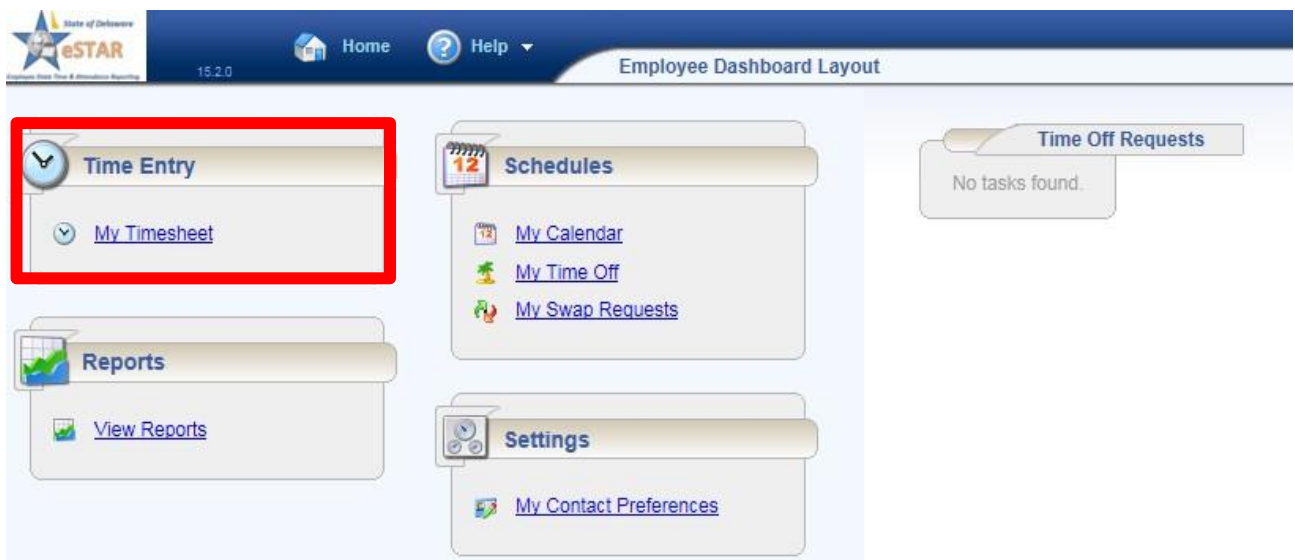


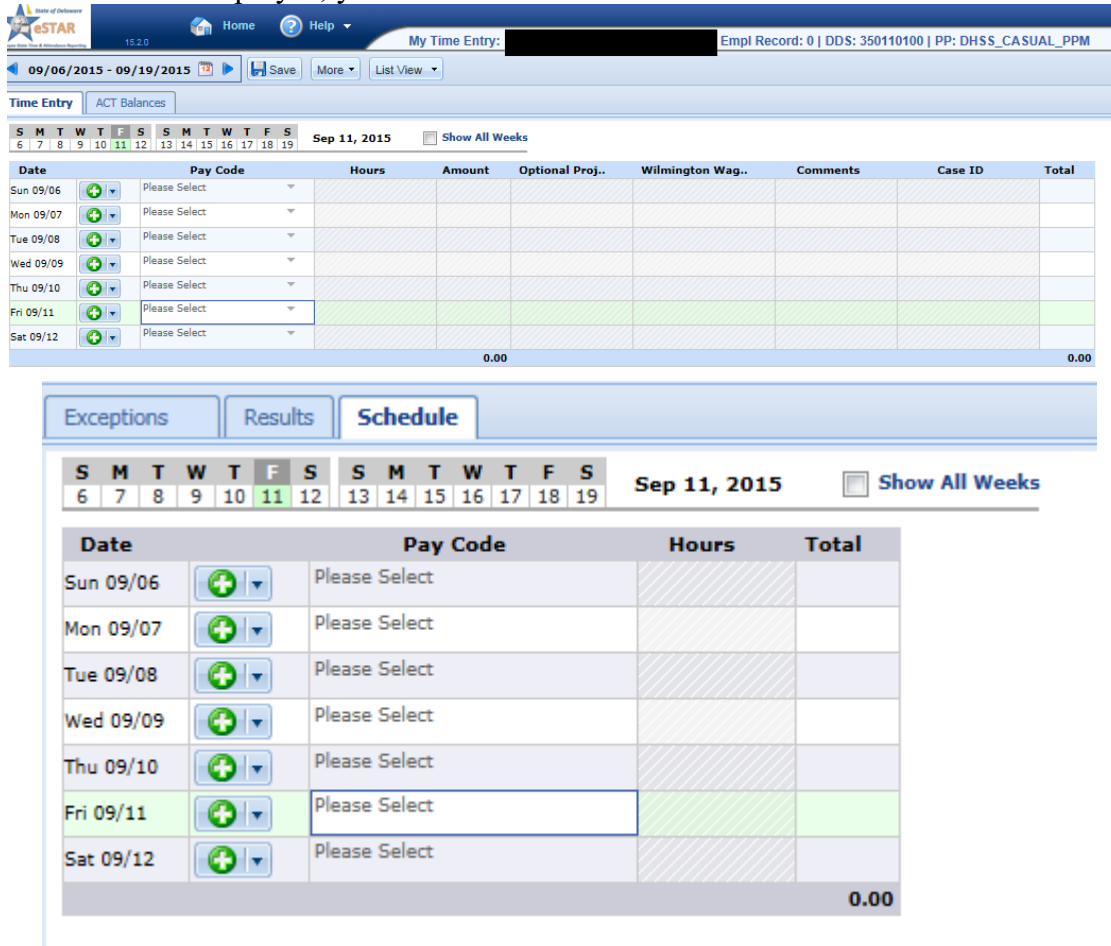
**Job Aid 6: Non-Clocking Casual/Seasonal Hours Worked**

1. This job aid only applies to Non-Clocking, Casual/Seasonal employees, since clocking hours will be logged for those at facilities.

