

Features of the Terminal

Terminal Display

Displays the current date, time and soft key labels.

Status Lights

The top light is green and flashes when the terminal successfully reads a badge.

The middle light is orange and flashes when the terminal does not successfully read a badge.

The bottom light is orange and indicates whether the terminal is receiving power.

Soft Keys

Press soft keys to perform transactions such as view timecard and cost center transfer.

Navigation Keys

Use these like cursor keys to move within fields and menus on the display.

Keypad

Use to enter data when performing transactions.

ENTER Key

Press the ENTER key to save data that you enter on the keypad.

Badge Reader (Target Area)

Hold the badge within 2 inches of the Target Area to read your badge.



View your Timecard

1. Press the **View Timecard** soft key

Note: View Timecard is available daily:

12:00AM - 6:30AM

10:00AM - 2:00PM

6:00PM - 10:00PM



2. Swipe your CHOP picture ID badge

3. To select a time period, press the soft key that corresponds to the period of time for which you want to view timecard information.

4. If information is available, the timecard appears.

- To scroll, use the up and down arrow keys.
- To Exit this screen, press the **ESC** key.

Note: A message tells you if there is no information to show.

Cost Center Transfer

To Change the cost center (department) you are reporting to:

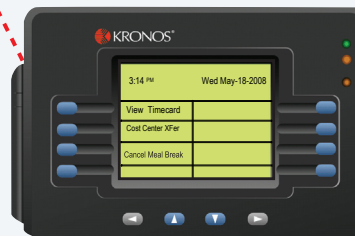
1. Press the **Cost Center Transfer** soft key

2. Enter **Company Accounting Unit** (no spaces)

Note: All Hospital Accounting Units are Company 100

3. Press **Enter** to get to the next line.

4. Swipe your CHOP picture ID badge. The screen will display "Accepted Labor Transfer".



Swiping your CHOP Picture ID Badge

All tasks using the Kronos Terminal require a badge swipe. To swipe your badge:

- Hold your CHOP picture ID badge within 2 inches of the target area to read your badge
- If the swipe is successful, the terminal beeps once



Cancel Meal Break

If you were unable to take all or a portion of your meal break, perform the following steps at the completion of your shift:

1. Select Soft Key Button for Cancel Meal Break
2. When prompted for Badge ID, swipe badge
3. A confirmation message will indicate the Cancel Meal Break was accepted



Common Tasks for Exempt(Salary) Employees

Accessing the System

Access STAR through CHOP's intranet site.



Logging In

- Enter your user name and password in the appropriate fields. You should use the same user ID and password that you use when you first sign on to your CHOP computer. If you forget your user name and/or password, please contact the Service Desk at 4-HELP (4-4357).

Note: When logging into the STAR Upgrade (Kronos) system your username must be in lowercase.



Accessing Your Timecard

When you enter the STAR System, you will **automatically** go to your timecard.

Timecard Overview

Banner

The banner at the top of the page contains tabbed menus with links to all STAR Timekeeper and Scheduler features. These tabs, and the options available within, vary based on your role.

The screenshot shows the 'MY TIMECARD' interface. At the top, there are tabs for 'GENERAL' and 'MY INFORMATION'. Below the tabs is a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The table contains data for dates from Sun 6/15 to Sat 6/28. Below the table is a 'TOTALS & SCHEDULE' section with a table showing Account, Pay Code, Amount, Date, Start Time, End Time, Pay Code, and Amount.

Log Off

Change Password

Help

The Help link gives you access to a context-sensitive online Help system to help you perform timekeeping and scheduling tasks.

Workspace

The workspace, located under the banner, contains the Action menu bar, Name, ID and Time Period fields, and the Show/Hide button.

Note: Data entered into your Timecard directly from your schedule will display in purple text. Edited data will display in black text.

