Appendix A

Quick Start Guide

A. Login to ESTHER using your User ID and PIN

B. From ESTHER main page, click “Employee”, then “Labor Redistributions”, then left menu items...

C. “Person Search” tab – Initiating an OLR

1. Enter employee ID (or use dropdown to enter last name, other attributes)
2. Select Pay Periods to be changed, using mouse click, CTRL-click, and/or SHIFT-click
3. Click “Open” icon on toolbar; one pay period will be displayed
4. Use Pay Periods and Earn Codes dropdown on right to review other pay periods
5. Click Pencil icon to start editing
6. Change posting date to current date (or any date of open accounting period), if necessary
   a. Enter date as mm/dd/yyyy. Slash, don’t dash!
7. Click “Change All” to create a batch
8. Delete unneeded fund lines with the “X” on right
9. Open fund lines for editing with triangle on left
10. Use “Add line” to enter a new fund. Tab out for default org and prog.
11. Use “Round” to make current total equal previous total pay
   a. Click “OK Changes”, then “Save”
12. Add “Comments” to each changed pay period
13. Check that all Positions and Earn Codes have been changed as needed, then click “Submit”
14. Review “Routing Queue” and add “On the Fly” approvers if needed
   a. Email “On the Fly” approvers
15. When you are finished with the OLR module, click "Sign Out" on top right
D. “Person Search” tab – Managing OLRs after initiating

1. Use “Person Search” to find pay period, click “Open” then
   a. Click “Routing Queue” to check the status of an OLR after submission
   b. Make changes to an OLR Returned for Correction or
   c. Click “Erase” to delete an OLR Returned for Correction

2. **Disposition Codes**

<table>
<thead>
<tr>
<th>Disposition Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>47, Pre-Balance Update</td>
<td>Initiator has entered and saved, but not submitted an OLR, or Approver has returned it for correction.</td>
</tr>
<tr>
<td>48, Pre-Approve Update</td>
<td>Waiting for approvals to occur in all approval sequences, including Payroll.</td>
</tr>
<tr>
<td>60, Finance Extract</td>
<td>All approvals have been done and transaction is waiting to interface to the finance system. This occurs nightly.</td>
</tr>
</tbody>
</table>

E. “Approvals” tab – Approving an OLR

1. Click the “Approvals” tab on the left

2. Approvals waiting for you in the queue will be displayed, one pay period per line

3. If the pay period is preceded by a solid box, put a check in one of the boxes and click “Select Batch” to review one complete batch at a time

4. Click the “Open” icon to see the payroll changes, one pay period at a time.

5. Use Pay Periods and Earn Codes dropdown on right to review other pay periods

6. Review each OLR to see that it meets compliance standards and that the changes are as needed
   a. Add a comment if desired

7. If the changes are all correct, click the “Approve” button. This will send the OLR to the next sequence in the queue

8. If the changes are incorrect, click “Return for Correction”. This will send the OLR back to disposition 47. The system will prompt you for a comment explaining what changes are needed.

9. When you are finished with the OLR module, click "Sign Out" on top right

F. “Proxy or Superuser” tab – Adding a Proxy approver

1. Click the “Proxy” tab on the left to set up proxies for yourself or to act as a proxy for another person. That other person must have previously set you up as a proxy for her.