

Manager & Timekeeper Functions

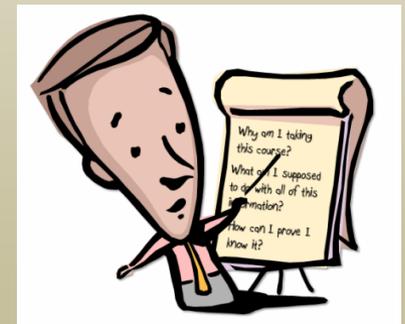
Time and Attendance

eSTAR Overview

- **eSTAR** Time and Attendance application automates and standardizes the time collection and approval processes
 - Meet business goals
 - Control labor costs
 - Improve workforce productivity
 - Manage time off requests
 - Gives employees the ability to view and manage leave

Objectives

- Log into eSTAR and navigate through the application as a manager
- Edit employee timesheet information
- Approve and amend employee timesheets
- Process time-off requests
- Delegate privileges to others
- Generate reports



eSTAR Access

eSTAR may be utilized in one of the following ways:

- Web-based interface on a personal computer
- “Punching” a hardware time clock



Navigation Basics

- Managers access **eSTAR** to request Leave or update Timesheets by logging into DE-Single Sign-On (SSO)
- Timekeepers and HR/Payroll Admins will access through ERP Portal

Sign In With Your Account

* User Id:

* Password:

[New User Registration](#)

[Forgot User Id?](#)

[Forgot Password?](#)

[Contact Us](#)



The Manager Dashboard

The Manager's Dashboard offers functions to assist managers in handling the time and attendance data of their employees.

- Editing and approving employee timesheets.
- Reviewing employee time off requests.
- Assigning schedules.

The screenshot displays the eSTAR Manager Dashboard. The top navigation bar includes the eSTAR logo, version 9.7.0.2, and links for Home and Help. The main content area is titled "Manager Dashboard Layout" and features several functional panels:

- Time Entry:** Contains links for "My Timesheet", "Edit Employee Time", "Edit Time for Groups", and "Approve Time Sheets".
- Schedules:** Contains links for "My Calendar", "Employee Calendars", and "My Time Off".
- Reports:** Contains a link for "View Reports".
- Settings:** Contains a link for "Manage Delegations".
- Employees:** Contains a link for "Maintain My Employees".
- Exceptions:** A large panel with a message: "There are no exceptions that match the current filter." It includes a search icon and a refresh icon.
- My Time Off Requests:** A panel with the message "No tasks found."
- My Employee Time Off Requests:** A panel with the message "No tasks found."

The interface is clean and organized, with a blue header and light-colored content panels.

Manager Functions – Time Entry

The functions available on the dashboard are arranged in groups of related tasks. See below for a description of each of the links on your dashboard.

- **My Timesheet:** View, enter or update timesheet data through the timesheet.
- **Edit Employee Time:** View and edit employee timesheets.
- **Edit Time for Groups:** Add and edit time entries for a group of employees.
- **Approve Timesheets:** Approve timesheets for groups of employee assignments.

The screenshot displays the eSTAR Manager Dashboard Layout. The top navigation bar includes the eSTAR logo, version 9.7.0.2, a Home button, and a Help dropdown menu. The dashboard is organized into several functional groups:

- Time Entry:** This group is highlighted with a red border and contains the following links:
 - [My Timesheet](#)
 - [Edit Employee Time](#)
 - [Edit Time for Groups](#)
 - [Approve Time Sheets](#)
- Schedules:** Contains the following links:
 - [My Calendar](#)
 - [Employee Calendars](#)
 - [My Time Off](#)
- Reports:** Contains the following link:
 - [View Reports](#)
- Settings:** Contains the following link:
 - [Manage Delegations](#)
- Employees:** Contains the following link:
 - [Maintain My Employees](#)

Manager Functions - Schedules

- **My Time Off:** Submit time off requests, track the status of requests, view history of past requests.
- **Review Time off Requests:** Approve or reject employee time off requests.
- **Assign Schedules:** Assign schedules or schedule cycles to employees.
- **Manage Group Schedules:** Adding and editing of schedules for an entire group of employees at once.

Manager Functions - Settings

- **My Contact Preferences:**

Enter or modify contact information, including phone numbers and email addresses.

- **Manage Delegations:** The roles for an assignment group can be delegated to another user. Assignment Group and security may be delegated to another manager

The screenshot displays the eSTAR Manager Dashboard Layout. The top navigation bar includes the eSTAR logo, version 9.7.0.2, and links for Home and Help. The dashboard is organized into several functional areas:

- Time Entry:** Includes links for My Timesheet, Edit Employee Time, Edit Time for Groups, and Approve Time Sheets.
- Schedules:** Includes links for My Calendar, Employee Calendars, and My Time Off.
- Reports:** Includes a link for View Reports.
- Employees:** Includes a link for Maintain My Employees.
- Settings:** This section is highlighted with a red box and contains a link for Manage Delegations.

Manager Functions - Reports

- **View Reports:** Generate general reports to view timesheet information for a certain period, delegated roles, or comments on timesheets.

The screenshot displays the eSTAR Manager Dashboard Layout. The top navigation bar includes the eSTAR logo, version 9.7.0.2, Home, and Help menus. The dashboard is organized into several functional modules:

- Time Entry:** Includes links for [My Timesheet](#), [Edit Employee Time](#), [Edit Time for Groups](#), and [Approve Time Sheets](#).
- Schedules:** Includes links for [My Calendar](#), [Employee Calendars](#), and [My Time Off](#).
- Reports:** (Highlighted with a red border) Includes the link [View Reports](#).
- Settings:** Includes the link [Manage Delegations](#).
- Employees:** Includes the link [Maintain My Employees](#).

Customizing the Dashboard

eSTAR allows the following customizations to the dashboard.

Rearranging Function Links

- Rearrange the order in which a function displays within a category.



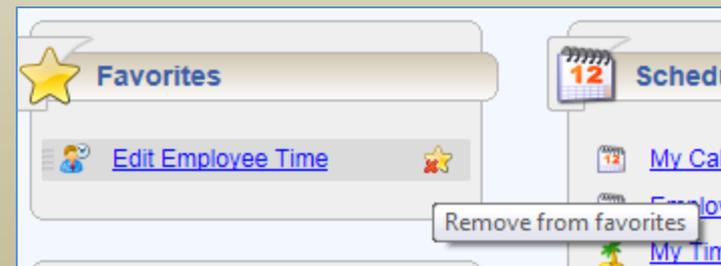
Creating Dashboard Favorites

- Hover the mouse pointer over the function's star icon and click it to move the functions to a Favorites section.



Removing a Function from Favorites

- Hover the pointer over the respective function link and click the star icon. The function returns to its original category.



Timesheet Window

Finding Timesheets

- Use the **Find** button to quickly locate the timesheet for an employee or a set of employees based on specific search criteria.

Sorting Timesheets

- Use **Sort** to specify the order in which to arrange records.

The screenshot displays the eSTAR Manager Time Entry interface. The top navigation bar includes 'Home', 'Help', and 'Log Off' options. The main header shows 'Manager Time Entry: Employee Name:'. Below this, there are controls for 'Work Period' (04/05/2015 - 04/18/2015) and 'Time Entry' (ACT Balances). A calendar view for April 5, 2015, is shown with a 'Show All Weeks' option. The main data area is a table with columns: Date, Pay Code, Hours, Clock In Loca.., Clock Out Loc.., Amount, and Combo Code. The table rows correspond to the days of the week from Sun 04/05 to Sat 04/11. The 'Amount' column shows '0.00' for each day and a total of '0.00' at the bottom right. On the left sidebar, under 'Assignments', the 'Find' and 'Sort' buttons are highlighted with a red box.

