



eSTAR Goes Live April 17! The accuracy and timeliness of your pay and leave benefits will require precise teamwork!

- **Employees**—Everyone is an employee in eSTAR. Your pay and leave will require that your timesheet contains all hours to be paid and all leave taken within a pay period. Clocking employees will capture time by logging in at the new time clocks. Those in non-clocking groups must assure that the timesheet reflects standard hours worked, plus any additional time or deductions. All employees will use the eSTAR Time Off Request process.

Are you ready to review and process Timesheets and Time Off Requests?

- **Managers**—In eSTAR, a Manager is defined as the person who is appointed by management to approve timesheets and Time Off Requests for employees in specific positions. This person is normally the employee's supervisor but may be assigned to others. Additionally, a manager may temporarily delegate the approving authority to another manager in the event of an absence.

Do you know who your Manager is for eSTAR?

- **Auditors**—An Auditor supports a group of Employees and the Managers by making sure that time and attendance actions flow through eSTAR timely and accurately. Auditors are assigned to groups of employees within a division. They have access to reports showing pending action items such as Timesheets and Time Off Request, plus they have the authority to adjust work schedules and timesheets for an employee and Manager—but only the Manager can approve the adjustments.

Do you know which Auditor or Auditors will be supporting your group?

- **Human Resources**—Your local Human Resources group is a resource on the overall functionality of eSTAR—how it works. Employees, Managers, and Auditors can contact Human Resources as needed. Keep in mind that there are a variety of eSTAR tools on the DHSS intranet site such as Job Aids providing a variety of instructional documents.

Check out the DHSS eSTAR intranet Site Job Aids! [*eStar*](#)

- **DHSS Payroll**—Payroll will receive input from over 4,000 employees, approved by Managers—and will work with State level resources to generate your biweekly pay. All of this occurs within a small window of time the week after pay day. This requires that all employees and Managers have the discipline to process things on time. Make sure you are aware of the deadlines and adhere to them.

What is the bi-weekly deadline for Managers to approve timesheets?

eSTAR—a Partnership in Pay!



If you have questions, please contact your local HR group—

HR Office	Phone
New Castle County	302-255-9070
Kent/Sussex Regional Office	302-744-4558
DHCI	302-223-1550
Stockley Center	302-933-3000