

Employee Functions

First Glance

eSTAR Overview

- 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 access **eSTAR** by logging into DE Single Sign-On (SSO), also known as Employee Self Service and ePay.

<http://employeeselfservice.omb.delaware.gov/default.shtml>

Sign In With Your Account

* User Id:


* Password:

[New User Registration](#)

[Forgot User Id?](#)

[Forgot Password?](#)

[Contact Us](#)



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 the status and dates of time off requests.

Bank Balances	
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

The screenshot displays the 'Time Entry' application interface. At the top, there is a 'Time Entry' tab and a calendar for March 2015, with the date 'Mar 17, 2015' and a 'Show All Weeks' checkbox. Below the calendar is a table with the following columns: Date, Pay Code, Hours, Amount, Optional Proj..., Wilmington Wag..., Comments, Case ID, and Total. The table contains data for the week of March 8-14, 2015, showing 7.50 hours per day for each day from Sunday to Saturday. The total hours for the week is 37.50, and the total amount is 37.50. At the bottom of the interface, there is a navigation bar with 'Exceptions' highlighted, and a 'Filter exceptions by day' checkbox.

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						7.50
Tue 03/10	WK_SCH_ELAPSED Work	7.50						7.50
Wed 03/11	WK_SCH_ELAPSED Work	7.50						7.50
Thu 03/12	WK_SCH_ELAPSED Work	7.50						7.50
Fri 03/13	WK_SCH_ELAPSED Work	7.50						7.50
Sat 03/14	WK_SCH_ELAPSED Work	7.50						7.50
								37.50
								37.50

Information Tabs

Results Tab

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		
12/29/2014		Work Time (E)	7.50	0.00	0.00	0.00			false	false		
Total			15.00	0.00								

- Work Date
- DDS Code
- Pay Code
- Hours
- Amount
- Rate
- Calculated Hrly Rate
- Combo Code
- Optional Project
- Additional Data
- Wilmington Wage Tax
- Earnings Code
- Split Slices

- 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