Date	Pay Code	Hours	Clock In Loca..	Clock Out Loc..	Amount	Combo Code
Sun 04/05	Please Select					
Mon 04/06	Please Select					
Tue 04/07	Please Select					
Wed 04/08	Please Select					
Thu 04/09	Please Select					
Fri 04/10	Please Select					
Sat 04/11	Please Select					
					0.00	

Timesheet Window

Navigating Timesheets

- To select a pay period for viewing or editing, either click the **Work Period** button to access the pop-up calendar, and select a pay period, or use the blue navigation arrows.
- Use the **Minimize** and **Maximize** buttons to collapse or expand the left panel.

The screenshot shows the 'Work Period' field with a red box around it, containing the date range '04/05/2015 - 04/18/2015'. Below this, a calendar for April 2015 is visible, with the dates 05 through 18 highlighted in blue. The interface includes navigation buttons like 'Prev', 'Next', 'Find', and 'Sort', as well as 'Save', 'More', and 'List View' buttons. A table at the bottom shows time entry details for Friday 04/10 and Saturday 04/11.

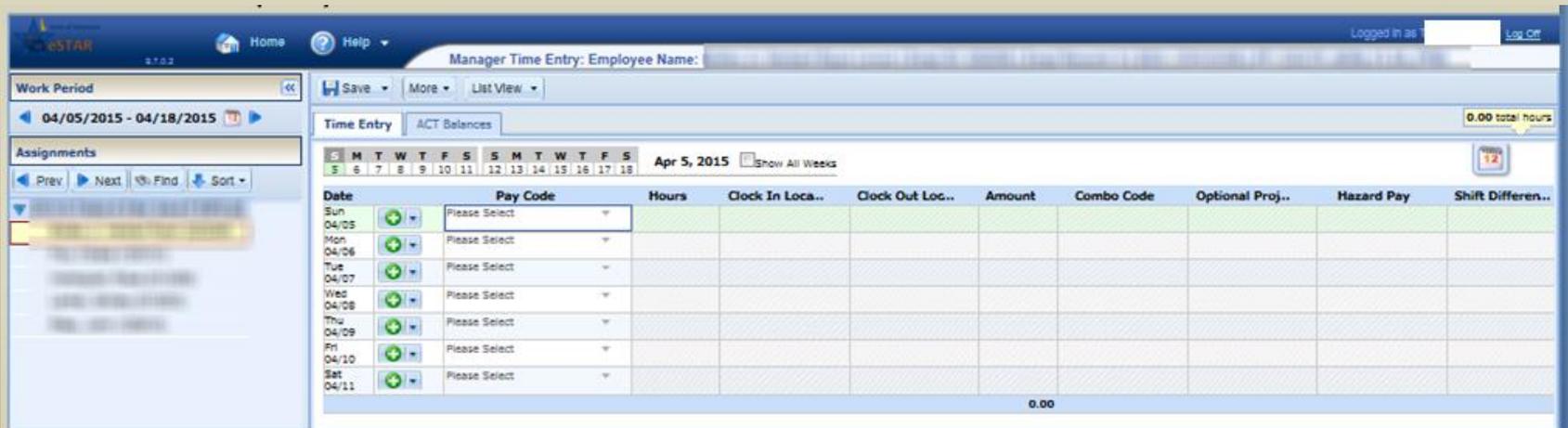
March 2015							April 2015							May 2015							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30							
							31														

Fri 04/10	<input type="button" value="+"/>	Please Select		
Sat 04/11	<input type="button" value="+"/>	Please Select		

Employee Timesheets

Editing Employee Time

- The **Manager Time Entry** window enables you to:
- Edit employee timesheets
- View employee's time off balances and pay preview
- Select an assignment group if you have been delegated more than one group of employees.
- Select an employee from that assignment group. The employee's timesheet displays.



The screenshot shows the 'Manager Time Entry' window for an employee. The interface includes a navigation bar with 'Home' and 'Help' buttons, and a 'Logged in as' field. The main area displays a calendar for April 2015, with a 'Time Entry' tab selected. A table below the calendar shows the employee's time entry for each day of the month. The table has columns for Date, Pay Code, Hours, Clock In Loca..., Clock Out Loc..., Amount, Combo Code, Optional Proj., Hazard Pay, and Shift Differen... The 'Hours' column is currently empty for all days, and the 'Amount' column shows '0.00' at the bottom right.

Date	Pay Code	Hours	Clock In Loca...	Clock Out Loc...	Amount	Combo Code	Optional Proj..	Hazard Pay	Shift Differen...	
Sun 04/05	Please Select									
Mon 04/06	Please Select									
Tue 04/07	Please Select									
Wed 04/08	Please Select									
Thu 04/09	Please Select									
Fri 04/10	Please Select									
Sat 04/11	Please Select									
					0.00					

Employee Timesheets

Using Pay Codes

- Pay Codes are recorded on a timesheet or schedule.
- Users will have access to certain pay codes according to security to update, modify or correct employee timesheets.
- Pay Codes such as vacation or sick increase or decrease time off banks.

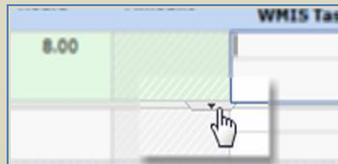
The screenshot displays the 'Time Entry' interface. At the top, there are tabs for 'Time Entry' and 'ACT Balances', and a status bar showing '0.00 total hours'. Below this is a calendar for April 2015, with the 5th highlighted. A dropdown menu is open over the calendar, listing various pay codes. The pay codes listed are:

Date	Pay Code	Hours	Clock In Loca..	Clock Out Loc..	Amount
Sun 04/05	Please Select				
Mon 04/06	ALT Annual Leave Taken				
Tue 04/07	CIF Compassionate Immediate Family				
Wed 04/08	CLOCK Clock Time				
Thu 04/09	CLOCK_M Clock (M)				
Fri 04/10	CLOCK_W Clock (W)				
Sat 04/11	CNI Compassionate Not Immediate				
	COMP_WRK_HOL Comp Worked Holiday (COMP BANK)				
	COMP_WRK_HOL_TKN Comp Worked Hol Taken				
	CTT Comp Time Taken				
	FHD Floating Holiday				0.00
	FMLAC FMLA Comp Time Taken				
	FMLAS FMLA Sick Leave Paid				

Employee Timesheets

Entering Timesheet Details

- **Comments** field can be used to enter details about the timesheet.
- If a timesheet entry contains any details, a **Comment** Indicator displays in the field associated with the comment and displays with a green background.



- Click the Comment tab to expand and collapse the **Comments** field.
- If the **Comments** field contains any invalid data, such as an invalid date format or too many characters, the comment indicator is red.

	Change Schedu	29.37		
Comments				
This is the Comments field.				27/255

Exception Handling

Exceptions Tab

- The Exception tab displays messages when exceptions are detected.
 - Date of the exception
 - Exception message describing the problem
 - Severity of the exception (Informational, Error, or Warning)
 - Any action which may be required
- Exception messages are color-coded to identify the level of the severity and are displayed in decreasing order of severity:
 - **White** – No exceptions or only information messages present
 - **Yellow** – Warning Present
 - **Red** – Errors present

Exceptions 			
Time off Balance			
Leave Tracking			
FMLA			
Results			
Schedule			
Date	Exception Message	Severity	Action Required 
 Mon 04/18 - Wed 04/20 (3)	Site is required	Warning	
Wed 04/20	8.0 hours reported exceeds 0.0 scheduled hours for the day.	Info. (action may be required)	
 Mon 04/18 - Tue 04/19 (2)	9.0 hours reported exceed 8.0 Standard Daily Hours for the day.	Info. (action may be required)	
 Mon 04/18 - Tue 04/19 (2)	9.0 hours reported exceeds 0.0 scheduled hours for the day.	Info. (action may be required)	

Exception Handling

- Columns can be reordered by clicking the arrow which displays next to the column name to select a different sort order.

