Manager Functions First Glance

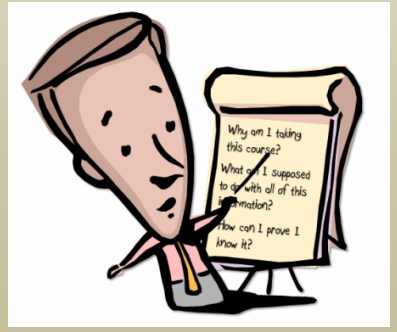
eSTAR Overview

- **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

Objectives

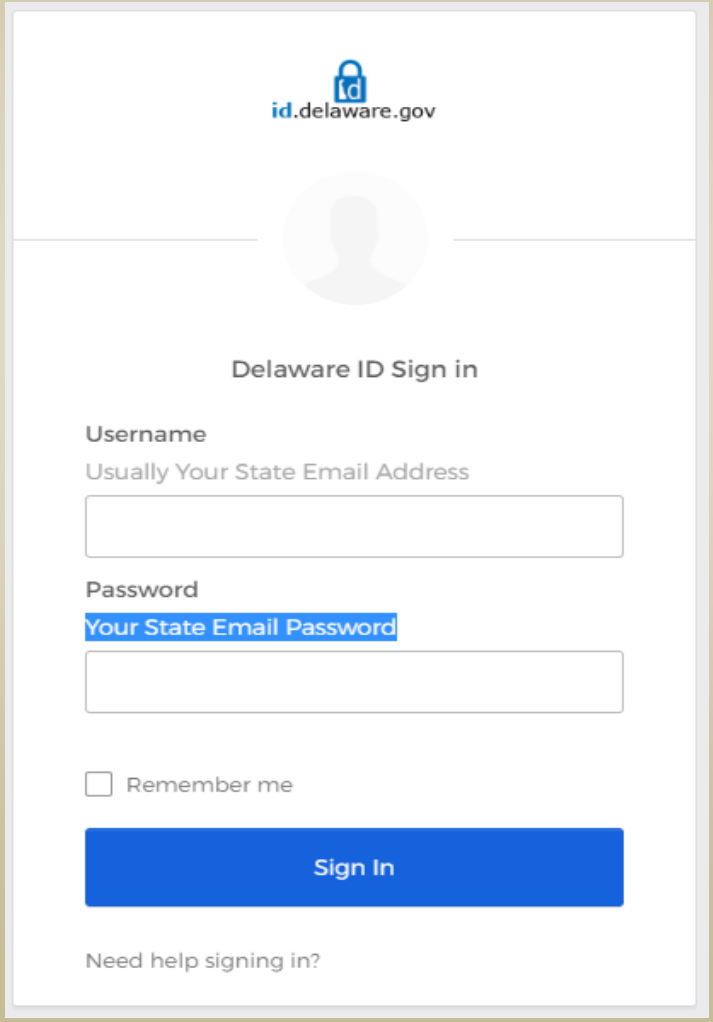
This session is intended to provide a first glance at eSTAR:

- Log into eSTAR and navigate through the application as a manager
- Managing Employee Schedules
- Process time-off requests
- Delegate privileges to other managers when out of office



