STAR Message #4: Check Personal Data

Purpose: Direct employees to Employee Self-Service (ESS) to review and update their personal data

During the process to convert from the many current human resource, payroll and employee systems, databases and files, the data from each system is merged. We are also, for the first time, merging data electronically with Employee Trust Funds and most of the insurance companies who provide benefits to State employees. While this is a highly complicated process it basically entails loading information from all of these sources into a single system and reviewing and verifying the data. This process includes every State agency and information for more than 30,000 employees.

In some cases, the data for a single employee can conflict and the decision is made to keep the data tied to the most important information. For example, our payroll system tracks the marital status of employees but not the date of the marriage or divorce. Health insurance keeps the status and the date. In determining what data to use, the health insurance information was kept but when you log-in, this might show as married with no date, the wrong date or unknown. Another example is dependent information. Currently you could have different dependents identified for each type of insurance and there is nothing that verifies or requires these dependent lists to match. STAR requires these to match for accuracy so you may find errors that you need to update when you first log-in.

In addition, the process to convert data and prepare for the switch to new payroll systems requires data and information to be "frozen" – basically where no additional changes can be made. We established a list of deadlines for each type of change that the Payroll staff has been following very closely. Depending on when you submitted a change, the change may have been entered into our current system to impact 2015 but has not yet made it into the new system for 2016. In short, when you first log into Employee Self-Service some of your personal data might be missing or inaccurate. The single best way to ensure the data is correct is to ask you to review and update any missing or inaccurate information.

Data and access to Employee Self Service (ESS) will occur in three phases. For each phase, you will be notified that the system is ready for your use, to log-in for review, to make updates where you are able to do so, or to notify Payroll when there are errors or questions you cannot resolve. The phases are:
1. employee personal data - name, address, phone numbers, marital status, emergency contacts, banking details, etc.
2. employee pay data – reviewing your pay check, hours, salary, job classification, deductions, etc.
3. employee benefits – reviewing your 2016 benefit coverage, dependents, TASC account, etc.

ESS will be turned on at <u>8:00am on December 14, 2015</u> and the first phase of personal data will be available for your review.

Please go to the ESS site this week to review and update any missing or incorrect information, specifically:
- full name
- phone numbers
- email information
- emergency contact information

You can find the ESS site by clicking on or entering this link in to your internet browser: https://ess.wi.gov . You can access this link from work, at home or at any computer or device with an

internet browser. Please note that while the link will work on your phone, the website is not enabled for mobile use which means you can get to the site but it won't adjust automatically to fit to your phone's screen size.

We are attaching these resources for additional information while you review your personal data and make any necessary changes:

- STAR PeopleSoft Job Aid ESS: Basic Navigation
- STAR PeopleSoft Job Aid ESS: Logging In
- STAR PeopleSoft Job Aid ESS: Using eProfile

While you are visiting the ESS site to review your personal information, feel free to take a look around. The ESS site is the spot where you will access all of your personal information and very soon information about your paycheck and benefits.

To summarize, when you log into the ESS system, you may find some of your personal information is inaccurate or missing. Many of you will find no errors of any kind and no missing data. Anything that is missing or inaccurate will not affect 2015 data or systems and we have several weeks to correct any errors for 2016. As we proceed, you will receive messages guiding you through this process along with instructions to help you update the information you are able to access and contact your Payroll/Benefits staff for assistance in the other areas.

If you have any questions, please send your questions to
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