
UNIVERSITY OF WISCONSIN
SERVICE CENTER

Affinity Group 3

May 19, 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
- Stale Checks
- LOA Checklist
- Short Work Break
- Annual ALRA Conversion
- TASC Training
- Institution Feedback & Updates
- Calendar Review
- Questions/Comments

Stale Checks



Financial Administration

780 Regent Street, Suite 255
Madison, Wisconsin 53715
(608) 263-6973 Fax: (608) 262-6316

Email: kcoffey@uwsa.edu
Website: <http://www.uwsa.edu/admin/>

Name _____
Address _____
City, State Zip _____

May 4, 2015

UW System is in the process of reviewing any outstanding checks issued which are over five months old.

Below is a check that is outstanding:

Check number: _____

Amount: _____

Check Date: _____

Please verify this outstanding check, and based on your review, either deposit it (if less than six months old) or return to us as "VOID" within the next 30 days.

Please indicate the action taken:

Deposited Check, as it was less than six months old

Never received, please void and reissue by sending to this address:

Received, please void and do not reissue.

Reason: _____

Signature/Date: _____

Please send requests to:

UW System Administration
Attn: Kayla Coffey
780 Regent Street Suite 255
Madison WI 53715
kcoffey@uwsa.edu
608-263-6973

Leave of Absence Checklist

Employee Benefit Checklist (UWS-401)

For Employees Going on an Unpaid Leave of Absence (LOA)

www.wisconsin.edu/ohrwd/benefits/download/empcha/loa/loalist.pdf

- This is an Administrative Tool developed to be completed by Benefits Staff to assist with:
 - Counseling and decision making of the employee
 - Record of understanding between the employee and the UW Institution
 - Entering information into HRS
- If the employee chooses to lapse coverage, determine the paid through date and make note for HRS entry
 - They will have a special 30 enrollment upon return from leave to reenroll in the lapsed benefits

Short Work Break (SBK)

- SBK Batch Processing
 - The SBK Batch Process is scheduled to run on the evening of 05/27/2015 after all nightly HRS Batch processing has been completed.
 - All active C-basis employees will be put on a Short Work Break.

Annual ALRA Conversion

- Unclassified employees (academic staff, faculty and limited) with a 12-month appointment are eligible to bank unused vacation in an Annual Leave Reserve Account (ALRA). This is made available during their 11th fiscal year of employment. Note: The hours are placed in reserve at the end of that fiscal year. Unclassified vacation is allocated on a fiscal year basis. Unused vacation can be carried over into the following fiscal year, but must be used by the end of that fiscal year or it will be lost.
- The July Leave Report will indicate how many hours of unused vacation an employee is eligible to bank into ALRA. Eligible employees are allowed to bank any unused vacation as of June 30, 2015.

Annual ALRA Conversion

- If the employee meets the eligibility requirements for ALRA:
 - They may transfer unused vacation hours into an ALRA account to use at a future date (banked hours do not expire).
 - They may accumulate hours in the ALRA from year to year without limit.
 - Employees will be offered the option to bank hours in July following the fiscal year in which the employee qualifies.
 - Banking Schedule (the amount of leave that can be banked is prorated if part-time):
 - Employee is allowed to bank up to 40 hours of vacation into ALRA per year at the beginning of their 11th fiscal year of employment.
 - Employee is allowed to bank up to 80 hours of vacation into ALRA per year at the beginning of their 26th fiscal year of employment.
 - The hours are placed in reserve at the end of that fiscal year (the hours designated for ALRA will be included in the August Leave Report).

Annual ALRA Conversion

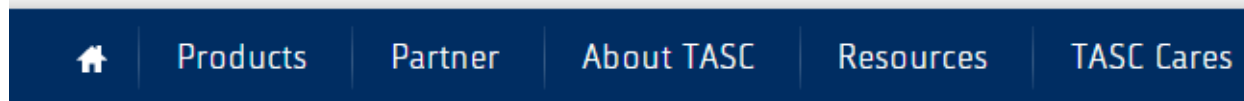
- When banking hours to ALRA, the vacation hours used will first come from any remaining Vacation Carryover as of June 30, 2015. If the employee allocates more unused vacation to ALRA than currently in Vacation Carryover, the additional hours to be banked will come from the new Vacation Carryover balance as of July 1, 2015 (vacation earned in the current fiscal year).

