

## STAR Message #9: Leave Balances

Purpose: Notify employees of 2015 carryover, sabbatical and 2016 leave allotments

The second paystub for 2016 is now available in the STAR system through Employee Self-Service (ESS). The second paystub covers pay period 02 which included December 27, 2015 – January 9, 2016 and will be paid on Thursday, January 21. You can find your paystub by logging in to the ESS system (<https://ess.wi.gov>) and going to the ePay section of the site. Items to review every pay period include:

- if you have multiple appointments you will see a separate paystub for each appointment even if both appointments are within the same agency;
- hours and earnings (overtime and differentials are combined into a total “rate”),
- deductions (all benefit deductions are split evenly over 24 pay periods per year),
- state and federal tax withholdings,
- leave balances. You will not see all of your leave balances on your check. You will only see balances for sick leave, vacation, personal holiday legal holiday, term sabbatical and comp time.
- electronic or paper check (remember to make sure your checking account information is correct),
- If a correction from PP01 was made to your PP02 check, you will not see that as a separate line on your check. You will see the adjustment to the amount affected on your check (this may be in the before or after tax deduction section or the earnings section). Some employees may have received a separate check (electronic deposit) for the benefit correction.

2015 and earlier paystubs are still available for your review and use in PTAweb.

2015 W2s will be loaded to PTAweb when available.

If you have any questions, please send your questions to  
[DMAhumanresourcesSTARInformation@wisconsin.gov](mailto:DMAhumanresourcesSTARInformation@wisconsin.gov)

NOTE: This message, job aids, and many others are posted on our website at  
<http://dma.wi.gov/DMA/humanresources/statehr/star>