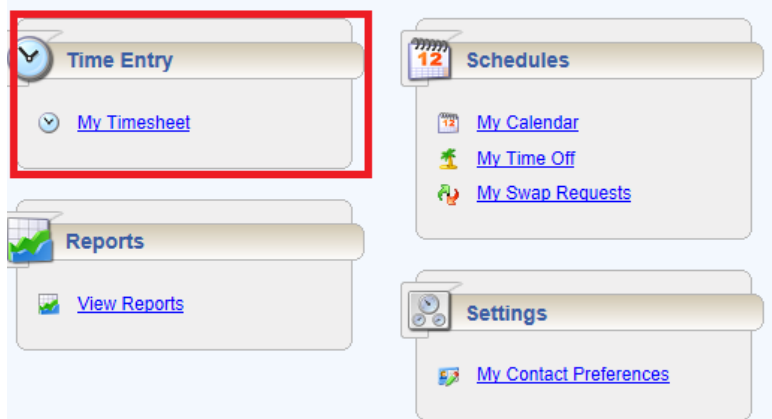


### DHSS Job Aid 5: My Timesheet

1. From the home screen, select **Time Entry** → **My Timesheet**.



From this window, depending on your employee role, you can perform one or more of the following tasks:

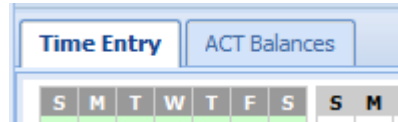
- View time on your timesheet
- View your schedule
- View Leave Balances
- Preview summary of time entered on the timesheet

Note: You can view timesheet data up to 540 days past the current day.

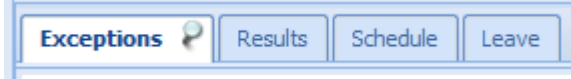
2. The following is an example of an **employee** time entry window. The exact appearance of the timesheet varies according to your eSTAR configuration.

Time Entry		ACT Balances								75.00 total hours						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	May 8, 2015		<input checked="" type="checkbox"/> Show All Weeks
3	4	5	6	7	8	9	10	11	12	13	14	15	16			
Date		Pay Code	Hours	Clock In Name	Clock Out Name	Amount	Combo Code	Optional Proj..	Hazard F							
Sun 05/03		Please Select														
Mon 05/04		WK_SCH_ELAPSED Work Sch	7.50													
Tue 05/05		WK_SCH_ELAPSED Work Sch	7.50													
Wed 05/06		WK_SCH_ELAPSED Work Sch	7.50													
Thu 05/07		WK_SCH_ELAPSED Work Sch	7.50													
Fri 05/08		WK_SCH_ELAPSED Work Sch	7.50													
Sat 05/09		Please Select														
			37.50													
Sun 05/10		Please Select														
Mon 05/11		WK_SCH_ELAPSED Work Sch	7.50													
Tue 05/12		WK_SCH_ELAPSED Work Sch	7.50													
Wed 05/13		WK_SCH_ELAPSED Work Sch	7.50													
Thu 05/14		WK_SCH_ELAPSED Work Sch	7.50													
Fri 05/15		WK_SCH_ELAPSED Work Sch	7.50													
			37.50													

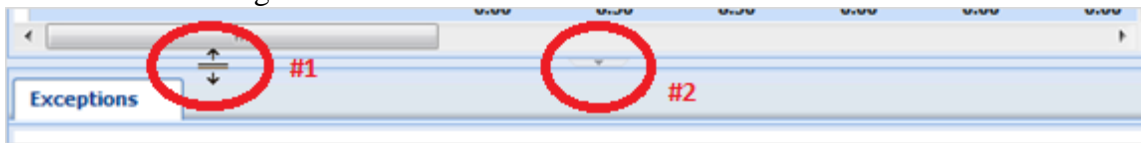
3. • The top panel displays the **Time Entry** and **ACT Balances** tabs. ACT balances are related to FMLA usage, if applicable.



