

## Supreme Court of Misconsin

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:

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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.

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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.

Select An	other Tin	nesheet											
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**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