Date	Exception Message	Severity	Action Required 
 Mon 04/18 - Wed 04/20 (3)	Site is required	Warning	
Wed 04/20	8.0 hours reported exceeds 0.0 scheduled hours for the day.	Info. (action may be required)	
 Mon 04/18 - Tue 04/19 (2)	9.0 hours reported exceed 8.0 Standard Daily Hours for the day.	Info. (action may be required)	
 Mon 04/18 - Tue 04/19 (2)	9.0 hours reported exceeds 0.0 scheduled hours for the day.	Info. (action may be required)	

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

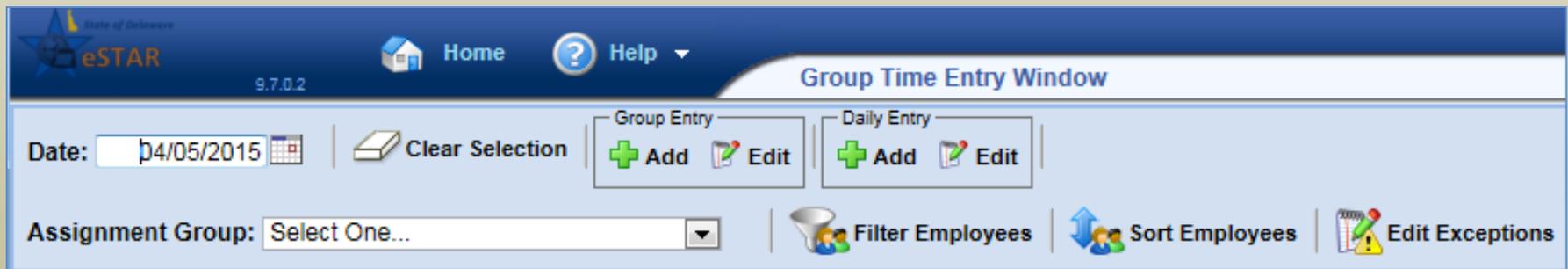
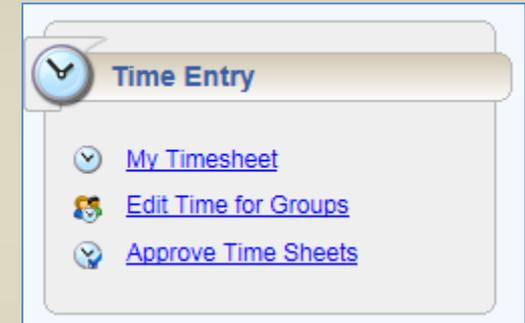
Date	Pay Code
Mon 04/18	  Clock Time
Tue 04/19	 Site is required
Wed 04/20	  Clock Time

- Clicking the pin to displays the exception message.

Mon 03/21	 12.0 hours reported exceed 8.0 standard daily hours for the day.
Tue	 12.0 hours reported exceeds 8.0 scheduled hours for the day. 18

Group Time Entry

- The **Group Time Entry** window:
- Enables managers to perform bulk time entry tasks for groups of employees.
- Edit an entire or partial group of employees.



Editing Multiple Time Slices

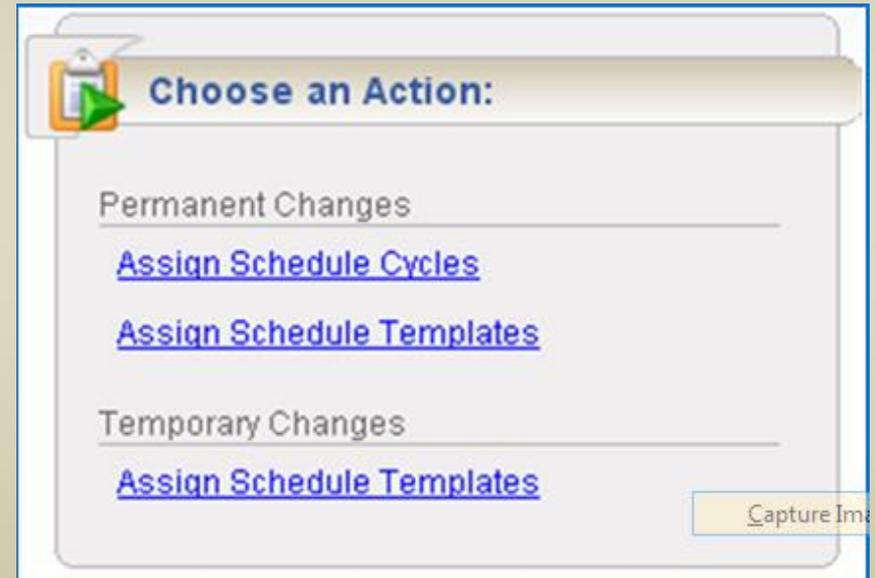
- Use the **Mass Edit** window to edit time entries for a group of employees working on a specified project or event.
- **Time Entry>Mass Edit> Event**
- Select the event or project to retrieve the time slices.
- Select the checkbox to the left of the employee's name for each row you want to change. To update all returned rows, click the **Select All** button.

<input type="button" value="Save"/> <input type="button" value="Select All"/> <input type="button" value="Deselect All"/> 0 rows selected <input type="button" value="Edit Selected"/> <input type="button" value="Split Selected"/>						
		Employee	Date	In	Out	Premium Job
<input type="checkbox"/>	▼	Grossett, Patrick A. (0005 000283)	Sat 11/26	12:50 pm	04:05 pm	
<input type="checkbox"/>	▼	Marsden, Dorothea (0006 000366)	Sat 11/26	12:55 pm	04:05 pm	
<input type="checkbox"/>	▼	Portillo, Jorge (0003 000166)	Sat 11/26	12:55 pm	04:05 pm	
<input type="checkbox"/>	▼	Tang, Raymond (0004 000216)	Sat 11/26	12:55 pm	04:35 pm	

Working with Schedules

Standard Schedule Assignment

- Selecting **Assign Schedules** from the **Manager Dashboard** takes the User to the **Schedule Maintenance Window**.
- Managers can **Assign Schedule Templates** from the **Permanent Changes** section or the **Temporary Changes** section.



Working with Schedules

Assigning Permanent Schedule Templates

- Employees from an Assignment Group can be scheduled individually or all at once as a group.

Employees Active On		<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>				
<input type="checkbox"/> As of Current Period 13						
Assignments						
<input checked="" type="checkbox"/> Production (10)						
<input type="checkbox"/>	Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	Valid Date Range
<input checked="" type="checkbox"/>	Corvin, John J. (Corvin, John)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	Harrison, Greg S. (Harrison, Greg)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	Jurosek, James J. (Jurosek, James)	Schedule Template	<input type="checkbox"/>	None	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	Khan, Shakira V. (Khan, Shakira)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	Kramer, Jeffrey K. (Kramer, Jeffrey)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	Lathia, Umang S. (Lathia, Umang)	Schedule Template	<input type="checkbox"/>	None	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	Pace, Diane A. (Pace, Diane)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	Parker, Louise W. (Parker, Louise)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	Parnell, Daniel F. (Parnell, Daniel)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	Zeale, Jamie R. (Zeale, Jamie)	Schedule Template	<input checked="" type="checkbox"/>	Start/Stop M-F 8am - 4	<input type="text"/>	03/18/2012 - 03/24/2012
Mass Edit			<input type="checkbox"/>	None	MM/dd/yyyy <input type="text"/>	Apply to all checked rows 22

Working with Schedules

Assigning Temporary Schedule Templates

- Employees from an Assignment Group can be scheduled individually or all at once as a group. Temporary Schedule Assignments will remain in effect for **exactly** one pay period.