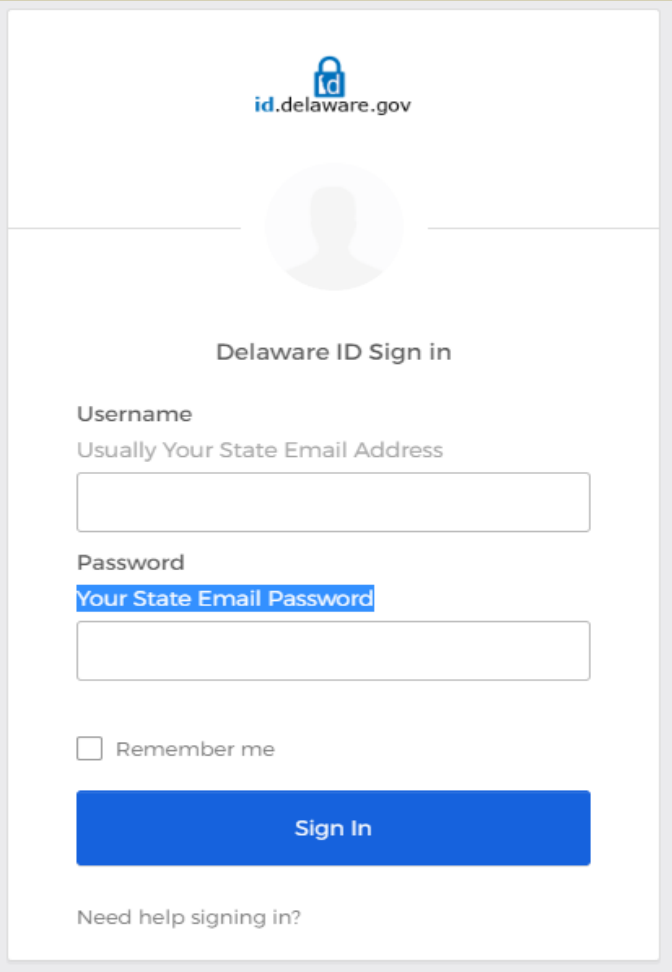
eSTAR Access

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



eSTAR Access

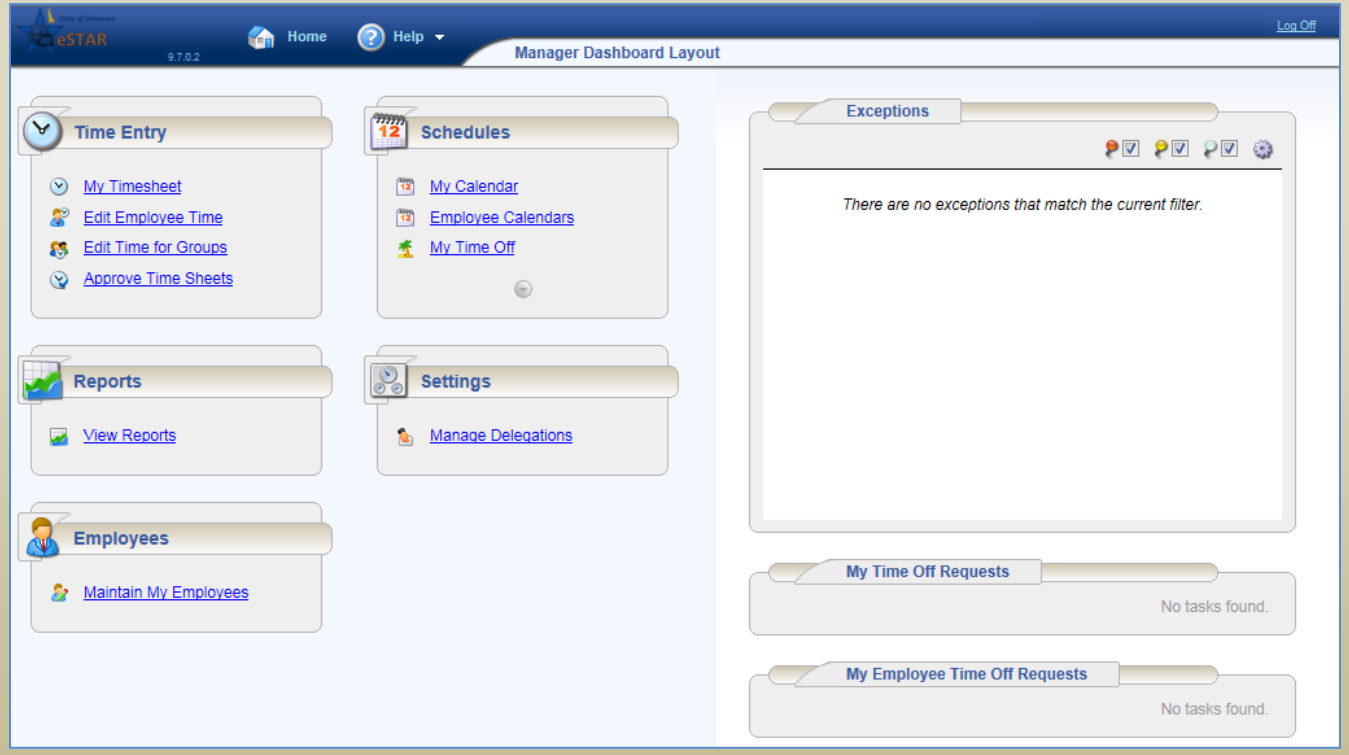
Managers can also access **eStar and Employee Self Service to obtain paystubs and W2s** by logging into: my.delaware.gov.



