



Employee Quick Reference Guide

Employees will be responsible for entering punches into the hardware clocks. Below is a basic user guide to assist in the viewing employee time and attendance records in TimeStar Enterprise™.

This guide shows how to:

1. Log into TimeStar Enterprise
2. View your Punches.
3. View your Other Hours.
4. View your Total Hours.
5. Request time off.

Log into TimeStar Enterprise™

TimeStar Enterprise™ is a web based system. From an Internet Explorer 8 or Fire Fox browser, enter the address for the login page: <https://www.timestaronline.com/zbi>

NOTE: The first time you log in, you will be prompted to change your password.

1. Enter user name (first initial + last name) and password.
The first time you log in your password will be "changeme".

A screenshot of the TimeStar Enterprise login interface. The page has a blue background with a white rounded rectangle on the left containing the 'Insperity TimeStar™' logo. On the right, there are two input fields: 'Username:' and 'Password:'. Below the password field is a 'Login' button. At the bottom right, there is a date 'Tuesday, May 24, 2011' and links for 'Punch Web Clock' and 'Reset Password'. At the very bottom, it says 'POWERED BY Insperity Time and Attendance' with the Insperity logo.

2. When prompted to change your password, enter your user name again (first initial + last name), enter the default password (changeme) and enter a new password in the two fields that indicate "New Password" and "Confirm". Press Change Password.
3. Press OK when the password confirmation prompt comes up.
4. You must re-enter your user name and new password again at the log in screen to arrive at your TimeStar home screen.




View your punches

The process described below shows you how to view your punches. You will not have access to edit this information.

1. Select "Time and Attendance" → "Punches" from the menu on the left side of the screen.
2. The Punches screen will display

The screenshot shows the Insperty TimeStar interface. The user is logged in as 'MASTER!' and has 0 open alerts and 0 new requests. The employee selected is 'Employee, Bob (1)'. The 'Punches' screen displays the following data:

Actual Date/Time	Type	Round Date/Time	Rounding	Info
04/25/2011 08:30 AM	IND	04/25/2011 08:30 AM	Rule	Late in
04/25/2011 12:00 PM	OUT	04/25/2011 12:00 PM	None	--
04/25/2011 12:35 PM	INL	04/25/2011 12:35 PM	None	Lunch too short
04/25/2011 05:00 PM	OUT	04/25/2011 05:00 PM	Rule	--
04/26/2011 08:30 AM	IND	04/26/2011 08:30 AM	Rule	Late in
04/26/2011 05:30 PM	OUT	04/26/2011 05:30 PM	Rule	Late out
04/27/2011 08:30 AM	IND	04/27/2011 08:30 AM	Rule	Late in
04/27/2011 12:37 PM	OUT	04/27/2011 12:37 PM	Rule	--
04/27/2011 01:00 PM	INL	04/27/2011 01:00 PM	None	Lunch too short
04/27/2011 05:30 PM	OUT	04/27/2011 05:30 PM	Rule	Late out
04/28/2011 08:00 AM	IND	04/28/2011 08:00 AM	Rule	Comment
04/28/2011 12:00 PM	OUT	04/28/2011 12:00 PM	Rule	--
04/28/2011 01:00 PM	INL	04/28/2011 01:00 PM	Rule	Suspicious punch
04/28/2011 05:30 PM	OUT	04/28/2011 05:30 PM	Rule	Late out

Field Name	Description
Actual Date/Time	Actual date & time the employee punched IN or OUT
Type	The type of punch IND – In for Day INL – In from Lunch OUT – Any Out punch
Info	If the punch is a missing punch, 'Missing Punch' will display in the Info column. If the punch has a comment associated with it, a notation 'Comment' will display in the Info column. If an attendance transaction exists for the punch, the type of transaction will display, for example 'Late Out.'
	Select this icon to view the details of the audit log associated with this punch.




View your Other Hours

Other hours are any hours that are not punched hours, i.e. Vacation, Sick, Training, or Regular hours that may have been added by your systems administrator.

