

eSTART

Course Guide for Employees

October 2020

General Information About This Manual

This manual is designed to provide State employees with an overview of the eSTART Time and Attendance System. This manual provides basic procedures; however, you may need to seek clarification on specific agency procedures or rules from your agency personnel manager or supervisor.

Nothing in this handbook should be construed to amend any laws, regulations, policies or procedures established by the State of Alabama or specifically the Alabama State Personnel Department.

Certain procedures contained within this manual are subject to change or revision without prior notice. Employees will be notified as soon as possible when changes or revisions occur.

All leave accruals and usages in eSTART are estimates and/or projections that are based on the concept that all employees earn leave and have leave to use. These estimates and projections may not be accurate.

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Getting Started

Importance and Benefits of eSTART

It is important that you are compensated accurately. The application supports your ability to perform time tasks so that the data sent to payroll is accurate.

eSTART provides the following benefits to the State of Alabama:

- Provides system-wide accountability in time and labor management
- Provides up-to-date accrual balances and projections
- · Assists with standardization and accuracy of payroll process
- · Provides employees access to their own leave balances
- Eliminates manual processes ensuring cost and paper reduction



Roles and Responsibilities

Each employee and manager have responsibilities that are important in the payroll process. Each person's role determines the responsibilities and tasks that he or she performs in the application.

Common Employee Tasks

On a daily or as-needed basis, employees perform the following tasks:

- Enter time data using a clock device or PC
- Request time off
- Review and approve timecard each pay period
- Review schedules, punches, and accruals
- View messages in Inbox
- Request extended leave cases

Common Manager Tasks

Managers perform the following tasks:

- Check for missing punches and other exceptions
- Handle unexpected absences and missed time
- Enter non-worked time for employees
- Make schedule changes
- Approves timecard



eSTART Online Resources Link

The eSTART log on page provides access to all the features of the eSTART application where you perform your time and attendance tasks. In addition, there is a link to the **eSTART Online Resources** site for access to helpful resources.

eSTART Online Resources site

The link to the **eSTART Online Resources** site is located on the right side of the log on page. This site contains training and support information, such as job aids, training videos, course guides, etc.

Exercise

| Ste | os | | | | | |
|-----|--|---|--|--|--|--|
| 1 | Click the eSTART Online Resources link. | eSTART Training State of Alabama Workforce Central [®] Version 8.1.7 User Name Password • | | | | |
| 2 | The site opens to the FAQ page where answers to certain questions can be found. | Alabama Department of Finance State Business Systems torm RA2 Xot Als Transmy Materials Video Tutorals Description of Finance Business Systems Units of RA2 Description of Reguests | | | | |
| 3 | There are menu options across the top of the page for accessing Job Aids, Training Materials and Video Tutorials. Click Job Aids. Job aids are quick reference guides which provide step-by-step instructions. Scroll down on the page to see the available job aids, sorted by role. | Home FAQs Job Aids Training Materials Video Tutorials ESTART Release 8 Job Aids Interview of the state provide state encloses Interview of the state provide state encloses Interview of the state state with an designed to provide state encloses with an overview of the state of the state of states with a state base provide take provide state provide state provide state for your agency personnel manager or supervise. The state of the state | | | | |



| Ste | os | |
|-----|---|--|
| 4 | Find the Employee Information section and click on Time Off Requests. The selected job aid opens in Adobe Acrobat Reader or a browser window and may be viewed, saved or printed if needed. | Time Off Request - Employees Submitting a Time Off Request 1 Clean on the My Calendar widget and select Pop-ort. Widendar Widget and select Pop-ort. Select the desired Time Period from the drop-down or the Range of Date Select the Bequest Time Off Dutton. Widendar Widget Angust 1:2022 Widendar Widget Angust 1:2022 Widendar Widget Angust 1:2022 Widendar Widget Angust 1:2022 Widendary Widget Angust 1:2022 |
| 5 | Close the job aid by using the " X " in the top right corner of the page. | × |
| 6 | If needed, you may select Training Materials for the course guides or Video Tutorials to view videos based on eSTART role. | Training Materials Video Tutorials |
| 7 | Close the eSTART Online Resources tab in your browser. | |



Logging On

User Name and Password

If you use a computer and log on to the State's network, your User Name and Password will be the same as used to log into that network for the eSTART system. This is usually your full email address: firstname.lastname@agency.alabama.gov.

If you do not have a network ID, your User Name will be provided by your Agency Administrator. The User Name will ordinarily be **firstname.lastname.** An initial password will also be provided that must be changed at first logon.

Exercise

You log on to the eSTART application at least once a day to review your timecard data.

| eSTART Training State of Alabama | |
|-------------------------------------|--|
| | Workforce Central [®] Version 8.1.7 |
| User Name | <u>eSTART Online Resources</u> |
| Password | |
| | |
| | |
| | |

| Ste | Steps | | | | | |
|-----|---|--|--|--|--|--|
| 1 | Access the eSTART log on page. | | | | | |
| 2 | 2 Enter your user name and password in the designated fields. | | | | | |
| 3 | Click the Log On button or press the Enter key on the keyboard. | | | | | |



NOTE

The URL for the eSTART production application is below. You may create a desktop shortcut or add to Favorites list for quick access.

https://estart.alabama.gov/wfc/htmlnavigator/logon



The Inactivity Timeout and Signing Out

eSTART provides security to prevent other people from accessing your information. It also helps keep your information confidential.

Regaining access after the inactivity timeout

The inactivity timeout protects sensitive information in the application. If the application does not detect activity within a specific amount of time, it attempts to automatically log you off. To regain access to the application, you must click **Yes** to remain logged in.

| Warning | | | | | | | |
|--|--------|--|--|--|--|--|--|
| Your session is about to time out. Do you want to remain logged in? | No Yes | | | | | | |



Best Business Practice

The inactivity timeout message displays if there is no activity for 30 minutes.



