

**eSTAR Related Emails--Please Ignore---Sent 3/17/16**

A message from Human Resources—

DHSS employees are receiving reminder emails from the eSTAR system today in error. See sample content below.

The eSTAR system was designed with a communication system built in to remind employees near the end of a pay period to check their timesheet and submit and time off requests. This system was turned on prematurely for DHSS employees. DHSS will Go Live April 17—no action is required by employees for reminders sent prior to that date.

Sample content:

To: *Employee's Name*

From: eSTAR

Subject: Timesheet Not Submitted

“Reminder - Please review your time sheet and submit time off requests if needed.”

If you have questions, please contact your local HR group—

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