

## STAR Message #8: New Paystub

**Purpose:** Remind employees of the differences between the old and new paystub, where to find 2015 and 2016 paystubs, and how to understand a paystub.

The first paystub for 2016 is now available in the STAR system through Employee Self-Service (ESS). The first paystub covers pay period 01 which included December 13 –26, 2015. 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. All employees are encouraged to log in and review their paystub and review it for any potential irregularities. The final processing of the pay checks had no problems to alert you to but this is simply a good habit for all of us. A few things to check:

- 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, and
- electronic or paper check (remember to make sure your checking account information is correct).

As a reminder all of the other dates related to the payroll process remain the same:

- paystubs are viewable the Friday before payday (moved from January 1 to January 4 due to the holiday this time)
- electronic deposits begin processing late on Wednesdays and appear by the Thursday payday (in this case January 7)
- the few remaining paper paychecks are issued on Thursday (in this case January 7)

Also, there have been a few changes to the paystub: You will note on the paystub that the account string now only displays the last four digits. In addition, the sample employee is an exempt employee. Previously the paystub would show unpaid time – that fix has been made.

### User Reference Materials located on DMA HR website

Reference Guide: Getting to Know Your New Pay Stub

Reference Guide: Guide to Understanding Your Pay Stub

STAR PeopleSoft Job Aid ESS: Basic Navigation

STAR PeopleSoft Job Aid ESS: Logging In

STAR PeopleSoft Job Aid ESS: Using eProfile

STAR PeopleSoft Job Aid ESS: Using ePay

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