DHSS eSTAR Glossary & Acronyms

GLOSSARY

* Term is used for Advanced Scheduler (AS) Module

TERM	ADDITIONAL TERM	DEFINITION
ACT		ACT stands for absence compliance tracker. It is a capability of eSTAR that creates and manages FMLA. For DHSS we have a Human Resources Case Manager group that will review, approve and track all FMLA cases.
ACCRUAL		The monthly accumulation of earned time off.
ADDITIONAL HOURS		Is a paycode that will be used for adding overtime or comp time hours to your timesheet.
ADMINISTRATOR		OMB (Office of Management and Budget) is the administrator of the whole system.
*ADVANCED SCHEDULER		This is only being used by employees at 24/7 facilities. It is an eSTAR capability that uses staffing requirements, employee skills and certifications, preferences, pay rates and fitness for duty to create schedules.
AMEND		Change a timesheet after it has been approved by the manager.
ALT		Annual Leave Taken.
ASSIGNMENT	JOB	The record that contains information about an employee's job. An employee's assignment is specific to a particular manager or supervisor. An employee can have more than one assignment. Each assignment requires its own timesheet.
ASSIGNMENT GROUP		A set of employees having assignments that are managed together.
AWS		Alternate Work Schedules
BANK	LEAVE BUCKET LEAVE BALANCE	A repository in a time and attendance system that contains the amount of earned time off available to an employee. Examples of earned time off include vacation, sick, optional or floating holidays, FMLA, paid time off, and more.
BANNER		Top of the dashboard where the home button is located, help button and log off button.

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BUDGETED POSITION NUMBER	BP	Once a position is funded through the budget act, a position is classified through the State Personnel Office and assigned a unique, identifying position number. This number is associated with the employing agency and the duties and responsibilities assigned to the position.
CROSS-PERIOD EXCEPTION		Occurs when recorded or scheduled work in a period causes an exception with an employee's scheduled work in a future period.
CSV FILE		Comma Separated Values file. This file stores tabular data (number and text) in plain text form.
DASHBOARD		A task-based navigation system in the main area of the eSTAR window. It is your home screen for eSTAR.
DELEGATION		This is the function of giving someone else in the organization the right to perform certain actions when the typically assigned person is not available. A manager can delegate to a manager and an auditor can delegate to an auditor. Delegations are to be used temporarily as a backup only when out of office.
DETAILS TAB		The detail tab allows users to enter additional information or comments on the timesheet pertaining to a specific time entry.
DOTTED LINE		The Dotted line is the person who will serve as the replacement manager until the vacant Reports to budgeted position is filled. A dotted line person is reflected in PHRST.
EMPCENTER	eSTAR	This is the product that WorkForce Software offered and the State purchased. The State will be referring to it as eSTAR which stands for Employee State Time and Attendance Reporting.
EMPLOYEE		Everyone that is employed by DHSS will have an employee role in eSTAR. It is based off of the emplID number generated through PHRST.
EMPLOYEE SELF-SERVICE		Is under DE Single-Sign On. You can choose Employee Self-Service or eSTAR.
EXCEPTION		An exception is a message that is generated on the timesheet to indicate that an error has occurred that violates the rules by which the timesheet is processed. A common exception would include

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		entering less than 37.5 hours in a week or trying to overdraw vacation time.
FAVORITE SET		A group of favorites that can be enabled on the Dashboard.
LABOR DISTRIBUTION (LD)		DHSS will not be using labor distributions. Allocating worked hours to specific labor categories like Combo Codes or Optional Projects. This is another term for activity based costing in EmpCenter.
LEAVE BALANCES		Displays the leave bank hours an employee may have available for using time.
LIST VIEW		One of two timesheet formats for displaying time and attendance information for an entire pay period. Each day of the week and time entry are depicted in rows.
MANAGER		A manager in the system is driven by the reports to budgeted position number. It may not be the actual supervisor for that employee. Only the reports to/manager can approve Time Sheets and Time Off Requests.
MULTIPLE ASSIGNMENTS	Dual Employment	An employee having multiple assignments requiring different timesheets for each.
PASSWORD		An encrypted word or other set of characters used with your User ID to prevent unauthorized access to eSTAR application.
PAY CODE	Earnings Code	Is an unique identifier required for every slice of time in the time sheet. An example of a pay code is additional hours worked in eSTAR is for overtime/comp time approval on a timesheet.
PAY PERIOD		The State of Delaware has a bi-weekly, two week period time frame that employees paychecks are based off of.
POLICY		Broad principles of law interpretation, management or ethics governing the conduct of work.
POLICY PROFILE		A group of employees with similar rules and processes (OT, Shift, etc.) This is how the user will interact with the system based on their job classification.
*QUALIFICATIONS	Required Skill(s)	Primary constraints that the system checks to ensure that an employee is eligible and qualified to

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		work a model (i.e. Registered Nurse).
REPORTS TO		The reports to is the manager designated in the eSTAR system by the budgeted position number as established by the division. The reports to person is reflected in PHRST. Only the reports to/manager can approve Time Sheets and Time Off Requests.
ROLE		Determines the permissions and views that a user has to areas of the system.
SCHEDULE	Work Schedule	A set of days which defines when employees are expected to work.
SINGLE ASSIGNMENT		An employee who only works in one department.
TABLE VIEW		One of two timesheet formats for entering and viewing time and attendance information for an entire pay period. The Table View is especially useful for entering repetitive daily time and attendance information.
TIME & ATTENDANCE		EmpCenter capability used to capture time and labor data; such as schedules and planned leave.
TIME RECORD		One entry on the timesheet; for example, 8 hours of ALT Annual Leave Taken on Monday.
TIME REPORTING METHOD		Defines how the Policy Profile Group will enter time into EmpCenter.
TIMESHEET		The form used to record and submit time and attendance information.
TOR		Time off request; vacation, sick, etc.
USER		User roles for the employee, manager, and dotted line are driven by PHRST. An auditor role is driven by access being granted to an individual. It is possible to have multiple user roles.
WFS		WorkForce Software is the vendor.
WEEK		The State of Delaware week definition is Sunday through Saturday.
WORK ELAPSED		This is the total amount of hours worked in a day.

ACRONYMS

Acronym	Definition
ACT	Absence Compliance Tracker (FMLA)
AS	Advanced Scheduler
ALT	Annual Leave Taken
AWS	Alternative Work Schedule

Acronym	Definition
DDS	Department, Division, Section
DE SSO	Delaware Single Sign On
DIP	Disability Insurance Program, STD, LTD
DPC	Delaware Psychiatric Center
EE	Employee
ESTAR	Employee State Time and Attendance Reporting
FLSA	Fair Labor Standards Act
FMLA	Family Medical Act
FSF	First State Financials (PeopleSoft FMS)
LD	Labor Distribution
LTD	Long Term Disability
PHRST	Payroll Human Resource Statewide Technology (PeopleSoft/Oracle)
PIP	Personal Injury Program
SERT	State Emergency Response Team
SHOC	State Health Operations Center
STD	Short Term Disability
SWCE	Severe Weather Condition Emergency
TOR	Time Off Request vacation, sick, etc
WFS	WorkForce Software