eSTART

Course Guide for Employees

August 2016

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 assumption that every employee earns leave and has leave to use. These estimates and projections may not always be accurate, as the State payroll system is the system of record for accrual balances. However, the eSTART balances are updated twice monthly with the State payroll system balances to ensure the closest possible accuracy.

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Getting Started

Importance and Benefits of eSTART

Purpose

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

Purpose

Each employee and manager has 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 basis 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

Logging On

Purpose

The eSTART log on page provides access to all the features of the eSTART application where you perform your time and attendance tasks.

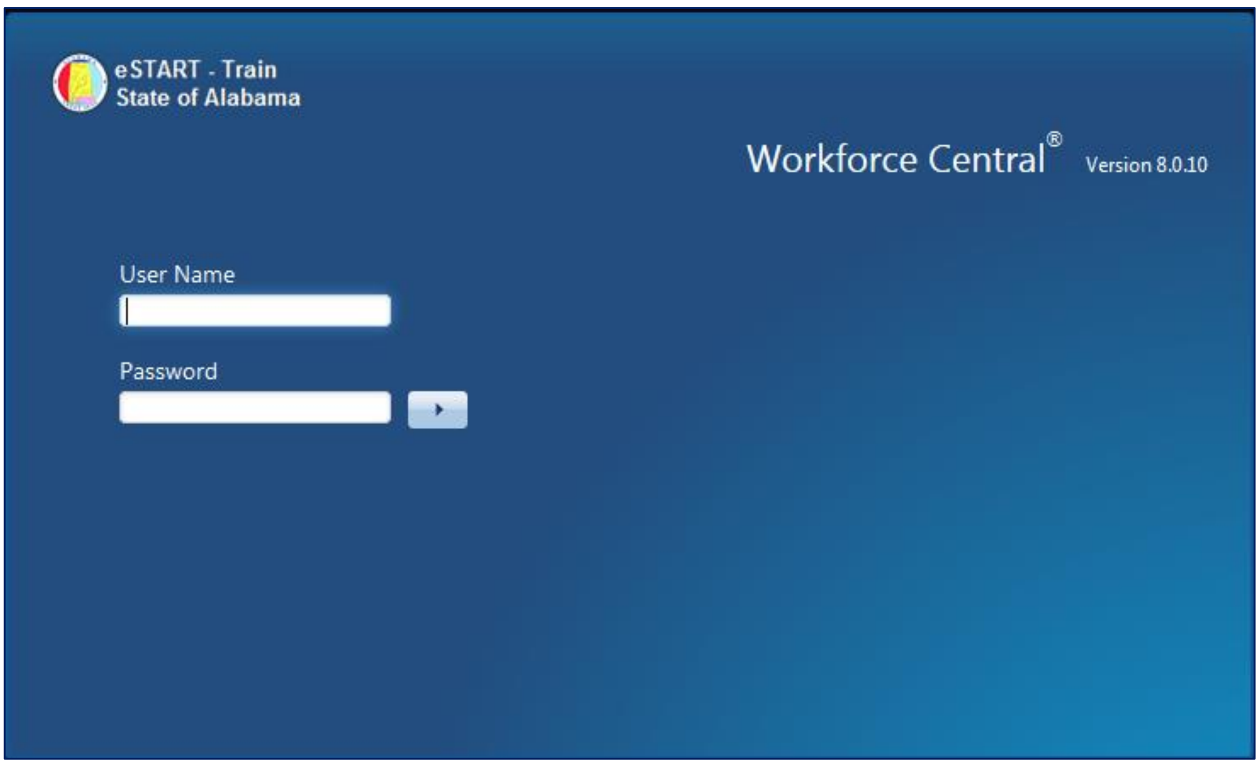
User Name and Password

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: **john.doe@finance.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.



Steps	
1	Access the eSTART log on page.
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.

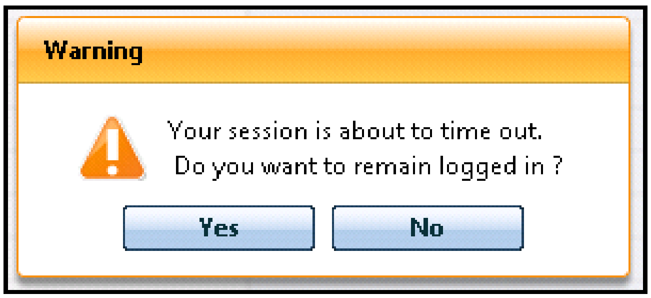
The Inactivity Timeout and Signing Out

Purpose

eSTART provides security to prevent other people from accessing your information. It also helps keep your employees' 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. When you regain access, the application restores the last page you were viewing.



Best Business Practice

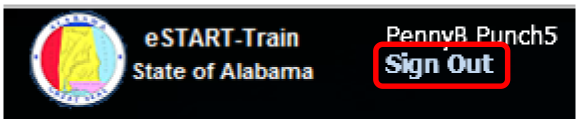
The inactivity timeout message displays if there is no activity for 30 minutes.

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 information remains confidential.



Caution

Clicking the Close (X) button without first signing out can leave your connection to the application open, which might allow unauthorized people to view and edit your information.

