UW UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

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

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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

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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
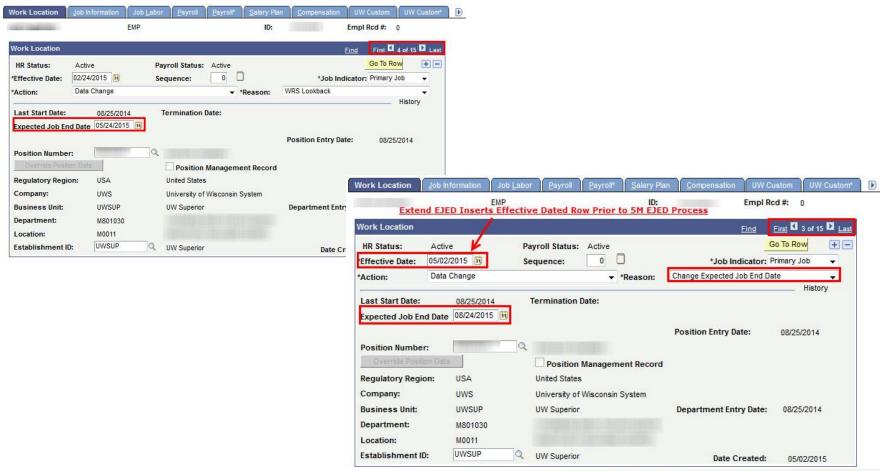
Mass Job Update - Extend EJED Process

- 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

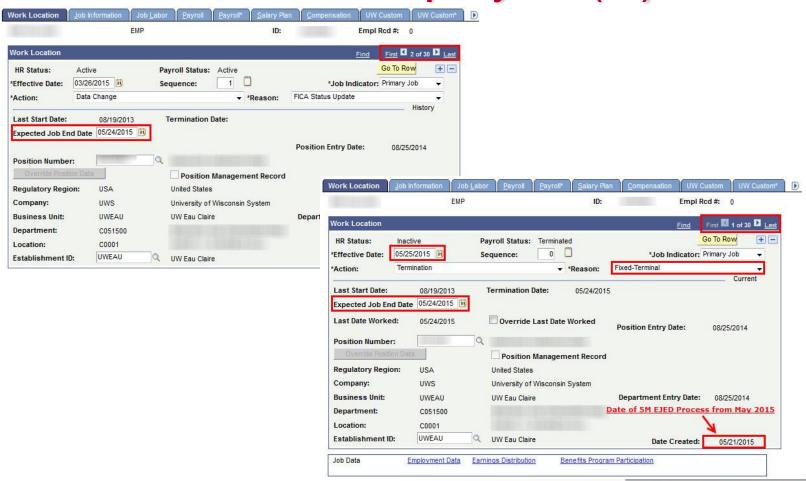| DEPTID	EMPLID	EMPL_RCD	EFFDT	PERSON_NAME	EMPL_CLASS	UW_CONTINUIT	CUR_EXPECT	NEW_EXPECTED_END_DA	EMPL_STATU	EXTEND_Y_N
M051000	00457656	0	1/9/2015		AS	02B	5/24/2015	8/24/2015	A	N
M051000	00157991	2	1/9/2015		AS	02C	5/24/2015	8/24/2015	A	N
M051500	00389618	0	1/9/2015		AS	02B	5/24/2015	8/24/2015	A	N
M051500	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

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Extend Employee (Y)

Extend Employee (N)

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.**
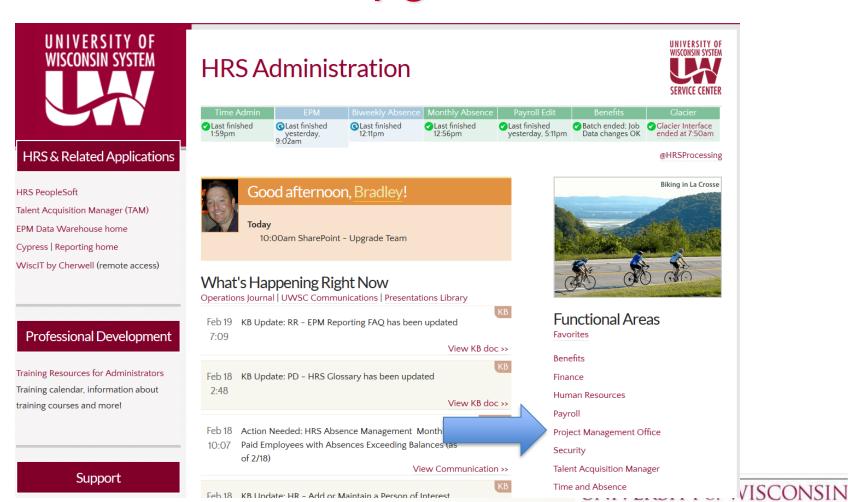
2016 Security Awareness

- **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
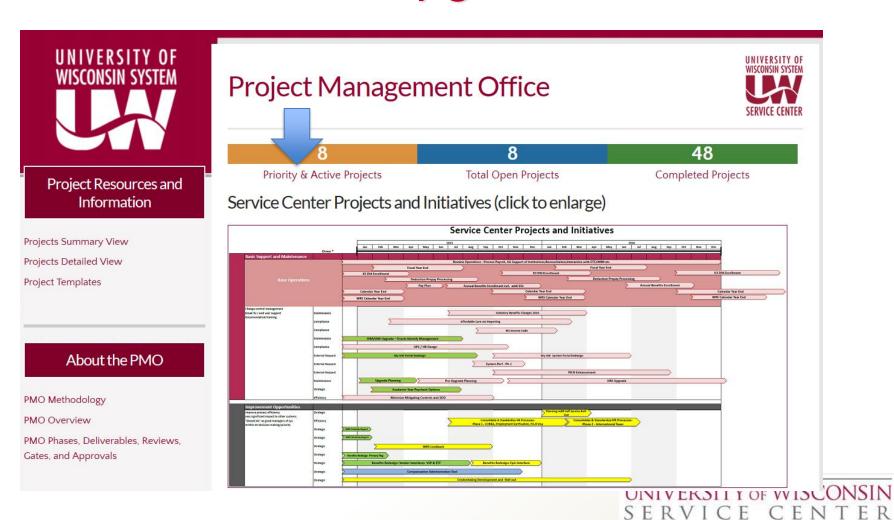   - April 19th
    - April 24th – List of Locked Users

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HRS Upgrade

HRS Upgrade

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 |

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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.

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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

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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

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