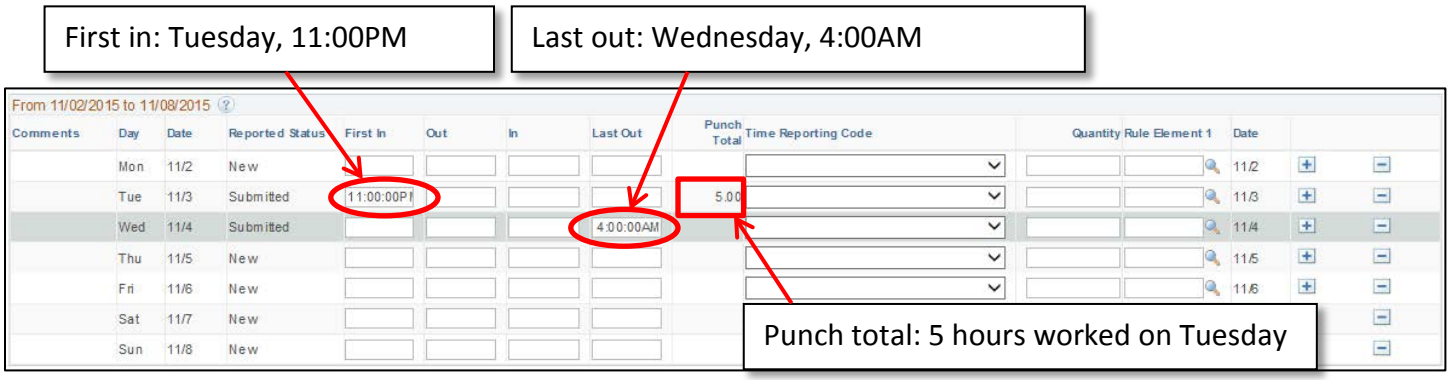
Note: If you want to receive cash for overtime worked, enter **CASH** in the **Rule Element 1** column or leave the **Rule Element 1** column blank.

4. Click **Submit** to save your time.
5. If you have entered all of the information correctly, a **Message** box informs you of this. If you receive a **Message** box that describes errors, see the **Troubleshooting** section for more information.
6. Click **OK**.

Overnight Shift Time Entry

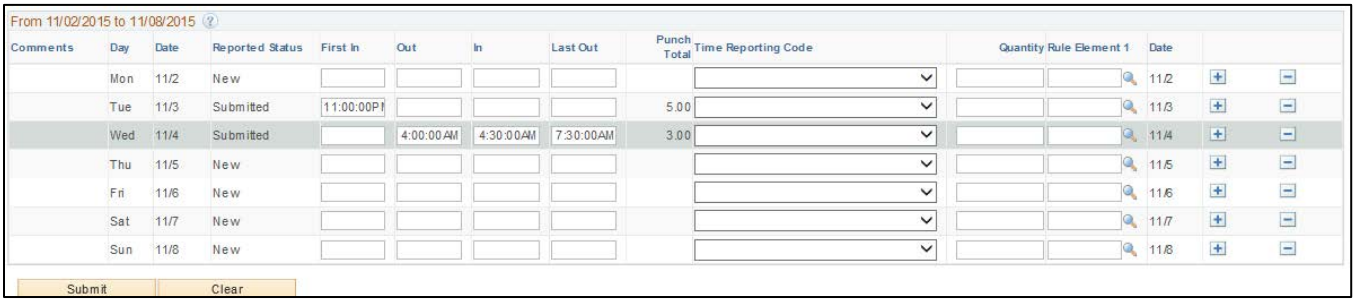
Refer to the screenshots below if you work a shift that spans two calendar days. To enter time for such a shift, enter the time you start working in the **First In** column for the first day and the time you finished work in the **Last Out** column for the second day.

Note: The system records the total amount of payable hours on the day you started your shift. In the example below, the hours appear in Tuesday's **Punch Total** column.

