

Human Resources would like to remind employees of the responsibilities as an Employee and Manager, all of the responsibilities for each role can be found on the [eSTAR website](#) under Policies/Procedures, DHSS eSTAR Time and Leave Keeping Policy.

#### Employee Responsibilities:

Please be sure to review your timesheet before noon on Monday following payday.

- Verify the hours are correct.
- Any Time Off Requests are entered.
- Casual/Seasonal employees should be entering hours for that day at the end of each shift.

#### Manager Responsibilities:

Please be sure to review, update and approve all employee timesheet before noon on the Tuesday following payday.

- All Time off Requests need to be submitted and approved **BEFORE** timesheets are approved.
- Review all **yellow level exceptions** and update information if necessary.
- Please ensure there are NO **Red level exceptions**.
- Review the timesheet for the **correct amount of hours, Time Off Requests, Overtime, Comp Time, etc.**
- Approve timesheets.
- Review and approve timesheets from previous cycles within the last 28 days (amended)
  - If an amended timesheet is not approved it will not flow to update the information (Balances, Adjustments, OT, etc.).
  - If an amendment is prior to the last 28 days please contact your local Human Resources Office.
- Delegate your responsibilities if you will be out of the office during the approval period.

Human Resource recommends that employees and manager review timesheet frequently each pay cycle so errors can be identified and fixed prior to processing.

It is the responsibility of the employee and manager to ensure the accuracy of the timesheets processing each pay cycle. If this information is processed incorrectly it could cause deficiencies in Leave Balances and employee pay, which cannot be corrected until the next End of Period Processing in which the timesheet is amended and approved.

Your diligence in this process will ensure timesheets are processed accurately and timely.

Thank you

| <b>Human Resources Office</b> | <b>Telephone Number</b> |
|-------------------------------|-------------------------|
| New Castle County             | 302-255-9070            |
| Kent/Sussex Regional Office   | 302-223-1550            |
| DHCI/Governor Bacon           | 302-223-1550            |
| Stockley Center               | 302-933-3000            |