

**NEW FWS HOURS WORKED REPORTING PROCEDURES
EFFECTIVE JUNE 29, 2003**

STEP 1:

Log in

1. Go to **star.musc.edu** on your web browser.
2. Click the **Click here to login** link.
3. Type your network username in the **username** box.
4. Type in the word **password** in the **password** box. You will be prompted to create your own password.
5. Click on the **Log On** button.
6. Click the **Start/Stop** button.

STEP 2:

Entering Work Times

1. Enter Start Time in **Start** box in one of the accepted formats (0730a, 730p, 1930) If you do not type an **a** or a **p**, AM will be assumed.
2. Enter Stop Time in **Stop** box.
3. Click the **Save** button to format and save times.
4. Click the **Save and Close** button after entering all times for the pay period.

STEP 3:

Approve and Saving Time Sheet

1. When the timesheet for pay period is complete, click the **Approve** button to finalize your entries.
2. Click the **Save and Close** button after entering all times for the pay period.
3. Close the browser.

Time Sheet must be approved and saved by 12:00 midnight on the last day of the pay period. See attached schedule.

STEP 4:

Print an Hours Detail Report

1. Go to **star.musc.edu** on your web browser.
2. Click the **Click here to login** link.
3. Type your network username in the **username** box.
4. Type your password in the **password** box.
5. Click the **Log On** button.
6. Click the **Reports** button at the top of the window.
7. Click the button to choose the **Hours Detail** report.
8. Use the drop-down menu to choose a Date **Range**.
9. If you chose Range of Dates in Step 7, enter a **Start Date** and an **End Date** for the report in m/d/yy or mm/dd/yyyy format. Otherwise, leave these fields blank.
10. Click the **Run** button to generate the report.
11. Click the **Print** button to invoke the Print Setup dialog box.
12. Change the paper orientation from Portrait to **Landscape**. (Depending on your printer, you may need to click the Properties button to find this setting.)
13. Click **OK** within the print dialog box to send the report to the printer.
14. Click the **OK** button on the report preview to close the report.
15. Close both browser windows.

STEP 5:

Submit Hours Detail Report/ Time Summary to Office of Financial Aid Services or time sheet drop boxes by Monday after biweekly pay period end at 10:00 am.

If you have any questions regarding these procedures or need assistance, please call the Office of Financial Aid Services at 792-2536.