



State of Wisconsin

Department of Administration

Policy Acknowledgement

Job Aid for Coordinators

Purpose

Job aid for HR Policy Acknowledgement Coordinators

Contents

| | |
|--|---|
| Overview | 3 |
| Accessing the Policy Documents Dashboard | 3 |
| Dashboard Information..... | 4 |
| Notifications..... | 4 |
| Policy Acknowledgement Notes | 6 |

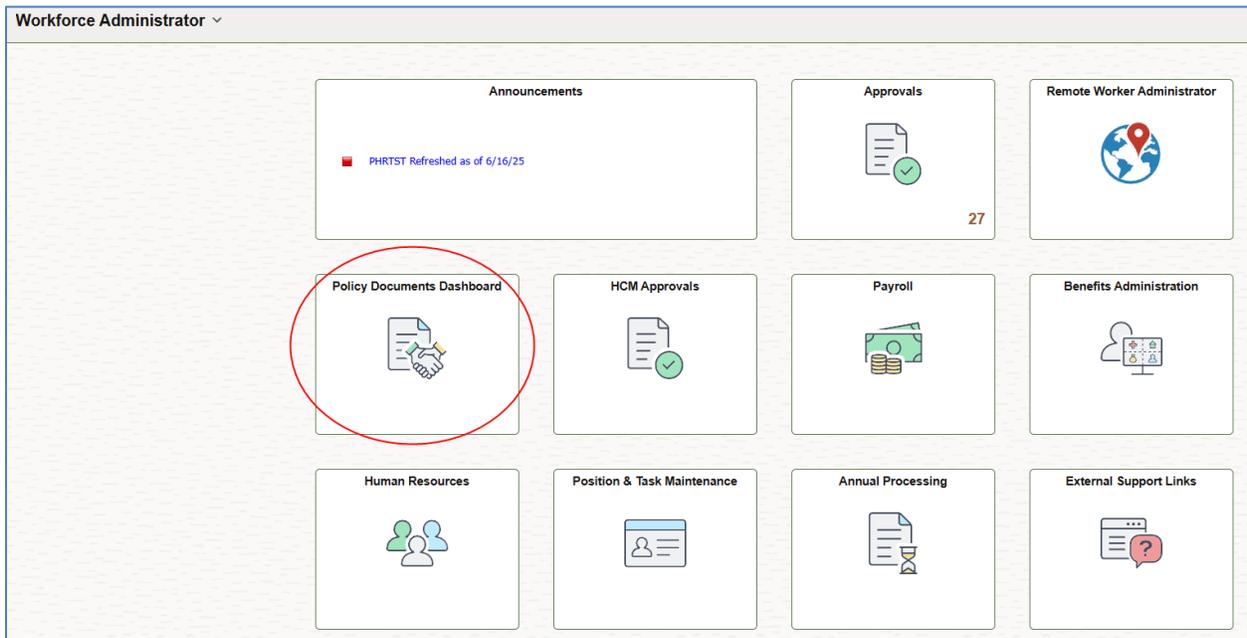
Overview

Policy acknowledgement functionality has been activated in PeopleSoft/STAR, which allows employees to acknowledge they have received and read policies they are required to adhere to.

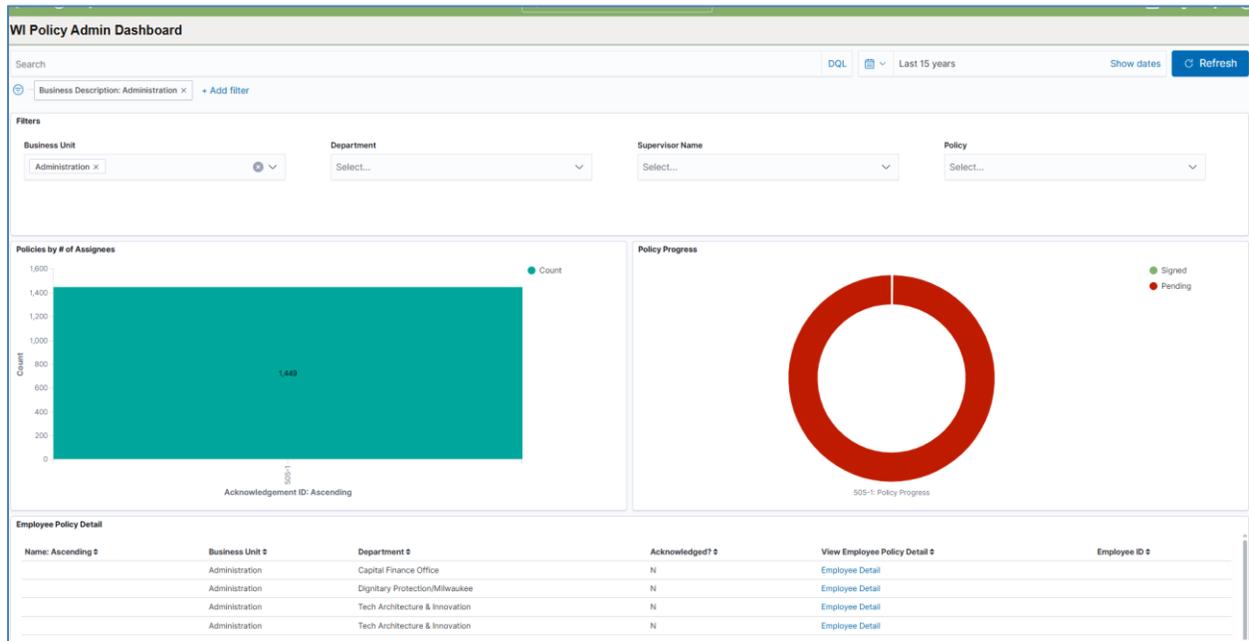
Accessing the Policy Documents Dashboard

