eSTAR—Goes Live in 2 Days….

eSTAR will Go Live on Sunday, April 17. We will finally have the opportunity to use the real system …and with this will come questions. Don't be afraid to ask!

Over the course of the last year, DHSS has developed a strong core team of eSTAR resources within DMS Human Resources, Payroll and IRM. And this project would not have been possible without the contribution of employees from every division to the configuration and testing of the system, and the training of our employees. Thousands of hours of people's time have gone into the preparation for this moment. Thank you to everyone!

Getting answers to your questions

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://intranet.dhss.state.de.us/
   - 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

Transitioning Leave Balances to eSTAR

Leave balances as of April 4, 2016 will be uploaded into eSTAR and will show in eSTAR when we go live. Leave that is approved and taken between April 5 and April 16 will require adjustments to the April 4th balances.

Compensatory Time taken and Compensatory Time earned between April 5 and April 16 will also require an adjustment to your balance.

All adjustments will be made by division Auditors with an effective date of April 17. The target is to complete all adjustments by April 22. Questions about your leave balance should start with your Auditor.

Special Message from the State Department of Technology and Information (DTI) / PHRST

All eSTAR users, including self service employees & Managers, must access eSTAR through DESSO (Single Sign On) and ERP Portal (all other users) as previously communicated. Please DO NOT bookmark (save) the eSTAR link for direct access. This is causing accounts to lock out and require the PHRST security team to unlock. Unlocking accounts is creating unnecessary work and we may not be able to unlock the account immediately.

Log On Instructions for eSTAR—different process for different roles

Employees and Managers/Supervisors will access eSTAR through Delaware Single Sign-On (DESSO)   **https://sso.delaware.gov**
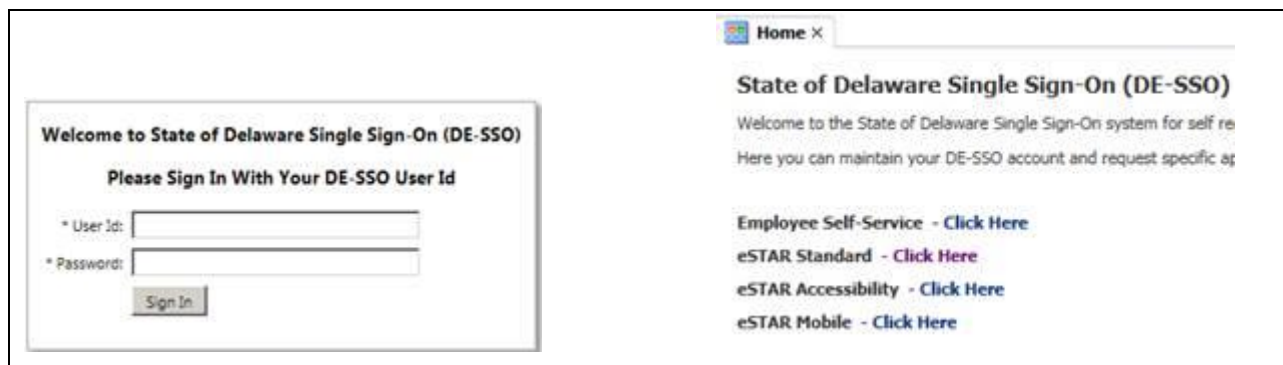
Auditors, HR/PR Administrators, ACT Case Managers, Advanced Scheduler Administrators, Advanced Schedulers and view only users will access eSTAR through the ERP Portal   **https://portalprd.erp.state.de.us**

State of Delaware Terms of Use

I acknowledge that upon being *provided* security access to ERP (PHRST and/or FSF), I will have access to State of Delaware employee information classified as confidential or secret in accordance with the Department of Technology and Information's Data Classification Policy. I agree that I will not disclose or *permit* disclosure of any confidential or secret information to any other individual except for either the purpose of carrying out the duties of my position *or as otherwise permitted or authorized by law*. Further, I will take all necessary precautions to prevent the unauthorized use, disclosure or modification of ERP (PHRST and/or FSF) data and will bring to the *immediate* attention of my supervisor any situation which *does, or might, result in the unauthorized use, disclosure or modification of* ERP (PHRST and/or FSF) data. I understand that any breach of such confidentiality or wrongful *or unauthorized use, disclosure or modification of* ERP (PHRST and/or FSF) data may result in disciplinary action *against me up to and including* termination of employment.

I further understand it is my responsibility, as authorized, to enter only true and accurate information into the ERP (PHRST and/or FSF). Willful entry of inaccurate or wrongful information into the ERP constitutes fraud. If I am found to have engaged in fraudulent activity, I understand that I am subject *to having disciplinary action taken against me by the State of Delaware up to and including dismissal and/or criminal prosecution.*

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