



A message from DHSS Human Resources and Payroll—

DHSS has developed a new policy to define roles and responsibilities under the eSTAR system. This 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](#)

This policy is required under the Department of Finance, Division of Accounting Internal Control Requirements that must be filed by each agency. 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 Regional Office	302-744-4558
DHCI	302-223-1550
Stockley Center	302-933-3000