2. On the dashboard, select **Time Entry** → **My Timesheet**.

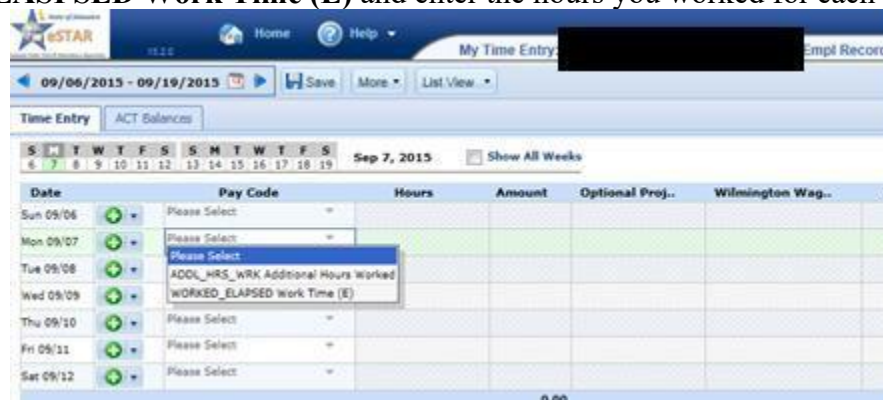


3. As a Causal/Seasonal employee, your timesheet and schedule are blank.



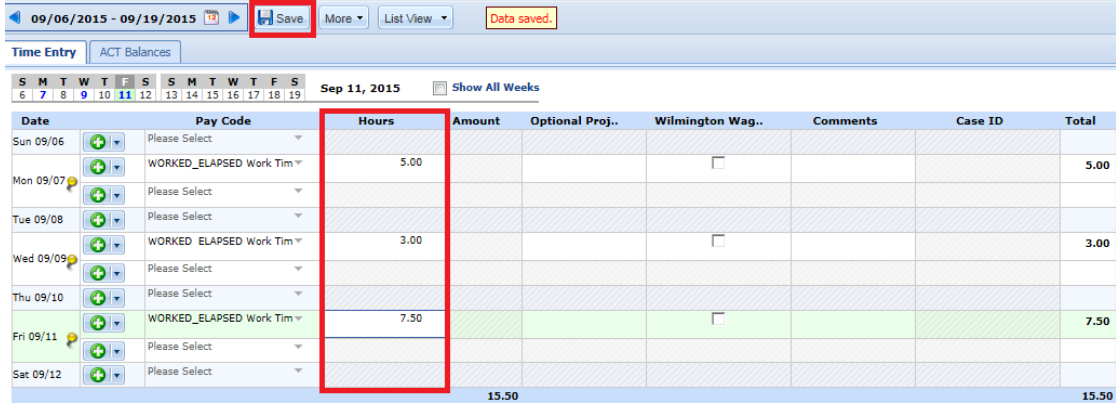
The screenshot shows the eSTAR Time Entry interface. At the top, there's a navigation bar with 'Home' and 'Help' buttons, and a 'My Time Entry' dropdown menu. Below that, there's a date range selector set to '09/06/2015 - 09/19/2015' and a 'Save' button. The main area is titled 'Time Entry' and has a 'Time Entry' tab selected. A calendar view shows the week of September 11, 2015, with the 11th highlighted. Below the calendar is a table with columns: Date, Pay Code, Hours, Amount, Optional Proj., Wilmington Wag., Comments, Case ID, and Total. The table shows dates from Sun 09/06 to Sat 09/12. The 'Hours' column is shaded grey, indicating it is blank. The 'Total' column shows '0.00' at the bottom. Below the table are tabs for 'Exceptions', 'Results', and 'Schedule'. The 'Schedule' tab is selected, showing a similar table with columns: Date, Pay Code, Hours, and Total. The 'Hours' column is shaded grey, indicating it is blank. The 'Total' column shows '0.00' at the bottom.

4. As a Causal/Seasonal employee, you will enter your hours worked daily. You will select the paycode **WORKED\_ELAPSED Work Time (E)** and enter the hours you worked for each day.



The screenshot shows the eSTAR Time Entry interface. At the top, there's a navigation bar with 'Home' and 'Help' buttons, and a 'My Time Entry' dropdown menu. Below that, there's a date range selector set to '09/06/2015 - 09/19/2015' and a 'Save' button. The main area is titled 'Time Entry' and has a 'Time Entry' tab selected. A calendar view shows the week of September 7, 2015, with the 7th highlighted. Below the calendar is a table with columns: Date, Pay Code, Hours, Amount, Optional Proj., Wilmington Wag., and Total. The table shows dates from Sun 09/06 to Sat 09/12. The 'Hours' column is shaded green, indicating it is entered. The 'Pay Code' column for Tue 09/08 has a dropdown menu open, showing the selected paycode 'ADDL\_HRS\_WRK Additional Hours Worked' and 'WORKED\_ELAPSED Work Time (E)'. The 'Total' column shows '0.00' at the bottom.

5. After entering your time worked on your timesheet. Select **Save**. This will generate a yellow level exception which needs to be approved by your manager.



Date	Pay Code	Hours	Amount	Optional Proj..	Wilmington Wag..	Comments	Case ID	Total
Sun 09/06	Please Select							
Mon 09/07	WORKED_ELAPSED Work Tim	5.00						5.00
Tue 09/08	Please Select							
Wed 09/09	WORKED_ELAPSED Work Tim	3.00						3.00
Thu 09/10	Please Select							
Fri 09/11	WORKED_ELAPSED Work Tim	7.50						7.50
Sat 09/12	Please Select							
								15.50
								15.50

6. Managers must acknowledge the exceptions and approve the timesheet for the time to be paid.