

This Job Aid is designed to assist you with locating the link and logging in to the STAR PeopleSoft system.

Step	Action												
1.	Navigate to the STAR PeopleSoft log in page using the link or path below. https://ess.wi.gov												
2.	Enter your IAM User ID and Password . Click Sign In . <div data-bbox="553 604 1162 1024" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>ORACLE PEOPLESOFT ENTERPRISE</p> <p>User ID <input type="text"/> Password <input type="password"/> <input type="button" value="Sign In"/></p> <p>Set Trace Flags</p> <p>Select a Language English, Dansk, Français, Italiano, Nederlands, Polski, Română, Svenska, Čeština, 한국어, ไทย, 繁體中文, UK English, Español, Deutsch, Français du Canada, Magyar, Norsk, Português, Suomi, Türkçe, 日本語, Русский, 简体中文, العربية</p> <p><small>You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only. All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin. The State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with State and federal law. Use of this system by any user, authorized or unauthorized, constitutes consent to monitoring, recording, reading, copying, or capturing and disclosure of data and transactions by authorized personnel. Any illegal, unauthorized use or modification of the State of Wisconsin data, equipment, systems, services, or software by any person(s) is prohibited and may be subject to civil or criminal prosecution under state and/or federal laws.</small></p> </div>												
3.	<table border="1" data-bbox="297 1392 561 1686"> <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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4.	The STAR PeopleSoft Self-Service Landing page is displayed.
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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): Signing In to a PeopleSoft Application

Fundamentals for HCM 9.2 > PeopleSoft HCM 9.2 Fundamentals > Navigating Overview > Signing In to a PeopleSoft Application