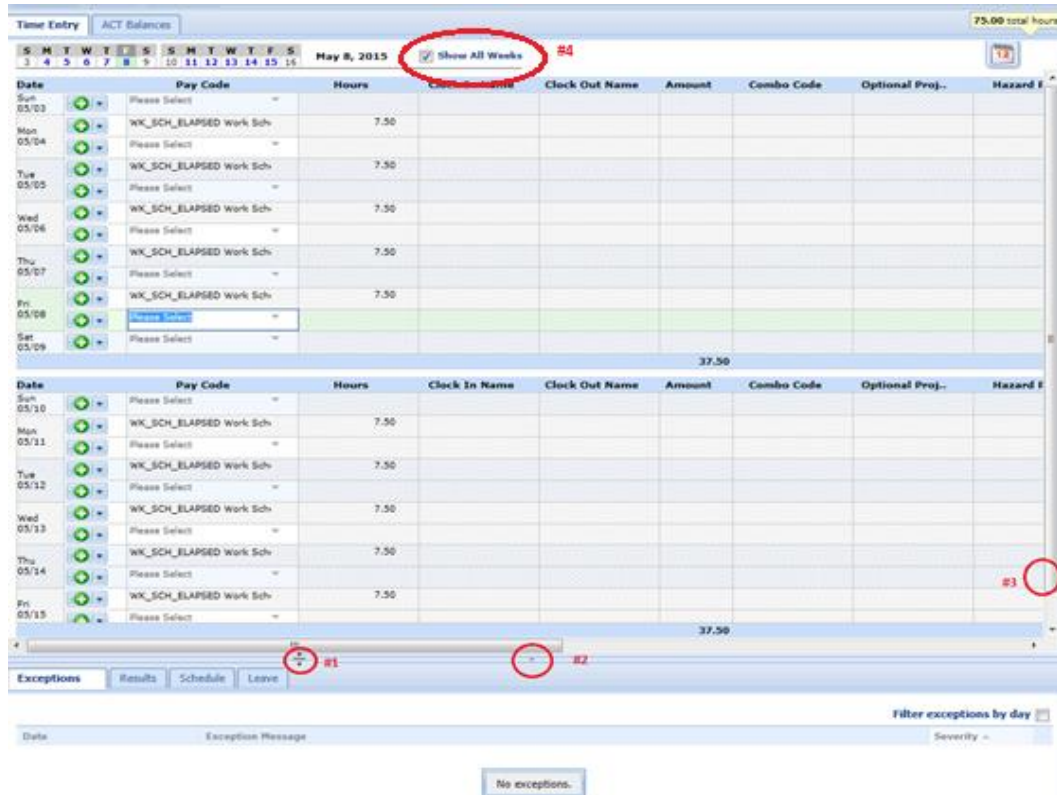
- The bottom panel includes the **Exceptions**, **Results**, **Schedule**, and **Leave** tabs.



Notice the following user interface features:



1. Hover the pointer on the line separating the panels to activate the “adjust height” control. Click and drag the line up or down to adjust the relative height of the panels.
2. Click on the arrow to hide the bottom panel. Click it again to display it.
3. Use the scrollbar to access parts of the timesheet which are not currently visible.
4. Click on the “Show all weeks” button to show first week or all weeks of the timesheet.



