



AG3 Meeting June 30, 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
- UPS / HR Design Implementation in HRS
- OIM Implementation
- Monthly Pay Week Processing
- UWSC AG Email Transition
- UWSC AG Contact Information Options
- July 4 Floating Holiday
- Institution Feedback & Updates
- Calendar Review
- Questions/Comments



UPS / HR Design Implementation in HRS

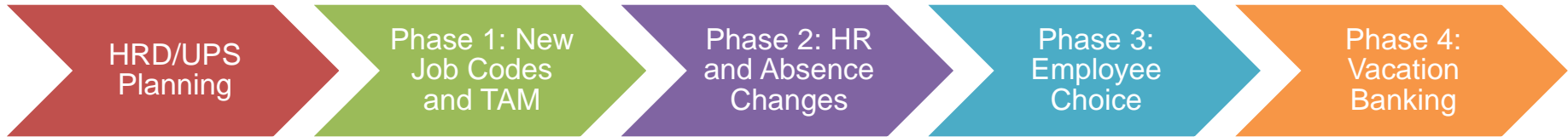
June 30, 2015

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Agenda

- Overview of HR Design/UPS Changes in HRS
- HR
- Absence
- Benefits
- Next Steps, Communication & Training

Overview



- HRD/UPS Planning – ended January 2015
- Phase 1: New Job Codes and TAM Updates – In Production 5/10/15
- **Phase 2: HR and Absence Changes – target 7/05/15 bundle**
- Phase 3: Employee Choice to move from Classified to Academic – TBD by institution August 1, 2015 – January 1, 2016
- Phase 4: University Staff can bank vacation carryover – target January 2016

HR Design/UPS Implementation in HRS

Deliverable	Bundle	Status
Phase 2		
Change Classified Description to Univ. Staff	7/5/15	Testing
New Action Reasons	7/5/15	Testing
Probation period simplification	7/5/15	Testing
Add 7/01/2015 Adjusted Continuous Service Date for CJ Empl Class	7/5/15	Testing
Mass Job Insert for Univ Staff to update Empl Class Description / convert Probation Type	7/5/15	Testing
Provide non-exempt supervisors with exempt vacation allocation	7/5/15	Testing
Classified can use VN in first 6 months	7/5/15	Testing
Remove Personal Holiday Payback Code	7/5/15	Testing
LTE Health insurance pick-up after 2 months	7/5/15	Testing

HR Changes for 7/5/15

1. Change Empl Class Descriptions from Classified terminology to University Staff:
 - Empl Class is NOT changing (i.e. "CP", "CJ", and "CL" will remain)
 - "CP" description from "Classified Permanent" to "Univ Staff Ongoing Employment"
 - "CJ" description from "Classified Project" to "Univ Staff Project - FT Finite"
 - "CL" description from "Classified LTE" to "Univ Staff Temporary Emplmnt"

HR Changes for 7/5/15 Continued

2. New Action Reasons added to: facilitate data changes for new personnel system, Position Change and Transfer for Voluntary Reassignment, Living Wage Adjustments, and Performance Adjustments. When modifying job data in HRS they should be used in association with the appropriate 'Action' as follows:
 - DTA (Data Change); Action Reason: 110 (New Personnel System);
 - POS (Position Change); Action Reason: 110 (Voluntary Reassignment AS/LI);
 - XFR (Transfer); Action Reason: 110 (Voluntary Reassignment AS/LI);
 - PAY (Pay Rate Change); Action Reason: 090 (Living Wage Adjustment);
 - CPR (Correct Pay Rate); Action Reason: 090 (Living Wage Adjustment);
 - PAY (Pay Rate Change); Action Reason: 091 (Performance Adjustment);
 - CPR (Correct Pay Rate); Action Reason: 091 (Performance Adjustment);
- There are additional remaining Action Reasons which will be added or inactivated; these are targeted for an August 2nd deployment.

HR Changes for 7/5/15 Continued

3. Changes to Probation process to simplify Classified Permanent Probation periods, and to eliminate the use of 'Classified' and 'Unclassified terminology':
 - For Empl Class CP:
 - The following codes will be inactivated for selection within HRS, but will be kept for historical purposes:
 - CO-Classified Original
 - CP-Classified Promotional
 - CS-Classified Permissive
 - TR-Trainee or Apprentice
 - The code PP-Probationary Period will be added
 - For Empl Class AS and LI: The code Unclassified Evaluation will be changed to Evaluation Period.
 - The "Not Required" value will remain as an option for all Empl Classes.

HR Changes for 7/5/15 Continued

4. Mass Job Insert for University Staff to update Empl Class Description from Classified to University Staff and convert Probation Type
 - Apply the Empl Class Description changes and Probation Type changes to each University Staff employee's Job record.
 - Mass Job insert will create a new University Staff job row for all current Classified Staff; this job row will have an effective date of July 1, to ensure that HRS seamlessly transitions each employment record from our current personnel system to HR Design/UPS.
 - Targeted for 7/5/15

HR Changes for 7/5/15 Continued

5. Add Adjusted Continuous Service Date (ACSD) of 7/01/2015 for Project Employees (Empl Class 'CJ') when none is present.
 - This will facilitate the transferring over of benefits such as vacation and sick leave from an employee's Project employment if they move to permanent employment within an HR Design or UPS institution.

Absence Changes for 7/5/15

1. Remove 6 month waiting period for University Staff to use vacation

- Code in HRS that prevents payment for the use of vacation within the first six months of eligible employment being removed effective 7/01/2015.
- After July 1st, all new University Staff employees hired into positions eligible to accrue vacation will no longer be subject to this restriction.
- Change also applies to existing employees still within their 6-month waiting period as of 7/1/2015.

Absence Changes for 7/5/15 Continued

2. Remove personal holiday payback code:

- Personal holiday hours granted at the beginning of the respective absence management calendar with no additional condition of minimum employment.
- Personal holiday is available for use from the first day of employment, subject to approval.
- After July 1, no longer a requirement to pay back any personal holiday used if employee terminates within the first six months, so HRS 'Personal Holiday Payback' code is being inactivated.

Absence Changes for 7/5/15 Continued

3. Exempt vacation accrual for certain non-exempt supervisors:

- Working supervisors performing 20% or more non-supervisory work will earn vacation at the exempt rate instead of the non-exempt rate usually associated with their Job Code.
- Designated non-exempt supervisor Job Codes provided by HR Design and UPS will be utilized within the classified vacation entitlement and accrual formulas to override default non-exempt FLSA status and apply the exempt FLSA accrual rate instead.
- Institutions have/will analyze employees and make determination which employee meets applicable criteria and will update those employees' Job records and assign the appropriate Job Codes designated for non-exempt working supervisors.

Benefits Changes for 7/5/15

1. LTE Health pick up after 2 months:

- University Staff Temporary Employees (formerly LTE's) will begin to receive the employer share of their health insurance after 2 months instead of the current 6 months.
- Provides consistent benefit eligibility among all University Staff.
- Process for entering health insurance enrollments for these individuals will not change; enrollments will continue to be received either through HRS Benefits Self-Service enrollment or through paper applications.

Next Steps / Communication & Training

- Deployment into Production 7/05/2015
- Email communication on production changes 7/06/2015
- ‘HRS Processing for UPS - Refresher for Movement from University Staff to Academic Staff/Limited’ Workshop on July 9th - focus on HRS processing and timing of processing for this movement for UPS institutions that start offering this option on Aug. 1 or Sept 1, 2015.
- TAM Training – 4th session scheduled for July 21-22 still available at: <https://uwservice.wisc.edu/professionaldevelopment/course/41>
- Some language in KBs referring to ‘Classified’ and ‘Unclassified’ will begin to change to new ‘University Staff’ and ‘FASLA (Faculty/Academic Staff/Limited Appointment)’ terminology used by the new personnel systems.

• Questions?

OIM 11g Upgrade

- The Oracle Identity Manager (OIM) upgrade was completed successfully
 - Access to OIM 11g - <https://oim.iam.wisconsin.edu/>
- Approvers and requesters will now be able to request OIM roles/entitlements via Oracle Identity Manager (OIM) 11g
- 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>

Monthly Pay Week Processing

For optimal processing of the unclassified payroll, we are looking at reducing the number of jobs being run during the morning of final calc days. (One day per month - Normally on a Thursday morning)

Proposal for changes to processing on unclassified final calc days

- 8am and 10am biweekly & noon monthly absence calc runs will be condensed to 9am biweekly and 11am monthly absence calcs
- Time and Labor 9am and 11am jobs will not run on the mornings of unclassified payroll final calc days. Should have minimal impact since these are biweekly processes. They will still run at 4am, 1pm, 3pm and during nightly batch.

UWSC AG Email Transition – 6/29/2015

- The new AG business email addresses on now in service:

- ag1@uwsa.edu
- ag2@uwsa.edu
- ag3@uwsa.edu
- servicecenter@uwsa.edu

There is also 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

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 FHOL 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>).

Institutional Updates & Feedback

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

Calendar Review

July 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1 [6B] 4th Batch Prelim Calc [6B] FICA Deadline [7M] Pay Period Begin	2 [6B] Final Calc [6B] Confirmation Deadline (Eve)	3	4 Independence Day
5	6	7	8	9 [6B] Pay Date	10	11 [7A] Pay Period End
12 [7B] Pay Period Begin [7A] 1st Batch Prelim Calc	13 [7A] 2nd Batch Prelim Calc	14 [7A] 3rd Batch Prelim Calc [7A] Payroll and Benefit Retro and Payline Load	15 [7A] FICA Deadline [7A] 4th Batch Prelim Calc	16 [7A] Final Calc [7A] Confirmation Deadline (Eve)	17 [7M] 1st Batch Prelim Calc	18
19 [7M] 2nd Batch Prelim Calc	20 [7M] 3rd Batch Prelim Calc	21 [7M] Payroll and Benefit Retro and Payline Load [7M] 4th Batch Prelim Calc	22 [7M] FICA Deadline [7M] 5th Batch Prelim Calc	23 [7M] Final Calc [7A] Pay Date [7M] Confirmation Deadline (Eve)	24	25 [7B] Pay Period End
26 [7B] 1st Batch Prelim Calc [8A] Pay Period Begin	27 [7B] 2nd Batch Prelim Calc	28 [7B] 3rd Batch Prelim Calc [7B] Payroll and Benefit Retro and Payline Load	29 [7B] FICA Deadline [7B] 4th Batch Prelim Calc	30 [7B] Confirmation Deadline (Eve) [7B] Final Calc	31 [7M] Pay Date [7M] Pay Period End	1

Questions?

