

MEDICAL UNIVERSITY OF SOUTH CAROLINA

Department of Human Resources Management

Phone (843) 792-9677

Fax (843) 792-9533

-Please print or type

System for Time and Attendance Recording (STAR)

NOTE: This form must accompany PEAR Form for all new bi-weekly employees and when Human Resource actions affect STAR status.

For all new, bi-weekly employees, please complete items 1 through 9.

For Bi-weekly employees already on STAR System and for card reissues, please complete items 1 through 9, and any other items that have changed.

1. Check One:

New/Add Employee

Change

2. Effective Date:

3. Requesting Department:

(Name)

(Unit Number)

4. Employee Name:

(Last)

(First)

(M.I.)

5. Employee Number:

6. Class Profile:

7. Web Profile:

User ID/email ID:

8. Home Clock: ([help](#))

9. Department Approval: _____

(Signature)

(Date)

(Title)

Class Profiles for System for Time and Attendance Recording

(Use for class profile - #6 on STAR form)

Profile	Description	Rules
<u>University's Class Profiles</u>		
01	L30 NO DIF	Lunch deduction of 30 minutes; not eligible for shift differential
02	L60 NO DIF	Allows for an hour lunch with only 30 minutes deducted from pay; not eligible for shift differential
05	L30 DIF AD	Lunch deduction of 30 minutes; Majority hours shift differential
23	NODED NODIF	No lunch deduction; not eligible for shift differential
24	L60 NO DIF2	Lunch deduction of 60 minutes; not eligible for shift differential
27	NODED DIF AD	No lunch deduction; majority hours shift differential
28	L60 DIF AD	60 minutes lunch with deduction of only 30 minutes; majority hours shift differential
31	L60 DIF AD2	60 minute lunch deduction; majority hours shift differential
32	CT L30 NO DIF	Comp time instead of overtime; lunch deduction of 30 minutes; not eligible for shift differential
33	CT L60 NO DIF	Comp time instead of overtime; allows for an hour lunch with 30 minutes deducted; not eligible for shift differential
34	CT NODED NODIF	Comp time instead of overtime; no lunch deduction; not eligible for shift differential
35	CT L60 NO DIF2	Comp time instead of overtime; lunch deduction of 60 minutes; not eligible for shift differential
36	CT L60 DIF AD	Comp time instead of overtime; 60 minute lunch with deduction of 30 minutes; majority hours shift differential
37	L45 NO DIF	Lunch deduction of 45 minutes; not eligible for shift differential
<u>MUHA's Class Profiles</u>		
03	L30 DIF MC	Lunch deduction of 30 minutes; 4-hour qualifier for shift differential; holiday differential (MUHA)
04	L60 DIF MC	Lunch deduction of 60 minutes; 4-hour qualifier for shift differential; holiday differential (MUHA)
15	L30 DIF EARLY	Lunch deduction of 30 minutes; 4-hour qualifier for shift differential; for employees who begin work before 5 AM; holiday differential (MUHA)
19	NODED DIF MC	No lunch deduction; 4-hour qualifier for shift differential; holiday differential (MUHA)
20	MC HOP RN	HOP Pool RNs; Lunch deduction of 30 minutes 4-hour qualifier for shift differential; holiday differential (MUHA)
21	MC HOP LPN	HOP Pool LPNs; Lunch deduction of 30 minutes 4-hour qualifier for shift differential; holiday differential (MUHA)
22	MC HOP PCA	HOP Pool PCAs; Lunch deduction of 30 minutes 4-hour qualifier for shift differential; holiday differential (MUHA)
25	L30 WOW	For Work-Only Weekend Employees Only; 30 minute lunch deduction; holiday differential (MUHA)
26	L60 DIF MC2	Allows for an hour lunch with 30 minutes deducted; 4-hour qualifier for shift differential; holiday differential (MUHA)
29	CB L30 DIF MC	Eligible for call-back premium; lunch deduction of 30 minutes; 4-hour qualifier for shift differential; holiday differential (MUHA)
30	CB L30 WOW	Eligible for call-back premium; For Work-Only Weekend Employees Only; 30 minute lunch deduction; holiday differential (MUHA)
38	AU L30 NO DIF	Lunch deduction of 30 minutes; not eligible for shift differential; holiday differential (MUHA)
39	AU L60 NO DIF	Allows for an hour lunch with 30 minutes deducted; not eligible for shift differential; holiday differential (MUHA)
40	AU L60 NO DIF2	Lunch deduction of 60 minutes; not eligible for shift differential; holiday differential (MUHA)
41	AU NODED NO DIF	No lunch deduction; not eligible for shift differential; holiday differential (MUHA)
42	AU NODED NO DIF24 HR	No lunch deduction; not eligible for shift differential; normal shift is 24 hours; holiday differential (MUHA)
43	L30 DIF MC 24 HR	30 minute lunch deduction; 4-hour qualifier for shift differential; holiday differential (MUHA)
44	WO L30 DIF MC	Weekend Option employees; 30 minute lunch deduction; 4-hour qualifier for shift differential holiday differential (MUHA)
45	AU L30 SLEEP	Sleep lab employees; 30 minute lunch deduction; special sleep lab shift differential; holiday differential (MUHA)
46	AU NODED SLEEP	Sleep lab employees; no lunch deduction; special sleep lab shift differential; holiday differential (MUHA)
E1	AU EXEMPT	Exempt Employees; used only for paying leave time (MUHA)

