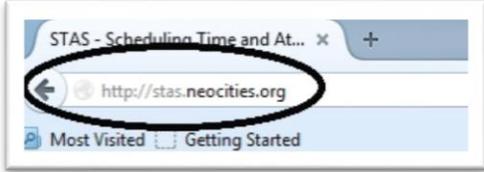
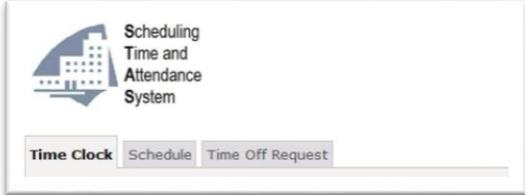
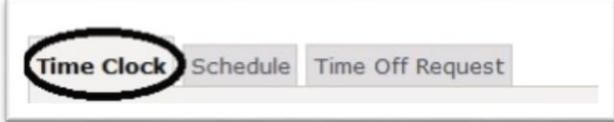


Scheduling, Time and Attendance System (STAS) – Employee Step-by-Step Guide

I. Login to STAS

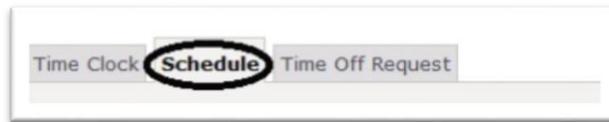
<p>Step 1 – Navigate to STAS by <i>opening</i> any internet browser, in the address bar type: <i>http://stas.neocities.org</i></p>	
<p>Step 2 – Type your <i>SAP Employee ID</i> in the Employee ID field.</p>	
<p>Step 3 – Type your <i>network password</i> in the Password field and <i>click Submit</i>.</p>	
<p>Step 4 – Time Clock screen will be <i>displayed</i> upon login.</p>	

II. Using the Time Clock to capture work hours

<p>Step 1 – Click on the Time Clock tab.</p>	
<p>Step 2 – Click on the transaction you wish to perform.</p> <p>Start Shift – Clock in to start your work day. Start Meal – Clock out to take your meal. End Meal – Clock back in after your meal. End Shift – Clock out at the end of your work day.</p>	
<p>Step 3 – After you have successfully clocked you will <i>receive an alert</i> indicating the timestamp associated with your clock.</p>	

III. Viewing your Schedule

Step 1 – Click on the **Schedule** tab.



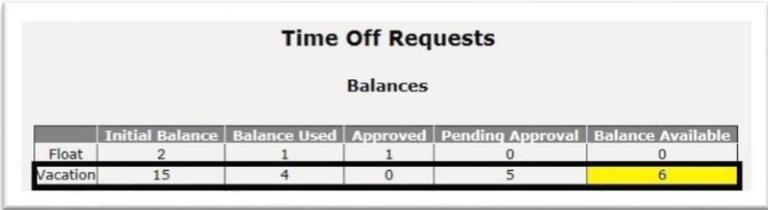
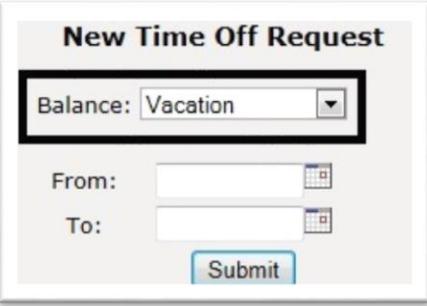
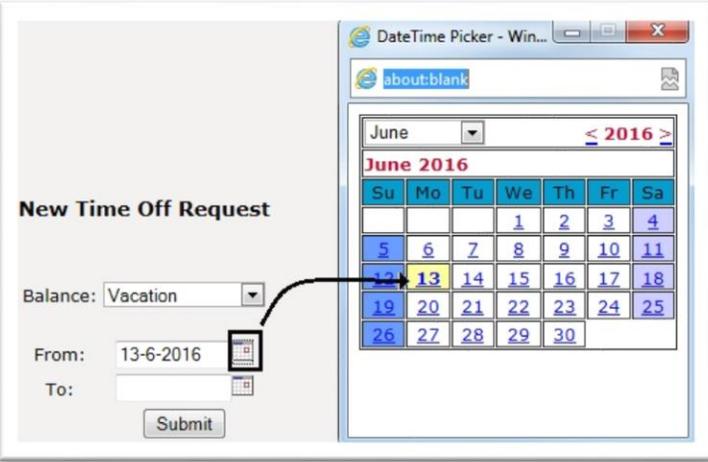
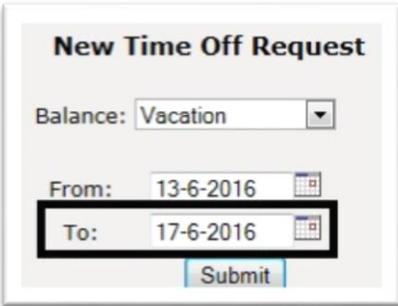
Step 2 – Month(s) for which your schedule has been *published* will be displayed.

