

Employee Functions

Time and Attendance

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

Objectives

This session is intended to provide a high-level overview:

- Identify functions represented on the dashboard
- Enter worked time and paid time off (if available)
- Create time record favorites
- Identify information tabs
- Save timesheets
- Request time off
- Generate reports

eSTAR Access

eSTAR may be utilized in one of the following ways:

- Web-based interface on a personal computer
- “Punching” a hardware time clock



Navigation Basics

Employees access **eSTAR** to request leave or update timesheets by logging into DE Single Sign-On (SSO)

Sign In With Your Account

* User Id:

* Password:

[New User Registration](#)

[Forgot User Id?](#)

[Forgot Password?](#)

[Contact Us](#)



Dashboard Functions

The employee dashboard provides links to time and attendance functions, which may vary based on Organizational needs.

The screenshot displays the eSTAR Employee Dashboard Layout. The top navigation bar includes the eSTAR logo, version 9.7.0.2, Home, Help, and a user login status: "Logged in as DSCYF, Chris" with a Log Off link. The main content area is divided into several sections:

- Time Entry:** Contains a link to "Enter My Timesheet".
- Reports:** Contains a link to "View Reports".
- Schedules:** Contains links to "My Calendar" and "My Time Off".
- Time Off Requests:** Displays "No tasks found."

Time Entry Overview

The time entry window provides options necessary for completing time entry.

12/28/2014 - 01/10/2015 Save More List View

Time Entry 0.00 total hours

S M T W T F S S M T W T F S Dec 28, 2014 Show All Weeks

Date	Pay Code	Hours	Amount	Optional Proj..	Wilmington Wag..	Comments	Case ID	Total
Sun 12/28	Please Select							
Mon 12/29	Please Select							
Tue 12/30	Please Select							
Wed 12/31	Please Select							
Thu 01/01	Please Select							
Fri 01/02	Please Select							
Sat 01/03	Please Select							
								0.00

0.00 0.00

Exceptions Results Schedule Leave

Filter exceptions by day

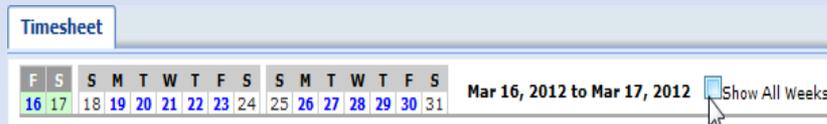
Date	Exception Message	Severity
No exceptions.		

Timesheet Function Buttons Overview

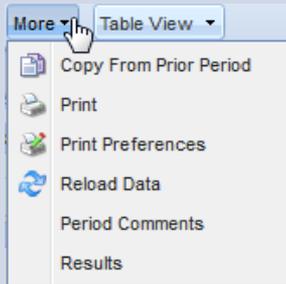
Clicking the **Pay Period** icon will access a pop-up calendar. Next select a pay period or click the **Default Period** button.



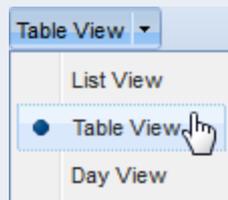
To view a display longer than a week, click the checkbox for **Show All Weeks**.



Timesheet Function Buttons Overview (Cont'd)



The **More** button reveal the **Print**, **Print Preferences**, **Reload Data**, and **Period Comments** buttons.



Select the **List View**, **Table View** or **Day View** of the timesheet. The view you select alters the presentation of the data on the Timesheet tab.

Other Timesheet Function Buttons

- Print
- Reload Data
- Adding Comments
- Timesheet View (Table, List, Day View)

Timesheet Views

List View

List View (default) displays the days in the selected Pay Period as a list.

The screenshot shows the 'Time Entry' section of the eSTAR system. At the top, there is a navigation bar with the date range '12/28/2014 - 01/10/2015', a 'Save' button, and a 'List View' dropdown menu. Below this, a 'Time Entry' tab is active, showing a calendar for 'Dec 28, 2014' with a 'Show All Weeks' link. A summary bar indicates '0.00 total hours'. The main table has columns for Date, Pay Code, Hours, Amount, Optional Proj., Wilmington Wag., Comments, Case ID, and Total. The table lists days from Sun 12/28 to Sat 01/03, each with a 'Please Select' dropdown for the Pay Code. The total hours for the period is 0.00. Below the table, there are tabs for 'Exceptions', 'Results', 'Schedule', and 'Leave'. The 'Exceptions' tab is active, showing a search area with 'Filter exceptions by day' and a 'Severity' dropdown. A message box at the bottom states 'No exceptions.'

