
UNIVERSITY OF WISCONSIN
SERVICE CENTER

Affinity Group 3

March 10, 2015

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

- Introduction
- EJED Automation for Summer
- Credentialing
- Earnings Statement/W-2 Compare
- Institution Feedback & Updates
- Calendar Review
- Questions/Comments

EJED Automation for Summer

- The Service Center will extend Expected Job End Dates to the day before the 2015-2016 Academic Year begins for employees returning for the fall semester.

EJED Process

- Service Center will create a spreadsheet list of employees whose EJED is equal to the end of the Academic Year by Business Unit. The spreadsheet will also contain a column titled “**Extend_Y_N.**” This spreadsheet will be sent out the week of **March 9th** and should be returned by **April 24th**.
 - The “**Extend_Y_N**” field requires a Y if the employee needs to have their EJED extended – the EJED will be updated to the day before the 2015-2016 Academic Year begins.
 - Enter N if the employee does not need to have their EJED extended.
- The Service Center will extend employees with a “Y” value through a batch process the **weekend of May 2nd**.
 - If you become aware of an employee that needs to be extended after this process runs, the campus will have to manually update those EJEDs.
- **Best Practice** – reach out to the appointing authority or the employees if you are uncertain of their intentions.
 - Employees not extended will be terminated through normal EJED processing in May which occurs on **May 21st**.

Extend EJED Excel File

BUSINESS	DEPTID	EMPLID	EMPL_RCD	EFFDT	PERSON_NAME	EMPL_CLASS	UW_CONT	CUR_EXPECTED	NEW_EXPECTED	EMPL_STAT	EXTEND
UWMIL	B052070	00730601	2	09/18/2014		SA5	02B	05/17/2015	08/23/2015	A	N
UWMIL	B055000	00516958	0	09/24/2014		SA5	02B	05/17/2015	08/23/2015	A	N
UWMIL	B055000	00591180	4	01/02/2015		SA5	02B	05/17/2015	08/23/2015	A	N
UWMIL	B055000	00776786	1	01/11/2015		SA2	02B	05/17/2015	08/23/2015	A	N
UWMIL	B057600	00805808	0	08/18/2014		SA5	02C	05/17/2015	08/23/2015	A	N
UWMIL	B057700	00442636	2	01/02/2015		AS	02B	05/17/2015	08/23/2015	A	N
UWMIL	B057700	00003302	0	01/02/2015		AS	02B	05/17/2015	08/23/2015	A	N
UWMIL	B057700	00491244	3	01/02/2015		AS	02B	05/17/2015	08/23/2015	A	N

Questions?



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Professional Development Credentialing Program

Introduction

- Objective of meeting:
 - Define Credentialing Program
 - Define Learning Paths
 - Next Steps

What is Credentialing?

- Process by which the Service Center trains and grants security access to HRS end-users (security access can be granted at new hire; credentialing must be completed within six months)
- “Credentials” will be granted after completing necessary training and demonstrating competence in defined objectives
 - These will mostly be demonstration “tests”
- Curriculum developed based on all HRS modules
 - Each institutional end-user will be assigned a learning path(s) based on their security roles

