UW UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group 3
March 8, 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

- Salary Annualization Factor
- Update: Funding Edit Error report Pagelet and WED Report
- AGs and Credentialing
- Mass Job Update - Extend Expected Job End Date (EJED) Process
- Deduction Prepay Workshop Recording
- HRS 9.2 Upgrade Project Feedback
- Institution Feedback
- Non Standard Payroll Calc Schedule
- Calendar Review
- Questions

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Salary Annualization Factor Change

- **July 1st –** The Annualization Factor will be changed from 2088 to 2080.

- The Compensation Administration Tool (CAT) will be using 2080 hours to calculate the full time annual rate for staff paid hourly.

- The rationale behind the 2088 was to level the cost of the 27th pay period which occurs approximately every 11 years. This is no longer an issues due to changes in the funding model.

- 52 weeks in a year at 40 hours per week is 2080 hours.

- More accurately reflects an institutions salary expenditures by employee.

Funding Edit Error WED Report

- The SC Finance Team rolled out a new WED Report in January.
  - This report can be seen by those who already have UW_UNV_WED access and the UW_UNV_FI_FUNDING_ERRS_RPTS role
  - KB for the new report can be found at https://kb.wisc.edu/hrs/page.php?id=60334

Funding Edit Error Pagelet

- A Pagelet has also been created to assist with the new WED Report and for those without security access to the WED.
  - This report can now be seen by those who already have access to the UW_UNV_FI_FUNDING_ERRS_RPTS role
  - KB for the new pagelet can be found at https://kb.wisc.edu/hrs/page.php?id=59888 and https://kb.wisc.edu/hrs/page.php?id=60327
  - **Reports/reminders will no longer be emailed out to users**

Funding Edit Error Pagelet

Questions?

Mass Job Update - Extend EJED Process

- Spreadsheet of employees whose EJED is equal to the end of the Academic Year by Business Unit was sent out last week.

- Return to your AG Lead by April 15th.

- Key Process Notes:

  - 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 will occur on May 19th.

- Questions on this EJED process for the end of the Academic Year?

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Questions?

Summer Prepay Deduction Resources

- We were able to record the Summer Prepay workshop.

- It is available on the Prepay Landing page:
https://uwservice.wisconsin.edu/administration/prepay/

10

AG Staff Credentialing

- The AGs will be taking the credentialing courses offered through Professional Development Team.

- Our first class is scheduled for Monday, March 14th.
  - All AG staff will be in training from 9AM to Noon.
  - Phone messages and emails will be addressed as soon as possible following training.

- This is scheduled during a non payroll calc week and we hope this will minimize the impact for our customers.

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HRS 9.2 Upgrade Project Feedback

- Link on the PMO page for Questions and Feedback:
  - https://uwservice.wisconsin.edu/administration/pmo/project/142/

Institution Feedback

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

Non Standard Calc Schedule Review

- **2016BW03B:**

  3/18/16 – Paysheets created (overnight) (F)
  3/21/16 – Payline request deadline - 4:30 p.m. (M)
  3/21/16 – Payline and retro load (overnight) (M)
  3/22/16 – FICA deadline – Noon (Tu)
  3/22/16 – Absence event entry best practice due date – 8:00 p.m. (Tu)
  3/23/16 – Final calc/confirmation – 10:00 a.m. (W)

  2016UNC03:

  3/23/16 – Paysheets created (overnight) (W)
  3/25/16 – Payline request deadline – 4:30 p.m. (F)
  3/26/16 – Payline and retro load (overnight) (Sa)
  3/27/16 – FICA deadline – Noon (Su)
  3/27/16 – Absence event entry best practice due date – 8:00 p.m. (Su)
  3/28/16 – Final calc/confirmation – 10:00 a.m. (M)

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Calendar Review

March 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1 [3M] Pay Period Begin [2M] Pay Date	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] Final Calc [3A] Confirmation Deadline (Eve)	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 (Mor) [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] 5th Batch Prelim Calc [3M] FICA Deadline	28 [3M] Final Calc [3M] Confirmation Deadline (Mor)	29	30	31 [3M] Pay Period End [3B] Pay Date	1	2

View in Table

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