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
Dashboard Functions

The employee dashboard provides links to eSTAR time management functions:
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
Information Tabs

Results Tab

• 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

Leave Tab
• Displays hours available in various time off banks
• Initial and Ending balances for the period
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.

<table>
<thead>
<tr>
<th>Event Triggering Email</th>
<th>Subject</th>
<th>Message</th>
<th>Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of time off request</td>
<td>Time Off Request – Pending.</td>
<td>&lt;Employee Name&gt; has requested time off. Please review.</td>
<td>Manager</td>
</tr>
<tr>
<td>Approval of time off request</td>
<td>Time Off Requests – Approved.</td>
<td>Your time off request has been approved.</td>
<td>Employee</td>
</tr>
<tr>
<td>Rejection of time off request</td>
<td>Time Off Request – Rejected</td>
<td>Your time off request has been rejected.</td>
<td>Employee</td>
</tr>
</tbody>
</table>