



How to Verify Personal Information in STAR

Contents

How to Verify Personal Information in STAR1

 How to Add Emergency Contacts 1

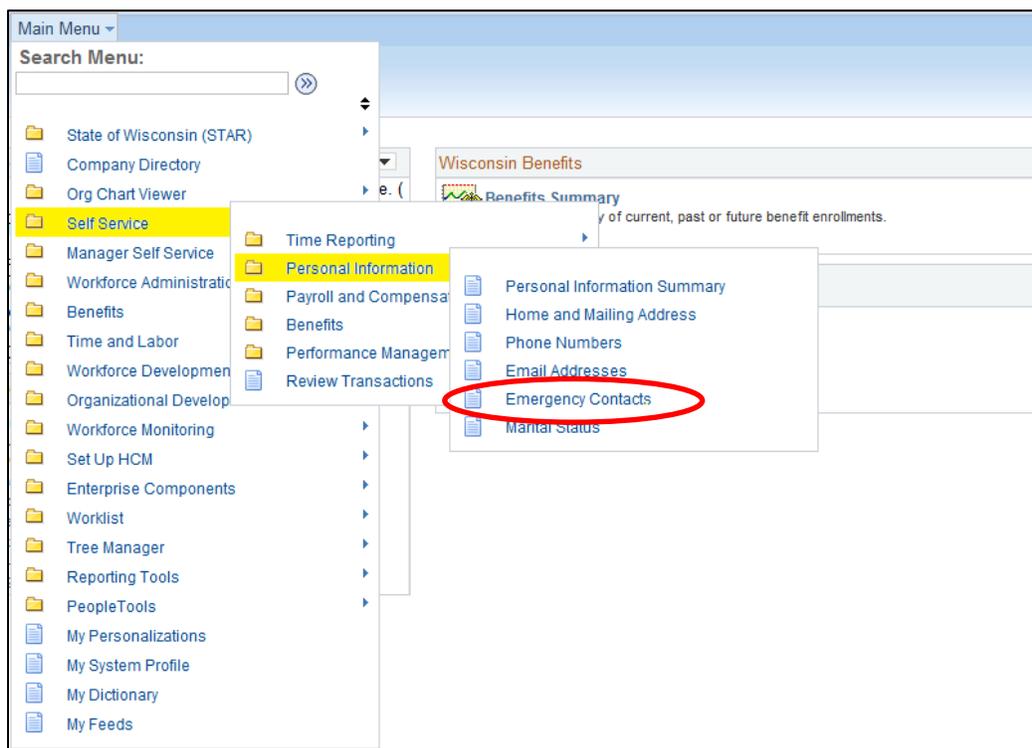
 How to Edit an Emergency Contact 4

 How to Verify Direct Deposit Information 6

 How to Verify Marital Status 7

How to Add Emergency Contacts

1. Click the following link or enter the address into a Web browser.
 - <https://ess.wi.gov/>
2. Log in to STAR using your IAM account.
3. To access your emergency contact information, go to **Main Menu > Self Service > Personal Information > Emergency Contacts**.



4. Click **Add Emergency Contact** to enter your emergency contact information.

The screenshot shows the 'Emergency Contacts' section of a web application. At the top, there is a header 'Emergency Contacts' and a sub-header 'Emergency Contacts'. Below this is a table with the following columns: 'Contact Name', 'Relationship to Employee', 'Primary Contact', 'Edit', and 'Delete'. The 'Primary Contact' column contains a small square checkbox. Below the table is a yellow button labeled 'Add Emergency Contact', which is circled in red.

5. Enter the name of the contact.

The screenshot shows the 'Emergency Contact Detail' form. The form has several sections: 'Address and Telephone', 'Address', 'Phone', and 'Other Telephone Numbers'. In the 'Address and Telephone' section, the '*Contact Name' field is circled in red. Below this field is a dropdown menu for '*Relationship to Employee' with the selected option 'Other - EMERGENCY CONTACT ONL'. There are two checkboxes: 'Contact has the same address as the employee' and 'Contact has the same telephone number as the employee'. The 'Address' section shows 'Country United States' and 'Change Country' with an 'Edit Address' button. The 'Phone' section has a 'Telephone' field. The 'Other Telephone Numbers' section has a table with columns: '*Phone Type', 'Phone Number', 'Extension', and 'Delete'. Below the table are buttons for 'Add Phone Number' and 'Save'.

