Fluid Employee Self Service Quick Start Guide

This Quick Start Guide will go over the new Fluid navigation for Employee Self Service (ESS) users of the STAR Human Resources System.

Fluid replaces the previous menu-driven style and provides a more intuitive and modern interface that groups like items together.

What is Staying the Same?

Employees will continue to access Employee Self Service through the same website. Most of what you do today, like filling out your timesheet or reviewing your paycheck, will stay the same. You will still be able to access the system through any internet-enabled device.

New Features

Responsive, Tile Based Navigation

The Fluid interface is responsive and adjusts to fit the size of your screen. Self-service pages are now grouped together by like functions within a Tile.

Expanded Tax Withholding Options

Employees will now be able to update both state and federal tax withholding online through employee self-service. Previously, employees could only update federal tax withholding online.

Resources

A Resources Tile is available on the ESS Homepage. This tile provides direct links to job aids, benefit information and applications, payroll information, Wellness and Employee Assistance Program resources, as well as links to both ELM and Travel & Expense.

ADDITIONAL ESS RESOURCES

- SEE THE EMPLOYEE SELF SERVICE JOB AIDS PAGE FOR ALL AVAILABLE JOB AIDS
- COMPREHENSIVE NAVIGATION JOB AID

Employee Self Service Homepage

Once you log in to STAR, you will see the Employee Self Service Homepage.
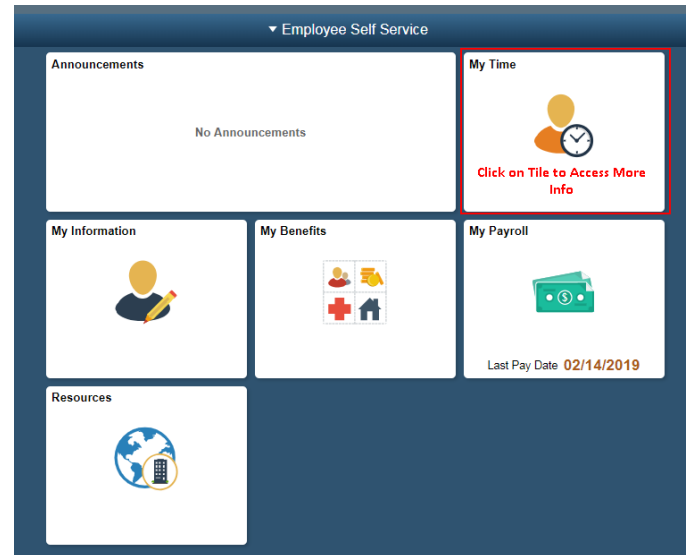
You will then click on one of the Tiles to access self service features. For example, you can access Timesheet and Absence Information through the **My Time** Tile.
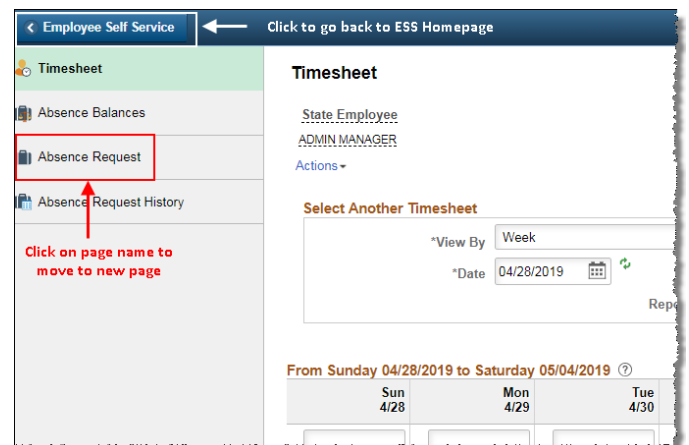

Your Timesheet will automatically open when you click on the **My Time** Tile. You can then click on other pages within the tile's navigation collection to access those pages.

To go back to the Employee Self Service Homepage, click on the Employee Self Service link in the upper left of the page – do not use the back button on your internet browser.
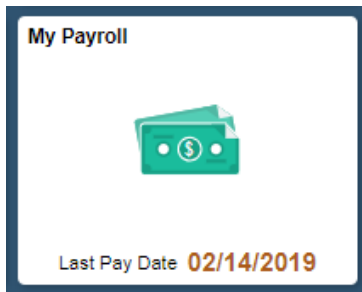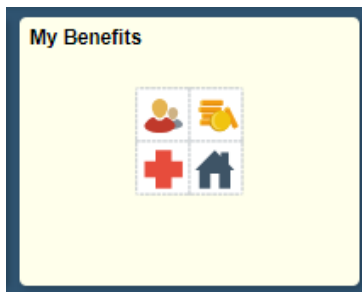
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Pages Available within Tiles

My Information
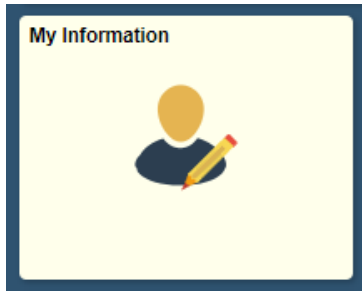
- Update address, phone numbers, emergency contacts and demographic info
- Set Emergency Notification System (RAVE) preferences

My Payroll — Last Pay Date 02/14/2019

- View paycheck and W-2s
- Update direct deposit and tax withholding

My Benefits

- Enroll in benefits
- Review benefit & dependent info
- View 1095-C form
- View Open Enrollment Confirmation Statement
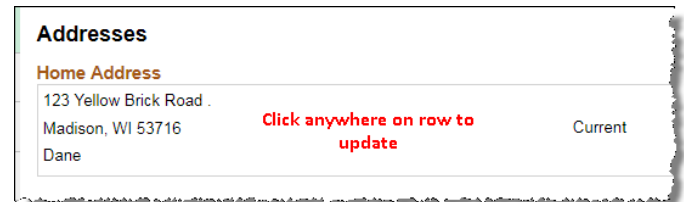

My Time
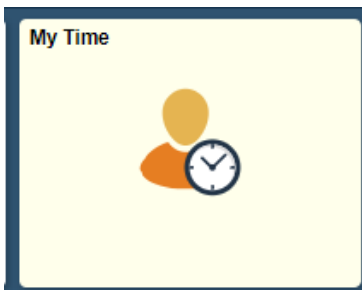
- Enter timesheet
- Enter and review absence information

Resources

- Direct links to job aids, benefit forms, payroll information, Wellness resources and more…

Making Updates

If you want to make updates to your information (ex. update address, direct deposit, emergency contact….), click anywhere on the row that you want to update.

Enter your updated information in the pop-window that appears on the page. Click **Save**.
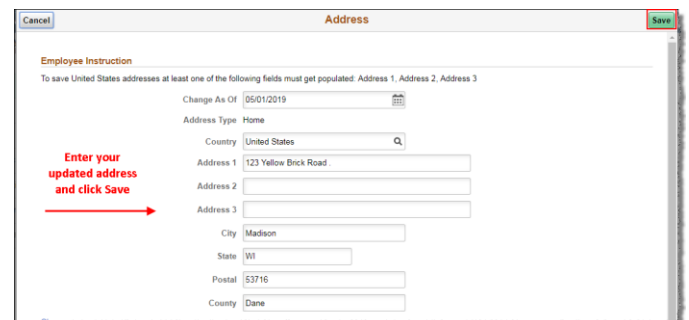
Accessing Classic Navigation

Menu-based navigation is available in the Navigator. Click on the NavBar reveal button on the upper right side of the page to access the menu.

Click on the pages within the menu to access specific pages.