



STARS AT A GLANCE

Accessing MySTARS

Your network and MySTARS access information has been provided to your supervisor. If you have not received this information, please request that they share these details with you.

The following information and changes are available through MySTARS Employee Self-Service:

- **Payroll Summary** – Semi-Monthly paystubs are available one day prior to the pay date
- **W-2 Year End Tax Summary** – W-2s are posted to MySTARS by January 31st for the prior calendar year
- **W-2 Online Only Consent Form** – here you can consent to receive your W-2 solely through MySTARS
- **Personal Information** – Home Address, Phone Number, and Family Members
- **Benefits Enrollment** – throughout the year you can view your benefits enrollment and during October you can make changes to your enrollment online for Open Enrollment
- **Performance Management** – Annual Year End Evaluations

To Access Training materials for MySTARS please visit: <http://myupk.apsva.us>

Training documents for the following are listed under STARS@APS -> General Information:

- Forgot Username Password
- Email Notifications
- Logging Into STARS from an APS Location
- Logging Into STARS from outside of APS

Training documents for the following are listed under STARS@APS -> Human Resources -> Employee Self Services:

- View Your W-2 Year End Tax Summary
- Benefits Open Enrollment
- View Benefits Enrollment
- View Your Payslip
- W-2 Online Only Consent Form
- View and Update Personal Information
- Review Your Evaluation
- View Your Completed Evaluation