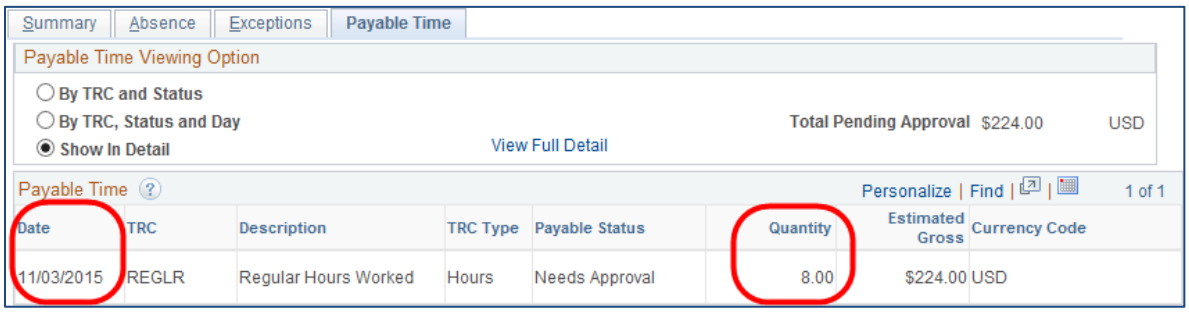


The following screenshot shows an example of an overnight shift with a lunch break that meets these timelines:

- Employee starts work at 11:00 p.m.
- Employee leaves for lunch at 4:00 a.m.
- Employee returns to work at 4:30 a.m.
- Employee leaves work for the current shift at 7:30 a.m.



The screenshot above shows that the system splits the punch total values between 2 days. The screenshot below shows that the **Payable Time** tab merges the two punch total values into a single payable day (associated with the day on which you started the shift).

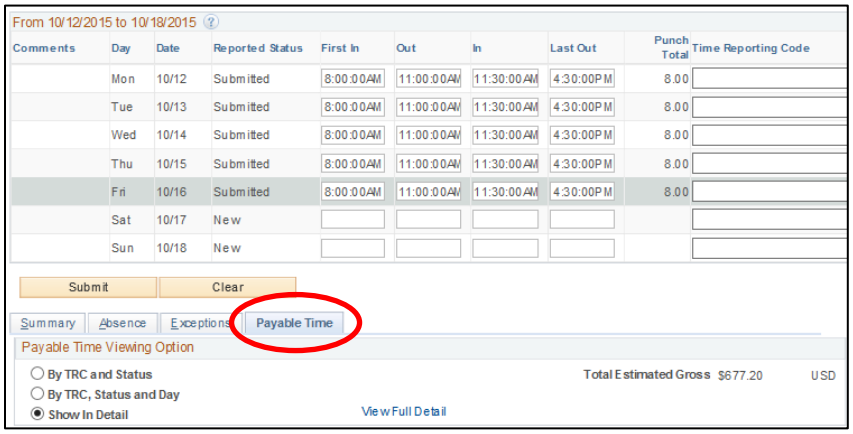


Review Payable Time

Follow these steps to view payable time.

1. Click the following link or enter the address into a Web browser.

   a. https://ess.wi.gov/
2. Log in to STAR using your IAM account.
3. Click **Timesheet** on your STAR dashboard.
4. Click the **Payable Time** tab at the bottom of the **Timesheet** page.