Caution

If you do not click **Yes** after receiving the inactivity timeout, you are logged out of the application. You will lose all unsaved edits.

Signing Out of eSTART

Upon completion of your tasks, you must sign out of eSTART to ensure that your employees' information remains confidential. The **Sign Out** link is located on the upper right side of the page below the user name.



PennvA Punch1 Sign Out



Тір

eSTART is a browser-based application. However, you should not use the browser's navigation controls—the Back button on the toolbar, for example. Only use the links inside of eSTART to do your work.



Navigating eSTART

Introducing the Navigator

After you log on to eSTART, your Navigator pane displays. The Navigator is a customized view of the time and labor information that is important to completing your daily work tasks. It is designed to be simple with easy-to-use views. You should take a few minutes to get acquainted with its navigation features.

Navigator Components

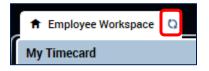
The Navigator consists of two main components: Widgets and the Related Items pane.

| estatuten Bate of Adden Ergelegen Managener | | | | | | | | | | | | | | Related Items | | |
|---|------|---------|----------|--------|----------|-------|----------|----------|----------|----------|--------------|------------|------------|---------------|---|--|
| | meca | | | | | | | | | | | | | E \$ | My Timestamp 💿 🌂 | |
| | | | | | | | | | | | Londed: 8:18 | AM Current | Pay Period | • 11 | Last Timestomp: | |
| | э. | v . | | | | | | | | | 4 | | > 🖩 | | Tuesdey, July 28, 2020 5:00 PM (GMT -06:00) Centrel Time | |
| | | Арргона | | | | | | | | | | int Bell | | | | |
| | | Oute | Pay Code | Amount | in . | Owt | Transfer | in . | Out | Transfer | Shift | Daily | Period | Schedule * | | |
| • | × | Thu T | | | a soam " | 12:00 | - | 1.00PM * | 5:00PM " | | 8.00 | 8:00 | 8.00 | 8.00A. | Transfec | |
| 8 | × | Ri 7/17 | | | 8:00AM | 12:00 | • | 1.00PM * | 5:00PM | | 8:00 | 8:00 | 16:00 | 8.00A. | Record Timestamp | |
| 8 | × | Set 7/ | | | | | | | | | | | 16:00 | | | |
| 8 | × | Sun 7 | | | | | | | | | | | 16:00 | / | My Calendar 🔅 | |
| Ð | × | Mon 7 | | | 8 DOAM | 12:00 | • | 1.00PM | 5:00PM | | 8.00 | 8:00 | 24:00 | 8:00A | | |
| 6 | × | Tue 7 | | | 8:00AM | 12:00 | • | 1.00PM * | 5:00PM | | 8:00 | 8:00 | 33.0 | 8:00A | Period of 7/30 - 7/30 • Thu 7/30 | |
| Ð | × | Wed 7 | | | 8 DOAM | 12:00 | 1 | 1.00PM | 5:00PM | | 8.00 | 8.00 | 40.00 | 8:00A | 8 ODAM-S DOPIM | |
| • | × | Thu 7 | | | 8:00AM | 12:00 | 1 | 1.00PM * | 5:00PM | | 8:00 | 8.00 | 48:00 | 8:00A | _ | |
| ٠ | × | Rt 7/24 | | | 8 00AM | 12:00 | 1 | 1.00PM | 5:00PM | | 8.00 | | 56:00 | 8-00A. | 1 | |
| • | × | Sat 7/ | | | | | | | | | | / | 56:00 | | | |
| ٠ | × | Sun 7 | | | | | | | | | | | 56.05 | | | |
| • | × | Mon 7_ | | | 8:00AM | 12:00 | 1 | 1:00PM * | 5:00PM | | | 8:00 | 64:00 | 8:00A | | |
| ٠ | × | Tue 7 | | | 8 00AM | 12:00 | 1 | 1.00PM 1 | 5:00PM | | 8.00 | 4.50 | 72:00 | 8:00A | | |
| | | | | | | | | Y | | - | | | | | My Timecard | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | Se | cond | lary V | Widge | ets | | | | |

| Workspace Components | Description |
|-------------------------|---|
| Widgets | Widgets are self-contained components that are used to access specific eSTART information or tasks. |
| Related Items | Widgets that are available but not displayed in the selected workspace are accessed via the Related Items pane. They can be clicked/dragged into an open workspace or double-clicked to open the widget in a temporary workspace. |

Restoring the workspace

After selecting one of the secondary widgets, the Refresh icon on the **Employee Workspace** tab may be used to return the workspace to the timecard view.





Using the Employee Workspace

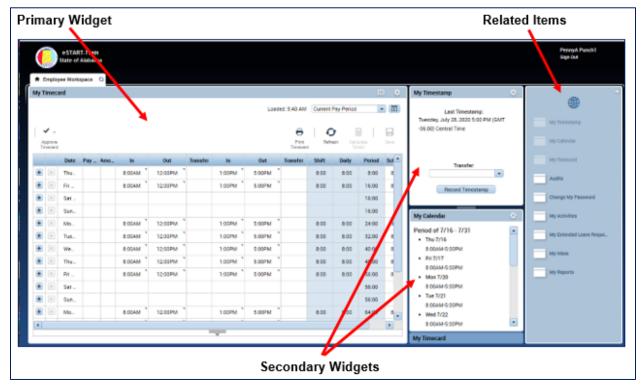
From this workspace you have access to:

- My Timecard
- My Timestamp
- My Calendar
- Audits
- Change My Password

- My Activities (not used)
- My Extended Leave Requests
- My Inbox
- My Reports

Primary and Secondary Widgets

The **Employee Workspace** includes three default widgets as well as a **Related Items** pane. These widgets can be in a primary position or secondary position. In most cases, you will work in the primary widget.



