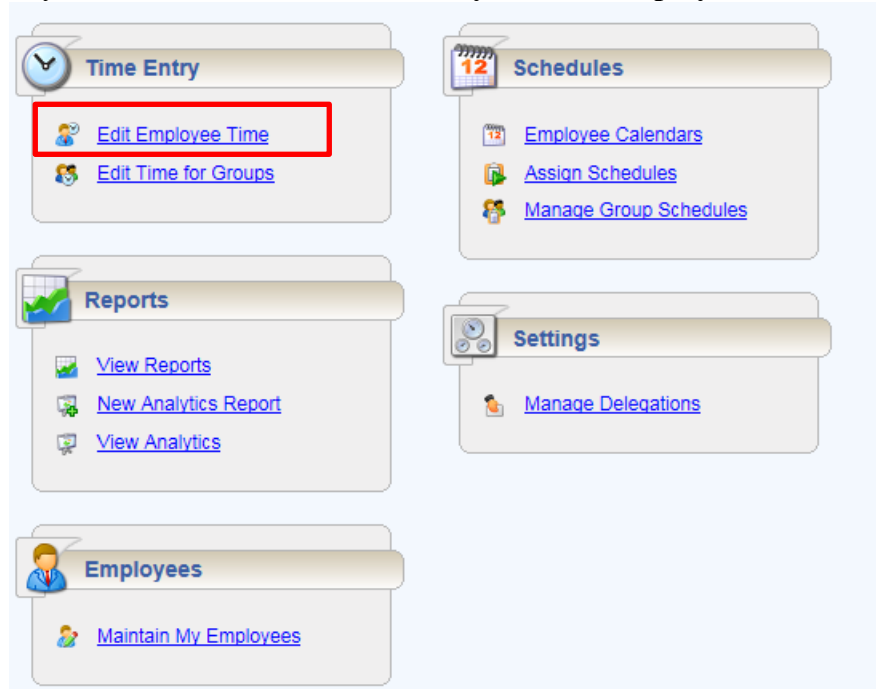


Job Aid 30: How to enter Optional Project Codes

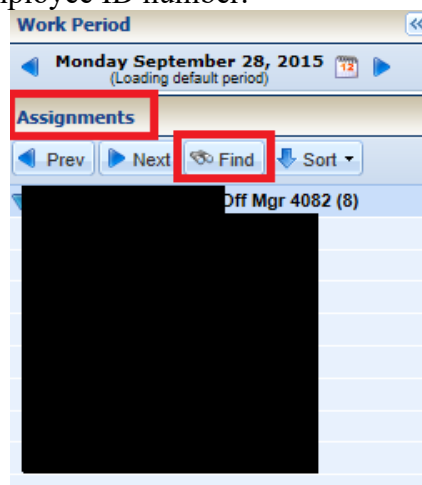
Without approval you are not authorized to enter Optional Project Codes.

- Once Optional Project codes are authorized the Auditor is notified, the Auditor will enter the Optional Project Code on for the number of hours indicated on specific days.

Log into eSTAR on your dashboard select **Time Entry** → **Edit Employee Time**.



- Select an assignment group if you have more than one group of employees, or use the “Find” button to locate the employee by name or employee ID number.



3.
 - **All employees:**
 - Enter Pay Code Worked_Elapsed Work Time.
 - Scroll Right enter Nubmer of hours.
 - Scoll to the right of the row until you see the column Optional Project Code.
 - Select that cell and a drop down will appear.
 - Select the correct optional project code.

	Pay Code	Hours	Clock In Name	Clock Out...	Amount	Combo Code	Optional Project	Hazard
+ -	Please Select							
+ -	WK_SCH_ELAPSED Work Scheduled	7.50						
+ -	WORKED_ELAPSED Work Time (E)	4.00					SPEL SPEL	
+ -	Please Select						COVID19 COVID19	
+ -	WK_SCH_ELAPSED Work Scheduled	7.50					FMLA FMLA	
+ -	Please Select						FPPL FPPL	
+ -	WK_SCH_ELAPSED Work Scheduled	7.50					HOME HOME	
+ -	Please Select						MITCHELL MITCHELL	
+ -	WK_SCH_ELAPSED Work Scheduled	7.50					SPEL SPEL	
+ -	Please Select						Search for 'SPEL' >	
+ -	WK_SCH_ELAPSED Work Scheduled	7.50						
+ -	Please Select							
+ -	WK_SCH_ELAPSED Work Scheduled	7.50						
+ -	Please Select							
+ -	WK_SCH_ELAPSED Work Scheduled	7.50						
+ -	Please Select							
+ -	WK_SCH_ELAPSED Work Scheduled	7.50						
+ -	Please Select							
+ -	WK_SCH_ELAPSED Work Scheduled	7.50						
					37.50			

4. After the information is added click **Save**.



5. Once saved
 The WK_SCH_ Elapsed Work Schedules hours will automatically adjust if the employee did not use the entire day.
 The Result Tab will separate the Reg hours using the Optional Code.

DDS Code	Pay Code	Hours	Am...	Rate	Calculated...	Combo Code	Optional P...	Additional...	Wilmington...	Earnings C...	Estimated...
351001100	HOL Holiday	7.50	0.00	20.307178	20.307178			N	N	HOL	152.30
351001100	REG Regula...	63.50	0.00	20.307178	20.307178			N	N	REG	1,289.51
351001100	REG Regula...	4.00	0.00	20.307178	20.307178		SPEL	N	N	REG	81.23