

Auditor Functions First Glance

eSTAR Overview

- **eSTAR** Time and Attendance application automates and standardizes the time collection and approval processes
 - Meet business goals
 - Control labor costs
 - Improve workforce productivity
 - Manage time off requests
 - Gives employees the ability to view and manage leave
 - Feeds directly into payroll
 - Enforces regulations concerning pay policies

Objectives

This session is intended to provide a first glance at the Auditor Role:

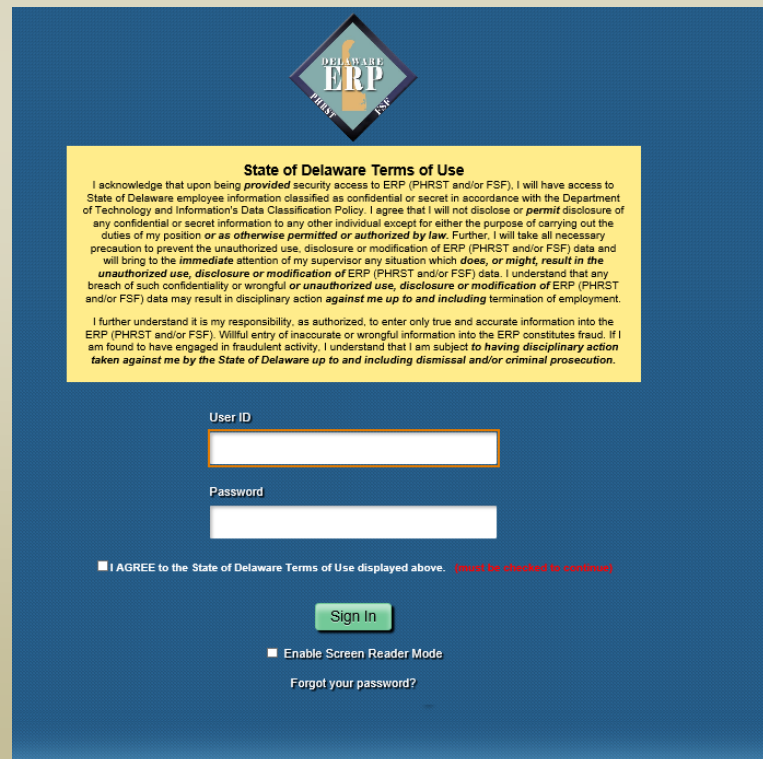
- Log into eSTAR and navigate through the application
- Modifying: Employee Schedules and Timesheets
- Modifying Balances
- Time off Request (TOR)
- Run Reports
- Locations of Reference information



eSTAR Access

Auditors access **eSTAR** to review employee timesheets by logging into ERP.

<https://portal.erp.state.de.us/psp/ps92pd/?cmd=login>



The screenshot shows the login interface for the eSTAR system. At the top center is the Delaware ERP logo, which features a diamond shape with 'DELAWARE' at the top, 'ERP' in the center, and 'WISDOM' at the bottom. Below the logo is a yellow box containing the 'State of Delaware Terms of Use'. The terms state that by accessing the system, the user agrees to the Department of Technology and Information's Data Classification Policy and acknowledges that any unauthorized use, disclosure, or modification of ERP data may result in disciplinary action. Below the terms box are two input fields: 'User ID' and 'Password'. Under the 'Password' field is a checkbox labeled 'I AGREE to the State of Delaware Terms of Use displayed above. (must be checked to proceed)'. Below the checkbox is a green 'Sign In' button. At the bottom of the form are two links: 'Enable Screen Reader Mode' and 'Forgot your password?'.

State of Delaware Terms of Use

I acknowledge that upon being *provided* security access to ERP (PHRST and/or FSF), I will have access to State of Delaware employee information classified as confidential or secret in accordance with the Department of Technology and Information's Data Classification Policy. I agree that I will not disclose or *permit* disclosure of any confidential or secret information to any other individual except for either the purpose of carrying out the duties of my position or *as otherwise permitted or authorized by law*. Further, I will take all necessary precaution to prevent the unauthorized use, disclosure or modification of ERP (PHRST and/or FSF) data and will bring to the *immediate* attention of my supervisor any situation which *does, or might, result in the unauthorized use, disclosure or modification of ERP (PHRST and/or FSF) data*. I understand that any breach of such confidentiality or wrongful or *unauthorized use, disclosure or modification of ERP (PHRST and/or FSF) data* may result in disciplinary action *against me up to and including* termination of employment.

