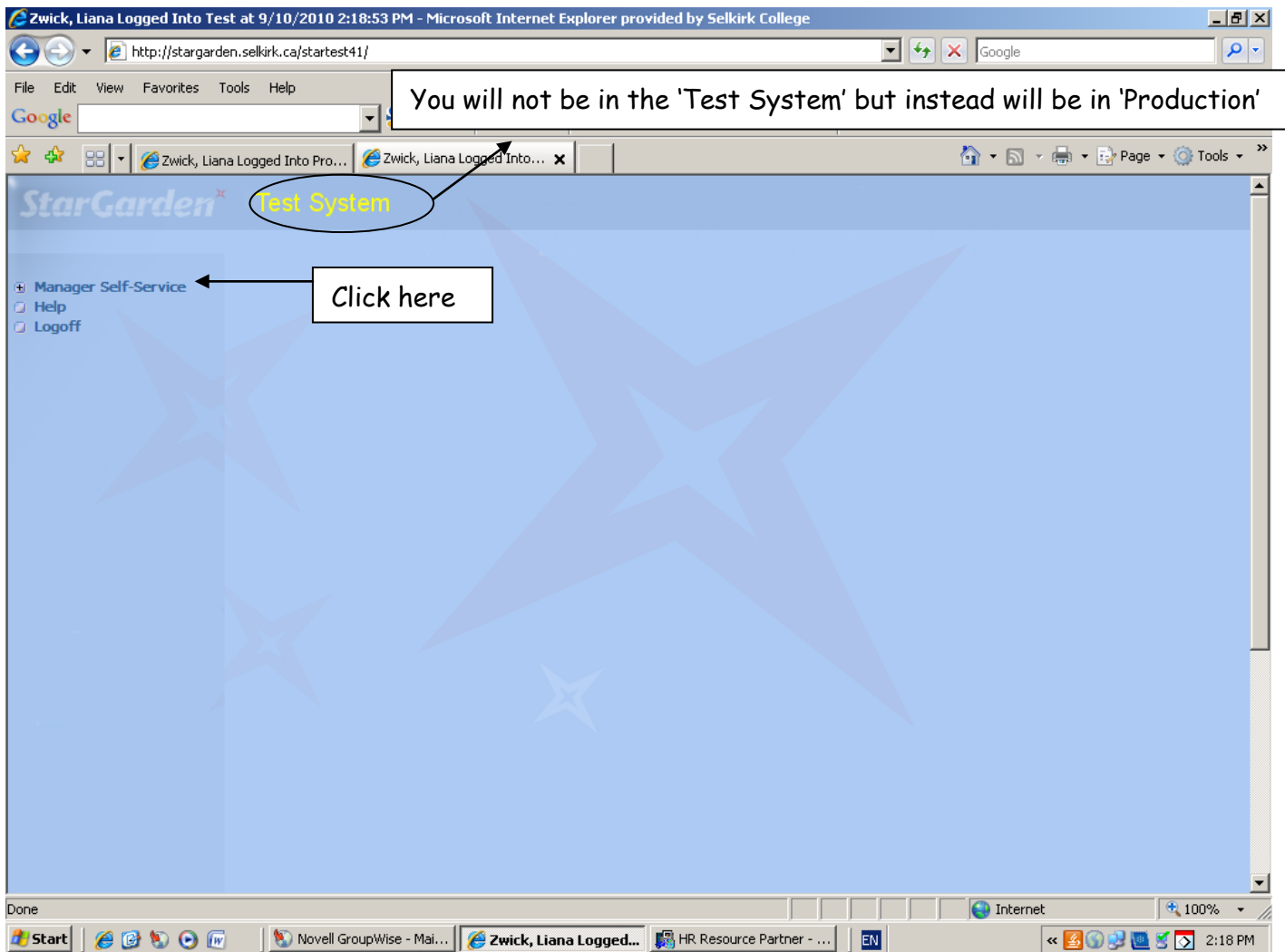


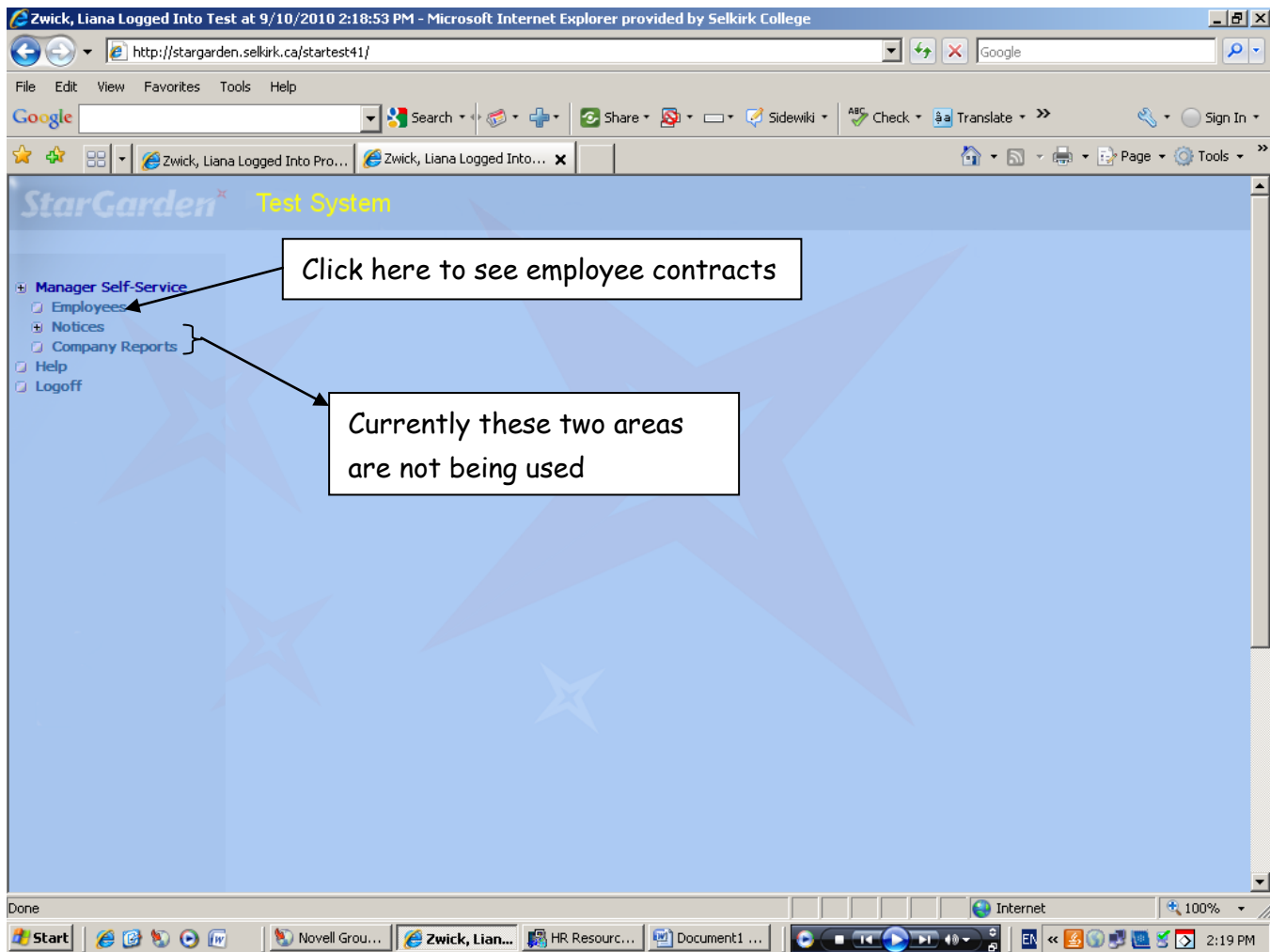
SELKIRK COLLEGE

INSTRUCTIONS FOR ACCESSING THE MANAGER'S PORTAL

(FROM APPENDIX 2 OF THE HR MANUAL FOR DEANS AND CHAIRS)

Goto <http://stargarden.selkirk.ca/stargarden> and input your user ID and password. Obtain a user ID and password from Liana Zwick in the HR Department. After you gain access, you will then see the following screen:





