

**Director of State Office
Office of Management Services
Conversion to STAR System**

Payroll General Information and Instructions

On December 10, 2017, the court system began using the Wisconsin Department of Administration's STAR system for all fiscal, purchasing, payroll and human resources business processes. Following is payroll information related to the conversion to this new system:

General

A copy of the 2018 Payroll Calendar is attached and also posted on CourtNet:

<http://courtnet.wicourts.gov/hr/payroll.htm>

An active IAM user name and password are required to access the STAR system.

2018 pay period 1A, December 10-23, 2017, is the first pay period the court system will use STAR for payroll processing. The first pay deposit through the STAR is January 4, 2018.

The court system has changed the benefit deduction schedule from a monthly to a biweekly basis. Benefit premiums will be deducted in equal parts on each "A" and "B" pay periods. "C" pay periods will not have benefit premium deductions but will have Wisconsin Retirement System and Wisconsin Deferred Compensation deductions.

Time reporting and time approval deadlines have changed. All employees must have work and leave hours entered **no later than 2:00 p.m. Monday** following the close of a pay period (with some adjustments during weeks with a legal holiday).

Legal holidays will not be pre-populated into the timesheets in the STAR. Instead, an employee receives an annual bank of leave hours called Legal Holiday. To receive pay on a legal holiday, an employee must enter the use of legal holiday hours by making a legal holiday leave entry through the Absence Request function.

Department directors, managers, supervisors and district timekeepers must **complete approval of work hours between 8:00 a.m. and 2:00 p.m. Tuesday** following the close of a pay period (with some adjustments during weeks with a legal holiday). All leave hours entered by an employee are automatically approved at the time of entry. No approval of leave hours will be completed by any court system time approvers.

Special Instructions for Pay Period 1A

2018 pay period 1A, December 10-23, 2017, is the conversion pay period. To ensure a successful and accurate conversion, the following special procedures apply to pay period 1A only:

1. All hourly employees must enter work and leave hours for pay period 1A in both the PHRS and the STAR systems, subject to the following special considerations:

- a. For the STAR system, work hours may be entered beginning December 18, 2017.
 - b. For the STAR system, leave hours may be entered beginning December 20, 2017.
 - c. All STAR entries must be made no later than 2:00 p.m. December 26, 2017.
2. All salaried employees must enter leave hours for pay period 1A in both the PHRS and the STAR systems. Any leave hours used between December 10 and 23, 2017, may be entered in the STAR beginning December 20, 2017. Salaried employees do not enter work hours.
 3. Use of the PHRS to enter work and leave hours ends on December 23, 2017. All PHRS entries must be made no later than midnight December 26, 2017.
 4. Beginning with pay period 2B, December 24, 2017-January 6, 2018, time and leave entries must be made only through the STAR system.
 5. Due to conversion, other changes that are attempted during Pay Period 1A, such as changes to personal information or banking information, will not be captured. As a safeguard, please email payrolloffice@wicourts.gov if any information stored in the STAR is incorrect and/or if you attempt to make changes to information in the STAR.
 6. **Do not** attempt to change any information related to benefits participation. If an error is discovered, call the court system's payroll office at (608) 266-7441 or e-mail payrolloffice@wicourts.gov
 7. **Do not** use the W-2/W-2C Consent functionality in the STAR. 2017 Forms W-2 and 1095 will not be processed in the STAR. The consent process is not applicable to court system tax forms at this time.

Using the STAR System

Reporting Time

All work hours must be reported **no later than 2:00 p.m. Monday** (with some adjustments during a week with a legal holiday) following the close of the pay period.

The reporting of work hours in the STAR is only slightly different from the PHRS. From the STAR landing page, select the Timesheet link. Follow the instructions in the attached user instructions or review the instructions on CourtNet:

<http://courtnet.wicourts.gov/hr/index.htm>

Reporting Leave

All leave must be reported **no later than 2:00 p.m. Monday** following the close of the pay period (with some adjustments during weeks with a legal holiday).

An employee must obtain approval for absences through an established department policy **before** entering the leave request into the STAR system.

The STAR leave request and approval system has these features:

1. All leave requests must complete a forecasting process before being submitted for approval. The forecasting function prohibits overdrawing any type of leave balance.
2. If adequate leave balances are not available, the leave request will be rejected and not processed.
3. Since the leave request has been verified against available balances, the STAR automatically approves leave requests that have successfully completed the forecasting process.
4. Department directors, managers, supervisors and timekeepers will no longer need to approve leave entries for each biweekly pay period.
5. Available leave balances are conveniently posted on the STAR landing page.

To enter leave from the STAR landing page, select the Absence Request link. Follow the instructions in the attached user instructions or review the instructions on CourtNet:

<http://courtnet.wicourts.gov/hr/index.htm>

Other Transactions in the STAR

After February 1, 2018, the STAR system's Employee Self Service component may be used to submit online changes in these areas:

Direct Deposit
W-4 Tax Information (Federal withholding only)
Personal Information Changes

Instructions on making these changes and other STAR functionality will be sent via GroupWise e-mail and posted to CourtNet. Please e-mail payrolloffice@wicourts.gov if assistance is needed with any of these areas.

Contact Information

For assistance with IAM accounts or using the STAR, please contact:

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