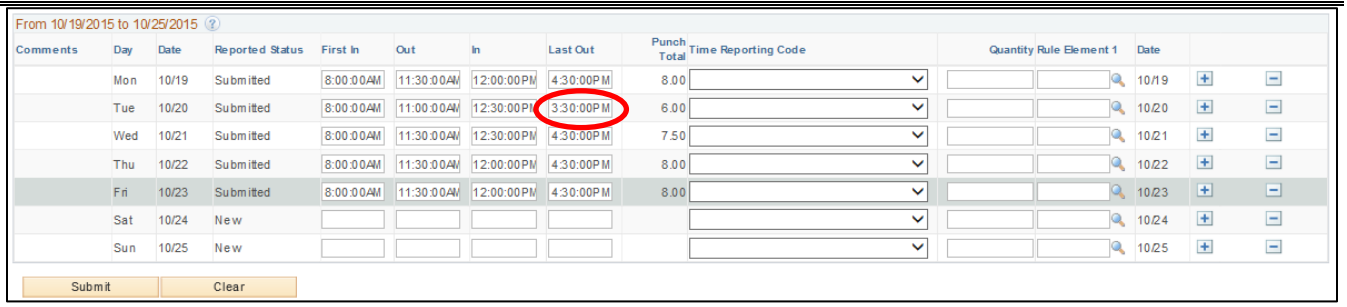


5. The **Payable Time** tab displays hours logged, approval status, and estimated gross earnings.

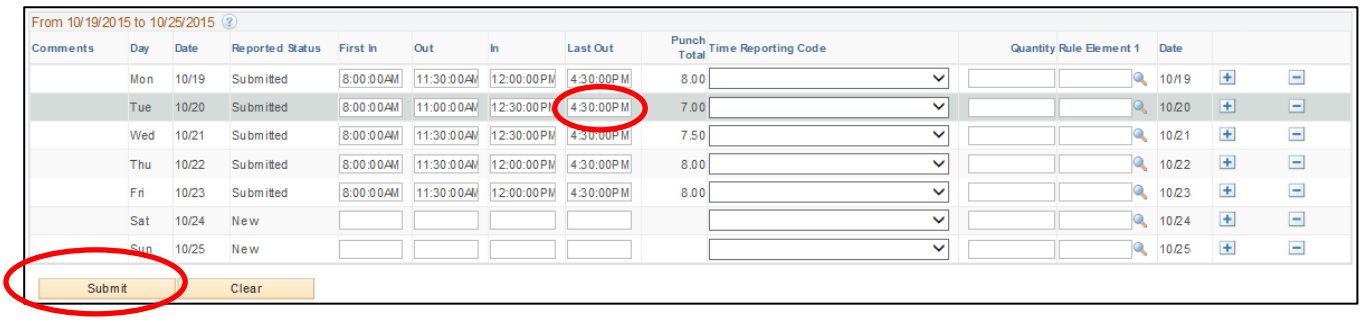
Adjusting Reported Time

Please follow this process to adjust reported time within the Time and Labor module of STAR.

1. Login to STAR using your IAM account. Click on the link or type the address into a web browser.
   a. https://ess.wi.gov/
2. Click **Timesheet** on your STAR Dashboard.
3. Find the time entry that needs to be adjusted.



4. Make the adjustment in the timesheet and click **Submit**. In this example, you changed the time from 3:30PM to 4:30PM.



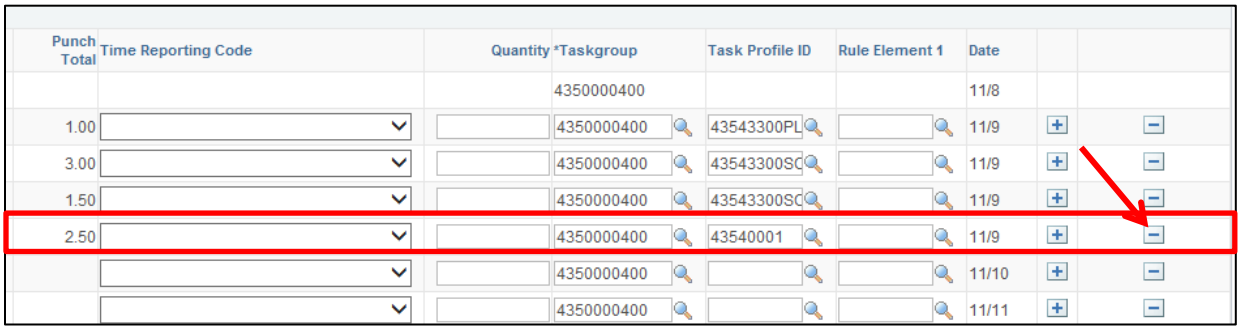
5. Click **Submit** to save your adjusted time.

