UNIVERSITY OF WISCONSIN
SERVICE CENTER

Affinity Group 3
March 24, 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
- State Group Life Insurance Premium Notification
- Stop Check Payment
- Paylines
- HRS Attestation Process
- Institution Feedback & Updates
- Calendar Review
- Questions/Comments

State Group Life Insurance Premium Notification

Spring 2015

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SGL Insurance Premium Notification Plan

- **Email Notes**: The audience is employees currently participating in State Group Life Insurance; both employees who have a premium change and those that do not have a premium change. The employee email will include a link to a personalized State Group Life Insurance Premium Notice web page.

March 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	(26)	27	28
(29)	30	31				

- An advance copy of the employee email will be sent to campuses on Thursday, March 26.

- The employee email to will be distributed on Sunday, March 29.

SGL Insurance Premium Notification Plan

- **Premium Notes**: The premiums are not changing this year. Changes in employee premium amounts will occur due to a change in age category and/or salary.

- **Personalize Page**: The employee's personalized information on the State Group Life Insurance Premium Notice web page will include:

  > Their age as of April 1, 2015,
  > Annual Base Benefit Rate (ABBR),
  > Coverage Type,
  > Rate per $1,000,
  > Monthly Premium for each Coverage Type, and the
  > Total Monthly Premium.

  The page explanation will include an Earnings Statement screenshot displaying SGL deductions and a link to the SGL plan page.

  The SGL web page will include a "look up" tool for Benefits Administrators.

State Group Life Premium Notice

Below is your State Group Life Insurance (SGL) premium rate for 2015, for coverage effective April 1, 2015.

Your 2015 Premium

TIM MILLER

Your State Group Life premium is calculated using your age as of April 1 and your 'annual base benefit rate', which is called your ABBR. Your ABBR is typically based on your highest total earnings during a prior calendar year as reported to the Wisconsin Retirement System (WRS), rounded to the next higher $1,000.

Age as of April 1, 2015	Annual Base Benefit Rate (ABBR)
56	$59,000.00

Coverage Type	Rate per $1,000	Monthly Premium
Basic Coverage	$0.22	$ 12.98
Supplemental Coverage	$0.22	$ 12.98
Additional Coverage, 1 Unit	$0.33	$ 19.47
Total Monthly Premium:		**$45.43**

You can review your State Group Life Insurance deduction(s) at any time by looking at the Deductions section of your earnings statement (the screenshot you see on the right is a general example – the data isn't specific to you). You can access your earnings statement in My UW System .

See the State Group Life Insurance plan page for complete information about 2015 rates and the State Group Life Insurance program. If you have questions, please contact your institution benefits office.

Earnings Statement Example

Description	Current	YTD
SGL Basic	1.84	3.68
SGL Supplemental	1.84	3.68
Wisconsin Retirement System	144.93	488.06

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Stop Check Payment

New Online Form & Review of Process

Ethan Wagner, Colleen Kerl, Julie Kalsbeek, Tom Sanders

March 13, 2015

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Intro & Background

- The Stop Check Payment process is used when a paper check needs to be stopped, reversed, and reissued. The form is not used for funds that were paid via direct deposit.

- It is a joint-team process, involving the Finance and Payroll teams.

- The new online form will allow HRS users to submit requests with more ease and efficiency.

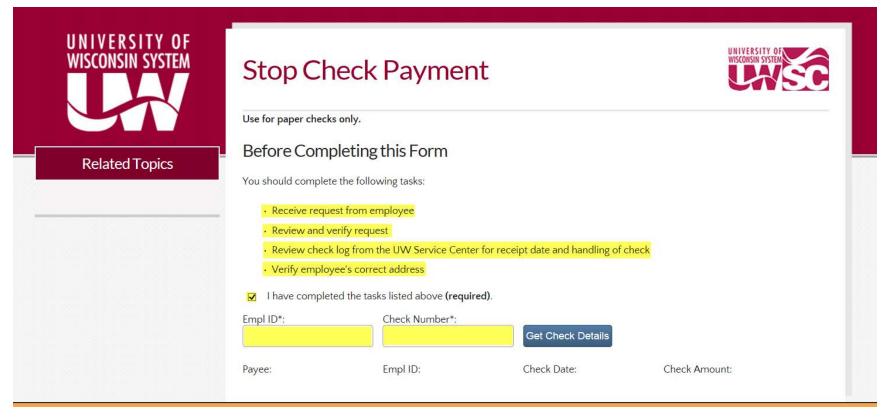- It can be found on the Payroll page, under the Forms section:
  https://uwservice.wisc.edu/administration/payroll/

Process

- Stop Check Payment requests often are due to lost checks, damaged checks, or expired checks.

