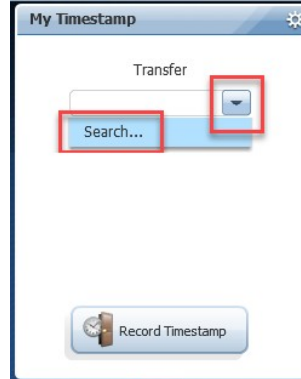


Dual Status Time Reporting

Please note that you can only transfer your time before the start of your shift. After your shift, you must send an email from Groupwise to your manager/scheduler to let them know of the transfer.

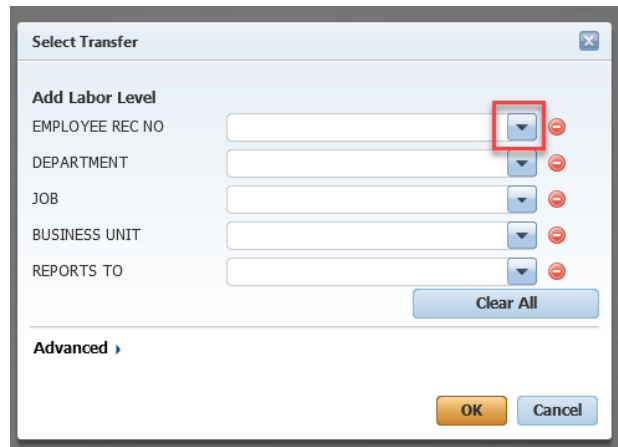
Go to Star Net > Time Management - Enter your Username and Password

- 1 In My Timestamp, click the Transfer dropdown arrow and select **Search**.



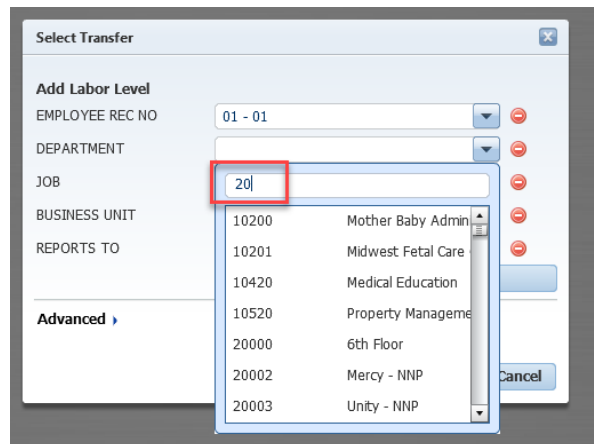
- 2 Click the **Employee Rec No** dropdown arrow. Select the record number for your secondary position, for most staff this will be **01,01**.

If you have more than two positions or originally started with Children's as a contractor, please contact HRIS to determine correct employment record.



- 3 Click the **Department** dropdown arrow. Search and select the department number for your secondary job.

To avoid scrolling through the entire Available Entries list, you can enter the first few digits of the department number in the **add filter here** text box. For example, type 20 for Minneapolis Departments.



- Click the **Job** dropdown arrow. Search and select the job code for your secondary job - the job will appear in the available entries list.

To avoid scrolling through the entire Available Entries list, you can enter the first couple digits of the job code in the **add filter here** text box.

- Once the **Employee Rec No**, **Department**, and **Job** are all populated, click **OK**.

- The Time Stamp window displays the selected **Employee Rec No**, **Department**, and **Job Code** combination in the **Transfer** box.

Click **Record Time Stamp** to record your time.

- The next time you Time Stamp, your new **Employee Rec No**, **Department**, and **Job Code** combination will be available (your most recent five transfers are stored here) to select from the Transfers dropdown list. If you are working in another area, you will need to repeat the previous steps in order to add a new transfer combination to the dropdown list.