



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS
110 E. MAIN STREET, SUITE 430
MADISON, WISCONSIN 53703-3356

Hon. Randy R. Koschnick
Director of State Courts

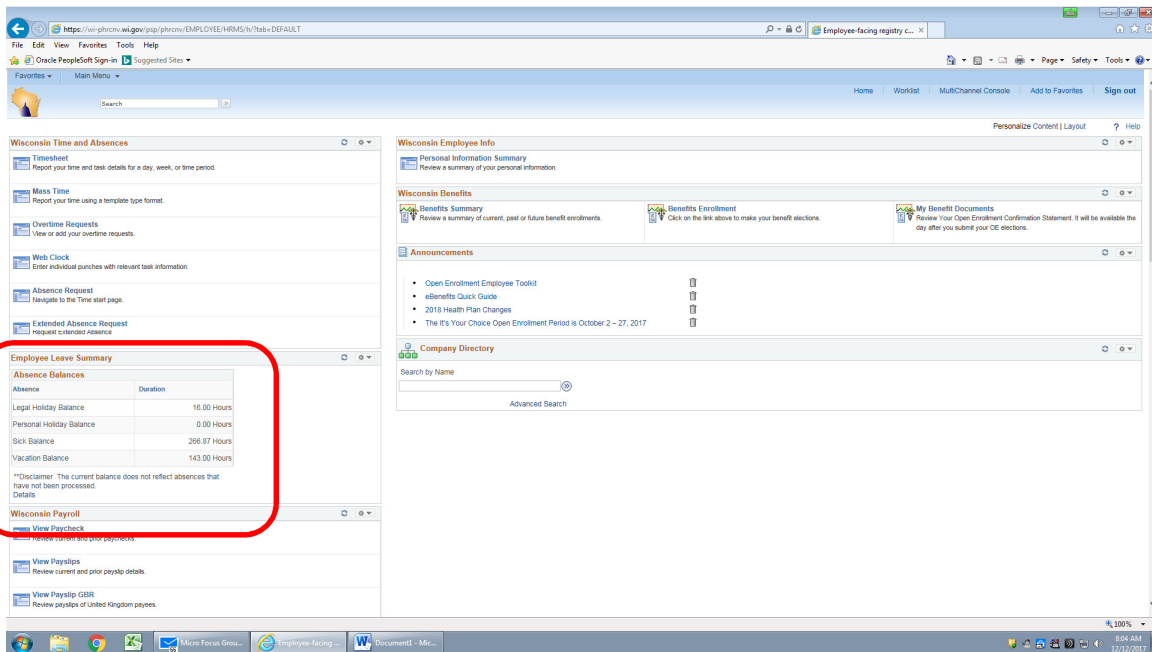
Patience Drake Roggensack
Chief Justice

Entering and Adjusting Leave Hours

The Wisconsin Court System uses the Wisconsin Department of Administration STAR system for payroll, leave and fringe benefit administration. Following are instructions to enter leave hours and to adjust time entries:

Review your leave balances under the **Absence Balances** section of the landing page:

Note: Current balances do not reflect absence requests that have not been processed by payroll.