Tip

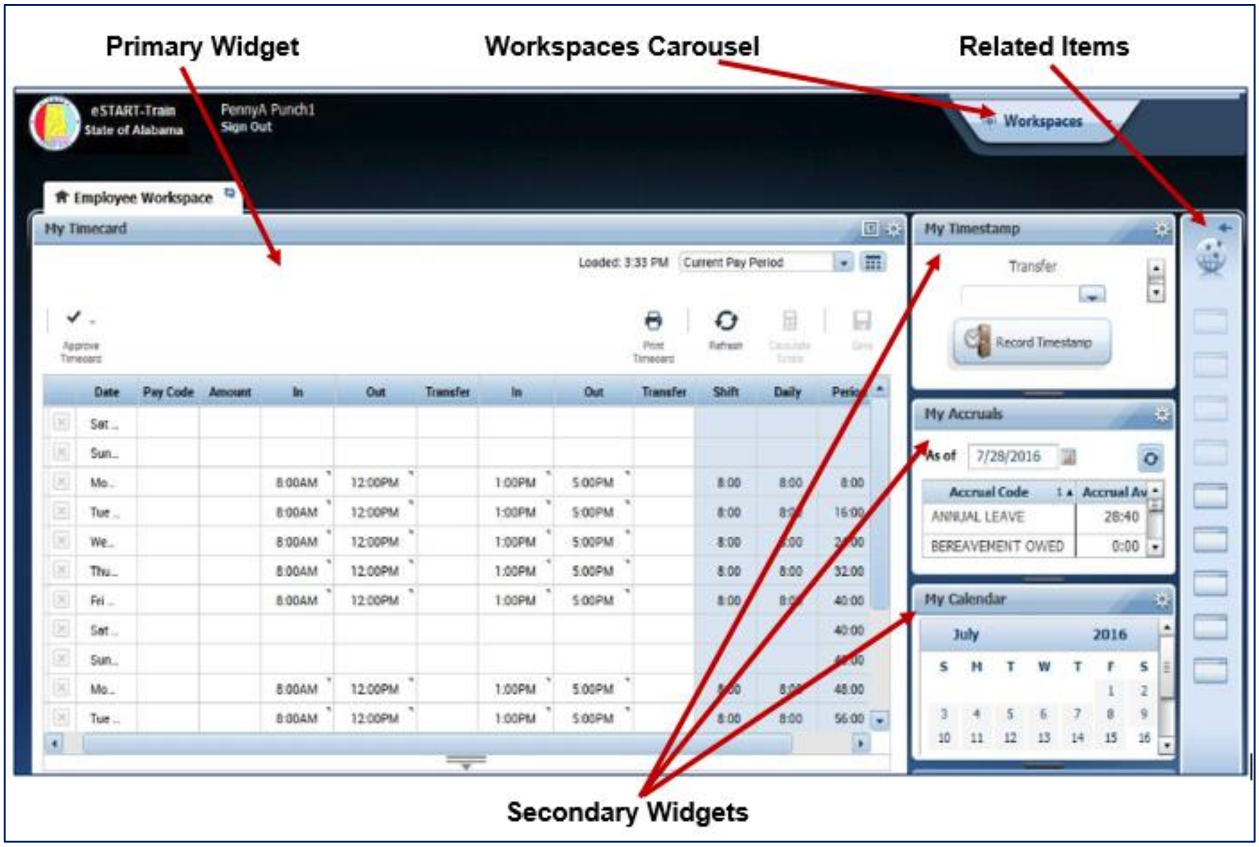
eSTART is a browser-based application. However, you should not use the browser's navigation controls—the Back button on the toolbar, for example. Only use the links inside of eSTART to do your work.

Navigating eSTART

Introducing the Navigator

Purpose

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.



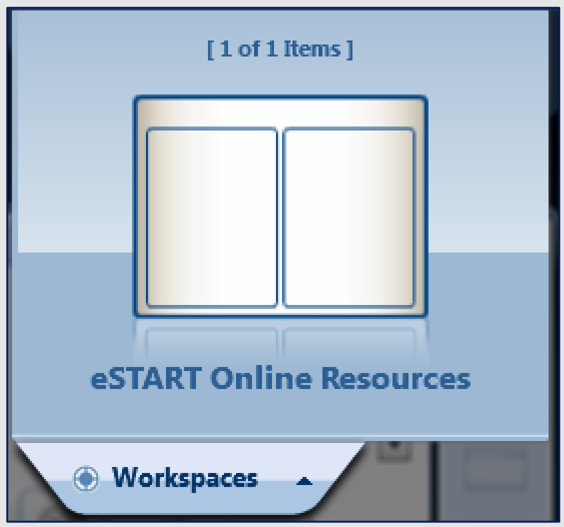
Workspace Components	Description
Widgets	Widgets are self-contained components that are used to access specific eSTART information or tasks.
Related Items	Widgets that are available but not displayed in the selected workspace are accessed via the Related Items pane. They can be clicked/dragged into an open workspace, or double-clicked to open the widget in a temporary workspace.
Workspaces carousel	Navigator is configured to include more than one workspace. Other workspaces are listed in the Workspaces carousel. You can display additional workspaces in your Navigator by selecting them in the Workspaces carousel.

Viewing Workspaces

Purpose

Your Navigator is configured to provide more than one workspace. The default workspace for Employees is the Employee workspace, but you can select one other workspace to display. The additional workspace accesses the **eSTART Online Resources** site where training and support information is located, such as job aids, training videos, course guides, etc.

Example

<table>
<tr><th colspan="3">Steps</th></tr>
<tr><td>1</td><td>To open the Workspaces carousel, click the Workspaces tab.</td><td>
</td></tr>
<tr><td>2</td><td>Click the arrows to rotate through the available workspaces.</td><td rowspan="2">
</td></tr>
<tr><td>3</td><td>To select a workspace, click it.

Note: To close the Workspaces carousel without selecting a workspace, click the Workspaces tab again.</td></tr>
</table>

The selected workspace opens and a tab for the workspace is added. The Workspaces carousel closes.

Switching between workspaces

After selecting workspaces from the workspace carousel, you can switch to a different workspace by selecting the associated tab. Note that your home workspace will be indicated by a 🏠 in the tab. The refresh button is used to refresh the page.

Closing a workspace

To close a workspace and return it to the carousel, hover the cursor over the workspace's tab and click **X**.

