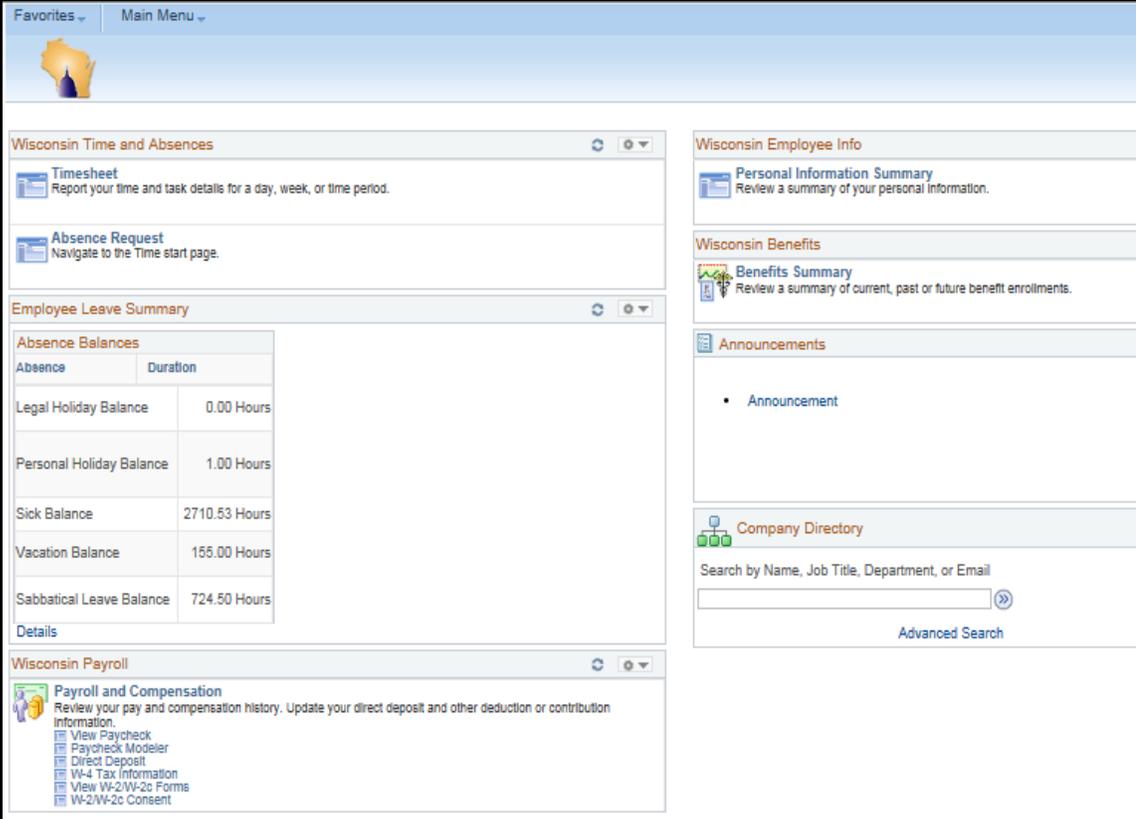


This Job Aid is designed to help employees familiarize themselves with the basic tasks necessary to effectively navigate within the STAR PeopleSoft Self-Service application.

Step	Action												
1.	<p>When you log in successfully using your IAM Username and Password, the Landing Page is displayed.</p>  <p>Employee Leave Summary</p> <table border="1" data-bbox="300 829 560 1123"> <thead> <tr> <th>Absence</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td>Legal Holiday Balance</td> <td>0.00 Hours</td> </tr> <tr> <td>Personal Holiday Balance</td> <td>1.00 Hours</td> </tr> <tr> <td>Sick Balance</td> <td>2710.53 Hours</td> </tr> <tr> <td>Vacation Balance</td> <td>155.00 Hours</td> </tr> <tr> <td>Sabbatical Leave Balance</td> <td>724.50 Hours</td> </tr> </tbody> </table>	Absence	Duration	Legal Holiday Balance	0.00 Hours	Personal Holiday Balance	1.00 Hours	Sick Balance	2710.53 Hours	Vacation Balance	155.00 Hours	Sabbatical Leave Balance	724.50 Hours
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Use the **Pagelets** on the **Landing Page** to navigate to the desired pages in STAR PeopleSoft.

2.

The screenshot shows the STAR PeopleSoft Landing Page with several pagelets. Red boxes highlight the following elements:

- Timesheet**: Report your time and task details for a day, week, or time period.
- Absence Request**: Navigate to the Time start page.
- Personal Information Summary**: Review a summary of your personal information.
- Benefits Summary**: Review a summary of current, past or future benefit enrollments.
- Payroll and Compensation**: Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
 - View Paycheck
 - Paycheck Modeler
 - Direct Deposit
 - W-4 Tax Information
 - View W-2/W-2c Forms
 - W-2/W-2c Consent

After you have navigated to a page, you can use the **Breadcrumb** 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**.

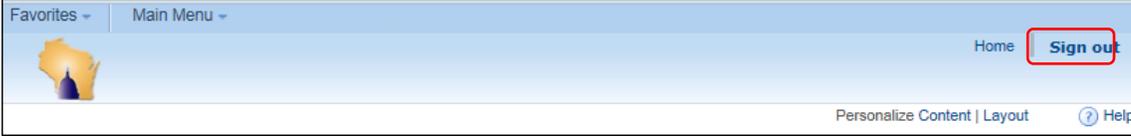
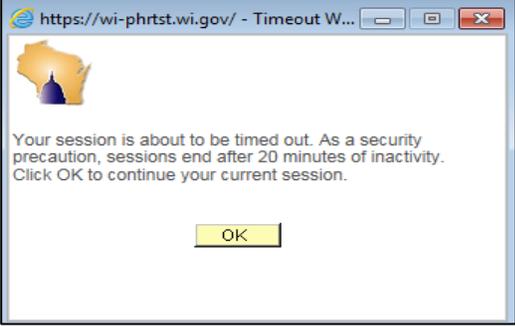
3.

The screenshot shows the breadcrumb navigation path: **Main Menu > Self Service > Payroll and Compensation > View Paycheck**. The path is highlighted with a red box.

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.

The screenshot shows a browser window with the URL <https://wi-phrtst.wi.gov/>. The breadcrumb navigation path is visible below the address bar: **Main Menu > Self Service > Payroll and Compensation > View Paycheck**.



4.	<p>To return to the Landing Page at any point, use the Home link in the top-right corner of the page.</p> 
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>

ADDITIONAL RESOURCES

If you have further questions about any of the topics presented in this Job Aid, use the following supplemental resources available at <http://starconnection.wi.gov/Training/HCM>

User Productivity Kit (UPK): Recognizing Universal Navigation Elements

Fundamentals for HCM 9.2 > PeopleSoft HCM 9.2 Fundamentals > Navigating Overview > Recognizing Universal Navigation Elements