



A message from DHSS Human Resources and Payroll—

Please take time to review the DHSS policy that defines roles and responsibilities under the eSTAR system. The policy, titled “Department of Health and Social Services eSTAR Time and Leave Keeping Policy” can be found at the DHSS eSTAR website –Policy / Procedure section: [eStar](#)

Each employee using eSTAR must review this policy annually. The policy provides general system operating procedures and outlines the roles and responsibilities of:

- Employees
- Managers
- Auditors
- eSTAR Coordinators
- Human Resources
- Payroll

Questions may be directed to your local Human Resources group:

<b>HR Office</b>	<b>Phone</b>
New Castle County	302-255-9070
Kent/Sussex & DHCI/GBHC	302-223-1550
Stockley Center	302-933-3000