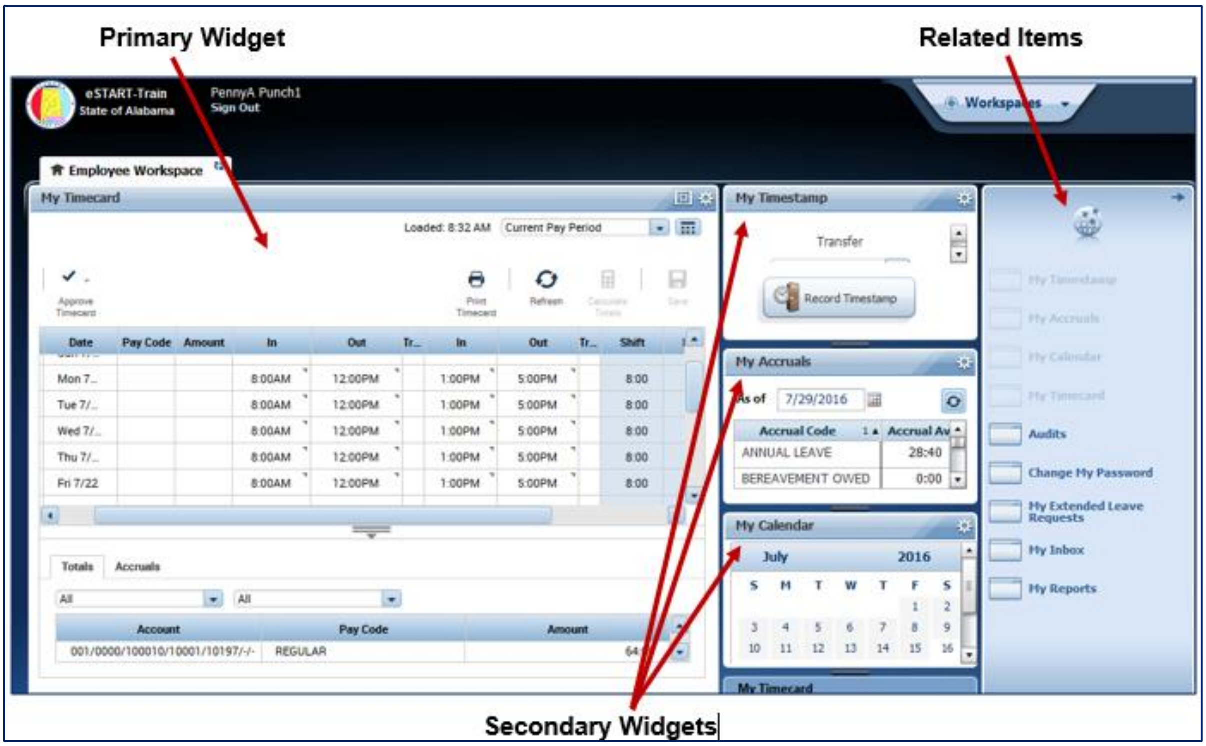
Using the Employee Workspace

From this workspace you have access to:

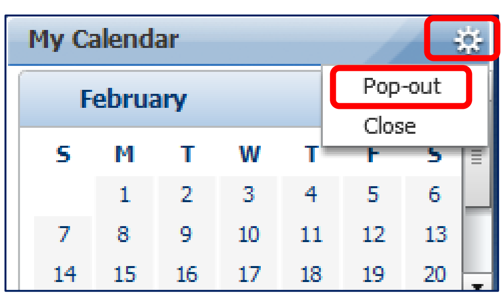
- My Timecard
- My Timestamp
- My Accruals
- My Calendar
- Audits
- Change My Password
- My Extended Leave Requests
- My Inbox
- My Reports

Primary and Secondary Widgets

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



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



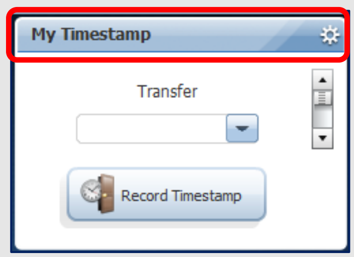
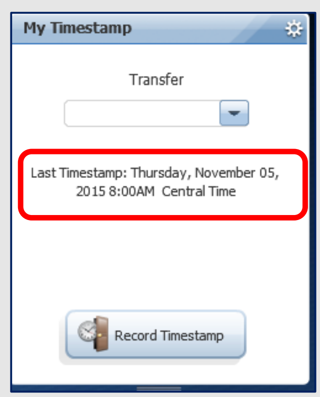
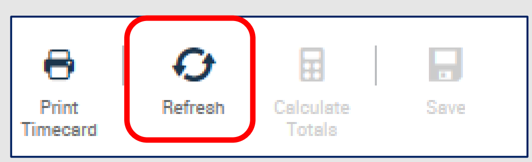
Using My Timestamp

Purpose

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.

Steps		
1	Locate the **My Timestamp** widget	
2	Click the **Record Timestamp** button.	
3	**Note:** The date and time of the last recorded timestamp displays on the **My Timestamp** widget.	
4	Select the **Refresh** button to update the timecard.	

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-ts.jsp

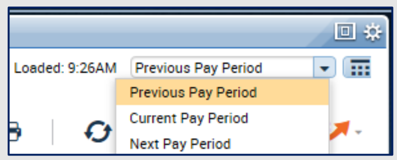
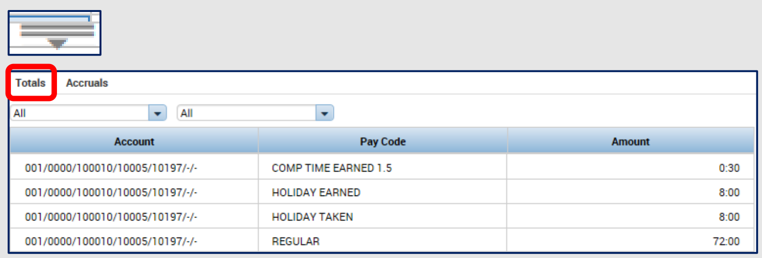
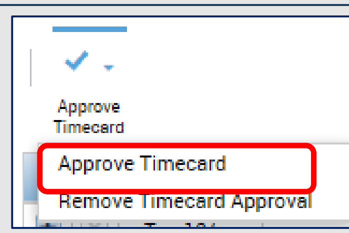
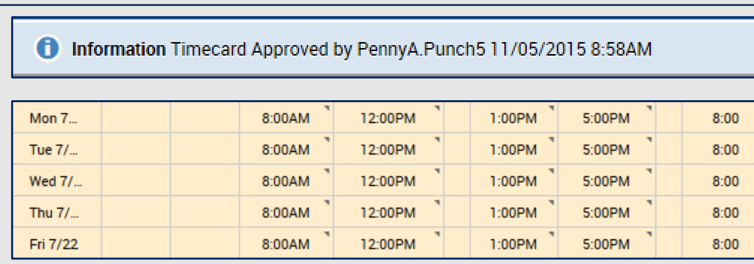
Reviewing and Approving your Time using My Timecard

Purpose

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. Currently, at the end of each pay period, you have to sign your timecard signifying that the times entered are true and correct. With eSTART, you electronically sign by "Approving" the electronic document.

Exercise

You want to review your timecard and approve it for the pay period.

Steps		
1	Verify that **My Timecard** is the primary widget.	
2	Select **Previous Pay Period** to review.	
3	Review your timecard. **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.	
5	To approve your timecard for the selected time period, click the **Approve Timecard** drop-down and select **Approve Timecard**.	
6	**Timecard is Approved** message temporarily displays at the top of the widget and the color of the timecard changes to light tan.	

