



Time Entry for Task Profile 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. Task profile timesheet users must log hours worked on specific task profiles.

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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

Use the **View By** drop-down box to display your timesheet by day, week, or calendar period.

Click **Previous Week** to change your timesheet dates to the previous week.

Click **Next Week** to change your timesheet dates to the following week.

Select Another Timesheet

*ViewBy Week

*Date 11/09/2015 Reported Hours 0.00

Click the **Calendar** icon to change the day of your timesheet.

If you change the **View By** or **Date** fields, click the **Refresh** icon to display the change.

Click **Print Timesheet** to print your timesheet.

Enter the time you start working.

Use the **Out/In** fields if your work overlaps two days.

Enter the time you stop working for that shift or stop working on a task.

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

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

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity *Taskgroup	Task Profile ID	Rule Element 1	Date
	Sun	11/8	New							4350000400			11/8
	Mon	11/9	New							4350000400			11/9
	Tue	11/10	New							4350000400			11/10
	Wed	11/11	New							4350000400			11/11
	Thu	11/12	New							4350000400			11/12
	Fri	11/13	New							4350000400			11/13
	Sat	11/14	New							4350000400			11/14
	Sun	11/15	New							4350000400			11/15

Click **Submit** to submit your time.

Click **Clear** to clear your timesheet.

Use this drop-down box to select a time reporting code (TRC).

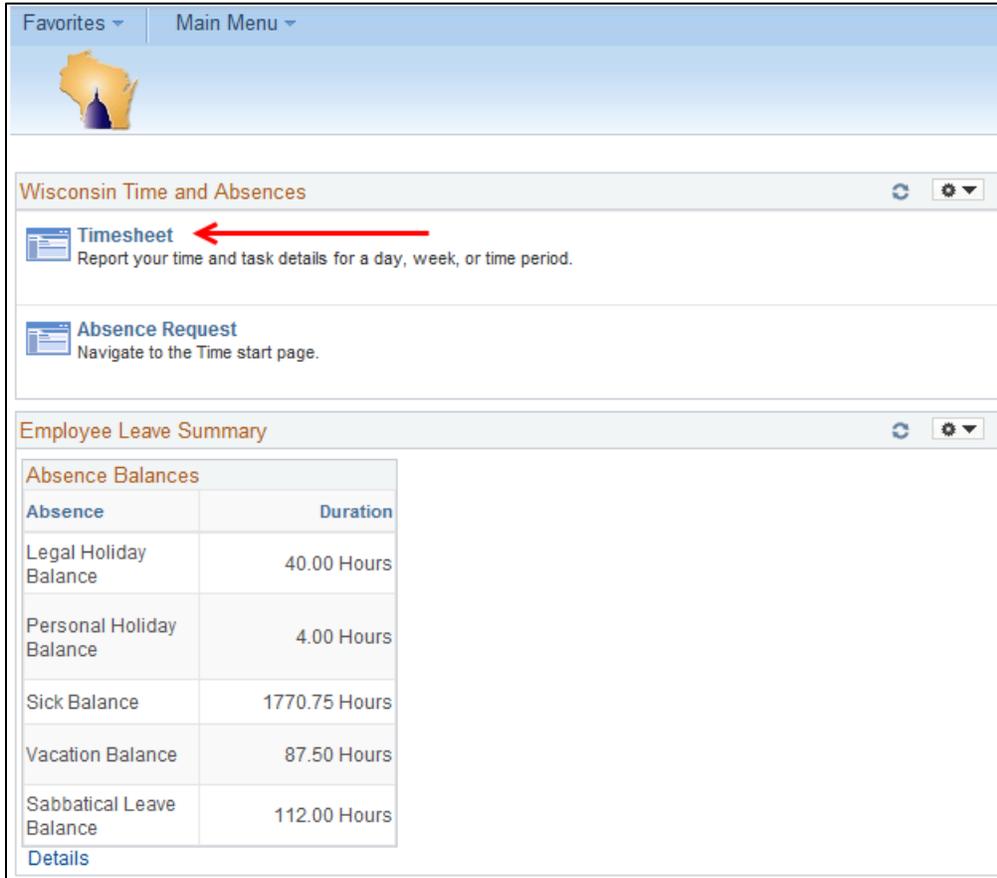
For certain TRCs, specify the amount of hours logged using that code.

Select a task profile ID. These codes are used for funding projects.

If you have earned overtime, use the **Rule Element 1** field to choose the COMP or COMBO pay option. Review your employing unit policy before using this field.

How to Enter Hours in STAR

- Click the following link or enter the address into a Web browser.
 - <https://ess.wi.gov/>
- Log in to STAR using your IAM account.
- 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.

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

Reported time on or after 11/14/2015 is for a future period.