TASC Training

- Institution Benefit Coordinators will receive their login credentials to TASC Online the morning of May 19, 2015 (prior to the Affinity Group calls). Samantha Quinney will email a notification on May 18 so Benefits Coordinators can be watching for the login credentials the next morning.

TASC Training

- <http://www.tasconline.com>
- Login to TASC account



Home

Account Login

USERNAME	Forgot Username?
<input type="text"/>	
PASSWORD	Forgot Password?
<input type="password"/>	
<input type="button" value="Log In »"/>	<input checked="" type="checkbox"/> Remember Me

NEW USERS

New user? [Set up your account](#)

**MyTASC Mobile:
Benefits
on the Go!**

**FAST AND EASY
ACCOUNT ACCESS
ANYWHERE 24/7.**

**FREE
DOWNLOAD**
at the Apple® App Store
or Google Play for

FlexSystem	
MyCash	\$5.95
Disposal Care	\$1,776.80
Medical	\$18.16

© Total Administrative Services Corporation
Log Out

TASC Training

- To view your employees, click Manage FSA:

The screenshot displays the MyTASC website interface. At the top left is the TASC logo with the tagline "Innovative solutions that protect your bottom line and assure peace of mind". On the top right, the user is identified as "Quinney, Samantha" with "TASC ID:4007-8699-1025" and a "LOG OUT" link. Below this is a navigation bar with "My Account" and "Contact Us" links. A dark blue navigation menu contains "Welcome", "Invoices", and "Contact Management". A light blue banner reads "Welcome to MyTASC" and "All of your benefits. All in one place." Below the banner is a "Latest News" section with a "40 Years of TASC" article. A table of benefit plans is shown with columns for "Benefit Plan", "Overview", and "Access". The "FlexSystem (FSA)" row shows "Enrolled participants: 8986" and "Disbursements: \$16,342,811.57". A "MANAGE FSA" button is circled in red in the "Access" column. Below the table, a "TELL US" button is visible next to the text "What do you think of the new MyTASC?"

TASC
Innovative solutions that protect your bottom line and assure peace of mind

Quinney, Samantha TASC ID:4007-8699-1025 LOG OUT

My Account | Contact Us

Welcome Invoices Contact Management

Welcome to MyTASC All of your benefits. All in one place.

Latest News
40 Years of TASC
TASC celebrates its 40th anniversary with record-breaking revenue and is pois...
[Read More >](#)

Benefit Plan	Overview	Access
FlexSystem (FSA)	Enrolled participants: 8986 Disbursements: \$16,342,811.57	MANAGE FSA

What do you think of the new MyTASC? **TELL US**

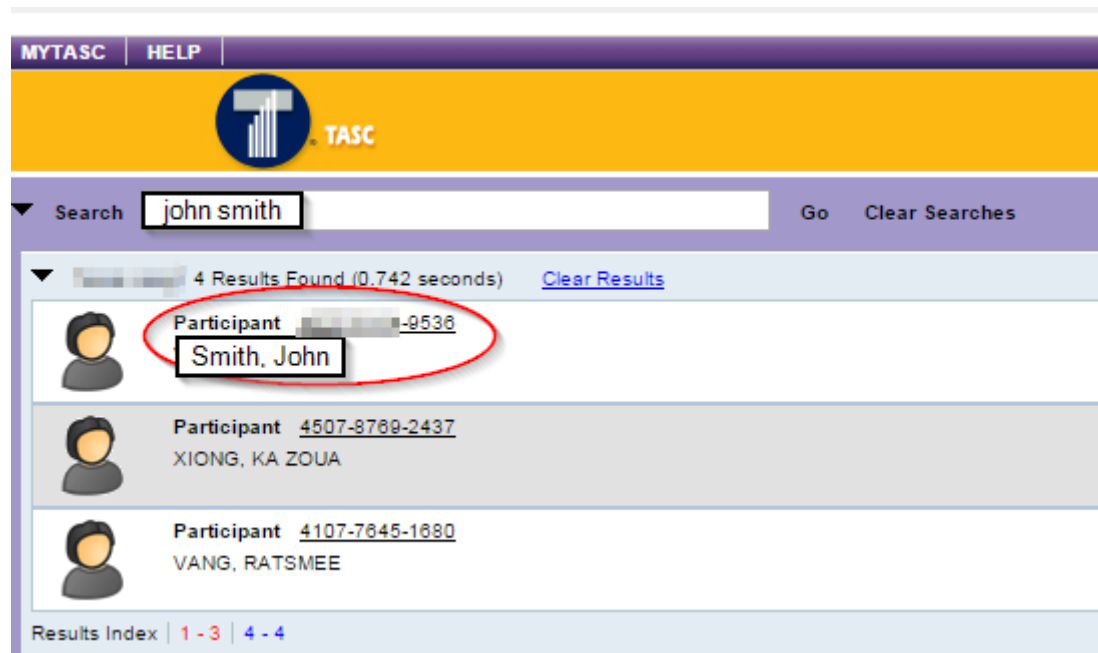
- You can search for an employee by TASC ID, by name, or by plan type. To search by name or TASC ID, put in their information into the “Search” bar:

The screenshot displays the MYTASC client manager interface. At the top, there is a purple navigation bar with 'MYTASC' and 'HELP' links. Below this is a yellow banner with the TASC logo. A search bar is highlighted with a red oval, containing the text 'Search' and a 'Go' button. Below the search bar, the text 'Client Manager - 4607-6190-4348 - State of WI - EIF Univ of WI - POC' is visible. The main content area is titled 'Client Manager' and contains two sections: 'GENERAL' and 'FLEXSYSTEM SECTION 125 CAFETERIA PLAN'. The 'GENERAL' section includes links for Profile, My User Profile, Manage User Accounts, Invoices, Invoices Prior to 11/01/2012, Client Cash Account, Client Carrier Information, and MyService Center. The 'FLEXSYSTEM' section includes links for Plan Management, Payroll Verification Report (PVR), Point-Of-Claim Funding Report, Enrollment Management, Participant List, Balances & Exposures, Plan Contribution Payments, and Plan Finalization. On the right side, there is a 'MyService CENTER' logo and a 'Message Panel' section with a 'Subject' field and 'No Entries' text.

- Press “Go” or Enter button.

The screenshot displays the MYTASC Client Manager web application. At the top, there is a purple navigation bar with 'MYTASC' and 'HELP' links. Below this is a yellow banner featuring the TASC logo. A search bar is located below the banner, with a 'Go' button circled in red and a 'Clear Searches' link. The main content area is titled 'Client Manager' and contains two sections: 'GENERAL' and 'FLEXSYSTEM SECTION 125 CAFETERIA PLAN'. The 'GENERAL' section includes links for Profile, My User Profile, Manage User Accounts, Invoices, Invoices Prior to 11/01/2012, Client Cash Account, Client Carrier Information, and MyService Center. The 'FLEXSYSTEM' section includes links for Plan Management, Payroll Verification Report (PVR), Point-Of-Claim Funding Report, Enrollment Management, Participant List, Balances & Exposures, Plan Contribution Payments, and Plan Finalization. On the right side, there is a 'MyService CENTER' logo and a 'Message Panel' showing 'Subject' and 'No Entries'.

- After searching, it will bring down a list of people who match the criteria entered:



- Click on participant you want, and it will provide options for additional things you can see for employee:

The screenshot displays the MYTASC TASC web application interface. At the top, there are navigation links for 'MYTASC' and 'HELP', and a logo for 'TASC'. A search bar contains the text 'john smith', with a 'Go' button and a 'Clear Searches' link. Below the search bar, it indicates '4 Results Found (0.742 seconds)' and a 'Clear Results' link. The search results list three participants:

- Participant [redacted]-9536
Smith, John
- Participant 4507-8789-2437
XIONG, KA ZOUA
- Participant 4107-7645-1880
VANG, RATSMEE

At the bottom of the search results, there is a 'Results Index' with links for '1 - 3' and '4 - 4'. Below the search results, a navigation bar shows 'Participant Manager - [redacted]-9536 - Smith, John'. The main content area is titled 'Participant Manager' and contains a list of options under the 'GENERAL' section:

- Profile
- Account Management
- Request for Reimbursement Wizard
- Download Reimbursement Request Form
- TASC Card Management
- Participant Reference Guide

Red arrows point to the 'Profile', 'Account Management', and 'Download Reimbursement Request Form' options.

