

Employee State Time & Attendance Reporting

Employee Functions First Glance

eSTAR Overview

- Anticipated Go Live: **October 4, 2015**
- This impacts **ALL** employees and their pay
- **eSTAR** Time and Attendance application automates the time collection and approval processes
 - Manages time off requests in real time
 - Gives employees the ability to view and manage leave on a daily basis
 - Feeds directly into payroll

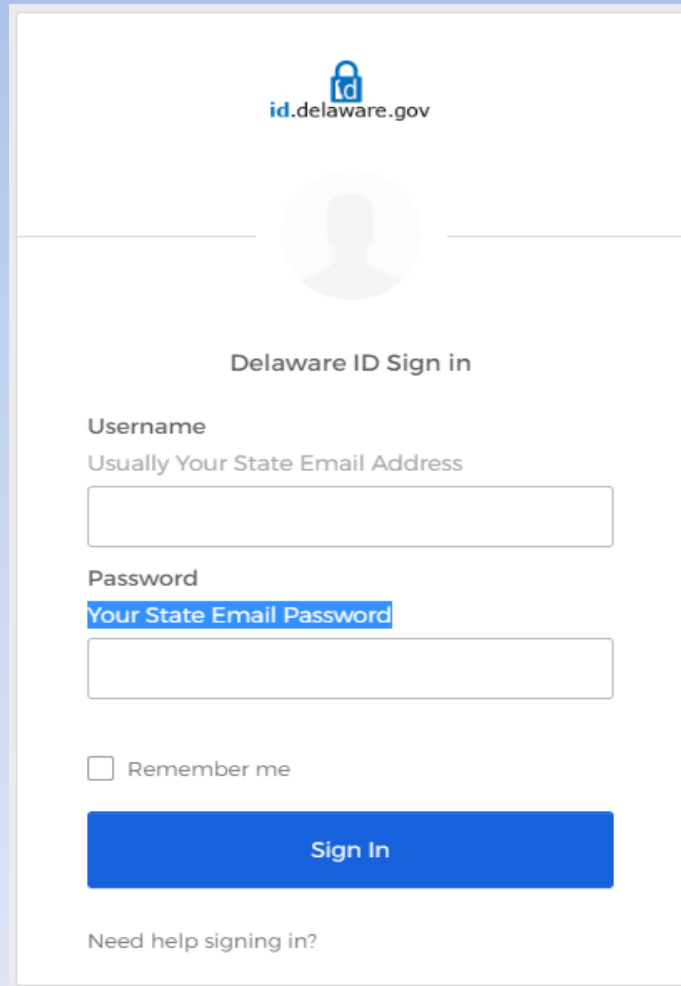
Objectives

This session is intended to provide a first glance at eSTAR:

- Identify functions represented on the dashboard
 - An employee dashboard is your home screen for eSTAR. It is the first thing you will see as an overview. Think of it as the dashboard of your car, an instrument panel.
- Preview of Requesting Time off through eSTAR
 - Employees can request time off from work or home.

eSTAR Access

Employees can access **eSTAR** by logging into: id.delaware.gov



The screenshot shows the Delaware ID Sign in page. At the top is the logo for id.delaware.gov, which includes a blue padlock icon with 'id' inside. Below the logo is a placeholder for a user profile picture. The main heading is 'Delaware ID Sign in'. There are two input fields: 'Username' with the hint 'Usually Your State Email Address' and 'Password' with the hint 'Your State Email Password'. Below the password field is a checkbox labeled 'Remember me'. At the bottom is a blue 'Sign In' button. A link 'Need help signing in?' is located at the very bottom of the form area.

