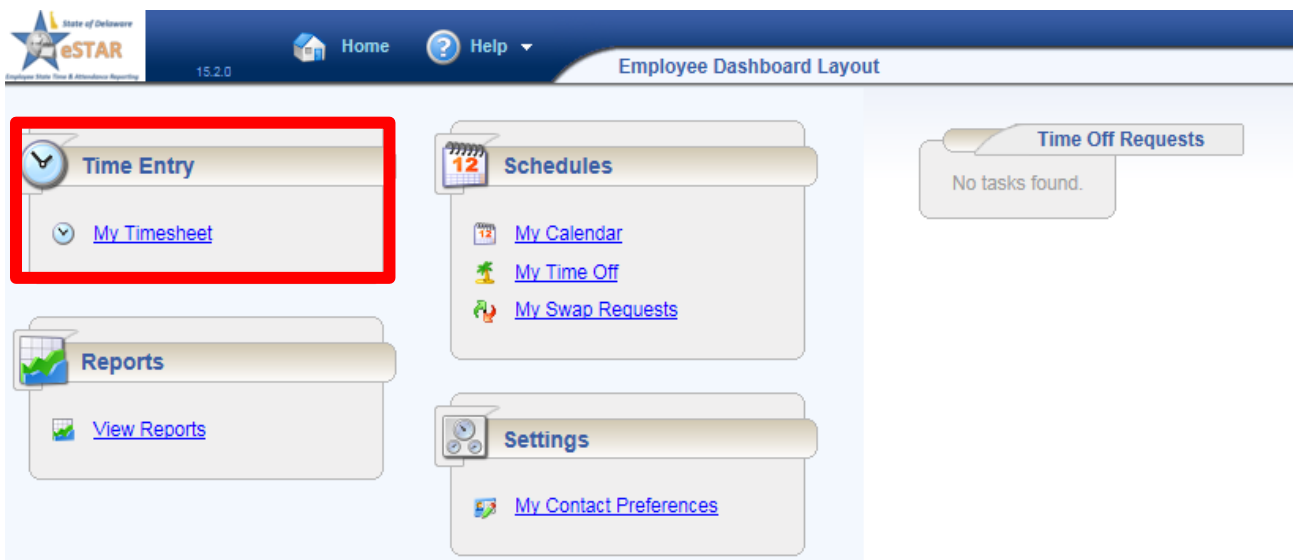


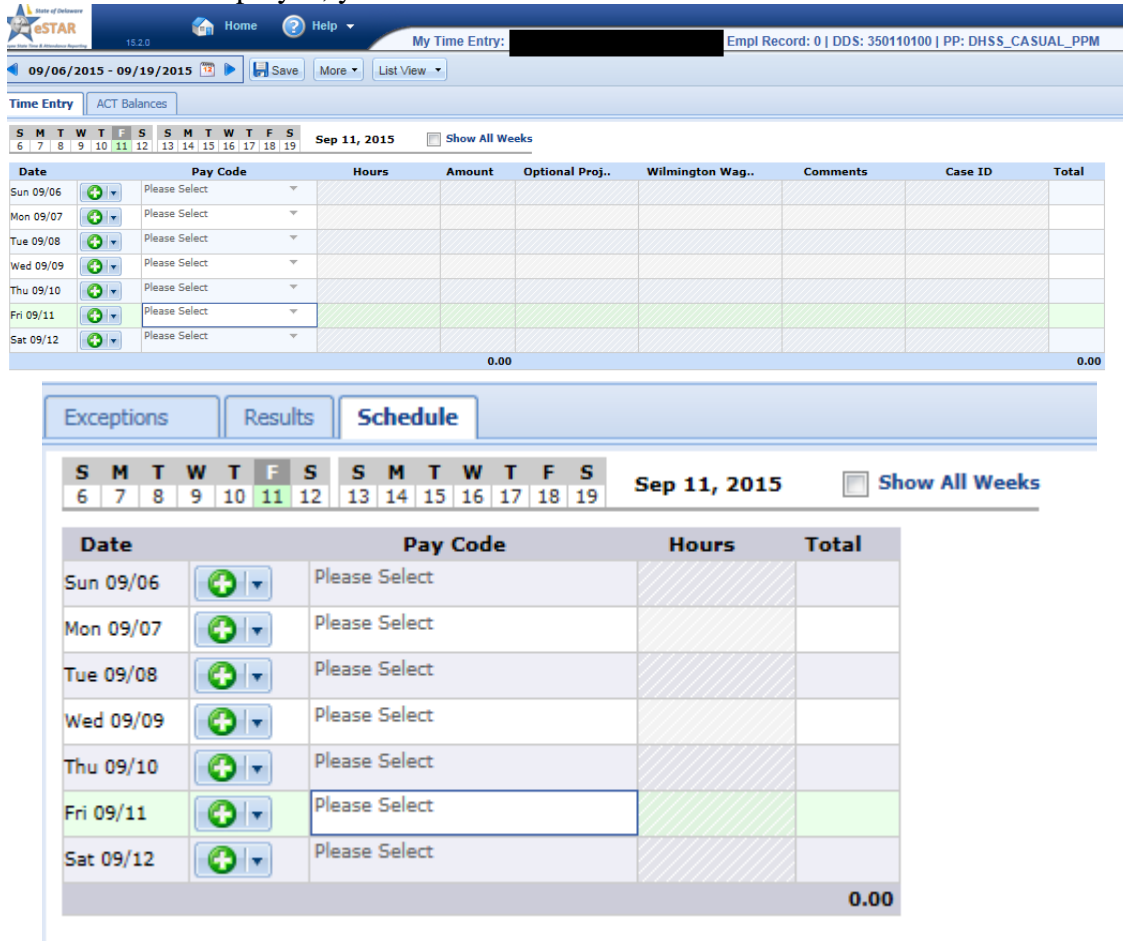
DHSS Job Aid 6: Non-Clocking Casual/Seasonal Hours Worked

