
UNIVERSITY OF WISCONSIN
SERVICE CENTER

Affinity Group 1

November 18, 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

- Calendar Year End (CYE) Payroll Funding Issues
- Unclassified Sick Leave Reduction
- Payroll - Change to Off-cycle Check Printing Date (to 11/28)
- Payroll - 11B Schedule
- Payroll – 11M Schedule
- Calendar Review
- Questions/Comments

Calendar Year End (CYE) Payroll Funding Issues

- Each year the Service Center processes a calendar year end payroll (CYE) in late February. Although payments will have been made months earlier, the accounting entries will not post to WISDM until approximately March 1.
- The following payroll payments are processed in the CYE payroll and therefore will have delayed WISDM accounting entries:
 - Monthly employees off cycle payrolls paid after the 11M final calc date (this year Nov. 24) and before 1/1/2015
 - Biweekly employees off cycle payrolls paid after the **12A** final calc date (this year Dec. 17) and before 1/1/2015
- Grant accountants, controllers and fiscal representatives are concerned about off cycle payments processed in the CYE payroll because of the delayed WISDM postings. Every effort should be made to include outstanding payments on or before the November monthly or 12A biweekly payrolls.

Unclassified Sick Leave Reduction

- ENTRY DEADLINE: 11/21/14
 - Please take these final days before the deadline to enter as many reports as possible. After the November Monthly payroll confirm, any input of leave forms will process the leave taken on the form but will NOT reverse the Sick Leave (SL) Reduction, nor will it clear the missing leave report.
 - NOTE: If you void a take in a previous fiscal year (FY 12/13) where all the reports were in and no SL Reduction occurred at that time but now the take has been voided and reentered, that void will cause a new SL Reduction for that fiscal year but will not clear again once you re-add the take. At this point the system thinks a void should cause a SL Reduction but it won't allow the entry of a take to reverse the action; it's basically a one way street. The reduction will always process but the clearing of the reduction will only be allowed in the current processing fiscal year. Timing is crucial. It's best not to change takes from any previous fiscal year to avoid an accidental retroactive SL Reduction. For this year's SL Reduction exercise, previous fiscal year means 7/1/12 – 6/30/13 AND summer session of 2012. Current fiscal year means 7/1/13 – 6/30/14 and Summer of 2013.

Unclassified Sick Leave Reduction

- This would be a good opportunity to also work on entering as many leave reports you can from this summer (2014) in preparation for next year's sick leave reduction exercise. There are fewer issues if you diligently input missing leave reports for this past summer before next summer. This year we had many campuses inputting leave reports for Summer of 2013 in the last few months. Retro processing back that many months is extremely hard in the system. Any help we can get from you all to have a more timely report entered is a win for everyone.
- If you still have anyone you who has a SL Reduction and you think that they should not, please submit a ticket. Before submitting a ticket, please run the Sick Leave Reduction Report by Empl ID to see if any missing reports display. Then if necessary, run the missing leave report by Empl ID.
- Thanks for all your hard work with the SL Reduction exercise.

Payroll - Change to Off-cycle Check Printing Date (to 11/28)

- Due to the Thanksgiving holiday which falls on Thursday, November 27th, the payroll team will be changing the off-cycle check printing date from Thursday, November 27th to Friday November 28th. Please continue to have your Missed Payroll Requests submitted to the Service Center by noon on Wednesday, November 26th for the printing being moved to Friday that week. Keep in mind that checks normally available on Friday mornings will not yet be printed.

Payroll - 11B Schedule

- This is a reminder that the 11B payroll is scheduled slightly differently than a normal payroll schedule. Please see below for important dates and deadlines for the 11B payroll:
 - November 15: 11B paysheets were created (overnight)
 - November 17: Payline request deadline – 4:30 p.m.
 - November 17: Retro/payline were loaded to payroll (overnight)
 - November 18: FICA deadline - Noon
 - November 19: 11B confirm - Noon

Payroll – 11M Schedule

- This is a reminder that the 11M payroll is scheduled differently than a normal payroll due to the legal holiday. Please see below for important dates and deadlines for the 11M payroll:
 - November 20: 11M paysheets created (*overnight*)
 - November 21: Payline request deadline – 4:30 p.m.
 - November 22: Retro/payline were loaded to payroll (*overnight Saturday*)
 - November 23: FICA deadline – Noon (if possible submit early, Friday)
 - November 24: 11M confirm – **10:00 a.m. Monday**

Calendar Review

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

Calendar Review

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

Questions?

