

***IMPORTANT eSTAR upgrade information***

***Saturday, July 15, 2017***

eSTAR unavailable 7 am – 7 pm

On Saturday, July 15, 2017, eSTAR will be upgraded to version 17.2. The upgrade impacts eSTAR modules – Time & Attendance (non-clocking employees) and Advanced Scheduler (clocking employees).

During the upgrade, the eSTAR application will be **unavailable** to all users. See below.

Time Clocks will be available during most of the upgrade and will store in/out punches to be sent to eSTAR after the upgrade is complete. However, there will be a timeframe when Time Clocks will not be available for in/out punches (from 5 pm to 7 pm). In/out punches during this timeframe will need to be tracked manually and entered onto the employee’s timesheet manually.

Below is a summary of the dates and impacts:

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| eSTAR Event | Day/Date/Time | Impacts | Users Impacted |
| eSTAR Upgrade to 17.2 | Saturday 7/15/17 7 am – 7 pm estimated | No access to eSTAR | Employees (including Web Clock),  Managers, ACT Case Managers, AS Schedulers, AS Admins, HR/PR Org Admins, View Only |
| Time Clock Upgrade  | Saturday 7/15/175 pm – 7 pm only | Clock punches will need to be manually tracked during this time | Time Clock employees—contact your local management for instructions on tracking hours worked during this two hour period. |

If you have questions, please contact your local Human Resources group –

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| **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 |