Temporary Schedule Template Assignment						
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>						
<input type="checkbox"/>	Name	Schedule Generation Source	Manager Override	Schedule Template	Effective Date	Valid Date Range
<input type="checkbox"/>	 Butler, Abe K. (Butler, Abe)	Schedule Template	<input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	 Flores, Penelope D. (Flores, Penelope)	Schedule Template	<input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	03/18/2012 - 03/24/2012
<input checked="" type="checkbox"/>	 Foster, Olive A. (Foster, Olive)	Schedule Template	<input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	 Gonzales, Juan L. (Gonzales, Juan)	Schedule Template	<input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	 Simmons, Mandy O. (Simmons, Mandy)	Schedule Template	<input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="checkbox"/>	 Washington, Sybil L. (Washington, Sybil)	Schedule Template	<input type="checkbox"/>	<input type="text" value="None"/>	<input type="text"/>	03/18/2012 - 03/24/2012
<input type="button" value="Mass Edit"/>			<input type="checkbox"/>	<input type="text" value="None"/>	<input type="text" value="MM/dd/yyyy"/> 	<input type="button" value="Apply to all checked rows"/>

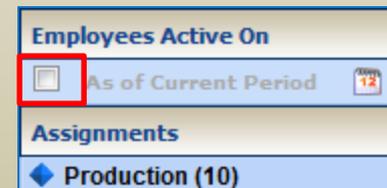
Working with Schedules

Assigning Schedules to Dates Outside of Current Pay Period

- Manager selects **Assign Schedule Templates** under **Permanent Changes** section.



- Click checkbox underneath **Employees Active On**



Working with Schedules

Edit Assigned Schedule

- Use when employee must deviate from their normal assigned schedule for a very short amount of time.
- Found in the **Schedule tab** within the **Manager Time Entry Window**.

Messages	Schedule	Leave Balances	FMLA	Attendance	Results			
	Pay Code	Sun 03/18	Mon 03/19	Tue 03/20	Wed 03/21	Thu 03/22	Fri 03/23	Sat 03/24
	Work		08:00 am 04:00 pm	08:00 am 04:00 pm	08:00 am 04:00 pm	08:00 am 04:00 pm	06:00 am 02:00 pm	

- Schedule changes using this method will only remain in effect for dates affected.

Other Manager Functions

Approving Timesheets

- Managers or HR/PR Admin can approve hours for individual employees or for an entire group.
- The system allows the manager to see if an employees timesheet contains exception messages.
- Timesheets with errors need attention before approval.
- Managers can choose to open and edit timesheets to correct errors, reject timesheets and direct employee to correct error, or approve timesheets despite exceptions.

Other Manager Functions

Approving Timesheets

- To approve or reject employee time, select **Time Entry** → **Approve Timesheets**. The **Approve Timesheets** window displays.
- From the assignment tree, select the group for which you want to approve or reject hours.

Other Manager Functions

Approving Timesheets

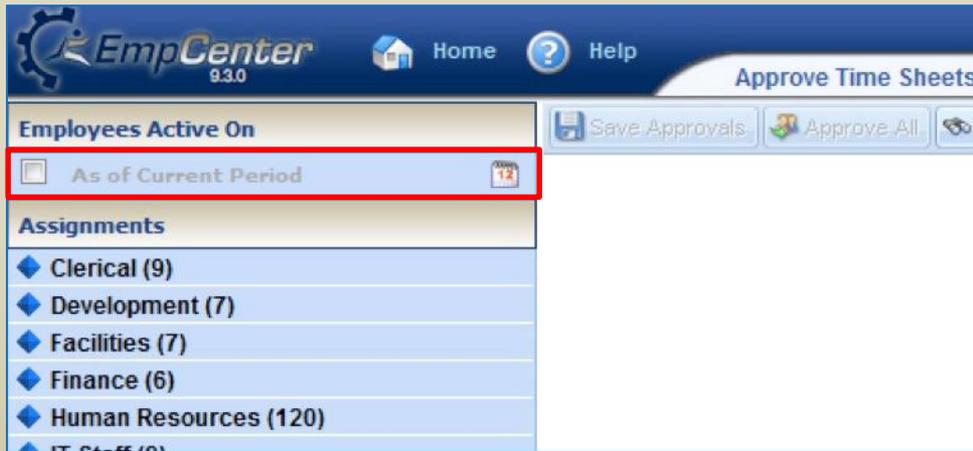
- The **Approve Current Timesheets** window displays. The names of the employees in the group populate the main window.

Approve Current Time Sheet for Period Ending 03/25/2012								
Employee ▲	Name	Ttl Hrs	Reg. Hrs	OT/DT Hrs	Leave Hrs	Submitted	Exceptions	Manager's Approval
A012-0001	Frey,Jim	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0002	Hatch,Stacey	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0003	Colbert,Becky	40.00	16.00		24.00	No	Yes	<input type="checkbox"/> Approve 
A012-0004	Lowry,Grahm	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0005	Fink,Frank	40.50	40.00	0.50		No		<input type="checkbox"/> Approve 
A012-0006	Greenwood,Morgan	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0007	Paige,Jackson	40.25	40.00	0.25		No		<input type="checkbox"/> Approve 

Other Manager Functions

Approving and Rejecting Timesheets

- Viewing a different date than the default (the current date).



EmpCenter 9.3.0 Home Help Approve Time Sheets

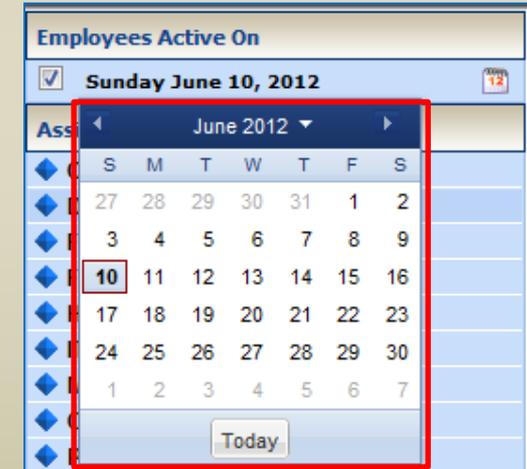
Save Approvals Approve All

Employees Active On

As of Current Period 

Assignments

- Clerical (9)
- Development (7)
- Facilities (7)
- Finance (6)
- Human Resources (120)



Employees Active On

Sunday June 10, 2012 

Ass **June 2012**

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Today

Other Manager Functions

Approving Timesheets

- Check the box to **Approve** the employee timesheet.
- To reject an employees timesheet, click reject timesheet button.

Approve Current Time Sheet for Period Ending 03/25/2012

Employee	Name	Ttl Hrs	Reg. Hrs	OT/DT Hrs	Leave Hrs	Submitted	Exceptions	Manager's Approval
A012-0001	Frey,Jim	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0002	Hatch,Stacey	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0003	Colbert,Becky	40.00	16.00		24.00	No	Yes	<input type="checkbox"/> Approve 
A012-0004	Lowry,Grahm	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0005	Fink,Frank	40.50	40.00	0.50		No		<input type="checkbox"/> Approve 
A012-0006	Greenwood,Morgan	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0007	Paige,Jackson	40.25	40.00	0.25		No		<input type="checkbox"/> Approve 

Other Manager Functions

Rejecting Timesheets

- After clicking the **Reject Time Sheet** button, the Reject Timesheet window displays.
- To reject a **Time Sheet** fill out all fields in the **Reject Time Sheet** window and click **Send**.