You can move a secondary widget into the primary position by clicking the gear icon in the upper-right corner of the widget and selecting **Pop-out**. The current primary widget will shift into the secondary widget position. Other available widgets may be accessed from the **Related Items** pane.





Using My Timestamp

If you are an employee who is required to punch from your workstation, you will use the **My Timestamp** widget to record your punches during your shift.

Exercise

You want to record a punch for the start of your shift.

| Step |)S | |
|------|---|--|
| 1 | Locate the My Timestamp widget. NOTE: The date and time of the last recorded timestamp displays on the My Timestamp widget. | My Timestamp 🔅 Last Timestamp: Friday, July 24, 2020 5:00 PM (GMT -06:00) Central Time Transfer. |
| | | Record Timestamp |
| 2 | Click the Record Timestamp button. | Record Timestamp |
| 3 | A message displays indicating whether the punch was accepted. | My Timestamp Recorded Time: 1:39 PM (GMT -06:00) Central Time The in punch was accepted. Transfer: Record Timestamp |
| 4 | The punch will not immediately display in the timecard. After a few seconds, select the Refresh button to update the timecard. | Print Timecard Refresh Calculate Totals Save |



NOTE

There is a separate URL for the **Quick Time Stamp** application. This allows employees to quickly perform their time stamp without logging into the eSTART production application.

https://estart.alabama.gov/wfc/applications/wtk/html/ess/quick-tslite.jsp



Reviewing and Approving your Time using My Timecard

Your primary widget is your timecard. You will use the **My Timecard** widget to review your timecard and approve your time for the pay period. eSTART allows you to electronically sign by "Approving" the document.

Exercise

You want to review your timecard and approve it for the Previous Pay Period.

| Step | os | | | | | | | |
|------|---|---|--|--|--|--|--|--|
| 1 | Verify that My Timecard is the primary widget. | | | | | | | |
| 2 | Select Previous Pay Period to review. | Loaded: 9:26AM Previous Pay Period Previous Pay Period Current Pay Period Next Pay Period | | | | | | |
| 3 | Review your timecard and notify your manager if any exceptions are present. NOTE: You do not have rights to edit your own punches. | Blue = Excused Absence Red = Exception (see manager before approving) Green = Manager has marked as reviewed = Manager has added a comment Purple = Populated by eSTART | | | | | | |
| 4 | Select the tab at the bottom of the page to open the lower portion of the screen. Review the Totals section of the timecard, which contains the breakdown of your worked and non-worked time. | Accruals Historical Corrections Audits All All | | | | | | |
| 5 | Once the manager has made any corrections and the totals are correct, you may approve your timecard. To approve your timecard for the selected time period, click the Approve Timecard drop-down and select Approve Timecard . | Approve Timecard Approve Timecard Remove Timecard Approval | | | | | | |
| 6 | Timecard is Approved message temporarily displays at the top of the widget and the color of the timecard changes to light tan. | Mon 7 8:00AM 12:00PM 1:00PM 5:00PM 8:00 Tue 7/ 8:00AM 12:00PM 1:00PM 5:00PM 8:00 Wed 7/ 8:00AM 12:00PM 1:00PM 5:00PM 8:00 Thu 7/ 8:00AM 12:00PM 1:00PM 5:00PM 8:00 Thu 7/ 8:00AM 12:00PM 1:00PM 5:00PM 8:00 Thu 7/ 8:00AM 12:00PM 1:00PM 5:00PM 8:00 Fri 7/22 8:00AM 12:00PM 1:00PM 5:00PM 8:00 | | | | | | |



Selection Menu Options on the My Timecard Widget



| Timecard Options | Description |
|------------------|--|
| View | Use this option to view only days with exceptions in the timecard. |
| Approve Timecard | Use this option to approve the timecard or to remove approval. |
| Print Timecard | This feature allows the information from the timecard to be printed. |
| Refresh | Updates the timecard with the most current data. It is most used to update the timecard after using the Timestamp. |
| Calculate Totals | This option is disabled and not available for all employees. |
| Save | This option is disabled and not available for all employees. |



NOTE

A reminder to approve timecards will be sent to your inbox the day after the end of the pay period. Users who have an Agency email account will also receive these messages in their mailboxes.



The Totals Area of My Timecard Widget

Click the gray tab in the lower section of the timecard view to expand the **Totals** section of the timecard.

| 🛨 🗵 Tue 7/ | 8:00AM 12:00PM | 1:00PM 5:00PM | 8:00 | 8:00 | | | | | |
|------------|----------------|---------------|------|------|--|--|--|--|--|
| 🛨 🔀 Wed 7/ | 8:00AM 12:00PM | 1:00PM 5:00PM | 8:00 | 8:00 | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

The Totals tab displays the overall timecard totals and how the employee hours are tracked.

| Totals Accruals Historical Corrections Audits | | | | | |
|---|---------------------|----------------------|--------|--|--|
| | | | | | |
| | Account | Pay Code | Amount | | |
| 001/0000/1000 | 010/10001/10197/-/- | COMP TIME EARNED 1.5 | 0:30 | | |
| 001/0000/1000 | 010/10001/10197/-/- | REGULAR | 96:00 | | |

The **Accruals** tab displays accrual codes and available leave balances based on the date selected. Accrual balances may also be viewed from the **My Accruals** widget.