- Submissions made via the online form will automatically create a Wiscit.

- Initial requests will be handled by the Finance Team. Finance looks up the check in Singlepoint, verifies the check has not been cashed, and then stops payment on the check.

- Payroll then completes the process by reversing the original check in HRS, creating a reissued paper check, and completing any necessary Time & Labor adjustments. Reissued checks are sent to the proper campus via UPS with the rest of off cycle checks (Tuesdays and Thursdays).

The Form

Stop Check Payment
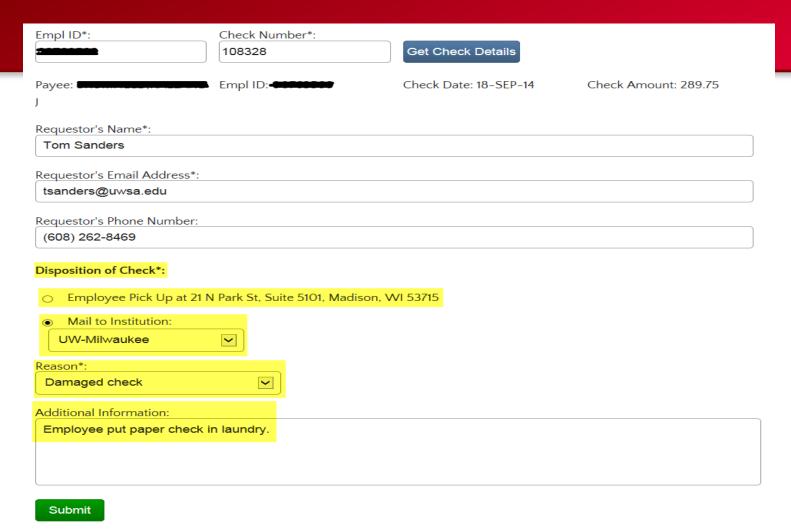
Use for paper checks only.

Before Completing this Form

You should complete the following tasks:

- Receive request from employee
- Review and verify request
- Review check log from the UW Service Center for receipt date and handling of check
- Verify employee's correct address

☑ I have completed the tasks listed above (required).

Empl ID*: [   ]   Check Number*: [   ]   [Get Check Details]

Payee: Empl ID: Check Date: Check Amount:

-The form asks users to complete 4 steps before beginning their request.
-Users must check a box to confirm they completed these 4 steps.
-Users can then enter the Empl ID and Check Number for the paper check they would like stopped, reversed, and reissued.

Stop Check Payment

Error

Please fix the following errors and re-submit the form:

The Completion Tasks Checkbox field is required.

Use for paper checks only.

Before Completing this Form

You should complete the following tasks:

- Receive request from employee
- Review and verify request
- Review check log from the UW Service Center for receipt date and handling of check
- Verify employee's correct address

☐   I have completed the tasks listed above **(required)**.

-Users will receive the above error message if they attempt to the submit the form without checking the task completion box.

Empl ID*:
00█████

Check Number*:
108328

Get Check Details

Payee: ████████████
J

Empl ID: 00███████

Check Date: 18–SEP–14

Check Amount: 289.75

Requestor's Name*:
Tom Sanders

Requestor's Email Address*:
tsanders@uwsa.edu

Requestor's Phone Number:
(608) 262-8469

Disposition of Check*:

○ Employee Pick Up at 21 N Park St, Suite 5101, Madison, WI 53715

○ Mail to Institution:
Select one...

Reason*:
Select one...

Additional Information:

Submit

-After entering the Empl ID and Check Number, users can click on the Get Check Details button. This will load the rest of the form.
-Information that auto-populates includes the Payee name, Empl ID, Check Date, and Check Amount. Also, the Requestor's Name, Email Address, and Phone Number (these fields are editable).

Empl ID*:

████████

Check Number*:

108328

Get Check Details

Payee: ██████████████ Empl ID:██████████ Check Date: 18–SEP–14 Check Amount: 289.75
J

Requestor's Name*:

Tom Sanders

Requestor's Email Address*:

tsanders@uwsa.edu

Requestor's Phone Number:

(608) 262-8469

Disposition of Check*:

○ Employee Pick Up at 21 N Park St, Suite 5101, Madison, WI 53715

⦿ Mail to Institution:

UW-Milwaukee ▼

Reason*:

Damaged check ▼

Additional Information:

Employee put paper check in laundry.

Submit

-Users then have two options for "Disposition of Check." They can choose to have the employee pick it up at 21 N Park St, or they can have the check sent to another campus using the drop-down box.
-Users then have a drop-down box to choose the Reason for the request.
-There is an "Additional Information" box for users to include comments.

