
UNIVERSITY OF WISCONSIN
SERVICE CENTER

Affinity Group 2

August 12, 2014

The Service Center Mission is to provide “best in class” HRIS and customer service to support the effective management of the University of Wisconsin System’s Human Capital at the highest value.

Today's Agenda

- Welcome & AG2 Update
- Review of Last Week's Issues
- Benefits Redesign Project
- C-Basis Pay Increases
- EJED Query
- 2014 Salary Advance Requests
- Reduce - Duplicate W2 Requests
- Institution Feedback & Updates
 - UW-Eau Claire
 - UW-La Crosse
 - UW-Oshkosh
 - UW-Platteville
 - UW-Stevens Point
 - UW-Whitewater
- Calendar Review
- Questions/Comments

Benefits Redesign Project

Improvements for Wave 1 of Implementation Phase

Top 10 Pain Points from SC and Institutional Interviews	Impact to UW	Solution Design Effort	Wave 1 (*)	Reason for Prioritization
Deductions in Advance of Coverage	1	High	*	<ul style="list-style-type: none"> - Eliminates complex mods, simplify administrations, far reaching impact on employees, benefits administrators, reconciliation and vendors - DOA's STAR project to implement current month deductions - ETF's extension of their reconciliation window
Benefits Retro: Eliminate custom retro process	2	Medium /High		<ul style="list-style-type: none"> - Resolution of this issue is dependent upon deductions being moved to current coverage month
Vendor Interface: HRS to various vendor electronic interface (ETF, VSP, EPIC)	3	High	*	<ul style="list-style-type: none"> - Critical to achieve data integrity between HRS and vendor systems - Affects the workload of both campus and Service Center staff
eBenefits: Roll-out to remaining institutions	4	Medium		<ul style="list-style-type: none"> - Dependent upon an electronic interface between HRS and vendor systems - Creation of a report to make ETF entry more efficient is underway
Reports: High volume of reports and lack of clarity around content and schedule	5	Medium	*	<ul style="list-style-type: none"> - Enhance business logic that will reduce volume of critical reports (e.g. MSC Eval) - Work with existing initiatives to improve ben report delivery (e.g. WED)
Incorrect Terminations in HR	6	High		<ul style="list-style-type: none"> - Requires extensive institutional policy and cultural changes
Incorrect Assignment of Benefit Primary Flag	7	Low	*	<ul style="list-style-type: none"> - Solution design has already been drafted - Has the potential to be implemented quickly with little SME input needed
Recurring ABBR Process: not working correctly	8	Medium		<ul style="list-style-type: none"> - Does not have far reaching impacts on personnel beyond the UW Service Center Benefits team, and has no drastic impact on employees
Benefits Service Date/WRS Prior Service: these fields do not carry forward to multiple job records	9	Low	*	<ul style="list-style-type: none"> - Potential to be a quickwin with little SME input needed
Communication and Training: need for enhanced communication and training during system changes	10		*	<ul style="list-style-type: none"> - Any new or altered functionality as a result of Benefits Redesign project will be documented in detail and trained on - Communications and training will be delivered along with the implementation of future solution designs - Several existing initiatives under the Service Center professional development team (E.g. credentialing)
Legend				
Pain Point	Top 10 issues heard from campus and service center interviews during the Assessment Phase of the Benefits Redesign Project.			
Impact to UW	Indicates impact to employees, service center, and institutional administrators. 1 = most impact and 10 = least impact.			
Solution Design Effort	High, Medium, Low, the effort needed to design and implement solutions to each pain point.			
Phase I	An asterisk (*) will indicate that this pain point will be addressed in Wave I of Implementation Phase.			
Reasons for Prioritization	Explanation for why this pain point was included or not included in Wave I of Implementation Phase. If not prioritized in Wave I, these pain points will be addressed in later project phases or they may be prioritized through OMM.			

C-Basis Pay Increases

- Agenda:
 - Load from budget to HRS
 - Institution review of C-Basis
 - C-Basis correction process

C-Basis Pay Increases from Budget

- **Weekend of August 22nd-** UW Service Center inserts job row in HRS with effective date equal to the start of the institutions semester. Rates from the budget include:
 - Merit (019)
 - Proposed Rate Adjustments (various Action Reasons/Excluding UW Madison)
 - Faculty Promotion Adj (003) (Excl. UW Madison)
 - **DO NOT** enter the above manually
 - Title changes are NOT loaded to HRS

Institution Review of C-Basis

- **August 27th**– UW Service Center provides HR and Budget Directors a report of C-basis rates that loaded from the Budget
 - Includes list of all C-basis rates that were loaded
 - Includes list of increases not loaded (ex. position number mismatches, future transfers, rehires)
- **August 25th to September 12 – institution review period**
 - Institutions process their own corrections or submit corrections to the UW Service Center
- **October 1** - C-basis rate increases appear in October 1 paycheck (9M)

Institution Review of C-Basis

- Non Budgeted Unclassified Staff (C-Basis)
 - **June 4** – UW Service Center provided HR and Budget Directors a report for reference purposes only (budget load vs. current payroll)
 - Must meet institutions pay plan guidelines to be eligible
 - Institutions enter manually into Job Data
 - Action Reason Merit (019) for 1%
 - Action Reason Raise to Campus Minimum (023) for the minimum increases
 - C-Basis entry of these rates can begin after August 25th

