

**eSTAR Update---Exceptions Reminder/New DHSS Policies and Procedures Guide
---Sent 4/28/16**



Reminder—Reconciling Timesheet Exceptions

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. Please be sure to reconcile all of your pending exceptions this week. **Approved Timesheets are due by Noon on Tuesday!**



New DHSS eSTAR Policies and Procedures Guides

DHSS Human Resources has created two new documents to aid end users in applying certain State or departmental pay and leave related policies to eSTAR.

- DHSS eSTAR 24/7 Policies and Procedures
- DHSS eSTAR Non-24/7 Policies and Procedures

Please use the procedure that applies to your status—24/7 or Non-24/7. Both can be found on the DHSS eSTAR internet site in the “Tools” menu—link: [eStar](#)

These documents are designed primarily for Managers and Auditors but do cover several pay and leave policies which may be of interest to others. They cover topics such as:

- Overtime for FLSA Non-Covered (exempt) employees---with OMB approval only
- Processing Compensatory Time
- Special Holiday Procedures—including topics such as handling holidays on Alternate Work Schedules.
- Loss / Payout of Compensatory Time at Termination, Promotion, Transfer of BP’s, or Demotion.
- Mid-Pay Period Transfer Leave Accrual Adjustments by Auditor

Find out what else is in it! Questions can be directed to 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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