Using Online Help

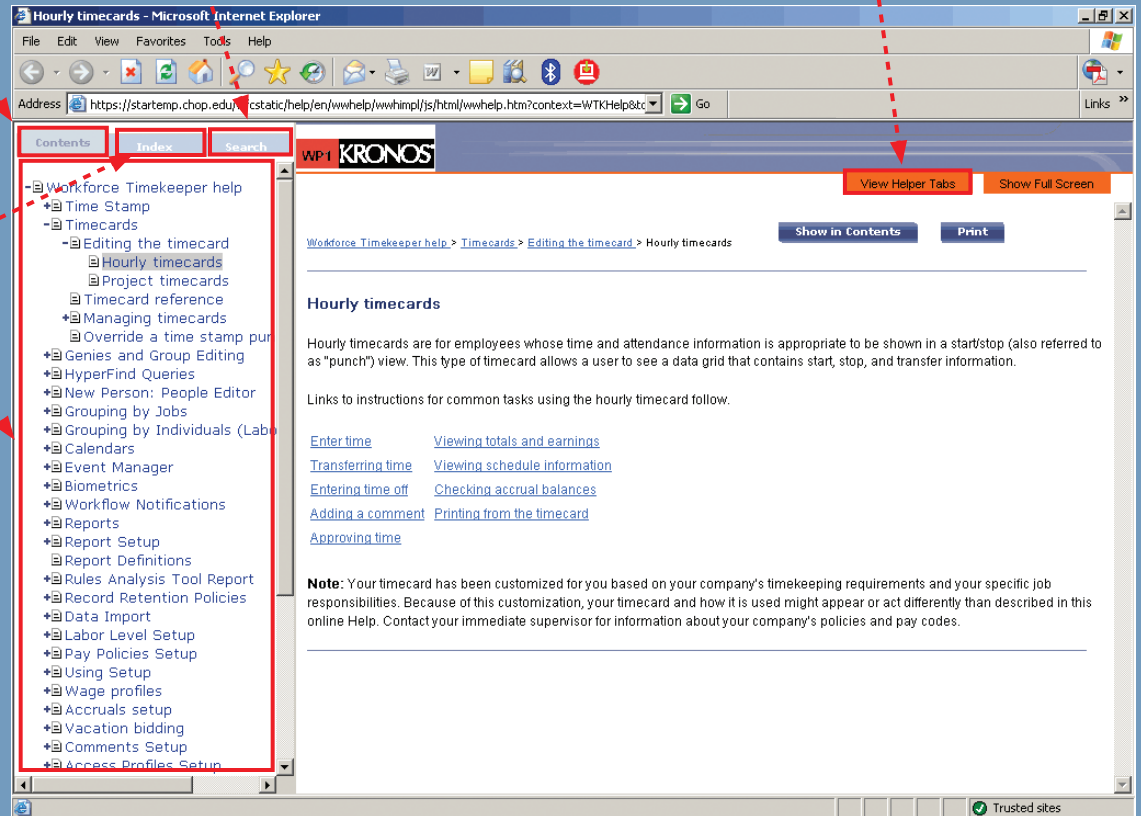
The **Search tab** lets you enter a specific word or phrase. Topics appear with percent rankings that identify their relevance.

The **View/Hide helper tab** displays or hides related topics and terms.

The **Contents tab** displays a collection of topics.

The **Index tab** shows an alphabetical directory of all Help topics.

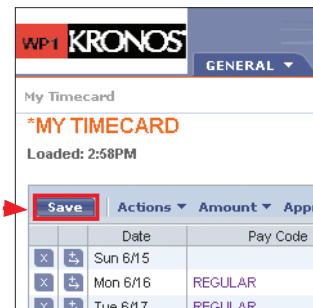
The **Topics list** shows available topics to select. If you are on the Search tab, the Rank number identifies the relevancy of the topic to the entered search data.



■ Saving Your Timecard

You must save your Timecard whenever you make edits. Any time you edit your timecard, the title "MY TIMECARD" will change from grey text to orange text. You will also notice an asterisk(*) has been added in front of the title.

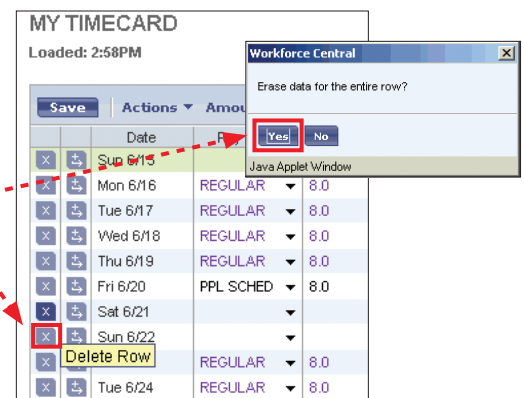
To apply and save your edits, you must click on the **Save** button. The title will change back to grey and the asterisk(*) will disappear when the card has been saved.