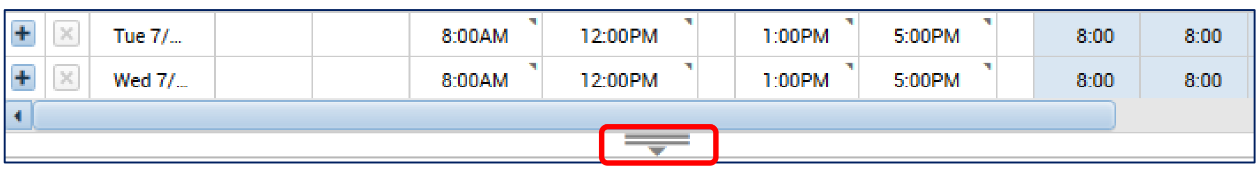
Selection Menu Options on the My Timecard widget

Timecard Options	Description
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 commonly used to update the timecard after using the Timestamp.
Calculate Totals	This option is disabled and not available for employees.
Save	This option is disabled and not available for employees.

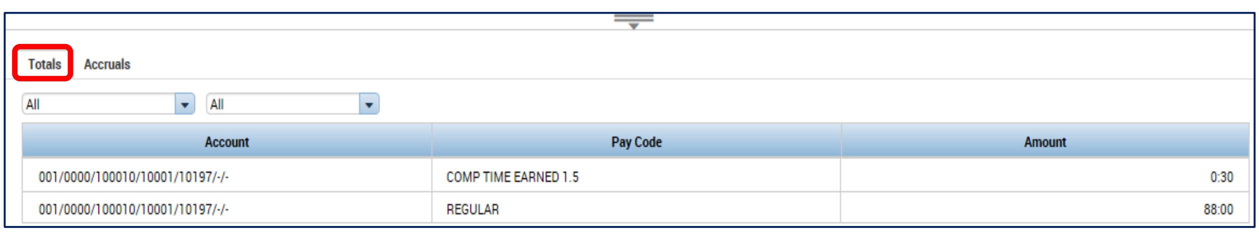
Note
A reminder to approve timecards will be sent to your inbox the day after the end of the pay period. Users who have an Agency email account will also receive these messages in their mailboxes.

The Totals and Accruals Area of My Timecard Widget

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

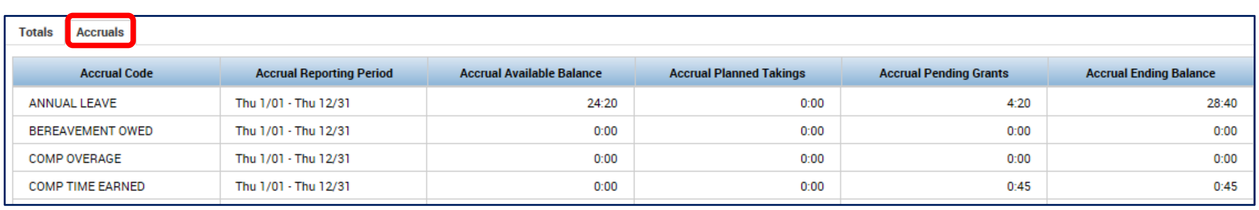


The **Totals** tab displays the overall timecard totals and how the employee hours are tracked.



Account	Pay Code	Amount
001/0000/100010/10001/10197/-/-	COMP TIME EARNED 1.5	0:30
001/0000/100010/10001/10197/-/-	REGULAR	88:00

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.



Accrual Code	Accrual Reporting Period	Accrual Available Balance	Accrual Planned Takings	Accrual Pending Grants	Accrual Ending Balance
ANNUAL LEAVE	Thu 1/01 - Thu 12/31	24:20	0:00	4:20	28:40
BEREAVEMENT OWED	Thu 1/01 - Thu 12/31	0:00	0:00	0:00	0:00
COMP OVERAGE	Thu 1/01 - Thu 12/31	0:00	0:00	0:00	0:00
COMP TIME EARNED	Thu 1/01 - Thu 12/31	0:00	0:00	0:45	0:45

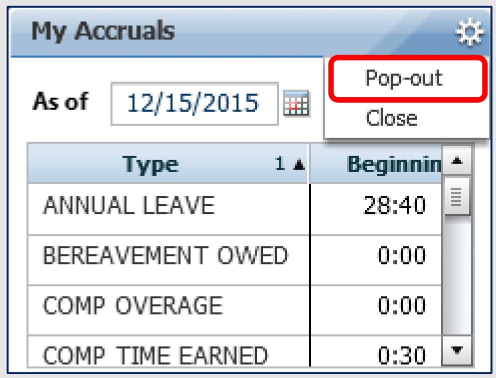
Using My Accruals

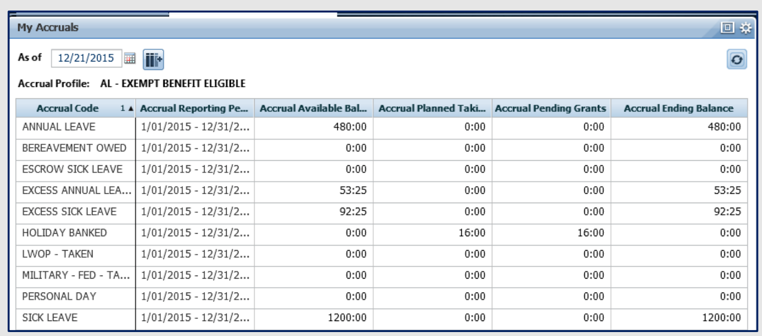
Purpose

As an employee, you can review your own accrual balances from the Employee workspace using the **My Accruals** widget.

Exercise

You want to review your leave balances from the Employee workspace.

<table>
<tr><th colspan="3">Steps</th></tr>
<tr><td>1</td><td>Locate the My Accruals widget.</td><td rowspan="2">
</td></tr>
<tr><td>2</td><td>Click the gear icon on the My Accruals widget and select Pop-out.