Web Profiles for System for Time and Attendance Recording

(Use for web profile - #7 on STAR form)

Web Profile	Description	Rules
<u>University's Web Profiles</u>		
1	NO WEB PROFILE	Employee does not use web to record time in STAR
W01	EE Timesheet University	Record in and out times, cancel meal breaks, add leave hours at any time during the pay period
W02	EE Stamp University	Similar to clock; must stamp in and out via the web at time work starts and stops; can cancel meal deduction
W03	EE Stamp and Sheet University	Combined functionality of W01 and W02
W05	EE Stamp University NO CANCEL	Similar to clock; must stamp in and out via the web at time work starts and stops; cannot cancel meal deduction
W07	EE Timesheet University NC NL	Record in and out times at any time during the pay period; cannot cancel meal breaks or add leave hours
W08	EE Timesheet University NO CNCL	Record in and out times at any time during the pay period; cannot cancel meal breaks; can add leave hours
<u>MUHA's Web Profiles</u>		
1	NO WEB PROFILE	Employee does not use web to record time in STAR
W91	EE Timesheet Authority	Record in and out times, cancel meal breaks, add leave hours at any time during the pay period (MUHA)
W92	EE Stamp Authority	Similar to clock; must stamp in and out via the web at time work starts and stops; can cancel meal deduction (MUHA)
W93	EE Stamp and Sheet Authority	Combined functionality of W91 and W92
W95	EE Stamp Authority NO CANCEL	Similar to clock; must stamp in and out via the web at time work starts and stops; cannot cancel meal deduction (MUHA)
W96	EE Stamp and Sheet Auth NC	Combined functionality of W91 and W92, except that employee cannot cancel meal deduction

Clocks for System for Time and Attendance Recording
(Use for home terminal clock - #8 on STAR form)

