



<http://dhss.delaware.gov/dhss/dms/hrm/estar/estar.html>

**WHAT'S NEW:**

• **Job Aid 26 – Holiday during an Alternative Work or Flex Schedule**

- Next week (11/7-11/11) is the first time we will have at least two holidays in one work week. It is also the first time a Holiday will fall on the last day of the pay period.
- Please refer to our newest Job Aid 26 for important information regarding Alternative Work Schedules and Flex Schedules.
- For Return Day employees who live or work in Sussex County will be credited with 3.75 Holiday hours on Thursday, November 10, 2016. Employees who are eligible for this benefit should verify that this time is credited on their time sheet. If it is not, contact your supervisor. HR is available to consult with supervision as needed.

Time Entry		ACT Balances												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Nov 11, 2016
30	31	1	2	3	4	5	6	7	8	9	10	11	12	
11/05														
Date		Pay Code		Hours										
Sun 11/06		Please Select												
Mon 11/07		WK_SCH_ELAPSED Work Sch		8.50										
Tue 11/08		HOL Holiday		7.50										
Wed 11/09		Please Select												
Thu 11/10		WK_SCH_ELAPSED Work Sch		8.50										
		HOL Holiday		3.75										
		WK_SCH_ELAPSED Work Sch		4.25										
		Please Select												
Fri 11/11		HOL Holiday		7.50										

- Please remember if an employee owes additional hours (beyond the Holiday hours credited) and wishes to use Annual Leave or Comp Time, a Time Off Request **cannot** be submitted. Instead, the Manager or Auditor must enter the leave directly on the timesheet. See Job Aid 26, Option 2 for instructions.
- Non-clocking employees will see the following yellow-level exception on their timesheet:

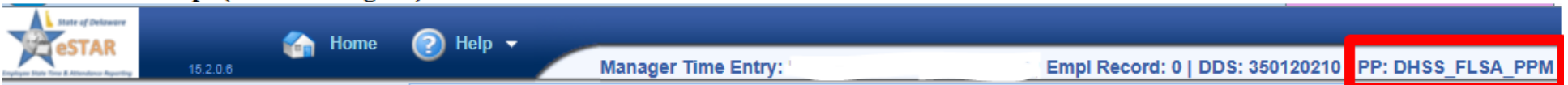
Date	Exception Message
Fri 11/11	The system cannot verify if the employee has met the requirement for receiving holiday pay. Please manually adjust holiday pay if they do not work their next scheduled day.

- In order to receive Holiday pay, an employee must be in a paid status the full, scheduled day prior and at least .25 hours the scheduled day after a Holiday. 11/11/16, Veterans Day, falls on the last day of the pay period which means that the scheduled day after the Holiday is in the next pay period. Because of this, the system generates the above error; however, it is just a warning. eSTAR is still paying employees the Holiday pay as long as their meet the Holiday pay mentioned previously.

**REMINDERS:**

- **Timesheet Approvals:** Please make sure you are approving timesheets by Noon on the Tuesday after payday.
  - Prior to approving please:
    - Check all red and yellow level exceptions. Timesheets should not be approved with red level exceptions.
    - Look at the number of hours you are approving. We are seeing timesheets being approved with zero hours (this is normally for Casual/Seasonal employees who did not enter hours).
    - Managers and Auditors should run the *Manager>Timesheet Reports>Unapproved Timesheet* report to determine if there are timesheets that have not yet been approved.
    - Managers and Auditors should run the *Manager Reports>Exceptions Reports>Timesheet Exceptions* report to check for any exceptions prior to the timesheet approval deadline.
- **Delegations:** If you are planning on being out of the office on the day timesheets are due, or if you are planning on being out for an extended period of time, please make sure to set up your delegation. Additionally, please make sure to let the Manager know that you have delegated to them. Be sure to watch the start and end dates of the delegation. [Job Aid 20 – Delegation and Removal](#)
- **FLSA status** (Fair Labor Standards Act) can be found at the top of your timesheet.

**FLSA Non-Exempt (Overtime-eligible)**



**FLSA Exempt (Not Overtime-eligible)**



If you have any questions, please contact your local HR group.

HR Office	Phone
New Castle County	302-255-9070
Kent/Sussex Regional Office	302-744-4558
DHCI/GBHC	302-223-1550
Stockley Center	302-933-3000