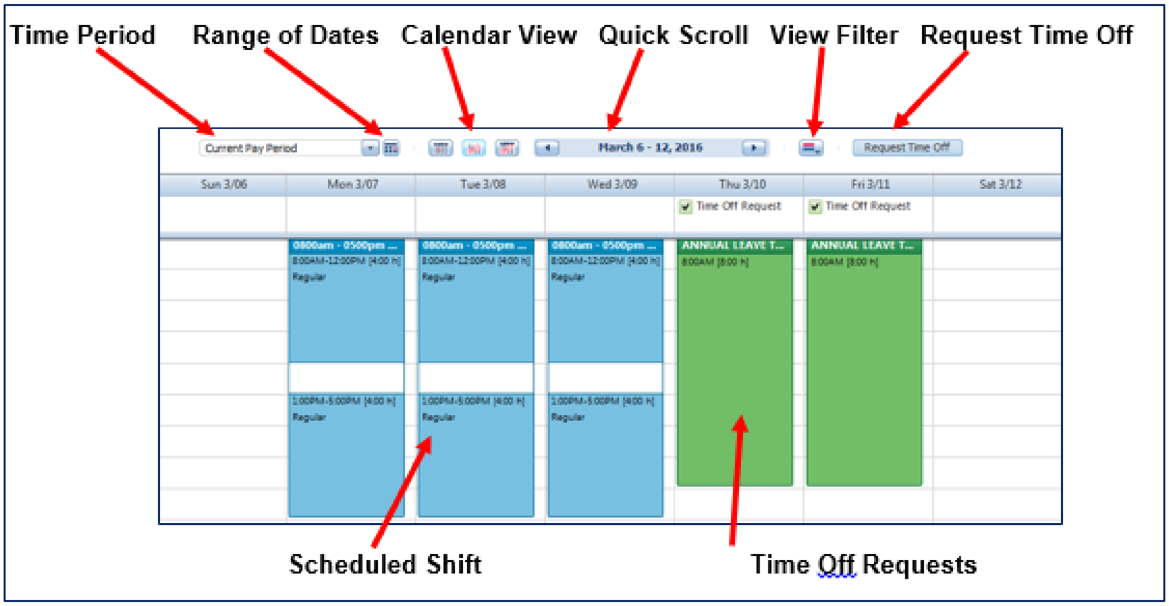
Note: Another option is to click on the widget and drag it to the main workspace.</td></tr>
<tr><td>3</td><td>The My Accruals widget displays:
Accrual Code: The type of accrual balance, such as Annual Leave or Sick Leave
Accrual Reporting Period: The leave reporting period (current year)
Accrual Available 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 date selected through the end of the Reporting Period (12/31).
Accrual Ending Balance: The accrual balance as of December 31st, including Pending Accruals and Planned Usages</td><td>
</td></tr>
</table>

Viewing My Calendar

Purpose

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 can also change the view size and use the filter at the top to show and hide particular item types in the calendar.

The following illustration shows a week wide view.



Navigating in a 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.
Calendar View	Select to view one day across the screen. Select to view one week across the screen. Select to view one month across the screen.
Quick Scroll	Scroll to the previous or next week.
View Filter	Select to display 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	Use this button to submit a Time Off Request.
Scheduled Shift	Place your cursor over a shift to view details, such as the labor account the hours are assigned to for the shift.
Time Off Requests	Requests display in the calendar once they are approved.

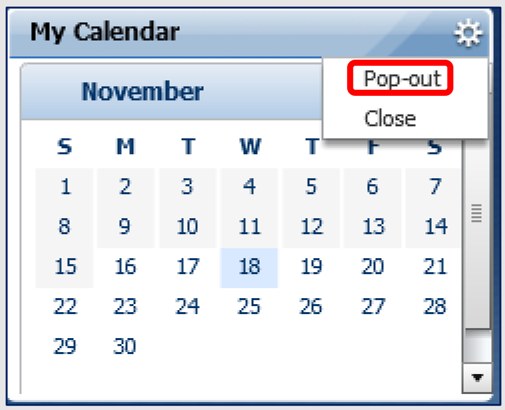
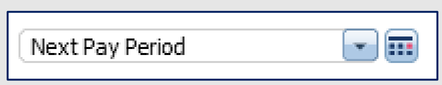
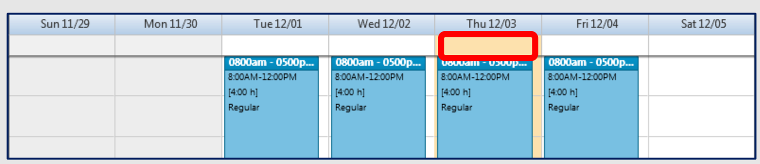
Requesting Time Off Using the My Calendar Widget

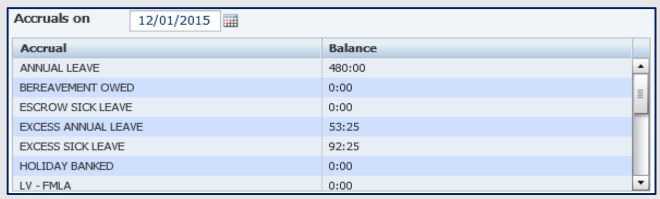
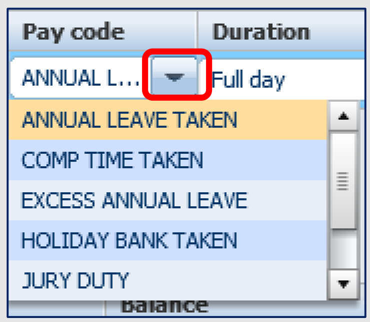
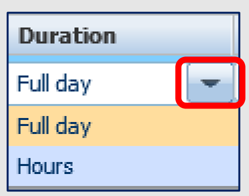
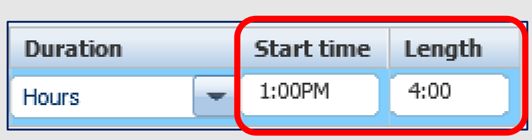
Purpose

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.

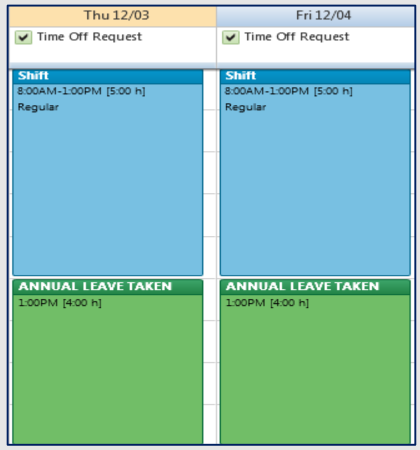
Exercise

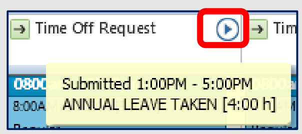
Your childcare provider will be unavailable next Thursday and Friday and you need to take the afternoons off. Submit a time-off request for **four hours** of **Annual Leave** each day starting at **1 p.m. for next Thursday and Friday**.

