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UNIVERSITY OF WISCONSIN  
SERVICE CENTER

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# Affinity Group 1

## August 26, 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

- Notes from Carla
- 8B Calc & Confirm
- Service Center Move
- Person Match
- Work Study Awards
- C-Basis Pay Increases
- Calendar Review
- Questions/Comments

# Notes from Carla

- No HRS Coordinators (aka 4<sup>th</sup> Thursday meeting) this week
- Information on High Deductible Health Plan (HDHP) will be coming out soon.

# 8B Calc & Confirm

- Reminder:
  - The 8B Calc & Confirm begins at 10:00 a.m. on Thursday, August 28.

# Service Center Move

- On Tuesday, September 2, the Service Center will begin moving to 660 West Washington Avenue.
- Affinity Groups will be in the first wave on Tuesday afternoon. Contact us via e-mail after 2:00 p.m. on Tuesday.
- On Wednesday, September 3 our phones will be moved during business hours.
- We expect very little impact to our response times.
- Also, AG Calls for September 2<sup>nd</sup> are cancelled.

# Person Match

- Reminder from HR/TAM Team:
  - Complete the Person Match via HRS/EPM query to ensure that the person doesn't already exist.
  - We are seeing a larger number of employees being added who already exist which requires us to process more person merges.
  - This not only impacts our office but also impacts the employee's access to SFS at times.

# Work Study Awards

- When a Work Study Award is granted and the student does not have Person Record set up in HRS, a Person Record is created and will have an Effective Date of the day the Work Study Award was loaded.
- If you want to hire the person prior to the existing Person Effective Date, please send a request to your AG and we will adjust the Effective Date as needed.

# C-Basis Pay Increases from Budget

- **Weekend of August 22nd-** UW Service Center inserted a job row in HRS with effective date of August 25, 2014. Rates from the budget include:
  - Merit (019)
  - Title changes are NOT loaded to HRS



# Review of C-Basis

- **August 27th**– UW Service Center will provide APO with a report of C-basis rates that loaded from the Budget (distributed to divisions)
  - 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 –review period**
  - APO may change rate increases that have loaded from Budget (divisions to contact APO)
- **October 1** - C-basis rate increases appear in October 1 paycheck (9M)

# Non Budgeted Unclassified Staff (C-basis)

- Non Budgeted Unclassified Staff (C-Basis)
  - **June 4** – UW Service Center provided APO a report for reference purposes only (budget load vs. current payroll)
  - Must meet institutions pay plan guidelines to be eligible
  - Guidance will be provided to divisions by APO
  - APO will manually enter increases
    - Action Reason Merit (019) for 1%
    - Action Reason Raise to Campus Minimum (023) for the minimum increases

# C-Basis Correction Process

- Corrections and Questions contact:
  - Catharine DeRubeis - [cderubeis@ohr.wisc.edu](mailto:cderubeis@ohr.wisc.edu)

# Do's and Don'ts

- Do's
  - Send Non Budgeted C-basis rate increases for merit and raise to minimum to APO
  - Enter title changes in JEMS-Rate/Title System
  - Communicate and Coordinate – HR, Budget & Payroll Offices
- Don'ts
  - Don't enter rate increase manually
  - Don't use Action Reason Code – Merit (019) for any salary adjustment other than for pay plan merit

# 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

# Calendar Review

← Today →

September 2014

9A 9B 9M

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

# Questions?