1. This job aid only applies to Non-Clocking, Casual/Seasonal employees, since clocking hours will be logged for those at facilities.

2. On the dashboard, select **Time Entry** → **My Timesheet**.



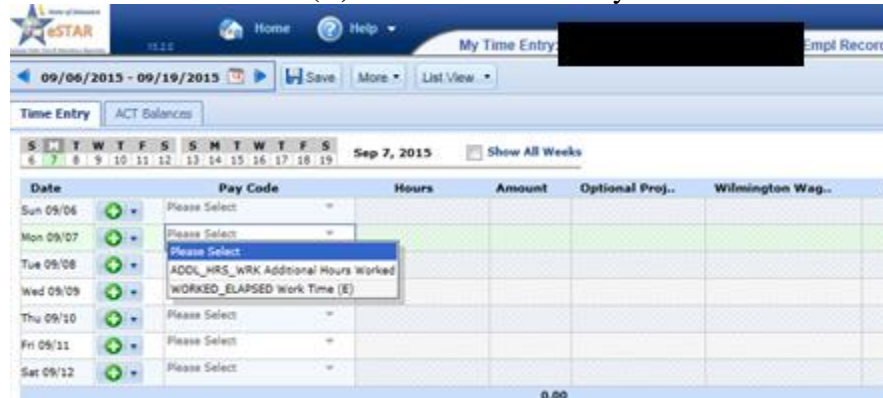
3. As a Causal/Seasonal employee, your timesheet and schedule are blank.



The screenshot shows the eSTAR interface for a Causal/Seasonal employee. The top navigation bar includes 'Home', 'Help', and 'My Time Entry'. The main area displays a calendar for September 2015, with the dates 09/06/2015 to 09/19/2015. Below the calendar is a table for the week of Sep 11, 2015, showing columns for Date, Pay Code, Hours, Amount, Optional Proj., Wilmington Wag., Comments, Case ID, and Total. The table is currently blank, with 'Please Select' in the Pay Code column for each day. The total hours for the week is 0.00.

Below the timesheet is a 'Schedule' tab, which also shows a calendar for Sep 11, 2015. The schedule table has columns for Date, Pay Code, Hours, and Total. It is also blank, with 'Please Select' in the Pay Code column for each day. The total hours for the week is 0.00.

4. As a Causal/Seasonal employee, you will enter your hours worked daily. You will select the paycode **WORKED_ELAPSED Work Time (E)** and enter the hours you worked for each day.



The screenshot shows the eSTAR interface for a Causal/Seasonal employee. The top navigation bar includes 'Home', 'Help', and 'My Time Entry'. The main area displays a calendar for September 2015, with the dates 09/06/2015 to 09/19/2015. Below the calendar is a table for the week of Sep 7, 2015, showing columns for Date, Pay Code, Hours, Amount, Optional Proj., Wilmington Wag., and Total. The table is filled with data for each day from Sun 09/06 to Sat 09/12. The Pay Code for each day is 'Please Select'. The total hours for the week is 0.00.

Below the timesheet is a 'Schedule' tab, which also shows a calendar for Sep 7, 2015. The schedule table has columns for Date, Pay Code, Hours, and Total. It is also filled with data for each day from Sun 09/06 to Sat 09/12. The Pay Code for each day is 'Please Select'. The total hours for the week is 0.00.

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.

Date	Pay Code	Hours	Amount	Optional Proj..	Wilmington Wag..	Comments	Case ID	Total
Sun 09/06	Please Select							
Mon 09/07	WORKED_ELAPSED Work Tim	5.00			<input type="checkbox"/>			5.00
Tue 09/08	Please Select							
Wed 09/09	WORKED_ELAPSED Work Tim	3.00			<input type="checkbox"/>			3.00
Thu 09/10	Please Select							
Fri 09/11	WORKED_ELAPSED Work Tim	7.50			<input type="checkbox"/>			7.50
Sat 09/12	Please Select							
								15.50
								15.50

6. Managers must acknowledge the exceptions and approve the timesheet for the time to be paid.