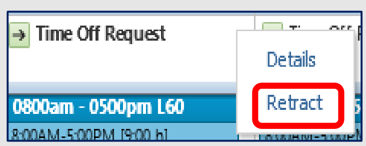
Steps		
1	In the Employee Workspace, locate the **My Calendar** widget. **Note:** this widget may still be open from the previous exercise. If so, skip to step 3.	
2	Click the gear icon on the **My Calendar** widget and select **Pop-out**.	
3	Select the Time Period that includes next Thursday and Friday.	
4	Click in the area circled in red to select the start date.	
5	Click **Request Time Off.**	

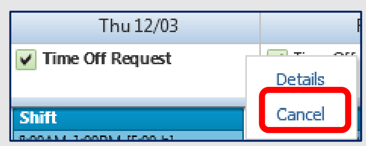
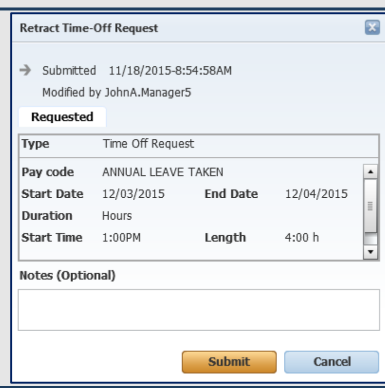
Steps		
6	The Request Time Off window displays. Confirm that the Start and End Dates are correct. Open the calendar icon to the right of each date to edit. **Note:** See **Best Practice** tip below before using the "Add another time-off period" function.	 
7	Verify your leave accrual balances.	
8	Select the **Pay code** from the drop-down list.	
9	Select a **Duration** type. 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 **Length** for the leave time to be used for each requested day. Continue to step 11. For this exercise, select **Hours.**	
10	Enter the **Start time** (with am/pm) for the leave and the number of hours requested in the **Length** field.	

<table>
<tr><th colspan="3">Steps</th></tr>
<tr><td>11</td><td>(Optional) Enter Notes for the request.</td><td></td></tr>
<tr><td>12</td><td>Click Submit.</td><td>
</td></tr>
<tr><td>13</td><td>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.</td><td>
</td></tr>
<tr><td>14</td><td>Hover on the Submitted arrow to see a pop-up of the request details.

A right arrow displays while hovering. Click the arrow for an Options menu.
Click Details to see the details of the request.
Click Retract to retract an unapproved request.
If the request has been approved, there will be a Cancel option instead of Retract.</td><td>




</td></tr>
<tr><td>15</td><td>Select Retract.
Then click the Submit button.</td><td>
</td></tr>
</table>

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
⏸	Pending
✕	Refused

Best Business Practice

All requests for time off, including doctor visits (sick leave), should be submitted through the time clock or eSTART application.

Submit multiple requests whenever time off requests span across weekends 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.

Tip

Cancelled requests must be approved by your manager.

You cannot cancel a portion 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 "Add another time-off period" selection will allow you to enter multiple requests with one entry. But all requests entered this way will be grouped together and if one has to be cancelled, all will be cancelled. Best practice is 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 open and approved extended leave case. 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. If the employee does not directly select Comp Time, Excess Annual Leave, etc. when submitting their request, but selects Annual Leave instead, 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 also 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.

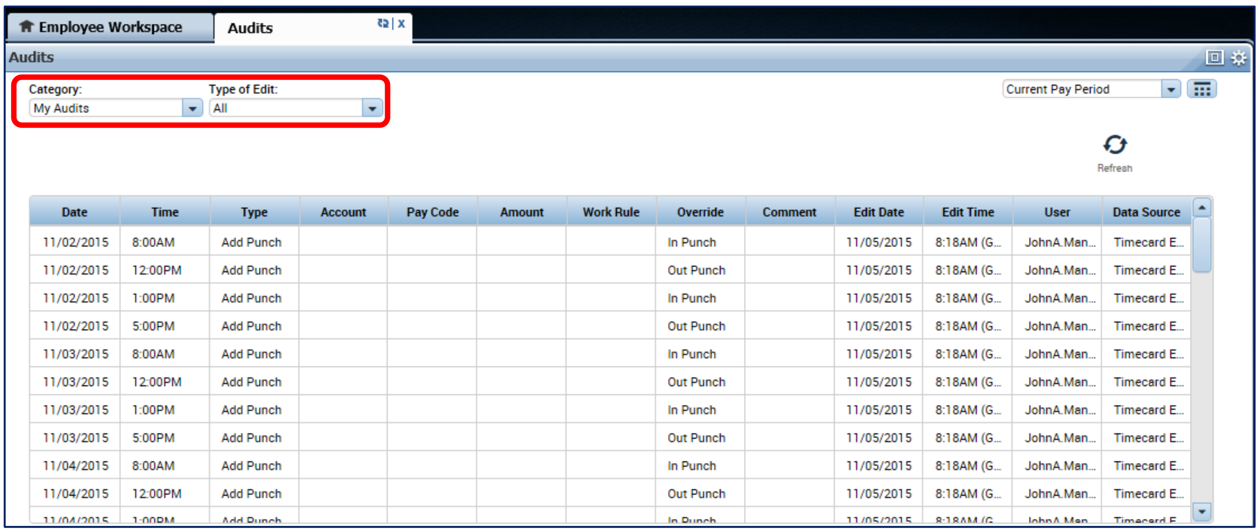
Date	Time	Type	User	Comment
Wed 3/23	6:29AM	Punch		Early - Approved
Fri 3/25		Pay Code Edit	Import	Cascade Change
		Pay Code Edit	Import	Cascade Change
		Pay Code Edit	Import	Cascade Change

Audits

Purpose

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.