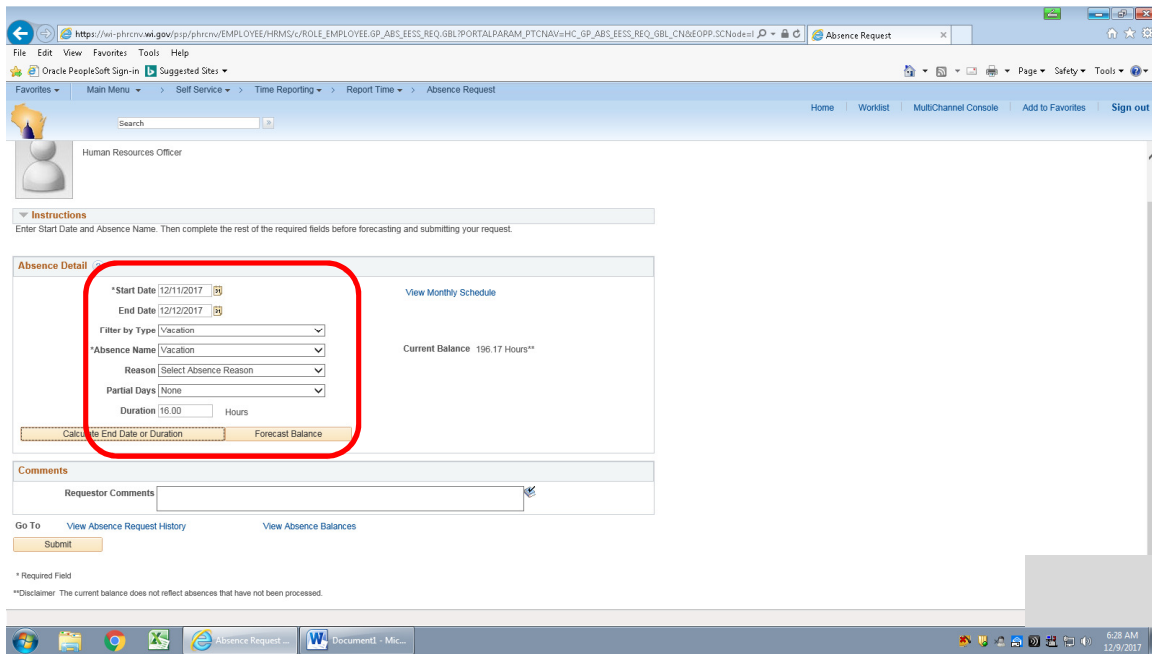
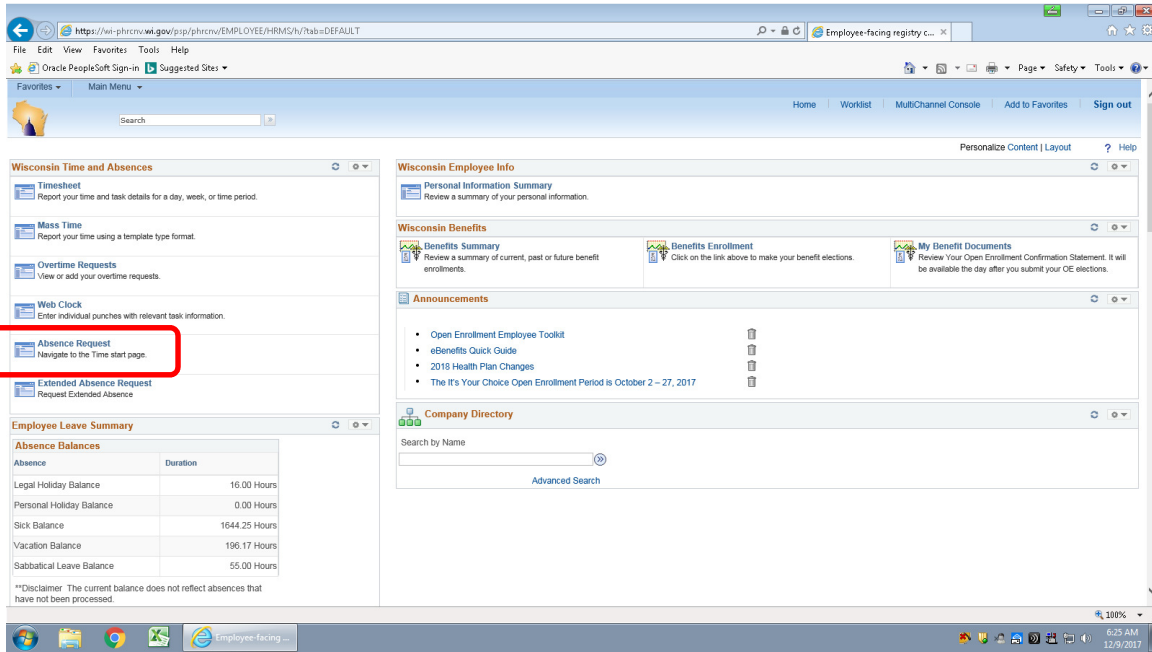
Entering an Absence Request

Key Points:

- All absences must be forecasted before they can be submitted.
- Any absence with a Forecast Error cannot be submitted.
- When entering FMLA, contact your Payroll and Benefits Specialist for additional information.

Note: Employees are required to obtain approval for absences through their normal department policy before entering the absence request into STAR PeopleSoft.

To enter an absence, select Absence Request from the landing page:



To request an absence:

1. Select the **Start Date**.
2. Select **End Date** or enter **Duration**.
3. Select an **Absence Event**. This can be done by selecting **Filter by Type** from the dropdown and then selecting an **Absence Name** from the dropdown or by selecting the Absence Name from the dropdown without filtering.
4. If using sick leave, select a **Reason** from the dropdown (reason is required when entering an absence of sick leave).
6. Click **Calculate End or Duration**. (For this example the **End Date** will be calculated since the **Duration** is set to 16 hours.)
7. Click **Forecast Balance** (You must validate your balance by forecasting before you can submit the absence request).