Date	Pay Code	Hours	Amount	Optional Proj..	Wilmington Wag..	Comments	Case ID	Total
Sun 12/28	Please Select							
Mon 12/29	Please Select							
Tue 12/30	Please Select							
Wed 12/31	Please Select							
Thu 01/01	Please Select							
Fri 01/02	Please Select							
Sat 01/03	Please Select							
								0.00

Timesheet Views

Table View

The **Table View** eliminates the need to enter repetitive information for each entry on the timesheet.

Timesheet										
Pay Code	Project	Task	Sun 03/18	Mon 03/19	Tue 03/20	Wed 03/21	Thu 03/22	Fri 03/23	Sat 03/24	Total
Work	100400 Project Gamma	G300 Maintain Equipmei	08:00 am	08:06 am	08:00 am	08:00 am	08:00 am	08:00 am		33.00
			04:00 pm	12:00 pm	12:00 pm	12:00 pm	12:00 pm	05:00 pm		
Lunch				12:00 pm	12:00 pm	12:00 pm	12:00 pm			0.00
				01:00 pm	01:00 pm	01:00 pm	01:00 pm			
Work				01:00 pm	01:00 pm	01:00 pm	01:00 pm			21.00
				10:00 pm	05:00 pm	05:00 pm	05:00 pm			
			8.00	13.00	8.00	8.00	8.00	9.00	0.00	54.00

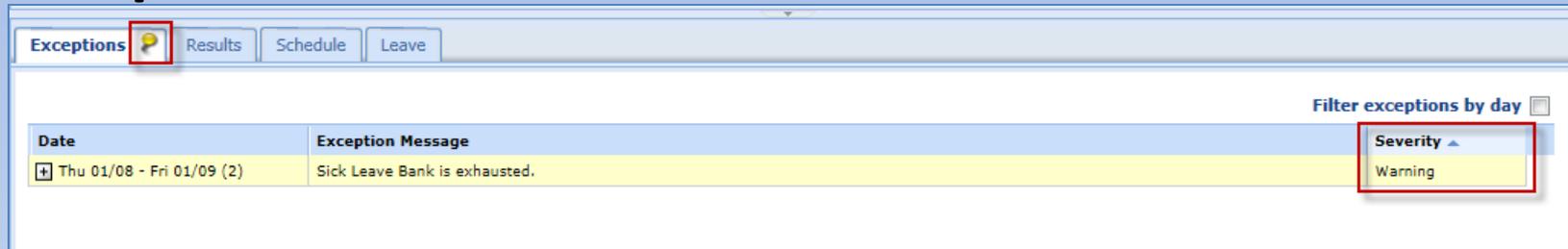
Time Entry Window Tabs

The Time Entry window provides the options necessary for completing time entry.

- Enter time on timesheet.
- View schedule.
- View any issues or warnings regarding timesheet.
- View details of Leave.
- View timesheets from past pay periods.

Information Tabs

Exceptions Tab



Date	Exception Message	Severity
Thu 01/08 - Fri 01/09 (2)	Sick Leave Bank is exhausted.	Warning

The Exception tab displays messages when exceptions are detected.

- Date of the exception
- A message describing the problem
- The severity of the exception
- Any action that may be required

Exception messages are color-coded to identify the level of the severity and are displayed in decreasing order of severity:

- White – No exceptions or only information messages present
- Yellow – Warning Present
- Red – Errors present

Information Tabs

Exceptions Tab

Overriding Exceptions

Date	Exception Message	Severity ▲	Action Required	Acknowledge
Sun 08/27 - Sat 09/02	There are less than the scheduled hours recorded for the pay period.	Warning		<input checked="" type="checkbox"/>

Required to indicate awareness of the problem, but wish to Save the timesheet anyway.

View the exception at a later date using the Pay Period icon to select the pay period and then view the information on the Exceptions tab.