| Totals Accruals Historical Corrections Audits | | | | | | | | |
|---|--------------------------|---------------------------|-------------------------|------------------------|------------------------|--|--|--|
| Accrual Code | Accrual Reporting Period | Accrual Available Balance | Accrual Planned Takings | Accrual Pending Grants | Accrual Ending Balance | | | |
| ANNUAL LEAVE | Sun 1/01 - Sun 12/31 | 24:20 | 13:00 | 34:40 | 46:00 | | | |
| BEREAVEMENT OWED | Sun 1/01 - Sun 12/31 | 0:00 | 0:00 | 0:00 | 0:00 | | | |
| COMP OVERAGE | Sun 1/01 - Sun 12/31 | 0:00 | 0:00 | 0:00 | 0:00 | | | |
| COMP TIME EARNED | Sun 1/01 - Sun 12/31 | 0:45 | 0:00 | 0:00 | 0:45 | | | |

| Accruals Tab | Description | |
|---------------------------|--|--|
| Accrual Code | The type of accrual balance, such as Annual Leave or Sick Leave. | |
| Accrual Reporting Period | The leave reporting period (current year). | |
| Accrual Available Balance | The accrual balance from the payroll system as of the date in the As of drop-down. | |
| Accrual Planned Takings | The total amount of time scheduled to be taken, from the As of date through the end of the Reporting Period (12/31). | |
| Accrual Pending Grants | The total accruals projected from the As of date through the end of the Reporting Period (12/31). The projections assume the employee will work the appropriate number of hours to earn the accruals. | |
| Accrual Ending Balance | The accrual balance as of December 31 st , including Pending Accruals and Planned Usages. | |

The **Historical Corrections** tab is for viewing historical corrections. The **Audits** tab is for viewing any audit trail information.

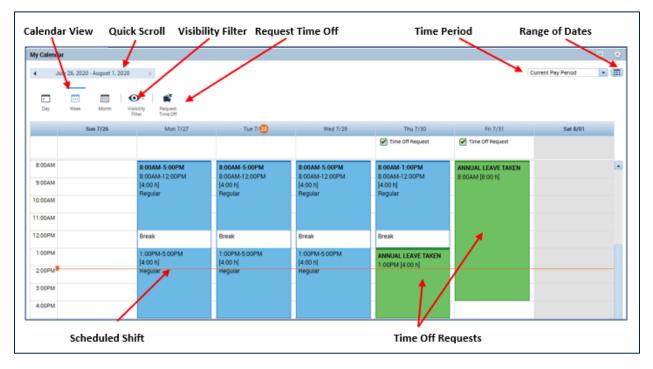
| Totals Accruals Historical Corrections Audits | | | | | | | | | | | | |
|---|--------|-----------|---------|----------|--------|-----------|----------|-------|-----------|-----------|-------|------------|
| My Audits | | - All | | • | | | | | | | | |
| Date | Time | Туре | Account | Pay Code | Amount | Work Rule | Override | Comme | Edit Date | Edit Time | User | Data Sou 📤 |
| 7/16/ | 5:00PM | Add Punch | | | | | | | 7/29/20 | 9:00PM (G | Impor | Mana |
| 7/16/ | 1:00PM | Add Punch | | | | | | | 7/29/20 | 9:00PM (G | Impor | Mana |



Viewing My Calendar

The **My Calendar** widget is used to view your schedule information and to view and request time off. You can hover over a shift to view more detailed information. You may also change the calendar view and use the filter at the top to show and hide certain item types in the calendar.

The following illustration shows a week view.



Navigating in the Calendar

The following table describes the actions that display information in a calendar for data analysis:

| Action | Step |
|----------------------------|--|
| Time Period/Range of Dates | Set the desired time period or date range. |
| | Current Pay Period |
| Calendar View | Select Select Select Week to view one week across the screen (default). |
| | Select Month to view one month across the screen. |



| Action | Step | | | |
|-------------------|---|--|--|--|
| Quick Scroll | Scroll to the previous or next week. | | | |
| | ◀ July 26, 2020 - August 1, 2020 | | | |
| Visibility Filter | Select the Visibility Filter to display or hide elements such as time off requests, holidays, scheduled pay codes, or scheduled shifts. Uncheck an item to remove it from the display. | | | |
| Request Time Off | Select to submit a Time Off Request. | | | |
| Scheduled Shift | Hover your cursor over a shift to view details of the shift. 8:00AM-5:00PM 8:00AM-12:00PM [4:00 b] Re 8:00AM-5:00PM 1. 8:00AM [4:00 h]: Regular 2. 12:00PM [1:00 h]: Break 3. 1:00PM [4:00 h]: Regular | | | |
| Time Off Requests | Requests display in the calendar once they are approved. | | | |



Requesting Time Off Using the My Calendar Widget

The **My Calendar** widget displays your schedule for the current pay period as well as previous and subsequent pay periods. It also provides a consistent, easily accessible way to request or cancel time off. eSTART forwards the requests to your manager to handle appropriately.

Exercise

Your childcare provider will be unavailable next Thursday and Friday and you will need to take the afternoons off. Submit a time-off request for **four hours** of **Annual Leave** each day starting at **1 p.m. for next Thursday and Friday**.

| Ste | os | |
|-----|--|---|
| 2 | In the Employee Workspace, locate the My Calendar widget. NOTE: This widget may still be open from the previous exercise. If so, skip to step 3. Click the gear icon on the My Calendar widget and select Pop-out . | My Calendar Constraint Period of 7/16 - 7/31 Pop-out • Thu 7/16 Close 8:00AM-5:00PM Fri 7/17 8:00AM-5:00PM Mon 7/20 8:00AM-5:00PM Image: State St |
| 3 | Select the Time Period that includes next Thursday and Friday. | Next Pay Period |
| 4 | Click in the area circled in red to select the start date. | Sun 10/22 Mon 10/23 Tue 10/24 Wed 10/25 Thu 10/26 Fri 10/27 0800am - 0500 800AM-12:00PM 800AM - 12:00PM 800AM - 12:00 |
| 5 | Click Request Time Off. | Request Time Off |