Selkirk College: Instructions for Accessing the Manager's Portal

The screenshot shows the StarGarden Test System interface. On the left is a navigation menu with options: Manager Self-Service, Employees, Notices, Company Reports, Help, and Logoff. The main content area is titled '+ Manage Employees' and includes a search dropdown set to 'Current' and a search input field. Below this is a table with the following data:

Employee Name	Employee No.	Base Position
Flake, Snow	1762	SCFA Instructor (SCFINS)

Two callout boxes are present:

- A box pointing to the arrow icon in the first column of the table: "Click on this arrow to get more details about the employee record."
- A larger box pointing to the table: "You will see a listing of all the employees who have been assigned to you as a 'supervisor' in the database. If you see someone who does not report to you, or if you are missing someone, please contact the HR Dept. at HR@selkirk.ca."

The browser window title is "Zwick, Liana Logged Into Test at 9/10/2010 3:58:30 PM - Microsoft Internet Explorer provided by Selkirk College". The address bar shows "http://stargarden.selkirk.ca/startest41/". The taskbar at the bottom shows the Start button, several open applications (Novell GroupWise, Manager Portal Access, Zwick, Liana Logged...), and the system clock at 3:58 PM.

Zwick, Liana Logged Into Test at 9/10/2010 3:58:30 PM - Microsoft Internet Explorer provided by Selkirk College

http://stargarden.selkirk.ca/startest41/

File Edit View Favorites Tools Help

Google Search Share Sidewiki Check Translate Sign In

Zwick, Liana Logged Into Test at 9/10/2010 3:58:30 PM

StarGardenSM Test System

- Manager Self-Service
 - Employees
 - Notices
 - Company Reports
 - Help
 - Logoff

+ Manage Employees

Current Search For

Employee Name	Employee No.	Base Position
Flake, Snow	1762	SCFA Instructor (SCFINS)

Personal Info Payroll

Click on the '+' sign to get more details on the section.

Done

Start Novell GroupWise - Mai... Manager Portal Access... Zwick, Liana Logged... Internet 100% 3:58 PM

Zwick, Liana Logged Into Test at 9/10/2010 3:58:30 PM - Microsoft Internet Explorer provided by Selkirk College

http://stargarden.selkirk.ca/startest41/

File Edit View Favorites Tools Help

Google Search Share Sidewiki Check Translate Sign In

Zwick, Liana Logged Into Test at 9/10/2010 3:58:30 PM

StarGarden Test System

- Manager Self-Service
 - Employees
 - Notices
 - Company Reports
 - Help
 - Logoff

Manage Employees

Current Search For

Employee Name	Employee No.	Base Position
Flake, Snow	1762	SCFA Instructor (SCFINS)

- Personal Info
 - Basic Info
 - Positions
 - Notices
- Payroll

Click on the sub-category to get more information on each section.

Done

Start Novell GroupWise - Mai... Manager Portal Access... Zwick, Liana Logged... 3:59 PM

Zwick, Liana Logged Into Test at 9/10/2010 3:58:30 PM - Microsoft Internet Explorer provided by Selkirk College

http://stargarden.selkirk.ca/startest41/

File Edit View Favorites Tools Help

Google Search Share Sidewiki Check Translate Sign In

Zwick, Liana Logged Into Test at 9/10/2010 3:58:30 PM

StarGarden Test System

- Manager Self-Service
 - Employees
 - Notices
 - Company Reports
 - Help
 - Logoff

Manage Employees

Employee: Flake, Snow (1762) - Basic Information

Salutation	U	Marital	Unknown (U)
Surname	Flake	Post Name	
First Name	Snow	Second Name	
Initials	S	Payroll Country	Canada (CAN)
Preferred Name	Snow	Email	
Previous Surname			
Gender	Male		
Employee Status	Active Employee (ACT)		

This is the information you will see in the 'Basic Info' section.

Done

Start Novell GroupWise - Mai... Manager Portal Access... Zwick, Liana Logged... Internet 100% 3:59 PM

Selkirk College: Instructions for Accessing the Manager's Portal

This is the listing of positions attached to the employee record.

