



Student - Log In and Time Entry Instructions

Log into Self Service Portal (ESS) by following this link <https://sg478.stargarden.net/> or 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 not logged into the Pierce network, you will be prompted to enter in your FPU password.

Entering Time

Click on Time Cards



The Start Date is the first date of the pay period, the ending date is the last. **Please be sure to choose the correct dates** 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 have already entered into the system:**


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. Under the Unit column, choose the appropriate unit for your entry:

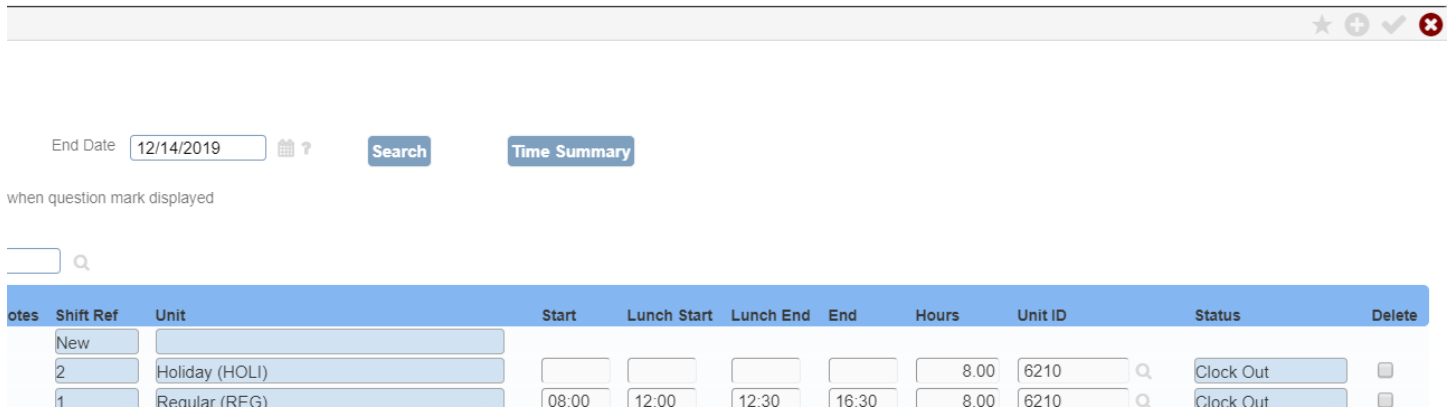
- Select REG for regular hours worked
- Select SICK if you went home sick. Sick time is unpaid – this is for tracking purposes only

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:

- Enter in the time you started your shift and the time you ended your shift. If you took a lunch break, enter in the lunch start and lunch end times
- If you did not take a lunch break, you do not have to enter any time for Lunch Start/Lunch End
- The system will automatically calculate your Hours (last column) after you have completed your time card – do not enter in anything here
- 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 Hours for Multiple Departments

If you need to add another row for additional hours worked on the same day or for a different department:

- Click the box under the “New” column on the left hand side of the screen to add a new line

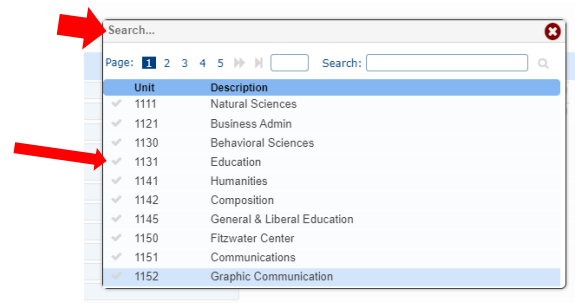
If you work for more than one department, in order to be paid at the correct pay rate, you must choose the correct department:

- Click the Unit ID magnifying glass
- A search window will appear – choose the department number you are working for

IMPORTANT: If you are unsure of which department you are working for, please consult your supervisor. Choosing the correct department ensures that you get the correct pay rate.



To select a department, click arrow on the left side of department number.



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 End Date

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
→	<input type="text" value="12/01/2019"/>		<input type="text" value="New"/>	<input type="text" value="Holiday (HOLI)"/>					8.00	<input type="text" value="6210"/>	<input type="text" value="Clock Out"/>	<input checked="" type="checkbox"/>
→	<input type="text" value="12/01/2019"/>		<input type="text" value="New"/>	<input type="text" value="Regular (REG)"/>	<input type="text" value="08:00"/>	<input type="text" value="12:00"/>	<input type="text" value="12:30"/>	<input type="text" value="16:30"/>	8.00	<input type="text" value="6210"/>	<input type="text" value="Clock Out"/>	<input checked="" type="checkbox"/>
	<input type="text" value="12/02/2019"/>		<input type="text" value="New"/>	<input type="text" value="Regular (REG)"/>						<input type="text" value="6210"/>	<input type="text" value="Clock Out"/>	



