



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

Updating/Deleting Future Dated Job & Position Rows

- 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:***
 - If the update/delete is entered on the **same date** that the future dated row was entered (**Date Created on Work Location** tab, NOT the **Effective Date** of the row) the SC does not need to review.
 - If the update/delete is entered after the future dated row was entered (**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.
 - 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 Wisclt. The rehire row will trigger the necessary actions for Benefits, TL, & Absence.
 - 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 Wisclt needs to be submitted to the Service Center to clean up downstream impacts on Benefits, TL, and Absence.

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

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 six months of state service to qualify for employer contribution.

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

HRD/UPS - WRS Classified LTE Employees Health Insurance Premiums

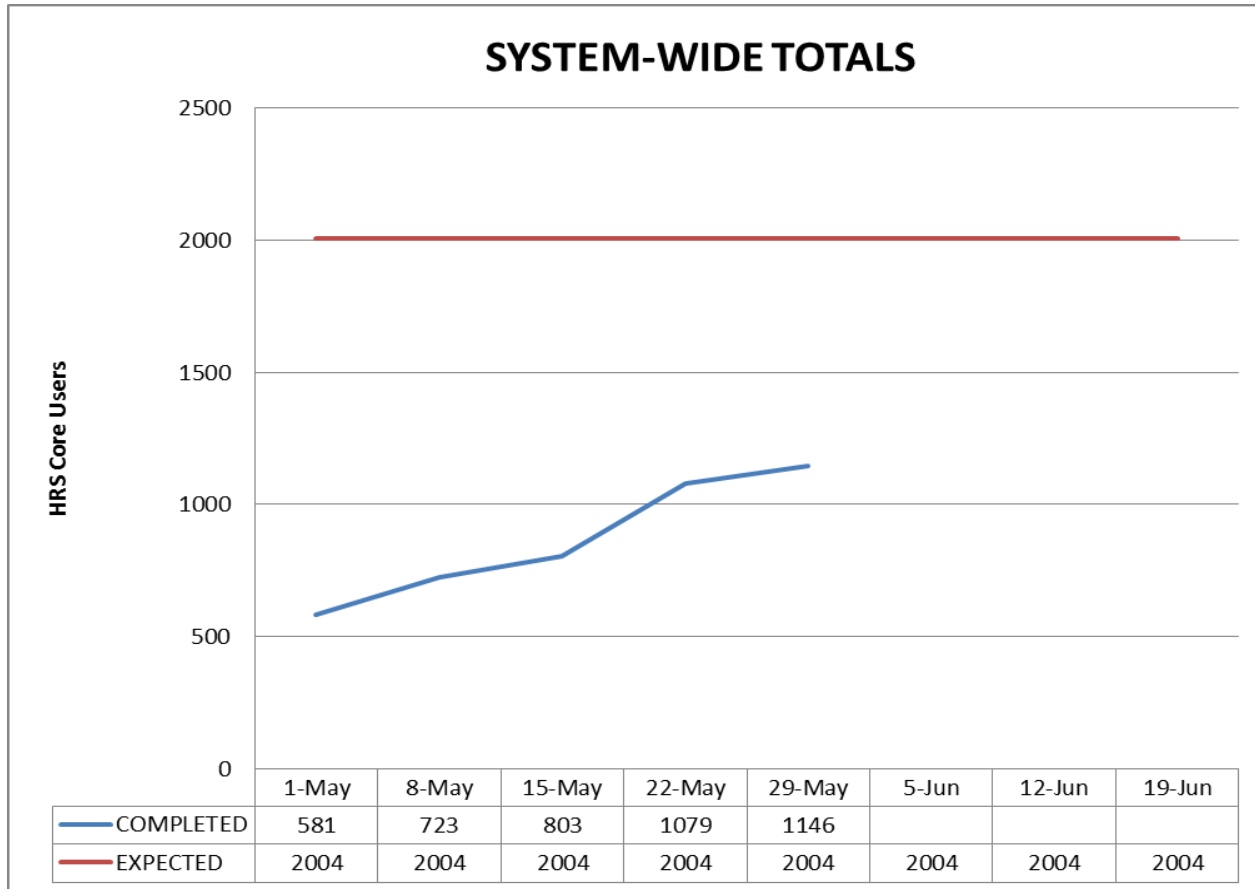
- The Benefits Team created spreadsheets to identify LTE's hired/WRS eligible between Feb 2, 2015 and June 1, 2015. These employees need to be advised they are eligible on 8/1/15 for employer contribution towards health insurance. Any Classified LTE employee enrolled into WRS on June 2, 2015 or later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

Security Awareness 2015



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

The screenshot shows a web interface for a course titled "2015 HRS Security Awareness". At the top, there is a navigation bar with "My Home", "Email", and "Locker" links, and a user profile for "BRADLEY KRAUSE". Below this is a header for the "University of Wisconsin System Administration" with the "Desire2Learn" logo. A secondary navigation bar includes "Course Home", "Classlist", "Content", "Grades", "Quizzes", "Links", and "Log Out".