| Step |)S | | | |
|------|---|--|--|--|
| 6 | The Request Time Off window displays. Confirm that the Start and End Dates are correct. Click in the field of each date to edit, if needed. | Start date | End date 8/07/2020 | |
| | NOTE: The "+" can be used to insert another row for additional leave. See the Tip below before using this function. | • × | | |
| 7 | Verify your leave accrual balances. | Accrual ANNUAL LEAVE BEREAVEMENT OWED COMP OVERAGE | Balance 11:15 Hour 0:00 Hour 0:00 Hour | |
| 8 | Select the Pay code from the drop-down list. NOTE: Use the scroll bars or hover the mouse pointer over the pay code to view the entire description. | Pay code ANNUAL L ANNUAL LEAVE COMP TIME TAK EXCESS ANNUAI HOLIDAY BANK JURY DUTY PERSONAL LEAV SICK LEAVE TAK | | |
| 9 | Select a Time Unit . If you select Full Day , your scheduled hours will be used to determine the amount of time charged for each day. Continue to Step 12. If you select Hours , you must specify a Start time and Daily Amount for the leave time to be used for each requested day. Continue to step 10. NOTE: <u>These fields must be</u> <u>entered in 15-minute</u> <u>increments.</u> For this exercise, select Hours . | Time Unit Full day Full day Hours | | |



| Step | DS | |
|------|--|--|
| 10 | Enter the Start time (with am/pm) for the leave and the number of hours requested in the Daily Amount field. | Time Unit Start time Daily Amount Hours 1:00PM 4:00 |
| 11 | (Optional) Enter Notes for the request. | |
| 12 | Click Submit . | Cancel Submit |
| 13 | The request has been submitted for approval and displays in the employee's calendar with the Submitted (arrow) icon. NOTE : Once the requested time is approved by your manager, the schedule will automatically be updated to show only the scheduled leave time for the requested days. | Thu 10/26 Fri 10/27 → Time Off Requ → Time Off Requ 0800am - 0500 0800am - 0500 8:00AM-12:00PM 8:00AM-12:00PM [4:00 h] Regular Regular Regular |
| 14 | Hover on the green Submitted arrow icon to see a pop-up of the request details. Right-click the green arrow for an Options menu. Select Details to see the details of the request. Select Cancel Request to cancel or retract the request. | Time Off Request Submitted 1:00PM - 5:00PM 8:00AM-5: ANNUAL LEAVE TAKEN [4:00 h] Details Cancel request |



| Step | os | | | | | | | |
|------|---|---|-----------|--------------------------|------------|------------|----------------|---|
| 15 | The Cancel Time-Off Request page displays. | Cancel Time-Off Request | | | | | | |
| | Enter Notes if needed. | → Submitted: 7 Modified by: F Employee: Punch | | PM Type: Time Off Rea | quest | | | |
| | Then click the Cancel Request | Requested | | | | | | |
| | button. | Start date | End date | Pay code | Time Unit | Start time | Daily Amount | |
| | | 8/06/2020 | 8/07/2020 | ANNUAL LEAVE T | Hours | 1:00PM | 4:00 | |
| | | Accruals on: 8/06 | /2020 | | | | | |
| | | | Accrual | | | Balance | | |
| | | ANNUAL LEAVE | | | 11:15 Hour | | | |
| | | BEREAVEMENT 0 | WED | | 0:00 Hour | | | |
| | | COMP OVERAGE | | | 0:00 Hour | | • | 1 |
| | | Status History | | | | | | |
| | | → Submitted: 7/3 | | М | | | | |
| | | PennyA.Punch1 | I | | | | | |
| | | Note (optional) Type a note (option | al) | | | | | 1 |
| | | | | | | | | |
| | | | | | | Cancel | Cancel Request | כ |



Request Symbols

The symbols below will display on the request in the calendar, indicating the status of the request.

| → | Submitted - for approval or cancellation |
|---|--|
| × | Retracted - prior to manager approval |
| ~ | Approved - for taking or for cancellation |
| Ш | Pending |
| × | Refused |



Best Business Practice

All requests for time off should be submitted through the time clock or eSTART application.

Submit multiple requests whenever a request spans across unscheduled workdays to prevent the request from displaying in the timecard with zero hours for those days. A request that spans a holiday will result in the leave being charged on that day, which would require cancelling and resubmitting the request.

An employee who is not assigned to a work schedule should always select **Hours** when submitting a leave request. Since there is no assigned schedule, selecting **Full Day** will result in errors.



Тір

Cancelled requests must be approved by your manager.

You cannot cancel part of a request. All days associated with a request are cancelled. For example, if you originally requested three days off and then decide you only need two days, you must cancel the original request and submit a new request for two days.

Also, using the "+" selection to add another row will allow you to enter multiple requests with one entry. But all requests entered this way will be grouped together and if one must be cancelled, all will be cancelled. It is more efficient to enter separate requests.



NOTE

Employees have access to specific pay codes when submitting a time off request. Additional selections are available if the employee has an <u>open and approved extended leave case</u>. The selections will vary based on the type of leave case. See the **Employee Pay Codes for Time Off Requests** job aid for a list of these pay codes.



Annual Leave Cascade

A cascade defines how leave time is processed in the system. <u>If the employee does not directly select</u> <u>Comp Time, Excess Annual Leave, etc. when submitting their request, but selects Annual Leave</u> <u>instead,</u> their leave will be used, based on the time of the year, in the order as described in the chart below:

| Annual Leave Cascade | | | | | |
|----------------------|------------------------|--|--|--|--|
| January 1 – July 31 | August 1 – December 31 | | | | |
| Comp Time | Personal Day | | | | |
| Excess Annual Leave | Excess Annual Leave | | | | |
| Annual Leave | Comp Time | | | | |
| | Annual Leave | | | | |

NOTE

The following are not impacted by the cascade:

- Follow your agency's policy and procedures regarding the usage of personal leave days before August 1st.
- Your holiday banked time may be scheduled by your supervisor in the quarter in which it was earned.

If the cascade makes a change to the type of leave originally submitted, the timecard will display the information as indicated below.

