



State of Wisconsin

Department of Administration

Policy Acknowledgement

Job Aid for Managers

Purpose

Job aid for managers viewing their employees' pending and acknowledged policies

Contents

Overview	3
Accessing Policy Documents	3
Tracking and Viewing Policy Acknowledgements	3
Notifications.....	5
Policy Acknowledgement Notes	6

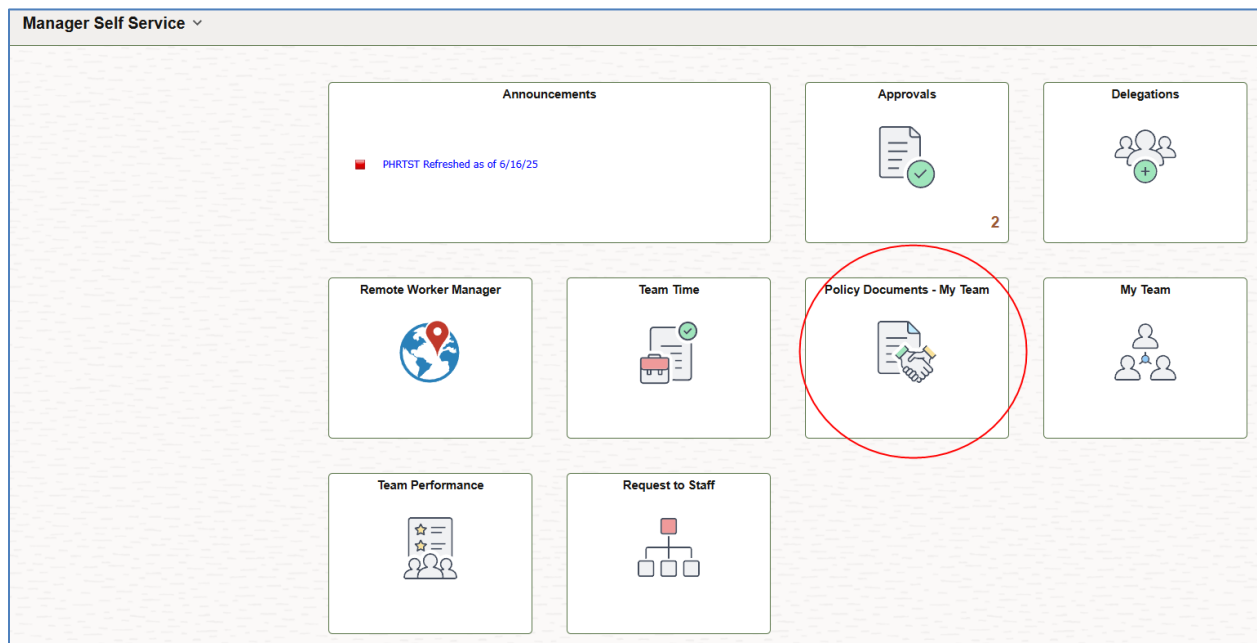
Overview

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 Policy Documents

To view your employees' acknowledged policies:

1. log into [Employee Self Service \(ESS\)](#)
2. select Manager Self Service from the dropdown in the upper left corner
3. click the Policy Acknowledgements – My Team tile on your home page



Tracking and Viewing Policy Acknowledgements

Clicking the Policy Acknowledgements – My Team tile takes you into a list of your team members. The default view displays employees in descending order by Employee ID. To sort on a different field, click the up/down arrows icon in the upper right corner of the employee list. If you have a larger group of direct reports, you can click “Find” button in the upper right corner of the employee list to enable a search box that allows you to search on an employee’s name, title, or employee number.

The list of team members shows the manager whether each employee has any pending policy documents, and if any of them are overdue. If multiple policy documents are pending, and one or more is overdue, the “Overdue?” column will show a “Y.”

Click the **View** button to see a specific employee’s details.

Policy Documents - My Team				
Empl ID Name				
Team Members				
2 rows				
Empl ID/Name	Job Description	Pending Policy Documents	Overdue?	
	EMPLMT RELATIONS SPECIALIST	1	N	View
	HUMAN RESOURCES PROG OFFICER	0	N	View

You will see two sections for the employee.

- Pending Policies: a list of your employee's pending policies with the due date and status
- Signed Policies: a list of all policies your employee has acknowledged, with the acknowledgement date and status

Pending Policies:

Policy Ack Employee				
Empl ID Name				
Pending Policies				
1 row				
Policy	Description	Due Date	Status	View & Sign
WI Enterprise Test Policy 1	Test	10/29/2025	Not Signed	View & Sign
Signed Policies				
1 row				
No signed policies to view				

Signed Policies:

Policy Ack Employee				
Empl ID Name				
Pending Policies				
1 row				
No pending policies to sign.				
Signed Policies				
1 row				
Policy	Description	Date Signed	Status	View Signed Document
WI Enterprise Test Policy 1	Test	10/08/2025	Signed	View Signed Document

Clicking the **View Signed Document** button allows you to see the policy and view the employee's name, user ID, and the date stamp that was recorded at the time they acknowledged the policy. When you are finished, click the "x" in the upper right corner of the screen to return to your list of employees.

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

When an employee becomes your direct report through hire, rehire, transfer, etc., the policies they have pending and have previously acknowledged will be visible to you.

Managers who have multiple levels of employees reporting to them will see their direct reports, with a link to those managers' direct reports as well.