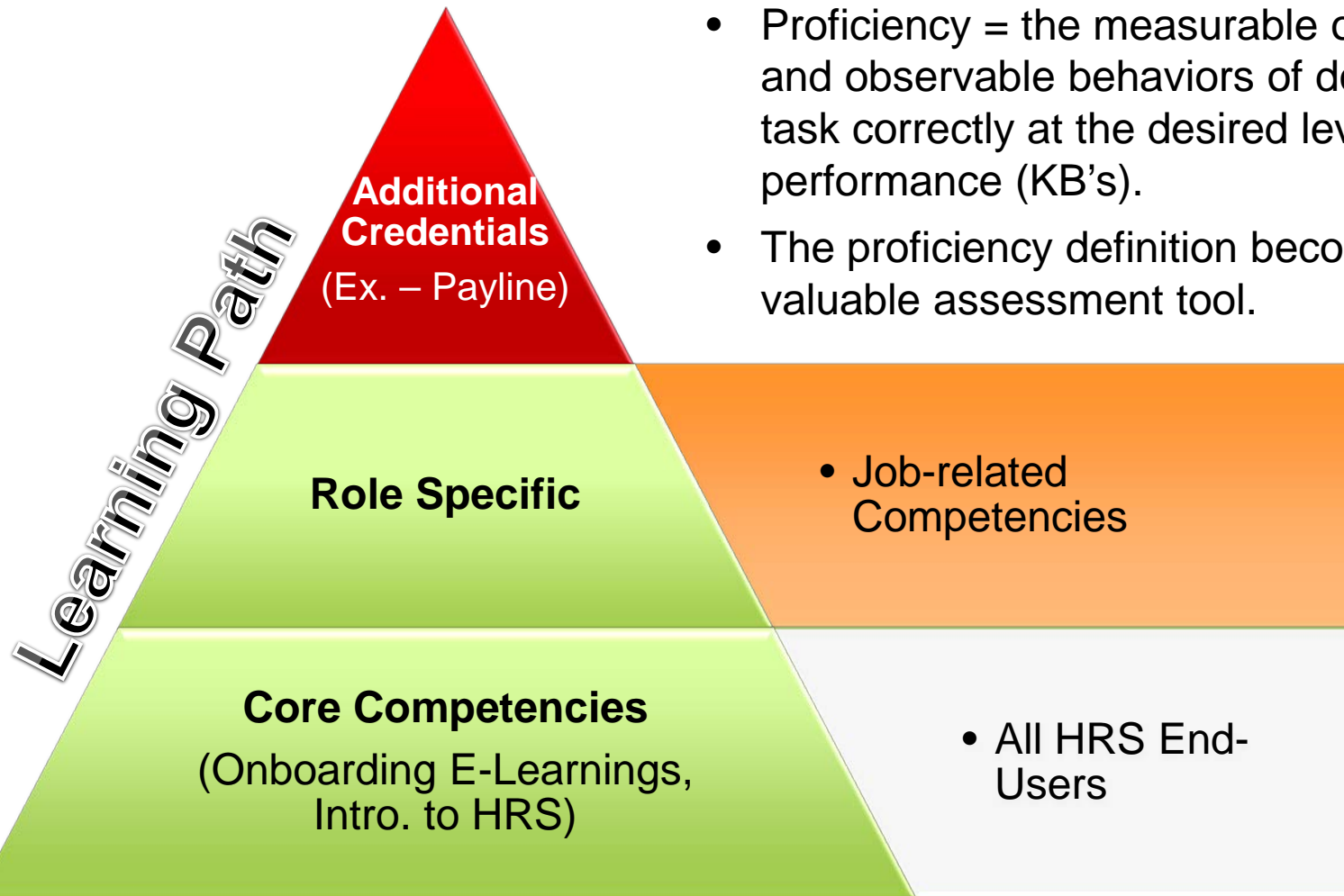
The Need for Credentialing

- Training Needs Assessment
 - 2014 Survey of Campus Training Needs
 - Need for Consistent/Repeatable training
- LAB Findings
 - Standard/documented method for training HRS end-users
 - Measure/demonstrate competency

UWSA Credentialing Program

Basic HRS Instructor – Led & eLearning	HRS Business Process Blended Learning	Specific Instructor-Led Training
<p>1. Onboarding Pre-requisites</p> <div data-bbox="156 458 452 743"> <p><u>Intro to HRS</u> Curriculum & Assessment: 100% Complete Deployed: UWSA (including UWSC), UW Madison OHR Next steps: Deploy to all additional campuses</p> </div> <div data-bbox="156 808 452 1093"> <p><u>E-learning Modules</u> Curriculum & Assessment: 100% Complete Deployed: UWSA (including UWSC), UW Madison OHR Next steps: Deploy to all additional campuses</p> </div>	<p>2. Learning Path Credential(s)</p> <div data-bbox="484 446 1476 532"> <p><u>TAM</u></p> </div> <div data-bbox="484 536 1476 691"> <p><u>Human Resources</u> Curriculum & Assessment: 80% Complete Deployed: Initial Pilot Next Steps: Finalize curriculum and assessments; pilot courses within HR Learning Path; identify security roles tied to HR path which will need credentialing</p> </div> <div data-bbox="484 695 1476 815"> <p><u>Payroll</u> Curriculum & Assessment: 5% Complete Deployed: Not yet deployed Next Steps: Build out learning path and curriculum</p> </div> <div data-bbox="484 819 1476 939"> <p><u>Benefits</u> Curriculum & Assessment: 5% Complete Deployed: Not yet deployed Next Steps: Build out learning path and curriculum</p> </div> <div data-bbox="484 943 1476 1063"> <p><u>Funding</u></p> </div> <div data-bbox="484 1068 1476 1188"> <p><u>Time and Labor</u></p> </div> <div data-bbox="484 1192 1476 1312"> <p><u>Absence</u></p> </div> <div data-bbox="484 1316 1476 1416"> <p><u>EPM</u></p> </div>	<p>3. Additional Functional Credential(s)</p> <div data-bbox="1499 482 1798 743"> <p><u>Payroll Payline Adjustments</u> Curriculum & Assessment: 100% Complete Deployed: UWSC Next steps: Identify maintenance standards, offer course to campuses (early Oct)</p> </div> <div data-bbox="1499 776 1798 1062"> <p><u>Benefit Payline Adjustments</u> Curriculum & Assessment: 100% Complete Deployed: Not yet deployed Next Steps: Validate course, complete development of assessment, pilot course (end of Sept)</p> </div> <div data-bbox="1499 1126 1798 1225"> <p>Others</p> </div>