Published Schedule						
March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1.	1 9:00-17:00(7:00) albion pool w.@6:45,m.@1:00	2 10:00-18:00(7:00) albion pool w.@7:00,m.@1:00	3 11:00-19:00(7:00) west deane pool w.@7:15,m.@1:00	4 10:00-18:00(7:00) west deane pool w.@7:00,m.@1:00	5 off
6 off	3.	7 f.@7:00	8 v.@7:00	9 v.@7:00	10 v.@7:00	11 off
					4.	12 off
13 off	14 9:00-17:00(7:00) etcc w.@7:00,m.@1:00	15 9:00-17:00(7:00) etcc w.@7:00,m.@1:00	16 9:00-17:00(7:00) etcc s.@7:00	17 9:00-17:00(7:00) etcc w.@7:00,m.@1:00	18 9:00-17:00(7:00) etcc w.@7:00,m.@1:00	19 v.@7:00
20 off	21 9:00-17:00(7:00) albion pool i.@7:00	22 9:00-17:00(7:00) etcc	23 off	2.	24 9:00-17:00(7:00) etcc	25 off h.@7:00
						26 9:00-17:00(7:00) etcc
27 off	28 off h.@7:00	29 11:00-19:00(7:00) west deane pool	30 8:00-16:00(7:00) albion pool	31 10:00-18:00(7:00) west deane pool		

There are four (4) types of entries you will find on the published schedule:

- Scheduled days in the past** – These are worked days in the past, which are displayed on the schedule on three separate lines:
 - Line 1* – Scheduled hours with the scheduled work hours in brackets.
 - Line 2* – Location(s) scheduled to work at.
 - Line 3* – Actual hours worked indicated by the 'w.' code along with any other time code.
- Scheduled days in the present and/or the future** – These are days on which you are scheduled to work in the present and/or in the future:
 - Line 1* – Scheduled hours with the scheduled work hours in brackets.
 - Line 2* – Location(s) scheduled to work at.
- Approved days off** – These are past, present and future days off which have been approved:
 - Line 1* – Approved time off code is indicated along with the number of hours paid at that code.
To see a full list of all the codes scroll down to the bottom right of the published schedule.
- Scheduled days off** – These are past, present and future days off:
 - Line 1* – Indicated with the single word 'off'.

IV. Requesting Time Off

<p>Step 1 – Click on the Time Off Request tab.</p>																			
<p>Step 2 – Under the Balances section, view your Balance Available to determine how much time off you can request.</p>	 <table border="1" data-bbox="708 485 1417 548"> <thead> <tr> <th></th> <th>Initial Balance</th> <th>Balance Used</th> <th>Approved</th> <th>Pending Approval</th> <th>Balance Available</th> </tr> </thead> <tbody> <tr> <td>Float</td> <td>2</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> <tr> <td>Vacation</td> <td>15</td> <td>4</td> <td>0</td> <td>5</td> <td>6</td> </tr> </tbody> </table>		Initial Balance	Balance Used	Approved	Pending Approval	Balance Available	Float	2	1	1	0	0	Vacation	15	4	0	5	6
	Initial Balance	Balance Used	Approved	Pending Approval	Balance Available														
Float	2	1	1	0	0														
Vacation	15	4	0	5	6														
<p>Step 3 – Scroll down to the New Time Off Request section, and from the Balance Field select the balance you want to use.</p>																			
<p>Step 4 – In the From field, enter the beginning date of your time off request. You can enter the date in one of two ways:</p> <ol style="list-style-type: none"> Click on the calendar icon next to the From field and click the date. Type the date in the From field in the following format: 'DD-MM-YYYY' 																			
<p>Step 5 – In the To field, enter the ending date of your time off request. You can enter the date in any of the two ways listed in Step 4.</p> <p><i>If your time off request is for a single day, enter that date in both the From: and To: fields</i></p>																			
<p>Step 6 – Click on Submit, and you will be presented with a confirmation alert.</p>	