From 11/08/2015 to 11/14/2015

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Qua
	Sun	11/8	New							
	Mon	11/9	New	8:00:00AM						
	Tue	11/10	New							
	Wed	11/11	New							
	Thu	11/12	New							
	Fri	11/13	New							
	Sat	11/14	New							

Submit Clear

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

From 11/09/2015 to 11/15/2015											
Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1
	Sun	11/8	New								
	Mon	11/9	New	8:00:00AM			9:00:00AM				
	Tue	11/10	New								
	Wed	11/11	New								
	Thu	11/12	New								
	Fri	11/13	New								
	Sat	11/14	New								

6. Leave the **Time Reporting Code** field blank when entering regular work hours.

- If you leave this field blank, the system enters **01 REGLR – Regular Hours Worked** on your paycheck.
- Contact your [payroll representative](#) for more information on time reporting codes.

From 11/09/2015 to 11/15/2015											
Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1
	Mon	11/9	New	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM				
	Tue	11/10	New								
	Wed	11/11	New								

7. The system automatically enters a taskgroup ID in the **Taskgroup** field. Do not change this information.

Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Task Profile ID	Rule Element 1	Date
						4350000400			11/8
		9:00:00AM				4350000400			11/9
						4350000400			11/10
						4350000400			11/11
						4350000400			11/12
						4350000400			11/13
						4350000400			11/14

8. Click the **Lookup** icon for the **Task Profile ID** field to select the appropriate ID.

Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Task Profile ID	Rule Element 1	Date
						4350000400			11/8
		9:00:00AM				4350000400	435430		11/9
						4350000400			11/10
						4350000400			11/11
						4350000400			11/12
						4350000400			11/13
						4350000400			11/14

- Clicking this icon will display all codes designated by your employing unit.
- Check with your manager or employing unit fiscal contact for more information about which task profile ID(s) you should use or if a code is not listed.

9. Click the **Add Row (+)** button to enter more hours for a different task profile ID.

Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Task Profile ID	Rule Element 1	Date		
						4350000400			11/8		
		9:00:00AM				4350000400	435433		11/9	+	-
						4350000400			11/10	+	-

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.**

10. Repeat steps 3–8 as needed.

11. We recommend that you group **Task Profile IDs** 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 **Task Profile ID** for 1 hour in the morning and 2 hours in the afternoon, you can record 3 consecutive hours for that **Task Profile ID**. 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 9. She totaled her time for each **Task Profile ID** 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 that corresponded with the same **Task Profile ID**. However, she was able to enter the total hours in the morning instead of making two separate entries.

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Task Profile ID
	Sun	11/8	New								4350000400	
	Mon	11/9	New	8:00:00AM			9:00:00AM				4350000400	435433
			New	9:00:01AM			12:00:00PM				4350000400	435433
			New	12:30:00PM			2:00:00PM				4350000400	435433
			New	2:00:01PM			4:30:00PM				4350000400	435400

Example 2: The worker below alternated between working on two projects throughout Tuesday, November 10th. He grouped together all the time throughout the day for each project, so he was able to enter record his time using two entries.

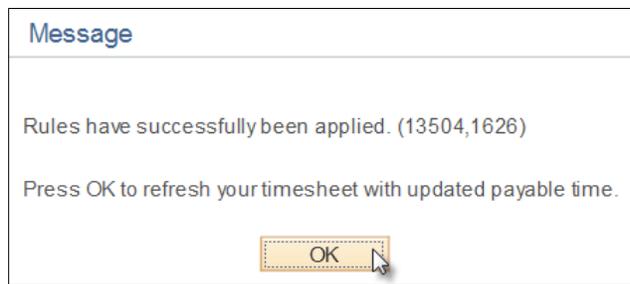
Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Task Profile ID
	Tue	11/10	New	8:00:00AM			12:00:00PM				4350000400	435403
			New	12:30:00PM			4:30:00PM				4350000400	435433

12. Review your entries to make sure you have the correct hours, time reporting codes, task profile IDs, and days entered. Click **Submit**.

From 10/11/2015 to 10/17/2015												
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Taskgroup	Task Profile ID
	Sun	10/11	New								4350000400	
	Mon	10/12	New	8:00:00AM			9:00:00AM				4350000400	43540345
			New	9:00:01AM			12:00:00PM				4350000400	43543263PL
			New	12:30:00PM			2:00:00PM				4350000400	43543300A8
			New	2:00:01PM			4:30:00PM				4350000400	43540001
	Tue	10/13	New	8:00:00AM			12:00:00PM				4350000400	43540345
			New	12:30:00PM			4:30:00PM				4350000400	43540001
	Wed	10/14	New								4350000400	
	Thu	10/15	New								4350000400	
	Fri	10/16	New								4350000400	
	Sat	10/17	New								4350000400	

Submit Clear

13. 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.

14. 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.**

- 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			

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

Look Up Rule Element 1

Search by: Rule Element 1 begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-3 of 3 Last

Rule Element 1 Description	
CASH	Cash PayOut for Overtime
COMBO	Combo Cash & Comp for Overtime
COMP	Comp Time for Overtime

- 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.

