
UNIVERSITY OF WISCONSIN
SERVICE CENTER

Affinity Group 3

May 5, 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

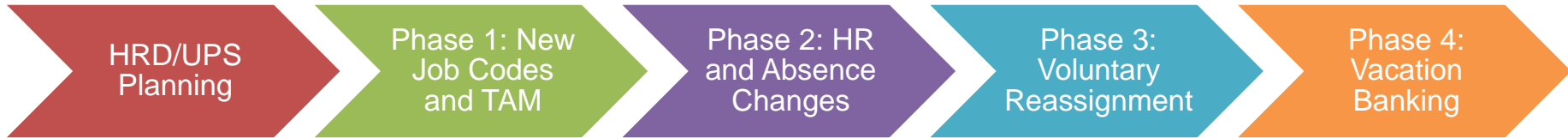
- Introduction
- Phase 1 HRD UPS Implementation
- MSC Event Evaluation Report Workshop
- Enrollment Codes and Reasons
- End of Semester Message to Student Employees
- Key Dates for Summer Prepay Deductions
- Institution Feedback & Updates
- Calendar Review
- Questions/Comments

Phase 1 of HR Design / UPS Implementation in HRS

Agenda

- Overview of Changes
- Job Codes
- TAM
- Next Steps
- Questions

Overview



- HRD/UPS Planning – ended January 2015
- **Phase 1: New Job Codes and TAM Updates – 5/10/2015 bundle**
- Phase 2: HR and Absence Changes – target 7/05/2015 bundle
- Phase 3: Employee Choice to move from Classified to Academic – targeted to begin August 1, 2015 to January 1, 2016 depending on institution
- Phase 4: University Staff can bank vacation carryover – TBD

HR Design/UPS Implementation in HRS

Deliverable	Bundle	Status
Phase 1		
TAM Changes for Hiring University Staff	5/10/15	Regression Testing
New Job Codes	5/10/15	Regression Testing

New Job Codes

- New Job Codes
 - 89 new Unclassified Job Codes and 9 Job Code Title description changes to current Job Codes to be added to the HRS Job Code Tables
 - Create Academic Staff positions for Classified Exempt positions and to be used for new hires into vacated Classified Exempt positions 7/01/15 and beyond
 - Used later for voluntary reassignment when each institution chooses to open their voluntary reassignment window
 - 35 new University Staff Job Codes
 - Create Non-Exempt Supervisor positions where the supervisor also has substantially the same duties as the staff they supervise
- ONLY use for 7/01/15 or later effective dated hires

TAM Updates

- TAM for Hiring University Staff
 - Needed in May 2015 to prepare for July 2015 hires
 - Added ability to create for University Staff (CP and CJ Empl Class)
 - Updated labels from Classified to University Staff
 - Worked with TAM Site Leads and Institutional groups to add requested templates and screening questions for University Staff
 - Updates were made to:
 - Resume Template
 - Job Opening Template
 - Job Opening Posting Template
 - Screening Questions
 - Interview Evaluation Template
 - Recruitment template.

TAM Updates Continued

- Large amount of work, BUT...the general functionality in TAM will be the same as that currently used for Unclassified and LTE recruiting
 - Updates were made to ensure templates can be used with the CP and CJ Empl classes
 - Basically, once you select CP or CJ Empl Class, creating the opening will be the same as for Unclassified
 - Slight change to creating a job opening process with University Staff: the user must physically change the Employee Class field on the job opening details page when they are NOT using a position.

TAM Changes – Related KBs

- TAM KB Updates
 - Review conducted for training sessions, with the following changes:
 1. 19321 – TAM – Create Job Opening(s) With a Position – Job Details (to go live 5/11/15)
 2. 21491 – TAM – Create Job Opening(s) With a Job Code (No Position) – Job Details (to go live 5/11/15)
 3. 20460 – Screen Applicants (updated examples in this KB to go live as soon as possible after 5/11/15)
NOTE: There are no changes to screening functionality in TAM, but we are expecting higher usage of screening for University Staff hires

Next Steps / Deployment Plan:

- Deployment into Production 5/10/2015
- Email communication on production changes 5/11/2015
- TAM Training – first 2 weeks in June 2015
 - 3 regional sessions (Madison, Eau Claire, Oshkosh)
- TAM Sandbox Environment available until 7/31/2015 (contact Sheila Whitley at swhitley@uwsa.edu for access)

- Questions?

MSC Event Evaluation Report Workshop

- Thursday, June 4th
- 1:00 p.m.
- Meeting details will be shared later

- Two primary objectives:
 - Discuss best practices in working MSC Event Eval Report
 - Introduce updated WRS Lookback functionality

WRS Lookback Overview

- Original Pain Points included:
 - False-positives – Program did not reflect Act 10 changes to hour thresholds
 - Missed Enrollments – Program skips employees not active or paid exactly 12 months ago
 - Outdated, static reports
 - Manual review by institutions and Affinity Groups

- Updated the WRS Lookback Program Logic:
 - Resolve False-positives with accurate threshold hours
 - Resolve Missed Enrollments