id.delaware.gov

Delaware ID Sign in

Username
Usually Your State Email Address

Password
Your State Email Password

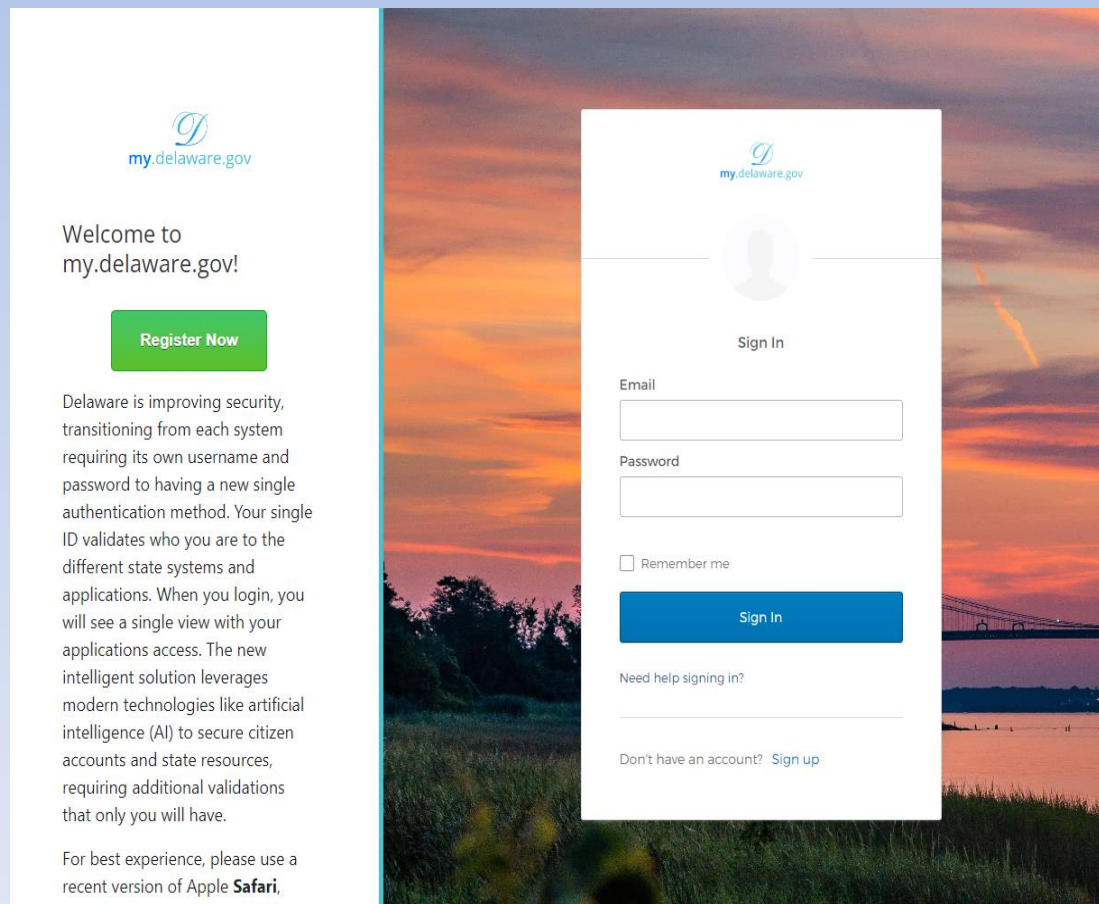
☐ Remember me

Sign In

Need help signing in?

eSTAR Access

Employees can also access **eStar** and **Employee Self Service** to obtain **paystubs** and **W2s** by logging into:
my.delaware.gov.



The screenshot displays the my.delaware.gov website. On the left, a white panel contains the my.delaware.gov logo, a welcome message, a green 'Register Now' button, and a paragraph explaining the system's security improvements. On the right, a white login panel is overlaid on a scenic background of a sunset over a body of water with a bridge. The login panel includes a 'Sign In' button, email and password input fields, a 'Remember me' checkbox, and a 'Sign up' link for new users.

my.delaware.gov

Welcome to my.delaware.gov!

Register Now

Delaware is improving security, transitioning from each system requiring its own username and password to having a new single authentication method. Your single ID validates who you are to the different state systems and applications. When you login, you will see a single view with your applications access. The new intelligent solution leverages modern technologies like artificial intelligence (AI) to secure citizen accounts and state resources, requiring additional validations that only you will have.

For best experience, please use a recent version of Apple **Safari**,

my.delaware.gov

Sign In

Email

Password

☐ Remember me

Sign In

Need help signing in?

Don't have an account? [Sign up](#)

Dashboard Functions

The employee dashboard provides links to eSTAR time management functions:

The screenshot displays the EmpCenter Employee Dashboard Layout. The dashboard is organized into several sections:

- Time Entry:** Includes a link to [My Timesheet](#).
- Schedules:** Includes links to [My Calendar](#) and [My Time Off](#).
- Reports:** Includes a link to [View Reports](#).
- Settings:** Includes a link to [My Contact Preferences](#).
- Bank Balances:** A table showing various leave balances.
- Time Off Requests:** A table showing pending requests.

Category	Balance
Annual Leave	68.25 Hours
Annual Leave Carryover	0.00 Hours
Comp Time	0.00 Hours
Floating Holiday	0.00 Hours
Military Taken	0.00 Hours
Sick Leave	28.50 Hours

Details	Status	Date
[Icon] [Details]	Unapproved	04/27/2015
[Icon] [Details]	Unapproved	04/20/2015 - 04/24/2015

Basic Time Management

General rules for time management include the following:

- All employees are on a bi-weekly pay period
- The work week runs Sunday through Saturday
- The workday runs from 12:00 a.m. to 11:59 p.m.
- Shifts crossing midnight are recorded as time worked on the day the shift starts
- Non-work time (vacation, sick, etc) will be reported using a Time Off Request (TOR)