6. Click the **Relationship to Employee** drop-down box and make a selection.

The screenshot shows the 'Emergency Contact Detail' form. The 'Relationship to Employee' dropdown menu is open, displaying a list of relationship options. The option 'Other - EMERGENCY CONTACT ONLY' is highlighted in blue. Other options include Child, Dependent of Minor Dependent, Domestic PT Child NonTax Dep, Domestic Partner - Non Tax Dep, Domestic Partner - Tax Dep, Domestic Partner Child Tax Dep, Employee, ExSpouse, Family-EMERGENCY CONTACT ONLY, Friend-EMERGENCY CONTACT ONLY, Legal Ward, Parent of Minor Dependent, Spouse, Stepchild, and Ward. Below the dropdown, there is a checkbox labeled 'Contact has the same telephone number as the employee'.

7. Check the following check boxes if they apply.

This screenshot focuses on the 'Address and Telephone' section of the form. The '*Relationship to Employee' dropdown is set to 'Other - EMERGENCY CONTACT ONLY'. Two red arrows point to the following checkboxes: 'Contact has the same address as the employee' and 'Contact has the same telephone number as the employee'. Both checkboxes are currently unchecked.

8. If the emergency contact doesn't have the same address as the employee, click **Edit Address**.

This screenshot shows the 'Address' section of the form. The 'Country' is set to 'United States' with a 'Change Country' link. The 'Address' field is present. The 'Edit Address' button is circled in red. Below the address section are sections for 'Phone' (with a 'Telephone' field) and 'Other Telephone Numbers' (with a table for phone numbers and an 'Add Phone Number' button). At the bottom, there is a 'Save' button.

9. Enter address information and click **OK**.

Edit Address

Country United States Change Country

Address 1

Address 2

Address 3

City State Wisconsin

Postal

County

10. If the emergency contact doesn't have the same phone number as the employee, click **Add Phone Number**.

Phone

Telephone

Other Telephone Numbers

Phone Numbers			
*Phone Type	Phone Number	Extension	Delete

11. Select a phone type, enter the phone number information, and click **Save**.

Other Telephone Numbers

Phone Numbers			
*Phone Type	Phone Number	Extension	Delete
<input type="text" value=""/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

How to Edit an Emergency Contact

- Click the following link or enter the address into a Web browser.
 - <https://ess.wi.gov/>
- Log in to STAR using your IAM account.
- To access your emergency contact information, go to **Main Menu > Self Service > Personal Information > Emergency Contacts**.

- a. If you already have an emergency contact defined, the following screen will appear.

Emergency Contacts				
Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
George	Other - EMERGENCY CONTACT ONLY	<input checked="" type="checkbox"/>		

4. Click the **Pencil** icon under the **Edit** column.

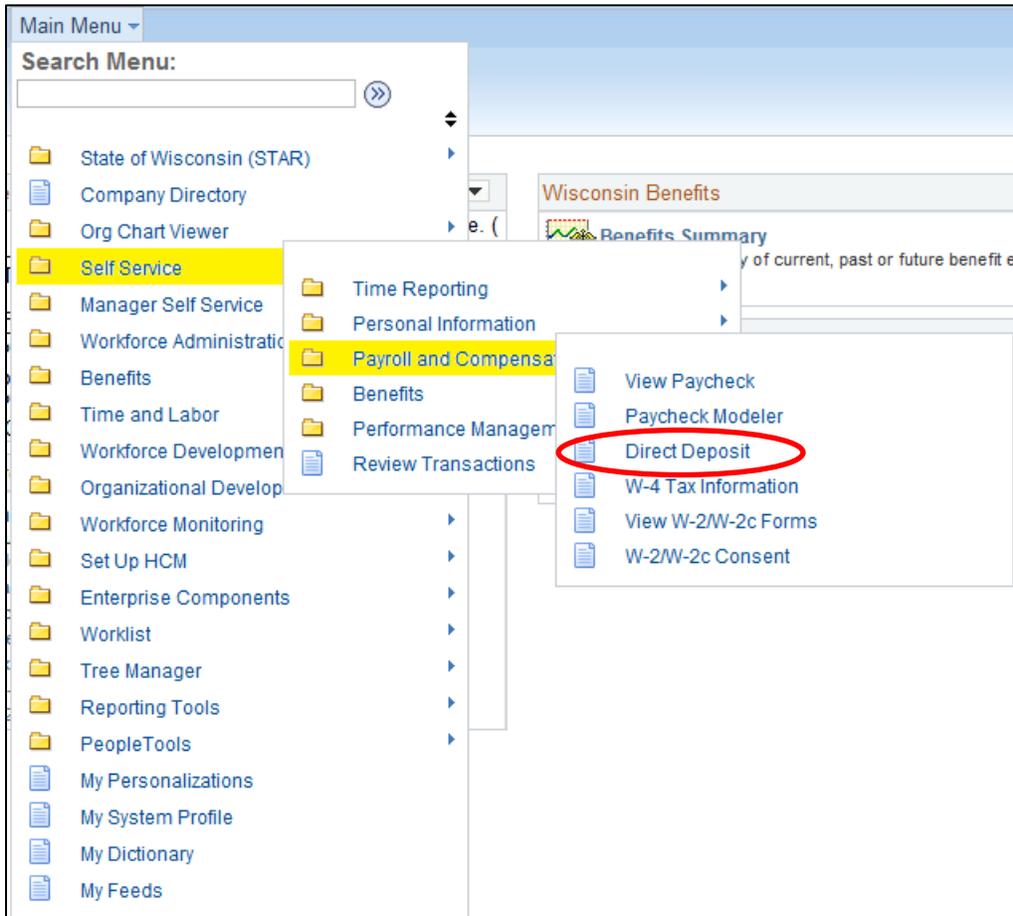
Emergency Contacts				
Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
George	Other - EMERGENCY CONTACT ONLY	<input checked="" type="checkbox"/>		