- Profile will show you the employee's address, username, email, and phone number. Profile page:

Participant Profile - [REDACTED]-9536 - SMITH, JOHN

▼ Base Participant Information

TASC ID [REDACTED]-9536

Username [REDACTED] [Change](#)

Employee ID [REDACTED]

▼ Change Password

▼ Contact Information

Last Name	SMITH	Address One	[REDACTED]
First Name	JOHN	Address Two	
Middle Name		City	[REDACTED]
Email Address	jsmith@wisc.edu	State	WI
Home Number		Zipcode	[REDACTED]
Business Number	<input type="text"/> Ext <input type="text"/>		
Fax Number	<input type="text"/>		
Mobile Number	[REDACTED]		

- To get out of the profile, but to stay on the employee, press the “Participant Manager” button in top right corner.

Participant Profile - 9536 - SMITH, JOHN [Back To >>](#) [Participant Manager](#)

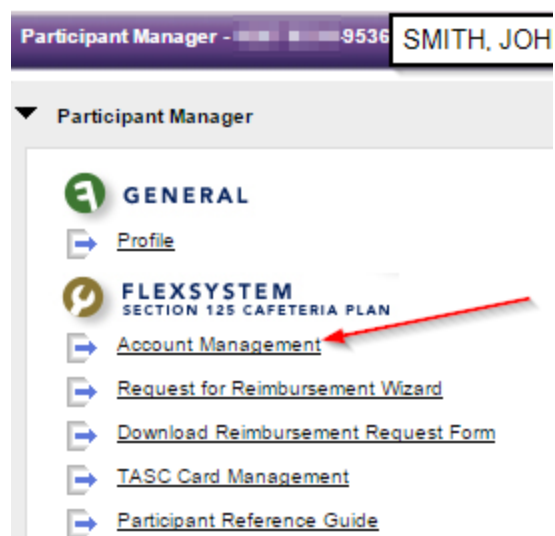
▼ Base Participant Information

TASC ID

Username [Change](#)

Employee ID

- Now you can go into their Account Management to see annual election amount, contributions-to-date, and reimbursements.



- To know what plan they are under, it shows at the top if they are FSA Bi-Weekly, FSA Monthly, FSA 9-pay; or LPFSA Bi-Weekly, LPFSA Monthly, LPFSA 9-pay.

The screenshot displays the 'Flex System Account Management' interface. At the top, a dropdown menu shows the account type as 'FSA (Bi-Weekly)', the employer as 'State of WI - ETF Univ of WI - POC', and the plan year as '01/01/2015 - 12/31/2015'. Below this, there are tabs for 'Account Summary', 'Reimbursements', 'Contributions', 'Special Transactions', and 'Terminate'. The 'Account Summary' tab is active, showing a 'Runout Period' section with a description: 'Begins following the last day of the Plan Year. During this time you may submit eligible expenses with dates of service th...'. Below this is a 'Medical (Out-of-Pocket) Expenses' section with the following details: Eligibility: 01-01-2015 - 12-31-2015, Runout Period End: 03-30-2016. A table lists the following values: Available Funds: 52.35, Annual Election: 500.00 (with a 'History' link), Carryover: 0.00, Total Contributions: 173.07, and Total Reimbursements: 447.65.

Category	Value
Available Funds	52.35
Annual Election	500.00 History
Carryover	0.00
Total Contributions	173.07
Total Reimbursements	447.65

- You can see what reimbursements were paid, pending, or denied:

Flex System Account Management - Back To >> Participant Manag

Flex System Account Management
FSA (Bi-Weekly) State of WI - ETF Univ of WI - POC, 01/01/2015 - 12/31/2015, P(26), Active ▾

Account Summary **Reimbursements** Contributions Special Transactions Terminate

Reimbursement Disbursements
Listed below are disbursements for RFRs.

Date	Amount	Details
2015-03-28	\$106.44	Details Claim Card
2015-03-28	\$27.88	Details Claim Card
2015-04-06	\$25.01	Details MyCash
2015-04-08	\$50.10	Details MyCash
		Total Reimbursements \$299.43

- You can see what day and how much was submitted for reimbursement:
- Veriflex Status. If it says “Receipts Required” it means that substantiation is required. Even if the TASC card is used it may still require substantiation to be submitted. If it’s not submitted, it will result in “unsubstantiated claims” at the end of the year. If the employee is submitting a claim (paid out of pocket, now seeking reimbursement) and it says, “Receipts Required,” then the claim will not be processed until substantiation is submitted.

