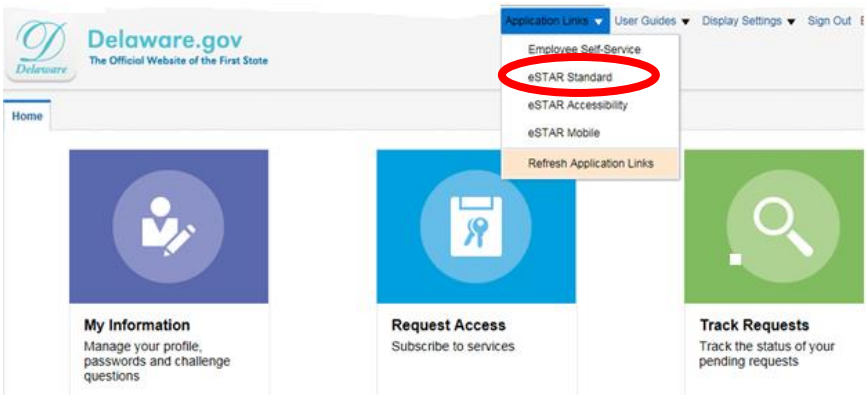
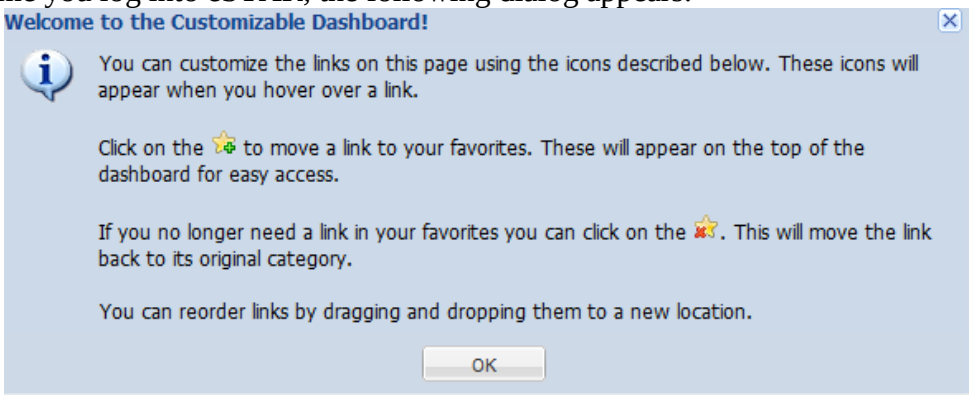
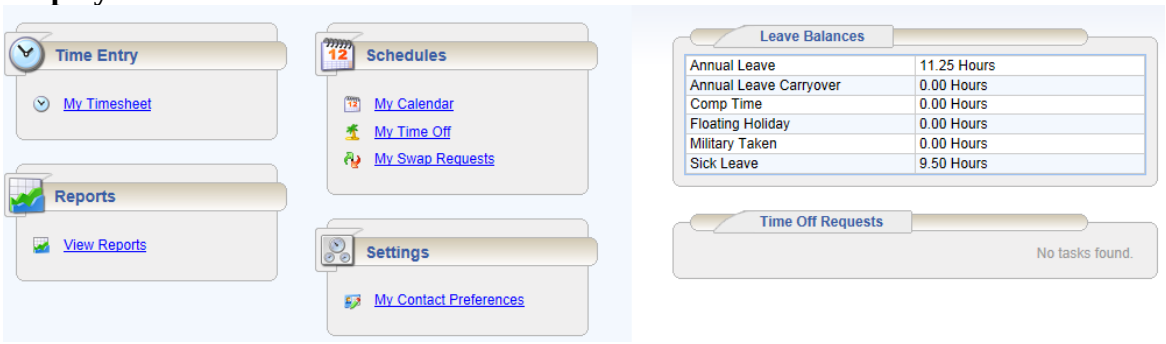
DHSS Job Aid 1: Home Screen Navigation and Customizing your Home Screen

