UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

AG3 Meeting
June 16th 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

- HR Loads (A/C-basis)
- Financial Specialist Reallocations
- ALRA Conversion Option – July & August
- July 4 Floating Holiday
- OIM Go-Live & Outage
- Security Awareness
- UWSA e-mail transition
- Customer Surveys
- Payroll Schedule – 6A & 6M
- Institution Feedback & Updates
- Calendar Review
- Questions/Comments

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A-Basis Pay Increases from Budget

- **June 12th -** UW Service Center inserts job row in HRS with effective date of <u>July 1, 2015</u> for A-Basis rate from the budget including:
  - Proposed Rate Adjustments (various Action Reasons/Excluding UW Madison)
  - Faculty Promotion Adj (003) (Excl. UW Madison)
  - **DO NOT** enter the above manually
  - Title changes are <u>NOT</u> loaded to HRS

Institution Review of A-Basis

- **June 16** – UW Service Center provides HR and Budget Directors a report of A-basis rates that loaded from the Budget
  - Includes list of all A-basis rates that were loaded
  - Includes list of increases not loaded (ex. position number mismatches, future transfers, rehires)

Institution Review of A-Basis

- **June 16 to July 23 – institution review period**
  - Institutions process their own corrections or submit corrections to the UW Service Center
  - A-Basis terminations after July 1 already entered-UW Service Center will manually enter rate increases for these employees (institutions should monitor and verify)

C-Basis Pay Increases from Budget

- **August 28 -** UW Service Center inserts job row in HRS with effective date equal to the date of each institution's academic year for C-basis staff.
  - Proposed Rate Adjustments (various Action Reasons/Excluding UW Madison)
  - Faculty Promotion Adj (003) (Excl. UW Madison)
  - **DO NOT** enter the above manually
  - Title changes are <u>NOT</u> loaded to HRS

Institution Review of C-Basis

- **August 31** – UW Service Center provides HR and Budget Directors a report of C-basis rates that loaded from the Budget
  - Includes list of all C-basis rates that were loaded
  - Includes list of increases not loaded (ex. position number mismatches, future transfers, rehires)

Institution Review of C-Basis

- **August 31 to September 17 – institution review period**
  - Institutions process their own corrections or submit corrections to the UW Service Center
  - C-Basis terminations after start date of academic year-UW Service Center will manually enter rate increases for these employees (institutions should monitor and verify)

Financial Specialist Reallocations

- Week of June 15th (assuming SC receives file of employees from OSER)
    - Position Change Reallocation-Action Reason 002 (update to job code) will be entered manually by SC
    - Pay Rate Change Reallocation-Action Reason 002 (update comp rate if applicable)
- Week of June 22nd-The UW Service Center will send HR Directors reports including:
    - Reallocations and rate increases loaded
    - Rate and Title Notices delivered via Cypress
- June 22nd-July 2nd-Review Period
    - Institutions review reallocations and rate increases if applicable

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 option is made available during their 11th fiscal year of employment.

- The hours are placed in reserve at the <u>end</u> 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.

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 <u>end</u> 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).

July 4 Legal Holiday Falls on a Saturday

- Saturday Legal holidays are called "Floating Holidays." Floating Holidays allow employees to choose when they would like to use the Saturday July 4th holiday. The program will not auto assign legal holiday hours. The classified employee will enter FLHOL on their timesheet when they wish to use it. Unclassified will enter on their leave report.

- If a classified employee eligible for legal holiday is scheduled to work on Saturday, July 4 and wishes to use floating holiday in place of regularly scheduled reported time, the appropriate hours of floating holiday must then be entered manually on their timesheet.

- If the employee actually works some or all of their scheduled hours on the July 4 holiday, then the hours worked on the holiday should be coded as HOLWK on the employee's timesheet.

- The July 4th floating legal holiday must be used by 12/31/2015 for classified employees and June 30th, 2016 for unclassified employees.

- TL – Legal Holidays in Time & Labor(https://kb.wisc.edu/hrs/page.php?id=15622)
- TL – Work on Legal Holiday (https://kb.wisc.edu/hrs/page.php?id=15618).

OIM 11g Upgrade - Outage

- The current OIM system will be upgraded to version 11g will be out of service from June 22nd through June 28th

- During this time, you will not be able to request OIM roles/entitlements until OIM 11g is available on the 29th

- This outage impacts Time and Labor and Talent Acquisition Manager (TAM) modules

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OIM Upgrade Outage T/L Impacts

- Position, Job data, T/L Security, etc., can all be entered/updated in HRS during the OIM blackout period. When OIM is back up on June 29th and security jobs start running again, the provisioning will pick up those employees who were entered during the blackout period.

OIM Upgrade Outage TAM Impacts

- Access to Job Openings in TAM for new users
  - Interviewer (**search & screen committee**)
  - Interested Party
  - Hiring Manager, TA Coordinator, TA Affirmative Action
- Action: review current and upcoming recruitments and add search and screen members, etc. on the Assignments Page by June 21st
  - If this is not done, they will not be able to access the job opening or the applicant materials during the outage
    - Application materials can be printed out and provided to the search and screen members or wait to review materials online until after June 29th when access can be requested

OIM 11g Knowledgebase documents

- OIM Knowledgebase (KB) documents are available within the HRS KBs. Please be sure to pass along the KB link to your affected staff

  - https://kb.wisc.edu/hrs/page.php?id=44549

- **Email Filtering**

- We have recently added a KB related to filtering all of the various emails that approvers will receive in regards to OIM processes

  - Email filtering - https://kb.wisc.edu/hrs/page.php?id=52234

Percent Complete as of 6/12/15:

UW-Colleges - 64% pass
UW-Extension - 57% pass
UW-Green Bay - 82% pass
UW-Parkside - 75% pass
UW-River Falls 78% pass
UW- System Admin – 83% pass
UW-Stout – 82% pass
UW-Superior – 100% pass

Training and a passing grade need to be completed by June 25, 2015 or roles will be lost.

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UWSC AG Email Transition – 6/29/2015

- On June 29th, all Affinity Group support email addresses will be transitioning to new domain names (@uwsa.edu). Campus coordinators should use these new email addresses for new support questions starting on that date.

- New AG business email addresses on June 29th:
  - ag1@uwsa.edu
  - ag2@uwsa.edu
  - ag3@uwsa.edu
  - servicecenter@uwsa.edu

  There will also be a new email address for contacting the UWSC Communications Team – UWSCCommunications@uwsa.edu

- Addresses will be replaced in KBs and on UWSC website by 6/29
- Any emails sent to the former email addresses will continue to be handled appropriately by AG support staff over the next few months
  - AG Support staff will follow-up with staff that are still using the old email addresses
  - The former email addresses (ag#@sc.wisc.edu) expire on December 31st, 2015

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UWSC AG Contact Information Options

Do not use the new email addresses until 6/29/2015

- Affinity Group 1: ag1@uwsa.edu - (888) 298-0141 (toll free) or (608) 262-0600 | - Campuses: Madison, Milwaukee
  Affinity Group 2: ag2@uwsa.edu - (888) 298-0151 (toll free) or (608) 262-0419 | - Campuses: Eau Claire, La Crosse, Oshkosh, Platteville, Stevens Point, Whitewater
  Affinity Group 3: ag3@uwsa.edu - (888) 298-4159 (toll free) or (608) 262-6093 | - Campuses: Colleges, Extension, Green Bay, Parkside, River Falls, Stout, Superior, System Administration

- Webform - You can fill out a request via an online webform 24x7 and our support team will respond between 7:45 a.m. - 4:30 p.m., 5 days a week. Your request will be routed to the UW Service Center Support Team for resolution.

- Chat with a support rep between 7:45 AM to 4:30 PM - https://kb.wisc.edu/hrs/page.php?id=17972

- UW Service Center Support Team knowledgebase article - https://kb.wisc.edu/hrs/page.php?id=17960

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UWSC WiscIT Customer Survey

- We value your feedback and encourage our customers to provide as much information as possible to help us improve our customer service

- June 24th the service center will begin sending our customers a survey

- Customers will receive one survey every 90 days

- If you'd like to view or take the survey ad hoc please use the link below:

  - https://uwmadison.co1.qualtrics.com/SE/?SID=SV_8fekvNNNzyn2Nlr

6A and 6M Payrolls Non-Standard Schedules

- **2015BW06A**
- 6/12/15 – paysheets created (overnight)
- 6/15/15 – payline request deadline - 4:30pm
- 6/15/15 – payline and retro load (overnight)
- 6/16/15 – FICA deadline – Noon
- 6/16/15 – Absence event entry best practice due date – 8:00pm
- 6/17/15 – Final calc/confirmation – 10:00am
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- **2015UNC06**
- 6/17/15 – paysheets created (overnight)
- 6/19/15 – payline request deadline – 4:30pm
- 6/20/15 – payline and retro load (overnight)
- 6/21/15 – FICA deadline – Noon
- 6/21/15 – Absence event entry best practice due date – 8:00pm
- 6/22/15 – Final calc/confirmation – 10:00am

6A and 6M Payrolls Non-Standard Schedules

- Because of the heavy amount of processing on the night of 6/17/15 (confirming 6A and starting 6M), it is likely that the 6M batch jobs will not be complete, and therefore the edit report may not available, when business hours begin on 6/18/15. If this is the case, we will send out a communication that morning to alert you of this.

- Absence jobs will be running in a modified order on 6/17 to accommodate the earliest possible delivery of the edit report on 6/18, which means classified and unclassified absence balances may not be viewable in the system much of 6/18. Entry of absences will still be possible.

- On 6/18, the daily absence calcs and runs of Time Admin will be cancelled to help facilitate catching up the absence jobs from the night before. These jobs will run overnight on the 18th.

Institutional Updates & Feedback

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

Calendar Review

Questions?