To save, click the Check mark on the top right hand corner of the screen:

Tallent, Cody (10495) - Time Cards

Start Date End Date

Legend: Date information available when question mark displayed

Search:

New	Original Shift Date	Notes	Shift Ref	Unit	Start	End	Lunch Start	Lunch End	Hours	Unit ID	Status	Delete
→	<input type="text" value="12/10/2019"/>		<input type="text" value="1"/>	<input type="text" value="Regular (REG)"/>	<input type="text" value="08:00"/>	<input type="text" value="12:00"/>			4.00	<input type="text" value="7101"/>	<input type="text" value="Clock Out"/>	<input type="checkbox"/>
→	<input type="text" value="12/12/2019"/>		<input type="text" value="1"/>	<input type="text" value="Regular (REG)"/>	<input type="text" value="15:00"/>	<input type="text" value="18:00"/>			3.00	<input type="text" value="1150"/>	<input type="text" value="Clock Out"/>	<input type="checkbox"/>
→	<input type="text" value="12/14/2019"/>		<input type="text" value="1"/>	<input type="text" value="Regular (REG)"/>	<input type="text" value="08:00"/>	<input type="text" value="13:30"/>			5.50	<input type="text" value="7101"/>	<input type="text" value="Clock Out"/>	<input type="checkbox"/>
→	<input type="text" value="12/05/2019"/>		<input type="text" value="1"/>	<input type="text" value="Regular (REG)"/>	<input type="text" value="08:00"/>	<input type="text" value="10:00"/>			2.00	<input type="text" value="7101"/>	<input type="text" value="Clock Out"/>	<input type="checkbox"/>
→	<input type="text" value="12/14/2019"/>		<input type="text" value="2"/>	<input type="text" value="Regular (REG)"/>	<input type="text" value="14:30"/>	<input type="text" value="17:00"/>			2.50	<input type="text" value="1150"/>	<input type="text" value="Pending"/>	<input type="checkbox"/>
	<input type="text" value="12/13/2019"/>		<input type="text" value="New"/>									
	<input type="text" value="12/11/2019"/>		<input type="text" value="New"/>									
	<input type="text" value="12/09/2019"/>		<input type="text" value="New"/>									
	<input type="text" value="12/08/2019"/>		<input type="text" value="New"/>									
	<input type="text" value="12/07/2019"/>		<input type="text" value="New"/>									
	<input type="text" value="12/06/2019"/>		<input type="text" value="New"/>									
	<input type="text" value="12/04/2019"/>		<input type="text" value="New"/>									
	<input type="text" value="12/03/2019"/>		<input type="text" value="New"/>									
	<input type="text" value="12/02/2019"/>		<input type="text" value="New"/>									
	<input type="text" value="12/01/2019"/>		<input type="text" value="New"/>									
Total									17.00			



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.

Tallent, Cody (10495) - Time Cards

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	End	Lunch Start	Lunch End	Hours	Unit ID	Status	Delete
<input type="checkbox"/>	12/14/2019		1	Regular (REG)	08:00	13:30			5.50	7101	Clock Out	<input type="checkbox"/>
<input type="checkbox"/>	12/14/2019		2	Regular (REG)	14:30	17:00			2.50	1150	Pending	<input type="checkbox"/>
<input type="checkbox"/>	12/13/2019		New									
<input type="checkbox"/>	12/12/2019		New	Regular (REG)	15:00	18:00				1150	Clock Out	<input type="checkbox"/>
<input type="checkbox"/>	12/11/2019		New									
<input type="checkbox"/>	12/10/2019		New	Regular (REG)	08:00	12:00				7101	Clock Out	<input type="checkbox"/>
<input type="checkbox"/>	12/09/2019		New									
<input type="checkbox"/>	12/08/2019		New									
<input type="checkbox"/>	12/07/2019		New									
<input type="checkbox"/>	12/06/2019		New									
<input type="checkbox"/>	12/05/2019		New	Regular (REG)	08:00	10:00				7101	Clock Out	<input type="checkbox"/>
<input type="checkbox"/>	12/04/2019		New									
<input type="checkbox"/>	12/03/2019		New									
<input type="checkbox"/>	12/02/2019		New									
<input type="checkbox"/>	12/01/2019		New									
Total									8.00			

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
12/05/2019	Student Regular Pay (SREG)	Plant Operations (7101)	2.00	8.500	17.00	Time-Card
12/10/2019	Student Regular Pay (SREG)	Plant Operations (7101)	4.00	8.500	34.00	Time-Card
12/12/2019	Student Regular Pay (SREG)	Filtzwater Center (1150)	3.00	8.500	25.50	Time-Card
12/14/2019	Student Regular Pay (SREG)	Plant Operations (7101)	5.50	8.500	46.75	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