

eSTAR--the new Time and Attendance System--Go Live April 17, 2016 ---- Sent 2/12/16



eSTAR—To Go Live April 17, 2016

As previously communicated, DHSS is implementing a new time and attendance system known as eSTAR (Employee State Time and Attendance Reporting). *We are set to Go Live effective the pay period beginning April 17!*

Training on the new system will be initiated through resources in your division over the next couple of months. Watch for more from your management.

Features

- Electronic time reporting and tracking of leave
- 24/7 facilities to use biometric time clocks
- Non-24/7 locations will utilize an electronic Timesheet
- Access eSTAR through Employee Self-Service (used now for Benefits and Pay Advices)
- Electronic Time Off Requests
- Electronic supervisory approval
- Electronic administration of FMLA
- Business Outlook Email notices
- Built in Work Schedule
- Integrated the Pay and Leave Systems—no more HRMS, Kronos, or Excel Exception Reports
- Leave and pay must be submitted and approved in real time—during the pay period

Watch for more on eSTAR! If you have questions, please contact your local HR group—

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