



AG3 Meeting July 14, 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

- State Group Health - New Entry Process Workshop
- Professional Development
- Bert Team Introduction
- Monthly Pay Week Processing
- Institution Feedback & Updates
- Calendar Review
- Questions/Comments

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State Group Health - New Entry Process Workshop

State Group Health - New Entry Process Workshop

- Workshop is regarding the new ETF Interface process and SGH entry changes
- Two Sessions (same information)
 - Thursday, July 30th 1:00pm-3:00pm, UWSC Rm 217
 - Friday, July 31st 9:00am-11:00am, UWSC Rm 217
- Campus Benefit Admins Participation Required
- In-person attendance of Ben Admins:
 - UW-Madison
 - Extension/Colleges
 - UWSA
 - If other campuses would like to attend in person, please let us know
- Blackboard collaborate will be offered
- HR Admins welcome to attend

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Professional Development

Don Stuckert

Topics

- Credentialing Progress
- Next Steps

What is Credentialing?

- Process by which the Service Center trains and grants security access to HRS end-users
- “Credentials” will be granted after completing necessary training and demonstrating competence in defined objectives
 - These will mostly be demonstration “tests”
- Curriculum developed based on all HRS modules
 - Each institutional end-user will be assigned a learning path(s) based on their security roles

Progress to Date

- Initial visits to campus for Introduction to HRS training
 - Colleges/Extension: July 15th 1-3pm, 21 N Park (5041)
- Option for Test Out of the HR Learning Path classes
- eLearnings for hiring students in HRS
- TAM

Next Steps

- Scheduling of HR Learning Path classes
 - Begin with campuses that did not test out
 - Offer retests and/or classes to the other campuses
- Other Learning Path classes being developed:
 - Payroll – Fall/Winter 2015
 - Benefits – Fall/Winter 2015
 - Time & Labor – Fall/Winter 2015

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**Benefit Enrollment Recovery Team
(BERT) Dawn Ness**

Benefit Enrollment Recovery Team (BERT)



Amy Treinen
Lead



Felicia Reed



Xiong Vang

Monthly Benefit Reconciliation Process

Reconciliation	BERT
<ul style="list-style-type: none">• Reconcile/Audit benefit plans to identify exceptions	<ul style="list-style-type: none">• Complete holistic analysis
<ul style="list-style-type: none">• Create Wisclt's for exceptions	<ul style="list-style-type: none">• Coordinate with SC Benefits correction of HRS data when applicable
<ul style="list-style-type: none">• Process payments to providers	<ul style="list-style-type: none">• Create Paylines for collections/refunds
	<ul style="list-style-type: none">• Communicate to campus Benefit Administrators results of holistic review and pending action
	<ul style="list-style-type: none">• Close Wisclt

Internal Reconciliation Requests

Campus Initiates Request

- Campus contacts Service Center Affinity Group (AGs)
- AGs create WiscIt if one has not already been created through the Reconciliation Audit process
- AGs make HRS updates and forward WiscIT to BERT if reconciliation is needed
- BERT completes holistic review and communicates directly with campus the results of analysis within 2 business days.
- Additional action is taken when necessary such as:
 - Paylines
 - Job Record Updates
 - Benefit Record Updates

Monthly Pay Week Processing

Thank you for your feedback!

Based on your feedback this looks like a viable option. Discussions are taking place and official communication on changes is forthcoming.

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.

Institutional Updates & Feedback

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

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 [7A] Pay Period	27 [7B] 2nd Batch Prelim Calc	28 [7B] 3rd Batch Prelim Calc [7B] Payroll and	29 [7B] FICA Deadline [7B] 4th Batch	30 [7B] Confirmation Deadline (Eve) [7B] Final Calc	31 [7M] Pay Date [7M] Pay Period	1

Questions?

