Manager Functions
First Glance
eSTAR Overview

• **eSTAR** Time and Attendance application automates and standardizes the time collection and approval processes
  – Meet business goals
  – Control labor costs
  – Improve workforce productivity
  – Manage time off requests
  – Gives employees the ability to view and manage leave
  – Feeds directly into payroll
Objectives

This session is intended to provide a first glance at eSTAR:

• Log into eSTAR and navigate through the application as a manager
• Managing Employee Schedules
• Process time-off requests
• Delegate privileges to other managers when out of office
eSTAR Access

Managers access **eSTAR** to request Leave or update Timesheets by logging into DE-Single Sign-On (SSO), also known as Employee Self Service and ePay.

http://employeeselfservice.omb.delaware.gov/default.shtml
The Manager’s Dashboard offers functions for handling the time and attendance data for their employees.

- Editing and approving employee timesheets
- Reviewing employee time off requests
- Assigning schedules
Working with Schedules

• Schedules should be loaded for Merit Employees by managers or auditors

• If an employee’s schedule changes, the approved schedule needs to be updated in eSTAR

• Schedules will flow over to the timesheet
Approving Timesheets

• Managers can approve hours for individual employees or for an entire group.
• The system allows the manager to see if an employees timesheet contains errors/exception messages.
• Timesheets with errors need attention before approval.
• Managers can choose to open and edit timesheets to correct errors OR reject timesheets and direct the employee to correct the error.
Approving Timesheets (Cont.)

- Check the box to **Approve** the employee timesheet.
- To reject an employee's timesheet, click the reject timesheet button.
Time Off Requests

• When an employee submits a time off request, the request is forwarded to the employee’s manager for review.
• The manager can then approve or reject the request.
• The Request Summary allows managers to View Requests, Approve Requests, Reject Requests and view Group Schedules to ensure appropriate coverage while an employee is on leave.
• Managers can cancel a request for an employee after approval in eSTAR.
  • An employee can cancel a pending request.
  • Once a request is approved an employee cannot cancel the request in eSTAR. The employee must contact their supervisor.
Approve Time Off Requests

- When an employee submits a time off request, the request is forwarded to the employee’s manager for review. The manager can then approve or reject the request.
Approve Time Off Request

- The Request Summary allows managers to View Requests, Approve Requests, Reject Requests and view Group Schedules to ensure appropriate coverage while employee is on leave.
Approve Time Off Request

- After approval, the previous request now displays on the **Time Off Request History** tab.
Delegation

• Managers can delegate authority over a group of employees to another manager when out of the office.

• Once a manager has delegated a role, that manager can also cancel the delegation.