

Overview Transition and General Information

The State of Wisconsin is in the final stages of preparing to deploy Release 2 of the STAR project or STAR HCM. STAR HCM impacts 33,000+ State employees and all employees of the Wisconsin Legislature. Work on this release has been underway for more than 18 months and includes a new payroll system, new pay checks and paystubs, new timesheets, new terminology, and a single source for all human resource functions for all of State government. Along with the new system there are a number of important things and dates to communicate to all employees. A single set of communications and training materials have been prepared for use by all of State government. Each agency is permitted to modify the communications and training materials to tailor them to the specific agency and different groups of employees. Even with the changes, all agencies will communicate the same topic on same date and time to make sure all employees messages as an enterprise instead of one agency ahead of or behind another. This clearly requires a great deal of effort, so you may need to exercise a bit of patience as we proceed.

This is the first communication and its purpose to advise you of the upcoming change and to make you aware of a few key points and dates.

1. First and foremost, every conceivable precaution is being taken to ensure employees are paid their full pay checks throughout this process without disruption to benefits or banking. In order to do this, we have a full contingency strategy which includes shutting down the deployment at any point there is a problem and reverting completely back to our existing systems. All of our existing systems are being carefully maintained in the very unlikely event we need them. There is no risk to your paycheck that cannot be addressed in time to ensure you are paid on the expected pay date. To facilitate this process the following will occur:

- o Employees who use PTAWeb will be able to enter their hours for the pay period ending December 12th into PTAWeb through December 14th.
- o Supervisors will be able to approve time through noon December 15th.
- o Employees who will use STAR HCM for timesheets will begin entering time and absences on December 14th (for 2016 pay period 01 which begins December 13th).
- o In the event there is any problem of any kind that creates any level of concern that we cannot process a check, we will revise these dates and communicate new instructions to all employees.

2. To limit the risk to employee paychecks, benefits and data, we are releasing functionality in a series of phases:

- o STAR HCM will open to Core HR users on December 7th
- o STAR HCM for employees is called Employee Self-Service or ESS and it opens on December 14th for pay period 01 of 2016 (12/13 through 12/26)
- o The first payroll will process December 30th and the first paystubs will be viewable on January 4th.
- o When first accessing ESS on December 14th, you will be able to view your 2015 benefits as the default. 2016 benefits will be viewable on January 1st. You can control what year you look at by using the date feature on this page.

3. Although you may have heard this before, there are several important changes to remind you about because you will see many of these changes first hand when the system opens in December:

- o Payroll staff will no longer have to terminate an employee from payroll in order to move (transfer, promote, demote, etc.) an employee from one agency to another. Instead the employee stays on payroll

and all of the employee's information, including benefits, just moves seamlessly between agencies. This ensures continuity of your benefit enrollment when making these moves.

- o We are very pleased to be able to implement a long awaited employee request to split all of the benefit deductions across 24 pay periods instead of monthly deductions. This means health insurance will be split evenly instead of one large deduction. We will keep 2 paychecks a year with no benefit deductions.

- o Your paystub is going to look different and have some different terminology. We have built side by side comparisons to help you through this process and will send those materials in advance of the new paystub.

- o If you have direct deposit, we have all of your banking information and the vast majority of employees will not have to make any changes of any kind to keep the checks going to the same place.

- o Some elements of personal data (ex. marital status) may not be correct in the system. This information can be updated after January 1st.

- o "Saturday/Legal" holiday is now referred to as Legal holiday in the system even if the holiday falls on a Saturday.

- o PTAwed will be maintained as our historical system until it is replaced. This means you will continue to have access to PTAwed to review all of the 2015 and earlier paystubs along with your 2013 and 2014 W2s. 2015 W2s will also be posted to PTAwed when they are published in January.

- o Employees can access this secure system from home or work, any place or device with a supported internet browser (additional information will be published in a Reference Guide).

In terms of training, DMA is currently traveling around the state conducting Time and Labor training. In addition, employees will receive a series of STAR PeopleSoft Job Aids for employees and supervisors. You will also receive access to webinars and reference guides to help guide you through each new piece of functionality. Lastly, we will provide additional communications or training materials based on feedback from the agencies and most importantly, our employees.

In order to fully test and prepare for system switch, we completed a full "dress rehearsal" during the week of Thanksgiving. During this process we tested or simulated every phase of deployment and check processing. The tests were very positive which means we are moving forward with full confidence that we will have a very successful deployment. However, in the event there is a problem, we have completed a contingency plan and will do what is necessary to ensure each of you is paid properly with no interruption to benefits or insurances.

If you have any questions, please send your questions to
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