In this example, the original request was for two hours of annual leave. Since the employee had one hour of Comp Time and had Excess Annual Leave time, the cascade reversed the original request for annual leave, used the Comp Time first, then the Excess Annual Leave.

| ANNUAL LEAVE CASCADE | -2:00 🔎 | | | | |
|-----------------------|---------|--------|--------|------|------|
| COMP TIME CASCADE | 1:00 🔎 | | | | |
| EXCESS ANNUAL CASCADE | 1:00 🔎 | | | | |
| | | 7:29AM | 1:31PM | 6:00 | |
| ANNUAL LEAVE TAKEN | 2:00 | 1:30PM | | | 8:00 |

A comment is added to each entry in the timecard to indicate the change was made by the cascade. These comments may be viewed from **Go To>Audits.** Select **Comments** from the **Category** drop-down to view the comments.

| Date | Time | Туре | User | Comment |
|----------|--------|---------------|--------|------------------|
| Wed 3/23 | 6:29AM | Punch | | Early - Approved |
| Fri 3/25 | | Pay Code Edit | Import | Cascade Change |
| | | Pay Code Edit | Import | Cascade Change |
| | | Pay Code Edit | Import | Cascade Change |



Audits

The **Audits** tab is located on the **Related Items** pane. All timecard changes are logged here for audit purposes, including timecard approval. The page also lists punches made from timestamping.

The Category and Type of Edit drop-down lists may be used to filter the information in the audit log.

| Category: Type of Edit: My Audits All | | • | | | | | | | | Current Pay Peri | od 💌 🖬 | |
|--|---------|-----------|---------|----------|--------|-----------|----------|---------|-----------|------------------|---------------|---------------|
| | | | | | | | | _ | | | | Refresh Go To |
| Date | Time | Туре | Account | Pay Code | Amount | Work Rule | Override | Comment | Edit Date | Edit Time | User | Data Source |
| 7/16/2020 | 5:00PM | Add Punch | | | | | | | 7/29/2020 | 9:00PM (GM | Import:sbs-kr | Manager Ext |
| 7/16/2020 | 1:00PM | Add Punch | | | | | | | 7/29/2020 | 9:00PM (GM | Import:sbs-kr | Manager Ext |
| 7/16/2020 | 8:00AM | Add Punch | | | | | | | 7/29/2020 | 9:00PM (GM | Import:sbs-kr | Manager Ext |
| 7/16/2020 | 12:00PM | Add Punch | | | | | | | 7/29/2020 | 9:00PM (GM | Import:sbs-kr | Manager Ext |
| 7/17/2020 | 1:00PM | Add Punch | | | | | | | 7/29/2020 | 9:00PM (GM | Import:sbs-kr | Manager Ext |
| 7/17/2020 | 12:00PM | Add Punch | | | | | | | 7/29/2020 | 9:00PM (GM | Import:sbs-kr | Manager Ext |
| 7/17/2020 | 8:00AM | Add Punch | | | | | | | 7/29/2020 | 9:00PM (GM | Import:sbs-kr | Manager Ext |
| 7/17/2020 | 5:00PM | Add Punch | | | | | | | 7/29/2020 | 9:00PM (GM | Import:sbs-kr | Manager Ext |
| 7/20/2020 | 12:00PM | Add Punch | | | | | | | 7/29/2020 | 9:00PM (GM | Import:sbs-kr | Manager Ext |

| Column | Description |
|-----------------|---|
| Date/Time | The original date/time of the entry. |
| Туре | The type of edit that was performed. |
| Account | The account to which the edit is attributed, if different from the primary account. |
| Pay Code/Amount | The pay code and number of hours assigned, if applicable. |
| Work Rule | The work rule used with the edit, if different from the employee's primary work rule. |
| Override | The type of entry that this edit is replacing or cancelling, if applicable. |
| Comment | The comment attached to the edit. |
| Edit Date/Time | The effective date and time of the edit. |
| User | The user name of the person who edited the transaction. |
| Data Source | The component of the application where the edit occurred. |



Exercise

You want to review all manual edits that have been made to your timecard.