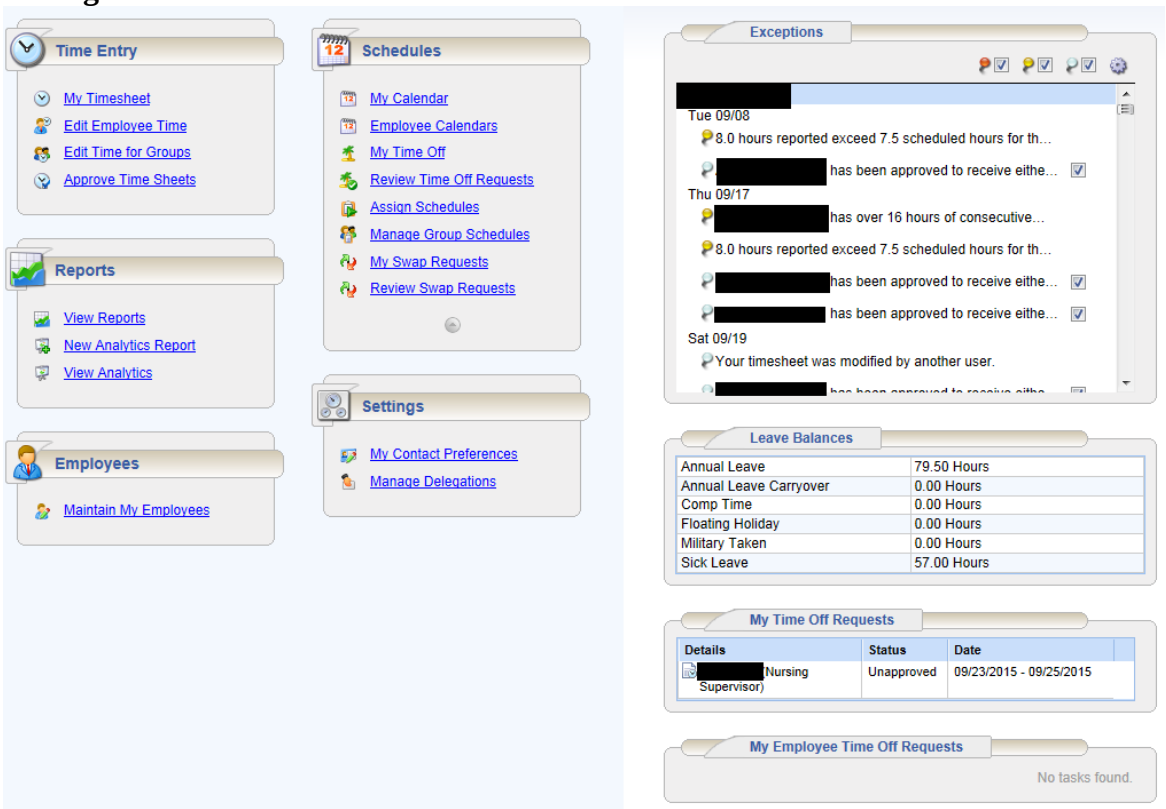
1.	**How to access eSTAR** Employees and managers will access eSTAR through DE Single Sign On: http://www.employeeselfservice.omb.delaware.gov/
2.	**Logging into the Home Screen** 1. Log into Delaware Single Sign on by entering your **User ID** and **Password** into the Login window. 2. Select eSTAR  3. The first time you log into eSTAR, the following dialog appears.  4. Click **OK**.

3. The employee home screen appears. The following figure shows an example of an employee home screen. This home screen is also referred to as your "dashboard."

Employee Dashboard:

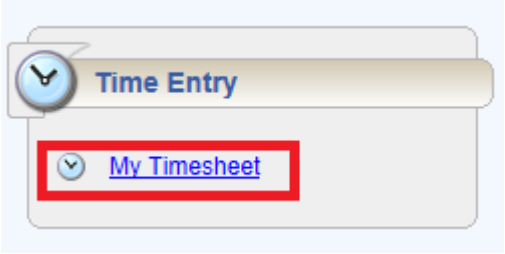


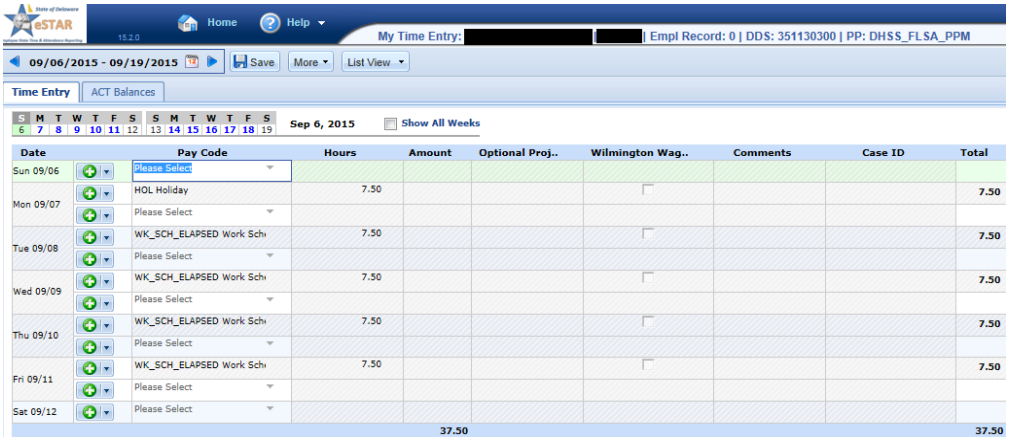
Manager Dashboard:



4. **Time Entry**

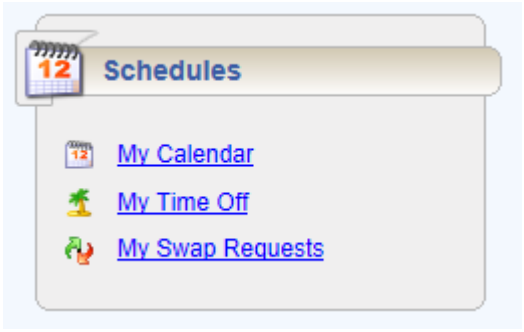
- **My Timesheet**: View timesheet data through the time entry window.

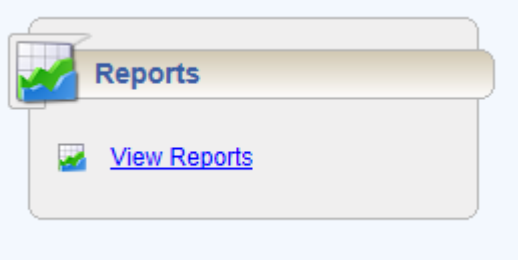
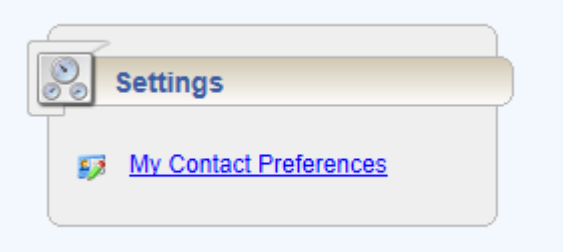
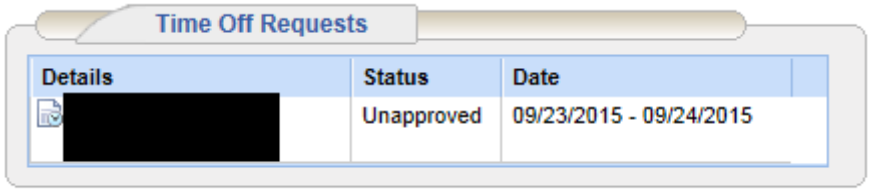
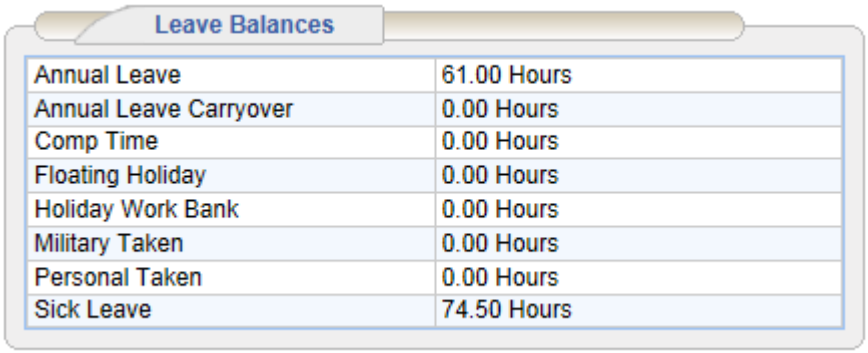