Click on the arrow to get more details about the position

This area notes that the positions listed are **current** for the employee as of today's date. If you select the pull down area, you can also view a historical, future or all positions for an employee. Be sure to click on the binoculars circled on the right side of the box to refresh the screen with your new selection criteria.

Position	Title	Position Type	Pay Type	Union	Status	Appoint Type	FTE	Cost Center	Work Location	Date Start	Date End
GINSTC	GEU Instructor on TEC	S	BW	GEU	ACT	BCAS		SHELTH	70	09-10-2010	12-24-2010
SCFINS	SCFA Instructor	B	MN	SCFA	ACT	SSTP	0.4900	SUAS	10	09-10-2010	12-24-2010
VPHRPD	VP HR Planning and Development	A	MN	MGMT	ACT	ESPT	0.3100	HR	10	09-10-2010	12-24-2010
CKSWIT	Switchboard Castlegar	A	BW	PPWC	ACT	PTMP	0.1000	CMPMGT	CSGR	09-10-2010	12-24-2010
GEUIAS	BCGEU Instructional Assistant	A	MN	GEU	ACT	BNRP	0.1000	SIND	40	09-10-2010	12-24-2010

The screenshot shows the StarGarden Test System interface. The main content area displays a table of current positions for the employee 'Flake, Snow (1762)'. The table has columns for Position, Title, Position Type, Pay Type, Union, Status, Appoint Type, FTE, Cost Center, Work Location, Date Start, and Date End. Below the table, there are two sub-categories: 'Details' and 'Account Distribution', both of which are circled in red. A callout box with an arrow points to these sub-categories, containing the text: 'Click on the sub-category to get more information on each section.'

Position	Title	Position Type	Pay Type	Union	Status	Appoint Type	FTE	Cost Center	Work Location	Date Start	Date End
GINSTC	GEU Instructor on TEC	S	BW	GEU	ACT	BCAS		SHELTH	70	09-10-2010	12-24-2010
SCPINS	SCFA Instructor	B	MN	SCFA	ACT	SSTP	0.4900	SUJAS	10	09-10-2010	12-24-2010
VPHRPD	VP HR Planning and Development	A	MN	MGMT	ACT	ESPT	0.3100	HR	10	09-10-2010	12-24-2010
CKSWIT	Switchboard Castlegar	A	BW	PPWC	ACT	PTMP	0.1000	CMPMGT	CSGR	09-10-2010	12-24-2010
GEUIAS	BCGEU Instructional Assistant	A	MN	GEU	ACT	BNRP	0.1000	SIND	40	09-10-2010	12-24-2010

Click on the sub-category to get more information on each section.

Selkirk College: Instructions for Accessing the Manager's Portal

The screenshot shows the StarGarden Test System interface. The main content area displays the 'Manage Employees' section for 'Employee: Flake, Snow (1762) - Current Positions'. A sub-window titled 'Flake, Snow - Position Detail' is open, showing four tabs: 'Status', 'Locations', 'Wage Info', and 'Plans'. The 'Status' tab is selected and highlighted with a blue border. Below the tabs, there is a table of position details. A callout box with an arrow pointing to the tabs contains the following text:

For each position you will have information listed under each of these tabs. This particular screen shows you the status of the position.

		Status		Locations		Wage Info		Plans		Date End
Pay Type	Bi Weekly Payroll	Position Type	Secondary							12-24-2010
Position Type	BCGEU Instructor Seniority Lis	Start Date	9/10/2010							
Position Status	Active	End Date	12/24/2010							
Group	BC Government & Service Employees Union	Pos/Emp FTE								12-24-2010
Appoint Type	BCGEU Casual TEC									
VPHRPD	VP HR Planning and Development	A	MN	MGMT	ACT	ESPT	0.3100 HR	10	09-10-2010	12-24-2010
CKSWIT	Switchboard Castlegar	A	BW	PPWC	ACT	PTMP	0.1000 CMPMGT	CSGR	09-10-2010	12-24-2010
GEUIAS	BCGEU Instructional Assistant	A	MN	GEU	ACT	BNRP	0.1000 SIND	40	09-10-2010	12-24-2010

Selkirk College: Instructions for Accessing the Manager's Portal

The screenshot shows a web browser window displaying the StarGarden Test System Manager's Portal. The page title is "StarGarden Test System". On the left, there is a navigation menu with options: Manager Self-Service, Employees, Notices, Company Reports, Help, and Logoff. The main content area is titled "Manage Employees" and shows details for "Employee: Flake, Snow (1762) - Current Positions".

