

Supreme Court of Misconsin

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.

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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.

STAR Entering Leave WCS Director of State Courts Office Office of Management Services December 12, 2017 **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:

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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).

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STAR Entering Leave WCS Director of State Courts Office Office of Management Services December 12, 2017

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

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

Timeshee	t								
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Select Anoth	er Timesheet								
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### Select the Edit button then the Add Absence Event button:

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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.

Absence Take Fore	ecast Results										
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#### All leave edits must successfully complete the Forecasting function to be submitted:



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