I further understand it is my responsibility, as authorized, to enter only true and accurate information into the ERP (PHRST and/or FSF). Willful entry of inaccurate or wrongful information into the ERP constitutes fraud. If I am found to have engaged in fraudulent activity, I understand that I am subject to *having disciplinary action taken against me by the State of Delaware up to and including dismissal and/or criminal prosecution*.

User ID

Password

☒ I AGREE to the State of Delaware Terms of Use displayed above. *(must be checked to proceed)*

☐ Enable Screen Reader Mode

[Forgot your password?](#)

The Auditor Dashboard

The Auditor's Dashboard offers functions for handling the time and attendance data for their employees.

- Time Entry
- Schedules
- Reporting
- Exceptions

The screenshot displays the eSTAR Auditor Dashboard. At the top, a blue navigation bar contains the 'State of Delaware eSTAR' logo, 'Home' and 'Help' links, and a 'Dashboard Layout' tab. The main content area is divided into several functional sections:

- Time Entry** (clock icon):
 - Edit Employee Time
 - Edit Time for Groups
 - Approve Timesheets
- Reporting** (line graph icon):
 - View Reports
 - New Analytics Report
 - View Analytics
- Employees** (group of people icon):
 - Maintain My Employees
- Schedules** (calendar icon):
 - Employee Calendars
 - Assign Schedules
 - Manage Group Schedules
- Exceptions** (document icon):
 - Contains a message: "There are no exceptions that match the current filter."

Working with Schedules

- All Merit employees should be assigned a schedule
 - Job Aid 22 will provide you with the current schedules available in eSTAR
 - If a schedule needs to be created please send a Schedule Request Form
- C/S employee should have a “empty” schedule.
 - This employee should manually enter hours daily
- If an employee’s schedule changes, the approved schedule needs to be updated in eSTAR
 - If the employee is Time and Attendance verify that HR has received the new AWS schedule for the employee file
- Schedules will flow over to the timesheet

Modifying Timesheets

- You can modify the current timesheet or amend a timesheet with in the last 28 days
 - Prior to this you will need to complete an amendment form
- Amended timesheet must be approved before it will process
 - An amended timesheet will process in the current pay period
- The system allows the auditor to see if an employees timesheet contains errors/exception messages
- Timesheets with errors need attention before approval
- Only a manager can approve the timesheet
- If you see “lock by Jon Doe” this means the manager has approved the timesheet but it has not processed. IF you need to make a change you will have to have the manager unapprove the timesheet

Modifying Balances

- New employee to DHSS
 - The auditor should receive an email notifying them of what the balances should be.
 - Annual Leave
 - Sick Leave
 - Floating Holiday
 - Next accrual amount
- If this information is not correct after 30 days of employment please contact the Human Resources office.

Time Off Requests

- When an employee submits a time off request, the request is forwarded to the employee's manager for review
- The manager can then approve or reject the request
- Managers can cancel a request for an employee after approval in eSTAR
 - An employee can cancel a pending request.
 - Once a request is approved an employee **cannot** cancel the request in eSTAR. The employee must contact their supervisor.
- When an employee request leave on a holiday this must be manually entered on the timesheet.

Recommended Reports

- Timesheet Exceptions within Date Range
- Time off Request
- Amended Timesheets – Currently Open
- Timesheet Audit for Date Range
- Hours Worked by Pay Code
- Timesheet Detail Audit, No time exist 2 days before PPEnd
- Unapproved Timesheets

Reference

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

- DHSS eSTAR information

<https://dhr.delaware.gov/policies/index.shtml>

- Quick Leave Reference Guide
- Floating Holiday Policy
- Compensatory Time Policy
- Alternative Work Schedule
- Parental Leave Policy and Procedure
- Voluntary Reduce Work Hours
- FLSA

<https://extranet.phrst.state.de.us/>

- eSTAR Tab

Holidays <https://dhr.delaware.gov/labor/holidays/>

Merit Rules <https://merb.delaware.gov/state-merit-rules/>

Job Aids <https://dhss.delaware.gov/dhss/dms/hrm/estar/jobaid.html>

SWCE announcements <https://dhr.delaware.gov/closings/> and DHSS notifications