Submitted RFRs
Listed are RFRs submitted to TASC.

Filter by Benefit ▾

Submitted	Request Id	Requested Amt	Benefit	VeriFlex Status	Paid Status
2015-03-29	04728281501 Details	\$196.44	Medical (Out-of-Pocket) Expenses	Verified	Paid
2015-03-29	04728281801 Details	\$27.88	Medical (Out-of-Pocket) Expenses	Verified	Paid
2015-04-04	04753687401 Details	\$8.00	Medical (Out-of-Pocket) Expenses	Verified	Paid
2015-04-04	04753687501 Details	\$2.52	Medical (Out-of-Pocket) Expenses	Verified	Paid
2015-04-04	04753687801 Details	\$16.49	Medical (Out-of-Pocket) Expenses	Verified	Paid
2015-04-04	04753687701 Details	\$50.10	Medical (Out-of-Pocket) Expenses	Verified	Paid

- You can view contributions and see if funds have posted for pay date.

FlexSystem Account Management - [Home] [Help] [Logout]

FlexSystem Account Management

FSA (Bi-Weekly) State of WI - ETF Univ of WI - POC, 01/01/2015 - 12/31/2015, P(26), Active ▾

Account Summary Reimbursements **Contributions** Special Transactions Terminate

Filter by Benefit ▾

Filter by Payroll Date ▾

Payroll Date	Benefit	Participant Contribution	Posted
2015-01-08	Medical (Out-of-Pocket) Expenses	\$19.23	Yes V
2015-01-22	Medical (Out-of-Pocket) Expenses	\$19.23	Yes V
2015-02-05	Medical (Out-of-Pocket) Expenses	\$19.23	Yes V

- This is where you can review Reimbursements via My Cash/Claim Card. “Claim Card” means employee used their TASC Debit Card. “MyCash” means employee used their own funds and were reimbursed. You can see what day and how much got reimbursed.

Flex System Account Management - [Account ID] [Account ID]

Flex System Account Management

FSA (Bi-Weekly) State of WI - ETF Univ of WI - POC, 01/01/2015 - 12/31/2015, P(26), Active ▾

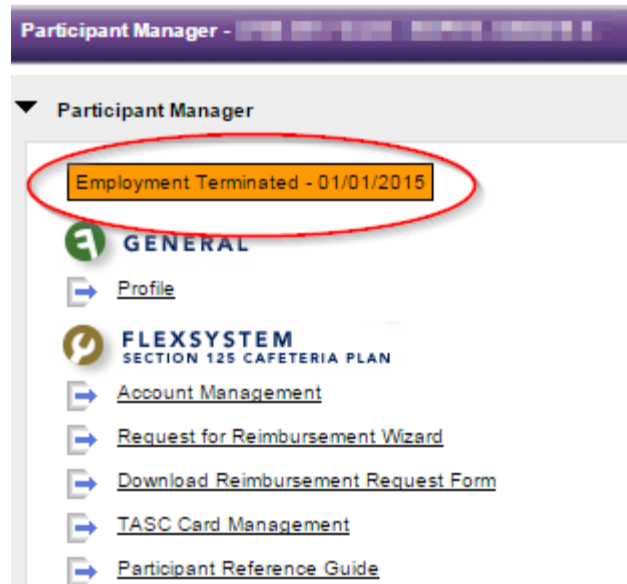
Account Summary | **Reimbursements** | Contributions | Special Transactions | Terminate

Reimbursement Disbursements
Listed below are disbursements for RFRs.

