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UNIVERSITY OF WISCONSIN  
SERVICE CENTER

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# Affinity Group 3

## September 9, 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 & AG3 Update
- Institution Feedback & Updates
- Service Center Move
- Service Center OFCCP Project
- Changes to Benefits Batch Processing – Review
- Planning for ABE
- MidHEUG
- Calendar Review
- Questions/Comments

# Institution Feedback & Updates

- UW Colleges
- UW-Extension
- UW-Green Bay
- UW-Parkside
- UW-River Falls
- UWSA
- UW-Stout
- UW-Superior

# Service Center Move

- Contacting the UW Service Center:
  - 660 W. Washington Ave., Suite 201
  - Madison, WI 53703
  - [ag3@sc.wisc.edu](mailto:ag3@sc.wisc.edu)
  - Phone: (888) 298-4159 or (608) 262-6093

# Service Center OFCCP Project Background

- In September, 2013 the US Department of Labor, Office of Federal Contract Compliance Programs (OFCCP) announced new reporting regulations touching recruiting and hiring of veterans and people with disabilities.
- The new rules are effective March 24, 2014.
- Impact on multiple areas in HRS, specifically the TAM and HR modules.

# OFCCP Project Overview

Phase 1 – HR/TAM Online Changes

Phase 2 – Portal Integration

Phase 3 – Reporting and EPM

- **OFCCP (Phase 1) – HR/TAM Online Changes – Sept 2014**
  - Fields/Tables created to store Veteran and Disability information for applicants (TAM) and employees (HR)
- OFCCP (Phase 2) – Portal Integration – **By Oct 2014**
  - Integrate UW Portal to accommodate self identification and reporting of required data via the UW portal
- OFCCP (Phase 3) – Reporting and EPM – **By Nov 2014**
  - Develop reports and EPM fields/tables to store this data and to be able to report on this data

# OFCC (Phase 1) – HR/TAM Online Changes – Sept 8, 2014

- Updates to TAM and HR are complete in HRS
  - All institutions -> Post-offer disability and protected veteran data can now be entered in HRS
  - TAM institutions -> can eliminate usage of the Pre-offer form for recruitments facilitated through TAM
    - Continue to use forms for any recruitments not going through TAM, i.e. Classified & institutions not using TAM

# OFCC (Phase 1) – HR/TAM Online Changes – Sept 8, 2014

- For those institutions who wish to take advantage of our **mass data upload option** for entering the employee data that has been collected during Phase 1:
  - Ensure that data has been entered into the OFCCP *Interim Employee Post Offer Data Collection* spreadsheet (provided in a UWSC Communication, June 27, 2014).
  - Be prepared for an additional communication to provide more details



# OFCCP (Phase 2) – Portal Integration

- Part of the new regulations is that all institutions must also survey employees to self-identify for disability and protected veteran status.
- Phase 2 of the Service Center OFCCP project is to deliver new links in the Personal Information portlet of the My UW System Portal for employees to easily self-identify.
- This is actively being worked on with deployment targeted by October 2014. We will communicate when this new feature is available.

# OFCCP (Phase 3) – Reporting & EPM

- Develop or enhance reports and EPM fields/tables to store this data and assist in reporting on the data
- This is actively being worked on with deployment targeted by November 2014. We will communicate when these items are completed.

# OFCCP System Change

## HR – Workforce Admin, Modify a Person, Regional Tab

[Biographical Details](#) | [Contact Information](#) | **Regional** | [UW Personal](#)

SHEILA WHITLEY Person ID:

USA

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**Ethnic Group** Find | View All First 1 of 1 Last

Regulatory Region: USA United States Ethnic Group: WHITE White  Primary

**History** Find | View All First 1 of 1 Last

Effective Date: 08/26/2014 Date Entitled to Medicare:   
Citizenship (Proof 1): 20070429 Citizenship (Proof 2):   
 Eligible to Work in U.S.

**Veteran**

Military Status:   
Military Discharge Date:

**Smoker History** Personalize | Find | First 1 of 1 Last

\*Smoker 1

Save | Return to Search | Refresh | Add | Update/Display | Include

Biographical Details | Contact Information | **Regional** | UW Personal

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- Active Duty/Campaign Badge Vet
- Armed Forces Service Medal Vet
- Not a Protected Veteran
- Not a Veteran
- Protected, Not Classified
- Recently Separated Veteran
- Separated & Active Duty Vet
- Separated & Service Medal Vet
- Separated/Srvc Medal/Active
- Service Medal & Active Duty
- Veteran of the Vietnam Era
- Vietnam & Active Duty Vet

# OFCCP System Change

HR – Workforce Admin, Disabilities, Disability Tab

Disability | **Accomm Request** | Accomm Option | Accomm Job Task ←

SHEILA WHITLEY Person ID:

Disability Status

Disabled

▼ USA

Section 503

Disability Status  ▼ →

Disclosure Date  31

Disabled  
Not Disabled  
Not Indicated

Veteran

Disabled Veteran

# OFCCP System Change

## TAM Candidate Gateway & Self Service Careers

### Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2017

SHEILA WHITLEY

#### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.\* To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

#### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral Palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please select one of the options below:

- Yes, I have a disability (or previously had a disability)
- No, I don't have a disability
- I don't wish to answer

I understand that typing my name in the following is considered an official signature in electronic form. I can request a printed copy of the documents by contacting the University for which I am applying at the contact information listed in the posting.

