

**LEAVE AUDITS & LEAVE REQUESTS
PREPARING FOR eSTAR GO LIVE
APRIL 17, 2016**



This is a reminder that your final leave audit should be approved, completed and signed by April 4th. HRMS, our current leave reporting system, will close on April 4th at 4:30 p.m. and all leave transactions must be entered in HRMS in order to ensure accurate leave balances are transferred to eSTAR. Timekeepers are responsible for accurate and timely leave entry in HRMS.

What action steps should you consider to ensure your leave is accurate?

- ✓ Make sure your approved leave taken between January 1, 2016 and April 16, 2016 is entered in HRMS
- ✓ Make sure your final leave audit from January 1, 2016 through April 16, 2016 is accurate and complete.
- ✓ If you have not received your leave audit, contact your supervisor and timekeeper as soon as possible!!

What happens to my leave requests approved between April 4th – April 16th?

- Approved leave requests between April 5th and April 16, 2016 should be entered in HRMS. Timekeepers were notified to enter your approved leave in HRMS as soon as possible.

What happens to my previously approved leave requests beyond April 16th?

- Your leave balances **as of April 16th** will be transferred to eSTAR.
- Keep a copy of your approved leave request(s) to be taken after April 16th for your reference.
- We go live on April 17th and eSTAR allows you to create leave requests when we go live.
- Please use the leave request feature in eSTAR for any available leave that you request to take after April 16th.
- Your manager will be notified of your leave request as soon as you submit it.
- Your manager will need to approve your newly created leave request.

If you have questions, please contact your local Human Resources Office.

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