

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 12.15	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS: 4-4040; 4-ACRS-7D-27	
CHAPTER: 12 CENTRAL BUSINESS OFFICE	SUBJECT: POSITION CONTROL AND PAYROLL PROCESSING	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
 6/29/15		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 29 Del. C. §8903(4)(5)(7)
- II. **PURPOSE:** To establish position control and payroll policies and procedures applicable to the Department of Correction (DOC).
- III. **APPLICABILITY:** All Department timekeepers, Human Resources and the Payroll section within the Central Business Office (CBO).
- IV. **DEFINITIONS:**

Authorized Position: Budgeted Position (BP) approved annually as part of the DOC's authorized operating budget. The List of Authorized Positions (LAP) report is available in the State's Payroll Human Resource Statewide Technology (PHRST) system.
- V. **POLICY:** The Bureau of Administrative Services (BAS) utilizes the LAP report to ensure Department positions are authorized and funded in accordance with budgetary allocations. In addition, BAS maintains the Timekeeper's Manual to detail the procedures to be followed by all budget units in preparation and processing of timekeeping reports for bi-weekly payroll.
- VI. **PROCEDURES:** A Department Hiring Review Committee shall be established and convene monthly to prioritize the hire of new employees for vacancies based on the available Personnel Costs appropriation.

The Payroll Unit of BAS provides a copy of the Timekeeper's Manual to each budget unit timekeeper in the Department. The manual is also available on the Department's Extranet site.