Your Name

Today's Date

### New OFCCP Required Form - Disability



#### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

\*Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Continue

Cancel

[Return to previous page](#)

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# OFCCP System Change

## TAM Candidate Gateway & Self Service Careers

### New Error Messages - Disability

#### Message

Please enter your name in the Your Name field.

To e-sign the Voluntary Self-Identification of Disability form, you must enter your name as an electronic signature before clicking the "Submit" button.

OK

#### Message

Please enter a date in the Date field. (20004,181)

To identify the date of viewing the Voluntary Self-Identification of Disability information, you must enter a date.

OK

# OFCCP System Change

## Self-Identification of Veteran Status

SHEILA WHITLEY

### Definitions

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, [38 U.S.C. 4212](#) (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- A "disabled veteran" is one of the following:
  - a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
  - a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to [Executive Order 12985](#).
- Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

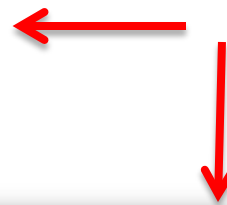
### Self-Identification

As a Government contractor subject to VEVRAA, we are required to submit a report to the United States Department of Labor each year identifying the number of our employees belonging to each specified "protected veteran" category. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below.

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- I AM A VETERAN, BUT I AM NOT A PROTECTED VETERAN
- I AM NOT A VETERAN

## TAM Candidate Gateway & Self Service Careers

### New OFCCP Required Form - Veterans



If you are a disabled veteran it would assist us if you tell us whether there are accommodations we could make that would enable you to perform the essential functions of the job, including special equipment, changes in the physical layout of the job, changes in the way the job is customarily performed, provision of personal assistance services or other accommodations. This information will assist us in making reasonable accommodations for your disability.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

Continue

Cancel

[Return to previous page](#)

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# OFCCP System Change

## TAM Candidate Gateway & Self Service Careers

New Warning Message –  
Only for Current UW  
Employees

### Message

Changes made to Self Identification status will not be reflected in your Employee personal record. (20008,65)

Changes made to your Disability or Veteran Self-Identification details here will not change your employee record.

OK



# OFCCP System Change

## TAM Eligibility & Identity

Eligibility Find | View All First **1 of 1** Last

**Effective Date:** 08/29/2014  Eligible to Work in U.S. + -

**Military Status:**  **Date Form Viewed:**

**National Identification:**

No National Identification + Add National Identification

**Citizenship:**

No Citizenship has + Add Citizenship

- Active Duty/Campaign Badge Vet
- Armed Forces Service Medal Vet
- Not a Protected Veteran
- Not a Veteran
- Protected, Not Classified
- Recently Separated Veteran
- Separated & Active Duty Vet
- Separated & Service Medal Vet
- Separated/Srvc Medal/Active
- Service Medal & Active Duty
- Veteran of the Vietnam Era
- Vietnam & Active Duty Vet



▼ Applicant Disability

**Disability Status:**  **Date Form Viewed:**

**Signature:**  **Disclosure Dt:**

► Accomodation Req

- Disabled
- Not Disabled
- Not Indicated

# SC OFCCP Project WisLine

- Wednesday, September 10, 2014 (tomorrow)
- 10:00 a.m.
- Log-in Details:

Blackboard Collaborate Participant Link:

<https://sas.illuminate.com/m.jnlp?sid=1304&password=M.E982723983D1A689EFE18456835729>

Participant Dial-in Info:

1 (855) 947-8255 US Toll Free

1 (630) 424-2356 US Toll

Passcode: 5298 892#

# SC OFCCP Project Questions?



# Changes to Benefits Batch Processing


# Benefits Batch Processing







- Processing will now start
  - After 5:00 PM on Sunday
  - After 7:00 PM on Monday through Thursday
- The change in start time will allow campus users an extra hour for Job Data entry without impacting Benefits Batch Processing

# Twitter

My UW System Help      Forms/Publications      HRS Administration      UWSC, KB, People