Develop Learning Paths



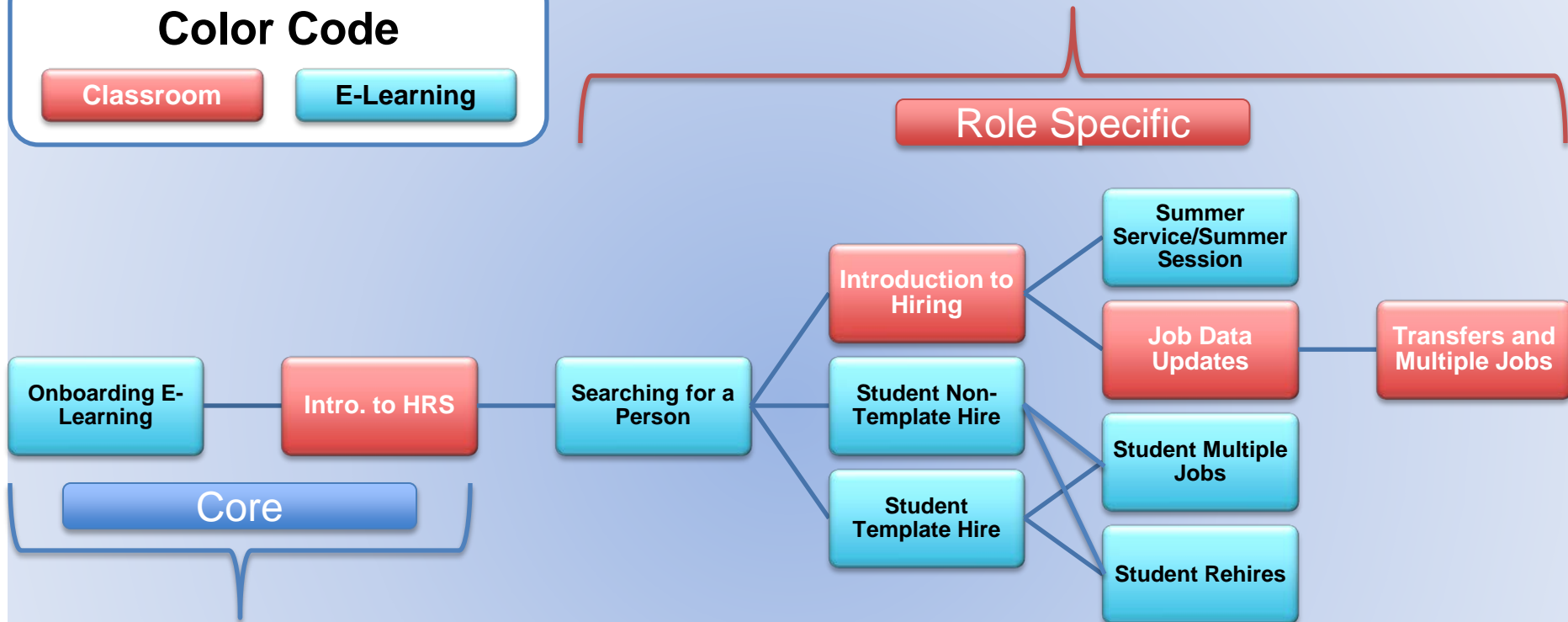
- Starts by building a concise, complete and measurable definition of proficiency.
- Proficiency = the measurable outcomes and observable behaviors of doing a job or task correctly at the desired level of performance (KB's).
- The proficiency definition becomes a valuable assessment tool.

HR Learning Path

Color Code

Classroom

E-Learning



There are 325 people who need to take the “core path” or “test out” and 342 who need Student Hire

Advanced Topics (info links & support tools)

- Foreign Nationals
- Work Study
- Professor with Tenure & Contract

Options for Completing Learning Path

- All people will need to complete the courses that are tied to their security access
 - Course will be small “chunks” of learning to accommodate various security roles
- Options for Completing:
 - Course Completion (Online or Classroom)
 - Test-out Option

Next Steps

- Finalize content for H.R. Learning Path
- Institution visits for:
 - Intro. to HRS (pre-requisite to H.R. Learning Path)
 - H.R. Test-out
- Post H.R. Learning Path E-Learning
- Schedule H.R. Learning Path Courses
 - Regional Locations

Earnings Statement/W-2 Compare

- Valuable Payroll Resource for Employees and Payroll Coordinators:
- <https://uwservice.wisc.edu/docs/publications/tax-w2-overview.pdf>

Institutional Updates & Feedback

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

Calendar Review

← Today →

March 2015

3A 3B 3M

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

Questions?