Reject Time Sheet

Employee: Shakira V. Khan
Time Period Ending: 03/24/2012

Notify: Shakira V. Khan

Email Subject: Your time sheet of 03/24/2012 was rejected.

Email Message

Comments

Send Undo Close Window

Other Manager Functions

Rejecting Timesheets

- **History** button loads **Approval History for Employee** screen.

History button



Approval History for Employee Shakira V. Khan's Assignment (Khan, Shakira)

Approval History for Employee Shakira V. Khan's Assignment (Khan, Shakira)

Action	Level	Name	ID	Time	E-Mail	Comment
Rejection	0	Adams, Jessica L.	ADAMS	Jun 11, 2012 07:30 am	To: wfs-demo@localhost Subject: Your time sheet of 03/24/2012 was rejected.	
Approval	1	Khan, Shakira V.	KHAN	Mar 22, 2012 01:34 pm		

Close Window

Other Manager Functions

Amending Timesheets

- Managers can amend timesheets for past pay periods for employees in assignment groups delegated to them. How far back in the past amendments are permitted is determined by your organizational rules and can differ by role.
- Time sheet must be amended in the pay period that needs to be modified.



The screenshot shows a software interface with a light blue background. On the left, there is a toolbar with three buttons: 'Amend' (with a green checkmark icon), 'More' (with a dropdown arrow), and 'Table View' (with a dropdown arrow). The 'Amend' button is highlighted with a red rectangular border. To the right of the toolbar is a message box with a red border containing the text: 'This time sheet was already processed. Press amend button to make changes.'

Other Manager Functions

Amending Timesheets

- Managers have the ability to view a Timesheet Comparison Report.

Other Versions ✕

Time Sheet Comparison Report
Employee: McCoy, William K. (A008-0006)
Period: 03/25/2012 - 03/31/2012

Version #1 ➔ Open version
04/02/2012 02:36 pm 03/22/2012 03:35 pm

 **Print**

Work Date	Pay Code	In/Out	Out Time	Hours	Amount
Mon 03/26	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Tue 03/27	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Wed 03/28	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Thu 03/29	WORKED	06:00 am	06:00 pm	0.00	\$0.00
 Fri 03/30	WORKED	06:00 am	06:00 pm	0.00	\$0.00
 Sat 03/31	WORKED	08:00 am	04:00 pm	0.00	\$0.00

Legend

Example	Meaning
An unchanged value	No change
 Value in version #1	Data changed
 Value in open version	
 Added	Added to open version (In open version, but not in version #1)
 Deleted	Deleted from open version (In version #1, but not in open version)

Other Manager Functions

Approving Time Off Requests

- When an employee submits a time off request, the request is forwarded to the employee's manager for review. The manager can then approve or reject the request.

Time Off Review Summary

Pending Requests
Time Off Request History

Current filter: none  Change Filter 

Employee ID	Approval Status	Employee Name	Assignment Description	Start Date	End Date	Last Modified
A008-0004	Pending	Jurgutis, Duane S.	Jurgutis, Duane S. (Jurgutis, Duane)	06/14/2012	06/15/2012	06/11/2012 08:35 am



Page 1 of 1




Displaying 1 - 1 of 1

Other Manager Functions

Approving Time Off Requests

- The **Request Summary** allows managers to **View Requests**, **Approve Requests**, **Reject Requests** and view **Group Schedules** to ensure appropriate coverage while employee is on leave.

Request Summary

Date	Pay Code	Hours
Thu 06/14/2012	PTO	8
Fri 06/15/2012	PTO	8

Bank Usage

Thu 06/14 Fri 06/15
PTO: 16.00 Hours used 61.00  45.00
FMLA: 0.00 Hours used 100.00  100.00

Date/Time	Approval Status	User	Comments
06/11/2012 08:35 am	Pending	Jurgutis, Duane S.	I'm going to the beach with my family!

Other Manager Functions

Approving Time Off Requests

- After approval, the previous request now displays on the **Time Off Request History** tab.

Time Off Review Summary

Current filter: none

Employee ID	Approval Status	Employee Name	Assignment Description	Start Date	End Date	Last Modified
A008-0004	Approved	Jurgutis, Duane S.	Jurgutis, Duane S. (Jurgutis, Duane)	06/14/2012	06/15/2012	06/11/2012 08:42 am

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Displaying 1 - 1 of 1

Other Manager Functions

Canceling an Approved Time-Off Request

- Select a request from the **Time Off Request History** tab.

Time Off Review Summary

Current filter: none 

Employee ID	Approval Status	Employee Name	Assignment Description	Start Date	End Date	Last Modified
A008-0004	Approved	Jurgutis, Duane S.	Jurgutis, Duane S. (Jurgutis, Duane)	06/14/2012	06/15/2012	06/11/2012 08:42 am

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Other Manager Functions

Canceling an Approved Time-Off Request

- Select Cancel and enter comments.

View Request List **Cancel Request**

Request Summary

Date	Pay Code	Hours
Thu 06/14/2012	PTO	8
Fri 06/15/2012	PTO	8

Bank Usage

Thu 06/14 Fri 06/15

PTO: 16.00 Hours used 61.00 45.00

FMLA: 0.00 Hours used 100.00 100.00

Exceptions (0) **History (2)**

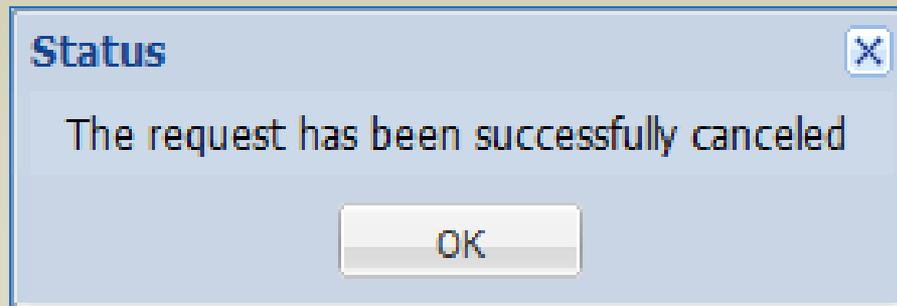
Date/Time	Approval Status	User	Comments
06/11/2012 08:35 am	Pending	Jurgutis, Duane S.	I'm going to the beach with my family!
06/11/2012 08:42 am	Approved	Nelson, Raymond O.	Have fun!

Reason for Cancellation

Cancel Request **Do Not Cancel Request**

Other Manager Functions

Canceling an Approved Time-Off Request



Time Off Review Summary

Pending Requests | **Time Off Request History**

Current filter: none Change Filter

Employee ID	Approval Status	Employee Name	Assignment Description	Start Date	End Date	Last Modified
A008-0004	Cancelled	Jurgutis, Duane S.	Jurgutis, Duane S. (Jurgutis, Duane)	06/14/2012	06/15/2012	06/11/2012 08:50 am

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Other Manager Functions

Cancelling an Approved Time-Off Request

- Click the cancelled request to see a detailed history of the request.

History

Date/Time	Approval Status	User	Comments
06/11/2012 08:35 am	Pending	Jurgutis, Duane S.	I'm going to the beach with my family!
06/11/2012 08:42 am	Approved	Nelson, Raymond O.	Have fun!
06/11/2012 08:50 am	Cancelled	Nelson, Raymond O.	

Other Manager Functions

Delegation

- Managers can delegate authority over a group of employees to another manager when not available.
- Delegating roles navigation.