Information Tabs (Cont'd)

Leave Tab

- Displays hours available in various time off banks
- Initial and Ending balances for the period
- Details link to view more details

Annual Leave		Hours
Initial Balance Sun 12/28		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 01/10		0.00
No Details		

Annual Leave Carryover		Hours
Initial Balance Sun 12/28		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 01/10		0.00
No Details		

Comp Time		Hours
Initial Balance Sun 12/28		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 01/10		0.00
No Details		

Floating Holiday		Hours
Initial Balance Sun 12/28		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 01/10		0.00
No Details		

Military Taken		Hours
Initial Balance Sun 12/28		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 01/10		0.00
No Details		

Sick Leave		Hours
Initial Balance Sun 12/28		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 01/10		0.00
No Details		

CORE_WORKED_DAYS_BEFORE_LEAVE		Hours
Initial Balance Sun 12/28		0.00
Earned		0.00
Used		0.00
Ending Balance Sat 01/10		0.00
No Details		

Information Tabs (Cont'd)

Results Tab

Work Date ▲	DDS Code	Pay Code	Hours	Am..	Rate	Calculated	Combo Code	Optional Pr...	Additional...	Wilmington...	Earnings Co...	
12/28/2014		Work Time (E)	7.50	0.00	0.00	0.00			false	false		
12/29/2014		Work Time (E)	7.50	0.00	0.00	0.00			false	false		
Total			15.00	0.00								

- Work Date
- DDS Code
- Pay Code
- Hours
- Amount
- Rate
- Calculated Hrly Rate
- Combo Code
- Optional Project
- Additional Data
- Wilmington Wage Tax
- Earnings Code
- Split Slices

- Displays results from timesheet including overtime, shift premiums, etc.
- Columns can be sorted, hidden
- Right hand scroll bar displays the menu to show/hide columns by checking/un-checking

Information Tabs (Cont'd)

Schedule Tab

- Displays current schedule
- Employees have read-only rights to view schedules

Exceptions		Results		Schedule												
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Dec 28, 2014		Show All
28	29	30	31	1	2	3	4	5	6	7	8	9	10			
Date	Pay Code		Hours		Total											
Sun 12/28	Schedule		08:00 am 04:00 pm	8.00												
Mon 12/29	Schedule		08:00 am 08:00 pm	12.00												
Tue 12/30	Schedule															
Wed 12/31	Schedule		08:00 am 04:00 pm	8.00												
Thu 01/01	Schedule		07:00 am 07:00 pm	12.00												
Fri 01/02	Schedule															
Sat 01/03	Schedule															
				40.00												

Basic Time Entry

General rules for employees include the following:

- All employees use bi-weekly timesheets
- 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
- Work time is reported using in/out elapsed entries
- Non-work time (vacation, jury duty, etc) will be reported using elapsed entries

Basic Time Entry (Cont'd)

- From the dashboard, select the **Enter My Timesheet** link from the **Time Entry** window to open your timesheet.
- Display the body of your timesheet using the default view or the view of your choice.
- To change the view, click the arrow on the **View** button to access its drop-down menu, then highlight and click a menu item to select a different view.

Basic Time Entry (Cont'd)

Ensure the correct pay period displays

The screenshot shows a web interface for time entry. At the top, there is a navigation bar with a 'Pay Period' icon (a calendar with a double arrow) and the date range '12/28/2014 - 01/10/2015'. To the right of the date range are buttons for 'Save', 'Submit', 'More', and 'List View'. Below this is a section titled 'Time Entry'. Underneath, there is a calendar grid for the week of Dec 28, 2014. The days of the week are labeled S, M, T, W, T, F, S. The dates are 28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10. The date 28 is highlighted in green. To the right of the calendar grid is the text 'Dec 28, 2014' and a checked checkbox labeled 'Show All Weeks'.

- Click the respective arrow on the **Pay Period** icon to retreat or advance a pay period.
- Click the **Pay Period** icon to access a pop-up calendar, and then select a pay period or click the Current Period button.
- If the pay period is longer than a week, to enter time for the entire period, select the **Show All Weeks** checkbox.

