



Affinity Group 3

February 23, 2016

- The University of Wisconsin Service Center will*
- *Serve...the people of the University of Wisconsin System*
 - *Collaborate...by being supportive and constructive*
 - *Act with Integrity...always and in all matters*

Agenda

- Epic Interface
- Summer Prepay Workshop
- Mass Job Update - Extend Expected Job End Date (EJED) Process
- 2016 Security Awareness
- HRS Upgrade
- Institution Feedback
- Calendar Review
- Questions

Epic Interface

- Epic Interface live
 - File transfer will be done weekly
- Changes to your processes
 - Applications no longer sent to EPIC as of 3/1
 - Forms distribution list updated to reflect this information (added to website by 3/1)
 - Updates to event dates will be in effect 3/1 (more details at Hot Topics)

Note: Discrepancies will continue to be worked at the Service Center

Summer Prepay Workshop

- Monday, February 29, 2:30 to 4:00 pm
- Content is intended for both Benefits and HR Administrators

What are Summer Prepay Deductions?

- Premiums deducted from March, April and May payrolls for summer benefit coverage for June, July and August
- Allow nine-month employees to maintain insurance coverage through the summer

Mass Job Update - Extend EJED Process

- Service Center will create a spreadsheet list of employees whose EJED is equal to the end of the Academic Year by Business Unit. This spreadsheet will be sent out the week of **February 29th** and should be returned to your AG Lead by **April 15th**.
 - The **Extend_Y_N** column is the only column that requires attention. Please do not delete rows or columns from the spreadsheet.
 - Extend_Y_N requires a **Y** if the employee needs to have their EJED extended – the EJED will be updated to the day before the 2016-17 Academic Year begins.
 - Extend_Y_N requires a **N** if the employee does not need to have their EJED extended.
- The Service Center will extend employees with a “Y” value through the Mass Update Process the weekend of **May 7th**.
 - If you become aware of an employee that needs to be extended after this process runs, the campus will have to manually update those EJEDs.
- **Best Practice** – reach out to the appointing authority or the employees if you are uncertain of their intentions.
 - Employees not extended will be terminated through normal EJED processing in May which occurs on **May 19th**.

Excel File Sent Week of Feb 29th

DEPTID	EMPLID	EMPL_RCE	EFFDT	PERSON_NAME	EMPL_CLASS	UW_CONTINUIT	CUR_EXPECT	NEW_EXPECTED_END_DA	EMPL_STAT	EXTEND_Y_N
M051000	00457656	0	1/9/2015		AS	02B	5/24/2015	8/24/2015	A	N
M051000	00157991	2	1/9/2015		AS	02C	5/24/2015	8/24/2015	A	N
M051500	00389618	0	1/9/2015		AS	02B	5/24/2015	8/24/2015	A	N
M051500	00166368	1	2/1/2015		AS	02B	5/24/2015	8/24/2015	A	N
M051500	00734247	0	1/9/2015		AS	02B	5/24/2015	8/24/2015	A	N
M051500	00821862	0	1/9/2015		AS	02B	5/24/2015	8/24/2015	A	N
M053000	00542752	0	8/25/2014		AS	02B	5/24/2015	8/24/2015	A	N
M053000	00820842	0	1/9/2015		AS	02B	5/24/2015	8/24/2015	A	N
M053000	00480114	0	2/1/2015		AS	02C	5/24/2015	8/24/2015	A	N
M053000	00591560	0	8/25/2014		AS	02C	5/24/2015	8/24/2015	A	N
M053000	00803158	0	8/25/2014		AS	02B	5/24/2015	8/24/2015	A	N
M054000	00138312	0	11/7/2014		AS	02B	5/24/2015	8/24/2015	A	N
M054000	00808357	0	1/9/2015		AS	02B	5/24/2015	8/24/2015	A	N



Only Column Requiring Editing

Extend Employee (Y)

Work Location Job Information Job Labor Payroll Payroll* Salary Plan Compensation UW Custom UW Custom*

EMP ID: Empl Rcd #: 0

Work Location Find First 4 of 15 Last

HR Status: Active Payroll Status: Active Go To Row + -

*Effective Date: 02/24/2015 [BT] Sequence: 0 *Job Indicator: Primary Job

*Action: Data Change *Reason: WRS Lookback History

Last Start Date: 08/25/2014 Termination Date:

Expected Job End Date: 05/24/2015 [BT]

Position Entry Date: 08/25/2014

Position Number: []
Override Position Data

Position Management Record

Regulatory Region: USA United States

Company: UWS University of Wisconsin System

Business Unit: UWSUP UW Superior

Department: M801030 Department Entry Date:

Location: M0011

Establishment ID: UWSUP [] UW Superior Date Cr

Work Location Job Information Job Labor Payroll Payroll* Salary Plan Compensation UW Custom UW Custom*

EMP ID: Empl Rcd #: 0

Extend EJED Inserts Effective Dated Row Prior to SM EJED Process

Work Location Find First 3 of 15 Last

HR Status: Active Payroll Status: Active Go To Row + -

*Effective Date: 05/02/2015 [BT] Sequence: 0 *Job Indicator: Primary Job

*Action: Data Change *Reason: Change Expected Job End Date History

Last Start Date: 08/25/2014 Termination Date:

Expected Job End Date: 08/24/2015 [BT]

Position Entry Date: 08/25/2014

Position Number: []
Override Position Data

Position Management Record

Regulatory Region: USA United States

Company: UWS University of Wisconsin System

Business Unit: UWSUP UW Superior

Department: M801030 Department Entry Date: 08/25/2014

Location: M0011

Establishment ID: UWSUP [] UW Superior Date Created: 05/02/2015

Extend Employee (N)

Work Location Job Information Job Labor Payroll Payroll* Salary Plan Compensation UW Custom UW Custom*

EMP ID: Empl Rcd #: 0

Work Location Find First 2 of 30 Last

HR Status: Active Payroll Status: Active Go To Row + -

*Effective Date: 03/26/2015 Sequence: 1 *Job Indicator: Primary Job

*Action: Data Change *Reason: FICA Status Update

Last Start Date: 08/19/2013 Termination Date:

Expected Job End Date: 05/24/2015

Position Entry Date: 08/25/2014

Position Number:

Regulatory Region: USA United States

Company: UWS University of Wisconsin System

Business Unit: UWEAU UW Eau Claire

Department: C051500

Location: C0001

Establishment ID: UWEAU UW Eau Claire

Work Location Job Information Job Labor Payroll Payroll* Salary Plan Compensation UW Custom UW Custom*

EMP ID: Empl Rcd #: 0

Work Location Find First 1 of 30 Last

HR Status: Inactive Payroll Status: Terminated Go To Row + -

*Effective Date: 05/25/2015 Sequence: 0 *Job Indicator: Primary Job

*Action: Termination *Reason: Fixed-Terminal

Last Start Date: 08/19/2013 Termination Date: 05/24/2015

Expected Job End Date: 05/24/2015

Last Date Worked: 05/24/2015 Override Last Date Worked Position Entry Date: 08/25/2014

Position Number:

Regulatory Region: USA United States

Company: UWS University of Wisconsin System

Business Unit: UWEAU UW Eau Claire Department Entry Date: 08/25/2014

Department: C051500 Date of SM EJED Process from May 2015

Location: C0001

Establishment ID: UWEAU UW Eau Claire Date Created: 05/21/2015

Job Data [Employment Data](#) [Earnings Distribution](#) [Benefits Program Participation](#)

Preliminary Results of Institutions Not Receiving Files

- As of 2.17.2016, the following institutions do not have files being created/sent out:
 - **AG 1:** UWMSN
 - **AG 2:** UWSTP
 - **AG 3:** UWEXT, UWADM, UWSYS

2016 Security Awareness

- HRS Security has released an updated version of the HRS Security Awareness Training.
- Communication to Core Users will be sent out today.
- All core users of HRS and EPM are required to pass training once a year to retain functional access.
- To maintain HRS access, this training needs to be completed by **Friday, April 22, 2016.**

2016 Security Awareness

- **New this year:**
 - Core users not receiving a passing grade by April 22, 2016 will have all functional roles locked from HRS and EPM.
 - Locking the accounts will affect ESS.
 - Once the employee passes the course a ticket will need to be sent in requesting the account be unlocked. Roles will not need to be re-requested in OIM.
 - User status lists and Hill climber charts will be updated on the following dates:
 - March 22nd
 - April 5th
 - April 12th
 - April 19th
 - April 24th – List of Locked Users

HRS Upgrade



HRS & Related Applications

- HRS PeopleSoft
- Talent Acquisition Manager (TAM)
- EPM Data Warehouse home
- Cypress | Reporting home
- WiscIT by Cherwell (remote access)

Professional Development

Training Resources for Administrators
Training calendar, information about training courses and more!


Support

HRS Administration



Time Admin	EPM	Biweekly Absence	Monthly Absence	Payroll Edit	Benefits	Glacier
✓ Last finished 1:59pm	Ⓞ Last finished yesterday, 9:02am	Ⓞ Last finished 12:11pm	✓ Last finished 12:56pm	✓ Last finished yesterday, 5:11pm	✓ Batch ended; Job Data changes OK	✓ Glacier Interface ended at 7:50am

@HRSProcessing



Good afternoon, Bradley!

Today
10:00am SharePoint - Upgrade Team



What's Happening Right Now

[Operations Journal](#) | [UWSC Communications](#) | [Presentations Library](#)

Feb 19 KB Update: RR - EPM Reporting FAQ has been updated 7:09 KB
[View KB doc >>](#)

Feb 18 KB Update: PD - HRS Glossary has been updated 2:48 KB
[View KB doc >>](#)

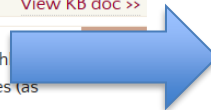
Feb 18 Action Needed: HRS Absence Management Monthly Paid Employees with Absences Exceeding Balances (as of 2/18) 10:07 KB
[View Communication >>](#)

Feb 18 KB Update: HR - Add or Maintain a Person of Interest KB

Functional Areas

[Favorites](#)

- Benefits
- Finance
- Human Resources
- Payroll
- Project Management Office
- Security
- Talent Acquisition Manager
- Time and Absence



HRS Upgrade



Project Resources and Information

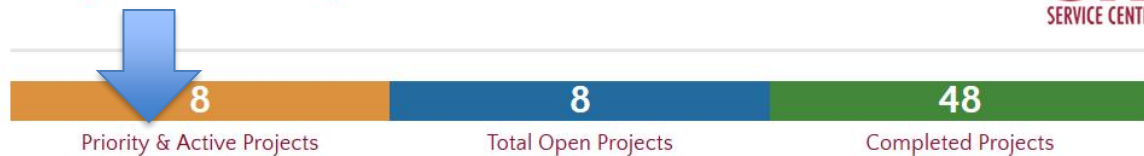
- Projects Summary View
- Projects Detailed View
- Project Templates

About the PMO

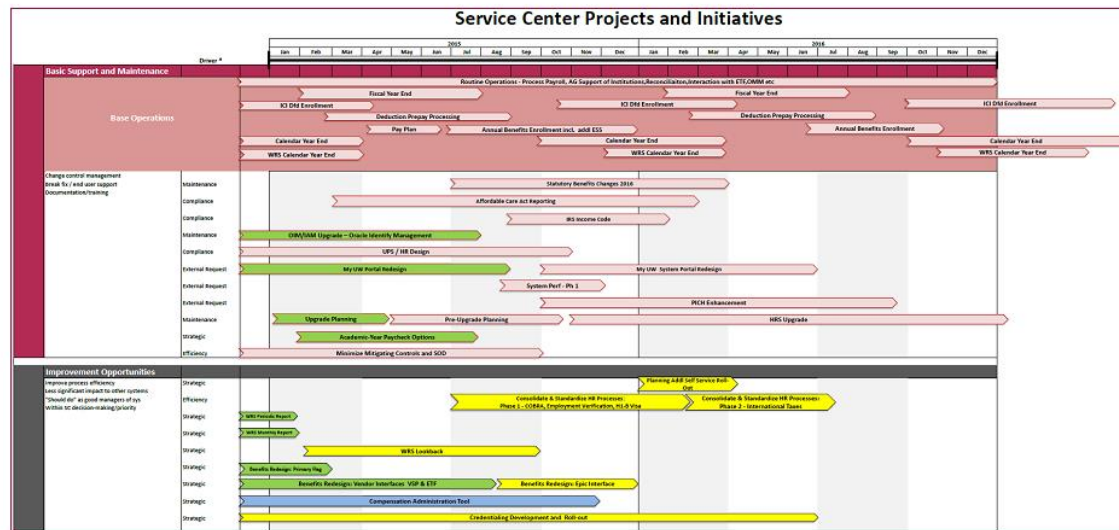
- PMO Methodology
- PMO Overview
- PMO Phases, Deliverables, Reviews, Gates, and Approvals



Project Management Office



Service Center Projects and Initiatives (click to enlarge)



HRS Upgrade



My UW System Help	Forms/Publications	HRS Administration	
Technology	HRS 9.2 Upgrade Project ▸ Comments/Updates Start Date: 01/04/16 End Date: 02/28/17	Priority	We are in the early planning stages of the upgrade project. Our consulting partner Sierra-Cedar (SCI) calls it the Plan and Discover phase. There are three primary activities during this phase.
			NA

HRS Upgrade Current Phase - Planning

- The goals of the HRS 9.2 upgrade project include:
 - Migrate existing data, functionality, processes & reports to HCM v. 9.2. In doing so, we will consider changes to policies and/or processes to minimize need for keeping/migrating current customizations, or to reduce need for new customizations, plus we will consider new functionality/changes in v. 9.2 in concert with overall project goals.
 - Minimize impact upgrade will have on the Service Center operations and our end users.
 - Given HCM v. 9.0 support window, we want to manage the upgrade, using the shortest critical path while maintaining integrity of the system.

HRS Upgrade – Next Steps

- We are in the early planning stages of the upgrade project. Our consulting partner Sierra-Cedar (SCI) calls it the Plan and Discover phase. There are three primary activities during this phase.
 - 1) We are working on project controls, such as the project charter, the project plan, the high-level work breakdown structure, and starting to build the new 9.2 environments. We are also developing a communication strategy to provide regular updates to the project team.
 - 2) SCI staff will work with UW staff to understand (“discover”) our UW business processes, to review the documentation from the 2015 upgrade planning effort, and to understand how UW utilizes the current system today, with the goal of gathering initial options for adjustments and improvements.
 - 3) We will begin planning the fit-gap process. We expect the fit-gap sessions will begin in mid-March and run through the end of April.

HRS Upgrade – Next Steps

- We are scheduling recurring meetings for upgrade project team members. There will be an upgrade project kickoff meeting on March 1st. We will invite several of our key stakeholders and provide high-level information about the project timeline.
- The SCI functional consultants will arrive the week of February 22nd, other SCI consultants (security, test lead, organizational enablement lead) will arrive in late spring/early summer. When they arrive, they will be working with upgrade project members and Service Center staff to understand our business processes and how we utilize HRS.

Questions?



Institution Feedback

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

Calendar Review

February 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 [2M] Pay Period Begin [1M] Pay Date	2	3	4 [1B] Pay Date	5	6 [2A] Pay Period End
7 [2A] 1st Batch Prelim Calc [2B] Pay Period Begin	8 [2A] 2nd Batch Prelim Calc	9 [2A] 3rd Batch Prelim Calc [2A] Payroll and Benefit Retro and Payline Load	10 [2A] 4th Batch Prelim Calc [2A] FICA Deadline	11 [2A] Final Calc [2A] Confirmation Deadline (Eve)	12 [2M] 1st Batch Prelim Calc	13
14 [2M] 2nd Batch Prelim Calc	15 [2M] 3rd Batch Prelim Calc Washington's Birthday [Federal Reserve Bank Holiday]	16 [2M] 4th Batch Prelim Calc [2M] Payroll and Benefit Retro and Payline Load	17 [2M] FICA Deadline [2M] 5th Batch Prelim Calc	18 [2A] Pay Date [2M] Confirmation Deadline (Eve) [2M] Final Calc	19	20 [2B] Pay Period End
21 [2B] 1st Batch Prelim Calc [3A] Pay Period Begin	22 [2B] 2nd Batch Prelim Calc	23 [2B] Payroll and Benefit Retro and Payline Load [2B] 3rd Batch Prelim Calc	24 [2B] FICA Deadline [2B] 4th Batch Prelim Calc	25 [2B] Confirmation Deadline (Eve) [2B] Final Calc	26	27
28	29 [2M] Pay Period End	1	2	3	4	5

Calendar Review

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1 [2M] Pay Date [3M] Pay Period Begin	2	3 [2B] Pay Date	4	5 [3A] Pay Period End
6 [3A] 1st Batch Prelim Calc [3B] Pay Period Begin	7 [3A] 2nd Batch Prelim Calc	8 [3A] 3rd Batch Prelim Calc [3A] Payroll and Benefit Retro and Payline Load	9 [3A] 4th Batch Prelim Calc [3A] FICA Deadline	10 [3A] Confirmation Deadline (Eve) [3A] Final Calc	11	12
13	14	15	16	17 [3A] Pay Date	18 [3B] 1st Batch Prelim Calc	19 [3B] Pay Period End [3B] 2nd Batch Prelim Calc
20 [3B] 3rd Batch Prelim Calc [4A] Pay Period Begin	21 [3B] 4th Batch Prelim Calc [3B] Payroll and Benefit Retro and Payline Load	22 [3B] 5th Batch Prelim Calc [3B] FICA Deadline	23 [3B] Final Calc [3B] Confirmation Deadline (Eve) [3M] 1st Batch Prelim Calc	24 [3M] 2nd Batch Prelim Calc	25 [3M] 3rd Batch Prelim Calc	26 [3M] 4th Batch Prelim Calc [3M] Payroll and Benefit Retro and Payline Load
27 [3M] FICA Deadline [3M] 5th Batch Prelim Calc	28 [3M] Final Calc [3M] Confirmation Deadline (Eve)	29	30	31 [3M] Pay Period End [3B] Pay Date	1	2

Questions

