This Job Aid provides instructions on how to enter a punch on a timesheet, review payable time, and how to adjust within the Employee Reporting: Time and Labor module of STAR PeopleSoft.

Audience: Punch Time Reporters

This lesson will also cover the following topics:

- Reporting and submitting Punch Time
- Assigning a certain quantity of hours/units to a specific Time Reporting Code
- Adding a row on the timesheet
- Understanding Rule Element 1

Navigate to the STAR PeopleSoft log in page using the link or path below.
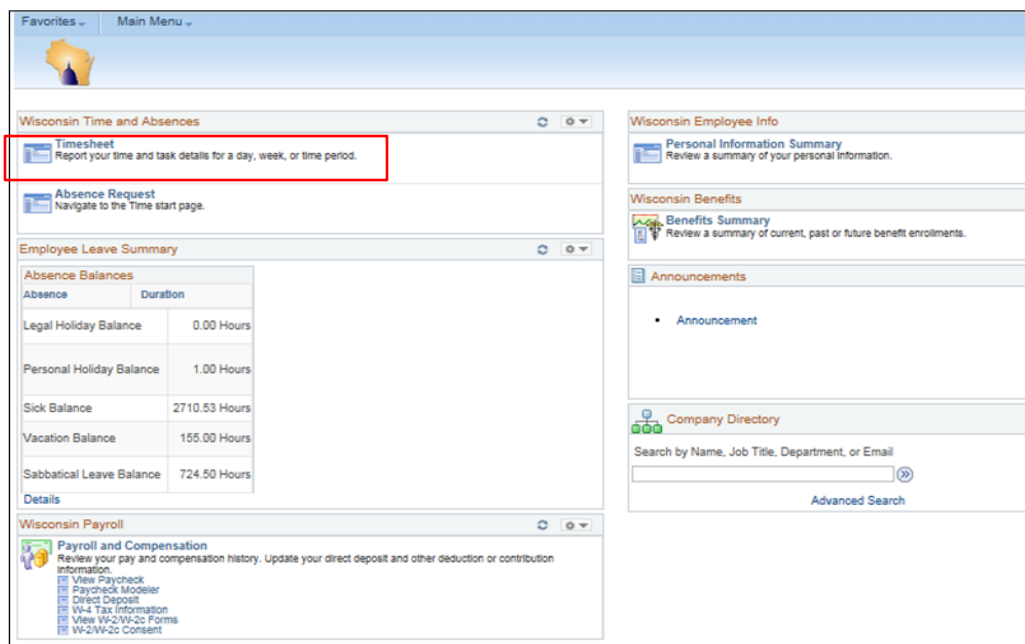
https://ess.wi.gov

Enter your **IAM User ID** and **Password**.

Click **Sign In**.

This is the home page you will see once you log in to People Soft. Though your Absence Balances will be different.

Step	Action
1.	To enter a punch time, click on Timesheet in upper left hand corner of screen **Timesheet** Report your time and task details for a day, week, or time period. **OR** navigate to the **Timesheet** page using this breadcrumb trail. Main Menu ▾ › Self Service ▾ › Time Reporting ▾ › Report Time ▾ › Timesheet
2.	To enter a punch: 1. Select the day of the week you wish to report time for by clicking in the box in the **First In** column under that day. 2. Enter the time you began working for the day in the **First In** column. 3. To account for non-payable time (for example a lunch break) enter the time you stopped working in the **Out** column and then the time you returned to work in the **In** column in the same row. 4. And lastly, enter the time you ended your work day in the **Last Out** column. <u>You MUST enter a time in the **Last Out** column or you will receive an exception error when you submit</u>. Acceptable time reporting formats include: 7:45a and 4:30p, 0745 and 1630, & 7.45a and 4.30p. **Note**: In order to submit time correctly for two different, consecutive time reporting codes (TRC) on the same day; the punches must be at least 1/100th of a second apart. For example: If you enter a **First In** punch at *8:00:00am* and an **Out** punch at *10:00:00am* for the first TRC, in order to report time to a second TRC with no break in work time, you will need to add a row by clicking on the **+** box for that day (see box #4 below). You will then enter a **First In** punch of *10:00:01am* and **Last Out** punch when you end your work day.

Actions ▾
Select Another Timesheet   Earliest Change Date 01/01/2015

*View By Week   Previous Week   Next Week
*Date 11/01/2015

Reported Hours 0.00   Print Timesheet

From 11/01/2015 to 11/07/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
💬	Sun	11/1	New									11/1	+	−
💬	Mon	11/2	New									11/2	+	−
💬	Tue	11/3	New									11/3	+	−
💬	Wed	11/4	New									11/4	+	−

3.	To select a time reporting code to denote a time **other** than regular hours worked, use the dropdown list in the **Time Reporting Code** field. The system will default *to 01 REGLR-Regular Hours Worked* when the timesheet is submitted. DMA recommends that you do **not** select *REGLR-Regular Hours Worked* and just let the default occur.
4.	To delegate a specific amount of hours to a different time reporting code for a given day, you will need to: 1. Click the **Add a Row** button next to the corresponding day you want to add a row for. 2. Select the appropriate **Time Reporting Code** from the dropdown list. Choose the dropdown that you recognize from PTA web. If you are unsure, consult with your supervisor or contact DMA's HR Department. 3. Based on the time reporting code requirements, enter either punches in the **First In** and **Last Out** fields or either hours or units, in the **Quantity** field. **Note**: When you enter a quantity, you must enter the time as a percent of an hour . For example, 3 hours and 30 minutes would be entered as 3.5 not as 3:30 and 4 hours and 45 minutes would be entered as 4.75.