■ Deleting a Row

1. To clear the contents of a row, click on the **X (Delete Row)** at the beginning of the row.
2. When prompted, click **Yes** to erase the data for the entire row.

Note: The date will remain on your timecard, but the data will be erased.



Recording Pay Code Edits

1. Follow the Logging In procedure.
2. Follow the Accessing Your Timecard procedure.
3. Follow the Deleting a Row procedure.
4. Click on the arrow for the Pay Code drop-down menu.
5. Select the appropriate Pay Code.
6. Enter your total hours in the Amount column.
7. Click **Save** to save your Timecard.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
Sun 6/15							
Mon 6/16	REGULAR	8.0					
Tue 6/17	REGULAR	8.0					
Wed 6/18	REGULAR	8.0					
Thu 6/19	REGULAR	8.0					
Fri 6/20	PPL SCHED	8.0					
Sat 6/21	BEREAV PAY						
Sun 6/22	BONUS EXEMPT						
Mon 6/23	CONFERENCE						
Tue 6/24	EDL	8.0					
Wed 6/25	EXCUSE ABS	8.0					
Thu 6/26	HOLBK USE	8.0					
	HOL NOPAY	8.0					
	INTERVENT	8.0					

Recording Cost Center Transfers

1. Follow the Logging In procedure.
2. Follow the Accessing Your Timecard procedure.
3. Click on the arrow for the Transfer drop-down menu.
4. In the drop-down menu, click on **Search**.
The “Select Transfer” menu will appear.
5. Select **Company – Accounting Unit**.
6. Perform the search:
 - If you know the exact name or description, enter it in the Name or Description field and click **Search**.
 - If you do not know the exact name or description, search using a wildcard: enter **1001*** for any Hospital accounting unit and click **Search**. Select the your accounting unit from Available Entries List.
 - Click **OK** to accept your selection.
7. Click **Save** to save your Timecard.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 6/29											
Mon 6/30	REGULAR	8.0							8.0	8.0	
Tue 7/01	REGULAR	8.0							8.0	16.0	
Wed 7/02	REGULAR	8.0							8.0	24.0	
Thu 7/03	REGULAR	8.0							8.0	32.0	
Fri 7/04	July 4th 2008	8.0							8.0	40.0	
Sat 7/05										40.0	
Sun 7/06										40.0	
Mon 7/07	REGULAR	8.0							8.0	48.0	
Tue 7/08	REGULAR	8.0							8.0	56.0	
Wed 7/09	REGULAR	8.0							8.0	64.0	
Thu 7/10	REGULAR	8.0							8.0	72.0	
Fri 7/11	REGULAR	8.0							8.0	80.0	

Recording On-Call Hours

1. Follow the Logging In procedure.
2. Follow the Accessing Your Timecard procedure.
3. Go to date where on call occurred and insert a row by clicking on the + sign to the left of the date.
4. In the Pay Code Column, click on the arrow for the Pay Code drop-down menu.
5. Select **On Call**.
6. Enter the total hours in the Amount column.
7. Click **Save** to save your Timecard.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 6/15											
Mon 6/16	REGULAR	8.0							8.0	8.0	
Tue 6/17	REGULAR	8.0							8.0	16.0	
Wed 6/18	REGULAR	8.0							8.0	24.0	
Thu 6/19	REGULAR	8.0							8.0	32.0	
Fri 6/20	REGULAR	8.0							8.0	40.0	
Sat 6/21	ON CALL	8.0								48.0	
Sun 6/22										48.0	
Mon 6/23	REGULAR	8.0							8.0	49.0	
Tue 6/24	REGULAR	8.0							8.0	56.0	
Wed 6/25	REGULAR	8.0							8.0	64.0	
Thu 6/26	REGULAR	8.0							8.0	72.0	

Reviewing Accrued Time

1. Follow the Logging In procedure.
2. Follow the Accessing Your Timecard procedure.
3. At the bottom of the screen, click on the **Accruals** tab.

