

## Other Functions

### **Account # Admin**

View master list of labor charge numbers.

### **User Maintenance**

#### **Change STARS Password**

Modify the password associated with your STARS ID (i.e., Employee Number).

#### **Change RACF Password**

Modify the password associated with your RACF ID.

*Note: Your STARS and RACF IDs and Passwords are independent of each other (i.e., modifying the password for one ID does not modify the password for the other).*

## **Absence Codes**

BR - Bereavement  
DO - Day Off  
FL - Family Leave (Paid)  
FN - Family Leave (Not Paid)  
H - Holiday - Scheduled  
HF - Holiday - Float  
IJ - Injured on Job  
JD - Jury Duty  
ML - Military Leave  
PB - Personal Business  
PI - Personal Illness  
UL - Unpaid Casual Lost Time  
V - Vacation  
WC - Weather Calamity

*Note: Not all Absence Codes are valid for every employee.*

## **Time & Attendance Recording Guidelines**

- If the Shift worked is other than "1" (standard day), record the Shift Code for each day.
- Record hours worked to correct charge number or Code, record absences to correct Absence Code.
- Status must be "COMPLETE" prior to scheduled cutoff time.
- As a last resort, charge numbers failing validation may be directed to a suspense charge number by selecting **BAD ACCT SUSP** button when recording Time & Attendance.  
*Note: Suspense charges require timely correction.*

## **Help with STARS**

1. *Read messages displayed on screens.*
2. Utilize Help pages provided.
3. STARS Password and/or RACF Password:  
Customer Service 1-800-435-7063  
Orlando 407-826-7870
4. STARS usage Questions :  
1<sup>st</sup> point of contact -  
STARS Operator or supervisor.  
2<sup>nd</sup> point of contact -  
STARS HELP - Administrator list



# Web Access

# Quick

# Reference

# Guide



**LMTS - Eagan**

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## Logon

### Connection:

In order to connect to STARS the user must select one of the following URLs via an approved browser:

### Access Via the Lockheed Martin Intranet

<http://stars.global.lmco.com/>

### Access Via the Internet

<http://stars.external.lmco.com/>

The first time you access the websites, please follow the instructions under **TASKS** to make sure the correct browser version and certificates are used.

### RACF & STARS Logon:

- Select the appropriate function from the STARS Drop-Down Menus at the top of the page.
- You will be presented with the Logon page if you are not already logged onto STARS Web Access. Enter required fields (if you are a contract labor employee select the Contract Labor checkbox), select the **Logon** button.
- **Don't forget to select the Logoff button when you are ready to exit STARS Web Access.**

## Navigation

- Functions (e.g., Attendance & Labor Input) are selected from the STARS Drop-Down Menus at the top of the page.
- The Lookup button, displayed on some pages, is utilized to define or modify search criteria (i.e., Week-Ending Date, Employee #, etc.).

## STARS Web Pages

### Attendance & Labor

#### **Attendance and Labor Input**

Record Time & Attendance (charge numbers and Absence Codes).

#### **Attendance and Labor Inquiry**

View Time & Attendance. Navigate via the **Prev W/E, Next W/E or Lookup** button.

#### **Advance Absence Input**

Record full-week of absence in advance.

#### **My Paid Absences**

View available miscellaneous absences.

#### **Labor Cost Transfers**

##### **Labor History Transfer**

Locate and record charge numbers to be transferred.

##### **Suspense Inquiry & Correction**

Locate and record corrections to charge numbers in suspense status.

##### **Suspense Error Code Inquiry**

View descriptions/explanations of Error Codes related to charge numbers in suspense status.

### Employee Locator

View and/or update employee profile information.

#### **Employee Search**

Locate the employee, select the appropriate function:

**Locator** – General work location information

**Offsite** - Offsite information if applicable

**Information** – Personal/home information such as address, phone number, etc

**Emergency** - Emergency contact information

**Paid Abs.** - Available miscellaneous absences.

**Note:** LMPeople is the source for most employee profile information visible in the Employee Locator System.

### Supervisor/Mgr Functions

#### **Supv. Review & Approval – Time**

Review and approval of "complete" Time & Attendance records.

#### **Supv. Review & Approval – LCTs**

Supervision review and approval of Labor Cost Transfers.

**Note:** Review and approval process must be completed by the designated time.

#### **Overtime Authorization**

Authorization of recorded overtime (OT) hours to be compensated according to policies and procedures. (Normally only applicable to salary exempt employees.)

**Note:** Authorized OT hours must be approved prior to the scheduled cutoff time.

#### **Zero & Advance Input Inquiry**

View employees recording charge numbers for future days (**Advance**) or not recording Time & Attendance for day(s) prior to current day within workweek (**Zero**).

#### **Search for Incomplete**

View employees whose current status is "incomplete".