



Less than two weeks remain before DHSS will be implementing eSTAR. The go live date is **April 17, 2016**.

Hot tip of the week—building new habits

As you have learned in training, eSTAR has a variety of tools that will make your job easier! Once we are live, you will be able to customize the system to suit your needs. Take the time to familiarize yourself with the training material, instructions, and Job Aids to develop your design plan.

eSTAR is a real time system that will demand the attention of employees, Managers, and Auditors as activity unfolds during the course of a pay period. *It will be critically important for Managers and Auditors to work together to develop personal processes and schedules to review timesheet exceptions and Time Off Requests.* If you allow the pending work to wait until the end of a pay period you may find that you will miss the timesheet due dates as you run around reconciling overtime or pay exceptions. Start to think about this now—how can you establish work habits to stay on top of time and leave?



Have You:

1. Accessed Employee Self-Service?

Access Employee Self-Service

www.employeeselfservice.omb.delaware.gov

- Make sure you remember your user ID (Employee ID) and password
- eSTAR currently shows up, please do not use eSTAR until go live – April 17, 2016
- HR is currently working on updating all employee's information to ensure accuracy for go live Employee Self-Service icon has been added to all DHSS computer desktops

2. Completed Mandatory Training?

Each division is charged with rolling out a training plan for their employees. Have you been contacted by the training team in your division? If not, please contact your division management for instructions.

3. Reviewed the eSTAR Job Aids available on the DHSS intranet site?

Click on the following link to explore tools supporting eSTAR—more are coming---- [eStar](#)

Please print this for those not on Outlook. If you have questions, please contact your local HR group—

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New Castle County	302-255-9070
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DHCI	302-223-1550
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