



# Employee Self Service Job Aid: Policy Acknowledgement



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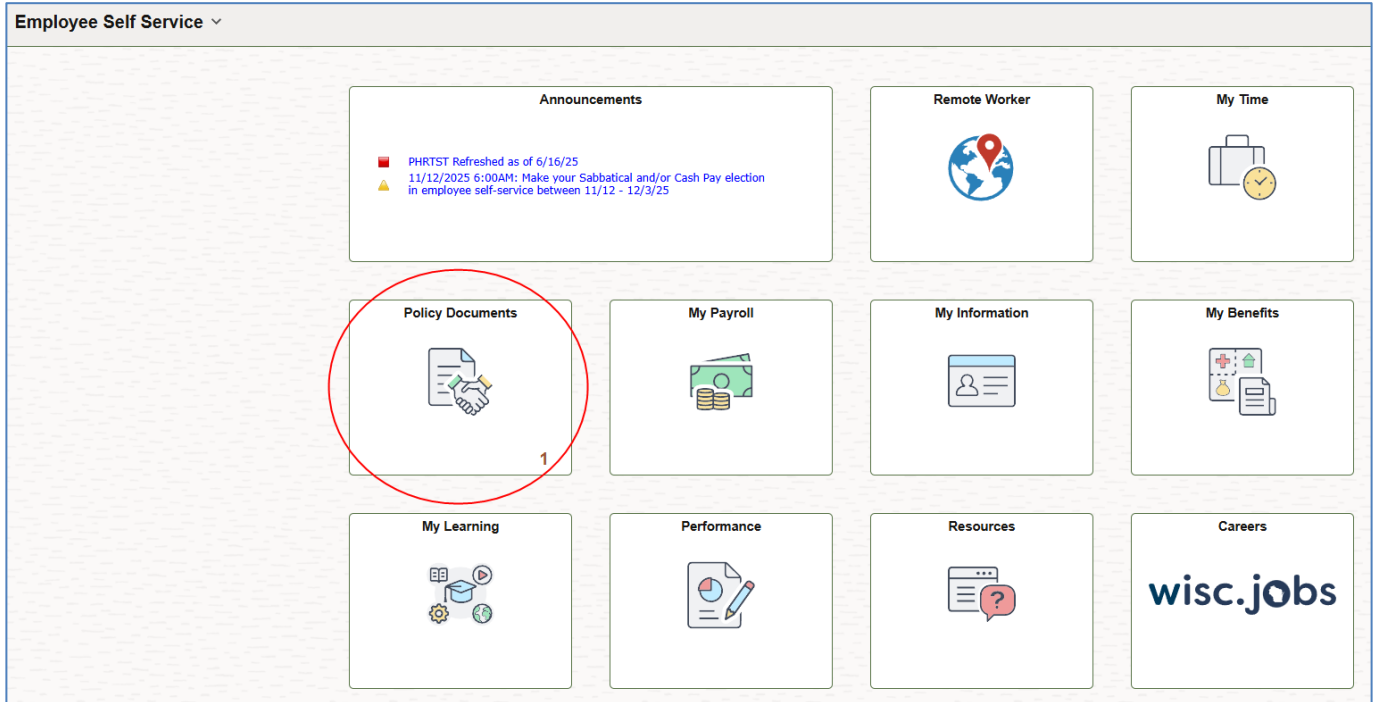
## Overview

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.

This job aid explains how to use Policy Acknowledgement.

## Access Policy Acknowledgement

To view policies you need to sign and/or have signed in the past, log into [Employee Self Service](#) and click the **Policy Documents** tile on your home page.





## View Pending Policies

Policies you need to read and review, along with the due date, are displayed in the **Pending Policies** section. Click the **View & Sign** button to view the policy.

Policy Documents				
Empl ID Name				
<b>Pending Policies</b>				
1 row				
Policy	Description	Due Date	Status	View & Sign
WI Enterprise Test Policy 1	Test	10/29/2025	Not Signed	<a href="#">View &amp; Sign</a>
<b>Signed Policies</b>				
1 row				
No signed policies to view				

A new window will open to display the policy for you to read. Longer policies may require you to scroll on the page to read them. After reading it, click the “I Agree” button checkbox and then the **Submit** button in the upper right corner of the screen.

WI Enterprise Test Policy 1	
<p>Cancel</p> <p>This is a test policy</p> <p><input type="checkbox"/> I Agree</p>	<p>Submit</p>

The policy you signed will then move from the **Pending Policies** section to the **Signed Policies** section.

Policy Documents				
Empl ID Name				
<b>Pending Policies</b>				
1 row				
No pending policies to sign.				
<b>Signed Policies</b>				
1 row				
Policy	Description	Date Signed	Status	View Signed Document
WI Enterprise Test Policy 1	Test	10/08/2025	Signed	<a href="#">View Signed Document</a>

## View Signed Policies

Signed policies will display in the Signed Policies section. To view, click the **View Signed Document** button next to the policy.

Policy Documents				
Empl ID Name				
<b>Pending Policies</b>				
1 row				
No pending policies to sign.				
<b>Signed Policies</b>				
1 row				
Policy	Description	Date Signed	Status	View Signed Document
WI Enterprise Test Policy 1	Test	10/08/2025	Signed	<a href="#">View Signed Document</a>

# ESS Job Aid: Policy Acknowledgement



You can read the policy and view your name, user ID, and the date stamp that was recorded at the time you acknowledged the policy.

A screenshot of a web application window titled "Acknowledgement". The window contains a form with a checkbox labeled "I Agree" and an "Audit" section. The audit section has a table with three columns: "User ID", "Name", and "Date/Time Stamp". The first row of the table shows the date and time "10/08/2025 9:50:22AM". A red oval highlights the "Date/Time Stamp" column.

## Notifications

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

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If you move to a different agency or position, the policies you have acknowledged will continue to be visible to you in the Signed Policies section of Employee Self Service.

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