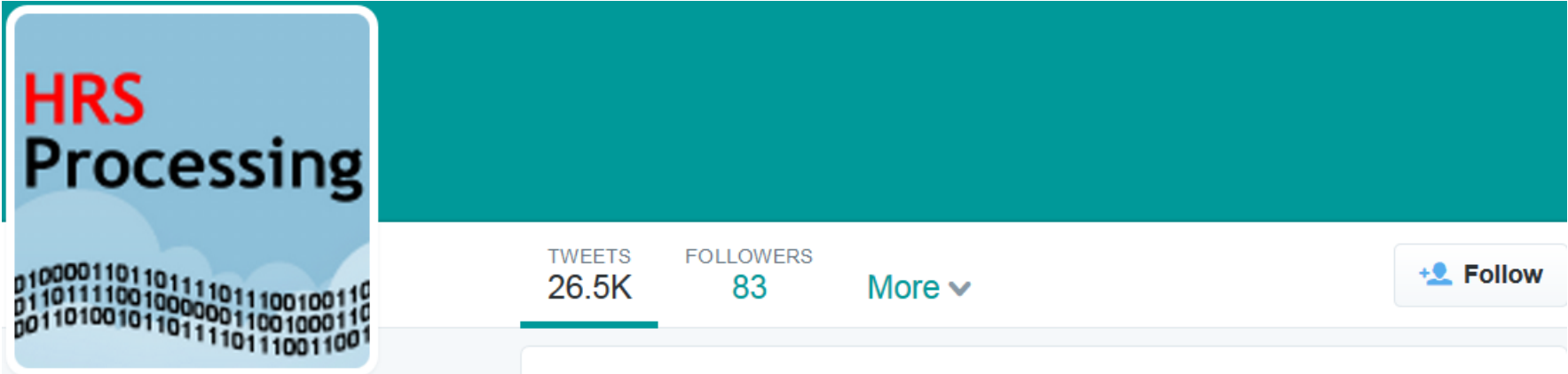
## HRS Administration



Time Admin	EPM	Class Absence	Unclass Absence	Payroll Edit	Glacier
 Last finished 5:10am	 Last finished 7:31am	 Last finished 8:07am	 Last finished 9/3/14 7:47pm	 Last finished 8/28/14 4:38pm	 NA

[@HRSProcessing](#)


# Twitter



The profile header for HRS Processing features a teal background. On the left is a profile picture with the text "HRS Processing" in red and black, and a binary code pattern at the bottom. To the right of the picture, the text "TWEETS 26.5K" and "FOLLOWERS 83" is displayed, along with a "More" dropdown menu. A "Follow" button is located on the far right.

HRS Processing

Tweets    Tweets & replies

 HRS Processing @HRSProcessing · 14h  
Benefits batch processing has ended. You can now continue with Job Data changes.

 HRS Processing @HRSProcessing · 15h

# Our Best Practice Recommendation

- Please avoid any Job Data entry or Benefit event processing during the Benefits Batch Processing
- We will be creating an audit report to identify any entry during Benefits Batch Processing and will be working with the Affinity Groups and Campuses for manual review and corrections.



# Annual Benefits Enrollment Period Preparations

- **Campus Assistance:**
  - **New Hire Hold Report**
  - **MSC Event Evaluation Report**
  - **Employee Process Status Report**
    - Location in HRS: Benefits > Manage Automated Enrollment > Investigate Exceptions > Employee Process Status Rpt

# Review of field on the UW Benefits Tab

Any questions on the explanation of each field was given on the Workshop on Thursday, Sept 4<sup>th</sup>?

Entire presentation can be found at <https://uwservice.wisc.edu/docs/presentations/workshop-bn-updates-20140904.pdf>

# Questions?



# WED Reminder

- New Hire Hold
  - Remember to also look on the Cypress Report which includes more information, such as:
    - Prior State or Local Service indicators
    - BN Primary Flag issue
    - The effective date of the error

# MidHEUG

## Midwest HEUG

### Early Bird Registration Closes in One Week!

Just a reminder that the [MIDHEUG 2014](#) Regional Conference Early Bird registration rate is only available until Friday, September 12, 2014. After next Friday, the rates for Institutional members will jump from only \$60 to \$75. ***So register today!***

During this two-day event, being held on October 13 in Madison, Wisconsin, there will be sessions with topics covering Human Resources, Campus Solutions (student), Financials, Technology and other General Interest topics. Many of the sessions are user oriented, discussing ways in which PeopleSoft can be used within the functional areas of your institution. Others are technical in nature and provide the latest information and techniques on hardware, software and technology management.

The planning team has a great agenda put together for you! To view the session offerings click [here](#). Make sure to register for the conference by clicking [here](#).

If you have any questions contact Scott Johnson at [johnsonsd@uwosh.edu](mailto:johnsonsd@uwosh.edu).

We hope you can join us on October 13!



# Calendar Review

← Today →

9A 9B 9M

September 2014

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

# Meeting Next Week?

With the 9M processing next week, do you want to have a call? In past years we haven't had a call during this processing week, if you feel it is needed, please email

Julie at [jgray@uwsa.edu](mailto:jgray@uwsa.edu)

or Cheryl at [csullivan@uwsa.edu](mailto:csullivan@uwsa.edu)