My Timesheet

- Merit Employees permanent schedule will be preloaded on your timesheet including the holiday schedule
- For 24/7- your rotational pattern will be fixed and your clock in/out times will be recorded on your timesheet

Time Entry

S M T W T F S S M T W T F S Mar 17, 2015 ☒ Show All Weeks

Date		Pay Code	Hours	Amount	Optional Proj...	Wilmington Wag...	Comments	Case ID	Total
Sun 03/08		Please Select							
Mon 03/09		WK_SCH_ELAPSED Work	7.50			<input type="checkbox"/>			7.50
		Please Select							
Tue 03/10		WK_SCH_ELAPSED Work	7.50			<input type="checkbox"/>			7.50
		Please Select							
Wed 03/11		WK_SCH_ELAPSED Work	7.50			<input type="checkbox"/>			7.50
		Please Select							
Thu 03/12		WK_SCH_ELAPSED Work	7.50			<input type="checkbox"/>			7.50
		Please Select							
Fri 03/13		WK_SCH_ELAPSED Work	7.50			<input type="checkbox"/>			7.50
		Please Select							
Sat 03/14		Please Select							
37.50									37.50

Exceptions Results Schedule Leave

Filter exceptions by day ☐

Information Tabs

Results Tab















Exceptions Results Schedule												
Work Date ▲	DDS Code	Pay Code	Hours	Am..	Rate	Calculated	Combo Code	Optional Pr...	Additional...	Wilmington...	Earnings Co...	▼
12/28/2014		Work Time (E)	7.50	0.00	0.00	0.00			false	false		<input checked="" type="checkbox"/> Work Date
12/29/2014		Work Time (E)	7.50	0.00	0.00	0.00			false	false		<input checked="" type="checkbox"/> DDS Code
												<input checked="" type="checkbox"/> Pay Code
												<input checked="" type="checkbox"/> Hours
												<input checked="" type="checkbox"/> Amount
												<input checked="" type="checkbox"/> Rate
												<input checked="" type="checkbox"/> Calculated Hrly Rate
												<input checked="" type="checkbox"/> Combo Code
												<input checked="" type="checkbox"/> Optional Project
												<input checked="" type="checkbox"/> Additional Data
												<input checked="" type="checkbox"/> Wilmington Wage Tax
												<input checked="" type="checkbox"/> Earnings Code
												<input type="checkbox"/> Split Slices
Total			15.00	0.00								

- Displays your timesheet including the results of any actions that effect your pay or leave (hours worked, leave taken, docked hours, overtime, etc.)

Information Tabs (Cont'd)

Schedule Tab

- Displays current schedule
- Employees can only view schedules, changes can only be made by the supervisor

Exceptions			Results			Schedule																	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Dec 28, 2014 <input checked="" type="checkbox"/> Show All									
28	29	30	31	1	2	3	4	5	6	7	8	9	10										
Date		Pay Code												Hours		Total							
Sun 12/28		 		Schedule														8.00					
Mon 12/29		 		Schedule														12.00					
Tue 12/30		 		Schedule																			
Wed 12/31		 		Schedule														8.00					
Thu 01/01		 		Schedule														12.00					
Fri 01/02		 		Schedule																			
Sat 01/03		 		Schedule																			
																40.00							

Leave Tab

- Displays hours available in various time off banks
- Initial and Ending balances for the period

Annual Leave		Hours
Initial Balance Sun 04/19		9.50
Earned		9.50
Used		0.00
Ending Balance Sat 05/02		19.00
Show Details >>		

Annual Leave Carryover		Hours
Initial Balance Sun 04/19		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 05/02		0.00
No Details		

Comp Time		Hours
Initial Balance Sun 04/19		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 05/02		0.00
No Details		

Floating Holiday		Hours
Initial Balance Sun 04/19		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 05/02		0.00
No Details		

Military Taken		Hours
Initial Balance Sun 04/19		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 05/02		0.00
No Details		

Sick Leave		Hours
Initial Balance Sun 04/19		9.50
Earned		9.50
Used		0.00
Ending Balance Sat 05/02		19.00
Show Details >>		

Time Off Requests

- View your leave balances
- Projects time out with accruals and pre-approved leave
- Electronically make a request for future time off
 - Employees still need to follow call out procedures
- Verify time off is approved/denied prior to using leave
- Approved leave will update your schedule

Email Notification

E-mail messages are sent to the following recipients when time off requests are saved.

Event Triggering Email	Subject	Message	Recipients
Submission of time off request	Time Off Request – Pending.	<Employee Name> has requested time off. Please review.	Manager
Approval of time off request	Time Off Requests – Approved.	Your time off request has been approved.	Employee
Rejection of time off request	Time Off Request – Rejected	Your time off request has been rejected.	Employee