STAR Message #6: Time Entry

Purpose: Explain where to find materials to learn how to enter time and absences in STAR. Explain reminder prompts in system and consequence of not completing and submitting a timesheet.

Along with the new STAR system come a few changes to the way we enter and approve time. If you previously entered time into PTAweb, you will continue to enter time into STAR.

For the majority of State employees who will enter time into STAR, there are a few changes to the process and terminology to understand:
- ALL DMA employees are punch time reporters, all employees are required to enter in/out times
- All employees are required to enter legal holiday or other paid leave when there is a state legal holiday. These hours will NOT auto-populate on the timesheet.

A number of Job Aids and webinars have been developed to help explain and walk employees and supervisors through a step by step process to enter your time and approved absences. Supervisors will review and approve time and have an additional set of instructions to explain this process. A supervisor or payroll specialist may modify an employee's timesheet when appropriate. If your timesheet is changed, you will receive an automated email which will alert you to the change and identify who made the change.

Employees and supervisors are now directed to enter and approve time and absence information each week. Deadlines and important notes are as follows:
- employee time will be entered by Monday at 2pm following each week of work;
  o You will receive an automated message if you have not entered any time for the pay period but you will not receive a prompt if you have not entered time for a specific day.
- supervisors will approve entered time by Tuesday at 2pm.
  o Supervisors will receive an automated message showing any employees with no time entered and with a list of any employees whose time they have not yet approved.

Please note: *STAR does not have a default schedule to automatically pay you 40 or 80 hours.* ==*You will be paid ONLY for the hours you enter and the supervisor approves in the system* __THIS INCLUDES EXEMPT EMPLOYEES AS WELL.__== *If you enter fewer hours than you worked (ex. only entered 50 hours but worked 80 hours), the supervisor approves the hours and payroll is not able catch the error prior to the payroll deadline on Wednesday, you will not be issued an immediate check to make up the difference. You will have to wait for the correction on the next pay check. Exceptions will not be granted.*

- *Remember:* Beginning on December 14th, most employees will begin entering time and leave into STAR through Employee Self-Service. ==However, remaining leave balances will not load or be accessible in STAR until December 17. Employees can continue to use approved leave, but just won't be able to enter it into their timesheet in ESS until the balances load.==

NOTE: This message, job aids, and many others are posted on our website at
http://dma.wi.gov/DMA/humanresources/statehr/star

User Reference job aids

STAR PeopleSoft Job Aid ESS: Time and Labor - Punch Time Reporting
STAR PeopleSoft Job Aid: Supervisor Time and Labor - Adjusting Reported Time /Entering Time on Behalf of Others – Punch Time STAR