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:

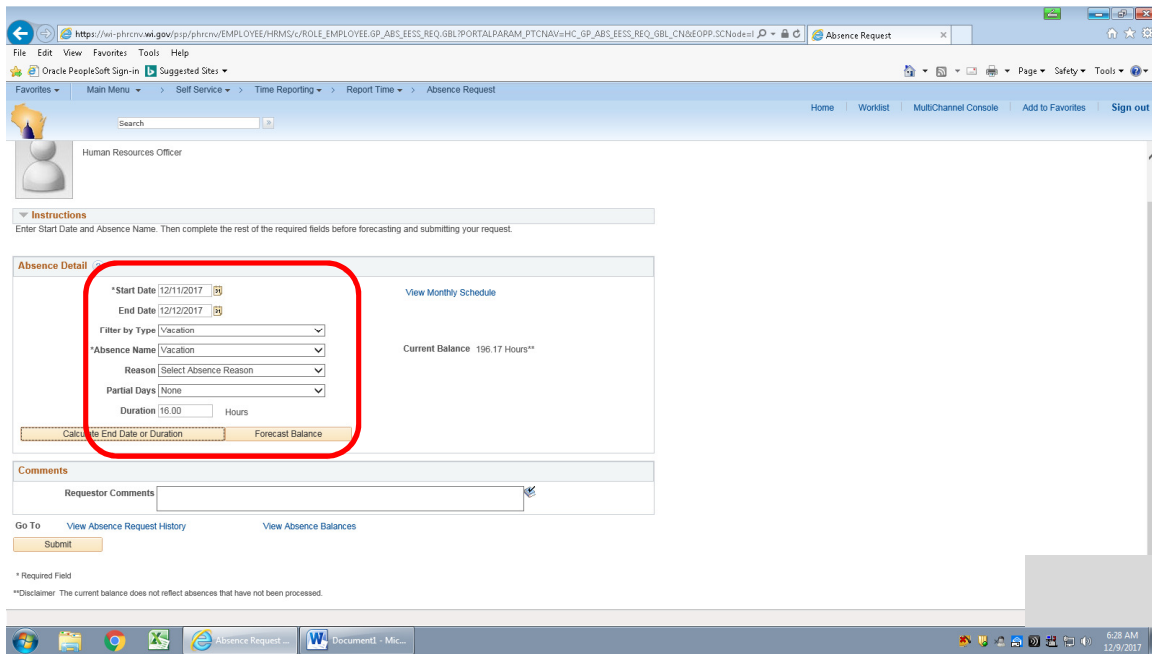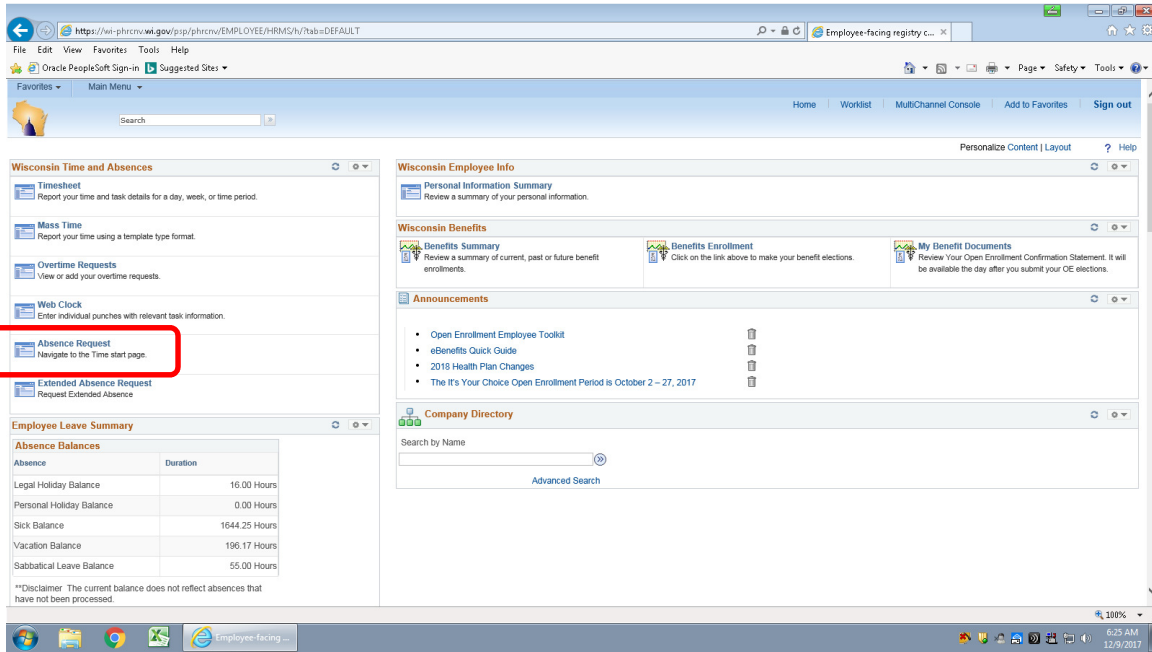**Note:** Current balances