

Biweekly Staff - Log In and Time Entry Instructions

Log In

Log into Self Service Portal (ESS) by following this link <u>https://sg478.stargarden.net/</u> or by accessing it on the HR website under the My Pay tab <u>http://eraven.franklinpierce.edu/s/dept/hr/Pay/Payroll.htm</u>

This portal is accessible by desktop, laptop, or mobile device (iOS or Android). If logging in while already signed in to the Pierce network, **click the SSO sign in link at the bottom of the Login screen and you will be automatically signed in with your FPU log in credentials** – you will not have to enter a User ID or Password. If you are logging in from home, your mobile device, or off campus and <u>not</u> logged into the Pierce network, you will be prompted to enter in your FPU password.

Login	
User ID	
Password	
~	
SSO Sign in	Forgotten Password: 🗸

Entering Time

Click on Time Cards



The Start Date is the first date of the pay period, the ending date is the last. <u>Please be sure to choose the</u> <u>correct dates</u> so you are paid correctly.

The biweekly pay schedule can be found on the HR website on the My Pay page. <u>Please note that you will</u> <u>have to enter the start and end date every time you log back into the system in order to view the entries</u> <u>you already entered into the system:</u>

	Start Date 12/01/2019	1	End Date 12/14/2019	Search	Time Summary
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Before entering any time, please make sure you are entering time for the correct date. Next, click in the Unit field, a drop down list will appear. Choose the appropriate unit for your entry.

Smith, Janice (5461) - Time (Cards								*	0 ~ 6
Start Date 06/28/2020	End Date 07/11/202	20 min ? Search	Tir	ne Summar	y					
Legend: Date information	n available when question mark displaye	d								
Search:	Q									
Original New Shift Date	Shift Notes Ref Unit	Start	Lunch Start	Lunch End	End	Hours	Position	Unit ID	Status	Delete
06/28/2020	New									
06/29/2020	New	~								
06/30/2020	New Bereavement (E Call Ins (CALL)									
07/01/2020	New DO NOT USE (DO NOT USE (Emergency Paid									
07/02/2020	New Emergency Paid Holiday (HOLI)	Leave - Full (EPL1)								
07/03/2020	New Inclement Weat Jury Duty (JUR) Paid Time Off (F	0								
07/04/2020	New Regular (REG) Sick Taken (SIC Unpaid Leave (к)								
07/05/2020	New Onpaid Leave (JNPL)								
07/06/2020	New									
07/07/2020	New									
07/08/2020	New									
07/09/2020	New									
07/10/2020	New									
07/11/2020	New									
Total										
									Add New	Submit
									Add New	Submit

IMPORTANT!! Please utilize military time for ALL entries to ensure accuracy. There is a standard clock to military time conversion chart at the end of this document.

Enter Start Time, Lunch Start, Lunch End, and End Time:

- The system will automatically calculate your Hours (last column) after you have completed your time card
- The last column titled Status, should read "Clock Out" when you are through

Start	Date 12/01/20	19 📫 ?	End Date	12/14/2019	Time Summary				
Leger	nd: Date inforr	nation available wh	en question m	nark displayed				_	
S	earch:		<u> </u>			•		-	•
New	Original Shift Date	Notes	01-10 D. C						
			Shift Ref	Unit	Start Lunch Start	Lunch End End	d Hours Unit ID	Status	Delete
	12/01/2019		New	Regular (REG)	08:00 12:00		d Hours Unit ID 6:30 6210	Status Q. Clock Ou	
	12/01/2019 12/02/2019	-							
		-	New						
	12/02/2019	-	New New						

To save your entries, click on the check mark at the top right hand side of the time entry window. This saves your timesheet until the next time you log back in. This will also calculate your total hours for the day.

End Date hen question ma	12/14/2019 🗰 🍞	Search	Time Summa	ıry			
Q							

Entering Additional Hours or Paid Time Off

If you need to add another row for additional hours worked on the same day or enter in hours for paid time off:

- Click the box under the "New" column on the left hand side of the screen to add a new line
- Choose the Unit you wish to use regular, vacation, sick, holiday, etc.
- If you are entering paid time off sick, holiday, inclement weather, etc. enter in the total hours you want to use do not record a start or end time

Start D	ate 12/01/2019	1111	End Date	12/14/2019 🗰 ?	Search	Time Summa	ary							
Legend	Date information a	vailable when	question mar	'k displayed										
Sea	rch:		٩											
New	Original Shift Date	Notes	Shift Ref	Unit		Start	Lunch Start	Lunch End	End	Hours	Unit ID		Status	Delete
The second seco	12/01/2019		New	Holiday (HOLI)						8.00	6210	Q	Clock Out	
÷ 🔲	12/01/2019		New	Regular (REG)		08:00	12:00	12:30	16:30	8.00	6210	Q	Clock Out	
	12/02/2019		New											
	12/03/2019		New											

Deleting Entries or Making Changes

- To delete a line, click the box at the end of each column under the header "Delete"
- Time entered can be changed up until your supervisor approves your time. After the your timesheet is approved, no electronic changes can be made
- Remember to save your changes by clicking the check mark in the upper right hand corner of the time entry screen