The Manager Dashboard

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

- Editing and approving employee timesheets
- Reviewing employee time off requests
- Assigning schedules



Working with Schedules

- Schedules will be pre-loaded for Merit Employees
- If an employee's schedule changes, the approved schedule needs to be updated in eSTAR
- Only managers can update an employee's schedule
- Schedules will flow over to the timesheet

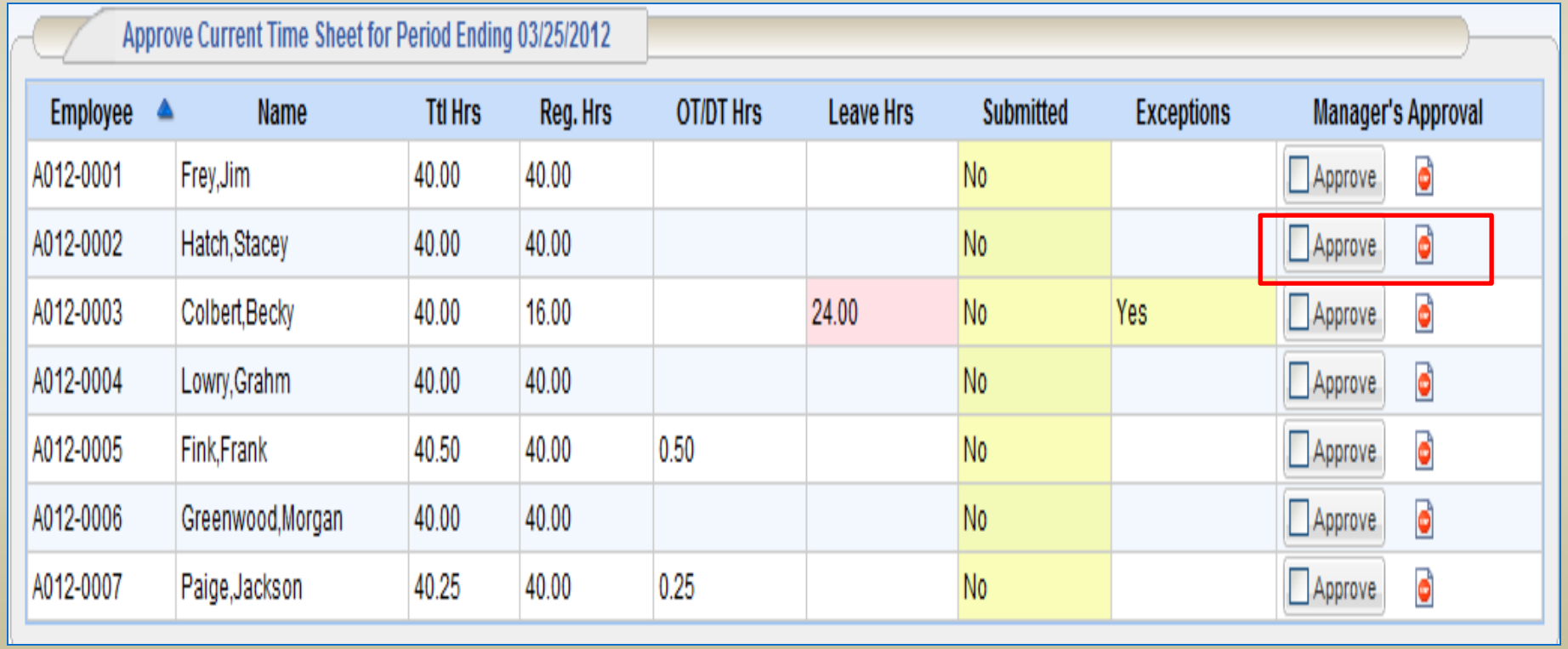
State of Delaware
eSTAR
Employee State Time & Attendance Reporting

