



# Supreme Court of Wisconsin

DIRECTOR OF STATE COURTS  
110 E. MAIN STREET, SUITE 430  
MADISON, WISCONSIN 53703-3356

Hon. Randy R. Koschnick  
Director of State Courts

Patience Drake Roggensack  
Chief Justice

## Entering and Adjusting Work Hours

The Wisconsin Court System uses the Wisconsin Department of Administration STAR system for payroll, leave and fringe benefit administration. Following are instructions to enter work hours and to adjust time entries:

**Steps to Use**

From the landing page use the Timesheet link or use the following navigation:

**Main Menu > Self Service > Time Reporting > Report Time > Timesheet**

The screenshot shows the STAR system interface. The browser address bar displays 'https://star.phrcms.wis.gov/star/phrcms/EMPLOYEE/HRMS/fin/Tab:DEFAULT'. The navigation path is shown as 'Main Menu > Self Service > Time Reporting > Report Time > Timesheet'. The left sidebar contains various links, with 'Timesheet' highlighted in a red box. The main content area includes sections for 'Wisconsin Employee Info', 'Wisconsin Benefits', 'Announcements', and 'Company Directory'. The 'Absence Balances' table is visible, showing balances for Legal Holiday, Personal Holiday, Sick, and Vacation.

Absence	Duration
Legal Holiday Balance	16.00 Hours
Personal Holiday Balance	0.00 Hours
Sick Balance	206.87 Hours
Vacation Balance	143.00 Hours

To enter work hours:

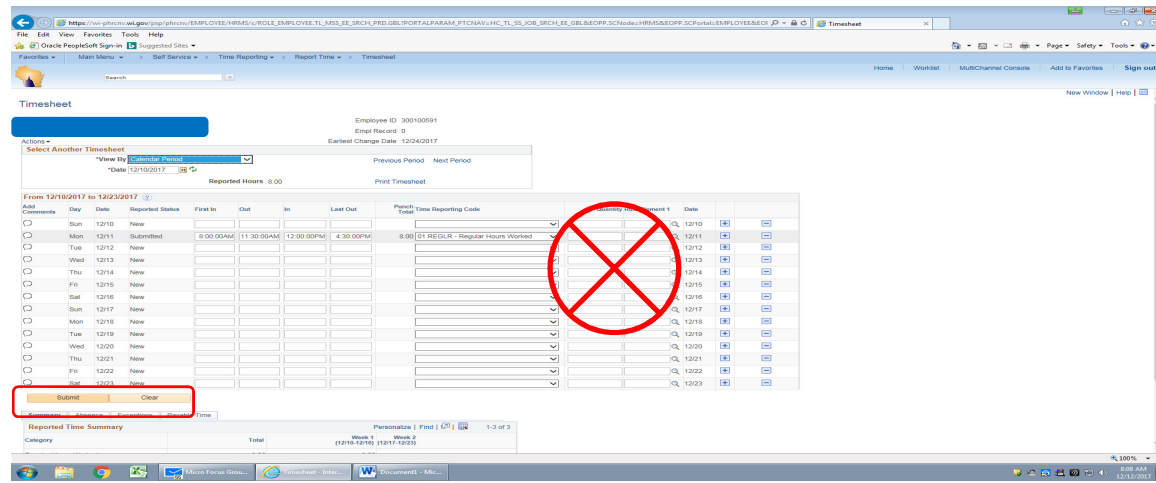
1. Select the day of the week you wish to report time for by clicking in the box in the **First In** column under that day.
2. Enter the time you began working for the day in the **First In** column. Time entries must be made on the quarter hour.
3. To account for non-payable time (for example a lunch break) enter the time you stopped working in the **Out** column and then the time you returned to work in the **In** column in the same row.
4. And lastly, enter the time you ended your work day in the **Last Out** column. **You MUST enter a time in the Last Out column or you will receive an exception error when you submit.**

Acceptable time reporting formats include: 7:45a and 4:30p, 0745 and 1630, & 7.45a and 4.30p. Time entries must be made on the quarter hour to avoid rounding errors.

Do not use the **Time Reporting Code** field. (If no selection is made and the box is left blank, the system will default to *01 REGLR-Regular Hours Worked* when the timesheet is submitted).

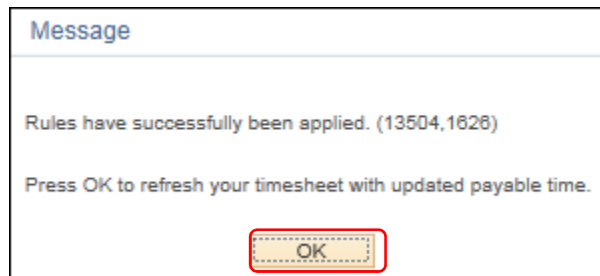
The screenshot shows the STAR WCS Timesheet application. At the top, there is a navigation bar with 'Time Reporting' and 'Report Time' menus. Below this, the 'Timesheet' page is displayed for Employee ID 300100099. A red arrow points to the 'First In' column of the timesheet grid. A red 'X' is placed over the 'Time Reporting Code' dropdown menu. A callout box with green text says 'Enter in and out time here.' The timesheet grid has columns for 'Out', 'In', 'Last Out', 'Punch Total', 'Time Reporting Code', 'Quantity Rate Element', and 'Date'. The 'Time Reporting Code' field is highlighted with a red 'X' to indicate it should not be used. The 'Out' and 'In' columns are highlighted in yellow, indicating where to enter time.

