
UNIVERSITY OF WISCONSIN
SERVICE CENTER

Affinity Group 3

April 7, 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
- Planned Milestones for WRS Statement of Benefits (CY2014)
- OIM Update
- Absence Management Reports Sent to Cypress
- Absence Management Reminders
- Queries and Reports in Production
- Institution Feedback & Updates
- Calendar Review
- Questions/Comments

Planned Milestones for WRS Statement of Benefits (CY2014)

- ETF to supply the data for the Statements to the UW on Monday **4/6/2015**
- UW Planned SOB Publication Date Monday **4/13/2015**
 - Run Statements in HRS
 - Run in Portal
 - Send Email to Institutions

OIM 11g Migration Timeline

Major Milestone	Start Date	End Date
System/Integration Test Round 3	March 17	April 17
Post System/Integration Test Development Modification 3	April 20	May 8
UAT Round 3	May 11	May 22
Post UAT Development Modification 3	May 25	June 5
UW End User Training	June 8	June 19
Development/Production Cutover	June 22	June 28
Close Project (monitor, lessons learned)	June 29	July 24

OIM Upgrade Cutover

- During the week of June 22-28, no HCM or EPM provisioning (i.e. no account creation/deletion, no enabling/disabling of EPM ODBC database accounts).
- New hire account creation and terminations will be queued. Queued transactions will be processed during runs towards the end of the cutover week (exact timing TBD).

Timing of Upgrade

- Why this week?
 - Bundle Migration (7/5)
 - UPS/HRD
 - FYE

Absence Management Reports - Cypress

- Absence Management reports run after payroll confirms and can hold up processes the next day. We would like to know if the campus coordinators are using these reports.
- These reports can be run ad hoc by the campus for their particular department and/or employee. We are also interested in knowing if they use any of the annual reports we generate. We are planning on having these reports “scheduled” to run one or two at a time. But if we can eliminate any, that would help as well (especially the negative allocated balance report!)

Absence Management Reports - Cypress

- Post-Confirm Reports
 - UWAMR003 Negative Allocated Balance Report
 - UWAMR005 Leave Activity Summary
 - UWAMR006 Unclassified Employees Missing Leave Reports
- Annual Reports
 - UWAMR009 End of Year Leave Balance
 - UWAMR011 Lost Leave Balance Report
 - UWAMR014 Annual Allocation Report
 - UWAMR015 ALRA Eligibility Election Summary

Absence Management Reminders

- Never 'change' an absence take type. You are allowed to shorten an end date but otherwise remember to VOID and ADD absence takes.
- Unclassified takes with a date range spanning over 2 months will process the leave but it will NOT remove the No Report Flag for the 2nd month. Please keep takes to a single month to avoid a possible sick leave reduction.
- Unclassified No Leave Takes should be in a SINGLE day date range. Please remind employees on self-service too (they are the worst offenders).

Absence Management Reminders

- Unclassified missing leave reports should be kept up to date to avoid massive “retro processing” in HRS. Absence management is a big resource hog so limiting retroactive transactions help the system perform better.
- Missing leave reports for Summer Session of 2014 should be input as soon as possible if they are still outstanding. Again, avoid massive retro transactions as much possible.

Queries and Reports in Production

- Some HRS users run queries and reports in production, most commonly on Fridays. Using wide-open criteria can result in “resource hogging.” Users are also running the same query/report repeatedly.
- A UW Service Center group is discussing options on how to maximize system performance.
- Reminder: In the meantime, please use caution when identifying criteria for reports and limit running reports over and over again.

Institutional Updates & Feedback

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

Calendar Review

April 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 [3M] Pay Date [4M] Pay Period Begin	2 [3B] Pay Date	3	4 [4A] Pay Period End
5 [4A] 1st Batch Prelim Calc [4B] Pay Period Begin	6 [4A] 2nd Batch Prelim Calc	7 [4A] 3rd Batch Prelim Calc [4A] Payroll and Benefit Retro and Payline Load	8 [4A] 4th Batch Prelim Calc [4A] FICA Deadline	9 [4A] Final Calc [4A] Confirmation Deadline (Eve)	10	11
12	13	14	15	16 [4A] Pay Date	17 [4B] 1st Batch Prelim Calc	18 [4B] Pay Period End [4B] 2nd Batch Prelim Calc
19 [4B] 3rd Batch Prelim Calc [5A] Pay Period Begin	20 [4B] Payroll and Benefit Retro and Payline Load [4B] 4th Batch Prelim Calc	21 [4B] 5th Batch Prelim Calc [4B] FICA Deadline	22 [4B] Final Calc [4B] Confirmation Deadline (Eve) [4M] 1st Batch Prelim Calc	23 [4M] 2nd Batch Prelim Calc	24 [4M] 3rd Batch Prelim Calc	25 [4M] 4th Batch Prelim Calc [4M] Payroll and Benefit Retro and Payline Load
26 [4M] 5th Batch Prelim Calc [4M] FICA Deadline	27 [4M] Final Calc [4M] Confirmation Deadline (Eve)	28	29	30 [4M] Pay Period End [4B] Pay Date	1	2

Questions?