5. **Schedules**

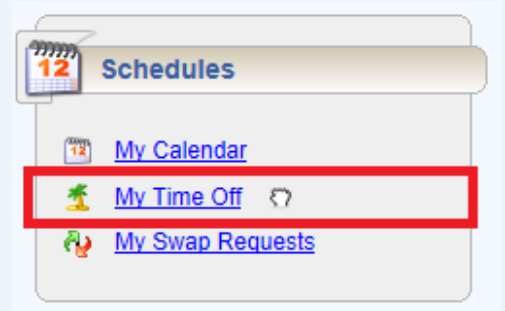
- **My Calendar**: Shows your personal calendar which displays events such as time off, pending time off, and holidays.
- **My Time Off**: Submit time off requests, track the status of your requests, and view past request history.
- **My Swap Requests**: Only used if an employee is in Advance Scheduler to trade scheduled shifts with other employees.



6.	**Reports** • **View Reports**: eSTAR includes reports for employees, managers and auditors. Each role can access general reports to view timesheet information for a certain period or comments on timesheets. 
7.	**Settings** • **My Contact Preferences:** This is based on hospital policy; it is only used by Advance Scheduler callouts. It will not update your information on Employee Self Service. 
8.	**Other Home Screen Information** • The **Time Off Requests** window shows time off status (Pending, Approved, and Unapproved) and dates.  • The **Leave Balances** window shows balances that the employee is eligible for. 

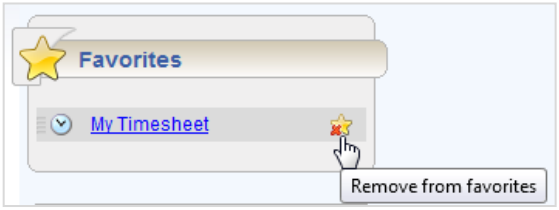
9. **Customizing the Home Screen**

- **Rearranging Function Links:** To rearrange the order in which functions appear within a category, click and drag the function link.



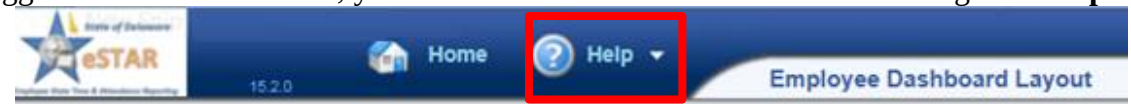
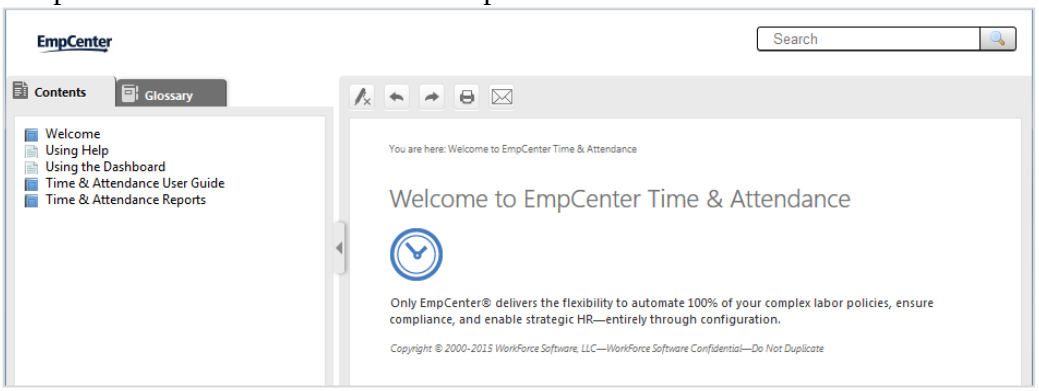
- **Creating a Favorite:** Hover the mouse pointer over the function's star icon and click it to move the function to the favorites section of the home screen.

- **Removing a Function from Favorites:** Hover the pointer over the respective function link and click the star icon. The function returns to its original category.



10. **Online Help**

Once logged into the home screen, you have access to online documentation through the **Help** link.



The **Help** link opens the online version of the EmpCenter End User Guide in a new browser window.