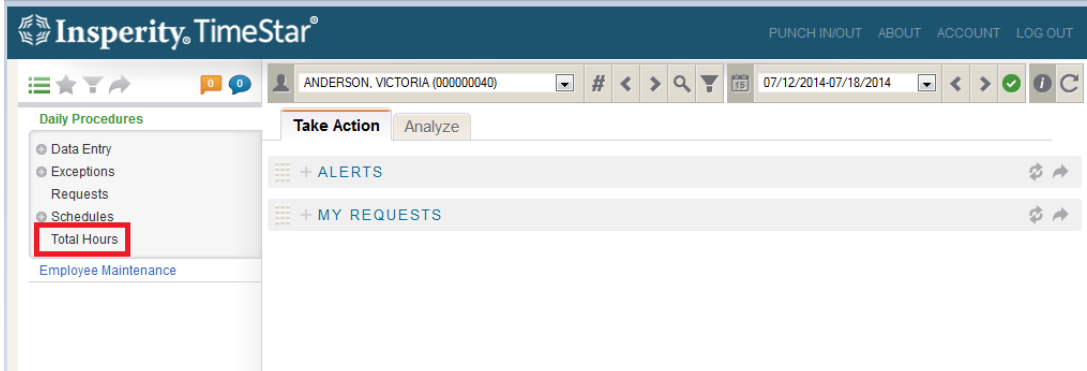


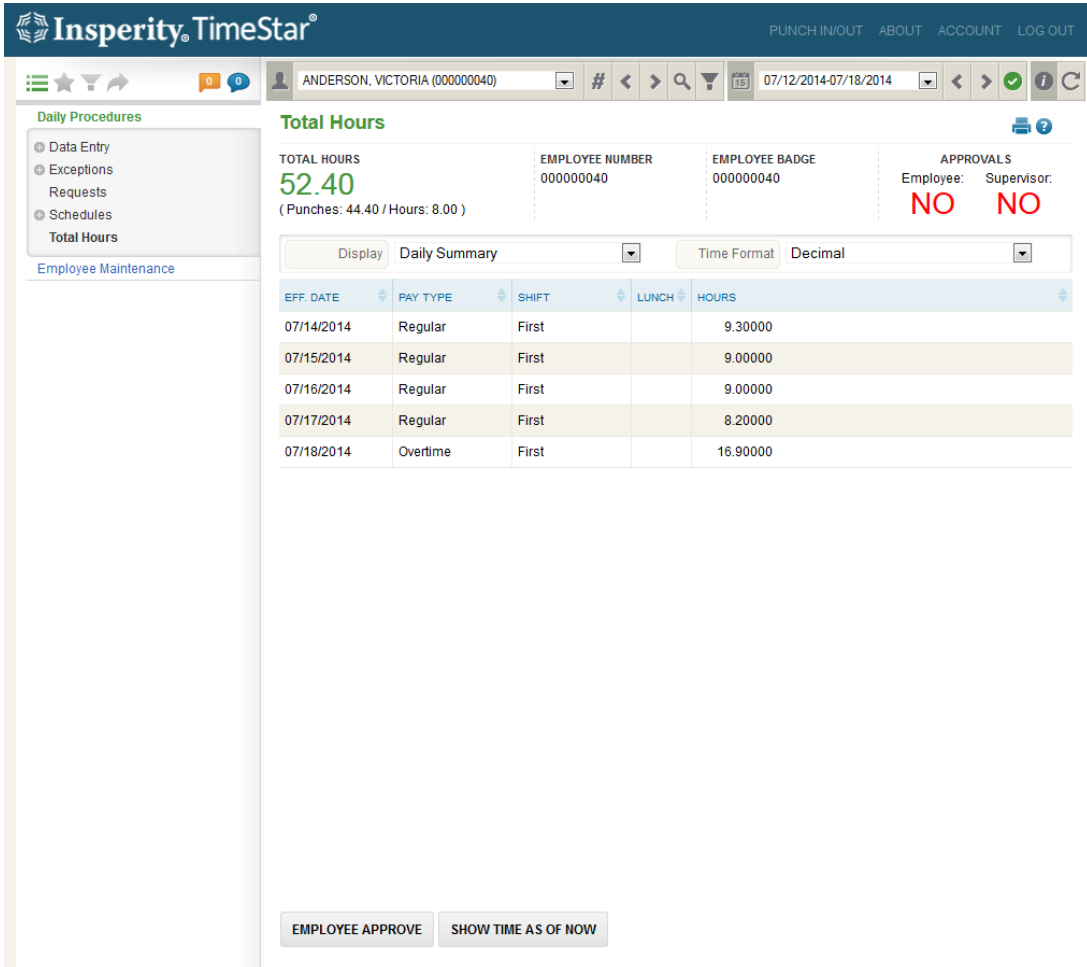
Approving Time

1. Log into TimeStar
2. Once you are logged in, go to Daily Procedures > Total Hours



The screenshot shows the Insperty TimeStar web application. The user is logged in as ANDERSON, VICTORIA (000000040). The date range is 07/12/2014-07/18/2014. In the left sidebar under 'Daily Procedures', the 'Total Hours' option is highlighted with a red box. The main content area shows 'Take Action' and 'Analyze' tabs, with '+ ALERTS' and '+ MY REQUESTS' buttons.

3. Here you can review your time for the pay period and approve when ready



The screenshot shows the 'Total Hours' summary page. The total hours are 52.40 (Punches: 44.40 / Hours: 8.00). The employee number is 000000040 and the employee badge is 000000040. The approval status for both Employee and Supervisor is 'NO'. The table below shows the time entries for the period from 07/14/2014 to 07/18/2014.

EFF. DATE	PAY TYPE	SHIFT	LUNCH	HOURS
07/14/2014	Regular	First		9.30000
07/15/2014	Regular	First		9.00000
07/16/2014	Regular	First		9.00000
07/17/2014	Regular	First		8.20000
07/18/2014	Overtime	First		16.90000

At the bottom of the page, there are two buttons: 'EMPLOYEE APPROVE' and 'SHOW TIME AS OF NOW'.

Inspirity TimeStar®

- To Approve your time for the pay period, click on the “Employee Approval” button on the bottom of the screen

Inspirity TimeStar® PUNCH IN/OUT ABOUT ACCOUNT LOG OUT

ANDERSON, VICTORIA (000000040) # < > 07/12/2014-07/18/2014 < > ✓ ⓘ ↻

Daily Procedures

- Data Entry
- Exceptions
- Requests
- Schedules
- Total Hours**

Employee Maintenance

Total Hours

TOTAL HOURS: **52.40**
(Punches: 44.40 / Hours: 8.00)

EMPLOYEE NUMBER: 000000040
EMPLOYEE BADGE: 000000040

APPROVALS
Employee: **NO** Supervisor: **NO**

Display: Daily Summary Time Format: Decimal

EFF. DATE	PAY TYPE	SHIFT	LUNCH	HOURS
07/14/2014	Regular	First		9.30000
07/15/2014	Regular	First		9.00000
07/16/2014	Regular	First		9.00000
07/17/2014	Regular	First		8.20000
07/18/2014	Overtime	First		16.90000

EMPLOYEE APPROVE SHOW TIME AS OF NOW