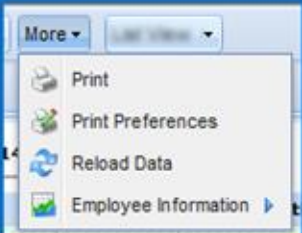

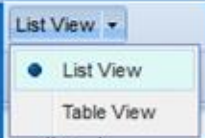


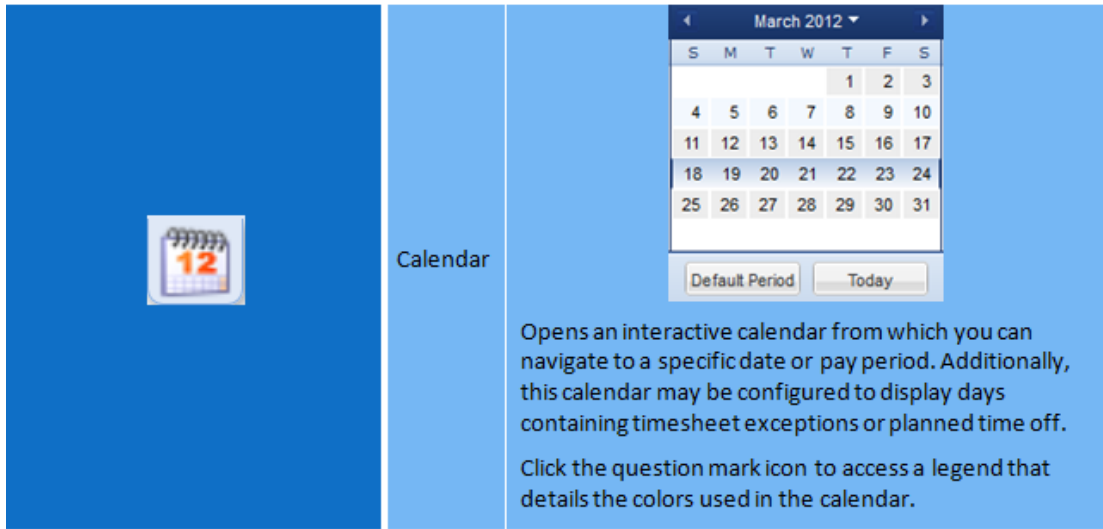
Date	Pay Code	Hours	Clock In Name	Clock Out Name	Amount	Combo Code	Optional Proj.	Hazard F	
Sun 05/03	Please Select								
Mon 05/04	WK_SCH_ELAPSED Work Sch	7.50							
Tue 05/05	WK_SCH_ELAPSED Work Sch	7.50							
Wed 05/06	WK_SCH_ELAPSED Work Sch	7.50							
Thu 05/07	WK_SCH_ELAPSED Work Sch	7.50							
Fri 05/08	WK_SCH_ELAPSED Work Sch	7.50							
Sat 05/09	Please Select								
		37.50							
Sun 05/10	Please Select								
Mon 05/11	WK_SCH_ELAPSED Work Sch	7.50							
Tue 05/12	WK_SCH_ELAPSED Work Sch	7.50							
Wed 05/13	WK_SCH_ELAPSED Work Sch	7.50							
Thu 05/14	WK_SCH_ELAPSED Work Sch	7.50							
Fri 05/15	WK_SCH_ELAPSED Work Sch	7.50							
		37.50							

5. When a timesheet cell shows a green triangle in the upper right corner, you can click the cell to activate the “Details” tab.



4. **Function Buttons**  
Several buttons reside at the top of your timesheet. These buttons execute certain program functions.

Button	Button Name	Function
	Period Selector	Selects the pay period to view. Click the calendar icon to access a pop-up calendar from which to select a Pay Period.
	Save	Saves your timesheet data. This is typically done every time you enter new data or make changes.
	More	<p>The <b>More</b> button reveals the <b>Print</b>, <b>Print Preferences</b>, <b>Employee Information (reports)</b>, and <b>Reload Data</b> buttons.</p> <p>The <b>Print Preferences</b> function enables you select the components to be printed:</p>  <p><b>Reload Data</b> refreshes the timesheet with the previously saved data.</p>
	View	Select the List View or Table View of the timesheet. The view you select alters the format of the Timesheet tab.



Calendar

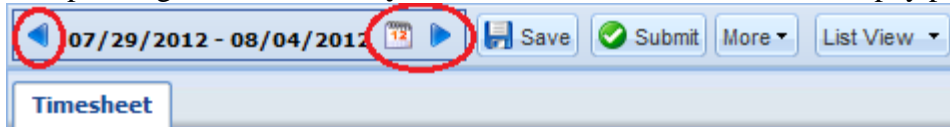
Opens an interactive calendar from which you can navigate to a specific date or pay period. Additionally, this calendar may be configured to display days containing timesheet exceptions or planned time off.

Click the question mark icon to access a legend that details the colors used in the calendar.