Do not use the Quantity or Rule Element 1 fields. When you have finished recording your time for the day, click **Submit**.




If everything is entered correctly, a message will appear confirming that the rules have been applied successfully.

Click **OK**.



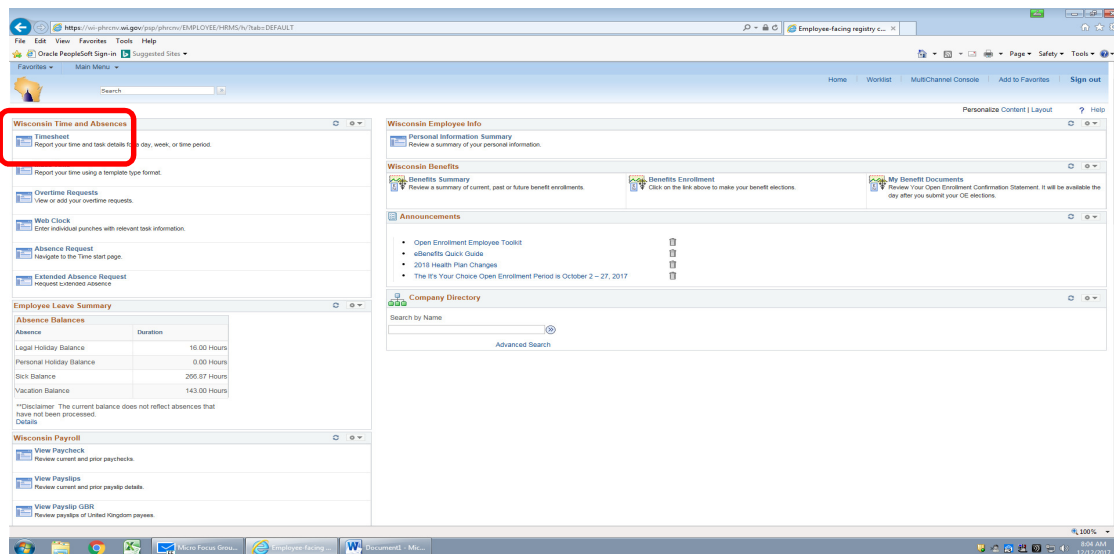
In the case of an exception error message, shown as a red clock, click the **Exceptions** tab to view the error. If you're unable to resolve the error on your own, please contact the court system's Payroll Office.

From 06/15/2015 to 06/21/2015													
Add Comments	Day	Date	Reported Status	Exception	In	Meal Out	In	Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Mon	6/15	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00	01 REGLR - Regular Hours Worked			6/15
	Tue	6/16	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	9.00	01 REGLR - Regular Hours Worked			6/16
	Wed	6/17	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	9.00	01 REGLR - Regular Hours Worked			6/17
	Thu	6/18	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	9.00	01 REGLR - Regular Hours Worked			6/18
	Fri	6/19	Submitted		7:00:00AM	12:00:00PM			5.00	01 REGLR - Regular Hours Worked			6/19
	Sat	6/20	New										6/20
	Sun	6/21	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	5:00:00PM	9.50	01 REGLR - Regular Hours Worked			6/21

**Note:** Time reported that results in a High Severity Exception will not be processed for approval until the error is resolved.

Summary   Absence   <b>Exceptions</b>   Payable Time						
Exceptions ?						
Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
06/19/2015	TLX01540	Timesheet	Unresolved	High	A total of 48 hours are reported for this day.	

To **adjust** your reported time, again navigate to the **Timesheet** page.



The screenshot shows the 'Wisconsin Time and Absences' section of the employee self-service portal. The 'Timesheet' option is highlighted with a red box. The page includes sections for 'Wisconsin Employee Info', 'Wisconsin Benefits', 'Announcements', and 'Company Directory'. The 'Absence Balances' table shows the following data:

Absence	Duration
Legal Holiday Balance	16.00 Hours
Personal Holiday Balance	0.00 Hours
Sick Balance	205.97 Hours
Vacation Balance	143.00 Hours

The system will default to the current week/period upon opening the timesheet. Use the **Previous Week/Period** and **Next Week/Period** links to locate the time frame you want to review.

To make an adjustment, update the time reported in the **First In, Out, In, or Last Out** field(s) and then click **Submit** to save your changes.

Timesheet

Select Another Timesheet

\*View By: Week Previous Week Next Week

\*Date: 10/26/2015

Reported Hours: 9.00 Print Timesheet

From 10/26/2015 to 11/01/2015

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity Rule Element 1	Date
	Mon	10/26	Submitted	7:30:00AM			4:30:00PM	9.00	01 REGLR - Regular Hours Worked		10/26
	Tue	10/27	New								10/27
	Wed	10/28	New								10/28

Submit Clear

**Note:** The system will only allow you to go back 15 days from the current week to make an adjustment. If your adjustment exceeds 15 days prior to the current week, contact your supervisor or the court system’s Payroll Office.

**For assistance, contact the Director of State Courts Payroll Office**

**(608) 266-6808 or (608) 266-7441**

[payrolloffice@wicourts.gov](mailto:payrolloffice@wicourts.gov)