Note: The system only allows you to go back 16 days from the current week. If the adjustment exceeds 16 days prior to the current week, contact your manager or payroll representative.

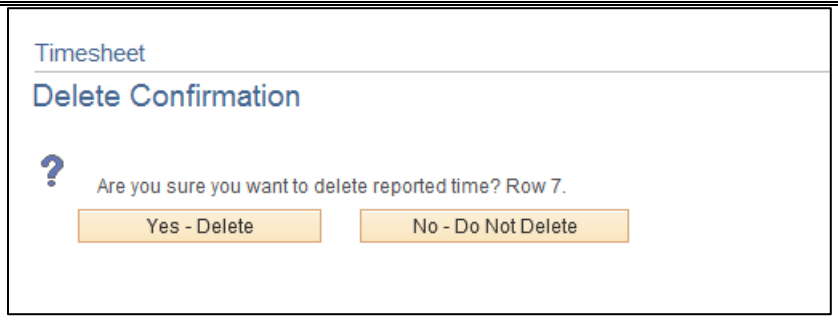
Troubleshooting

Deleting Rows

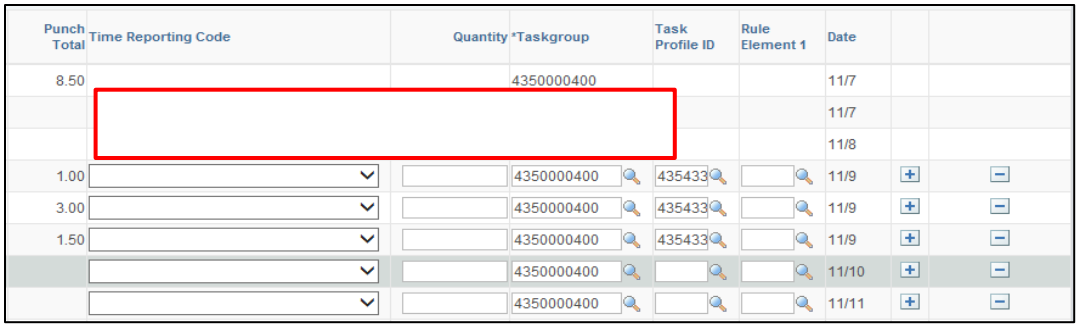
1. Click on the **Delete Row (-)** button for the row you want to delete.



2. The **Delete Confirmation** page appears. Click the **Yes – Delete** button to delete the row.



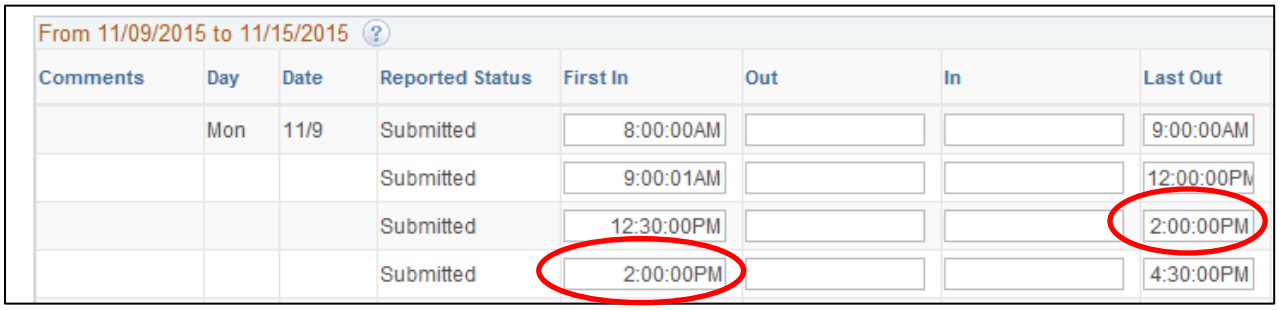
3. The **Timesheet** page appears with the row deleted from the page.