5. Change your emergency contact information as necessary, and then click **Save**. See the screenshots in the [How to Add Emergency Contacts](#) section if you have questions on how to change this information.

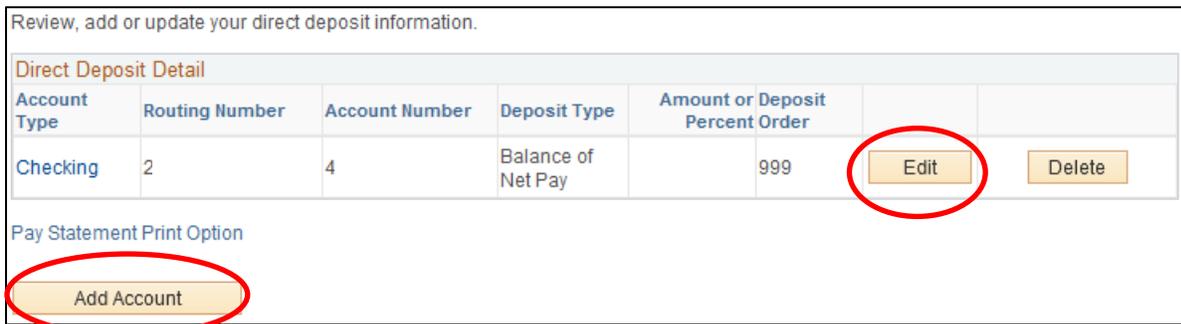
Address and Telephone			
*Contact Name	Emergency Contact Example		
*Relationship to Employee	Other - EMERGENCY CONTACT ONLY		
<input type="checkbox"/> Contact has the same address as the employee <input type="checkbox"/> Contact has the same telephone number as the employee			
Address			
Country	United States	Change Country	
Address	Test Address Madison, WI 53711		<input type="button" value="Edit Address"/>
Phone			
Telephone	<input type="text"/>		
Other Telephone Numbers			
Phone Numbers			
*Phone Type	Phone Number	Extension	Delete
Mobile	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add Phone Number"/>			
<input type="button" value="Save"/>			

How to Verify Direct Deposit Information

- Click the following link or enter the address into a Web browser.
 - <https://ess.wi.gov/>
- Log in to STAR using your IAM account.
- To access your direct deposit information, go to **Main Menu > Self Service > Payroll and Compensation > Direct Deposit**.



- If your direct deposit information is incorrect, click **Edit**.
 Note: You can add multiple accounts by clicking **Add Account**.