Clock Number	Location	Clock Number	Location
1800101	FAMILY MEDICINE -1ST FLR-CLK1	5550501	RUTLEDGE TOWER-5TH FLR-CLK1
0000000	DEFAULT-(NO CLOCK ASSIGNED)	5560601	RUTLEDGE TOWER-6TH FLR-CLK1
1050201	E BLDG-43 SABIN ST-2ND FL-CLK1	5570701	RUTLEDGE TOWER-7TH FLR-CLK1
1120101	COLLEGE OF NURSING-1ST FL-CLK1	5590901	RUTLEDGE TOWER-9TH FLR-CLK1
5010101	BASIC SCIENCE BLDG-1ST FL-CLK1	5590901	RUTLEDGE TOWER-9 TH FLOOR-CLOCK1
1210101	COLCOCK HALL - 1ST FLR - CLK 1	5810101	RUT TOW BOIL PLNT-1ST FLR-CLK1
1620101	PARK GARAGE I-1ST FLR-CLK1	5900101	ST FRANCIS ANNEX-1ST FLR-CLK1
1620201	PARK GARAGE I-2ND FLR-CLK1	6010101	CLIN SCIENCE BLDG-1ST FLR-CLK1
1630201	PARK GARAGE II-2ND FLR-CLK1	6030301	CLIN SCIENCE BLDG-3RD FLR-CLK1
1970101	WAREHOUSE	6060601	CLIN SCIENCE BLDG-6TH FLR-CLK1
1980101	MOTOR POOL	6070701	CLIN SCIENCE BLDG-7TH FLR-CLK1
2320201	23 ERHARDT-2ND FLR-CLK1	6080801	CLIN SCIENCE BLDG-8TH FLR-CLK1
2410101	PAINT SHOP BLDG-1ST FLR-CLK1	6090901	CLIN SCIENCE BLDG-9TH FLR-CLK1
2720101	MASON SHOP BLDG-1ST FLR-CLK1	6540401	STORM EYE- 4TH FLR - CLK 1
2900101	160 RUTLEDGE - 1ST FLR - CLK 1	6559901	EYE INST MEZZ - 4TH FLR - CLK1
3010101	MAIN HOSP-1ST FLR-CLK1	7510101	PSYCH INST-1ST FLR-CLK1
3010102	MAIN HOSP-1ST FLR-CLK2	7510102	PSYCH INST-1ST FLR-CLK2
3010103	MAIN HOSP-2ND FLR-CLK3	7520201	PSYCH INST-2ND FLR-CLK1
3010104	MAIN HOSP-1ST FLR-CLK4	7530301	PSYCH INST-3RD FLR-CLK1
3020201	MAIN HOSP-2ND FLR-CLK1	7540401	PSYCH INST-4TH FLR-CLK1
3020202	MAIN HOSP-2ND FLR-CLK2	7550501	PSYCH INST-5TH FLR-CLK1
3030302	MAIN HOSP-3RD FLR-CLK2	7700101	STROM THURMOND-1ST FLR-CLK1
3030303	MAIN HOSP-3RD FLR-CLK3	7700102	STROM THUR LOBBY -1ST FLR-CLK2
3040401	MAIN HOSP-4TH FLR-CLK1	8020101	MEDUCARE TRLR A-1ST FLR-CLK1
3050501	MAIN HOSP-5TH FLR-CLK1	8030101	MEDUCARE TRLR B-1ST FLR-CLK1
3060601	MAIN HOSP-6TH FLR-CLK1	8100101	HARBORVIEW-1ST FLR-CLK1
3070701	MAIN HOSP-7TH FLR-CLK1	8100501	HARBORVIEW-5TH FLR-CLK1
3080801	MAIN HOSP-8TH FLR-CLK1	8100701	HARBORVIEW-7TH FLR-CLK1
3090901	MAIN HOSP-9TH FLR-CLK1	8101001	HARBORVIEW-10TH FL-CLK1
3101001	MAIN HOSP-10TH FL-CLK1	8300101	PUBLIC SAFETY-DOUGHTY ST
5010102	BASIC SCIENCE BLDG-1ST FL-CLK2	8750101	CHAS MEM HOSP-1ST FLR-CLK1
5501101	RUTLEDGE TOWER-11TH FLR-CLK1	8750103	CHAS MEM HOSP-1ST FLR-CLK3
5501201	RUTLEDGE TOWER-12TH FLR-CLK1	9010101	CHILD HOSP-1ST FLR-CLK1
5510101	RUTLEDGE TOWER-1ST FLR-CLK1	9010102	CHILD HOSP-1ST FLR-CLK2
5510102	RUTLEDGE TOWER-1ST FLR-CLK2	9020201	CHILD HOSP-2ND FLR-CLK1
5510103	RUTLEDGE TOWER-1ST FLR-CLK3	9020202	CHILD HOSP-2ND FLR-CLK2
5510104	RUTLEDGE TOWER-1ST FLR-CLK4	9030301	CHILD HOSP-3RD FLR-CLK1
5520201	RUTLEDGE TOWER-2ND FLR-CLK1	9030302	CHILD HOSP-3RD FLR-CLK2
5520202	RUTLEDGE TOWER-2ND FLR-CLK2	9040401	CHILD HOSP-4TH FLR-CLK1
5520203	RUTLEDGE TOWER-2ND FLR-CLK3	9050501	CHILD HOSP-5TH FLR-CLK1
5530301	RUT TOW BLD 42 -3RD FLR-CLK1	9060601	CHILD HOSP-6TH FLR-CLK1
3040403	MAIN HOSPITAL-4 TH FLOOR-CLOCK3	9070701	CHILD HOSP-7TH FLR-CLK1
1480401	135 CANNON ST-4 TH FLOOR-CLOCK1	9080801	CHILD HOSP-8TH FLR-CLK1
9080802	CHILD HOSP-8TH FLR-CLK2	9250101	HOLLINGS CTR-1ST FLR-CLK1
9090901	CHILD HOSP-9TH FLR-CLK2	9750101	HARPER STUDENT CENTER