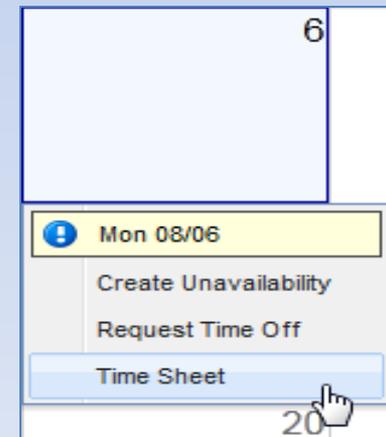
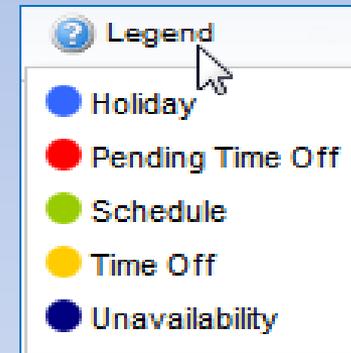
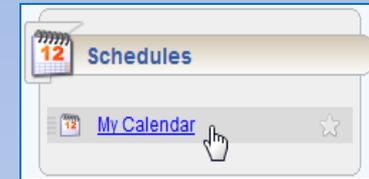
My Calendar

My Calendar window displays events such as time off, pending time off, schedules, unavailability, and holidays.

Calendar items are called calendar categories. Hovering the mouse pointer over the **Legend** label displays the color coding.

Some calendar categories are integrated and cannot be edited, but can be viewed on the calendar to provide a more complete accounting of time.

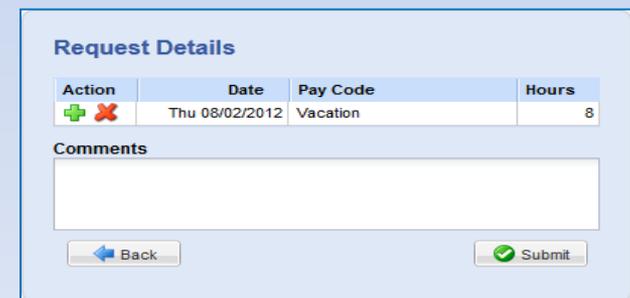
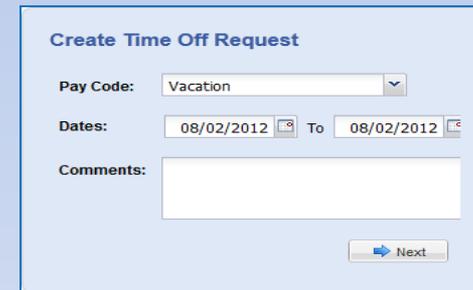
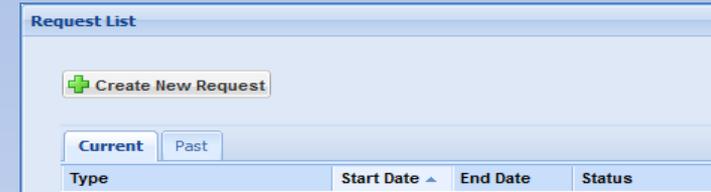
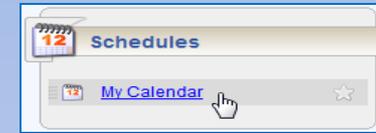
Access to the **Timesheet** from the Calendar provides the same functionality as when accessing directly from the **Timesheet**.



My Time-Off

Requesting Time Off

1. Select **Schedules, My Time Off**
2. **Create New Request**
3. Select the type of time off from the **Pay Code** drop down list.
4. Enter the date to begin time off in the **Start Date**.
5. Enter the date to end time off in the **End Date**.
6. Enter a note in the **Comments** to accompany the request if needed.
7. Select **Next** to display the details of the time off request. The **Request Details** window appears. The hours defaults to the scheduled hours for that day. Hours may be modified and another Pay Code may be selected if desired.



My Time-Off

- Click the Insert icon in the Action field of a row to add another row for that day. Other hours may need to be adjusted for the day, if applicable.
- Click **Save**
- If exceptions are detected, go back and correct, if no exceptions display, a notification of successful submission is displayed.
- Click **OK**.
- The new request appears in the **Request List** window as **Pending**. A request email is to the your Manager.

Request Details

Action	Date	Pay Code	Hours
	Thu 08/02/2012	Vacation	8

Comments

Status

The request has been successfully submitted

Your request has been submitted.

Request List

Type	Start Date	End Date	Status
Time off - Vacation	08/02/2012	08/02/2012	Pending

Email Notification

E-mail messages are sent to the following recipients when time off requests are Saved.