| Ste | ps | | | | | | | | | | | | | |
|-----|---|-------------------------------------|-------------------|-------------------------------------|------------------|----------|----------|-----------|-----------------------------------|----------|-----------------------------|--------------------------|--------------------------|-------------------|
| 1 | From the Related Items pane, select Audits . | Audits Category: My Audits | | Type of Edit: | • | | | | | | | Pr | evious Pay Perio | |
| 2 | My Audits is the default selection in the Category drop-down. | Date | Time | Туре | Account | Pay Code | Amount | Work Rule | Override | Comment | Edit Date | Edit Time | Ref | Data Source |
| | All is the default selection from the Type of Edit drop-down list. | 11/02/201 11/02/201 11/02/201 | 15 12:00PM | Add Punch Add Punch Add Punch | | | | | In Punch Out Punch In Punch | | 11/05/2015 | 8:18AM (GM | JohnA.Man 1 | Fimecard Ed |
| | Other types may be selected to narrow the results. However, do not change the options for this exercise. | | | | | | | | | | | | | |
| 3 | View the results. | | | | | | | | | | | | | |
| Ŭ | | Date + | Time 8:00AM | Type Add Punch | Account | Pay Code | Amount | Work Rule | Override In Punch | Comment | Edit Date 11/05/2015 | Edit Time 8:18AM (GM | User JohnA Man | Data Source |
| | | 11/02/2015 | 12:00PM | Add Punch | | | | | Out Punch | | 11/05/2015 | 8:18AM (GM. | JohnA.Man | Timecard Ed |
| | | 11/02/2015 | 1:00PM | Add Punch | | | | | In Punch | | 11/05/2015 | 8:18AM (GM. | JohnA.Man | Timecard Ed |
| | | 11/02/2015 | 5:00PM | Add Punch | | | | | Out Punch | | 11/05/2015 | 8:18AM (GM | JohnA.Man | Timecard Ed |
| | | 11/03/2015 | 8:00AM | Add Punch | | | | | In Punch | | 11/05/2015 | 8:18AM (GM | JohnA.Man | Timecard Ed |
| | | 11/03/2015 | 12:00PM | Add Punch | | | | | Out Punch | | 11/05/2015 | 8:18AM (GM. | JohnA.Man. | Timecard Ed |
| | | 11/03/2015 | 1:00PM | Add Punch | | | | | In Punch | | 11/05/2015 | 8:18AM (GM. | JohnA.Man. | Timecard Ed |
| | | 11/03/2015 | 5:00PM | Add Punch | | | | | Out Punch | | 11/05/2015 | 8:18AM (GM. | JohnA.Man. | Timecard Ed |
| | | 11/04/2015 | NUIAM | And Munch | | | | | ID MUDCD | | 11/15//115 | S ISAM ISM | LODDA MAD | Limecaro Fo |
| 4 | Scroll down to the bottom of the list | | | | | | | | | | | | | |
| 4 | | Date | Time 0.02AM | Ty Add Commen | pe L to Punch | Account | Pay Code | Amount | Work Rule | Override | Comment Multiple Punches | Edit Date | Edit Time | User Johna Man |
| | to view the changes made to the | 11/09/2015 | 8:02AM | Add Commen | t to Punch | | | | | | Multiple Punches | 11/18/2015 | 11:15AM (G | JohnA.Man |
| | timecard. | 11/10/2015 | 9:00AM | Edit Punch (N | | | | | | | Traffic, Late - Ap. | 11/18/2015 | 11:16AM (G | |
| | | 11/10/2015 | 6:00PM 8:00AM | Edit Punch [N Delete Punch | lark as Revie | | | | | | Late - Approved | 11/18/2015 11/18/2015 | 11:16AM (G 11:16AM (G | |
| | | 11/06/2015 | 12:00PM | Delete Punch | | | | | | | | 11/18/2015 | 11:16AM (G | |
| | | 11/06/2015 | 1:00PM | Delete Punch | | | | | | | | 11/18/2015 | 11:16AM (G | |
| | | 11/06/2015 | 5:00PM | Delete Punch | | | | | | | Traffic | 11/18/2015 | 11:16AM (G | |
| | | 11/10/2015 | 9:00AM 9:00AM | Add Commen Add Commen | | | | | | | Trattic Late - Approved | 11/18/2015 11/18/2015 | 11:16AM (G | |
| | | 11/10/2015 | 6:00PM | Add Commen | | | | | | | Late - Approved | 11/18/2015 | 11:16AM (G | |
| | | 11/09/2015 | 8:02AM | Delete Punch | | | | | | | | 11/18/2015 | 11:17AM (G | JohnA.Man |
| | | 11/02/2015 | 8:02AM 12:30PM | Edit Punch | | | | | | 30 MINU | | 11/18/2015 | 11:17AM (G 11:17AM (G | |
| 5 | To close the Audits widget, hover your cursor over the Audits tab and then click the X . | | Em | ployee | Work | space | | Aud | lits | | QΧ | | | |



Changing Your Password

If you have a Network/Email ID, your Logon ID is your email address; your password is your network password. **Do not** use the Change Password widget in eSTART. Contact your agency Help Desk/IT staff to change your password.

If you do **not** have an email address, your Logon ID will be **firstname.lastname** and your initial password will be **P@ssw0rdxxx** (xxx = your agency number). You are required to change your password at first login. Then you will use the Change Password widget to change your password.

Exercise

Follow the steps below to change your password.

| Step | DS | | |
|------|--|---|--|
| 1 | From the Employee Workspace , open the Related Items pane and select Change My Password . | Change My Password | |
| 2 | In the Old Password field, enter the password you want to replace. | | |
| 3 | In the New Password field, enter the new password. | User Name pennya.punch5 | |
| 4 | In the Verify Password field, re-enter the new password. | Old Password Required | |
| 5 | Click Save . | New Password Required Verify Password Required The password must not contain any of the following: - User name - User name - Spaces The password must contain all of the following: - Uppercase letters - Lowercase letters - Numbers The password is limited by the following: - Minimum length: 8 | |



Using My Inbox

When you submit a request for time off, the manager's response displays in your eSTART Inbox. You may review these messages in **My Inbox**.

Example

You want to review any messages you have received in eSTART.

| Step | DS | | |
|------|--|---|--|
| 1 | Select My Inbox from the Related Items pane. | My Inbox | |
| 2 | Review your messages. | MESSAGING INBOX Last Refreshed: 11:12 AM New Open Reply: Delete From Subject Manager1, JonB Your request (1883) status starting on 3/11/2014 has changed to Approved | |
| 3 | To read a message, select the message and click Open . | MESSAGING INBOX Lat Related 2.42 PM Colspan="2">Service Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Tom Subject Received Fom Subject Received Fom Subject Colspan="2">Colspan="2" Fom Subject Received Fom Subject Received Fom Subject Received TOP Manages Subject Received TOP <th col<="" td=""></th> | |
| 4 | After you have reviewed the message, select one of the following: Click Reply to respond to the message. Click Close to close the message and return to the Inbox. Click Delete to remove the message from the Inbox. Click Print to print the message to your local printer. Select Close. | From: Manager5, JohnA Subject: Punch5, PennyA Your request status starting on 11/05/2015 and ending on 11/06/2015 has changed to Approved Received: 11/05/2015 10:00AM (GMT -06:00) Central Time Manager5, JohnA has changed your request status starting on 11/05/2015 to Approved. Start Date: 11/05/2015 Start Time: 12:00AM End Date: 11/05/2015 Start Time: 12:00AM End Date: Hours / 1 = Full Day Hours: 0:00 = Full Day / Other = # Hours Close Reply Delete Print Help | |
| 5 | To close the My Inbox widget, hover your cursor over the My Inbox tab and then click the X . | ★ Employee Workspace <a>My Inbox <a>My Inbox <a>My Inbox <a> | |



Using My Reports

There may be times when you would like to print information such as your leave accrual balances, schedule or timecard data. eSTART provides three employee reports for this information using the **My Reports** widget. When **View Report** is selected, the report will display and may be printed using the web browser's Print options.