Approving Timesheets

- Managers can approve hours for individual employees or for an entire group.
- The system allows the manager to see if an employees timesheet contains errors/exception messages.
- Timesheets with errors need attention before approval.
- Managers can choose to open and edit timesheets to correct errors OR reject timesheets and direct the employee to correct the error.

Approving Timesheets(Cont.)

- Check the box to **Approve** the employee timesheet.
- To reject an employees timesheet, click reject timesheet button.



Approve Current Time Sheet for Period Ending 03/25/2012

Employee	Name	Ttl Hrs	Reg. Hrs	OT/DT Hrs	Leave Hrs	Submitted	Exceptions	Manager's Approval
A012-0001	Frey,Jim	40.00	40.00			No		Approve
A012-0002	Hatch,Stacey	40.00	40.00			No		Approve
A012-0003	Colbert,Becky	40.00	16.00		24.00	No	Yes	Approve
A012-0004	Lowry,Grahm	40.00	40.00			No		Approve
A012-0005	Fink,Frank	40.50	40.00	0.50		No		Approve
A012-0006	Greenwood,Morgan	40.00	40.00			No		Approve
A012-0007	Paige,Jackson	40.25	40.00	0.25		No		Approve

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.
- The Request Summary allows managers to View Requests, Approve Requests, Reject Requests and view Group Schedules to ensure appropriate coverage while an employee is on leave.
- 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.

