

Processing IGNITE on STAR

Ignite hours are now centrally funded, meaning they don't come out of your SOH budget. To get the hours credited back you need to ensure you follow the correct process when recording these hours on STAR. This is detailed below.

The screenshot shows the STAR system interface with a 'Pay Code Editor' window open. The window contains the following fields and options:

- Effective Date:** 24/05/2017
- Pay Code:** UK Out Store Training
- *Amount (hh:mm):** 9:00
- *Start Time:** 9:00
- *Number Of Days:** 1
- Transfer:** (empty dropdown)
- Override Shift:** (checkbox, unchecked)
- Whole Shift / Partial Shift:** (radio buttons, 'Whole Shift' selected)
- Comments:** IE-UK Ignite
- Notes:** (empty text area)
- Buttons:** Add, Delete, OK, Cancel, Help

Annotations and steps are provided on the right side of the image:

- STEP 1:** Right click on a colleagues shift box within STAR, select "Add" followed by selecting "Pay Code". (An arrow points from the 'Add' button in the top left of the STAR interface to the 'Pay Code' dropdown in the 'Pay Code Editor' window.)
- STEP 2:** Select the pay code: "UK Out Of Store Training". (An arrow points from the 'Pay Code' dropdown in the 'Pay Code Editor' window to the 'UK Out Store Training' selection.)
- STEP 2:** Select the "IE-UK Ignite" option within the comments field. (An arrow points from the 'Comments' dropdown in the 'Pay Code Editor' window to the 'IE-UK Ignite' selection.)
- STEP 3:** Enter a total of 29 hours split over 3 days for the colleagues IGNITE course. The amount of hours for IGNITE will change for a Temp colleague. This will be communicated by the Work Force Management team nearer the time of resourcing Temp colleagues. (An arrow points from the '*Amount (hh:mm):' field in the 'Pay Code Editor' window to the '9:00' value.)

Please note the following:

- If your colleague's Ignite dates have changed to a different week - sign them off as approved unpaid leave for their contract hours until their course starts.
- You will only be reimbursed for the hours the colleague attended. If your colleague only attends part of IGNITE, their schedule must be updated as the store will only receive credit for the number of hours the IGNITE team confirm the colleague was there for.