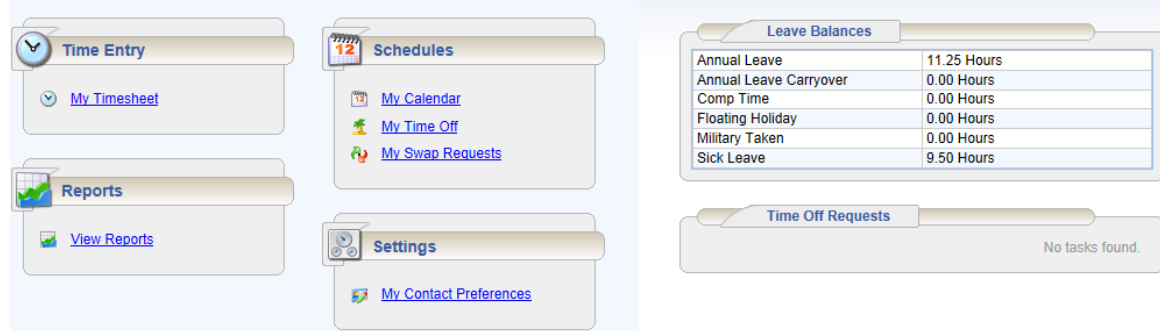


Job Aid 1: Home Screen Navigation and Customizing your Home Screen

1.	<p>How to access eSTAR</p> <p>Employees and managers will access eSTAR through DE Single Sign On: http://www.employeeeselfservice.omb.delaware.gov/</p>
2.	<p>Logging into the Home Screen</p> <ol style="list-style-type: none"> 1. Log into Delaware Single Sign on by entering your User ID and Password into the Login window. <div data-bbox="646 548 1073 1003" data-label="Image"> </div> <ol style="list-style-type: none"> 2. Select eSTAR <div data-bbox="423 1045 1284 1430" data-label="Image"> </div> <ol style="list-style-type: none"> 3. The first time you log into eSTAR, the following dialog appears. <div data-bbox="380 1465 1341 1850" data-label="Image"> </div> <ol style="list-style-type: none"> 4. Click OK.

3. The employee home screen appears. The following figure shows an example of an employee home screen. This home screen is also referred to as your “dashboard.”

Employee Dashboard:

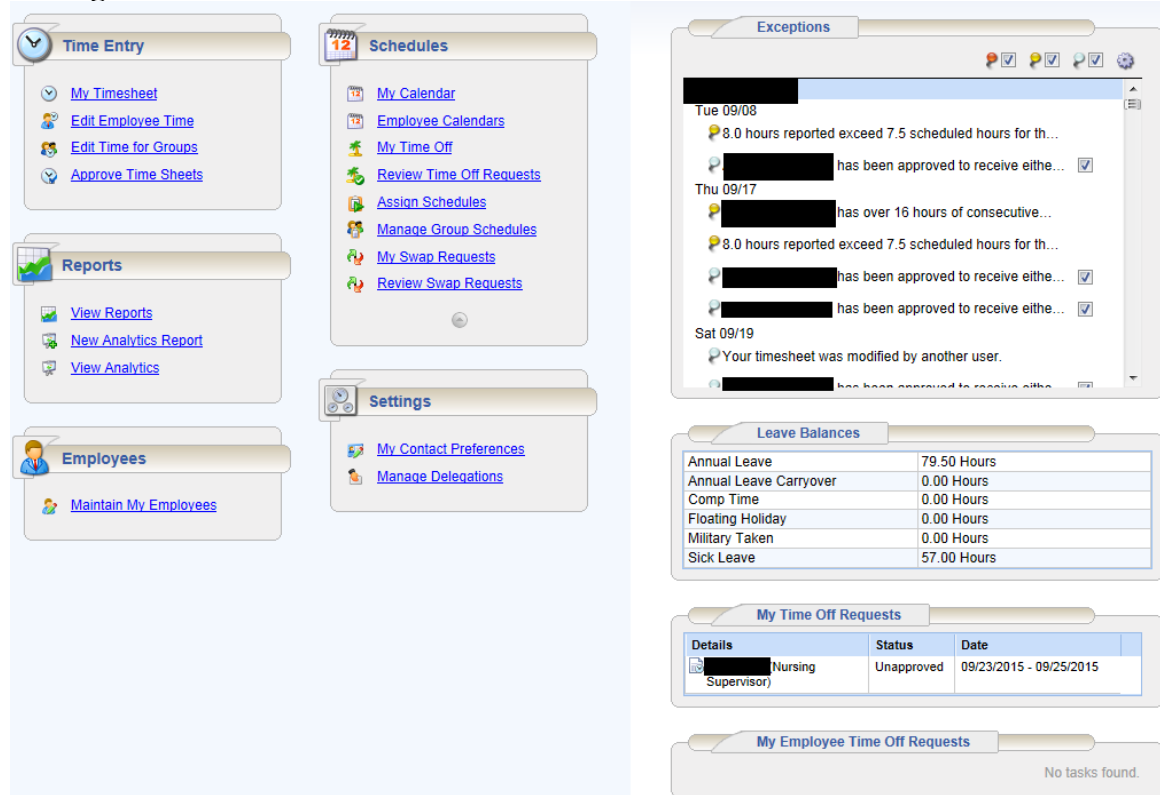


The Employee Dashboard features several key sections:

- Time Entry:** Includes a link to [My Timesheet](#).
- Reports:** Includes a link to [View Reports](#).
- Schedules:** Includes links to [My Calendar](#), [My Time Off](#), and [My Swap Requests](#).
- Settings:** Includes a link to [My Contact Preferences](#).
- Leave Balances:** A table showing the following data:

Category	Hours
Annual Leave	11.25 Hours
Annual Leave Carryover	0.00 Hours
Comp Time	0.00 Hours
Floating Holiday	0.00 Hours
Military Taken	0.00 Hours
Sick Leave	9.50 Hours
- Time Off Requests:** Displays "No tasks found."

Manager Dashboard:



The Manager Dashboard provides tools for managing employee time and attendance:

- Time Entry:** Includes links for [My Timesheet](#), [Edit Employee Time](#), [Edit Time for Groups](#), and [Approve Time Sheets](#).
- Reports:** Includes links for [View Reports](#), [New Analytics Report](#), and [View Analytics](#).
- Employees:** Includes a link to [Maintain My Employees](#).
- Schedules:** Includes links for [My Calendar](#), [Employee Calendars](#), [My Time Off](#), [Review Time Off Requests](#), [Assign Schedules](#), [Manage Group Schedules](#), [My Swap Requests](#), and [Review Swap Requests](#).
- Settings:** Includes links for [My Contact Preferences](#) and [Manage Delegations](#).
- Exceptions:** A list of exceptions with details such as dates (e.g., Tue 09/08, Thu 09/17, Sat 09/19) and descriptions (e.g., "8.0 hours reported exceed 7.5 scheduled hours for th...", "has been approved to receive eithe...").
- Leave Balances:** A table showing the following data:

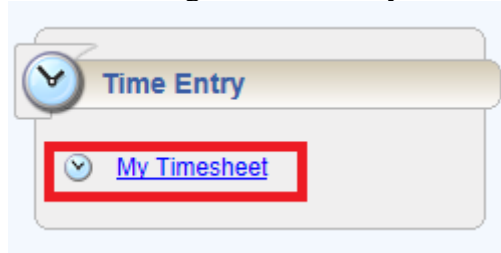
Category	Hours
Annual Leave	79.50 Hours
Annual Leave Carryover	0.00 Hours
Comp Time	0.00 Hours
Floating Holiday	0.00 Hours
Military Taken	0.00 Hours
Sick Leave	57.00 Hours
- My Time Off Requests:** A table with columns for Details, Status, and Date. One entry is shown:

Details	Status	Date
[Employee Icon] Nursing Supervisor	Unapproved	09/23/2015 - 09/25/2015
- My Employee Time Off Requests:** Displays "No tasks found."

4.

Time Entry

- **My Timesheet:** View timesheet data through the time entry window.



My Time Entry: [redacted] Empl Record: 0 | DDS: 351130300 | PP: DHSS_FLSA_PPM

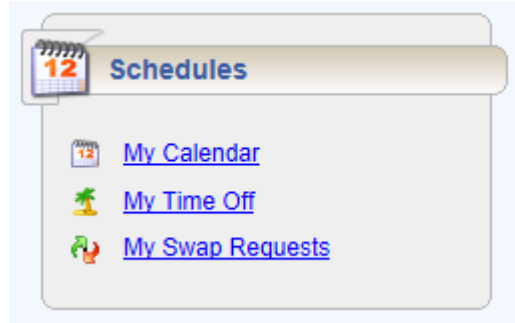
09/06/2015 - 09/19/2015 Save More List View

