StarGarden®

Biweekly Staff - Log In and Time Entry Instructions

Log In

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

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 |
| ✔ |
| SSO Sign in |
| Forgotten Password: ✔ |

Entering Time

Click on Time Cards

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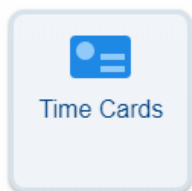
 The Start Date is the first date of the pay period, the ending date is the last. <mark>Please be sure to choose the correct dates</mark> so you are paid correctly.

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

| Start Date | 12/01/2019 | 🗓 ? | End Date | 12/14/2019 | 🗓 ? | Search | Time Summary |

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.

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

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.

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

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

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:

Start Date 12/01/2019 📅 ? End Date 12/14/2019 📅 ? [Search] [Time Summary]

Legend: 🟨 Date information available when question mark displayed

Search: [   ] 🔍

New	Original Shift Date	Notes	Shift Ref	Unit	Start	Lunch Start	Lunch End	End	Hours	Unit ID		Status	Delete
	12/01/2019		New										
→ ☐	12/02/2019		2	Holiday (HOLI)					8.00	6210	🔍	Clock Out	☐
→ ☐	12/02/2019		1	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	🔍	Clock Out	☐
→ ☐	12/04/2019		1	Regular (REG)	08:00	12:00	12:30	18:30	10.00	6210	🔍	Clock Out	☐
→ ☐	12/05/2019		1	Sick Taken (SICK)					8.00	6210	🔍	Clock Out	☐
→ ☐	12/06/2019		1	Regular (REG)	08:00	12:00	12:30	16:30	8.00	6210	🔍	Clock Out	☐
	12/07/2019		New										
	12/08/2019		New										
→ ☐	12/09/2019		1	Regular (REG)	08:00	12:00	12:30	16:30	8.00	6210	🔍	Clock Out	☐
→ ☐	12/10/2019		1	Vacation Taken (VACA)					8.00	6210	🔍	Clock Out	☐
→ ☐	12/11/2019		1	Regular (REG)	08:00	12:00	12:30	16:30	8.00	6210	🔍	Clock Out	☐
→ ☐	12/12/2019		1	Regular (REG)	08:22	12:00	12:30	18:30	9.75	6210	🔍	Clock Out	☐
→ ☐	12/13/2019		1	Jury Duty (JURY)					8.00	6210	🔍	Clock Out	☐
	12/14/2019		New										
Total									**91.75**				

[Add New] [Submit]

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 question mark displayed

| Details | Day Summary | Pay Period Summary |

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)	8.00	22.890	183.12	Time-Card
12/10/2019	Regular (REGU)	Information Technology (4410)	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

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