To view the dashboard of assigned and acknowledged policies:

1. log into [PeopleSoft](#)
2. select Workplace Administrator from the dropdown in the upper left corner
3. click the Policy Documents Dashboard from the home page



Dashboard Information



Filters: the dashboard allows coordinators to filter on business unit, department, supervisor, and policy.

Widgets: the dashboard has the following widgets to assist with tracking policy acknowledgement progress

- **Policies by # of Assignees** shows the number of employees who were assigned a policy to acknowledge
- **Policy Progress** to easily view percentages that are acknowledged vs. pending
- **Employee Policy Detail** to view the list of specific employees assigned a policy, along with the status of the employees' acknowledgements, and a link to the policy detail. The detail list can also be exported to Excel.

Notifications

1. Email notifications are sent to **managers** when:

- An employee has a policy that is 1 day overdue for acknowledgement (example below)

One of your employees has an overdue policy acknowledgement.

Employee: *FirstName LastName*
Policy: *Acceptable Use Policy*

*This acknowledgement was due on **2025-09-28**. This policy can be viewed and acknowledged by clicking the "Policy Documents - My Team" tile on the STAR Manager Self Service homepage, or by clicking this link:*

[Employee Self Service](#)

- An employee has a policy that is 7 days overdue, and every 7 days thereafter until acknowledged (example below)

One of your employees has an overdue policy acknowledgement.

Employee: FirstName LastName

Policy: Acceptable Use Policy

*This acknowledgement was due on **2025-09-28**. This policy can be viewed and acknowledged by clicking the "Policy Documents - My Team" tile on the STAR Manager Self Service homepage, or by clicking this link:*

[Employee Self Service](#)

2. Email notifications are sent to **employees** when:

- A new policy is available (example below)

A new policy is available for acknowledgement.

Policy: Acceptable Use Policy

*Please read and acknowledge the policy by **2025-10-29**.*

This policy can be viewed and acknowledged by clicking the "Policy Documents" tile on the STAR Employee Self Service homepage, or by clicking this link:

[Employee Self Service](#)

- A policy will be due in 7 days (example below)

You have a policy document that has not been acknowledged that is nearly due.

Policy: Acceptable Use Policy

*Please read and acknowledge the policy by **2025-10-07**.*

This policy can be viewed and acknowledged by clicking the "Policy Documents" tile on the STAR Employee Self Service homepage, or by clicking this link:

[Employee Self Service](#)

- A policy is 1 day overdue for acknowledgement (example below)

You have a policy document that has not been acknowledged, and is now overdue.

Policy: Acceptable Use Policy

*This acknowledgement was due on **2025-09-28**. Please read and acknowledge the policy as soon as possible.*

This policy can be viewed and acknowledged by clicking the "Policy Documents" tile on the STAR Employee Self Service homepage, or by clicking this link:

[Employee Self Service](#)

- A policy is 7 days overdue, and every 7 days thereafter until acknowledged (example below)

You have a policy document that has not been acknowledged, and is now overdue.

Policy: *Acceptable Use Policy*

*This acknowledgement was due on **2025-09-28**. Please read and acknowledge the policy as soon as possible.*

This policy can be viewed and acknowledged by clicking the "Policy Documents" tile on the STAR Employee Self Service homepage, or by clicking this link:

[Employee Self Service](#)

Policy Acknowledgement Notes

If an employee moves to a different agency or position, the policies they have acknowledged will continue to be visible to them in the Signed Policies section of Employee Self Service.

If an employee moves to a different agency, unacknowledged policies will also continue to be visible to them under Pending Policies, if they are required by the agency. If an unacknowledged policy from the previous agency is not required by their new agency, it will be automatically removed from the Pending Policies section.