

eSTAR Contacts---Sent 4/18/16



A message from Human Resources—This email is a repeat of a section of last Friday’s wildcard about eSTAR questions. Please note the correct phone numbers to call at the bottom of the email.

1. **Online Tutorials**—these are the computer-based eSTAR training modules that were mandatory for all DHSS employees. You have likely already seen them, but you can use these as a refresher. They are available through the OMB Delaware Learning Center.

2. **eSTAR Intranet and new Internet Access** –the information on the eSTAR Intranet has now been made available on via the internet too. If you access the eSTAR website from either the intranet or internet, it will take you to the “delaware.gov.” intranet website. This availability of the eSTAR site from any location will allow employees to access information from both work (intranet) or at off-site (internet). This site provides online instructional Job Aids showing step by step instructions with screen shots. Keep in mind that eSTAR is a web-based system so you have access to perform functions like submitting time off requests, temporarily delegating the manager role, and approving timesheets from off-site.
 - <http://dhss.delaware.gov/dhss/dms/hrm/estar/eStar.html>

3. **Division resources**—your Manager, your Auditor and your divisional eSTAR training resources are excellent resources on how eSTAR is being used within your group.

4. **Your Local Human Resources Office**—by phone or email. Human Resources staff will assess your question or issue and assist you in obtaining a timely response—HR has access to technical resources within DHSS and at the State level.

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