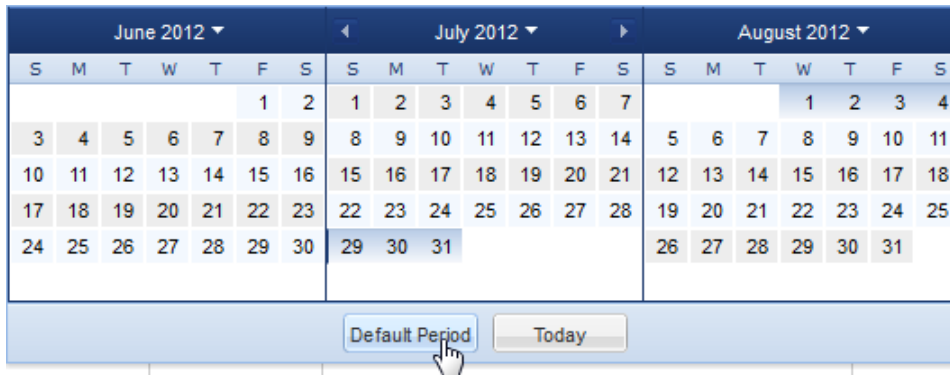
5.

**Changing the Pay Period**

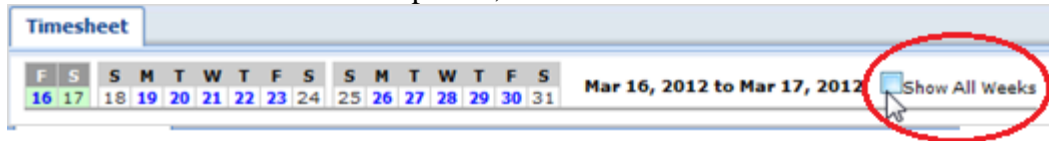
1. Click the corresponding arrow on the **Pay Period** icon to reverse or advance a pay period.



2. Click the calendar icon in the **Pay Period** area to access a pop-up calendar. Then select a pay period or click the **Default Period** button at the bottom of the calendar.

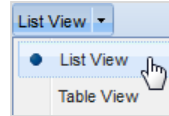


3. If you want to view time for the entire period, select the **Show All Weeks** checkbox.



4. If an employee adds hours; however, they will not get paid for these hours until the manager approves the hours.

6. **Timesheet Views**  
eSTAR provides views for displaying timesheet information: List View and Table View. Select the view through the **View** button.



7. **List View**  
The List View is the default view; it displays the days in the selected Pay Period as a list.



Date	Pay Code	Hours	Amount	Optional Proj...	Wilmington Wag...	Comments	Case ID	Total
Sun 03/08	Please Select							
Mon 03/09	WK_SCH_ELAPSED Work	7.50						7.50
Tue 03/10	WK_SCH_ELAPSED Work	7.50						7.50
Wed 03/11	WK_SCH_ELAPSED Work	7.50						7.50
Thu 03/12	WK_SCH_ELAPSED Work	7.50						7.50
Fri 03/13	WK_SCH_ELAPSED Work	7.50						7.50
Sat 03/14	Please Select							
<b>37.50</b>								<b>37.50</b>

Totals per time slice appear on the right side of the window, with the **sum total** for the Pay Period displayed in the bottom right corner.

8. **Table View**  
Table view displays your timesheet in a horizontal format.



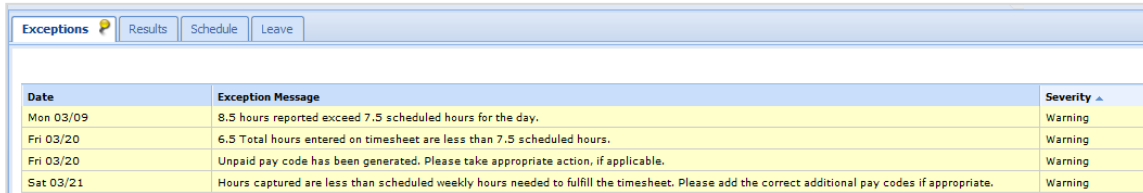
Pay Code	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Total
WK_SCH_ELAPSED Work		7.50	7.50	7.50	7.50	7.50		37.50
Please Select								
<b>0.00 7.50 7.50 7.50 7.50 7.50 0.00</b>								<b>37.50</b>
Pay Code	Sun 03/15	Mon 03/16	Tue 03/17	Wed 03/18	Thu 03/19	Fri 03/20	Sat 03/21	Total
WK_SCH_ELAPSED Work		7.50	7.50	7.50	7.50	7.50		37.50
Please Select								
<b>0.00 7.50 7.50 7.50 7.50 7.50 0.00</b>								<b>37.50</b>

Totals per pay code appear on the right side of the window, and totals for each day at the bottom of the window.