The screenshot displays the eSTAR Manager Dashboard Layout. The top navigation bar includes the eSTAR logo, version 9.7.0.2, and links for Home and Help. The main content area is divided into several sections:

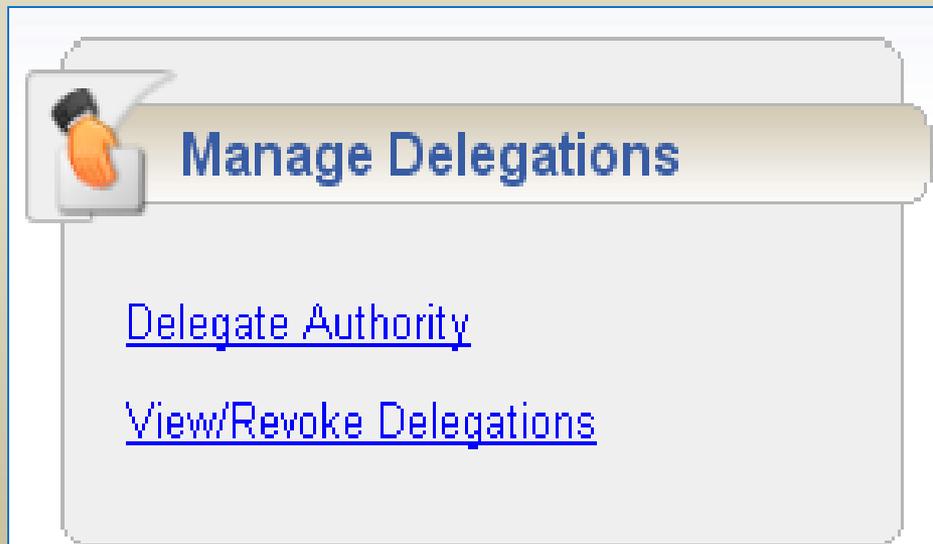
- Time Entry:** Contains links for [Edit Employee Time](#), [My Timesheet](#), [Edit Time for Groups](#), and [Approve Time Sheets](#).
- Schedules:** Contains links for [My Calendar](#), [Employee Calendars](#), and [My Time Off](#).
- Reports:** Contains a link for [View Reports](#).
- Settings:** Contains a link for [Manage Delegations](#).
- Employees:** Contains a link for [Maintain My Employees](#).

On the right side, there is a large panel titled **Exceptions** with a message: "There are no exceptions that match the current filter." Below this panel are two smaller panels: **My Time Off Requests** and **My Employee Time Off Requests**, both displaying "No tasks found."

Other Manager Functions

Delegation

- Select **Delegate Authority, Enter Search Criteria** window displays.
- Enter search criteria, click **Search**.



A screenshot of a dialog box titled "Enter Search Criteria". The dialog box has a white background and a gray border. It contains a label "Group Description:" followed by a text input field. Below the input field are two buttons: "Cancel" and "Search". At the bottom of the dialog box, there is a note: "You may use * as a wildcard. For instance, ab* would match abc or abbey."

Other Manager Functions

Delegation

- Assignment groups matching search criteria.
- Displays User's role granted for each group.

Assignment Group	Your Role	Effective Date	End Effective Date	Allow Re-delegation
<input checked="" type="checkbox"/> Production (10)	Manager	06/11/2012	06/18/2012	<input type="checkbox"/>

Cancel Next

Other Manager Functions

Delegation

- Use the search window to select a user who will be delegated that assignment group.
- Note – Search screen will look different then below. Below is an example.

Search for Delegation Recipients

User ID:

First Name:

Last Name:

Max Results:

*You may use * as a wildcard. For instance, ab* would match abc or abbey.*

Search Results

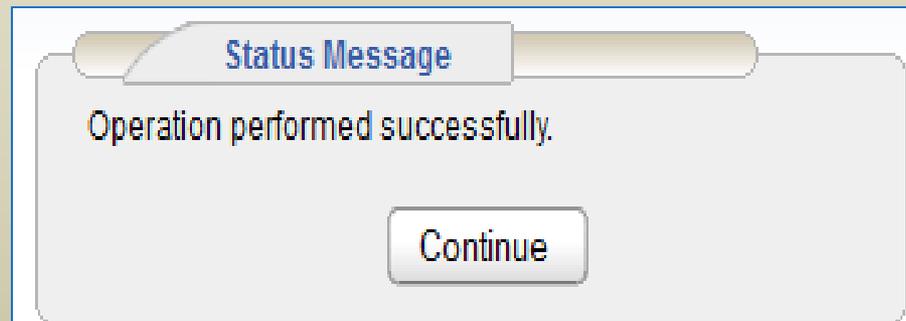
Name	Last Name
<input type="radio"/> Fernandez, Tia	Fernandez
<input type="radio"/> Fields, Vickie	Fields
<input type="radio"/> Franklin, John	Franklin

Other Manager Functions

Delegation

- If any delegations fail, a status message will display listing the unsuccessful delegations and why they failed.

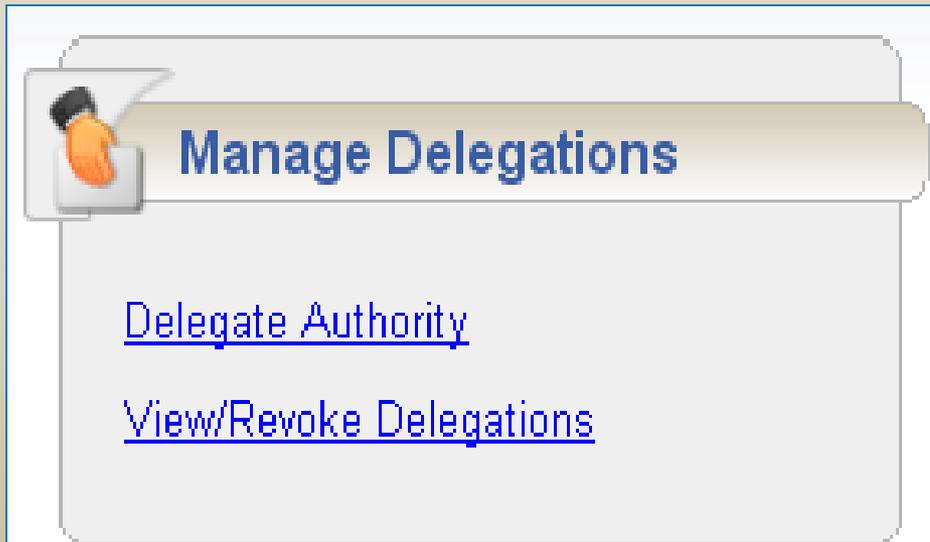
Successful delegation message



Other Manager Functions

Canceling or Revoking a Delegated Role

- Once an owner has delegated a role, that owner can also cancel the delegation.



Enter Search Criteria

Group Description:

First Name:

Last Name:

User ID:

As Of Date:
 

*You may use * as a wildcard. For instance, ab* would match abc or abbey.*

Other Manager Functions

Cancelling or Revoking a Delegated Role

- A window displays that lists the roles currently delegated within your assignment groups, along with your role for each group.

