

DHSS Job Aid 6: Non-Clocking Casual/Seasonal Hours Worked

| 1. | This job aid only applies to Non logged for those at facilities. | -Clocking, Casual/Seasonal employ | vees, since clocking hours will be |
|----|--|--|------------------------------------|
| 2. | On the dashboard, select Time H | Entry → My Timesheet. | ut |
| | Time Entry My Timesheet Reports | My Calendar My Time Off My Swap Requests | Time Off Requests No tasks found. |
| | View Reports | Settings My Contact Preferences | |
| | | | |



| | eSTAR | | ~ | | | | | | | | | |
|------|---------------------------------------|---------------------------|--|---------------|-------------------|------------------|--|----------------|------------------------|------------------|-----------|--|
| | per State Tree & Athendonce Asperting | | Mome | 🕑 Help 🔻 | My Time | Entry: | | Empl Re | cord: 0 DDS: 3501101 | 00 PP: DHSS_C/ | ASUAL_PPM | |
| | 09/06/2015 | ■ 09/06/2015 - 09/19/2015 | | | | | | | | | | |
| | Time Entry A | CT Balances | | | | | | | | | | |
| | SMTWT | FSSM | тити | F S Sep 11, 2 | 2015 🔲 Sho | w All Weeks | ks | | | | | |
| | 0 7 0 9 1 | 0 11 12 13 14 | Pay Code | -0 19 Ha | ours Am | ount Optio | nal Proj., Wi | ilmington Wag | Comments | Case ID | Total | |
| | Sun 09/06 | Please Sel | ect | • | | | | | | | | |
| | Mon 09/07 | Please Sel | ect | • | | | | | | | | |
| | Tue 09/08 | Please Sel Please Sel | ect | | | | | | | | | |
| | Thu 09/10 | Please Sel | ect | - | | | | | | | | |
| | Fri 09/11 | Please Sel | ect | ~ | | | | | | | | |
| | Sat 09/12 | Please Sel | ect | • | | | | | | | | |
| | | | | | | 0.00 | | | | | 0.00 | |
| | Exce | eptions | Re | sults S | chedule |] | | | | | | |
| | S | мτ | NT | S S | мт | WTF | S Se | n 11, 2015 | i 🔲 Sho | w All Week | cs | |
| | 6 | 7 8 | 9 10 1 | 1 12 13 | 14 15 | 16 17 18 | 19 | | T -1-1 | | - | |
| | Da | ate | | Dises | Pay C | ode | | Hours | Iotal | | | |
| | Sun | 09/06 | 0. |) Please | 2 Select | | | | | | | |
| | Mon | 09/07 | 0. | Diedse | Colort | | | | | | | |
| | Tue | 09/08 | 0. | Diegos | s Select | | | | | | | |
| | wed | 09/09 | ••• |) | - ocreat | | | | | | | |
| | Thu | 09/10 | 6. | Please | e Select | | | | | | | |
| | Fri O | 9/11 | •• | Please | e Select | | | | | | | |
| | Sat | 09/12 | O - | Please | e Select | | | | | | | |
| | | | | | | | | | 0.00 | | | |
| | | | | | | | | | | | | |
| | G 1/0 | 1 | | | | | 1 | 1 1 | 1 '1 \$7 | | 1 | |
| As a | Causal/Se | easonal | emplo | oyee, yo | u will e | nter yo | ur hours | worked | daily. You | will sele | ct the pa | |
| WO | RKED_E | LASPS | SED V | Vork Ti | ime (E) | and en | ter the h | ours you | worked for | <u>each da</u> | .y. | |
| | | A STA | R | 6 | Home 🕜 1 | lelp + | _ | - | _ | | | |
| | | - 00/05 | (2015 - 00) | 10/2013 | La cara | Man | My Time Entry | | | mpl Record: | | |
| | | 09/00 | 12013 - 097 | | C. Same 1 | Neuro S. L. Lane | there is a little with the second sec | | | | | |
| | | WTF | T F S S M T W T F S Sep 7, 2015 Show All | | | | /eeks | | | | | |
| | | Date | | Pay C | ode | Hours | Amount | Ontional Proj | Wilminston W | an 0 | | |
| | | Sun 09/06 | 0. | Please Select | | ropurs | Promotoria | Ciprional Proj | | | | |
| | | Mon 09/07 | 0. | Please Select | * | | | | | | | |
| | | Tue 09/08 | 0. | ADOL_HRS_WRM | CAdditional Hours | worked | | | | | | |
| | | Wed 09/09 | 0. | WORKED_ELAPS | ED Work Time (E) | | | | | | | |
| | | | | | | | | | | | | |
| | | Thu 09/10 | 0 - | Please Select | 100 | | | | | | | |



| 5. | After entering your time worked on your timesheet. Select Save . This will generate a yellow level exception which needs to be approved by your manager. | | | | | | | | | | | | |
|----|---|---|---------------------------|-------|--------|---------------|----------------|----------|---------|-------|--|--|--|
| | Time En | Time Entry ACT Balances | | | | | | | | | | | |
| | S M 6 7 | S M T F S M T F S S H T W T F S S H T W T F S S H T W T F S S H T W T F S S P 10 11 12 13 14 15 16 17 18 19 Show All Weeks S Show All Weeks S | | | | | | | | | | | |
| | Date | | Pay Code | Hours | Amount | Optional Proj | Wilmington Wag | Comments | Case ID | Total | | | |
| | Sun 09/06 | 😮 🗸 | Please Select 👻 | | | | | | | | | | |
| | Mon 09/0 | | WORKED_ELAPSED Work Tim * | 5.00 | | | | | | 5.00 | | | |
| | | • | Please Select v | | | | | | | | | | |
| | Tue 09/08 | | Please Select 🔍 | | | | | | | | | | |
| | Wed 09/0 | | WORKED ELAPSED Work Tim - | 3.00 | | | | | | 3.00 | | | |
| | wed 05/0 | | Please Select 👻 | | | | | | | | | | |
| | Thu 09/10 | · 🛟 🗸 | Please Select 👻 | | | | | | | | | | |
| | F- 00/11 | | WORKED_ELAPSED Work Tim - | 7.50 | | | | | | 7.50 | | | |
| | 1103/11 | -0 | Please Select 🔍 👻 | | | | | | | | | | |
| | Sat 09/12 | | Please Select 🔻 | | | | | | | | | | |
| | | | | | 15.50 | 1 | | | | 15.50 | | | |