



We are about to close out our second pay period under eSTAR. See updates and reminders below. Our success relies on each Employee, Manager, and Auditor developing a clear understanding of policies and procedure—or at least know where to find the answers—the DHSS [eStar](#) website.

- **Reminder—Reconciling Timesheet Exceptions** - eSTAR is a real time system that demands the attention of Employees, Managers, and Auditors as activity unfolds during the course of a pay period. *It is critically important for Managers and Auditors to work together to develop personal processes and schedules to review timesheet exceptions and Time Off Requests.* If you allow the pending work to wait until the end of a pay period you may find that you will miss the timesheet due dates as you run around reconciling overtime or pay exceptions. Please be sure to reconcile all of your pending exceptions this week. **Approved Timesheets are due by Noon on Tuesday!**
- **Changes to Job Aids / and eSTAR Policies and Procedures Documents--**  
The Comp Time procedure has been updated in the DHSS eSTAR 24/7 and Non 24/7 Policies and Procedures documents. In addition, all Job Aids have been slightly revised to include the number of the job aid in the header and footer.

Please review the following content changes in the Job Aids:

- Job Aid #7 – Non-Clocking: How to Enter Time Off Without Pay
  - Changed Step 11
- Job Aid #9 - Non-Clocking: How to enter Overtime and Comp Time Worked
  - Updated procedure
- Job Aid #10 - How to Enter Comp Time as the Auditor
  - Updated procedure
- Job Aid #19 - Amending Timesheets
  - Added Step 10

Please review these changes on the DHSS [eStar](#) website. It is normally a best practice to use the online resources to ensure you have the latest revision. However, if you are relying on printed copies, please replace the documents with the latest revision.

- **Pay Correction Process for time periods prior to 4/17/2016**--Any corrections to pay prior to April 17 need to be sent directly to Payroll. Do not use eStar timesheets for any correction for a pay period prior to April 17.
- **Compensatory Time Must be Tracked in eSTAR**--Compensatory Time must be entered and tracked in eSTAR for all employees. It is not acceptable to track it separately through spreadsheets and other methods. eSTAR is the official leave record.

See State Compensatory Time policy, hyperlink below.

<http://hrm.omb.delaware.gov/policies/documents/compensation-time.pdf>

If you have questions, please contact your local Human Resources 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