Time Entry ACT Balances

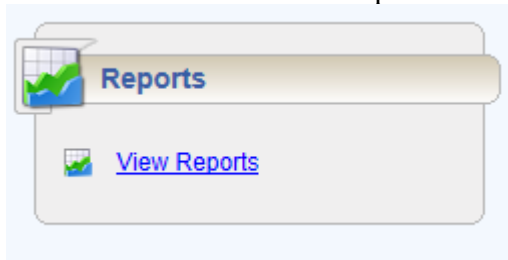
Sep 6, 2015 Show All Weeks

Date	Pay Code	Hours	Amount	Optional Proj..	Wilmington Wag..	Comments	Case ID	Total
Sun 09/06	HOL Holiday	7.50			<input type="checkbox"/>			7.50
Mon 09/07	WK_SCH_ELAPSED Work Sch	7.50			<input type="checkbox"/>			7.50
Tue 09/08	WK_SCH_ELAPSED Work Sch	7.50			<input type="checkbox"/>			7.50
Wed 09/09	WK_SCH_ELAPSED Work Sch	7.50			<input type="checkbox"/>			7.50
Thu 09/10	WK_SCH_ELAPSED Work Sch	7.50			<input type="checkbox"/>			7.50
Fri 09/11	WK_SCH_ELAPSED Work Sch	7.50			<input type="checkbox"/>			7.50
Sat 09/12								
								37.50
								37.50

5. **Schedules**
- **My Calendar:** Shows your personal calendar which displays events such as time off, pending time off, and holidays.
 - **My Time Off:** Submit time off requests, track the status of your requests, and view past request history.
 - **My Swap Requests:** Only used if an employee is in Advance Scheduler to trade scheduled shifts with other employees.

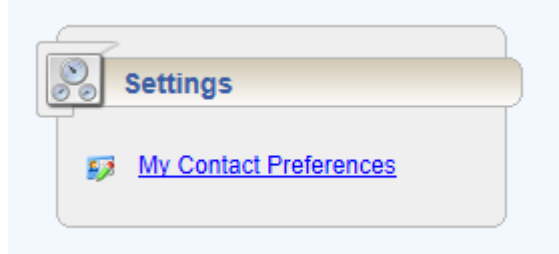


6. **Reports**
- **View Reports:** eSTAR includes reports for employees, managers and auditors. Each role can access general reports to view timesheet information for a certain period or comments on timesheets.




7. **Settings**

- **My Contact Preferences:** This is based on hospital policy; it is only used by Advance Scheduler callouts. It will not update your information on Employee Self Service.



8. **Other Home Screen Information**

- The **Time Off Requests** window shows time off status (Pending, Approved, and Unapproved) and dates.

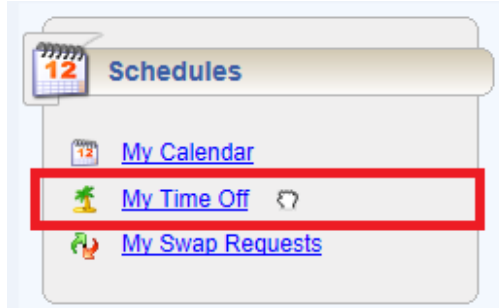
Time Off Requests		
Details	Status	Date
 [Redacted]	Unapproved	09/23/2015 - 09/24/2015

- The **Leave Balances** window shows balances that the employee is eligible for.

Leave Balances	
Annual Leave	61.00 Hours
Annual Leave Carryover	0.00 Hours
Comp Time	0.00 Hours
Floating Holiday	0.00 Hours
Holiday Work Bank	0.00 Hours
Military Taken	0.00 Hours
Personal Taken	0.00 Hours
Sick Leave	74.50 Hours

9. **Customizing the Home Screen**

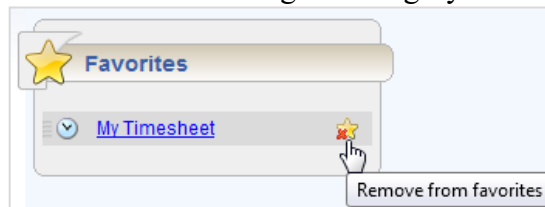
- **Rearranging Function Links:** To rearrange the order in which functions appear within a category, click and drag the function link.



- **Creating a Favorite:** Hover the mouse pointer over the function's star icon and click it to move the function to the favorites section of the home screen.

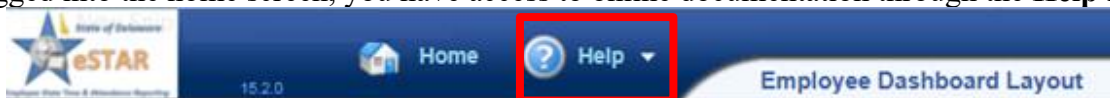


- **Removing a Function from Favorites:** Hover the pointer over the respective function link and click the star icon. The function returns to its original category.



10. **Online Help**

Once logged into the home screen, you have access to online documentation through the **Help** link.



The **Help** link opens the online version of the EmpCenter End User Guide in a new browser window.

