State of Delaware
eSTAR
Employee State Time & Attendance Reporting

Manager/Timekeeper - Timesheet Components – Finding, Sorting and Navigating Timesheets

1.	Use the **Find** button to quickly locate the timesheet for an employee or a set of employees based on specific search criteria. The **Find** button is located after **Edit Employee Time** is selected from the Dashboard.
2.	Click the **Find** button to display the **Find Employees** pop-up window.
3.	Enter your search criteria. For example, you may enter a Last Name, Employee Number, or Policy Profile. You can also use a character string and or the wildcard character (*) to retrieve a list of employees matching the characters you enter.
4.	Click **Search** to find the records, or click **Cancel** to exit the pop-up without searching. When the search completes, the results expand within the **Find Employees** pop-up window and appear in a table. You are able to sort your search results by clicking the top of any column in the **Find Employees** pop-up window.
5.	Use **Sort** to specify the order in which to arrange records.
6.	To sort records, click the **Sort** button to display the **Sort** drop-down list.
7.	Select the option by which you want the records sorted.
8.	Use the **Work Period** button to **Navigate** timesheets
9.	To select a pay period for viewing or editing, click the under **Work Period** to access the pop-up calendar, or to use forward or backward arrows to select a pay period.
10.	Use the **Minimize** and **Maximize** buttons to collapse or expand the left panel.
11.	Use **Tab** to move between fields on the timesheet.
12.	Click the **Schedule** tab to display the employee's work schedule.
13.	Click the **Exceptions** tab on the bottom panel to display system-generated messages related to the timesheet.
14.	Click the **Leave** tab to view the employee's bank balances.
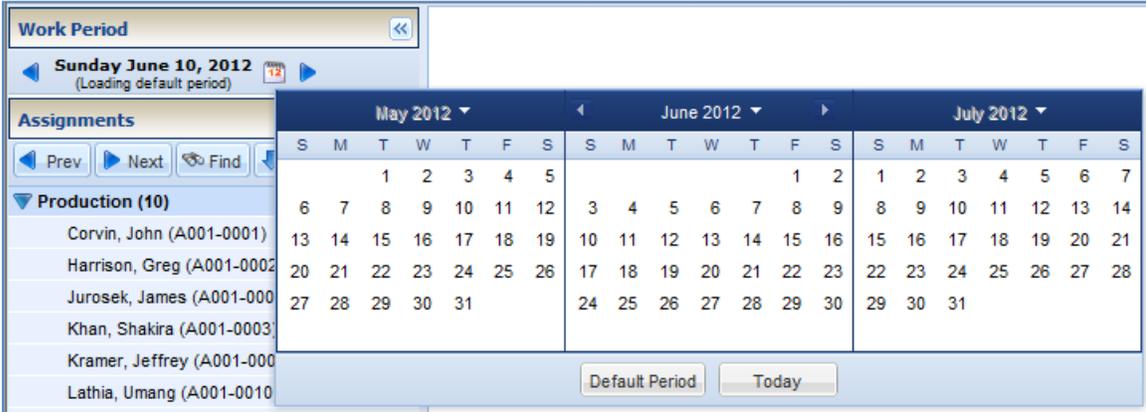
15.	Click the **Results** tab to view a pay summary of the timesheet. You can also sort the **Results** by clicking on headings in each column. You can also sort by clicking on the down arrow at the end of the heading. A list of what you want to show on the Results tab will pop up. (Everything was checked off) By unclicking the header name, it will disappear from the Results tab. (only the work date, DDS Code and Hours were checked off)
16.	Click the **More** button and you can select different options for the timesheet. Select **Print** to print the timesheet.
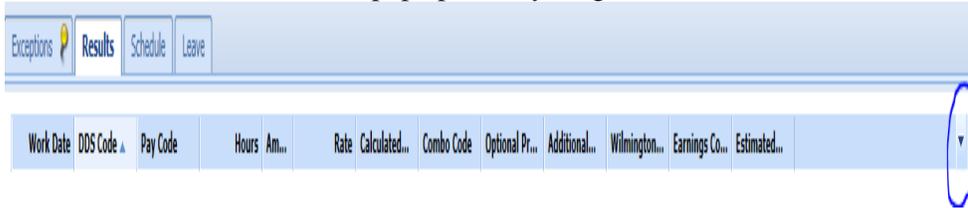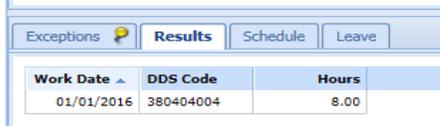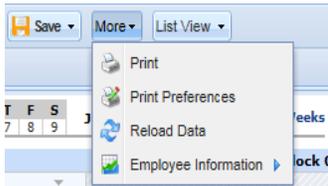
17.	Click the **Save** icon to save any changes you make.
	• Click the down arrow in the **Save** icon to open up two different options:
	    • **Save and Find**. This allows you to save the timesheet and automatically open the **Find Employees** window.
	    • **Save and Next.** This option allows you to save the timesheet and automatically open the timesheet of the next employee in the group.