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| **DHSS Mandatory eSTAR Computer Based Training Curriculum** | | |  |
| **eSTAR CBT Titles** | **Employee** | |  |
| **Everyone must complete the Employee Modules** | **Clock in** | **Non-Clocking** | **Approx. Time** |
| DHSS eSTAR Intro Module | X | X | 15 min |
| eSTAR-TA150-Employee- Logging on | X | X | 8 mins |
| eSTAR-TA150-Employee- Using the Dashboard and My Calendar | X | X | 5 mins |
| eSTAR-TA150-Employee- Requesting Time Off | X | X | 5 mins |
| eSTAR-TA150-Employee- Running Reports | X | X | 8 mins |
| eSTAR-TA150-Employee- Entering Time |  | X | 3 mins |
| eSTAR-ACT150-ACT Employee Essentials | X | X | 9 min |
| **Additional Modules for Managers and Auditors** | **Manager & Auditor** | | **Approx. Time** |
| eSTAR-TA250-Manager/Auditor-Intro | X | | 4 mins |
| eSTAR-TA250-Manager/Auditor-Basics | X | | 7 mins |
| eSTAR-TA250-Manager/Auditor-Approve/Cancel Time Off Request | X | | 2 mins |
| eSTAR-TA250-Manager/Auditor-Working with Employee Timesheets | X | | 6 mins |
| eSTAR-TA250-Manager/Auditor-Working with Schedules | X | | 10 mins |
| eSTAR-TA250- Manager/Auditor-Running Reports | X | | 6 mins |
| eSTAR-TA250-Manager/Auditor-Managing the Delegator Role | X | | 6 mins |