# STAR News

What's New with the STAR Project

Ring In The New Year With Release 2!

The implementation of Release 2 Human Capital Management (HCM) went live on schedule throughout the month of December 2015! The scope of this release included the implementation of modules used for Payroll, HR, and Benefits.

With the implementation of STAR Release 2, more than 34,000 state employees began to complete self-service tasks in STAR.

Here are a few Key Milestones:

- STAR Release 2 was operational for Core Users Manual Data Entry and Payroll Setup Validation as of December 7, 2015
- STAR Release 2 was operational for Employee Self Service (ESS) for employee setup, self-service updates, and time entry as of December 14, 2015
- The first Legislative payrun began December 18, 2015
- The first Executive Branch payrun began December 30, 2015
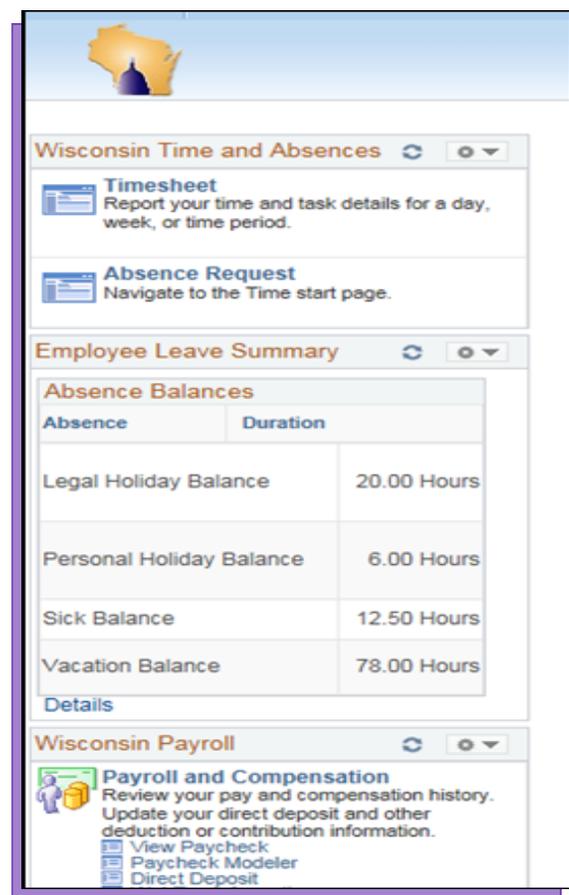
Release 2 Training Library Is A Great Resource!

The Training User Productivity Kit (UPK) Library for STAR Release 2 contains training content for Instructor-Led Training (ILT) courses and supplemental materials for Computer-Based Training (CBT) courses.
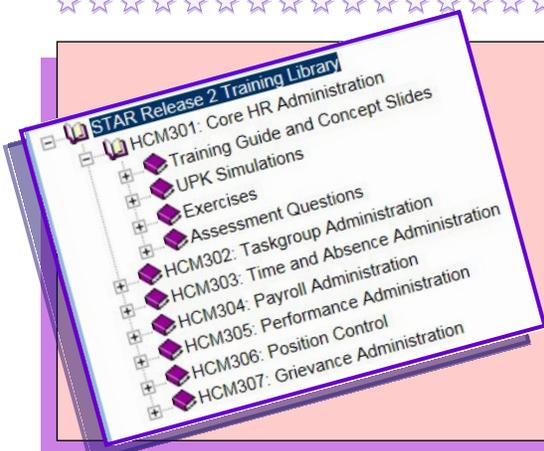
STAR Continuous Training
Is Coming Soon!

Continuous training opportunities are imperative to ensure employees have the tools and resources they need to perform their daily responsibilities.

STAR will support agencies and staff by offering extensive resources for easy implementation of an ongoing training program. These resources will include documentation, a training environment, instructor training and prep, agency strategy planning, and quarterly enterprise-wide course schedules. STAR will help agencies define their training strategy.

Course evaluation metrics will be recorded for continuous improvement processes and enhancement of courses.

STAR PROJECT

State of Wisconsin
Department of Administration

Continuous Training Strategy

GLOSSARY

Computer-Based Training (CBT):
Computer-based training courses delivered to ensure staff are able to perform their day-to-day transactions in STAR.

Employee Self-Service (ESS): Employee access to information to personalize, monitor, and update their own records effectively.

Instructor-Led Training (ILT):
Face-to-Face training courses delivered to ensure staff are able to perform their day-to-day transactions in STAR.

Release 2 Human Capital Management (HCM):
Human Resources, Payroll, and Benefits.

Release 2 Employee Self Service (ESS)

Release 2 HCM Employee Self Service (ESS) gives employees online access to information that can be personalized, monitored, and updated effectively. Benefits include:

- Single, easy-to-use point of entry, ess.wi.gov

- Capability for employees to ensure their personal information (i.e. home address) is current.

Connect to the STAR Production Environments

- **Your Employee IAM User Name and Password are needed to log in to STAR.**

- **Users need to be on the State Network to access: <u>STAR for Finance and Procurement</u> and <u>STAR for HR, Payroll, and Benefits</u>.**

- **Users may access travel expenses to enter or view: https://travelexpense.wi.gov**

- **Users may access employee self service: https://ess.wi.gov**