C-Basis Correction Process

- Each institution is welcome to make corrections where possible, or submit all corrections to the Service Center
- If making adjustments for your institution:
 - Each adjustment must be corrected individually with the specific Correct Pay Rate action reason
 - Correct example: use CPR-Correct Pay Rate with Action Reason-Merit
 - Do NOT use a single row to correct multiple adjustments
 - Incorrect example: use CPR-Correct Pay Rate to update the Merit and Promotion/Progression increases within a single row

C-Basis Correction Process

- To make your own corrections, please follow these instructions:
 - Add a new Job row, with the same Effective Date as the original increase, and enter the next Effective Sequence
 - Use the “Correct Pay Rate” Action, and the Action Reason which corresponds to the original rate increase (e.g. CPR-Merit)
 - Update the Comp Rate accordingly

C-Basis Correction Process

- If a future-dated row exists, or if you prefer that the Service Center processes the corrections, please contact your Affinity Group
- Provide the following information for each update:
 - Empl ID, Empl Record #, Incorrect Rate, Correct Rate, Action Reason Code
 - Subject: 9M: Urgent Pay Plan
 - Deadline to submit is noon Friday, September 12th, 2014
- AG reps will create a WisclT and correct the error

Do's and Don'ts

- Do's
 - Enter Non Budgeted C-Basis rate increases for merit and raise to minimum if applicable
 - Enter Position number mismatch rate increases if applicable
 - Enter new titles if applicable
 - Enter Future Transfer and Rehire increase if applicable
 - Communicate and Coordinate – HR, Budget & Payroll Offices

Do's and Don'ts

- Don'ts
 - Don't do your own corrections if you are at all uncomfortable with the correction process
 - Don't use Action Reason Code – Merit (019) for any salary adjustment other than for pay plan merit

EJED Query

- Reminder: Run the EJED Query and update job records accordingly to avoid terminations in error.
- Initial statistics show large volumes of employees will be terminated when the monthly process runs on Friday, August 15.

2014 Salary Advance Requests

- The employee must complete the Salary Advance Request and Payroll Deduction Form found at: <http://www.uwsa.edu/fadmin/document/fpp29for.pdf>
- This form must be kept at your office and is for your records.

There are a couple of options available to you for processing the salary advances for the 2014-2015 academic year:

- You can use your Campus Contingent Fund to issue the salary advance payment with an Accounts Receivable Deduction set up on the employee's September payroll.
 - Have the Service Center process an off-cycle check for the Salary Advance and they will enter a negative gross on Add'l Pay for the employee's September payroll.
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- If you choose option 2, **requests for 2014 salary advances are due Friday, August 29, 2014.** Then you have two options on how you will send the necessary information to the Service Center for processing the payments:

2014 Salary Advance Requests

- Complete the attached spreadsheet and send it to your Affinity Group email address with 'Salary Advance 2014' in the Subject Line; messages with this subject line will go directly to the Support Center for creating a WiscIT Case.
- Complete the request form located at: <https://uwservice.wisc.edu/administration/salary-advance/> which will go directly to the Support Center for creating a WiscIT Case.
- **Off-cycle checks created by the Service Center will be dated September 11, 2014** and the normal distribution of off-cycle checks will be followed for all campuses.

Please refer to Financial & Administrative Policies #29, IV.F for the policy on salary advances: <http://www.uwsa.edu/fadmin/fppp/fppp29.htm>. **Salary Advances can only be requested for brand new unclassified employees and cannot exceed 35% of the employee's monthly gross pay.**

Please email questions to: kingram@uwsa.edu

Reduce - Duplicate W2s Requests

- Reminder:
 - Active employees can access W2s in their My Wisconsin portal and print them for use with mortgage applications, etc.
 - W2s are also stored in Cypress for four years. Institutional payroll offices can print W2s from Cypress for their employees.

Calendar Review

August 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 [7M] Pay Date [8M] Pay Period Begin	2
3	4	5	6	7 [7B] Pay Date	8	9 [8A] Pay Period End
10 [8A] 1st Batch Prelim Calc [8B] Pay Period Begin	11 [8A] 2nd Batch Prelim Calc	12 [8A] 3rd Batch Prelim Calc	13 [8A] 4th Batch Prelim Calc [8A] FICA Deadline	14 [8A] Confirmation Deadline (Eve) [8A] Final Calc	15 [8M] 1st Batch Prelim Calc	16
17 [8M] 2nd Batch Prelim Calc	18 [8M] 3rd Batch Prelim Calc	19 [8M] 4th Batch Prelim Calc	20 [8M] FICA Deadline [8M] 5th Batch Prelim Calc	21 [8A] Pay Date [8M] Confirmation Deadline (Eve) [8M] Final Calc	22	23 [8B] Pay Period End
24 [9A] Pay Period Begin [8B] 1st Batch Prelim Calc	25 [8B] 2nd Batch Prelim Calc	26 [8B] 3rd Batch Prelim Calc	27 [8B] 4th Batch Prelim Calc [8B] FICA Deadline	28 [8B] Final Calc [8B] Confirmation Deadline (Eve)	29 [8M] Pay Date	30
31 [8M] Pay Period End	1	2	3	4	5	6

Questions?

