TimeStar Time Off Requests – Employee Instructions

Vacation Requests MUST be submitted through TimeStar AT LEAST one week prior to the time off. This will ensure that your supervisor has enough time to respond and <u>also that payroll can be processed on time</u>.

You should continue to follow the policy in the Employee Manual and your department's specific procedures when you are unable to be at work due to illness. When you return to the office, you must then submit a Time Off Request through TimeStar for the sick time that was taken.

<u>Log In</u>

- 1. USERNAME: last name + first initial (ex: scottk) PASSWORD: changeme
- 2. You will be asked to change your password.
- 3. Log In using your username and NEW password that you just created.

Submitting a Request for Time Off:

- 1. Login to TimeStar.
- 2. Select the Requests option from your homepage or go to Time & Attendance Requests in the gray navigation menu at the left



3. Select the New Request button at the bottom right

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pps 🔯 www.nlrb.gov/site	s/ 🚷 Google 📽 Simply Fresh F	iruit, C 💰 Get Well Soon Soup 📴 Cheeriodicals Gard 🗋 Criminal Recor	d Ch 🔅 Insperity TimeStar"	
	Insperity TimeStar™	Punch In/Out About Help Welcome Bob	Log Out Playhouse Square Foundation •	
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	NAVIGATION 🚔 🗎	My Requests (1)		
	Dunches Punches Total Hours	My Requests (unanswered requests)	Show Hidden Requests	
	Accrual Summary Requests Chedules	Request Type Employee (from) Recipient		
	Time-Off Calendar	All T All T 01/26	3/2015 01/26/2015 Filter	
		Status Key: 🛕 Unanswered 📿 Approved 🦑 Acknowledged	⊘ Cancelled 🗯 Declined 🔍 No Action Required	
		Submitted Request Type Employee	Emp. # Effective Status	
		01/09/2015 11:49 AM Time Off Employee, Bob	01/26/2015 [+1] 🥥	
	Insperity.		New Request Hije Selected	
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4. Select New Time Off Request. The following screen displays:

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Requ	est Detail		1	· 🕐 ·
	Send Request To: DOSIER, T	ERESA Se	nd to direct supervisor	
	Total Hours: 0.00		√	
REQUE	ESTED DATE(S)			ADD
DATE	HOURS	ΡΑΥ ΤΥΡΕ	SCHEDULING	U
СОММ	ENT			
				-
				Submit Request Close

- 5. Make sure the "Send Request To" drop down has your direct supervisor listed
- 6. Select the Add button.

The following screen will appear:

Only 4.00 or 8.00 here. This is the amount of hours PER DAY.		Add Dates Daily Amt. Pay Type	.: :: V	8.0 AC4	0 ATIC	N		•		(× 2
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- 8.00 for a full day
- 4.00 for a half day
- b. Select Pay Type option (Vacation, Sick, Bereavement, Jury Duty)
- c. Click and drag to select days (Selected dates will appear in orange)
- d. Hold 'ctrl' to add additional days from other weeks or months
- e. Select Add Dates button

7. Once the Add Dates button has been selected the following screen will appear:

Detail View							<	×
Request Detail							• 🕐	Â
Send Request To:	MEERS, MICHELLE M	•						
Total Hours:	36.00							11
REQUESTED DATE(S)							ADD	1
DATE - HOURS		PAY TYPE		SCHEDULING				
01/19/2015 4.00	92.00 🕚	Vaca Hrly-0026	۲	Partial Day	٠	Start Time:01:00 PM		
01/20/2015 8.00	92.00 🛈	Vaca Hrly-0026	•	All Day	٠			
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01/23/2015 8.00	92.00 🕦	Vaca Hrly-0026	۲	All Day	۲			
COMMENT								
Will leave at 1:00)pm on 1/19							
								*
						Submit Reques	t Close	

- a. Make sure Pay Type and Hours (only 4.00 or 8.00!!) are correct for each day; modify if needed
- b. Select the trash can icon if you wish to delete a day
- c. Select the ADD button again if you need to add more days
- d. ONLY use the scheduling drop down if you are requesting a half day Select Partial Day and enter the start time of your vacation as either 9:00am or 1:00pm
- e. Enter comments for your supervisor if you wish
- 8. Select Submit Request at the bottom right. Your request will then be listed on your requests page and an email alert will be sent to your supervisor.
- 9. You will receive another email alert when your supervisor has responded to your request. Log in to TimeStar to view their response.

If you need to cancel a request (the entire request, not just part of it):

- 1. If your supervisor has not yet responded, you may **withdraw** the request in its entirety and submit a new one if appropriate.
 - a. Go to your requests page and click on the request you would like to withdraw.
 - b. Click the Withdraw Request button at the bottom right.

Detail View						- 🔶	×
Request	Detail					• 🕜	Â
Requ	est Timedate:	01/15/2015 02:02 PM					Ш
	Status:	Unanswered					Ш
F	Request From:	Employee, Bob					
	Total Hours:	8.00					н
REQUESTED D	ATE(S)						I
DATE	HOURS		PAY TYPE	SCHEDULING			
04/30/2015	8.00		Vaca Hrly-0026	All Day			11
COMMENT							
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					Withdraw Request	t close	

- 2. If your supervisor has already responded, you may **cancel** the request in its entirety.
 - a. Go to your requests page and click on the request you would like to cancel.b. Click the Cancel Request button at the bottom right.

Detail View				•	×
Request Detail				• •	î.
Request Timedate:	01/15/2015 02:16 PM				
Status:	Approved				
Request From:	SCOTT, KIMBERLY A				
Total Hours:	8.00				
REQUESTED DATE(S)					
DATE HOURS	PAY TYPE		SCHEDULING		
06/30/2015 8.00	**VACA SIry Exemp	t-0013	All Day		
COMMENT					
					18
PREVIOUS RESPONSES			D 1 0 T		-
			Cancel Reques	et Close	I

- c. This message will appear, informing you that you may only cancel a request in its entirety. You may not, for example, cancel only one day of a request. Select Submit Cancellation Request.
- d. Your supervisor will receive an email alert that they have a new request. They will then log in to TimeStar to approve the cancellation request.

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Detail View						*	×
Cancella	tion Requ	est Detail				II 🕐	^
The purpose (of this request i	is to cancel a previously subr	nitted request. T	he request may only be can	celled in its entirety.		
Sen	d Request To:	MEERS, MICHELLE M	•				
	Total Hours:	8.00					
REQUESTED D	DATE(S)						
DATE	HOURS	P/	АУ ТУРЕ		SCHEDULING		
06/30/2015	8.00	**	VACA SIry Exen	npt-0013	All Day		
COMMENT							
			,	<u></u>			
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					Submit Cancel	ation Request	

How to send a General Request

The General Request function should ONLY be used to communicate with your supervisor about TimeStar:

- If you would like to remind your supervisor to respond to an unanswered request
- If you have submitted a time off request for several days and only need to cancel one of them. If this is the case, send the General Request to notify your supervisor, then SEND AN EMAIL TO NOTIFY HR. HR will have to cancel the day in TimeStar.
- 1. Go to your requests page
- 2. Select the New Request button at the bottom right and then select New General Request. This screen will appear:

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← → C	nl#MS8xMTY1LzEvMJAxNS8yLzExMTI/requests 🈮 Simply Fresh Fruit, C 🥔 Get Well Soon Soup 🚺 Cheeriodicals Gard] 🗅 Criminal Record Ch.	🔅 Insperity TimeStar [™]
	Punch Sin/Our About Help log C TimeStar" Welcome Bobl You	Dur Playhouse Square Foundation • • have <u>0 open alerts</u> and <u>2 new requests</u> waiting.
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Insperity TimeStarhtml		

- 3. Enter your comments for your supervisor and select the Submit Request button at the bottom right
- 4. Your supervisor will receive an email alert that they have a new General Request

Managing your request page:

You may want to "hide" requests to which your supervisor has responded. **Hiding requests** does not delete them.

- 1. Click the check box to the left of any requests you wish to hide, then click the Hide Selected button at the bottom right
- 2. Click the Show Hidden Requests button at the upper right to view them again

Insperity	Punch In/Out About Help Log Out Playhouse Square Foundation	
TimeStar	Welcome Bob! You have <u>0 open alerts</u> and <u>1 new requests</u> waiting.	
2 + + 2 = 2	Employee, Bob • # 🔍 💎 R C D R 💽 01/05/2015-01/18/2015 • ⊘ R C D R	
	Punches Total Hours Accrual Summary Requests	
NAVIGATION	My Requests (1)	
Punches Total Hours	My Requests (unanswered requests)	
Accrual Summary Requests Schedules Time-Off Calendar	Alguest Type Employee (from) Recpient All users All Status Dete All • All users All All • O2/16/2015 02/15/2015 Filter Status Key: Dunanswered & Approved & Acknowledged & Encelled & No Action Required To Submitted Request Type Employee Employee Employee Status © Or/2015 02:07 PM Time Off Employee, Bob 02/16/2015 1+11 @	
48.2		