5.	In the event overtime hours are generated, the default pay out method for DMA is CASH that will be paid to employees in their checks (except for Challenge Academy who will get comp time). Outside of Challenge Academy, if you have supervisor support you can select, the **Rule Element 1** field which allows you to allocate overtime hours to be put towards COMP time earned, or a COMBO of both COMP time and CASH. An employee who is eligible to receive overtime will have a default set up in the system and overtime then will automatically apply. Rule Element 1 should only be used to override the default. To see and select an option, click the 🔍 icon and then click on the appropriate distribution method. | Rule Element 1	Description
CASH	Cash Pay Out for Overtime
COMBO	Combo Cash & Comp for Overtime
COMP	Comp Time for Overtime | DMA employees will follow the same supervisor approval process (used for PTAweb) if they want to choose COMBO or COMP.
6.	When you have finished recording your time for the day, click **Submit**. This is what your time sheet will look like after submitting.

7.	If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**. Message Rules have successfully been applied. (13504,1626) Press OK to refresh your timesheet with updated payable time. OK
8.	In the case of an exception error message, shown as a red clock, click the **Exceptions** tab to view the error. If you're unable to resolve the error on your own, please contact your Time and Labor Specialist. From 06/15/2015 to 06/21/2015 	Add Comments	Day	Date	Reported Status	Exception	In	Meal Out	In	Out	Punch Total	Time Reporting Code	Quantity Rule Element 1	Date		
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
	Mon	6/15	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00			6/15	+	-
	Tue	6/16	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	9.00			6/16	+	-
	Wed	6/17	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	9.00			6/17	+	-
	Thu	6/18	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	9.00			6/18	+	-
	Fri	6/19	Submitted	⏱	7:00:00AM	12:00:00PM			5.00			6/19	+	-
	Sat	6/20	New									6/20	+	-
	Sun	6/21	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM	9.50			6/21	+	- | **Note**: Time reported that results in a High Severity Exception will not be processed for approval until the error is resolved. | Summary	Absence	Exceptions	Payable Time | Exceptions Personalize | Find | 🗐 | 🖿 1 of 1 | Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
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06/19/2015	TLX01540	Timesheet	Unresolved	High	A total of 48 hours are reported for this day.	

At times, the **Last Out** punch may occur on the following calendar day. In order to submit time correctly, enter the time you started working in the **First In** column for the first day, and the time you finished working in the **Last Out** column on the second day.

Note: The total amount of payable hours will be reflected on the day you reported your first **First In** punch for that shift.

Fire Crash, who work 24 hours shifts should enter their time this way so that money earned on Sunday will be on the prior week's check identical to how time was paid out in PTAweb. Also note the Last out time needs to be 11:59:59PM and your next in time needs to be 12:00:00 AM

9.

Step	Action
1.	To view payable time within STAR PeopleSoft, you will again navigate to the **Timesheet** page. Main Menu ▾ > Self Service ▾ > Time Reporting ▾ > Report Time ▾ > Timesheet
2.	The system will default to the current week, starting on Sunday, upon opening the timesheet. Use the **Previous Week** and **Next Week** links to locate the time frame you want to review. **Timesheet** Cami Kuehne Employee ID 100069628 VOC REHAB COUNSELOR Empl Record 0 Actions ▾ Earliest Change Date 06/21/2015 Select Another Timesheet *View By Week Previous Week Next Week *Date 11/02/2015 Reported Hours 0.00 Print Timesheet From 11/02/2015 to 11/08/2015 Add Comments / Day / Date / Reported Status / Exception / First In / Out / In / Last Out / Punch Total / Time Reporting Code Mon 11/2 New Tue 11/3 New
3.	The bottom half of the page displays the reported time summary. Click the **Payable Time** tab to view your payable time for that week. Summary	Absence	Exceptions	Payable Time Payable Time Viewing Option ○ By TRC and Status Total Estimated Gross $1,186.04 USD ○ By TRC, Status and Day ◉ Show In Detail View Full Detail Payable Time Personalize	Find	1-6 of 6 Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code 06/15/2015	REGLR	Regular Hours Worked	Hours	Taken by Payroll	8.00	$177.35 USD 06/16/2015	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00	$199.52 USD 06/17/2015	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00	$199.52 USD 06/18/2015	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00	$199.52 USD 06/19/2015	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.00	$199.52 USD 06/21/2015	REGLR	Regular Hours Worked	Hours	Taken by Payroll	9.50	$210.61 USD

Step	Action
1.	To adjust your reported time, again navigate to the **Timesheet** page. Main Menu ▾ › Self Service ▾ › Time Reporting ▾ › Report Time ▾ › Timesheet
2.	The system will default to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links to locate the time frame you want to review. To make an adjustment, update the time reported in the **First In**, **Out**, **In**, or **Last Out** field(s) and then click **Submit** to save your changes. **Note**: The system will only allow you to go back 30 days from the current week to make an adjustment. If your adjustment exceeds 30 days prior to the current week, contact your supervisor.

ADDITIONAL RESOURCES

If you have further questions about any of the topics presented in this Job Aid, use the following supplemental resources available at http://starconnection.wi.gov/Training/#Resources

User Productivity Kits (UPKs): STAR HCM UPK

Time and Labor 9.2 > Using Self-Service Components > Reporting Time Using a Timesheet

STAR Job Aids: Release 2 Training Materials

STAR Release 2 Training Library > HCM401: Self-Service > Job Aids

- **Self-service Employee Reporting: Absence Management**
- **Self-service Employee Reporting: Task Reporting**
- **Self-service Employee Reporting: Speed Types**