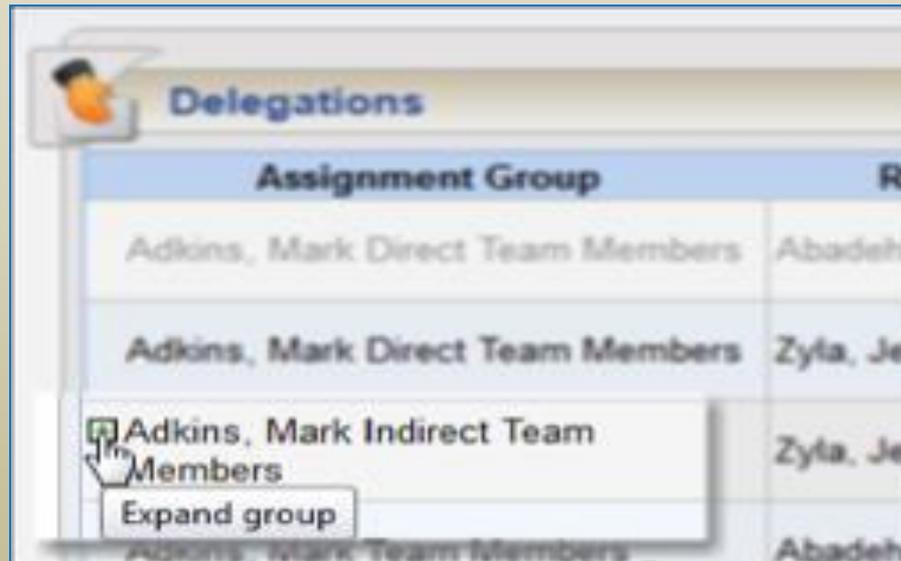
Delegations							
Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	Role After Delegation	My Current Role	Actions
Adkins, Mark Direct Team Members	Abadeh, Al A	09/13/2012	09/12/2012	Server Administrator (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Nothing to revoke.
Adkins, Mark Direct Team Members	Abakporo, Maria	09/14/2012	09/21/2012	Delegator (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Direct Team Members	Zyla, Jeffrey Michael	09/13/2012	09/20/2012	Delegator (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
<input checked="" type="checkbox"/> Adkins, Mark Indirect Team Members	Zyla, Jeffrey Michael	09/13/2012	09/20/2012	Delegator (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke All Revoke
Adkins, Mark Team Members	Abadeh, Al A	09/13/2012	09/20/2012	HR Rep (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Team Members	Aberle, Scott Nicholas	09/13/2012	09/20/2012	Team Leader (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Team Members	Adams, Carrie Ann	09/14/2012	09/21/2012	Timekeeper (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Team Members	Johnson, AJ Patrick	09/14/2012	09/21/2012	HR Rep (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Team Members	Saab, Ali N	09/13/2012	09/20/2012	Team Leader (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke
Adkins, Mark Team Members	Zyla, Jeffrey Michael	09/13/2012	09/20/2012	Team Leader (Group Role)	Delegator (Group Role)	Delegator (Group Role)	Revoke

*** NAMES AND DATA ARE FICTIONAL ***

Other Manager Functions

Canceling or Revoking a Delegated Role

- If an assignment group contains more than one delegated role, click the **Expand Group** button displayed next to the **Assignment Group** name to see all of the delegated roles.



Other Manager Functions

Canceling or Revoking a Delegated Role

- A new window displays listing the delegated right to be cancelled.
- Manager selects appropriate action.

Revoke Delegated Roles

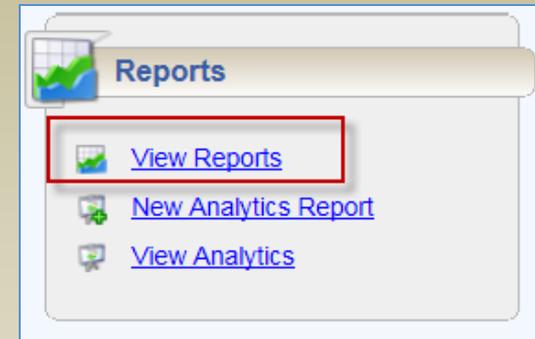
Assignment Group	Recipient	Effective Date	End Effective Date	Delegated Role	My Current Role
Production	Fernandez, Tia	08/11/2012	08/18/2012	MANAGER_GROUP_CTE	MANAGER_GROUP_CTE
Production	Montgomery, Elizabeth	08/11/2012	08/18/2012	MANAGER_GROUP_CTE	MANAGER_GROUP_CTE

Revoke Is Effective As Of:

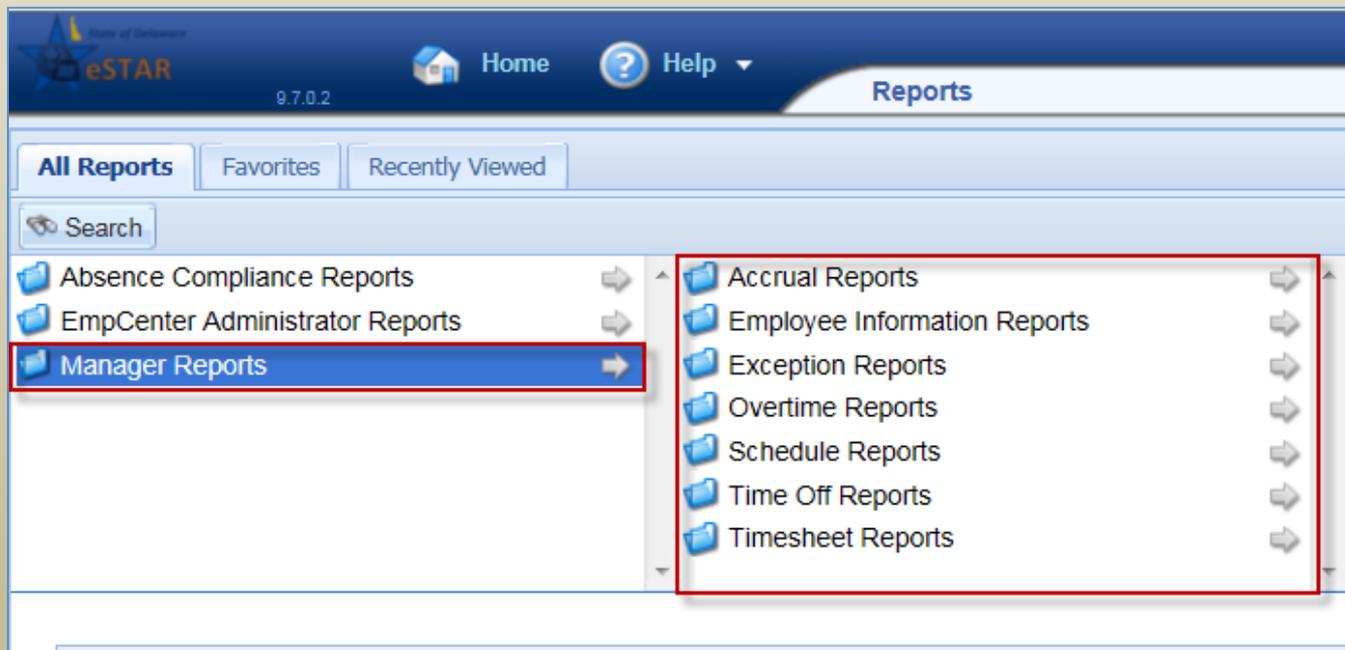
Generating Reports

View Reports

- Access the **Reports** area on the Dashboard by clicking the **View Reports** link.