- Click **Submit** to save your time.
- 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.
- 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.

First in: Tuesday, 11:00PM

Last out: Wednesday, 4:00AM

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Mon	11/2	New									11/2
	Tue	11/3	Submitted	11:00:00PM				5.00				11/3
	Wed	11/4	Submitted				4:00:00AM					11/4
	Thu	11/5	New									11/5
	Fri	11/6	New									11/6
	Sat	11/7	New									11/7
	Sun	11/8	New									11/8

Punch total: 5 hours worked on Tuesday

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.

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity Rule Element 1	Date
	Mon	11/2	New								11/2
	Tue	11/3	Submitted	11:00:00P				5.00			11/3
	Wed	11/4	Submitted		4:00:00AM	4:30:00AM	7:30:00AM	3.00			11/4
	Thu	11/5	New								11/5
	Fri	11/6	New								11/6
	Sat	11/7	New								11/7
	Sun	11/8	New								11/8

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).

Payable Time Viewing Option							
<input type="radio"/> By TRC and Status <input type="radio"/> By TRC, Status and Day <input checked="" type="radio"/> Show In Detail							Total Pending Approval \$224.00 USD
Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
11/03/2015	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00	\$224.00	USD

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						

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

Payable Time Viewing Option							
<input type="radio"/> By TRC and Status							Total Estimated Gross \$677.20 USD
<input type="radio"/> By TRC, Status and Day							
<input checked="" type="radio"/> Show In Detail							View Full Detail

Payable Time							
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

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.

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule	Element 1	Date
	Mon	10/19	Submitted	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM	8.00					10/19
	Tue	10/20	Submitted	8:00:00AM	11:00:00AM	12:30:00PM	3:30:00PM	6.00					10/20
	Wed	10/21	Submitted	8:00:00AM	11:30:00AM	12:30:00PM	4:30:00PM	7.50					10/21
	Thu	10/22	Submitted	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM	8.00					10/22
	Fri	10/23	Submitted	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM	8.00					10/23
	Sat	10/24	New										10/24
	Sun	10/25	New										10/25

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

Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule	Element 1	Date
	Mon	10/19	Submitted	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM	8.00					10/19
	Tue	10/20	Submitted	8:00:00AM	11:00:00AM	12:30:00PM	4:30:00PM	7.00					10/20
	Wed	10/21	Submitted	8:00:00AM	11:30:00AM	12:30:00PM	4:30:00PM	7.50					10/21
	Thu	10/22	Submitted	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM	8.00					10/22
	Fri	10/23	Submitted	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM	8.00					10/23
	Sat	10/24	New										10/24
	Sun	10/25	New										10/25

- 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

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

Punch Total	Time Reporting Code	Quantity	Taskgroup	Task Profile ID	Rule Element 1	Date		
			4350000400			11/8		
1.00			4350000400	43543300PL		11/9	+	-
3.00			4350000400	43543300SC		11/9	+	-
1.50			4350000400	43543300SC		11/9	+	-
2.50			4350000400	43540001		11/9	+	-
			4350000400			11/10	+	-
			4350000400			11/11	+	-

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

Timesheet

Delete Confirmation

?

Are you sure you want to delete reported time? Row 7.

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

Punch Total	Time Reporting Code	Quantity	Taskgroup	Task Profile ID	Rule Element 1	Date		
8.50			4350000400			11/7		
						11/7		
						11/8		
1.00			4350000400	435433		11/9	+	-
3.00			4350000400	435433		11/9	+	-
1.50			4350000400	435433		11/9	+	-
			4350000400			11/10	+	-
			4350000400			11/11	+	-

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.**

- 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.

From 11/09/2015 to 11/15/2015 ?							
Comments	Day	Date	Reported Status	First In	Out	In	Last Out
	Mon	11/9	Submitted	8:00:00AM			9:00:00AM
			Submitted	9:00:01AM			12:00:00PM
			Submitted	12:30:00PM			2:00:00PM
			Submitted	2:00:00PM			4:30:00PM

Message

There are two or more punches with the exact same time (2:00:00PM CST) on 11/09/2015. (13504,10075)

The system does not accept consecutive punches with the exact same time. Review and modify the data entered as necessary.

If you are dealing with multiple timezones do not adjust the time manually, but enter the time according to the timezone specified on each line.

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.

Message

1 unresolved High Severity exception(s) in the time period. Please review. (13504,83)

Time will not be paid with unresolved exceptions. Either the reported time must be corrected to abide by the violated rule, or - if applicable - the exception must be marked Allowed by manager.

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.

Fri	11/6	Submitted		8:00:00AM	11:30:00AM		
		Submitted				12:00:00PM	
		Submitted			4:30:00PM		

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.