Exercise

| Step |)S | |
|------|---|--|
| 1 | Select My Reports from the Related Items pane. | My Reports |
| 2 | Select Time Detail from the Available Reports . | REPORTS Name: Punch5, PennyA |
| | For this exercise, select Time Detail. | View Report Primary Account |
| 3 | Select Previous Pay Period from the Time Period drop-down list. | AVAILABLE REPORTS |
| 4 | Click View Report. | Time Period Previous Pay Period Schedule Time Detail |
| | The report will display. | |
| | You may print the report using the browser's File>Print options. | My Accrual Balances and Projections |
| 5 | Close the My Reports tab. | |

NOTE: The Primary Account button may be used to view a history of labor level changes.

| Kronos Workforce Central | (R) - Internet Explorer | | | | | | |
|---|--|-----|--|--|--|--|--|
| http://n-kronostrain01.state.al/wfc/applications/wtk/html/ess/home-account.jsp?timeframe=1&beginTimel | | | | | | | |
| PRIMARY ACCOUN | IT | ^ | | | | | |
| Punch5, PennyA | | | | | | | |
| beginning of time - 1/01/2013 | -I-I-I-I-I-I- | | | | | | |
| | -/-/-/-/- | | | | | | |
| 1/01/2013 - 4/16/2015 | 001/0000/100010/10005/-/-/- | | | | | | |
| | AGRICULTURE INDUSTRIES/0000/100010/JohnA Manager5/-/-/- | | | | | | |
| 4/16/2015 - forever | 001/0000/100010/10005/10197/-/- | | | | | | |
| | AGRICULTURE INDUSTRIES/0000/100010/JohnA Manager5/10197/ | -/- | | | | | |
| ок | | ~ | | | | | |



Using My Extended Leave Requests

Employees can submit a request for extended leave for FMLA (Family and Medical Leave Act) or Military Leave using eSTART. Employees who are already on leave of absence can request additional time against an existing leave case using the same workspace. Requests for new leave cases and additional leave time are forwarded to your Agency's Leave Administrator.

Exercise

You have upcoming surgery and need to request FMLA leave from work. Submit a continuous leave request for FMLA time.

| Step | DS | | |
|------|--|---|--|
| 1 | Select My Extended Leave Requests from the Related Items pane. | My Extended Leave Requests | |
| 2 | In the My Leave Requests calendar, click Request New Leave Case from the Requests list. | Requests → View My Leave Cases → Request New Leave Case → Cancel Leave Case | |
| | | → Request Additional Leave Time → Cancel Request for Additional Leave Time | |



| Step |)S | |
|------|--|--|
| 3 | From the Leave Category drop- down list, select the type of leave: Choose FMLA . | REQUEST NEW LEAVE CASE * Leave Category FMLA |
| 4 | From the Leave Reason drop- down list, select Serious Health Condition. | * Leave Reason Serious Health Condition Leave Frequency Continuous * Leave Start Date 3/14/2016 Leave End Date Image: Continuous |
| 5 | From the Leave Frequency drop-down list, select Continuous. | Leave Hours Same hours each day * Approximate Daily Leave Hours 8 |
| 6 | From the Leave Start Date drop- down calendar, select 1 st Monday of the following month. | Temporary Mailing Address |
| 7 | From the Leave End Date drop- down calendar, select the date when you expect the leave to end. | Save Cancel NOTE: (*) Asterisk - Denotes a required field |
| | NOTE: You can leave this field blank if the end date is unknown. | |
| | For this exercise, leave the field blank . | |
| 8 | Leave Same hours each day selected in the Leave Hours field. | |
| 9 | In the Approximate Daily Leave Hours field, enter the number of hours you expect to take each day. | |
| | For this exercise, key 8. | - |
| 10 | The Temporary Mailing Address is an optional field that can be used to inform of the address of the relative you are assisting or the rehab center where you will be staying, etc. | |
| 11 | Enter an explanation of the leave request in the Describe Details of Your Request field. | |
| | Key Surgery. | |
| 12 | Click Save. | |
| | A message displays: Notification has been sent to leave administrator. | |



| Step | os | | | | | | | |
|------|---|---|-----------------------------|---|------------------|---------------------------------------|-------------------------------|--|
| 13 | Choose Next Month from the Time Period drop-down. Click Apply. | | | | | | | |
| 14 | The Leave Request displays as an entry in the My Leave Requests calendar. | 6 | 7 14 SLFILL First Day | 8 | | | | |
| 15 | To review your leave requests, select View My Leave Cases from the Requests list. | Requests View My Leave Cases Request New Leave Case Cancel Leave Case Request Additional Leave Time | Se | | Category FMLA | S Leave Frequency Continuous | Approval Status Pending | Leave Period / 3/14/2016 - Open |



NOTE

You may cancel a leave case request from the same **My Extended Leave Requests** calendar as well. Select a leave case and click **Cancel Leave Case** in the **Requests** list. Enter a reason for cancelling the request and click **Save**.

| | CANCEL LEAVE CASE | |
|--|---------------------------------|--------------------------|
| Requests | Leave Category | FMLA |
| → View My Leave Cases | Leave Reason | Serious Health Condition |
| → Request New Leave Case | Leave Frequency | Continuous |
| → Cancel Leave Case | Leave Start Date | 3/14/2016 |
| → Request Additional Leave Time | Leave End Date | |
| → Cancel Request for Additional Leave Time | Leave Hours | Same hours each day |
| | Approximate Daily Leave Hours | 8 |
| | Reason for Canceling the Reques | it |
| | Save Cancel | |



NOTES: