

# 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 also that payroll can be processed on time.

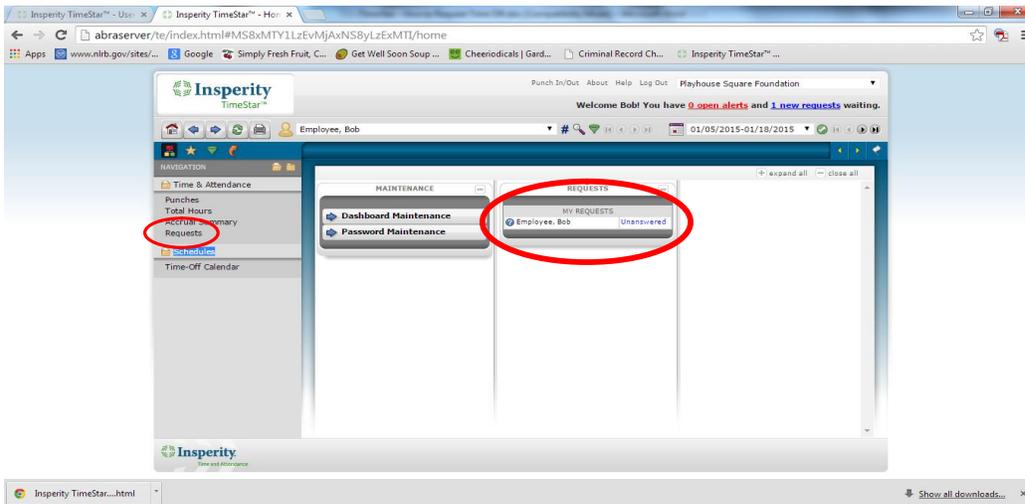
You should continue to follow the policy in the Employee Manual and your department's specific procedures when you are unable to be at work due to illness. When you return to the office, you must then submit a Time Off Request through TimeStar for the sick time that was taken.

## Log In

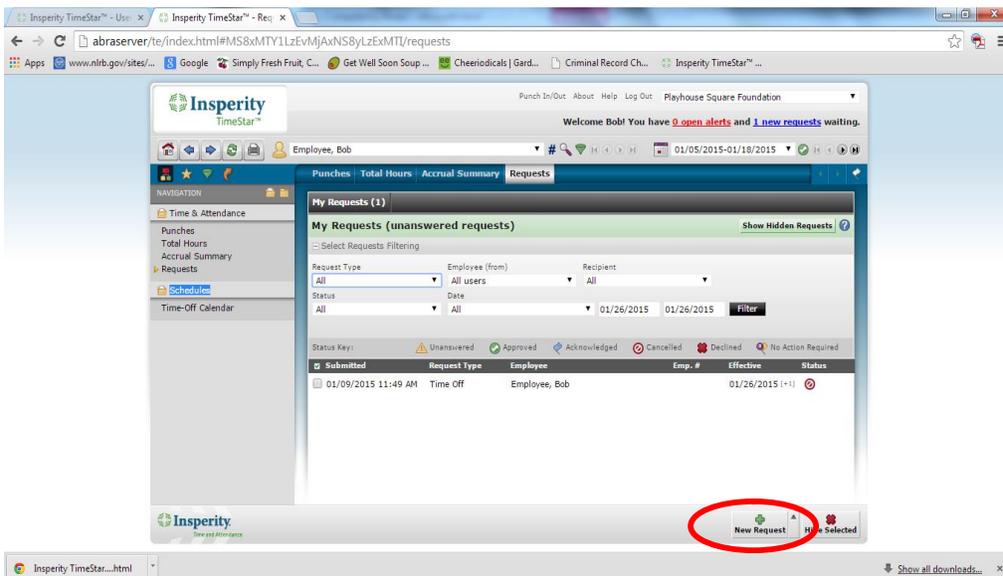
1. **USERNAME:** last name + first initial (ex: scottk) **PASSWORD:** changeme
2. You will be asked to change your password.
3. Log In using your username and NEW password that you just created.

## 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



4. Select New Time Off Request. The following screen displays:

Request Detail

Send Request To: DOSIER, TERESA

Total Hours: 0.00

REQUESTED DATE(S)

ADD

DATE	HOURS	PAY TYPE	SCHEDULING
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COMMENT

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.: 8.00

Pay Type: VACATION

February 2012

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Add Dates Cancel

- a. Daily amount will ONLY be either:
  - 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

Send Request To: MEERS, MICHELLE M

Total Hours: 36.00

REQUESTED DATE(S) ADD

DATE	HOURS	PAY TYPE	SCHEDULING
01/19/2015	4.00 92.00 ⓘ	Vaca Hrly-0026	Partial Day Start Time: 01:00 PM
01/20/2015	8.00 92.00 ⓘ	Vaca Hrly-0026	All Day
01/21/2015	8.00 92.00 ⓘ	Vaca Hrly-0026	All Day
01/22/2015	8.00 92.00 ⓘ	Vaca Hrly-0026	All Day
01/23/2015	8.00 92.00 ⓘ	Vaca Hrly-0026	All Day

COMMENT

Will leave at 1:00pm on 1/19

Submit Request Close

- Make sure Pay Type and Hours (only 4.00 or 8.00!!) are correct for each day; modify if needed
  - Select the trash can icon if you wish to delete a day
  - Select the ADD button again if you need to add more days
  - 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
  - Enter comments for your supervisor if you wish
- 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.
  - 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):**

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

Detail View

### Request Detail

Request TimeDate: 01/15/2015 02:02 PM

Status: Unanswered

Request From: Employee, Bob

Total Hours: 8.00

REQUESTED DATE(S)

DATE	HOURS	PAY TYPE	SCHEDULING
04/30/2015	8.00	Vaca Hrly-0026	All Day

COMMENT

PREVIOUS RESPONSES

Withdraw Request 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.

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 Slry Exempt-0013	All Day

COMMENT

PREVIOUS RESPONSES

Cancel Request Close

- 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.

The purpose of this request is to cancel a previously submitted request. The request may only be cancelled in its entirety.

Send Request To: MEERS, MICHELLE M

Total Hours: 8.00

REQUESTED DATE(S)

DATE	HOURS	PAY TYPE	SCHEDULING
06/30/2015	8.00	**VACA Slry Exempt-0013	All Day

COMMENT

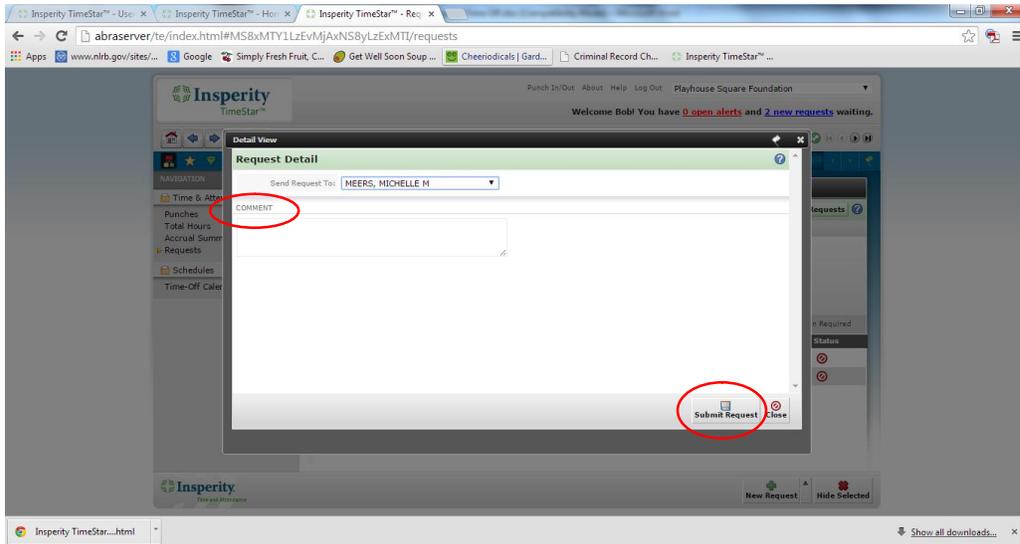
Submit Cancellation Request Close

## **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:



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

