



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

WHAT'S NEW:

- Job Aid 24- Leave adjustments. Leave balance adjustments can only be completed by auditors and HR. This is commonly needed when an employee transfers in or out of DHSS.
- The DHSS eSTAR FAQ has been posted to the website. It addresses how to reset your password based on your different role and more.
- As we approach the end of the year, please make sure to check your annual leave balances to see if you are in a use or lose situation. Per Merit Rule 5.2.4 annual leave carryover may not exceed 318 hours. An easy way to check is by going to your timesheet, you can use the calendar function at the top left corner and select January 1, 2017. Then check the leave tab, in your annual leave balance select show details. If you are at risk of losing time you will see a "clear" action for the amount of time you need to take prior to 12/31.

REMINDERS:

- Managers need to approve time sheets by the Tuesday noon deadline. Prior to approving all exceptions should be reviewed. We continue to see time sheets with red and yellow level exceptions creating over and underpayments. Please watch for the number of hours and type of hours prior to approving. Once in the *approve time sheets* screen, managers can double click on the employee to view the timesheet.
 - Managers and auditors should run the Manager>Timesheet Reports>unapproved time sheets report to help identify what time sheets are unapproved.
 - Managers and auditors should run the Manager Reports>Exceptions Reports>Timesheet Exceptions report to show if there are any exceptions prior to the timesheet approval deadline. You can even choose the severity code to report back on red, yellow or white level exceptions. Error is red, warning is yellow and Info is white.
- For new hires and transfers, please make sure schedules have been entered/verified, if the schedule is incorrect it could lead to an over or underpayment. For assistance follow job aid 21 and 22.
 - If the employee is casual seasonal non clocking the schedule needs to be empty. Hours would be added by following job aid 6.
 - Managers and auditors can run the Manager Reports>Schedule Reports>Unscheduled Employees report which will tell you if any of your employees do not have a schedule.
- If you are a manager planning to be out of the office please make sure you set up your delegation.
- Reports are covered in job aid 23, there are different tabs at the bottom to help describe what is offered. When running a report some helpful tips are:
 - There are different dates that can be entered for reports sometimes it can be any start to end date. Then there are times it requires payperiod dates, payperiods always span two weeks and run Sunday through Saturday. If you need help identifying payperiod dates you can use the 2016 eSTAR Schedule by Pay Period on the website under tools.

- All reports can be scheduled to run on a regular basis and emailed to the recipient.

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	302-223-1550
Stockley Center	302-933-3000