do not reflect absence requests that have not been processed by payroll.
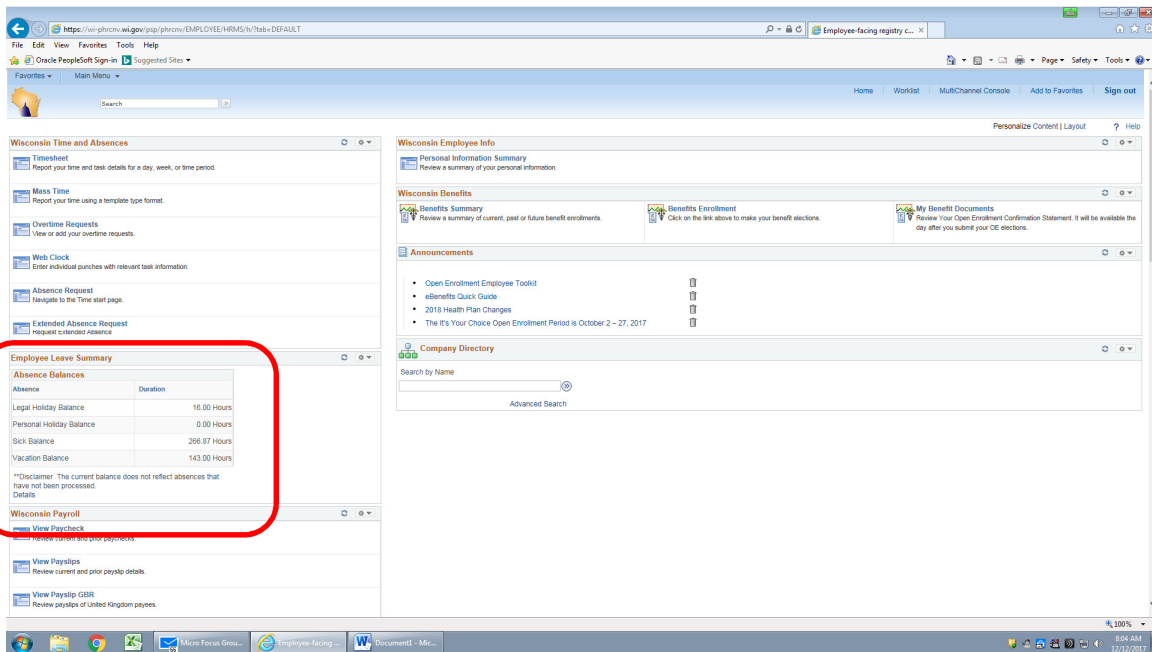
Entering an Absence Request
Key Points:

- 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:

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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).

Forecasting results are posted:

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

Submit the request after successful validation:

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Confirm the request:
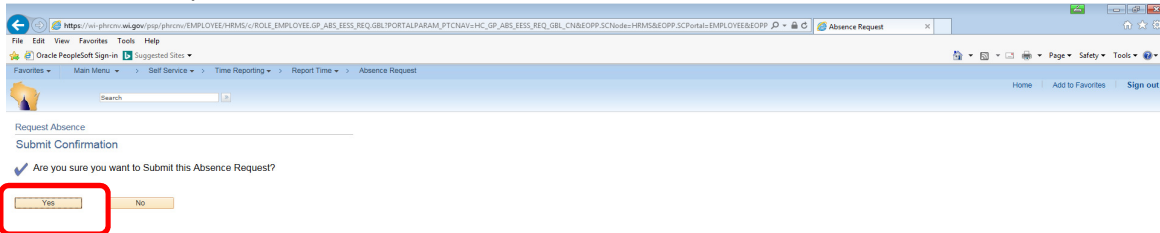
Absence entry confirmed:

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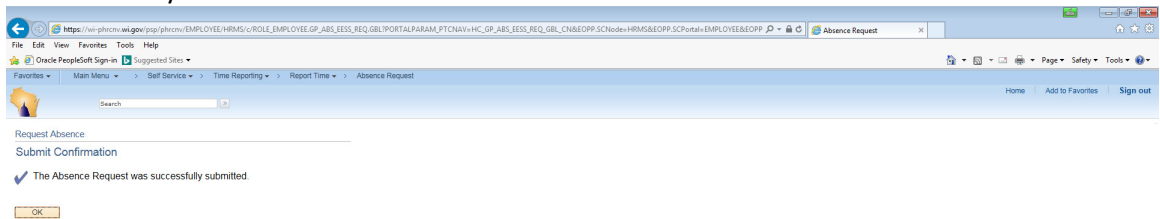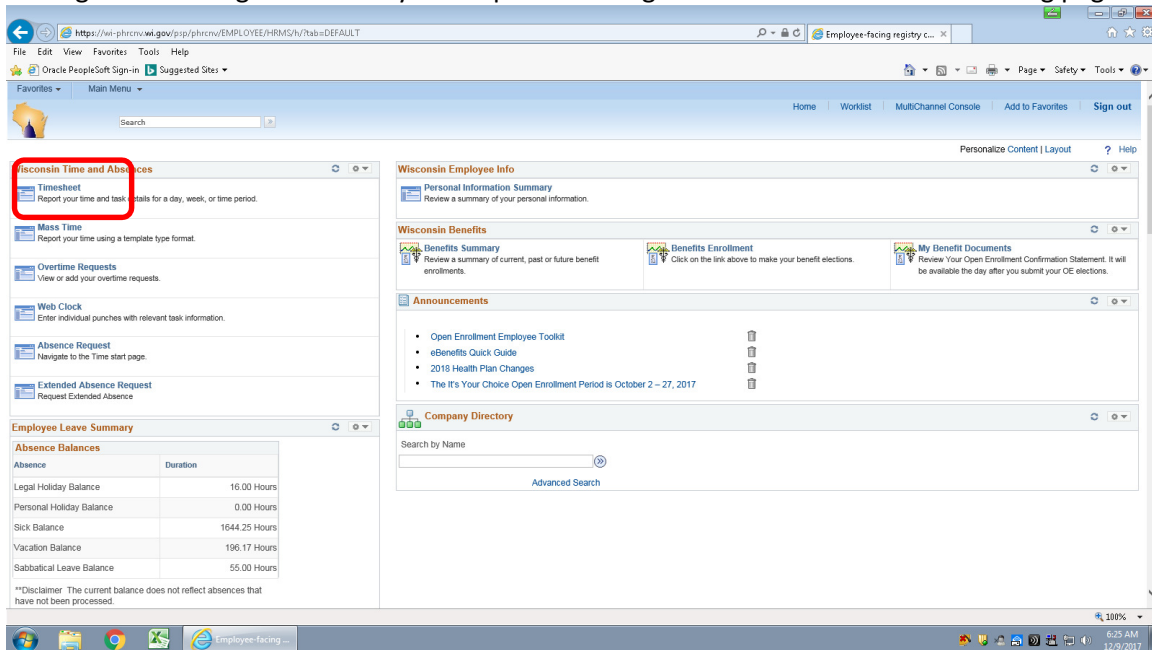
Use Partial Days field, select Start Day Only, for leave use less than eight hours in one day or when using multiple leave types to equal eight hours for one day.
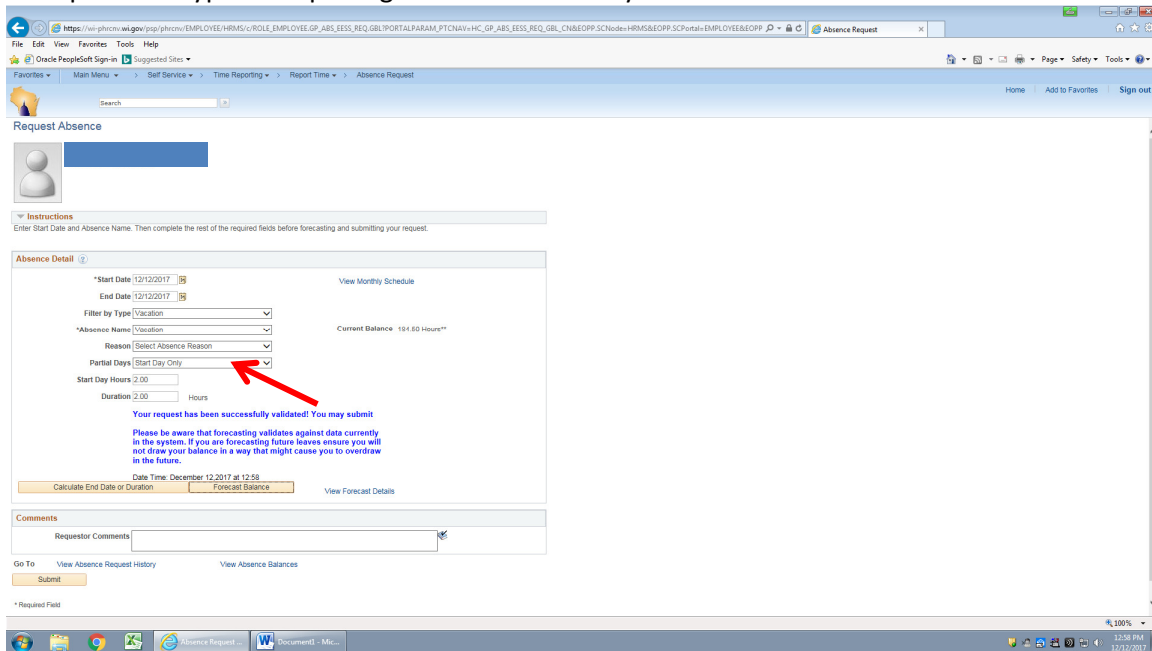
Editing or correcting a leave entry is completed through the Timesheet from the landing page:

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

Select the Edit button then the Add Absence Event button:

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**.

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

Approval is displayed after submitting.

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

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