9.

**Exceptions Tab**

The **Exceptions** tab displays exception messages. An exception is a conflict noted between your time and attendance information and the rules under which your timesheet is processed. A common exception message would include entering less than 75 hours in a pay period.



Date	Exception Message	Severity
Mon 03/09	8.5 hours reported exceed 7.5 scheduled hours for the day.	Warning
Fri 03/20	6.5 Total hours entered on timesheet are less than 7.5 scheduled hours.	Warning
Fri 03/20	Unpaid pay code has been generated. Please take appropriate action, if applicable.	Warning
Sat 03/21	Hours captured are less than scheduled weekly hours needed to fulfill the timesheet. Please add the correct additional pay codes if appropriate.	Warning


Exception messages are color-coded to identify the level of severity:

- **White:** No exceptions or only informational messages present
- **Yellow:** Warnings present
- **Red:** Errors present

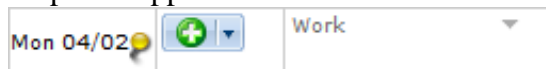
Some messages are informational and require no action; others require a satisfactory resolution before the timesheet can be successfully submitted. **Error level exceptions must be corrected by the manager before the pay period can be processed.**

By default, exception messages are displayed in decreasing order of severity. The rank of severity codes, from lowest to highest, is as follows:

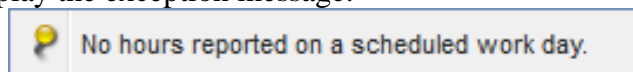
Table 1: Exception Severity Levels

Severity Level	Field Options
<div style="text-align: center;"> <p><b>Most Severe</b></p>  <p><b>Least Severe</b></p> </div>	Error – entire timesheet not paid/held
	Error – record not paid
	Warning – paid differently than entered
	Warning
	Informational message – action may be
	Informational message – no action required
	No Exceptions

Time entries associated with exceptions appear on the timesheet marked with a colored pin.



1. Click on the pin to display the exception message.





2. To view the exception, click the **Exception** button.

Date	Exception Message	Severity ^	Action Required
Sun 03/22	 Violation - (B34/9): For 12 hours of covered work in [03/22/09 0600-1800] missing min 34 hour break in [03/14/09 - 3/22/09]	Error (not paid)	

3. The **Time Entry** window opens the timesheet in the period containing the exception.

10. **Acknowledging Exceptions**

Only a manager can acknowledge an exception that effects pay.

Date	Exception Message	Severity ^	Action Required	Acknowledge
Sun 08/27 - Sat 09/02	There are less than the scheduled hours recorded for the pay period.	Warning		<input checked="" type="checkbox"/>

11. **Results Tab**

The **Results** tab reports the calculated results of the data input on the timesheet, including overtime, shift premiums, etc.

Work Date ^	DDS Code	Pay Code	Hours	Am...	Rate	Calculated ...	Combo Code	Optional Pr...	Additional ...	Wilmington ...	Earnings Code
03/10/2015	110306300	REG Regular...	7.50	0.00	45.38	45.38			N	N	REG
03/11/2015	110306300	REG Regular...	7.50	0.00	45.38	45.38			N	N	REG
03/12/2015	110306300	REG Regular...	7.50	0.00	45.38	45.38			N	N	REG
03/13/2015	110306300	UNPAID Un...	6.50	0.00	0.00	0.00			N	N	
03/13/2015	110306300	REG Regular...	1.00	0.00	45.38	45.38			N	N	REG
03/16/2015	110306300	UNPAID Un...	7.50	0.00	0.00	0.00			N	N	
03/17/2015	110306300	UNPAID Un...	7.50	0.00	0.00	0.00			N	N	
03/18/2015	110306300	UNPAID Un...	7.50	0.00	0.00	0.00			N	N	
03/19/2015	110306300	UNPAID Un...	7.50	0.00	0.00	0.00			N	N	
03/20/2015	110306300	UNPAID Un...	7.50	0.00	0.00	0.00			N	N	

Note the following features:

- You can sort the data according to any column. By default, the data is sorted by **Pay Code**. Click a column title to display the sorting arrow and sort in increasing order. Click it again to sort in decreasing order.
- Click and drag the line separating two columns to modify the width of the left column.
- Click and drag a column title to change the display order of the column.
- Click the arrow on top of the right-hand scroll-bar to display the menu that allows you to show/hide columns by checking or un-checking the appropriate check boxes.

