



## Exempt Employees Monthly Timecard

### Log In

Log into Self Service Portal (ESS) by following this link <https://sg478.stargarden.net/>

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 not logged into the Pierce network, you will be prompted to enter in your FPU password.

The screenshot shows a login form with the following elements:

- Title: Login
- Input field: User ID (with a person icon)
- Input field: Password (with a key icon)
- Submit button: A grey button with a blue checkmark.
- Link: SSO Sign in (with a checkmark icon)
- Link: Forgotten Password: (with a checkmark icon)

Click on ESS (Employee Self Service) tile and then the Time Cards tile.



The Start Date/End Date will default to the Current Month pay period.

The screenshot shows a date selection interface with the following elements:

- Start Date: 01/01/2020 (with a calendar icon and a question mark)
- End Date: 01/31/2020 (with a calendar icon and a question mark)
- Buttons: Search and Time Summary
- Legend: A yellow square followed by the text "Date information available when question mark displayed"

**\*\*Note: If the date does not show the current month, select the correct start and end dates.**

**\*\*Note: If you prefer the dates to start on the 1<sup>st</sup> of the month, click on the heading "Original Shift Date".**

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, which will be either Sick Taken or PTO Taken.

Start Date: 06/01/2020 End Date: 06/30/2020 Search Time Summary

Legend:   Date information available when question mark displayed

Page: 1 2 Search:

New	Original Shift Date	Notes	Shift Ref	Unit	Start	Lunch Start	Lunch End	End	Hours	Position	Unit ID	Status	Delete
	06/01/2020		New										
	06/02/2020		New										
	06/03/2020		New										
	06/04/2020		New										

In the Hours field, enter 8 for eight hours, which equals 1 day.

**\*\*Note: Paid time-off for exempt employees MUST be taken in full-day increments, so you should never have a different number of hours listed.**

Enter all of your time off for the month, please note there are two pages to capture the entire month. Click submit at the bottom of each page, to save entries, before moving to next page.

Start Date: 06/01/2020 End Date: 06/30/2020 Search Time Summary

Legend:   Date information available when question mark displayed

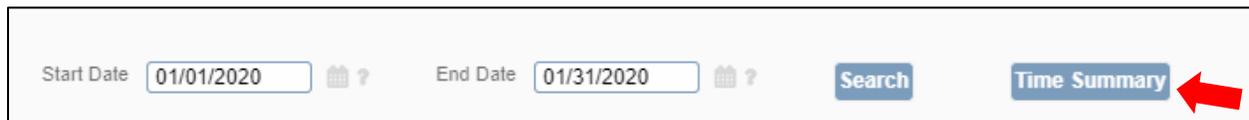
Page: 1 2 Search:

New	Original Shift Date	Notes	Shift Ref	Unit	Start	Lunch Start	Lunch End	End	Hours	Position	Unit ID	Status	Delete
	06/01/2020		New										
<input type="checkbox"/>	06/02/2020		New	Paid Time Off (PTO)					8.00	Asst. Director-Human Re	6310	Clock Out	
<input type="checkbox"/>	06/03/2020		New	Paid Time Off (PTO)					8.00	Asst. Director-Human Re	6310	Clock Out	
<input type="checkbox"/>	06/04/2020		New	Paid Time Off (PTO)					8.00	Asst. Director-Human Re	6310	Clock Out	
<input type="checkbox"/>	06/05/2020		New	Paid Time Off (PTO)					8.00	Asst. Director-Human Re	6310	Clock Out	
	06/06/2020		New										
	06/07/2020		New										
	06/08/2020		New										
	06/09/2020		New										
	06/10/2020		New										

Add New Submit

**\*\*Note: All time off for the month must be entered and submitted to your Manager by the 20<sup>th</sup> of the current month.**

**You can click the Time Summary to get your totals**



A screenshot of a web interface for time entry. It features two date input fields: 'Start Date' with the value '01/01/2020' and 'End Date' with the value '01/31/2020'. Each date field has a trash icon and a question mark to its right. To the right of the date fields are two blue buttons: 'Search' and 'Time Summary'. A red arrow points to the 'Time Summary' button.

### **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 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 or the submit button at the bottom.

Once your supervisor has approved your time card, you can no longer make changes to your time card. If a change is need to be made you must contact your supervisor, to unlock your time card, so that you can make the change.