2015 HRS Security Awareness

Overview

People that work here at the University of Wisconsin know it is a special place. HRS is a critical part of the UW community. Over 60 thousand employees rely on HRS for their livelihood by entrusting resources and data to our care. These resources and data are potentially attractive to folks who may not have the best of intentions. Every year we are on the front-lines of another set of threats to our community. With many of these threats we do not always spend a lot of time talking or thinking about security.

Each of us has the ability and responsibility to protect HRS data, just as each of us can put data at risk through our computing habits. All core HRS users are being asked to participate in this course as they are asked to participate in keeping HRS resources and data secure. The course that follows highlights those habits that increase IT security.

Finally, the HRS Security team takes the course every year, and we continually make improvements to ensure that it brings value to all HRS users. So let's get started, and may our work together make this a great place for many years to come.

A score of 90% or higher is required.

Begin the Course

You may also start by selecting the **Content** link in the top left hand corner of this page.

Navigation

Use the arrows at the top of each section to continue through the course content. You may also navigate using the outline that will appear on the left side of your browser window.

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.illuminate.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	<div style="background-color: #c00000; color: white; padding: 2px;">[6M] Pay Period Begin</div> <div style="background-color: #000080; color: white; padding: 2px;">[5M] Pay Date</div> <div style="background-color: #000080; color: white; padding: 2px;">[5C] 2nd Batch Prelim Calc</div>	<div style="background-color: #000080; color: white; padding: 2px;">[5C] Payroll and Benefit Retro and Payline Load</div> <div style="background-color: #000080; color: white; padding: 2px;">[5C] 3rd Batch Prelim Calc</div>	<div style="background-color: #000080; color: white; padding: 2px;">[5C] 4th Batch Prelim Calc</div> <div style="background-color: #000080; color: white; padding: 2px;">[5C] FICA Deadline</div>	<div style="background-color: #000080; color: white; padding: 2px;">[5C] Confirmation Deadline (Eve)</div> <div style="background-color: #000080; color: white; padding: 2px;">[5C] Final Calc</div>			
7				<div style="background-color: #000080; color: white; padding: 2px;">[5C] Pay Date</div>	<div style="background-color: #000080; color: white; padding: 2px;">[6A] 1st Batch Prelim Calc</div>	<div style="background-color: #000080; color: white; padding: 2px;">[6A] Pay Period End</div>	
14	<div style="background-color: #000080; color: white; padding: 2px;">[6A] 2nd Batch Prelim Calc</div> <div style="background-color: #000080; color: white; padding: 2px;">[6B] Pay Period Begin</div>	<div style="background-color: #000080; color: white; padding: 2px;">[6A] 3rd Batch Prelim Calc</div> <div style="background-color: #000080; color: white; padding: 2px;">[6A] Payroll and Benefit Retro and Payline Load</div>	<div style="background-color: #000080; color: white; padding: 2px;">[6A] FICA Deadline</div> <div style="background-color: #000080; color: white; padding: 2px;">[6A] 4th Batch Prelim Calc</div>	<div style="background-color: #000080; color: white; padding: 2px;">[6A] Final Calc</div> <div style="background-color: #c00000; color: white; padding: 2px;">[6M] 1st Batch Prelim Calc</div> <div style="background-color: #000080; color: white; padding: 2px;">[6A] Confirmation Deadline (Eve)</div>	<div style="background-color: #c00000; color: white; padding: 2px;">[6M] 2nd Batch Prelim Calc</div>	<div style="background-color: #c00000; color: white; padding: 2px;">[6M] 3rd Batch Prelim Calc</div>	<div style="background-color: #c00000; color: white; padding: 2px;">[6M] 4th Batch Prelim Calc</div> <div style="background-color: #c00000; color: white; padding: 2px;">[6M] Payroll and Benefit Retro and Payline Load</div>
21	<div style="background-color: #c00000; color: white; padding: 2px;">[6M] 5th Batch Prelim Calc</div> <div style="background-color: #c00000; color: white; padding: 2px;">[6M] FICA Deadline</div>	<div style="background-color: #c00000; color: white; padding: 2px;">[6M] Final Calc</div> <div style="background-color: #c00000; color: white; padding: 2px;">[6M] Confirmation Deadline (Eve)</div>			<div style="background-color: #000080; color: white; padding: 2px;">[6A] Pay Date</div>	<div style="background-color: #000080; color: white; padding: 2px;">[6B] Pay Period End</div>	
28	<div style="background-color: #000080; color: white; padding: 2px;">[6B] 1st Batch Prelim Calc</div> <div style="background-color: #000080; color: white; padding: 2px;">[7A] Pay Period Begin</div>	<div style="background-color: #000080; color: white; padding: 2px;">[6B] 2nd Batch Prelim Calc</div>	<div style="background-color: #c00000; color: white; padding: 2px;">[6M] Pay Date</div> <div style="background-color: #000080; color: white; padding: 2px;">[6B] 3rd Batch Prelim Calc</div> <div style="background-color: #000080; color: white; padding: 2px;">[6B] Payroll and Benefit Retro and Payline Load</div> <div style="background-color: #c00000; color: white; padding: 2px;">[6M] Pay Period End</div>				

Questions?