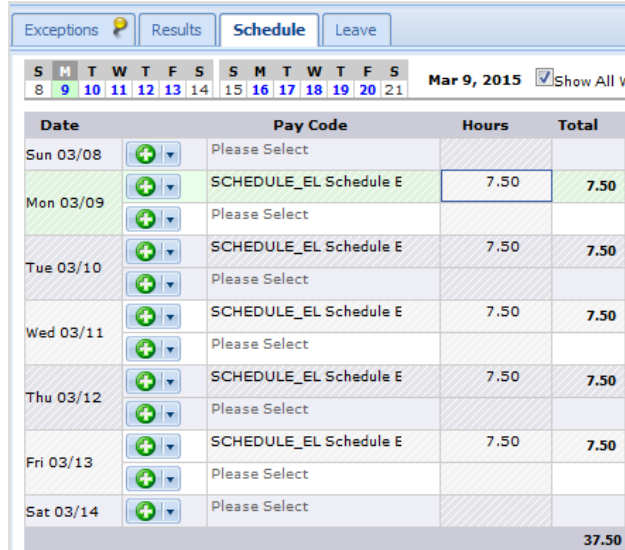
Work Date ^	DDS Code	Pay Code	Hours	Rate	Calculated ...	Earnings Code
03/23/2015	110306300	REG Regular Pay	7.50	45.38		
03/24/2015	110306300	REG Regular Pay	7.50	45.38		
03/25/2015	110306300	REG Regular Pay	7.50	45.38		
03/26/2015	110306300	REG Regular Pay	7.50	45.38		
03/27/2015	110306300	REG Regular Pay	7.50	45.38		
03/30/2015	110306300	REG Regular Pay	7.50	45.38		
03/31/2015	110306300	REG Regular Pay	7.50	45.38		
04/01/2015	110306300	REG Regular Pay	7.50	45.38		
04/02/2015	110306300	REG Regular Pay	7.50	45.38		
04/03/2015	110306300	HOL Holiday	7.50	45.38		

- Work Date
- DDS Code
- Pay Code
- Hours
- Amount
- Rate
- Calculated Hrly Rate
- Combo Code
- Optional Project
- Additional Data
- Wilmington Wage Tax
- Earnings Code
- Split Slices

12.

**Schedule Tab**

The **Schedule** tab shows your work schedule for the current or selected pay period.