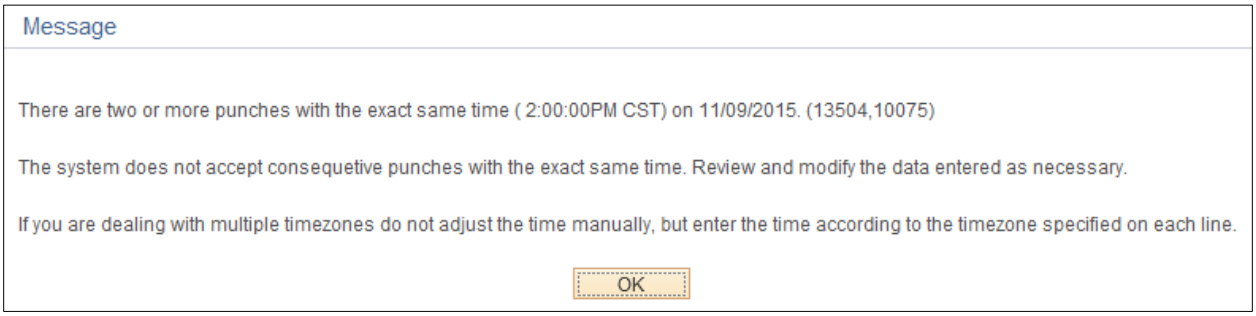


Same Time Error

You cannot have overlapping in and out times. **In and out times must be 1 second apart to ensure the system doesn't decrease your total hours.**

1. If you enter the same time in both an in and out field for the same day and click **Submit**, you receive an error message.





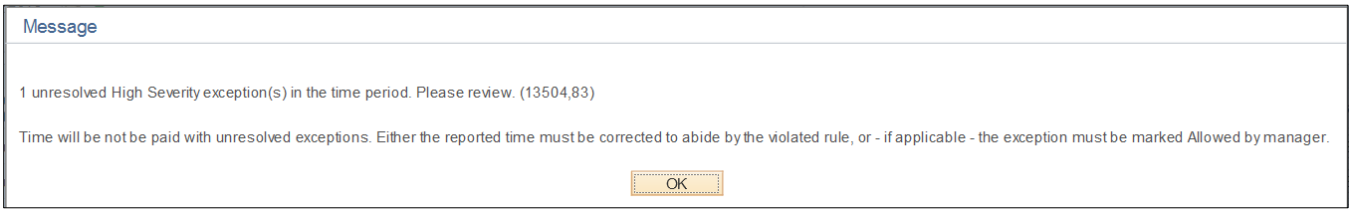
2. Click **OK** to return to the timesheet**.**
3. Make adjustments so there are no overlapping times in the fields.

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total
	Mon	11/23	Submitted	8:00:00AM			9:00:00AM	1.00
			Submitted	9:00:01AM			12:00:00PM	3.00
			Submitted	12:30:00PM			2:00:00PM	1.50
			Submitted	2:00:01PM			4:30:00PM	2.50

4. Click **Submit** to save the changes.

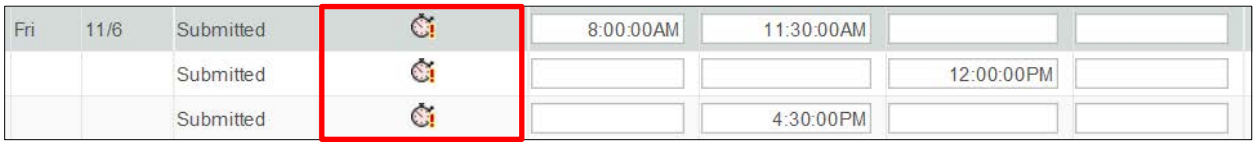
High Severity Message

1. If you do not have time in the **Last Out** field for the shift or if there are other issues with the time you have submitted, you will receive the following **Message** box when you click the **Submit** button.



2. Click the **OK** button to return to the **Timesheet**.
3. A **Clock** icon appears next to the entries you need to resolve.

If you do not update the High Severity exception, you will not be paid.



Note: You may also see Low Severity exceptions. Some are issues that can be resolved and some are just system notifications. These will not prevent you from being paid.