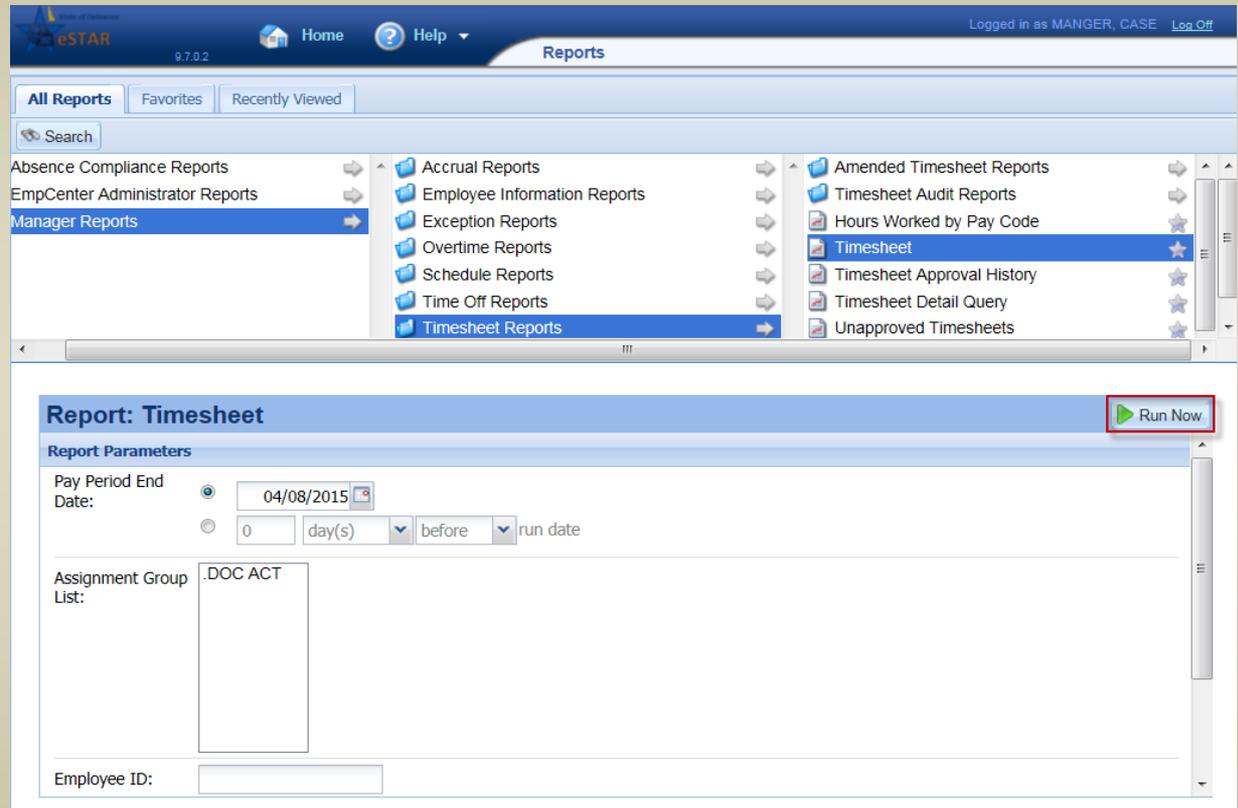
- The **Reports** window displays including a tabbed view open to the **All Reports** tab, in which a list of report categories display in the top pane.



Generating Reports

View Reports

- The desired report is selected, a second pane displays.
- Specify report criteria.
- Complete the various fields.
- Click **Run Now**.



The screenshot shows the eSTAR Reports interface. The top navigation bar includes 'Home', 'Help', and 'Reports'. The user is logged in as 'MANGER, CASE'. The 'Reports' section is active, displaying a list of report categories and sub-reports. The 'Timesheet' report is selected, and its parameters are shown below.

Report: Timesheet [Run Now](#)

Report Parameters

Pay Period End Date: 04/08/2015 0 day(s) before run date

Assignment Group List: .DOC ACT

Employee ID:

Generating Reports

View Reports

- Reports can be formatted in **PDF, Excel, and HTML**

Run Report Now

Delivery

Delivery Method: View Now

PDF Excel CSV HTML

Cancel Run Now

- A pop up window displays with the option to Open, Save, or Cancel.

Do you want to open or save **Report_STD_TIME_OFF_REQUEST_2015-04-08.pdf** from **statede-dev.workforcehosting.com**?

Open Save Cancel

Generating Reports

Manager Reports available in eSTAR

- **Accrual Reports**
 - Accrual
 - Accrual Detail
- **Employee Information Reports**
 - Terminated Employees Detail
- **Exception Reports**
 - Timesheet Exceptions
 - Timesheet Exceptions Within Date Range
- **Overtime Reports**
 - Approaching Overtime
- **Schedule Audit Reports**
 - Schedule Audit
- **Schedule Reports**
 - Schedule
 - Schedule – Data Range
 - Schedule Cycle Pattern
- **Time Off Reports**
 - Absence History
 - Absence Summary
 - Absence Time Off
 - Time Off Request

Generating Reports

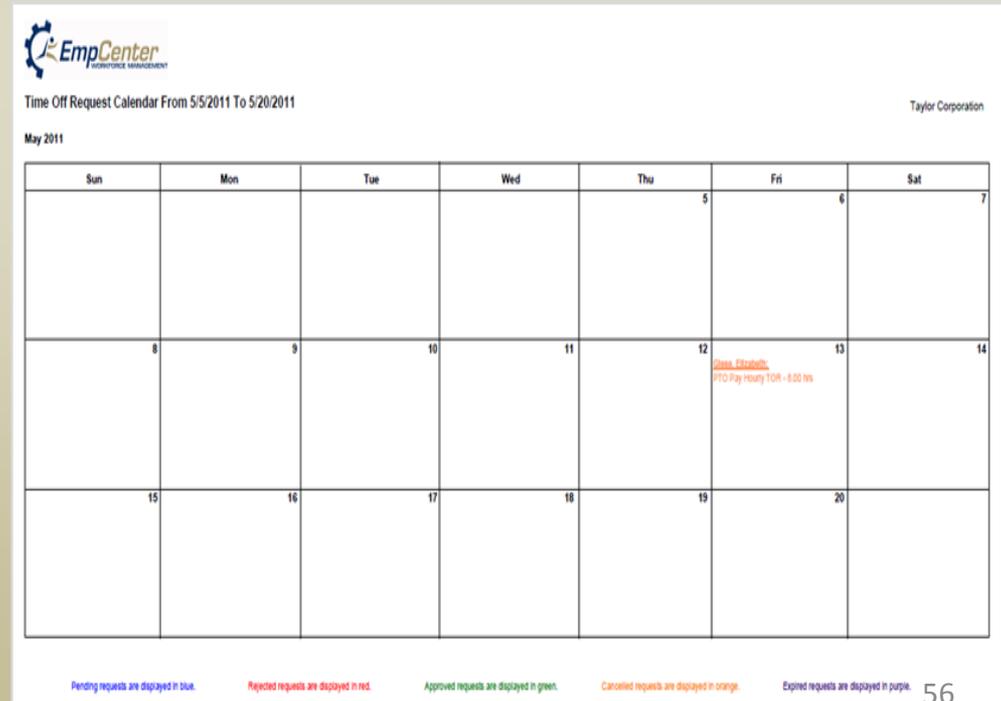
Manager Reports available in eSTAR (Cont'd)

- **Timesheet Reports**
- **Amended Timesheet Reports**
 - Amended Timesheets –Amenders
 - Amended Timesheets – Currently Open
 - Amended Timesheets – Exceptions
 - Amended Timesheets – Processed
- **Timesheet Audit Reports**
 - Timesheet Audit
 - Timesheet Audit for Date Range
 - Timesheet Audit for User Who Changed Timesheet
- **Timesheet Reports**
 - Timesheet
 - Timesheet Approval History
 - Timesheet Detail Query
 - Unapproved Timesheets

Generating Reports

Calendar Reports

- eSTAR offers a version of two reports in calendar format that are accessed directly from the dashboard without having to go through the General or Group reports menus.
- When employees request or take time off, it can be useful to generate reports to help you to determine whether to grant or reject a request, or to see absences patterns that might not otherwise be apparent.



EmpCenter
HUMAN RESOURCE MANAGEMENT

Time Off Request Calendar From 5/5/2011 To 5/20/2011

Taylor Corporation

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	

PTO Request
PTO Pay Hourly TOR - 8.00 hrs

Pending requests are displayed in blue. Rejected requests are displayed in red. Approved requests are displayed in green. Cancelled requests are displayed in orange. Expired requests are displayed in purple.