1. Select "Time and Attendance" → "Other Hours" from the menu on the left side of the screen.
2. The Other Hours screen will display.

Actual	Effective	Hours	Pay Type	Device	Source
04/29/2011	04/29/2011	8.00	PTO	TimeStar	TimeStar
05/02/2011	05/02/2011	4.00	PTO	TimeStar	TimeStar
05/03/2011	05/03/2011	8.00	PTO	TimeStar	TimeStar

Field Name	Description
Actual Date	Actual date the hours were earned
Effective	The date that the hours are effective
Hours	Number of hours
Pay Type	Pay type that are applied to the other hours record
Device	Device ID
Source	Source ID
	Select this icon to view the details of the audit log associated with this other hour's record.



View your Total Hours

The Total Hours area is a combination of hours that are punched and any hours entered on the Other Hours screen.

1. Select "Time and Attendance" → "Total Hours" from the menu on the left side of the screen.
2. The Total Hours screen will display.

Employee, Bob (1) 04/23/2011-05/06/2011

Punches Other Hours Other Dollars **Total Hours** Accrual Summary Attendance Attendance Calendar

NAVIGATION

Time & Attendance

Punches
Other Hours
Other Dollars
Total Hours
Accrual Summary
Attendance
Attendance Calendar
Approvals
Alerts
Requests
Timesheet

Schedules
Employee
Reports
Company
System
Global Maintenance
Status Monitor
Imports
Diagnostics

Total Hours

Name: **Employee, Bob** Employee Number: 1
Pay Period: 04/23/2011 - 05/06/2011 Employee Badge:
Total Hours: 54.03 Supervisor Approval: **Not Approved**
Breakdown: PUN: 34.03 / OH: 20.00

Daily Summary

Effective Date	Pay Type	Shift	Lunch	Hours
04/25/2011	REG	First Shift		7.91667
04/26/2011	REG	First Shift		9.00000
04/27/2011	REG	First Shift		8.61667
04/28/2011	REG	First Shift		8.50000
04/29/2011	PTO	First Shift		8.00000
05/02/2011	PTO	First Shift		4.00000
05/03/2011	PTO	First Shift		8.00000

Insperity Time and Attendance

Show Time as of NOW Supervisor Approve

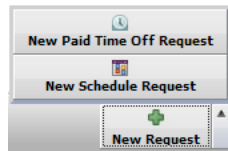
3. Use the first drop-down to select the Total Hours view you would like to see. Options include Daily Summary, Detail View, Combine by Pay Type, Weekly Summary and Weekly by Pay Type. Select the second drop-down to change the calculation method of hours. Options under the second drop-down are decimal or hours/min.
4. Select the **Show Time as of NOW** icon to display your total time as if you were to punch out right now. After the button is selected, the page will update.



Request time off

TimeStar allows the employee to submit request for time off to their supervisor electronically. Follow the process below to submit a request.

1. Select "Time and Attendance" → "Requests" from the menu on the left side of the screen.
2. You will see any current request and their status. To submit a new request select the "New Request" button at the bottom of the screen and select "New Paid Time Off Request".



3. Use the drop-down to select which supervisor to send your request to.

REQUESTED DATE(S):	DATE	HOURS	ALL DAY	CANCEL SHIFT	START TIME	
	02/09/2011	8.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="ADD"/>

4. Use the drop-down to select the type of hours you wish to be paid (these options will be defined by your company's HR or Payroll department).
5. Enter the date and number of hours you wish to be paid – it is recommended you enter each day separately. To enter hours for another day, select the button.
6. If you wish to take a partial day, you may uncheck the all day checkbox and enter a start time.
7. Enter comments for your supervisor if you wish.
8. Select submit request. You will receive a message that the request has been sent to your supervisor and your request will be listed on the requests page.
9. After your supervisor has responded to the request(s) you have entered, you will receive an alert in the requests area on the home page.