6. Make any necessary adjustments to your direct deposit information and click **Submit**.

Direct Deposit

Change Direct Deposit

Your Bank Information

Routing Number [View check example](#)

Distribution Instructions

Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

Submit

7. See the sample check below to find your bank routing number and your bank account number.

NAME ADDRESS CITY, STATE ZIP 0123
01-2345/6789

DATE _____

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

BANK NAME ADDRESS CITY, STATE ZIP

FOR _____

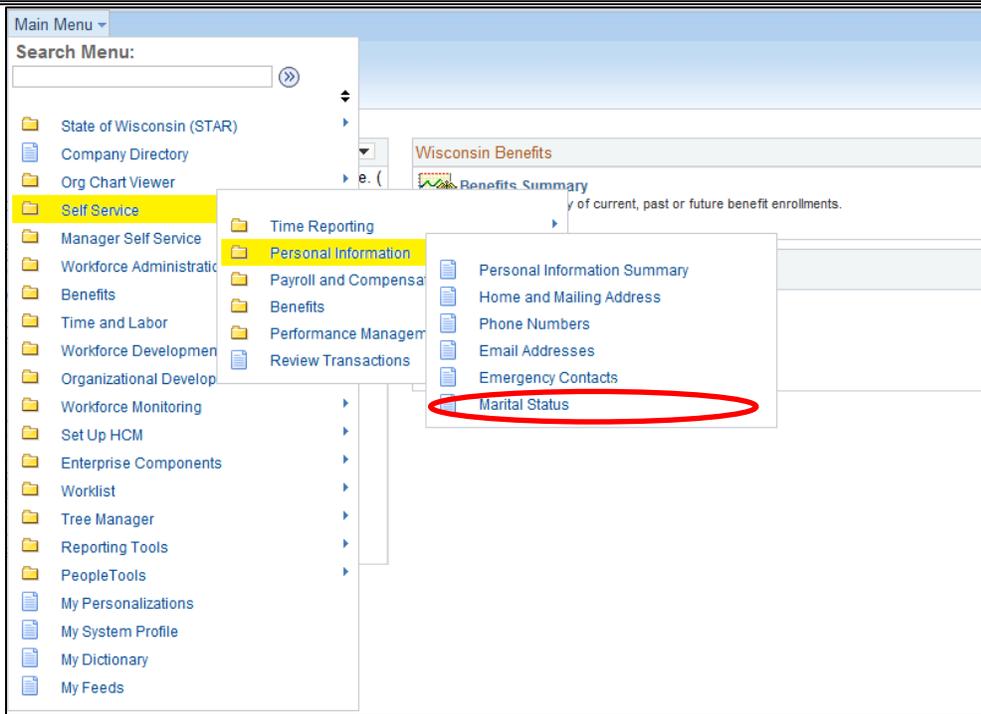
⑆0 ⑆2345678⑆ 0 ⑆234567890 ⑆23⑆ 0 ⑆23

Bank Routing Number
Bank Account Number
Check Number

Note: Review the **Deposit Order** field if you have multiple accounts. We recommend that you always have one account with a deposit type of **Balance of Net Pay** and a deposit order of **999** to ensure that the system deposits any remaining compensation to your designated account.

How to Verify Marital Status

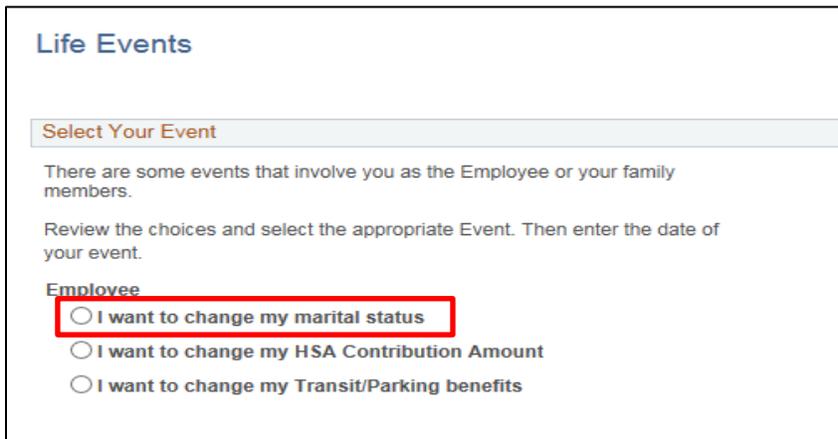
1. Click the following link or enter the address into a Web browser.
 - <https://ess.wi.gov/>
2. Log in to STAR using your IAM account.
3. To access your marital status, go to **Main Menu > Self Service > Personal Information > Marital Status**.



