

## STAR Message # 7: Leave Balance

Purpose: Notify employees remaining 2015 leave balances are now available for review and use.

The remaining leave balances (personal holiday, Saturday/legal holiday, vacation and sabbatical) for 2015 are now available for viewing by all employees in Employee Self-Service (ESS) (<https://ess.wi.gov>). Employees who enter time and absences in STAR are now able to use 2015 leave for the current pay period (December 13 – 26, 2015).

If you have any questions, please send your questions to [DMAhumanresourcesSTARInformation@wisconsin.gov](mailto:DMAhumanresourcesSTARInformation@wisconsin.gov)

### User Reference Materials

STAR PeopleSoft Job Aid ESS: Absence Management - General Reporting

STAR PeopleSoft Job Aid: Supervisor Absence Management - General Reporting

STAR PeopleSoft Job Aid ESS: Basic Navigation

STAR PeopleSoft Job Aid ESS: Logging In

STAR PeopleSoft Job Aid ESS: Using eProfile

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