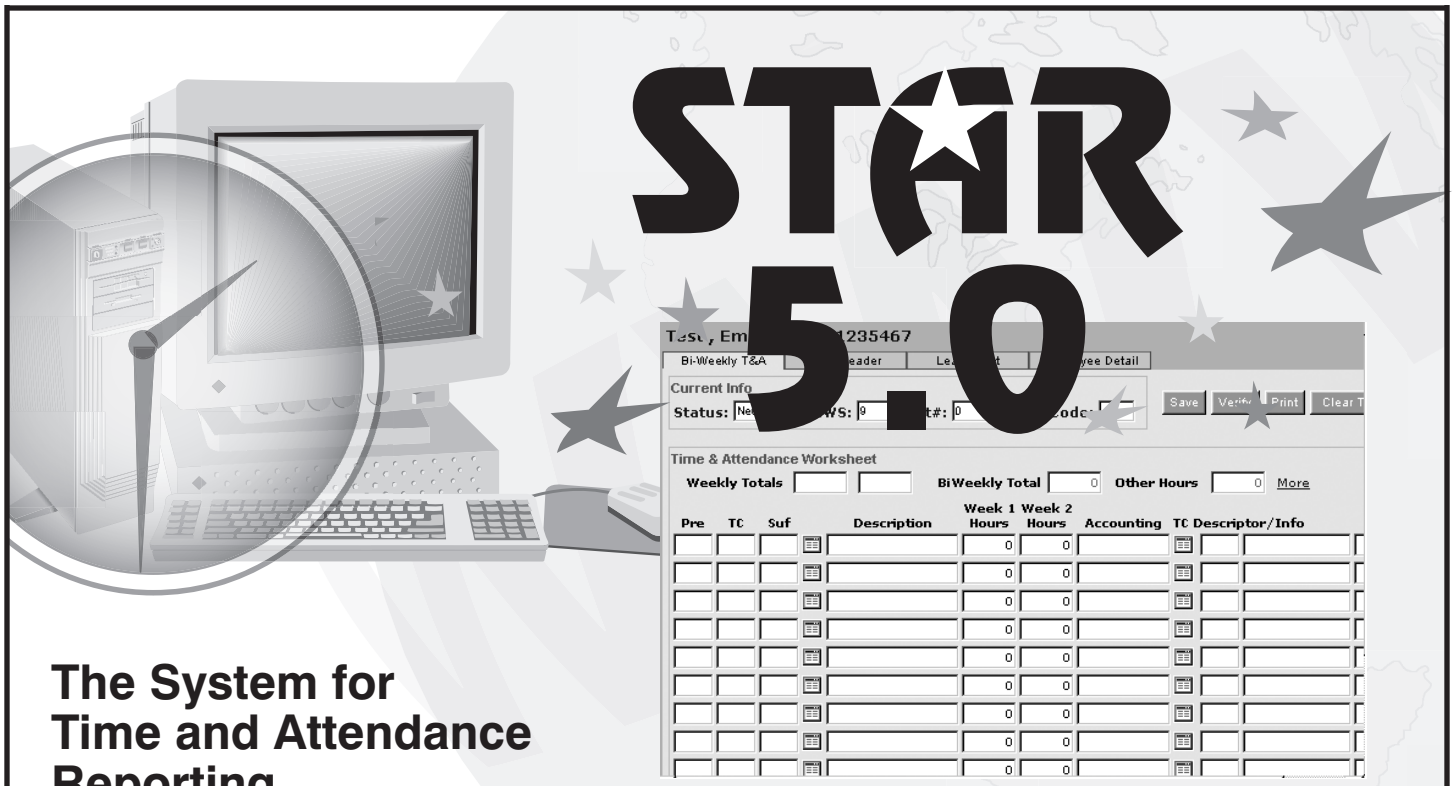

The System for Time and Attendance Reporting

(STAR 5.0 Web-Based Version)

The System for Time and Attendance Reporting (STAR 5.0 Web-Based Version) is designed, developed, and maintained by the National Finance Center (NFC). It provides capability for (1) online entry of time and attendance (T&A) and leave data and (2) online release of data to NFC for processing.

STAR 5.0 is accessed from a Web browser, providing easy-to-use Web navigation.

Main Features of STAR 5.0

- Enter T&A data at any time during the pay period.
- Record employee leave data.
- Transmit T&As to NFC via an online process.
- Print T&As for approval or certification by the timekeeper, employee, and supervisor.
- Import an employee's most current T&A and leave balances from NFC's database.
- Retrieve online help for each STAR 5.0 field and window.
- Access STAR 5.0 from any computer with Internet capabilities and a valid NFC user ID.
- Prepare corrected T&As for current and 25 prior pay periods.
- Maintain T&As for current and 25 prior pay periods.
- Retrieve transmission and leave error reports through STAR 5.0.

New Features

- Allows for employee daily entry via the Employee Personal Page (EPP) Time Manager (Optional - must be activated by contact point).
- Offers timekeeper entry for Daily (Optional - must be activated by contact point) and Bi-weekly T&A processing.
- Allows the ability to establish default schedules to use as a starting point each pay period.
- Provides for project accounting via the agency accounting table.
- Allows for agency maintenance of accounting and transaction code tables.
- Contains a database defined to the Focus Reporting System (FOCUS).

STAR 5.0 Advantages

- Database resides at NFC, allowing backup and archive functions to be performed by NFC.
- Version updates and built-in Help documentation are maintained by NFC and available to the timekeeper immediately.

STAR Web Minimum Hardware and Software Requirements

- A personal computer (PC) with Internet capabilities.
- Access to the Internet with a Microsoft Internet Explorer browser of 6.0 or higher or Netscape with a browser of 6.2.3 or higher.
- Printer capable of printing Web pages.
- An NFC user ID with access to STAR 5.0.
- Access to EPP (for agencies using employee entry).

Request for Access

To request access to STAR 5.0, contact your agency NFC Security Officer. The agency Security Officer should e-mail or fax an access request to NFC's Information Systems Security Office.

Procedures

Comprehensive online help is available on each window by clicking [Help]. Additionally, field-level help is available by clicking the field name. The help text is also available in procedure format on NFC's home page (www.nfc.usda.gov). To view and/or print the STAR 5.0 procedure, go to NFC's home page and click the Pubs & Forms icon. At the Pubs & Forms left-hand menu, click List By Title/Chapter and search for Title 1, Chapter 7, Section 5, System for Time and Attendance Reporting, STAR 5.0 Web-Based Version, on the list provided.

Questions about STAR 5.0

To find out more about security, equipment, hardware, and software requirements, contact NFC's Client Management Staff at:

Client Management Branch
National Finance Center, USDA
ATTN: CS-0806
P.O. Box 60000
New Orleans, LA 70160-0001
email: customer.support@usda.gov

National Finance Center
U. S. Department of Agriculture
NEW ORLEANS, LA

National Finance Center
Office of the Chief Financial Officer
United States Department of Agriculture