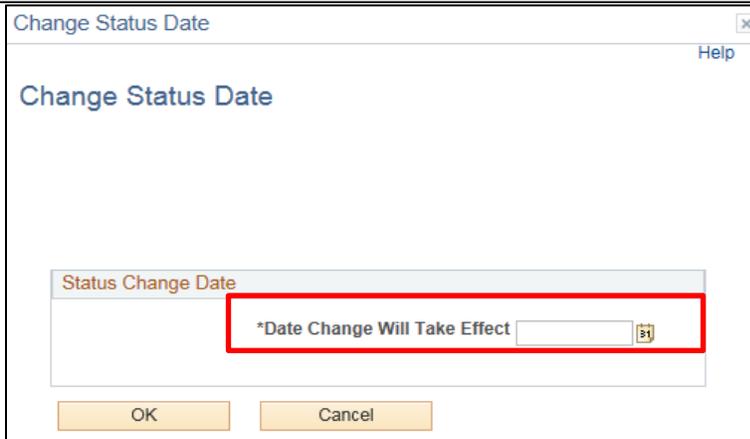
- To update your marital status, click **Change Marital Status**.



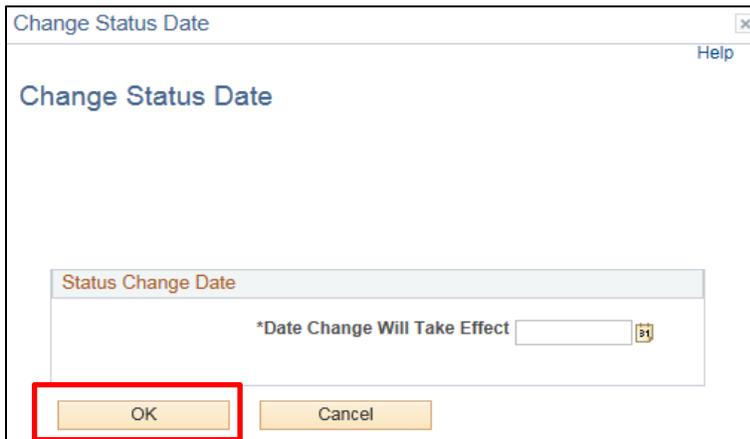
- Select the **I want to change my marital status** event.



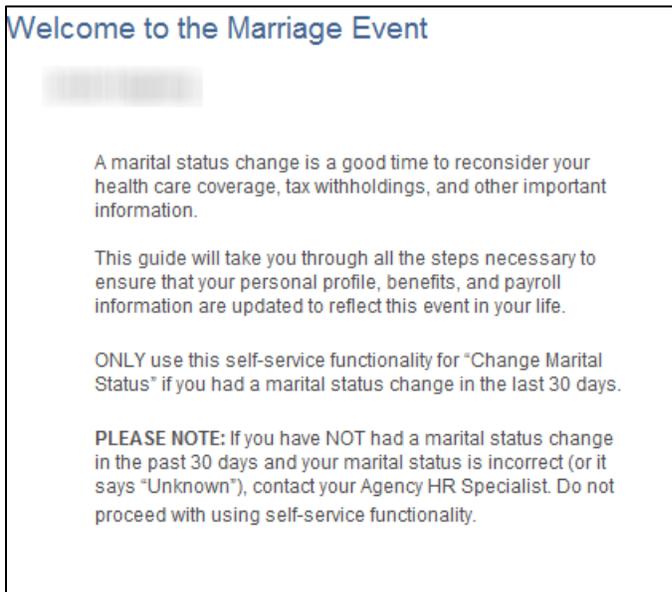
- The **Change Status Date** window will appear. In the **Date Change Will Take Effect** field, enter the date in the MM/DD/YYYY format or use the **Calendar** icon to select a date.



7. Click **OK**.



8. The screenshot below will appear.



9. Select the correct marital status from the **Change Marital Status To** drop-down box.

Marriage Event

Marital Status Change

Fill in the following information and select the **Submit** button. This form must be completed within 31 days of your marriage date (or 31 days of your divorce date) or you will not be eligible to change your benefit elections for this family status change event.

*Date Change Will Take Effect 11/30/2015

Current Marital Status Married

*Change Marital Status To Divorced

* Required Field

Submit

10. The **Submit Confirmation** window will appear. Click **OK** to view the confirmation results.

Request Marital Status Change

Submit Confirmation

The Submit was successful.

OK

Marriage Event

Marital Status Change

The following information has been submitted.

*Date Change Will Take Effect 11/30/2015

Current Marital Status Married

Change Marital Status To Divorced

11. Click the **Return to Personal Information** link to update other personal information.