**THIS COMMUNICATION IS DESIGNED PRIMARILY FOR MANAGERS THAT APPROVE TIMESHEETS AS WELL AS AUDITORS.**

Effective the beginning of the pay period June 25, 2017, the timeframe for eSTAR timesheet amendments is changes from 400 days to 28 days.  This change will improve the accuracy of pay by assuring that Payroll and Human Resources are fully aware of corrections made beyond two pay periods and can assure that the changes are done without creating unintended additional errors.

Amendments are created by managers and auditors to correct actions previously approved in a prior pay period.  Some changes impact pay; others, such as correcting leave, may be pay neutral.

An enhanced eSTAR Job Aid has been created to provide step-by-step guidance on how to do Amendments.  The DHSS eSTAR Policy, Job Aids, prior Wildcards, and Procedures can be found on the DHSS eSTAR website at <http://dhss.delaware.gov/dhss/dms/hrm/estar/estar.html>.

Of course, the desired best practice is to accurately document and approve timesheets the first time during the current pay period.  It is far easier to do it right the first time then to generate an amendment.

* Employees are responsible for checking their own time and results prior to the approval timeline of noon Tuesday following payday.  Any issues should be reported to their manager immediately.
* Managers and auditors must have all entries completed and approved by noon on Tuesday.  Please refer to the **updated** [approval schedule](http://dhss.delaware.gov/dhss/dms/hrm/estar/scheduleforapproval062117.pdf).
	+ If a manager shortens the timeline it needs to be communicated with the employees and auditor.
	+ Managers are required to approve timesheets and are ultimately responsible for what is approved.  Please refer to the Time and Leave Keeping policy which describes all roles responsibilities.
* If an amendment needs to be made beyond the 28 day timeframe:
* The manager will need to complete the Amendment Request form found on the eSTAR website.
* The manager will need to send the completed and approved form to their local HR office.

**Questions may be directed to your local HR group:**

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