Approve Time Off Requests

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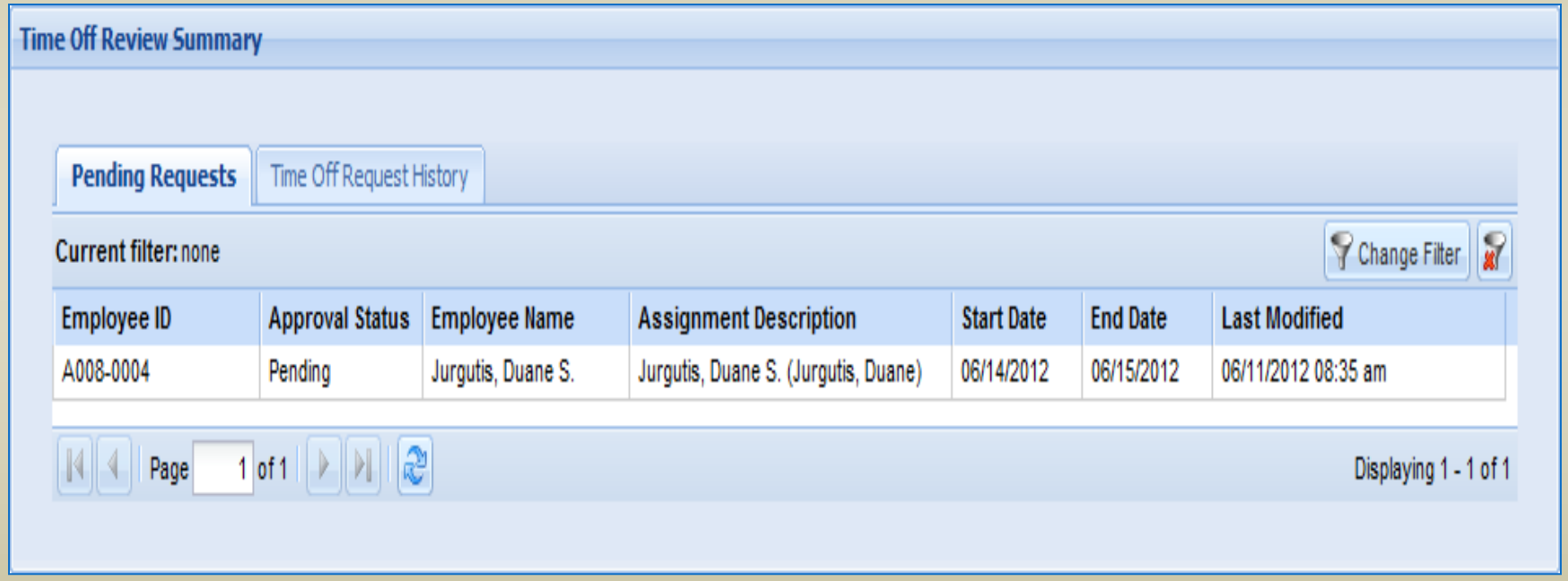
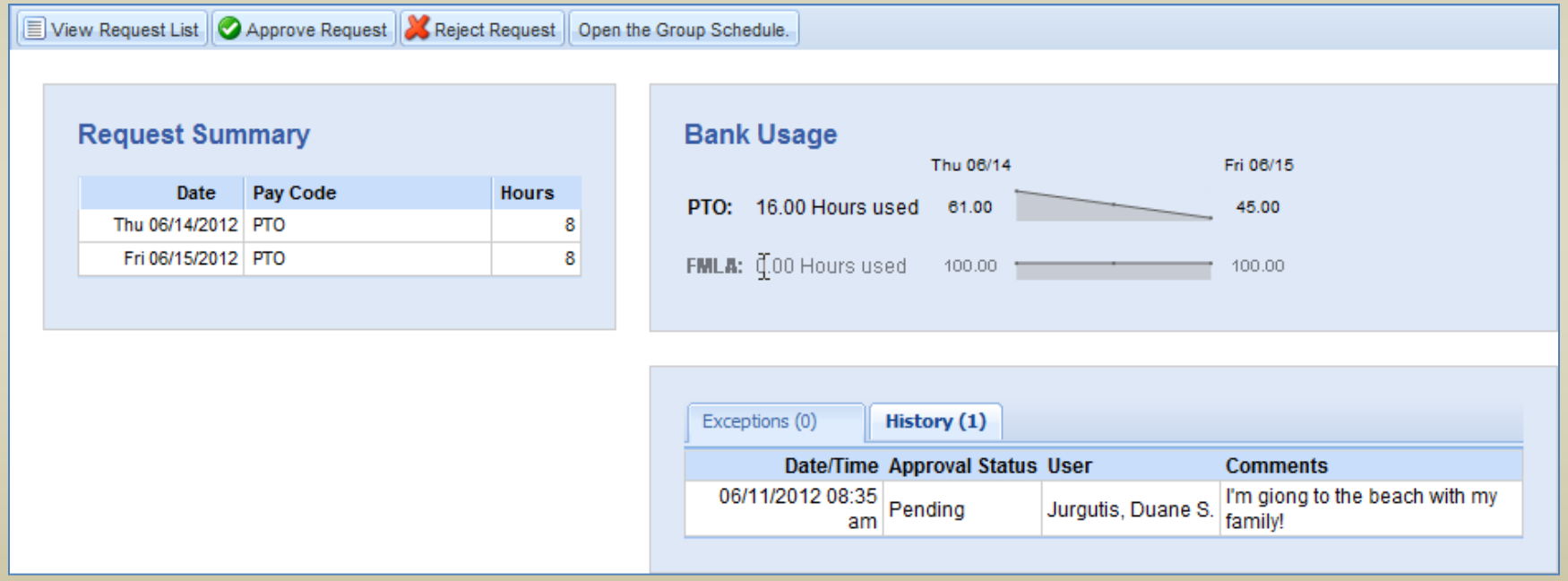


