

# Time Entry for TapFin Contractors



**Important:**

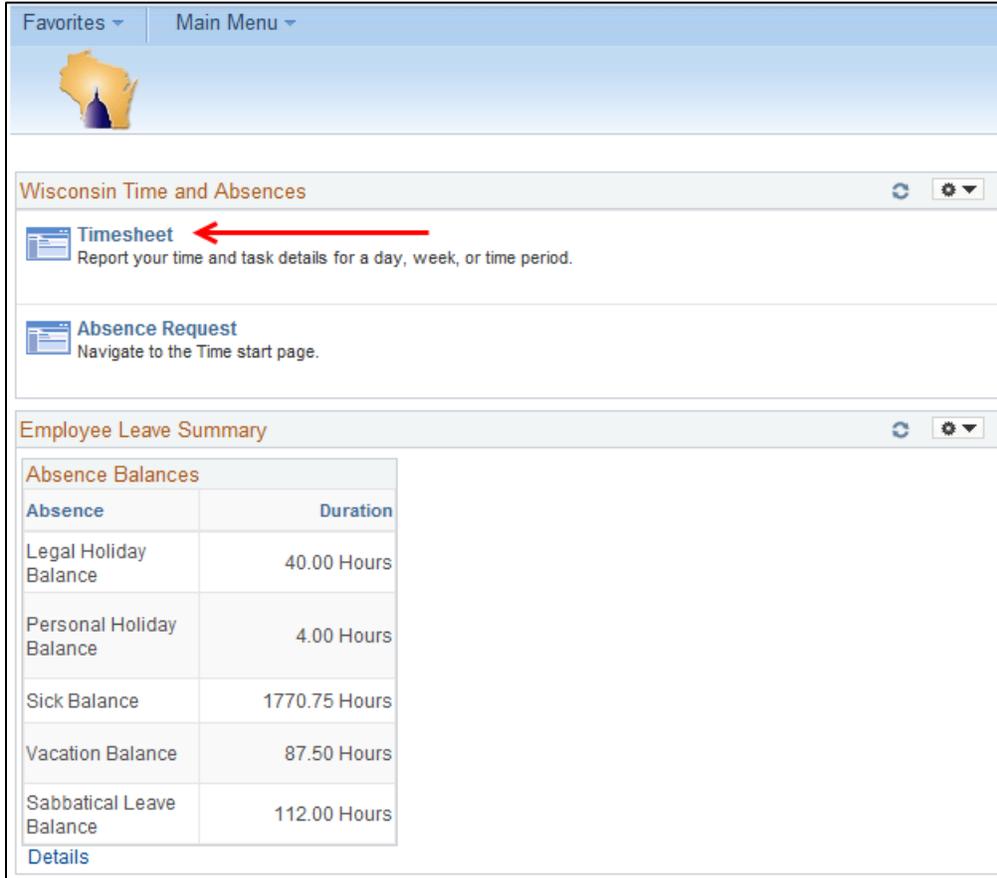
- You must complete your timesheet in STAR and submit it each Monday by 2:00 p.m. for the previous week.
- Failure to submit your time in STAR for hours worked may result in a delay in sending your time to FieldGlass for payment.

## Contents

<b>Time Entry for TapFin Contractors.....</b>	<b>1</b>
Enter Hours in STAR .....	2
Review Payable Time .....	7
Enter Time for an Overnight Shift.....	8
Adjust Reported Time .....	8
Enter Time Reporting Codes (TRCs).....	9
Contractor Time Reporting Codes .....	9

## 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.



The screenshot shows the STAR dashboard interface. At the top, there are navigation tabs for 'Favorites' and 'Main Menu'. Below this is a header with a Wisconsin state map icon. The main content area is divided into two sections. The first section is titled 'Wisconsin Time and Absences' and contains two shortcuts: 'Timesheet' (with a red arrow pointing to it) and 'Absence Request'. The second section is titled 'Employee Leave Summary' and contains a table of absence balances.

Absence	Duration
Legal Holiday Balance	40.00 Hours
Personal Holiday Balance	4.00 Hours
Sick Balance	1770.75 Hours
Vacation Balance	87.50 Hours
Sabbatical Leave Balance	112.00 Hours

Details

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 appropriate number of hours for each day and for the same combination code.
  - Enter work time in hundredths of an hour.
    - 2 hours 15 minutes = 2.25
    - 4 hours 30 minutes = 4.5

The screenshot below shows how you can enter time for three different projects in a week. Each line corresponds to a separate project, but the timesheet adds up to 40 hours for the week.