The screenshot shows the Oracle HRMS Absence Request form. The 'Absence Detail' section includes the following fields and values:

- *Start Date: 12/11/2017
- End Date: 12/12/2017
- Filter by Type: Vacation
- *Absence Name: Vacation
- Reason: Select Absence Reason
- Partial Days: None
- Duration: 16.00 hours
- Current Balance: 196.17 Hours**

The 'Forecast Balance' button is highlighted with a red box. Below the form, there is a 'Comments' section with a text area for 'Requestor Comments' and a 'Submit' button. A disclaimer at the bottom states: "**Disclaimer: The current balance does not reflect absences that have not been processed."

Forecasting results are posted:

The screenshot shows the Oracle HRMS Absence Request form after the forecasting process. The 'Absence Detail' section is the same as in the previous screenshot. A red oval highlights a message: "Your request has been successfully validated! You may submit your request." Below this message, a warning states: "Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future." The 'Forecast Balance' button is now disabled. The 'Date Time' is shown as December 09, 2017 at 09:29.

Leave requests may not be entered if leave balances are insufficient:

The screenshot shows the 'Absence Detail' section of the Oracle PeopleSoft system. The form fields are as follows:

- *Start Date: 12/11/2017
- End Date: 12/12/2017
- Filter by Type: Personal Holiday
- *Absence Name: Personal Holiday
- Reason: Select Absence Reason
- Partial Days: None
- Duration: 16.00 Hours

The 'Current Balance' is displayed as 0.00 Hours, which is circled in red. Below the form, a red error message states: "Your leave cannot be submitted as entered. Please check the following possible errors:"

- 1 - The total reported and leave hours exceeds the scheduled hours for the day (based on your assigned schedule)
- 2 - The leave requested exceeds your available balance
- 3 - The Vacation leave requested is within 6-months of your Company Seniority Date
- 4 - The leave requested is more than 30 days old
- 5 - The leave requested is on an Off Day (based on your assigned schedule)

At the bottom of the form, there are buttons for "Calculate End Date or Duration", "Forecast Balance", and "View Forecast Details". The system clock shows 6:31 AM on 12/9/2017.

Submit the request after successful validation:

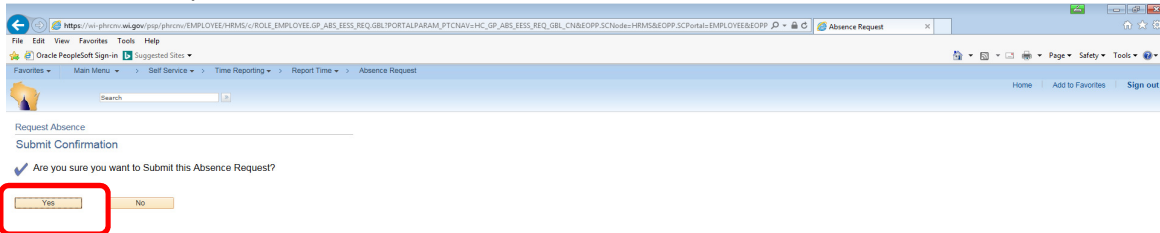
The screenshot shows the 'Request Absence' section of the Oracle PeopleSoft system. The form fields are as follows:

- *Start Date: 12/12/2017
- End Date: 12/13/2017
- Filter by Type: Vacation
- *Absence Name: Vacation
- Reason: Select Absence Reason
- Partial Days: None
- Duration: 16.00 Hours

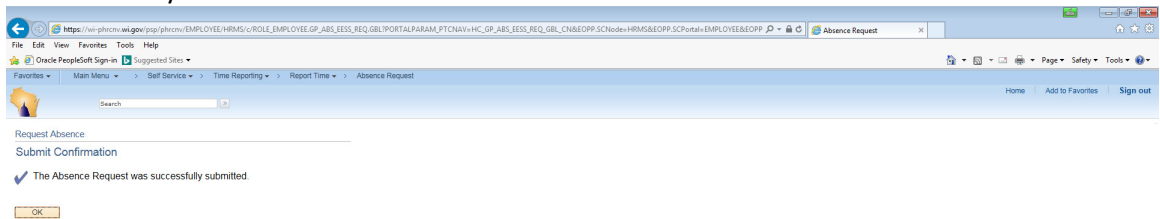
The 'Current Balance' is displayed as 191.80 Hours. A blue message states: "Your request has been successfully validated! You may submit. Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future."

