State of Delaware
eSTAR
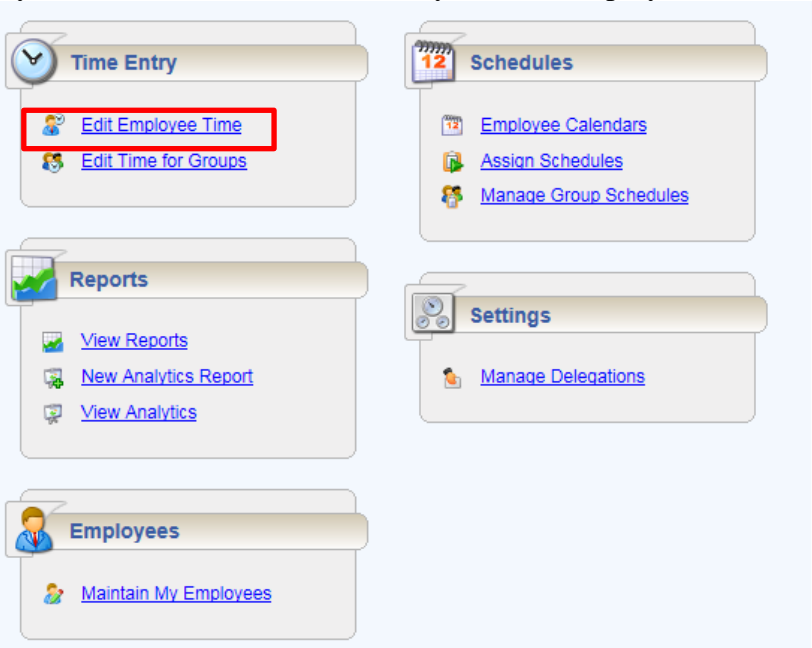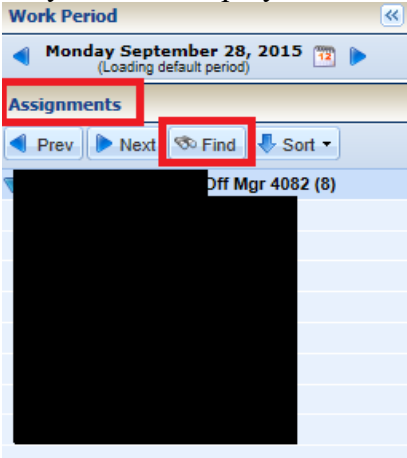Employee State Time & Attendance Reporting

DHSS Job Aid 24: Leave Adjustments

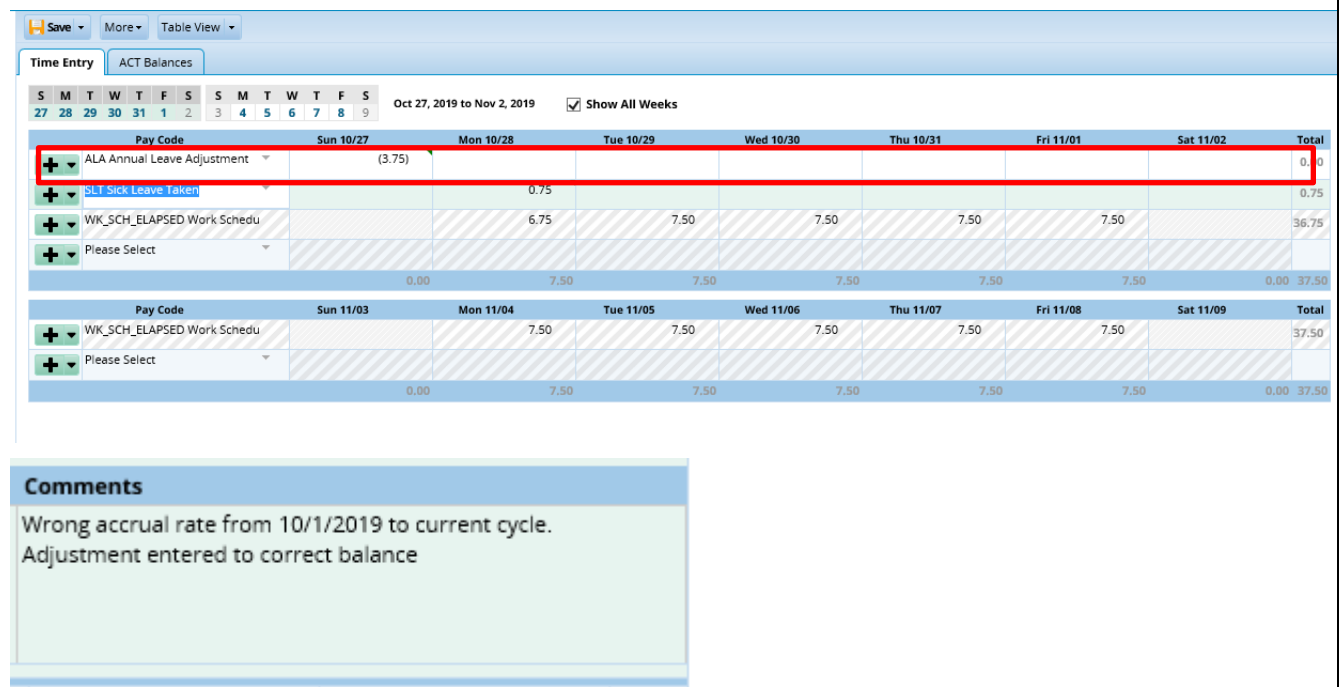|	
1.	Leave can be manually adjust for employees when: • The employee is new or transfers from another agency with leave balances; • When an employee terminates and the leave balances need to be cleared; • When an employee terms or retires and the partial leave accrual is not accurate; • As needed; an example is if the adjusted service date changes where the employee is either owed or owes leave. HR or PR will complete or notify auditors when adjustments may be needed.
2.	Log into eSTAR on your dashboard select Time Entry ➔ Edit Employee Time.
3.	Select an assignment group if you have been delegated more than one group of employees, or use the "Find" button to locate the employee by name or employee ID number.

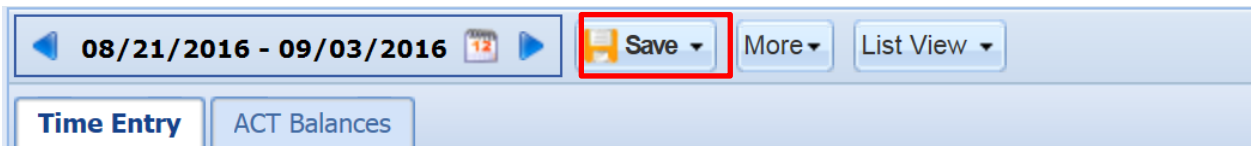| 4.	Once on the timesheet add a row on the effective date using the proper Adjustment Pay Code. The exact effective date may be the date of the tranaction or the first Sunday of the current pay cycle. Inserting a negative number will decrease the existing bank and inserting a positive number increases the existing bank. Make sure to include comments as to why the adjustment is being made. - ALA-Annual Leave Adjustment - SLA-Sick Leave Adjustment - FHDA-Floating Holiday Adjustment - CTA-Comp Time Adjustment Example 10/01/2019 accrual was 13.25 but should have been 9.50. The deficiency was identified 10/31/2019. 10/27/2019 ALA (3.75) Wrong accrual rate from 10/1/2019 to current cycle. Adjustment entered to correct balance.
5.	After the information is added click **Save**. The leave balance will show the adjustment on the leave tab. If this was done as an amendment on a prior payperiod the timesheet must be approved to flow to the current timesheet.