The employee details are organized into tabs: Status, Locations, Wage Info, and Plans. The "Locations" tab is active, showing the following information:

- Cost Center: School of Health and Human Services
- Work Location: Grand Forks Centre
- Work Phone: (blank)
- Extension: (blank)
- Cheque Sort Location: (blank)
- Division: Instruction
- Department: Instruction
- Work Area: Grand Forks
- Admin Location: Castlegar Campus
- Admin Area/Location: Castlegar
- Timesheet Location: (blank)

Below the tabs, there is a table with columns for Status, Locations, Wage Info, Plans, and Date End. The table contains two rows of data:

Status	Locations	Wage Info	Plans	Date End
CKSWIT	Switchboard Castlegar	A	BW PPWC ACT PTMP	12-24-2010
GEUIAS	BCGEU Instructional Assistant	A	MN GEU ACT BNRP	12-24-2010

The browser window shows the URL "http://stargarden.selkirk.ca/startest41/" and the user is logged in as "Zwick, Liana". The system clock at the bottom right indicates the time is 4:08 PM.

Selkirk College: Instructions for Accessing the Manager's Portal

StarGarden Test System

Manage Employees

Employee: Flake, Snow (1762) - Current Positions

Status	Locations	Wage Info	Plans	Date End
	Hours/Day	Pay Plan BCGEU Instructor Hourly Wage (BCIN+R)		12-24-2010
	Hours/Week	Pay Plan Step 11		
	Hours/Year	Cirled N		
	Work Type	Unit Counselling (1010411100)		12-24-2010
	Increment Date			12-24-2010
	Job Share N			
	Hourly Pay Period	Annual		
	Total Grade	33.200	2,324.00 60,424.00	

Summary wage info shown here.

For 100% account distribution, the account code will be listed here as a unit ID number. Account splits are shown in another area.

StarGarden Test System

Manager Self-Service

- Employees
- Notices
- Company Reports
- Help
- Logoff

Manage Employees

Employee: Flake, Snow (1762) - Current Positions

Flake, Snow - Position Detail

Status	Locations	Wage Info	Plans	Date End
Benefit Plan	BCGEU Benefit Plan	Seniority Plan		12-24-2010
Balance Plan	GEU TEC appointments	Work Plan		
Form Plan	Not Eligible STD RP0003	Conversion Plan	Bi Weekly Zero FTE	
Earn Plan	GEU TEC appointments	FLSA/Overtime Plan		
SCRINS	SCR Instructor	D MN SCR A ACT	33TP 0.4500 SBAS 10	09-10-2010 12-24-2010
VPHRPD	VP HR Planning and Development	A MN MGMT ACT	ESPT 0.3100 HR 10	09-10-2010 12-24-2010
CKSWIT	Switchboard Castlegar	A BW PPWC ACT	PTMP 0.1000 CMPMGT CSGR	09-10-2010 12-24-2010
GEUIAS	BCGEU Instructional Assistant	A MN GEU ACT	BNRP 0.1000 SIND 40	09-10-2010 12-24-2010

Selkirk College: Instructions for Accessing the Manager's Portal

The screenshot shows a web browser window displaying the StarGarden Test System Manager's Portal. The page is titled "StarGarden Test System" and has a navigation menu on the left with options like "Manager Self-Service", "Employees", "Notices", "Company Reports", "Help", and "Logoff". The main content area shows a tree view under "Manage Employees" with the following structure:

- + Manage Employees
 - + Employee: Flake, Snow (1762) - Current Positions
 - + Employee: Flake, Snow (1762) - Account Distribution for GEU Instructor on TEC (GINSTC)
 - No Position Account Distributions found for this employee.
 - Details
 - Account Distribution

The "Account Distribution" section contains a table with the following data:

	SCFINS	SCFA Instructor	B	MN	SCFA	ACT	SSTP	0.4900 SUAS	10	09-10-2010	12-24-2010
	VPHRPD	VP HR Planning and Development	A	MN	MGMT	ACT	ESPT	0.3100 HR	10	09-10-2010	12-24-2010
	CKSWIT	Switchboard Castlegar	A	BW	PPWC	ACT	PTMP	0.1000 CMPMGT CSGR		09-10-2010	12-24-2010
	GEUIAS	BCGEU Instructional Assistant	A	MN	GEU	ACT	BNRP	0.1000 SIND	40	09-10-2010	12-24-2010

A text box is overlaid on the screenshot with the following text:

If there is an account split on a position it will be listed here in the 'Account Distribution' area.

Selkirk College: Instructions for Accessing the Manager's Portal

The screenshot shows the StarGarden Test System Manager's Portal. The main content area is titled "Manage Employees" and contains a table with the following data:

Employee Name	Employee No.	Base Position
Flake, Snow	1762	SCFA Instructor (SCFINS)

Below the table, there are expandable sections: "Personal Info", "Payroll", "Balance Inquiry", and "Accruals". A callout box with an arrow points to the "Balance Inquiry" and "Accruals" sub-categories, containing the text: "Click on the sub-category to get more information on each section."

The browser window title is "Zwick, Liana Logged Into Test at 9/10/2010 3:58:30 PM - Microsoft Internet Explorer provided by Selkirk College". The address bar shows "http://stargarden.selkirk.ca/startest41/". The taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "4:10 PM".

Selkirk College: Instructions for Accessing the Manager's Portal

StarGarden Test System

Manager Self-Service

- Employees
- Notices
- Company Reports
- Help
- Logoff

Manage Employees

Employee: Flake, Snow (1762) - Balances

Search For _____

Balance Plan	Description	Hours	Units	Dollars
PPWC Balance Plan	Sick			

Payroll

- Balance Inquiry
- Accruals

Balances are areas where hours or dollars can be accrued. For example, sick time or vacation time. Stargarden accrues this in hours. To convert to days you will have to divide by the appropriate hours/day:

PPWC - 7 hrs/day or 7.5 hrs/day depending on the position

BCGEU - 6 hrs/day

SCFA - 7 hrs/day

Exempt - 7 hrs/day

The screenshot shows a web browser window with the URL <http://stargarden.selkirk.ca/startest41/>. The page title is "Zwick, Liana Logged Into Test at 9/10/2010 4:34:08 PM - Microsoft Internet Explorer provided by Selkirk College". The main content area displays the "StarGarden Test System" interface. On the left, there is a navigation menu with options: "Manager Self-Service", "Employees", "Notices", "Company Reports", "Help", and "Logoff". The main area shows a "Manage Employees" window for "Employee: Flake, Snow (1762) - Accruals". Below this, there is a table of accruals with columns: Plan, Description, Level, Start, End, and Status. The table contains the following data:

Plan	Description	Level	Start	End	Status
GEU TEC appointments (GTEC)	Vacation Percent in Lieu	8%	09-10-2010		Active
PPWC Balance Plan (PPWC)	Stat percentage in lieu	6%	09-10-2010	12-25-2010	Active
PPWC Balance Plan (PPWC)	Vacation Percent in Lieu	6.4%	09-10-2010	12-25-2010	Active
SCFA Faculty Short Term (SCST)	Vacation Percent in Lieu	8%	09-10-2010	12-31-2010	Active

Below the table, there is a text box with the following text:

Accruals accumulate on a pay period basis and can either be stored in the balance section (as \$\$\$ or hours); or, they can be paid out on each cheque. In this example, all the accruals listed would get paid out on each cheque.

For PPWC contracts that accrue vacation, Stargarden identifies the different vacation accruals as follows:

Level 1 – for 0-1 yr of service – prorated 16 days of vacation/yr

Level 2 – after 1 year of service – 16 days/yr

Level 3 – after 4 years of service – 21 days/yr

Level 4 – after 9 years of service – 26 days/yr

Level 5 – after 14 years of service – 31 days/yr

Additionally, PPWC members receive a supplementary vacation week after 5 years of service. This is referred to as a Bonus Week. And, commencing the 20th year of service, they receive a day off for their birthday.