At the bottom of the form, there are buttons for "Calculate End Date or Duration", "Forecast Balance", and "View Forecast Details". Below the form is a "Comments" section with a text area and a "Submit" button, which is circled in red. The system clock shows 12:58 PM on 12/12/2017.

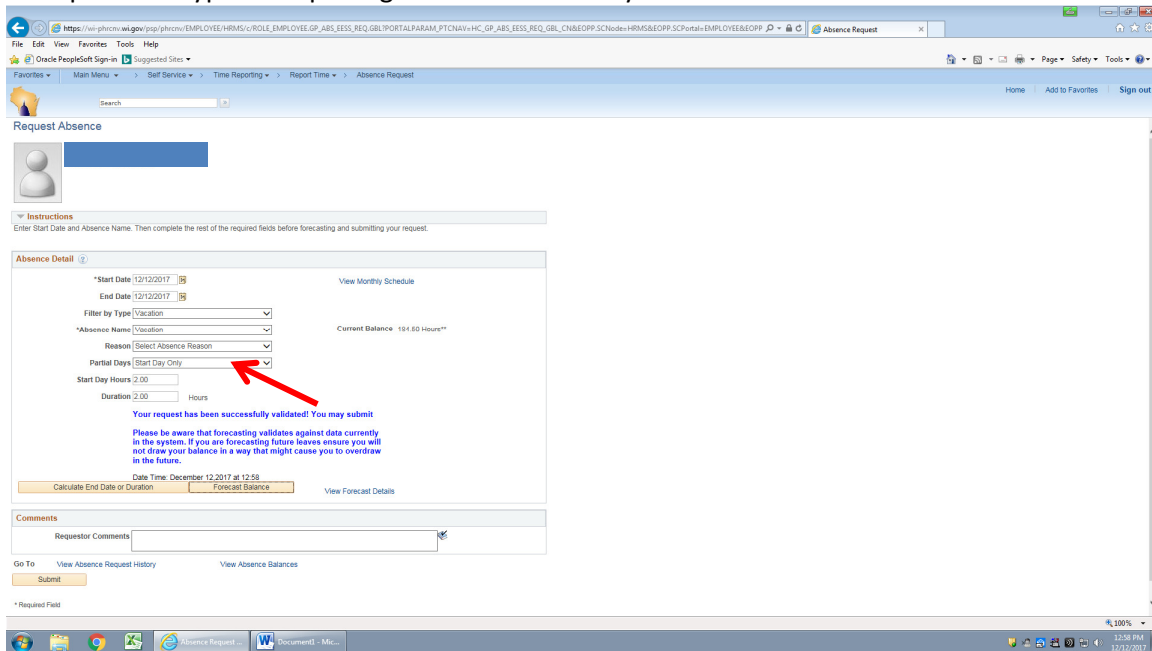
Confirm the request:



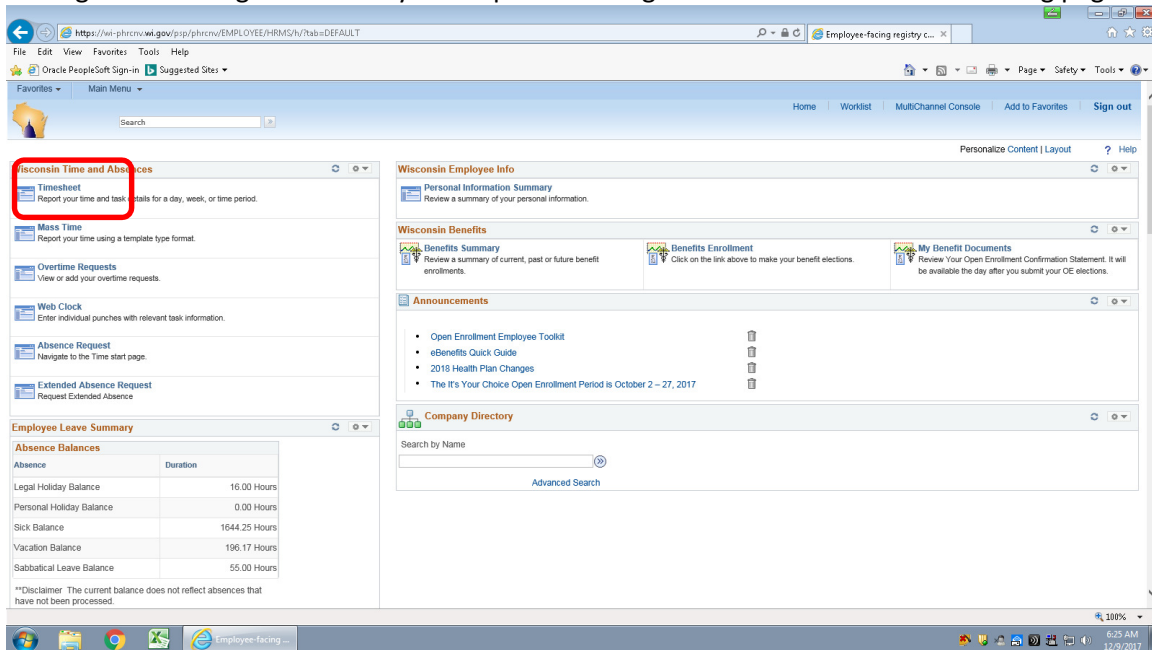
Absence entry confirmed:



Use Partial Days field, select Start Day Only, for leave use less than eight hours in one day or when using multiple leave types to equal eight hours for one day.



Editing or correcting a leave entry is completed through the Timesheet from the landing page:



Click the **Absence** tab towards the bottom of the page:

Timesheet

Employee ID 100004488
Empl Record 0
Earliest Change Date 09/28/2015

Actions ▾

Select Another Timesheet

*View By Week ▾ Previous Week Next Week

*Date 09/28/2015 [3] [↺]

Reported Hours 32.00 Print Timesheet

Reported time on or after 09/29/2015 is for a future period.

From Monday 09/28/2015 to Sunday 10/04/2015 ?

Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Total Time Reporting Code
8.00	8.00	8.00	8.00				32.00 VACTN - Paid Vacation Time Taken

Submit

Reported Time Status Summary **Absence** Exceptions Payable Time

Reported Time Status Personalize | Find | [2] | [3] 1-4 of 4

Date	Reported Status	Total TRC	Description	Comments
09/28/2015	Approved	8.00 VACTN	Paid Vacation Time Taken	
09/29/2015	Approved	8.00 VACTN	Paid Vacation Time Taken	

Select the Edit button then the Add Absence Event button:

From Monday 09/28/2015 to Sunday 10/04/2015 ?

Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Total Time Reporting Code	Rule Element 1
8.00	8.00	8.00	8.00				32.00 VACTN - Paid Vacation Time Taken	[+]

Submit

Reported Time Status Summary **Absence** Exceptions Payable Time

Absence Events ? Personalize | [2]

Absence Take Forecast Results [2]

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
09/28/2015	10/01/2015	Vacation		32.00 Hours	Hours	Details	Approved	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forecast	Edit

Add Absence Event

Take the following steps to adjust this absence:

1. Adjust the **End Date** to the appropriate date (or you can also change the **Absence Name**, or both).
2. Select the appropriate reason for the absence in the **Reason** column.
3. Click **Forecast**.

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
09/28/2015	10/02/2015	Vacation	Vacation	32.00 Hours		Details	Approved	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	<input type="button" value="Forecast"/>

Absence Entitlement Balances

Entitlement Name	Balance as of 07/25/2015**	From	To	Accrual Period
Vacation Balance	94.00 Hours	01/01/2015	12/31/2015	Year to Date
Sick Balance	30.00 Hours	01/01/2015	12/31/2015	Year to Date
Personal Holiday Balance	36.00 Hours	01/01/2015	12/31/2015	Year to Date
Legal Holiday Balance	56.00 Hours	01/01/2015	12/31/2015	Year to Date

Reported time status of prior forecasts is for a future period.

From Monday 09/28/2015 to Sunday 10/04/2015

Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Total Time Reporting Code	Rule Element 1
8.00	8.00	8.00	8.00	8.00			40.00 VACTN - Paid Vacation Time Taken	

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Date Time: September 28, 2015 at 16:03

*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
09/28/2015	10/02/2015	Vacation	Vacation	40.00 Hours		Details	Saved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	<input type="button" value="Forecast"/>

All leave edits must successfully complete the Forecasting function to be submitted:

The screenshot shows the Oracle PeopleSoft Time Reporting interface. At the top, there is a 'Timesheet' section with a table of reported time for various days. Below this is the 'Absence Events' section, which contains a table of absence events. One event is highlighted with a red box, showing a duration of 6.00 hours and a status of 'Approved'. A red arrow points to the 'Forecast' button for this event. A text box with a black border contains the text: 'Approval is displayed after submitting.'

For assistance, contact the Director of State Courts Payroll Office
(608) 266-6808 or (608) 266-7441
payrolloffice@wicourts.gov