



Facilities – Time Clock Instructions

Tap time clock, as shown, using your Franklin Pierce ID to clock in/out:



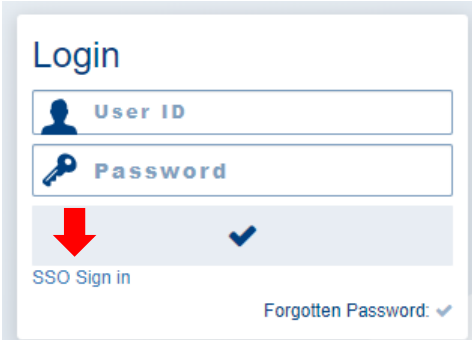
When punch is accepted the punch verified screen will display:



Logging In to StarGarden

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

This portal is accessible by desktop or laptop. To Log in, click the SSO sign in link at the bottom of the Login screen. You will need to provide your franklin pierce email address ie smithj@franklinpierce.edu and then your password. If you are logging in from home or off campus, you will follow the same procedure once you click the <https://sg478.stargarden.net/>



Entering Time

Click on Time Cards





Your time clock entries will appear here. You must manually enter any non-worked hours you would have previously entered on a paper time card – on call days (ONCP), call ins, inclement weather, summer hours, sick, and PTO. If you take a lunch break, you will also need to input your lunch start and lunch end.


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.

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

Start Date  ? End Date  ?

Click in the Unit field, a drop down list will appear. Choose the appropriate unit for your entry:

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
	12/01/2019		<input type="button" value="New"/>									
	12/02/2019		<input type="button" value="New"/>									
	12/03/2019		<input type="button" value="New"/>	Bereavement (BRVM)								
	12/04/2019		<input type="button" value="New"/>	Call Ins (CALL)								
	12/05/2019		<input type="button" value="New"/>	Holiday (HOLI)								
	12/06/2019		<input type="button" value="New"/>	Inclement Weather (INCW)								
	12/07/2019		<input type="button" value="New"/>	Jury Duty (JURY)								
	12/08/2019		<input type="button" value="New"/>	On Call Pay (ONCP)								
	12/09/2019		<input type="button" value="New"/>	Regular (REG)								
	12/10/2019		<input type="button" value="New"/>	Sick Taken (SICK)								
	12/11/2019		<input type="button" value="New"/>	Unpaid Leave (UNPL)								
	12/12/2019		<input type="button" value="New"/>	Vacation Taken (VACA)								
	12/13/2019		<input type="button" value="New"/>									
	12/14/2019		<input type="button" value="New"/>									
Total												

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, PTO, 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 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="checkbox"/>	<input type="text" value="12/01/2019"/>		<input type="text" value="New"/>	<input type="text" value="Holiday (HOLI)"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="6210"/>	<input type="text" value="Clock Out"/>	<input type="checkbox"/>
<input 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"/>	<input type="text" value="8.00"/>	<input type="text" value="6210"/>	<input type="text" value="Clock Out"/>	<input type="checkbox"/>
	<input type="text" value="12/02/2019"/>		<input type="text" value="New"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text" value="12/03/2019"/>		<input type="text" value="New"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text" value="12/04/2019"/>		<input type="text" value="New"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Entering Lunch Time

To enter your lunch break:

- Enter a time in Lunch Start
- Enter a time in Lunch End

Start 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="checkbox"/>	<input type="text" value="12/01/2019"/>		<input type="text" value="New"/>	<input type="text" value="Holiday (HOLI)"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="6210"/>	<input type="text" value="Clock Out"/>	<input type="checkbox"/>
<input 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"/>	<input type="text" value="8.00"/>	<input type="text" value="6210"/>	<input type="text" value="Clock Out"/>	<input type="checkbox"/>
	<input type="text" value="12/02/2019"/>		<input type="text" value="New"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text" value="12/03/2019"/>		<input type="text" value="New"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	<input type="text" value="12/04/2019"/>		<input type="text" value="New"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

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 change 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

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

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: End Date: [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 you 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: End Date: [Search](#) [Time Summary](#)

Legend: ■ Date information available when question mark displayed

Details		Day Summary		Pay Period Summary		
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

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