Success

Thank you! This request was submitted successfully. It has been assigned WiscIT # 1112495. You will receive an email from the Service Center once this request has been processed.

Submit another Stop Check Payment Request

WiscIT #1112495

Check Details

Check Number:	108328
Check Date:	18-SEP-14
Check Amount:	$289.75
Payee:	~~BROWNFIELD, KILEB ANDY~~ , Empl ID: ~~92762563~~

Request Information

Request Date:	March 13, 2015 11:03am
Request Submitted by:	Tom Sanders	tsanders@uwsa.edu	(608) 262-8469
Reason:	Damaged check
Additional Details:	Employee put paper check in laundry.

Disposition of Check

Mail to Institution at: UW-Milwaukee

Service Center Use			
☐ Stop Payment Process			
Old Check Reversed By:	New Check Number:	New Check Date:	Adjust Paid Time/Addl Pay:

-After clicking submit, users will be taken to a confirmation page which includes the Wiscit number.

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Questions/Comments?

What is a Payline Adjustment?

- A payline adjustment is a direct change to an employee's pay in Payroll rather than making the adjustment in another module and having it flow through to payroll. Adjustments can also be made to deductions.

When a Payline Adjustment may be Needed

- **Active Employees:**
  - Missed pay that doesn't meet the Missed Payroll Request requirements or can wait until next on-cycle payroll (reg hours for hourly EEs should just be entered on the timesheet)
  - Incorrectly calculated retro pay or retro pay that failed to load to EE's paycheck

- **Inactive Employees:**
  - Leave payouts after termination
  - Time entered into HRS after termination (only request a payline be opened; no amounts needed)
  - Additional pay/lump sum missed prior to termination

- **Other Reasons:**
  - To not have deductions taken out for a specific pay amount
  - To refund/add/override deductions

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Payline Submissions

- In a typical pay period, the payline deadline is 4:30 PM on Tuesday of calc week. Paylines received after this deadline are processed the following pay period. This deadline is strictly enforced.

- The payroll team does its best to have paylines ready for review on Wednesday morning.

- However, during monthly payrolls, hundreds of paylines are entered manually on Wednesday.

- Please be patient if you don't see your paylines on Wednesday. Payroll staff can answer your inquiries or enter your paylines, but not both.

Payline Request Form

	A	B	C	D	E	F	G	H	I	J
1	EMPLID	EMPL_RCD	EmpName			EARNS_BEGIN_DT	EARNS_END_DT	ERNCD	AMOUNT	Customer Requesting Entry - include e-mail address
2	00012345	0	Smith, John			03/01/2015	03/31/2015	UOL	500.00	jsmith@wisc.edu

- Multiple payline requests should be submitted on a spreadsheet in the above format

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Submission Guidelines

- Date Range: should reflect the pay period dates the adjustment is for, not the pay period dates the adjustment is taking place (provide actual dates – 2/1/15-2/28/15, NOT a payroll – 2M)

- Paylines for regular earnings spanning more than one pay period must be broken down by individual pay period in the request. Lump sum payments that span multiple periods can be kept together.

- Earnings payline requests should be submitted in a separate ticket from leave payout requests

Submission Guidelines, Continued

- URG vs. URP – use URG when paying regular earnings for actual hours worked (even if from a prior period). Use URP when the pay is for a retroactive change, such as a rate change.

- Do not submit paylines for summer service/summer session pay outside of the summer months (these payments must be made on an off-cycle check).

Payline Precautions

- If you have made a change to the system, please do not request a payline unless you have fully validated that the change has not worked or else duplicate payments could be made to the employee.

- It is especially important to double check the retro results page before requesting a payline. Duplicates of retro are the number one cause of accidental overpayments.

- Please do NOT submit an off-cycle request form and a payline adjustment request for the same adjustment.

HRS Attestation Process – Spring 2015

❑ 3/24/15 – Email from Service Center to HRS Approvers in OIM (primary and backups) alerting them of the upcoming process.

❑ 3/25/15 – HRS Security sends email to each institution (primary approver and backups), along with Master Attestation Report (Excel workbooks, separated into department/division)

❑ **Deadline 4/17/15** - Email completed attestation reports to hrs-security@doit.wisc.edu.

❑ Questions about the process: email hrs-security@doit.wisc.edu

Institutional Updates & Feedback

- UW-Green Bay
- UW-Parkside
- UW-River Falls
- UW System Administration
- UW-Stout
- UW-Superior
- UW Colleges
- UW-Extension

Calendar Review

Calendar Review

Questions?