



Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS

110 E. MAIN STREET, SUITE 430

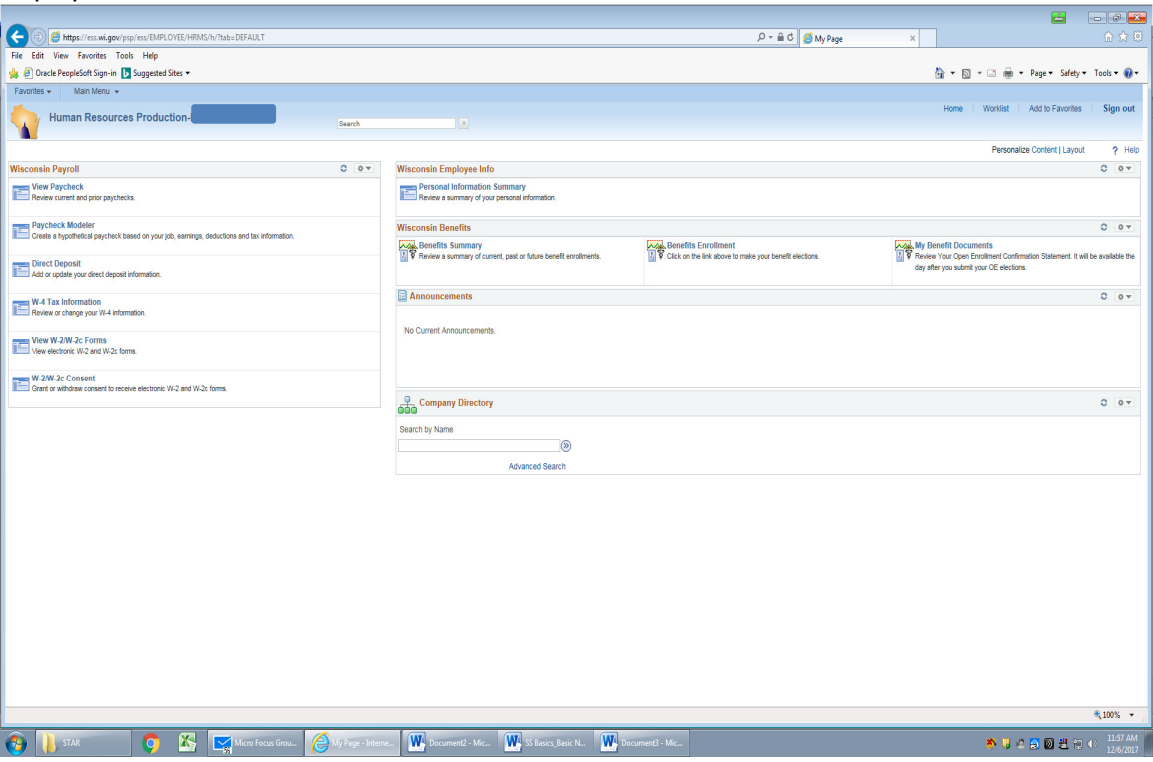
MADISON, WISCONSIN 53703-3356

Hon. Randy R. Koschnick
Director of State Courts

Patience Drake Roggensack
Chief Justice

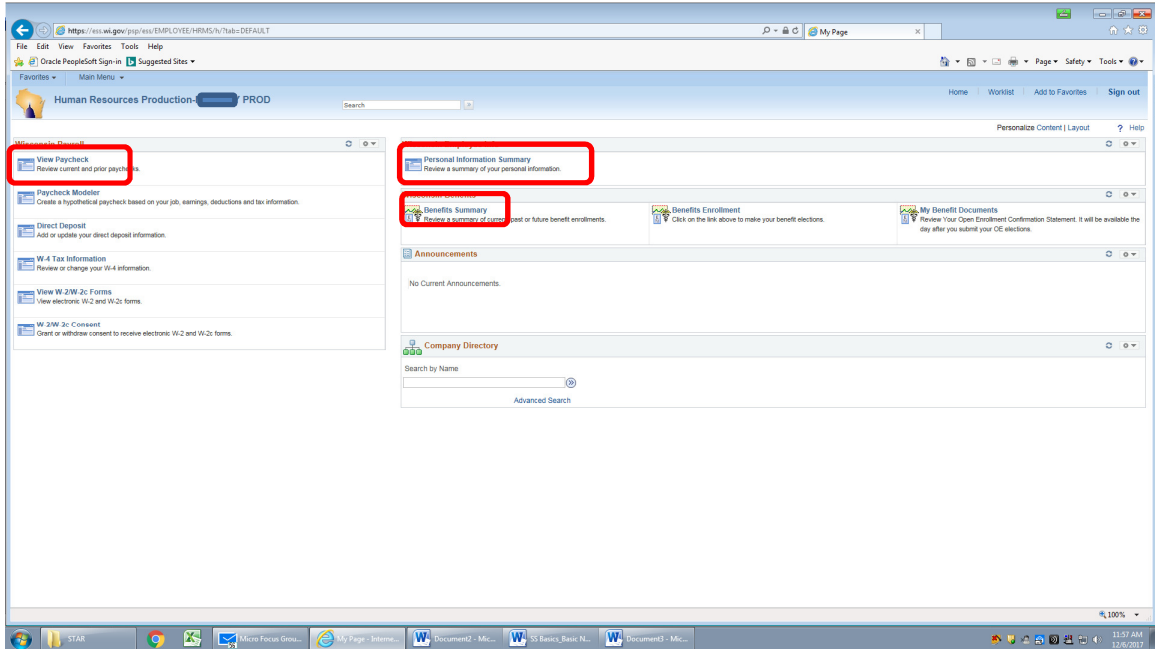
Basic Navigation of STAR

The Wisconsin Court System uses the Wisconsin Department of Administration STAR system for payroll, leave and fringe benefit administration. Following are basic navigation instructions:

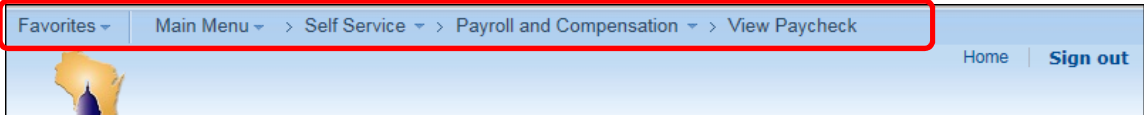
Step	Action
1.	<p>When you log in successfully using your IAM Username and Password, the Landing Page is displayed.</p>  <p>The screenshot shows a web browser window with the URL https://ess.wis.gov/psp/ess/EMPLOYEE/HRMS/h/Tab=DEFAULT. The page is titled 'Human Resources Production' and contains several sections: 'Wisconsin Payroll' with links for View Paycheck, Paycheck Modeler, Direct Deposit, W-4 Tax Information, View W-2/W-2c Forms, and W-2/W-2c Consent; 'Wisconsin Employee Info' with a link for Personal Information Summary; 'Wisconsin Benefits' with links for Benefits Summary, Benefits Enrollment, and My Benefit Documents; 'Announcements' (currently empty); and 'Company Directory' with a search box. The taskbar at the bottom shows the STAR application icon and the system clock at 11:57 AM on 12/6/2017.</p>

Use the **Pagelets** on the **Landing Page** to navigate to the desired pages in STAR PeopleSoft.

2.

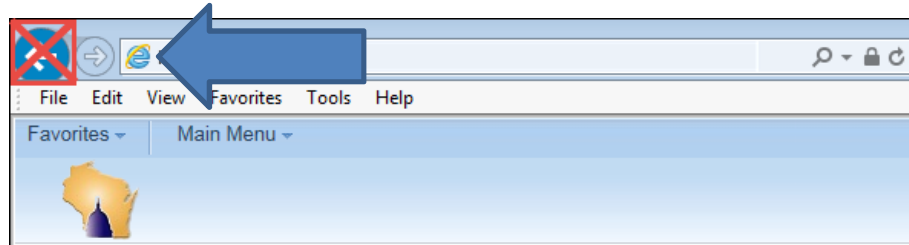


After you have navigated to a page, you can use the **Breadcrumbs** to navigate back to earlier sub-menus rather than navigating from the **Main Menu** again. From **View Paycheck**, you could go back to **Payroll and Compensation** or back to **Self Service**.



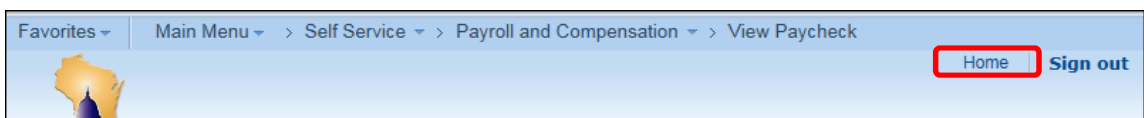
3.

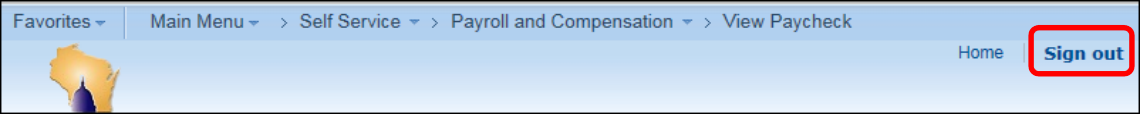
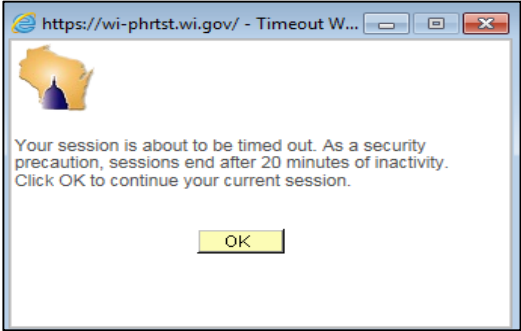
Do not use the browser **Back** button. Using the browser **Back** button will cause you to lose your page and will return you to the **Landing Page** or could log you out of STAR PeopleSoft.



4.

To return to the **Landing Page** at any point, use the **Home** link in the top-right corner of the page.



5.	<p>When you have finished working in STAR PeopleSoft and want to log out, click the Sign out link in the top-right corner of the page.</p> 
6.	<p>If you are logged into STAR PeopleSoft and have been inactive for 20 minutes, you will receive the following warning:</p>  <p>If you do not want to be logged out of the current session click OK. Otherwise the system will automatically log you out.</p>

For assistance, contact the Director of State Courts Payroll Office

(608) 266-7441

payrolloffice@wicourts.gov