Event Triggering Email	Subject	Message	Recipients
Submission of time off request	Time Off Request – Pending.	<Employee Name> has requested time off. Please review.	Manager/Timekeeper and Delegates
Approval of time off request	Time Off Requests – Approved.	Your time off request has been approved.	Employee
Rejection of time off request	Time Off Request – Rejected	Your time off request has been rejected.	Employee

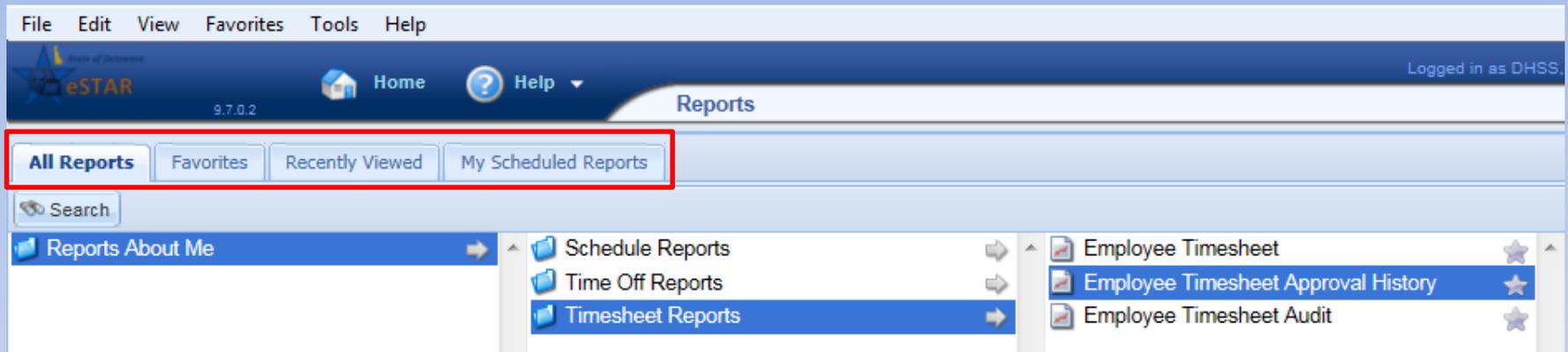
Generating Reports

Employees will use the Reports window to:

- Generate Time & Attendance Reports
- Work with Scheduled Reports
- View & Print Reports
- Select Parameters and Output formats including Excel, HTML or PDF

The screenshot displays the eSTAR Employee Dashboard Layout. The top navigation bar includes the eSTAR logo, version 9.7.0.2, Home, and Help buttons. The user is logged in as DSCYF, Chris. The dashboard features three main sections: Time Entry, Schedules, and Time Off Requests. The Time Entry section includes a 'Time Entry' header and a 'View My Hours' link. The Schedules section includes a 'Schedules' header and links for 'My Calendar' and 'My Time Off'. The Time Off Requests section includes a 'Time Off Requests' header and a 'No tasks found.' message. The Reports window, which is highlighted with a red box, includes a 'Reports' header and a 'View Reports' link.

Reports -Tabbed View



Tab	Description
All Reports	The list of all reports, organized by categories.
Favorites	List of personal favorite reports.
Recently Viewed	Lists the last 10 reports selected from the report list.
My Scheduled Reports	List of personal scheduled reports
All Scheduled Reports	The list of all scheduled reports from all users.

Tentative Time & Attendance Employee Reports

- Employee Absence History
- Employee Absence History Calendar
- Employee Accrual History
- Employee Schedule Audit
- Employee Timesheet Approval History
- Employee Timesheet
- Employee Timesheet Audit
- Employee Timesheet with Signature

Sample Report

The Employee Absence History report displays a list of absence pay codes used during a defined time period. The report shows the pay code entered, the date of the absence, and the number of hours recorded.



Employee Absence History Report from 7/19/2010 to 7/19/2011 Your Company Name Here

Employee Name	Employee ID	Assignment	Date	Day of Week	Pay Code	Hours	Comments
Albrecht, Keesha	1000251	1000251	10/04/2010	Monday	Vacation	8.00	
			10/05/2010	Tuesday	Personal	8.00	
			10/09/2010	Saturday	Personal	4.00	
			10/09/2010	Saturday	Vacation	4.00	
			10/12/2010	Tuesday	Personal	8.00	
			10/16/2010	Saturday	Personal	4.00	
			10/16/2010	Saturday	Vacation	4.00	
			10/19/2010	Tuesday	Personal	8.00	
			10/26/2010	Tuesday	Personal	4.00	
			10/26/2010	Tuesday	Unpaid	4.00	

Pay Code	Hours
Personal	36.00
Unpaid	4.00
Vacation	16.00
Grand Total	56.00

Sample