	Start Date	12/01/2019	1 1	End Date	12/14/2019	Search	Time Summa	ry							
	Legend:	Date informatio	on available wher	n question mark	k displayed										
	Searc	h:		Q											
	New	Original Shift Date	Notes	Shift Ref	Unit		Start	Lunch Start	Lunch End	End	Hours	Unit ID		Status	Delete
⇒		12/01/2019		New	Holiday (HOLI)						8.00	6210	Q.	Clock Out	
⇒		12/01/2019		New	Regular (REG)		08:00	12:00	12:30	16:30	8.00	6210	Q.	Clock Out	
		12/02/2019	m	New	Regular (REG)							6210	Q	Clock Out	

Submitting Your Timesheet

Once you have completed your timesheet, click the Submit button on the lower right of the screen. This will calculate your hours and send your timesheet to your supervisor for approval. Your completed timesheet should be similar to the example below:

Legend	Date information	available when question mai	rk displayed									
Sea	rch:	Q										
	Original											
New	Shift Date 12/01/2019	Notes Shift Ref	Unit	Start	Lunch Start	Lunch End	End	Hours	Unit ID		Status	Delet
	12/01/2019	New 2	Holiday (HOLI)					8.00	6210	Q	Clock Out	
	12/02/2019	4	Regular (REG)	08:00	12:00	12:30	16:30	8.00	6210		Clock Out	
	12/03/2019	1	Regular (REG)	08:00	12:00	12:30	16:30	8.00	6210	_ Q	Clock Out	
	12/03/2019	1	Regular (REG)	08:00	12:00	12:30	18:30	10.00	6210	Q	Clock Out	
	12/05/2019	1	Sick Taken (SICK)		12.00	12.00	10.00	8.00	6210	a	Clock Out	
	12/06/2019	1	Regular (REG)	08:00	12:00	12:30	16:30	8.00	6210	ā	Clock Out	
	12/07/2019	New			12.00	12.00	10.00	0.00	02.10		Oldek Out	
	12/08/2019	New										
	12/09/2019	1	Regular (REG)	08:00	12:00	12:30	16:30	8.00	6210	Q	Clock Out	
	12/10/2019	1	Vacation Taken (VACA)					8.00	6210	Q	Clock Out	
	12/11/2019	1	Regular (REG)	08:00	12:00	12:30	16:30	8.00	6210	Q	Clock Out	
	12/12/2019	1	Regular (REG)	08:22	12:00	12:30	18:30	9.75	6210	Q	Clock Out	
	12/13/2019	1	Jury Duty (JURY)					8.00	6210	Q	Clock Out	
	12/14/2019	New										
Tota								91.75				

Viewing your Timesheet

To view your timesheet after you have submitted it for approval:

- Log into StarGarden
- Click the Time Cards button this will automatically bring up the timesheet your just submitted
- On the timesheet, click on the Time Summary button this section gives an overview of hours, rate, etc. of what you just submitted similar to the example below

Start Date (12/01/2019 🗎 ? End	Date 12/14/2019 🗎 ? Search	Time Summary	
Legend:	Date information available when quest	ion mark displayed		
Details	Day Summary Pay Period S	ummary		
	Start Date 12/01/2019	End Date 12/14/2019	? Search	
Date	Pay Code	Unit ID	Hours Rate	Amount Step
12/02/2019	Inclement Weather (INCW)	Information Technology (4410)	8.00 34.335	274.68 Time-Card
12/03/2019	Inclement Weather (INCW)	Information Technology (4410)	8.00 34.335	274.68 Time-Card
12/04/2019	Regular (REGU)	Information Technology (4410)	8.00 22.890	183.12 Time-Card
12/05/2019	Regular (REGU)	Information Technology (4410)	8.00 22.890	183.12 Time-Card
12/06/2019	Regular (REGU)	Information Technology (4410)	8.00 22.890	183.12 Time-Card
12/09/2019	Vacation Taken (VACA)	Information Technology (4410)	Slock Out 8.00 22.890	183.12 Time-Card
12/10/2019	Regular (REGU)	Information Technology (4410)	Clock Out 8.00 22.890	183.12 Time-Card
12/11/2019	Regular (REGU)	Information Technology (4410)	8.00 22.890	183.12 Time-Card
12/12/2019	Regular (REGU)	Information Technology (4410)	8.00 22.890	183.12 Time-Card
12/13/2019	Regular (REGU)	Information Technology (4410)	4.00 22.890	91.56 Time-Card
12/13/2019	SIck Taken (SICK)	Information Technology (4410)	4.00 22.890	91.56 Time-Card

Standard Time to Military Time Conversion Chart

Regular Time	Military Time	Regular Time	Military Time
Midnight	0000	Noon	1200
1:00 a.m.	0100	1:00 p.m.	1300
2:00 a.m.	0200	2:00 p.m.	1400
3:00 a.m.	0300	3:00 p.m.	1500
4:00 a.m.	0400	4:00 p.m.	1600
5:00 a.m.	0500	5:00 p.m.	1700
6:00 a.m.	0600	6:00 p.m.	1800
7:00 a.m.	0700	7:00 p.m.	1900
8:00 a.m.	0800	8:00 p.m.	2000
9:00 a.m.	0900	9:00 p.m.	2100
10:00 a.m.	1000	10:00 p.m.	2200
11:00 a.m.	1100	11:00 p.m.	2300