MY TIMECARD
Loaded: 2:58PM

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 6/15											
Mon 6/16	REGULAR	8.0								8.0	8.0
Tue 6/17	REGULAR	8.0								16.0	16.0
Wed 6/18	REGULAR	8.0								24.0	24.0
Thu 6/19	REGULAR	8.0								32.0	32.0
Fri 6/20	PPL SCHED	8.0								40.0	40.0
Sat 6/21										40.0	40.0
Sun 6/22										40.0	40.0
Mon 6/23	REGULAR	8.0								48.0	48.0
Tue 6/24	REGULAR	8.0								56.0	56.0
Wed 6/25	REGULAR	8.0								64.0	64.0
Thu 6/26	REGULAR	8.0								72.0	72.0
Fri 6/27	REGULAR	8.0								80.0	80.0

TOTALS & SCHEDULE ACCRUALS AUDITS

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
EXTENDED DISABLI	3.1	Hour	6/26/2008	0.0	0.0	3.1	3.1
HOLIDAY	0.0	Hour	6/26/2008	0.0	0.0	0.0	0.0
PAD PERSONAL LE	15.4	Hour	6/26/2008	0.0	0.0	15.4	15.4

Reviewing Audits

Use the Audits tab to review edits made to your timecard.

1. Follow the Logging In procedure.
2. Follow the Accessing Your Timecard procedure.
3. At the bottom of the screen, click on the **Audits** tab.

MY TIMECARD
Loaded: 2:58PM

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
6/16/2008	8:00AM	Add Pay Code	REGULAR	REGULAR	8.0				6/27/2008	9:48AM (OM)	eckard.start	Scheduling
6/26/2008	8:00AM	Add Pay Code	REGULAR	REGULAR	8.0				6/27/2008	9:48AM (OM)	eckard.start	Scheduling
6/19/2008	8:00AM	Add Pay Code	REGULAR	REGULAR	8.0				6/27/2008	9:48AM (OM)	eckard.start	Scheduling
6/25/2008	8:00AM	Add Pay Code	REGULAR	REGULAR	8.0				6/27/2008	9:48AM (OM)	eckard.start	Scheduling

Approving Your Timecard

1. Follow the Logging In procedure.
2. Follow the Accessing Your Timecard procedure.
3. In the Workspace, click the **Approvals** Tab.
4. Select **Approve**.

Note: Once approved, you can no longer edit your Timecard. You will now have a Sign Offs and Approvals tab at the bottom of the screen.

MY TIMECARD
Loaded: 2:58PM

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 6/15											
Mon 6/16	REGULAR	8.0								8.0	8.0
Tue 6/17	REGULAR	8.0								16.0	16.0
Wed 6/18	REGULAR	8.0								24.0	24.0
Thu 6/19	REGULAR	8.0								32.0	32.0
Fri 6/20	PPL SCHED	8.0								40.0	40.0
Sat 6/21										40.0	40.0
Sun 6/22										40.0	40.0
Mon 6/23	REGULAR	8.0								48.0	48.0
Tue 6/24	REGULAR	8.0								56.0	56.0
Wed 6/25	REGULAR	8.0								64.0	64.0
Thu 6/26	REGULAR	8.0								72.0	72.0
Fri 6/27	REGULAR	8.0								80.0	80.0

TOTALS & SCHEDULE ACCRUALS AUDITS

Accrual Code	Balance on Selected Date	Units	Balance Projected Through	Projected Debits	Projected Credits	Projected Balance	Balance without Projected Credits
EXTENDED DISABLI	3.1	Hour	6/26/2008	0.0	0.0	3.1	3.1
HOLIDAY	0.0	Hour	6/26/2008	0.0	0.0	0.0	0.0
PAD PERSONAL LE	15.4	Hour	6/26/2008	0.0	0.0	15.4	15.4

MY TIMECARD
Approved: 3:11PM

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approved by Employee	6/27/2008	3:11PM		926305	6/15/2008	6/28/2008	