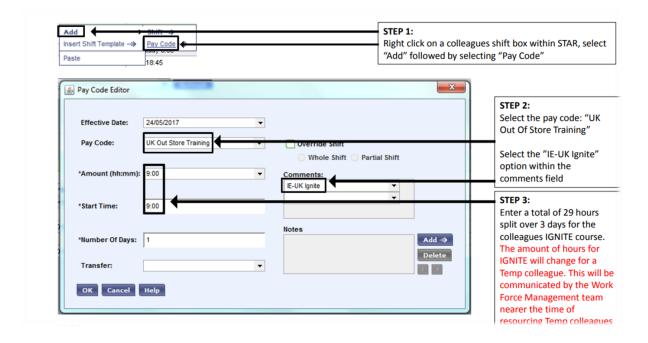
## Processing IGNITE on STAR

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.



## 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.