	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Sun 9/27	Total
Project 1	2.00	6.00	2.50	8.00	3.25			21.75
Project 2	4.00	1.00	4.50		1.75			11.25
Project 3	2.00	1.00	1.00		3.00			7.00

Category	Total	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25
Total Reported Hours	40.00	8.00	8.00	8.00	8.00	8.00
Time with no Category	40.00	8.00	8.00	8.00	8.00	8.00

5. Click the **User Field 3 Lookup** icon.

Time Reporting Code	*Taskgroup	Business Unit	User Field 3
<input type="text"/>	WI_CTSPEED	43500	<input type="text"/>
<input type="text"/>	WI_CTSPEED	43500	<input type="text"/>
<input type="text"/>	WI_CTSPEED	43500	<input type="text"/>

6. Click on the drop-down menu and change the option from **User Field 3** to **Description**.

Look Up User Field 3 Help

Search by: Description begins with

[Advanced Lookup](#)

7. In the **begins with** field, enter the following: "FY16-Last Name"

8. Click **Look Up**.

9. Select your name from the list.

Description	User Field 3
FY16- Doe, John	

10. Fill out the **Combination Code** field as directed by your employing unit. If you have more than one combination code, each code must have its own row. If you do not know your combination code, click the **ChartFields** link to create your code.

- Check with your manager or employing unit fiscal contact for more information about which chartfield data you should use.

User Field 3	Combination Code	ChartFields	Date
3N56JS00000020	00001661	<b>ChartFields</b>	11/15
		ChartFields	11/16
		ChartFields	11/17
		ChartFields	11/18
		ChartFields	11/19
		ChartFields	11/20
		ChartFields	11/21

11. Select **SpeedType** from the **Search Options** and click **Search**.

ChartField Common Component

ChartField Detail

Employee ID: [ ]  
 Combination Code: [ ]  
 Set ID: 5050

Search Options  
 Combination Codes  
 Speed Type

ChartField Detail

Budget Reference	Fund Code	Appropriation	Department	Account	Program Code	Operating Unit	Product	PC Business Unit	Project	Activity	Source Type	Category
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Note: To locate the value of any of the chartfields, click the **Lookup** icons ()

12. Click the **Lookup** icon after the **SpeedType Key** field.

Search Speed Types

SpeedType Key: [ ] 

Search by ChartFields

Budget Reference	Product	Affiliate
Department	PC Business Unit	Fund Affiliate
Appropriation	Project	
Department	Activity	
Account	Source Type	
Program Code	Category	
Operating Unit	Subcategory	

ChartField Detail

Select	SpeedType	Account	Department	Project	Product	Fund Code	Program Code	Appropriation	Affiliate	Operating Unit	Budget Reference	Fund Affiliate
1	[ ]											

13. Select the appropriate speedtype by clicking on the appropriate speedtype key.

Look Up SpeedType Key

Search by: SpeedType Key begins with [ ]

[Advanced Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

SpeedType Key	Description
1000097500	Clearing Appn Fund Combo
2000097500	Clearing Appn Fund Combo
BITS	BITS General

- After you have chosen the appropriate speedtype, the system will fill out the **Chartfield Detail** information (such as fund code, appropriation, etc). Enter your project and activity codes in the **ChartField Detail** section. Click **OK**.

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

Combination Code	ChartFields		
<input type="text"/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	ChartFields	<input type="button" value="+"/>	<input type="button" value="-"/>

- Click **Submit** when you have entered everything correctly.

- You will receive the following message if you have entered everything correctly. Click **OK** to continue.

**Message**

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

# Review Payable Time

Follow these steps to view payable time.

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.
4. Click the **Payable Time** tab at the bottom of the **Timesheet** page.