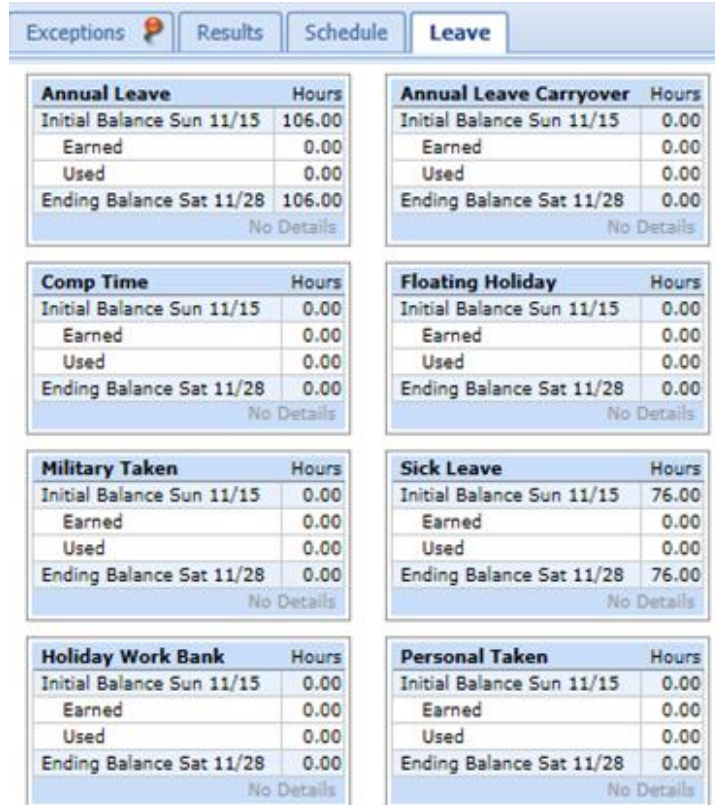


Exceptions		Results	Schedule	Leave											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Mar 9, 2015	<input checked="" type="checkbox"/> Show All W
8	9	10	11	12	13	14	15	16	17	18	19	20	21		
Date	Pay Code	Hours	Total												
Sun 03/08	Please Select														
Mon 03/09	SCHEDULE_EL Schedule E	7.50	7.50												
Tue 03/10	SCHEDULE_EL Schedule E	7.50	7.50												
Wed 03/11	SCHEDULE_EL Schedule E	7.50	7.50												
Thu 03/12	SCHEDULE_EL Schedule E	7.50	7.50												
Fri 03/13	SCHEDULE_EL Schedule E	7.50	7.50												
Sat 03/14															
			37.50												

13.

**Leave Tab**

The **Leave** tab shows the employee's leave balances for the period in each balance, taking into account any hours earned or used during the current period. It includes initial and ending balances for the period.



Exceptions		Results	Schedule	Leave
<b>Annual Leave</b>		Hours		
Initial Balance Sun 11/15	106.00			
Earned	0.00			
Used	0.00			
Ending Balance Sat 11/28	106.00			
		No Details		
<b>Annual Leave Carryover</b>		Hours		
Initial Balance Sun 11/15	0.00			
Earned	0.00			
Used	0.00			
Ending Balance Sat 11/28	0.00			
		No Details		
<b>Comp Time</b>		Hours		
Initial Balance Sun 11/15	0.00			
Earned	0.00			
Used	0.00			
Ending Balance Sat 11/28	0.00			
		No Details		
<b>Floating Holiday</b>		Hours		
Initial Balance Sun 11/15	0.00			
Earned	0.00			
Used	0.00			
Ending Balance Sat 11/28	0.00			
		No Details		
<b>Military Taken</b>		Hours		
Initial Balance Sun 11/15	0.00			
Earned	0.00			
Used	0.00			
Ending Balance Sat 11/28	0.00			
		No Details		
<b>Sick Leave</b>		Hours		
Initial Balance Sun 11/15	76.00			
Earned	0.00			
Used	0.00			
Ending Balance Sat 11/28	76.00			
		No Details		
<b>Holiday Work Bank</b>		Hours		
Initial Balance Sun 11/15	0.00			
Earned	0.00			
Used	0.00			
Ending Balance Sat 11/28	0.00			
		No Details		
<b>Personal Taken</b>		Hours		
Initial Balance Sun 11/15	0.00			
Earned	0.00			
Used	0.00			
Ending Balance Sat 11/28	0.00			
		No Details		



The Holiday Work Bank and Personal Taken are only for Department of Correction, not DHSS.

For any given bank, notice the interface functions in the following example:

- Click the **Show Details** link in the lower right corner of a bank to see more details about the period's bank transactions.

Sick Leave		Hours
Initial Balance	Sun 03/22	9.50
Earned		9.50
Used		0.00
Balance	Sat 04/04	19.00
		<a href="#">Show Details &gt;&gt;</a>

- Click the **Hide Details** link to return to the summary view.

Sick Leave						
Date	Earned	Used	Balance	Action	Source	
Sun 03/22			9.50	Balance Forward		
Wed 04/01	9.50		19.00	Accrual		
<b>Hours</b>	<b>9.50</b>	<b>0.00</b>	<b>19.00</b>		<a href="#">Hide Details &lt;&lt;</a>	

14.

**ACT Balances Tab**

The **ACT Balances** tab in the timesheet frame shows usage graphs by leave type for your open FMLA cases, if applicable. The **ACT Balances** tab is available to all employees.

