UW UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

AG3 Meeting
June 2nd 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
- Updating/Deleting Future Dated Job Rows
- HRD/UPS - WRS Classified LTE Employees
- Prepay Monitoring
- 2015 Security Awareness Training
- MSC Event Evaluation & WRS Lookback Workshop
- Institution Feedback & Updates
- Calendar Review
- Questions/Comments

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- Campuses have access to update or delete *future* dated rows.

- ***Deleting Future Dated Rows can have downstream impacts on Benefits, Time and Labor, and Absence Management. Please use the following guidelines to determine if Service Center action is required:***

    o If the update/delete is <u>entered</u> on the **same date** that the future dated row was <u>entered</u> (**Date Created** on **Work Location** tab, NOT the **Effective Date** of the row) the SC does <u>not</u> need to review.

    o If the update/delete is <u>entered</u> **after** the future dated row was <u>entered</u> (**Date Created** on **Work Location** tab, NOT the **Effective Date** of the row) a ticket will have to be logged with the Service Center in order to clean up potential downstream Benefits/Time and Labor/Absence Management impacts.

    o Situation #1: You have entered a future dated termination row for an employee. A week later you are notified they will be working one additional month. The correct action to take would be to insert an effective dated sequence of rehire/terminated in error. It is not necessary to submit a WiscIt. The rehire row will trigger the necessary actions for Benefits, TL, & Absence.

    o Situation #2: You have entered a future dated termination row for an employee. A week later you are notified they will be terminating earlier than expected. The correct action to take would be to delete the original termination date. Save. Then enter the correct termination row. A WiscIT needs to be submitted to the Service Center to clean up downstream impacts on Benefits, TL, and Absence.

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Updating/Deleting Future Dated Job Rows

- Reminders:
    - Key fields (Effective Date, Effective Sequence) cannot be changed on any row. Submit a ticket to the SC for these changes.
    - Campuses can update/delete a future dated row, even if it was created by Position Management however, Position Management needs to be updated first.
    - For multiple future dated rows that need an update, the change needs to be made on all of the rows.

- Please refer to HRS Knowledgebase Document #17292 for a more comprehensive look at HR Corrections

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HRD/UPS - WRS Classified LTE Employees Health Insurance Premiums

- HR Design/UPS is changing when Classified LTE's are eligible for employer contribution towards Health insurance. LTE's will be aligned with the Classified Permanent and Project employees. All classified employees will be eligible for employer contribution once two months of WRS state service has been completed.

HRD/UPS - WRS Classified LTE Employees Health Insurance Premium

Prior to 8/1/2015 coverage: LTE's needed to complete <u>six</u> months of state service to qualify for employer contribution.

8/1/2015 coverage and after: Employee needs to complete <u>two</u> months of state service to qualify for employer contribution.

HRD/UPS - WRS Classified LTE Employees Health Insurance Premiums

- The Benefits Team created spreadsheets to identify LTE's hired/WRS eligible between Feb 2, 2015 and June 1, 2015. These employees need to be advised they are eligible on 8/1/15 for employer contribution towards health insurance. Any Classified LTE employee enrolled into WRS on June 2, 2015 or later will need to be advised under the new rules.
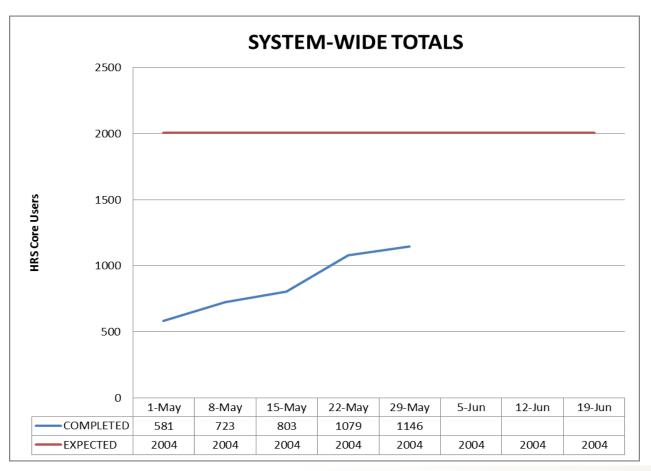
Prepay Monitoring

Yesterday, we sent query results pulled by the benefits team to be used as an additional tool to monitor prepay bucket balances. The spreadsheet included a list of employees who had a prepay deduction/refund on the May payroll, and do not have enough money left in their prepay buckets to cover all summer deductions.
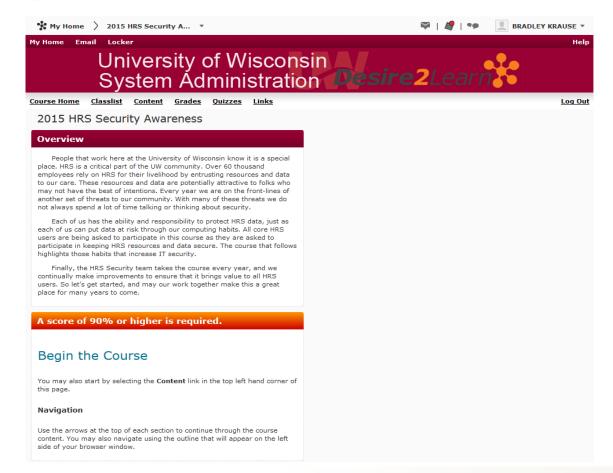
- Column J shows the deduction/refund that was taken on the May payroll.
- Column K, L and M show current prepay bucket balances.
- Employees who had multiple prepay deductions in column J have multiple rows of balances (K, L, and M) that are duplicates of the previous row.

- As you review, you may find the prepay buckets are accurate. For example, the employee may have a termination date during the summer and won't need all three prepays.

- We hope this tool helps ensure prepay buckets are accurate and can be adjusted by the June payroll if needed.

- Please let us know if there are other tools that you would find helpful in monitoring prepays.

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Security Awareness 2015

SYSTEM-WIDE TOTALS

	1-May	8-May	15-May	22-May	29-May	5-Jun	12-Jun	19-Jun
COMPLETED	581	723	803	1079	1146			
EXPECTED	2004	2004	2004	2004	2004	2004	2004	2004

http://www.wisconsin.edu/d2l/

MSC Event Evaluation & WRS Lookback Report Workshop

- The UW Service Center is offering a workshop on the MSC Event Evaluation Process and WRS Lookback Report on Thursday, June 4th from 1:00 – 3:00 p.m.

- The purpose of this presentation is to provide guidance on how to process the MSC Event Evaluation Report and the updated functionality of the WRS Lookback Report.

- Event Details:
    - Date/Time: June 4th from 1:00-3:00 p.m., 660 West Washington Ave, room 217 A & B
    - Audience: HR Directors, Institutional HR, PY & Benefits Administrators

- Workshop Login Information: Participant Collaborate Session
    - https://sas.elluminate.com/m.jnlp?password=M.882C6A50FDE9BFE9DF8A4B579F08CE&sid=1304
    - Dial-In: 1 (866) 244-1129
    - Participant Passcode: 8646190#

Institutional Updates & Feedback

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

Calendar Review

June 2015

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

Questions?