eSTAR Glossary & Acronyms

GLOSSARY

WorkForce TERM	State TERM	DEFINITION
ABSENCE COMPLIANCE TRACKER (FMLA)		EmpCenter module that creates and manages FMLA
ACCRUAL		The accumulation of earned time off.
ACTIVITY BASED COSTING		Allocating work hours to specific labor categories like Combo Codes or Optional Projects. This is another term for Labor Distribution in EmpCenter
ADVANCED SCHEDULER		EmpCenter module that uses staffing requirements, employee skills and certifications, preferences, pay rates and fitness for duty to create schedules.
AMEND		Change a timesheet after it has been approved by the manager.
ASSIGNMENT	JOB	The record that contains information about an employee's job. An employee's assignment is specific to a particular manager or supervisor. An employee can have more than one assignment. Each assignment requires its own timesheet.
ASSIGNMENT GROUP		A set of employees having assignments that are managed together.
BANK	LEAVE BUCKET LEAVE BALANCE	A repository in a time and attendance system that contains the amount of earned time off available to an employee. Examples of earned time off include vacation, sick, optional or floating holidays, FMLA, paid time off, and more.
CROSS-PERIOD EXCEPTION		Occurs when recorded or scheduled work in a period causes an exception with an employee's scheduled work in a future period.
CSV FILE		Comma separated values file. This file stores tabular data (number and text) in plain text form.
DASHBOARD		A task-based navigation system in the main area of the eSTAR window.
DAY VIEW		One of three timesheet formats for displaying time and attendance information for a single day. This view differs considerably from the other views which display information for an entire pay period.
DELEGATION		A right or responsibility temporarily assigned. Managers must delegate their Assignment Group to another

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		Manager(s) as a backup.
DETAILS TAB		The Detail Tab allows users to enter additional information or comments on the timesheet pertaining to a specific time entry.
EMPCENTER SUITE		WorkForce's Enterprise Workforce Management Software
EMPLOYEE		Employee records are effective dated (eff_dt, end_eff_dt). Employee record stores basic employee data (name, status, hire date, termination date, pay rate, etc.) and is most commonly populated by data from an HRIS system.
EXCEPTION		A conflict noted between your time and attendance information and the rules by which your timesheet is processed. Exceptions generate messages that appear in the Exceptions tab on the Time Entry screen. Some messages are informational and require no action; others require a satisfactory resolution before the timesheet can be successfully submitted.
EXCEPTION TIME ENTRY		The state in which employees enter time only when it differs from scheduled time.
FAVORITE SET		A group of favorites that can be enabled for a timesheet.
LABOR DISTRIBUTION (LD)		Allocating worked hours to specific labor categories like Combo Codes or Optional Projects. This is another term for activity based costing in EmpCenter.
LIST VIEW		One of three timesheet formats for displaying time and attendance information for an entire pay period. Each day of the week and time entry are depicted by in rows.
* MODEL (Job Model)		Activity that is work-related (i.e. Nurse, Cashier) or leave-related (i.e. Vacation, Sick) and is included on a schedule. This is used as a template to create slots to be filled in on the schedule.
MULTIPLE ASSIGNMENTS	MULTIPLE JOBS Dual Employment	An employee having multiple assignments requiring different timesheets for each.
* ORGANIZATION STRUCTURE		
PASSWORD		An encrypted word or other set of characters used with your User ID to prevent unauthorized access to eSTAR application.
PAY CODE	Earnings Code	An entry type identifier required for every transaction recorded on a timesheet or schedule. Each Pay Code has an entry type such as amount, elapsed time, or in/out time, and has role security to provide granular control over which user may edit or view the associated transactions and/or specific fields on the screen associated with those transactions.

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PAY CODE SET		Groups of Pay codes referenced by the premium or accrual rule definitions.
PAY REPORTING METHOD		Defines how the Policy Profile grouping will export data from EmpCenter to the PHRST Payroll. The State of Delaware will use the Positive Pay Reporting Method which means that in order for the employee to get paid, EmpCenter must send all time entry data and schedule hours to the PHRST Payroll system.
PAYROLL FREQUENCY		State of Delaware has a bi-weekly pay period.
PAYROLL PERIOD		Service period for which the employer pays wages to the employee in the payroll system.
POLICY		A set of rules used to define a specific facet of time and attendance, such as how to handle overtime worked by non-exempt employees. Policies are created in the Policy Editor.
POLICY PROFILE		A group of employees with similar rules and processes (OT, Shift, etc…)
POSITIVE TIME ENTRY		The state in which time is manually entered for each instance worked.
*QUALIFICATIONS	Required Skill(s)	Primary constraints that the system checks to ensure that an employee is eligible and qualified to work a model (i.e. Registered Nurse)
ROLE		Determines the permissions and views that a user has to areas of the system.
SCHEDULE	Work Schedule	A set of day and time entries which define when employees are expected to report to work.
* SCHEDULING GROUP		
* SCHEDULING UNIT		
SLICE (TIME RECORD)		One entry on the time sheet; for example, 8 hours of Vacation on Monday.
SLOT		
*STATION		Categories of Models ("Nursing"). Rolls up to Scheduling Unit.
TABLE VIEW		One of three timesheet formats for entering and viewing time and attendance information for an entire pay period. The Table View is especially useful for entering repetitive daily time and attendance information.
TIME & ATTENDANCE		EmpCenter module used to capture time and labor data
TIME RECORD (SLICE)		One entry on the time sheet; for example, 8 hours of Vacation on Monday.
TIME REPORTING METHOD		Defines how the Policy Profile Group will enter time into EmpCenter.

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TIMESHEET	Timesheet	The form used to record and submit time and attendance information.
TIMESHEET FREQUENCY		Defines the period for the Timesheet in EmpCenter. This will be bi-weekly.
TIMESHEET PERIOD		Period of time represented on a single Timesheet.
TIMESHEET PERIOD END DATE		One valid end date of the Timesheet Period.
USER		User records store login id, password and link the user to an employee in the system (if applicable). Not all user records have matching employee records (system users). Users are assigned roles in the system. Many options in EmpCenter can be varied by role: for example: it is possible to have users with a manager role view a time sheet differently than a user with an employee role.
WEB CLOCK		A web accessible simulation of a traditional time clock with two main variations, the WebClock and the Mobile WebClock
WEEK DEFINITION		The Week Definition defines the overtime period for the week. The State of Delaware Week Definition is Sunday through Saturday.

* Term is used for Advanced Scheduler (AS) Module

ACRONYMS

Acronym	Definition
AC	Application Consultant
ACT	Absence Compliance Tracker (FMLA)
AS	Advanced Scheduler
AWS	Alternative Work Schedule
BOP	Board of Prisons
DDS	Department, Division, Section
DE SSO	Delaware Single Sign On
DIP	Disability Insurance Program, STD, LTD
DPC	Delaware Psychiatric Center
EE	Employee
FLSA	Fair Labor Standards Act
FMLA	Family Medical Act
FSF	First State Financials (PeopleSoft FMS)
HERT	Highway Emergency Response Team
LD	Labor Distribution
LTD	Long Term Disability
IC	Implementation Consultant
PHRST	Payroll Human Resource Statewide Technology (PeopleSoft HCM)
PIP	Personal Injury Program
SERT	State Emergency Response Team
SHOC	State Health Operations Center
STD	Short Term Disability
SWCE	Severe Weather Condition Emergency
WFS	WorkForce Software