



Manager Functions First Glance

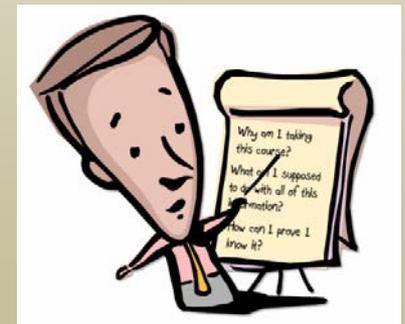
eSTAR Overview

- **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>

Sign In With Your Account

* User Id:

* Password:

[New User Registration](#)

[Forgot User Id?](#)

[Forgot Password?](#)

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The Manager Dashboard

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

The screenshot displays the eSTAR Manager Dashboard interface. The top navigation bar includes the eSTAR logo, version 9.7.0.2, Home, Help, and Log Off options. The main content area is titled "Manager Dashboard Layout" and is organized into several sections:

- Time Entry:** Contains links for My Timesheet, Edit Employee Time, Edit Time for Groups, and Approve Time Sheets.
- Schedules:** Contains links for My Calendar, Employee Calendars, and My Time Off.
- Reports:** Contains a link for View Reports.
- Settings:** Contains a link for Manage Delegations.
- Employees:** Contains a link for Maintain My Employees.
- Exceptions:** A large panel with a message: "There are no exceptions that match the current filter."
- My Time Off Requests:** A panel with the message: "No tasks found."
- My Employee Time Off Requests:** A panel with the message: "No tasks found."

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 employees timesheet, click reject timesheet button.

Approve Current Time Sheet for Period Ending 03/25/2012								
Employee	Name	Ttl Hrs	Reg. Hrs	OT/DT Hrs	Leave Hrs	Submitted	Exceptions	Manager's Approval
A012-0001	Frey,Jim	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0002	Hatch,Stacey	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0003	Colbert,Becky	40.00	16.00		24.00	No	Yes	<input type="checkbox"/> Approve 
A012-0004	Lowry,Grahm	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0005	Fink,Frank	40.50	40.00	0.50		No		<input type="checkbox"/> Approve 
A012-0006	Greenwood,Morgan	40.00	40.00			No		<input type="checkbox"/> Approve 
A012-0007	Paige,Jackson	40.25	40.00	0.25		No		<input type="checkbox"/> 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.
- 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.

Time Off Review Summary

Current filter: none

Employee ID	Approval Status	Employee Name	Assignment Description	Start Date	End Date	Last Modified
A008-0004	Pending	Jurgutis, Duane S.	Jurgutis, Duane S. (Jurgutis, Duane)	06/14/2012	06/15/2012	06/11/2012 08:35 am

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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.

Request Summary

Date	Pay Code	Hours
Thu 06/14/2012	PTO	8
Fri 06/15/2012	PTO	8

Bank Usage

	Thu 06/14	Fri 06/15
PTO: 16.00 Hours used	61.00	45.00
FMLA: 0.00 Hours used	100.00	100.00

Date/Time	Approval Status	User	Comments
06/11/2012 08:35 am	Pending	Jurgutis, Duane S.	I'm going to the beach with my family!

Approve Time Off Request

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

Time Off Review Summary

Current filter: none

Employee ID	Approval Status	Employee Name	Assignment Description	Start Date	End Date	Last Modified
A008-0004	Approved	Jurgutis, Duane S.	Jurgutis, Duane S. (Jurgutis, Duane)	06/14/2012	06/15/2012	06/11/2012 08:42 am

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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.