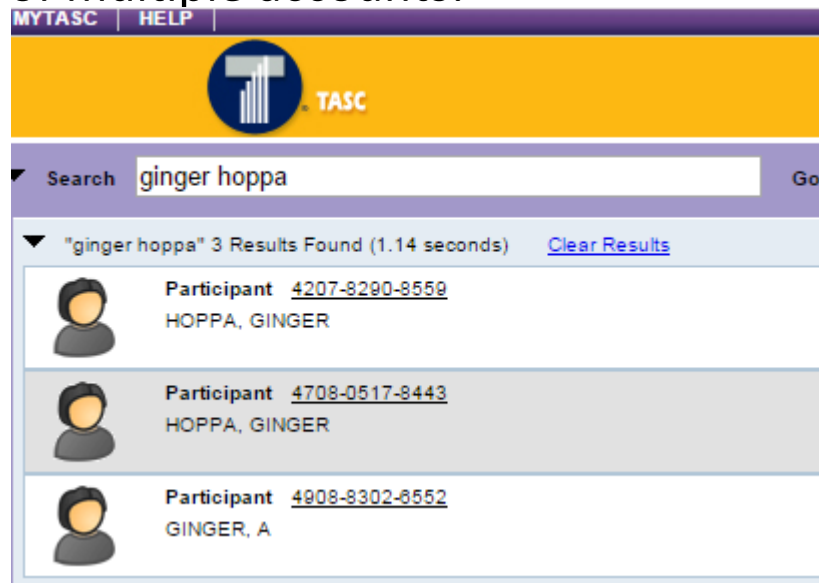
Date	Amount	Details
2015-03-28	\$196.44	Details Claim Card
2015-03-28	\$27.88	Details Claim Card
2015-04-06	\$25.01	Details MyCash
2015-04-08	\$50.10	Details MyCash
2015-04-21	\$3.95	Details Claim Card
2015-04-30	\$12.99	Details Claim Card
2015-04-30	\$12.99	Details Claim Card
2015-05-03	\$100.80	Details Claim Card
2015-05-04	\$17.49	Details Claim Card

FAQ

- **How do I know if someone's account is terminated?**
 - a. If someone's account is terminated, a yellow box will be on top when you click to view that person's account. For example:



- **Why am I seeing two accounts for someone?**
 - a. You are seeing two or more accounts because the person changed payroll frequencies (i.e. biweekly, monthly, 9-pay, or LPFSA). Only 1 account is active and it is the one with their current plan type and payroll frequency; the others are terminated.
 - b. OR during the Takeover between WageWorks & TASC, TASC couldn't match up a person with their WageWorks account, so TASC created new account. Employees potentially could have a separate account for 2014 and 2015.
 - c. Screenshot of multiple accounts:



- **How do I see if they had 2014 plan?**

- a. Search for employee, click on employee, click Account Management, then select from the drop down the year you want to look at. Screenshot below:

FlexSystem Account Management - [SEARCH] [HELP] [LOGOUT]

FlexSystem Account Management

FSA (Monthly) State of WI - ETF Univ of WI - POC, 01/01/2015 - 12/31/2015, P(12), Active
FSA (Monthly) State of WI - ETF Univ of WI - POC GP/RO 2014, 01/01/2014 - 12/31/2014, F(12), Closing
FSA (Monthly) State of WI - ETF Univ of WI - POC, 01/01/2015 - 12/31/2015, P(12), Active

Runout Period
Begins following the last day of the Plan Year. During this time you may submit eligible expenses with dates of service that occurred during the Plan Year

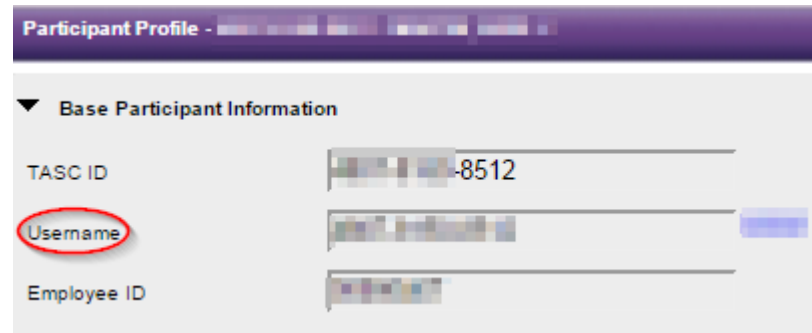
Medical (Out-of-Pocket) Expenses		Dependent Care Expenses	
Eligibility: 01-01-2015 - 12-31-2015		Eligibility: 01-01-2015 - 12-31-2015	
Runout Period End: 03-30-2018		Runout Period End: 03-30-2018	
Available Funds	600.00	Available Funds	1333.32
Annual Election	600.00 History	Annual Election	4000.00 History
Carryover	0.00	Total Contributions	1333.32
Total Contributions	200.00	Total Reimbursements	0.00
Total Reimbursements	0.00		

FAQ (continued)

- **Employee had a qualifying event to change election amount, but the employee's annual election amount is incorrect in TASC, how do I fix it?**
 - a. You will need to contact UWSC and we will work with TASC to fix.
- **Employee would like to update their address, name, email, phone, etc., how can they do this?**
 - a. Employee can login into their account and change this themselves. You can give them their username to help them out. If they don't remember their password to get in, they can reset it. The password reset will be sent to their email account on file with TASC. If there is no email on file with TASC, you can add it.