WRS Lookback Enhancements

- Report Enhancements:
 - Rehired Annuitant Report - distributed via Cypress

University of Wisconsin									
Lookback Report: Rehired Annuitants							Page No:	22	
Report ID:	UWHNR067						Run Date:	01/26/2015	
Business Unit:	UWEAU - UW Eau Claire						Run Time:	10:36:49	
Department:	C066800 MUSIC & THEATRE ARTS								
Run Control ID:	jlltest								
Selected Bus Unit:	All								
Selected Dept:	All								
Run ID:	2014UNC10								

Name	Emplid/Red	Empl Class	UW_WRS_ACT_TEN	FTE	Continuity Cd	WRS Eligible Hours	Lookback Date	Pay End Date
SMITH, PAULA M	00334571 /0	AS	Y	0.00025	02B	469.60	11/01/2013	10/31/2014
YOUNG, JERRY A	00157605 /0	AS	Y	0.00025	02C	1031.00	11/01/2013	10/31/2014

- Error Handling Report - worked by the SC and not distributed

EMPLID	EMPL_RCD	EFFDT	ERRORMSG
WRS Lookback Report			
Report Parameters:			
Run Control ID:	BT_BN_UW_BN_LOOKBK		RAN BY:
Run Date:	04/08/2015		UW_BAT_BN
Pay Run ID:	2015BW05A		Process Instance:
			1720266
WRS Lookback Report			
00512070	1	06/14/2015	Original Warning -- date out of range. (13,0) Planned Exit Date cannot be before Job Effective Date. (1000,875) Error saving Component Interface. (C1_JOB_DATA) (91,97) / Empl Red:1 Warning -- date out of range. (15,8) Planned Exit Date cannot be before Job Effective Date. (1000,875) Error saving Component Interface. (C1_JOB_DATA) (91,97)
SUCCESSFUL INSERTS			
00190170	0	06/14/2015	
00716342	1	06/14/2015	
NOT WRS ELIGIBLE			
00004209	0	06/14/2015	Employee skipped because UW WRS eligible hours: 18 does not meet WRS threshold hours: 600
00004531	0	06/14/2015	Employee skipped because UW WRS eligible hours: 20.75 does not meet WRS threshold hours: 1200
00005264	0	06/14/2015	Employee skipped because UW WRS eligible hours: 46.25 does not meet WRS threshold hours: 1200
00007998	0	06/14/2015	Employee skipped because UW WRS eligible hours: 0 does not meet WRS threshold hours: 3200
00011363	0	06/14/2015	Employee skipped because UW WRS eligible hours: 67.25 does not meet WRS threshold hours: 1200
00011860	0	06/14/2015	Employee skipped because UW WRS eligible hours: 57 does not meet WRS threshold hours: 440
00012283	0	06/14/2015	Employee skipped because UW WRS eligible hours: 102.82 does not meet WRS threshold hours: 440
00014361	0	06/14/2015	Employee skipped because UW WRS eligible hours: 6.5 does not meet WRS threshold hours: 600

WRS Lookback Plan for Rollout

- Tested all changes over 10 weeks and 6+ payrolls
- Changes going into HRS with June 7th bundle
- Documentation updates in a new KB
- MSC Event Evaluation Report Workshop (June 4)

Enrollment Codes and Reasons

- The UWSC Benefits Team is currently working on the automated ETF Health Interface File. They are considering updating the current Enrollment Codes and Enrollment Reasons. Are any Enrollment Codes and Enrollment Reasons missing or needed? For example, the Benefits Team could add the following:
 - Evidence of Insurability
 - Premium Waiver
 - ICI Annual Update
 - ICI Deferred Enrollment
 - Age 70
- Send suggestions to Joanna Bauer (jbauer@uwsa.edu)

End of Semester Message to Student EEs

- The SC Communications Team would like to send a message directly to Student employees regarding the end of the semester.
 - Remind them to update ACH if appropriate;
 - Remind them to update address information in the portal.
- The team would like to make this a regular cyclical communication towards the end of each semester.
- Institutions: what do you think?

Key Dates for Summer Prepay Deductions

- Key Dates - Reminder

Last Opportunity for Change – Key Dates

■ Updates to Job Data

- EJED process to extend job end dates the weekend of **5/2**
- Job termination rows added from EJED processing **5/20 OR 5/21**
 - Benefits Administration Run this evening
- Short Work Break **5/28**

Last Opportunity for Change – Key Dates

■ Prepay

- Deduction Prepay Elig Load Report **5/1**
- Eligibility Review Deadline **5/22**
- Prelim **5/23** (Saturday)
 - Retro, Paylines and Prepay load
- FYI – Prepay Report(s) **5/24**
- Final Calc **5/26** (Tuesday)

■ Benefits Billing

- Set up Benefits Billing by **5/20**
- Benefits Billing statements created by **5/21**

Summer Prepay Deductions: May Dates

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 Prepay Eligibility Load Report	2 EJED Process to extend job end dates
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 Setup Benefit Billing By this day Job Termination rows added from EJED Processing 5/20 OR 5/21	21 Benefits Admin and Benefits Billing Statement	22 Last Day to Work Eligibility Load File	23 Prelim -Retro -Paylines -Prepay load
24 FYI Prepay Reports sent to campuses	25 Memorial Day	26 Final Payroll Calculation	27	28 Short Work Break	29	30



Institutional Updates & Feedback

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

Calendar Review

← Today →

5A 5B 5C 5M

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

Questions?