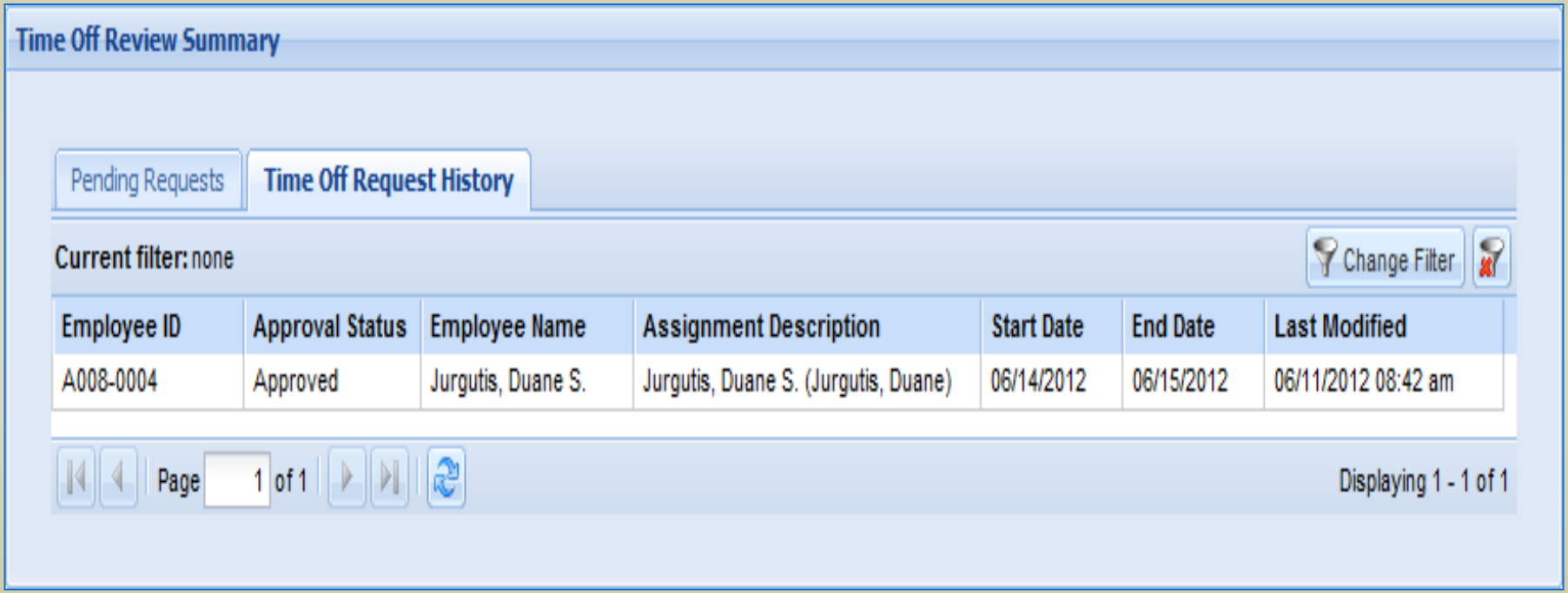
Approve Time Off Request

- The **Request Summary** allows managers to **View Requests**, **Approve Requests**, **Reject Requests** and view **Group Schedules** to ensure appropriate coverage while employee is on leave.



Approve Time Off Request

- After approval, the previous request now displays on the **Time Off Request History** tab.



Delegation

- Managers can delegate authority over a group of employees to another manager when out of the office.
- Once a manager has delegated a role, that manager can also cancel the delegation.