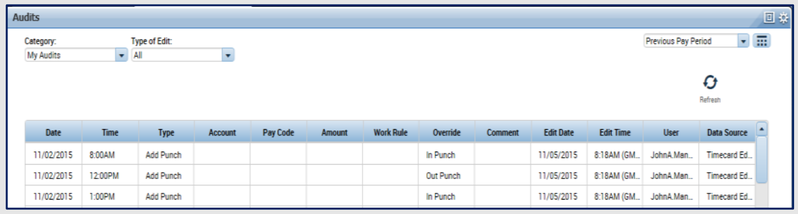
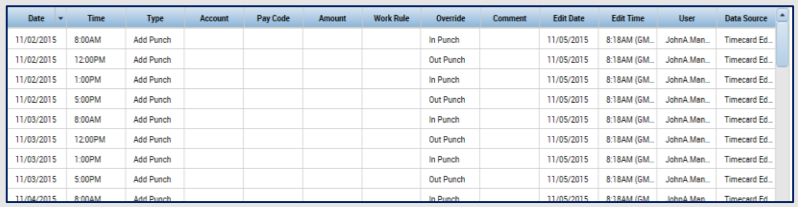
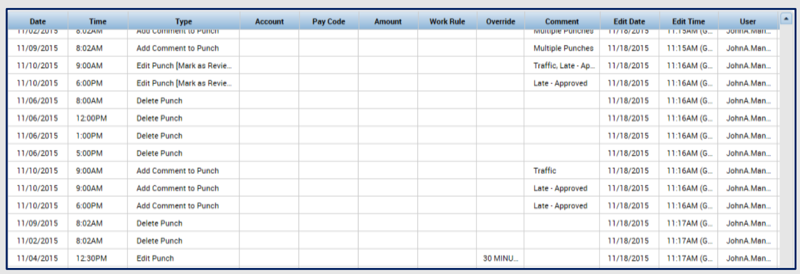
The **Category** and **Type of Edit** drop-down lists may be used to filter the information in the audit log.



Column	Description
Date/Time	The effective date and time of the edit
Type	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 canceling, if applicable
Comment	The comment attached to the edit
Edit Date/Time	The date and time the edit was made
User	The user name of the person who edited the transaction
Data Source	The component of the application where the edit was made

Exercise

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

Steps		
1	From the **Related Items** pane, select **Audits**.	
2	Select **My Audits** from the Category drop-down. Then select **All** to display all types of edits from **Type of Edit** drop-down list.	
3	View the results.	
4	Scroll down to the bottom of the list to see the changes made to the timecard.	

Changing Your Password

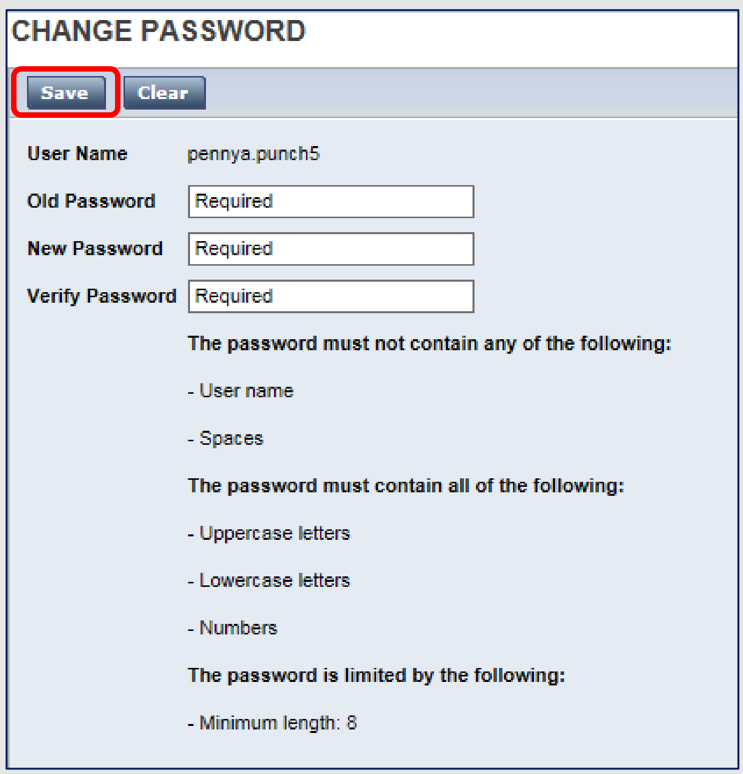
Purpose

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

If you do **not** have an email address, your 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 can use the Change Password widget to change your password.

Exercise

Follow the steps below to change your password.

Steps		
1	From the **Employee Workspace**, open the **Related Items** pane and select **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.	
4	In the **Verify Password** field, re-enter the new password.	
5	Click **Save**.	

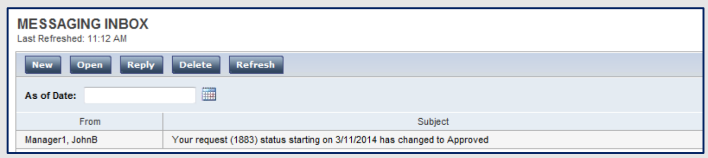
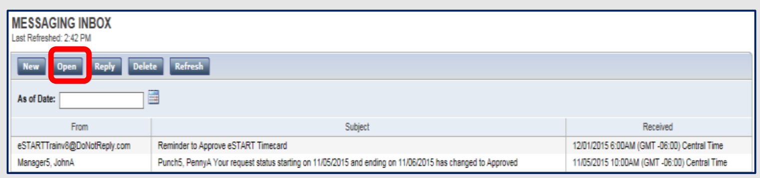
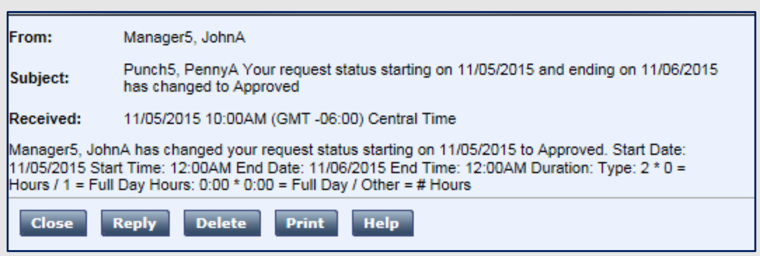
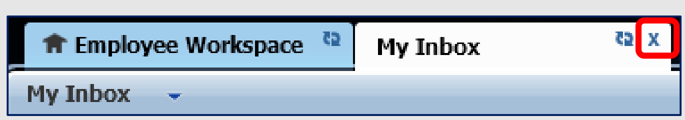
Using My Inbox

