

## **STAR Message #3 Introduction to New Check and PayStub and Leave Balances**

Purpose: Orient and introduce employees to the new PeopleSoft Paystub and leave balance changes

### Introduction to Your New Check and PayStub

Understanding your paystub is critical to understanding how your pay is calculated each pay period. State of Wisconsin employees are paid every two weeks and a paystub is generated for each employee. Electronic paystubs for 2015 and previous years are stored in PTAWeb and available to employees and payroll/benefits staff for review and printing. W2s for 2014 and 2013 are also stored in PTAWeb; 2015 W2s will be loaded to PTAWeb in January. PTAWeb will continue to be available for staff to review historical pay stubs and W2s but all 2016 and future paystubs will be available in the STAR system through Employee Self-Service (ESS).

The first pay period payable in 2016 begins on December 13 and ends on December 26, 2015. The first pay date and check from the new STAR system is payable on Thursday, January 7. Just like in PTAWeb, the electronic pay stub will normally be visible online in STAR ESS the Friday before the pay date. However, because this occurs on January 1, a holiday for many State employees, the electronic paystub will be available on Monday, January 4 when the majority of HR and Payroll/Benefits staff are back at work.

You will notice the new paystubs look fairly similar; however, there are a few important changes in locations and wording for you to review and understand. A short document called Getting to Know Your New Paystub is attached and available to give you a side-by-side comparison of the old vs. new paystub. The document also helps you quickly locate information like your hours, overtime pay and benefit deductions.

As a reminder, you will also notice the following changes:

- if you have multiple appointments you will now receive a separate paystub for each appointment even if both appointments are within the same agency;
- base or hourly pay is calculated to two decimal places instead of three; and
- benefit deductions (ex. health, life, dental...) paid by employees are now split evenly over 24 pay periods in a year instead of monthly deductions.

Most importantly, you should always review your paycheck to make sure it is correct. While many employees understand the details of their paystub and review it each pay period, many employees do not. As we make this transition, every employee should review their check and learn to understand it. To help in this process, a Guide to Understanding Your PayStub has been developed for employee use.

Reminders about these documents and the process to review your paystubs will be sent again as we get closer to January.

### Leave Balances for 2015 and 2016

Leave balances will be maintained but you will use them and find updated information in both systems at different times:

- PTAWeb will show all leave balances and used leave time through December 12, 2015. Beginning on December 14<sup>th</sup>, most employees will begin entering time and leave into STAR through

Employee Self-Service. However, remaining leave balances will not load or be accessible in STAR until December 17. Employees can continue to use approved leave, but just won't be able to enter it into their timesheet in ESS until the balances load.

- All employees must now record their Saturday Legal holidays as they use them. Employees who are used to earning holidays as they occur will see 24 hours (if full time) added to their balances December 17. Employees with regular Monday-Friday schedules must then show those holiday hours used in 8-hour increments for the December 24, 25 and 31 holidays. Going forward, full time staff will see 72 hours of Saturday Legal holiday credited at the beginning of the year.
- On January 4, 2016, the first paystub will be available in self-service for the check payable on January 7<sup>th</sup>. This paystub will include remaining 2015 leave allocations. They may now record 2016 leave used on the time report, including Legal holiday for January 1.
- By January 14<sup>th</sup>, 2016 leave balances and 2015 carryover and sabbatical balances will be available in self-service

We will send messages alerting employees and payroll when each group of balances is loaded and viewable.

If you have any questions, please send your questions to  
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