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code
	Mon	10/12	Submitted	8:00:00AM	11:00:00AM	11:30:00AM	4:30:00PM	8.00	
	Tue	10/13	Submitted	8:00:00AM	11:00:00AM	11:30:00AM	4:30:00PM	8.00	
	Wed	10/14	Submitted	8:00:00AM	11:00:00AM	11:30:00AM	4:30:00PM	8.00	
	Thu	10/15	Submitted	8:00:00AM	11:00:00AM	11:30:00AM	4:30:00PM	8.00	
	Fri	10/16	Submitted	8:00:00AM	11:00:00AM	11:30:00AM	4:30:00PM	8.00	
	Sat	10/17	New						
	Sun	10/18	New						

Buttons: Submit, Clear

Summary | Absence | Exceptions | **Payable Time**

Payable Time Viewing Option

By TRC and Status      Total Estimated Gross \$677.20      USD

By TRC, Status and Day

Show In Detail      [View Full Detail](#)

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

Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
10/12/2015	REGLR	Regular Hours Worked	Hours	Approved	8.00	\$135.44	USD
10/13/2015	REGLR	Regular Hours Worked	Hours	Approved	8.00	\$135.44	USD
10/14/2015	REGLR	Regular Hours Worked	Hours	Approved	8.00	\$135.44	USD
10/15/2015	REGLR	Regular Hours Worked	Hours	Approved	8.00	\$135.44	USD
10/16/2015	REGLR	Regular Hours Worked	Hours	Approved	8.00	\$135.44	USD

## Enter Time for an Overnight Shift

If you need to work an overnight shift, enter the time worked in the appropriate day's fields.

For example, if you worked Monday at 10:00 p.m. until Tuesday at 6:00 a.m., you could enter time in one of the following ways:

- Enter 2 hours on Monday and 6 hours on Tuesday.
- Enter 8 hours on Monday to correspond with the start of the shift.

The image below shows both ways you can enter an overnight shift.

From Monday 09/21/2015 to Sunday 09/27/2015 ?							Total	Time Reporting Code
Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Sun 9/27		
2.00	6.00						8.00	▼
8.00							8.00	▼

## Adjust Reported Time

Please follow this process to adjust reported time within the Time and Labor module of 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.
4. Go to the proper work week by using the **Previous Week** and **Next Week** links.
5. Select the day you want to adjust. In this example, we are changing the total amount of hours on Friday 9/25 from 8 to 6.

Day 09/21/2015 to Sunday 09/27/2015 ?							Total	Time Reporting Code
Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Sun 9/27		
8.00	8.00	8.00	8.00	8.00			40.00	▼

Submit

Reported Time Status | **Summary** | Absence | Exceptions | Payable Time

Reported Time Summary Personalize | Find | 1-2 of 2

Category	Total	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Sun 9/27
Total Reported Hours	40.00	8.00	8.00	8.00	8.00	8.00		

6. After making the changes, click **Submit**.

From Monday 09/21/2015 to Sunday 09/27/2015 (?)

Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Sun 9/27	Total	Time Reporting Code
8.00	8.00	8.00	8.00	6.00			38.00	

Submit

Reported Time Status | **Summary** | Absence | Exceptions | Payable Time

Reported Time Summary Personalize | Find | 1-2 of 2

Category	Total	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Sun 9/27
Total Reported Hours	38.00	8.00	8.00	8.00	8.00	6.00		

Note: The system only allows you to adjust time as far back as 16 days from the current week. If you need to adjust earlier time, contact your [payroll representative](#).

## Enter Time Reporting Codes (TRCs)

Use time reporting codes (TRCs) to enter other types of work hours. Examples of these codes include **Contractor Non-Billable Hours**, **Contractor On-Call Hours**, and **Contractor Regular Hours Work**. Repeat the process below as many times as needed to complete your time entry.

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

5 to 11/15/2015 (?)

Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
Mon	11/9	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM		01 REGLR - Regular Hours Worked			11/9

+

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 and out columns or total number of hours in the **Quantity** field based on the TRC selected.

## Contractor Time Reporting Codes

- **Contractor Non-Billable Hours:** Use this code to enter the total hours spent on work that does not require project and activity tracking.
- **Contractor On-Call Hours:** Use this code to enter the total hours spent on call.
- **Contractor Regular Hours Worked:** Use this code to enter the total hours spent on work that requires project and activity tracking.

If you don't enter a TRC, the system enters **Contractor Regular Hours Worked** by default.

Record time for the **Contractor Non-Billable Hours**, **Contractor On-Call Hours**, and **Contractor Regular Hours Work** 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