Purpose

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

Example

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

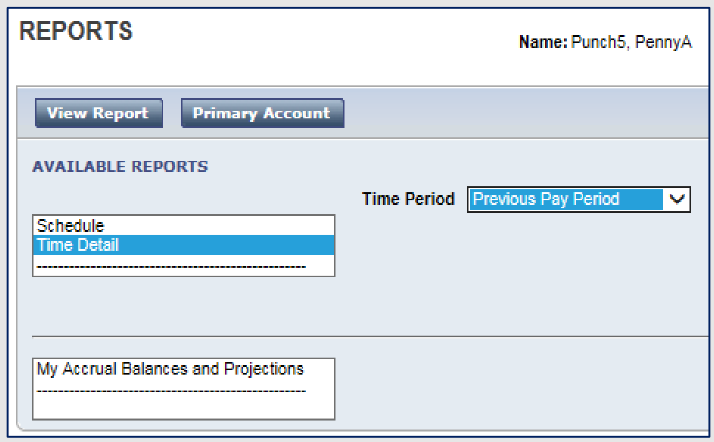
Steps		
1	Select **My Inbox** from the **Related Items** pane.	
2	Review your messages.	
3	To read a message, select the message and click **Open**.	
4	After you have reviewed the message, select one of the following: • Click **Reply** to respond to the message. • Click **Close** to close the message 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**.	
5	To close the **My Inbox** widget, hover your cursor over the **My Inbox** tab and then click the **X**.	

Using My Reports

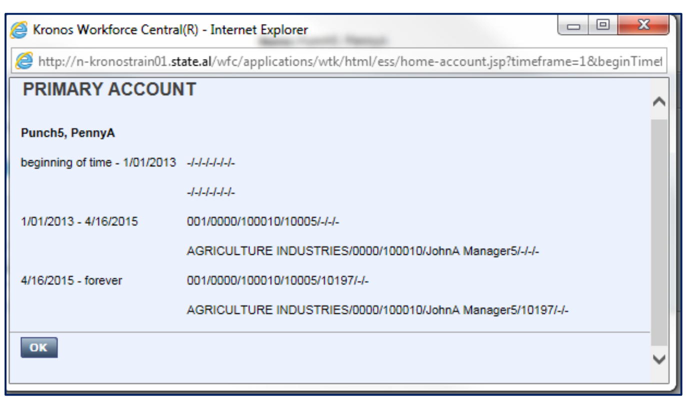
Purpose

There may be times when you would like to print information such as your leave accrual balances, schedule or timecard data. You have access to 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

Steps		
1	Select **My Reports** from the **Related Items** pane.	
2	Select **Time Detail** from the **Available Reports**. For this exercise, select **Time Detail.**	
3	Select **Previous Pay Period** from the **As of** drop-down list.	
4	Click **View Report**. The report will display. You may print the report using the browser's **File>Print** options.	
5	Close the **My Reports** tab.	

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



Using My Extended Leave Requests

Purpose

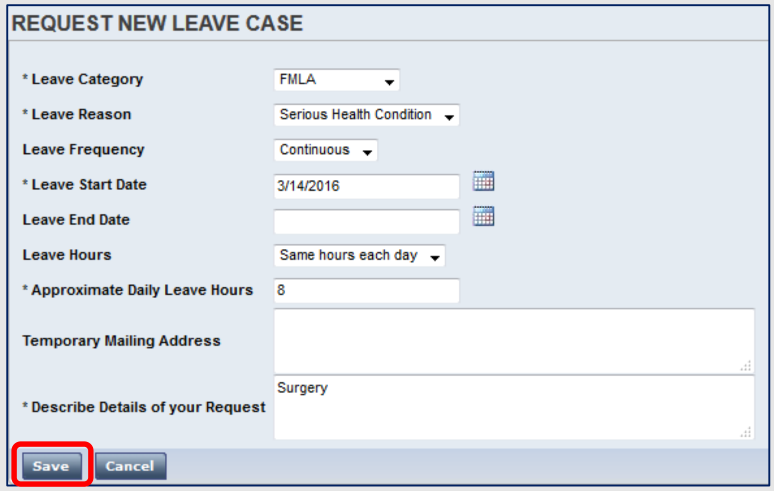
Employees can submit a request for extended leave for FMLA (Family and Medical Leave Act) or Military Leave using eSTART. Employees who are already on leave of absence can request additional time against an existing leave case using the same workspace. Requests for new leave cases and additional leave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

Exercise

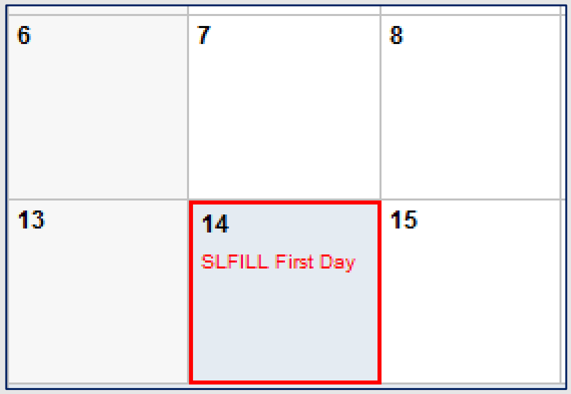
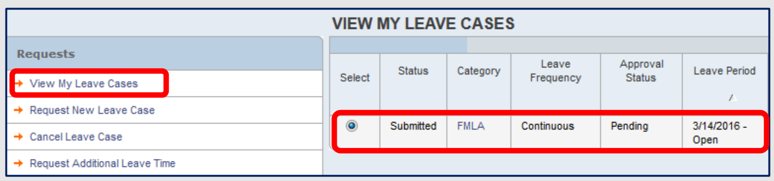
You have upcoming surgery and need to request FMLA leave from work. Submit a continuous leave request for FMLA time.

Steps		
1	Select **My Extended Leave Requests** from the **Related Items** pane.	
2	In the **My Leave Requests** calendar, click **Request New Leave Case** from the **Requests** list.	

Steps	
3	From the **Leave Category** drop-down list, select the type of leave: Choose **FMLA**.
4	From the **Leave Reason** drop-down list, select **Serious Health Condition.**
5	From the **Leave Frequency** drop-down list, select **Continuous.**
6	From the **Leave Start Date** drop-down calendar, select **1st Monday of the following month.**
7	From the **Leave End Date** drop-down calendar, select the date when you expect the leave to end. **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**.



Note: (*) Asterisk - Denotes a required field

Steps		
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.	
15	To review your leave requests, select **View My Leave Cases** from the **Requests** list.	

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**.

NOTES: