

STAR Version 5 Quick Guide

Log on To Workforce Timekeeper

1. Open your web browser (such as Internet Explorer).
2. Type the following URL:
<http://starv5.harborview.musc.edu/wfc/logon>
3. Enter **user name** and **password**.
4. Click the **Log On** button.

Log off of Workforce Timekeeper

1. Click **Log Off** at the top left of the screen.
2. Once you are logged off, click the X in the top right corner to close the browser.

Access one Employee's Timecard

1. From the **Department Manager** Genie, double-click the employee's name.

Access Timecards for all Employees

1. From the **Department Manager** Genie, select **Actions > Select All** from the menu bar to highlight all employee names.
2. Click the **timecard** icon at the top right.

Add a New Punch

1. Click the cell for the day that needs a new punch.
2. Type the time in one of the accepted formats (0730a, 730p, 1930, 7:30p) and press **Tab** or use your mouse to move to another cell. If you do not type an **a** or a **p**, AM will be assumed.

Edit a Punch

1. Click the cell that contains the punch to edit.
2. Type over the current time with the new time.

Delete a Punch

1. Click in the cell that contains the punch to be deleted.
2. Press the **Delete** key on your keyboard.

Transfer Hours to a Different Unit Number (Authority Only)

1. Click the **Transfer** cell between the In and Out punches.
2. Click the drop-down arrow in the transfer cell.
3. Click **Search...** at the bottom of the drop-down box.
4. Click in the box beside **Unit**.
5. Enter the unit number and press **Tab**.
6. The unit description will appear in the next column.
7. Click **OK** and the unit number will appear in the Transfer column.

Enter Leave Time and Other Amounts

1. Click the **Pay Code** cell for the appropriate day.
2. Click the drop-down arrow in the pay code cell.
3. Select the Pay Code from the drop-down list.
4. Click the **Amount** cell.
5. Enter the number of hours, including a colon between hours and minutes (4:30)

Add a Comment

1. Click the **Amount** cell for which to add a comment.
2. Right-click and select **Add Comment**. (Or choose **Comment > Add** from the menu bar.)
3. Select the comment from the list and click **OK**.
4. A yellow note will appear in the cell, and the comment will appear below on the **Comments** tab.

Delete a Comment

1. Click the **Comments** tab at the bottom of the screen to display comments.
2. Click to highlight the comment to be deleted.
3. Right-click the comment to be deleted, and choose **Delete** (or choose **Comment > Delete** from the menu bar.)

Cancel a Meal Deduction

1. Double-click the In or Out punch for the day in which the deduction needs to be cancelled.
2. Click the drop-down arrow on the **Cancel Deduction** field.
3. Scroll down and select **All** to cancel the deduction which is assigned to your employee.
4. Click **OK**.

Sign Off on a Timecard (University Only)

1. Select the employee's timecard for the Previous Pay Period or highlight the employee's name(s) in the Department Manager Genie.
2. Select **Approvals>Sign-off** from the menu bar.

Print a Report

1. From a Genie, highlight the employee names to include in the report.
2. In the **Time Period** box, select the appropriate time period.
3. Click the **Reports** icon at the top right of the screen.
4. Double-click the [+] next to **All** to show all available reports.
5. Click the report to highlight the name.
6. Click the **Set Options** tab.
7. If you would like to start a new page after each employee, highlight the **Employee Page Break** option.
8. Click **Yes** to force a new page after each employee.
9. Choose **Run Report**.
10. Click **Refresh** until the **Status** is **Complete**.
11. Double-click the completed report to view.
12. Use the **printer** icon on the Adobe toolbar to print the report.