



### **Check your timesheet!**

One of the benefits of eSTAR is that employees can now see their timesheet before it becomes a pay check. This gives you the opportunity to see what your manager has approved. If you see something that does not look right, you can bring this to the attention to your manager and Auditor right away. To access your timesheet, log onto employee self-service and click on “My Timesheet,” and view the results tab at the bottom of the timesheet. Be sure you are looking at your approved timesheet for the period 4/17 through 4/30.

Keep in mind you can also view your pay check online at the ePAY website on the Wednesday before pay day.

If errors are detected, the normal process will be to have your manager submit an amended timesheet for payment adjustment in the next pay check per Job Aid 19 on the DHSS [eStar](#) website.

### **Lessons Learned**

- If a manager approves the timesheet it locks everyone out. It is important to make sure everything for the pay period is added and correct before approval.
- Non-clocking Seasonals must report their actual hours worked each day on their timesheet prior to manager approval. The best practice is to make these entries at the end of each work day.
- The work period always loads to default time periods. When processing items, please make sure you are looking at the correct pay period, by using the arrows or calendar.



## FMLA Administration—Interpreting entries that appear on the employee Timesheet

As you know, when an employee goes on continuous FMLA leave, the Human Resources ACT unit administers the leave. Their actions will result in entries flowing over to the employee's timesheet. Please note the following:

- The **LOA Leave of Absence** pay code automatically writes to the timesheet for employees with an approved, continuous FMLA case. eSTAR uses this pay code to calculate FMLA usage.

**Do not delete or change this entry.**

Date	Pay Code	Hours
Sun 04/24	Please Select	
Mon 04/25	LOA Leave of Absence	7.50
	Please Select	

- The Results Tab illustrates how the employee will be paid available leave during the FMLA period.

Work Date ▲	DDS Code	Pay Code	Hours	Am...	Rate	Calculat
04/22/2016	350610100	FMLAS_CONT FMLA Sick...	7.50	0.00	14.337436	14.3
04/25/2016	350610100	LOA Leave of Absence	7.50	0.00	0.000000	0.0
04/25/2016	350610100	FMLAS_CONT FMLA Sick...	7.50	0.00	14.337436	14.3

Questions should be directed to your local Human Resources office:

HR Office	Phone
New Castle County	302-255-9070
Kent/Sussex Regional Office	302-744-4558
DHCI	302-223-1550
Stockley Center	302-933-3000