

New State Time and Attendance System Coming in 4thQtr2015 ---Sent 1/30/15



A message from Human Resources:

The State of Delaware is implementing a new time and attendance system known as eSTAR (Employee State Time and Attendance Reporting) in the 4th Quarter 2015. DHSS is one of several pilot agencies included in phase one. Eventually all State agencies will use this new system.

Overview of eSTAR

The new integrated time and attendance system is targeted to go live on October 4, 2015. Some of the key features of this Time and Attendance system include:

- Electronic time reporting and tracking of leave
 - 24/7 facilities will continue to use time clocks
 - Non-24/7 locations will utilize an electronic Timesheet
- Requires all employees to use the State PHRST Employee Self-Service module (used now for Benefits and Pay Advices)
- Electronic Time Off Requests which upon approval flow to the timesheet
- Electronic supervisory approval (via a “reports to” feature designed into the new system)
- Electronic Requests for FMLA paperwork and managing FMLA Leave
- All employees must have access to Outlook—this will be a source of communication from within eSTAR
- All employees must have a Work Schedule built into eSTAR
- Integrates the Pay and Leave Systems—no more HRMS, Kronos, or Excel Exception Reports
- Leave and pay must be submitted and approved in real time—during the pay period

Preparing for Start-up

Start-up of this system requires audits of existing pay and leave related data, plus capturing some data that does not exist in our current systems. Human Resources will be working with divisional contacts, supervisors and employees to gather and review required information.

The initial tasks to be completed by June 1, 2015 are:

- Audit Adjusted Service Dates in order to ensure accuracy of monthly leave accrual rates before we go live.

- Capture all open FMLA cases from September 2014 through go live in October 2015. You can expect to be contacted by Human Resources staff if you have used FMLA leave in the recent past.

Watch for more on eSTAR! If you have 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