FAQ (continued)












- **How do I see employee's username?**
 - a. Search for employee, click on employee, click on Profile. Screenshot of where username is:



- **Why haven't I gotten reimbursed yet?**

- a. If receipts are required, the claim will not be processed. The employee needs to check their "VeriFlex Status" to see if receipts are needed for substantiation. Employees might have funds sitting in MyCash. They can see it when they login.

Welcome to MyTASC, [Redacted]

My Benefits:		I want to:	
 MyCash	\$0.00 AVAILABLE	 View Account Overview	 Set Up Direct Deposit
 Medical	\$52.35 AVAILABLE	 Request a Reimbursement	 Manage My Card
		 Update Contact Info	 View MyCash Activity
		 Set Notifications	 Schedule a Transfer
		 View Frequently Asked Questions	

The screenshot shows a user interface for MyTASC. At the top, it says "Welcome to MyTASC, [Redacted]". Below this, there are two main sections: "My Benefits:" and "I want to:". Under "My Benefits:", there are two rows. The first row shows "MyCash" with a balance of "\$0.00 AVAILABLE". A red circle is drawn around the "MyCash" text, and a red arrow points from it to the "\$0.00" balance. The second row shows "Medical" with a balance of "\$52.35 AVAILABLE". Under "I want to:", there are six navigation options, each with an icon and a text label: "View Account Overview", "Request a Reimbursement", "Update Contact Info", "Set Notifications", "View Frequently Asked Questions", "Set Up Direct Deposit", "Manage My Card", "View MyCash Activity", and "Schedule a Transfer".

FAQ (continued)

- If money is in here, click on “MyCash”. Transfer your MyCash money to your bank account.

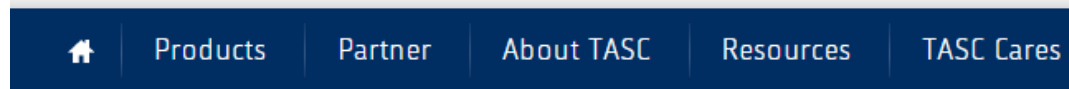
The screenshot displays the MyCash user interface. At the top left is the 'MyCash' logo. To its right is a 'Manage My Card' button with a card icon. On the far right, a green box shows the 'AVAILABLE MYCASH BALANCE*' as '\$0.00'. Below these elements are three tabs: 'Recent Activity', 'Active Schedule', and 'Schedule MyCash Transfer', with the latter being circled in red. A 'Recent Activity' section follows, featuring a table of transactions. At the bottom right, the 'Available Balance' is shown as '\$0.00'.

Method	Date	Description	Card Number	Amount	View Details
	5/6/2015	Transfer to Personal Account [redacted]		-\$12.99	
	5/5/2015	CVS PHARMACY 07147 [Refund]		\$12.99	
	4/8/2015	Transfer to Personal Account [redacted]		-\$75.11	
	4/8/2015	Deposit: FlexSystem Reimbursement		\$50.1	
	4/6/2015	Deposit: FlexSystem Reimbursement		\$25.01	

Available Balance: \$0.00

TASC: Other Options on TASC Site

- Login to TASC account



Home

Account Login

USERNAME	Forgot Username?
<input type="text"/>	
PASSWORD	Forgot Password?
<input type="password"/>	
<input type="button" value="Log In »"/>	<input checked="" type="checkbox"/> Remember Me

NEW USERS

New user? [Set up your account](#)

An advertisement for the MyTASC mobile app. It features a blue background with white text. The main headline is "MyTASC Mobile: Benefits on the Go!". Below this, it says "FAST AND EASY ACCOUNT ACCESS ANYWHERE 24/7.". At the bottom, it says "FREE DOWNLOAD at the Apple® App Store or Google Play for". To the right of the text is a smartphone displaying the app's interface, which shows a list of account balances: "Election System", "MyCash: \$5.95", "Disposal of Care: \$1,770.83", and "Medical: \$18.16".

TASC: Other Options on TASC Site (cont.)

- click Manage FSA

The screenshot displays the TASC MyTASC website interface. At the top left is the TASC logo with the tagline "Innovative solutions that protect your bottom line and assure peace of mind". At the top right, the user is identified as "Quinney, Samantha" with TASC ID: 4007-8699-1025 and a "LOG OUT" link. Below this is a navigation bar with "My Account" and "Contact Us" links. A dark blue navigation menu contains "Welcome", "Invoices", and "Contact Management".

The main content area features a light blue banner with "Welcome to MyTASC" and "All of your benefits. All in one place." Below this is a "Latest News" section with a "40 Years of TASC" announcement and a "Read More" link.

The central part of the page shows a table of benefit plans:

Benefit Plan	Overview	Access
FlexSystem (FSA)	Enrolled participants: 8986 Disbursements: \$16,342,811.57	MANAGE FSA

Below the table, there is a survey prompt: "What do you think of the new MyTASC?" with a "TELL US" button.

- Manage your User Profile

The screenshot shows the TASC Client Manager web application interface. At the top, there is a purple navigation bar with 'MYTASC' and 'HELP' links. Below this is a yellow banner with the TASC logo and the text 'TASC'. A search bar is located below the banner, with a 'Go' button and a 'Clear Searches' link. The main content area is titled 'Client Manager - 4607-6190-4348 - State of WI - ETF Univ of WI - POC'. Underneath, there is a 'Client Manager' section with a dropdown arrow. The main content area is divided into two sections: 'GENERAL' and 'FLEXSYSTEM SECTION 125 CAFETERIA PLAN'. The 'GENERAL' section includes links for 'Profile', 'My User Profile', 'Manage User Accounts', 'Invoices', 'Invoices Prior to 11/01/2012', 'Client Cash Account', 'Client Carrier Information', and 'MyService Center'. The 'FLEXSYSTEM SECTION 125 CAFETERIA PLAN' section includes links for 'Plan Management', 'Payroll Verification Report (PVR)', 'Point-Of-Claim Funding Report', 'Enrollment Management', 'Participant List', 'Balances & Exposures', 'Plan Contribution Payments', and 'Plan Finalization'. The 'My User Profile' link is circled in red.

TASC: Other Options on TASC Site (cont.)

- You can add additional information

Account Settings

MY ACCOUNT

- Profile**
- Communication
- Access

TASC ACCOUNT CONTACTS

MY PROFILE

First Name: *

Middle Name:

Last Name: *

Home Number:

Business Number: Ext:

Fax Number:

Mobile Number:

Email Address: *

Address 1:

Address 2:

City:

State:

Zip Code:

Warning!

- Communication Tab. Please AVOID checking these boxes highlighted below.

Account Settings

MY ACCOUNT
Profile
Communication
Access

TASC ACCOUNT CONTACTS

CONTACT PREFERENCES

Set as Primary Contact:

Set as Billing Contact:

Service Contact Settings: **Primary** **SPD** Service Offering

FlexSystem

DO NOT CHECK THESE BOXES AS THIS REMOVES VAL QUINN UWSC BENEFITS AS THE PRIMARY ADMIN FOR ALL UW TASC ACCOUNTS

Submit Cancel Delete

TASC

- Questions?

5B and 5M Payrolls Have Non-Standard Schedules

- **2015BW05B:**

5/15/15 – Paysheets created (overnight)

5/18/15 – Payline request deadline - 4:30 p.m.

5/18/15 – Payline and retro load (overnight)

5/19/15 – FICA deadline – Noon

5/19/15 – Absence event entry best practice due date – 8:00 p.m.

5/20/15 – Final calc/confirmation – Noon

- **2015UNC05:**

5/21/15 – Paysheets created (overnight)

5/22/15 – Payline request deadline – 4:30 p.m.

5/23/15 – Payline and retro load (overnight)

5/24/15 – FICA deadline – Noon

5/25/15 – Absence event entry best practice due date – 8:00 p.m.

5/26/15 – Final calc/confirmation – Noon

Please also be aware that no payroll calculation jobs will be running the night of 5/25 (Memorial Day). Any payroll related changes made on the 25th will not be viewable on Review Paycheck or the Payroll Edit Report the morning of 5/26, but will be picked up in the 5M confirm that begins at noon on the 26th. Affinity Groups will monitor WisclTs over the Memorial Day Weekend.

Institutional Updates & Feedback

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

Calendar Review

← Today →

May 2015

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?

