



# Affinity Group 3

## April 12, 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

- 2016 Security Awareness Update
- Rate Change 3 to 2 Decimal
- HRS Funding and Direct Retro Entry
- Affordable Care Act
- Unclassified Missing Leave Reports
- EJED Reminder - Spreadsheet due this Friday
- Institution Feedback
- Calendar Review
- Questions

# 2016 Security Awareness Update

- 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 5<sup>th</sup> – were not sent
  - April 12<sup>th</sup> – will be sent on schedule
  - April 19<sup>th</sup>
  - April 24<sup>th</sup> – List of Locked Users

# Rate Change 3 to 2 Decimal

- June 18<sup>th</sup> SC will load rate changes to H Pay Basis Employees effective June 26<sup>th</sup>, 2016.
  - Including University Staff, Student Help, and Academic/Grad Hourly
  - Pay Rate Change Structural Adjustment-Action Reason 051
- Week of June 20<sup>th</sup>-The UW Service Center will send HR Directors reports including:
  - Structural Adjustment and rate increases loaded
  - Rate and Title Notices delivered via Cypress (only University Staff employees)

# Rate Change 3 to 2 Decimal, cont'd

Any digit other than 0 beyond the 2<sup>nd</sup> character will be rounded up

Examples:

Current Rate: 14.566

New Rate: 14.570

Current Rate: 15.351

New Rate: 15.360

Current Rate: 27.350

New Rate: 27.350

# HRS Funding and Direct Retro Entry

- There is a technical SFS upgrade to move to Exadata scheduled for this weekend.
- HRS funding entry page and direct retro entry pages will be locked out during this upgrade.
- When:
  - Lockout will begin Friday, April 15<sup>th</sup> at 4:30 p.m.
  - Unlock is expected to occur on Monday, April 18<sup>th</sup> at 7:30 a.m.

# Affordable Care Act

## ACA Time Reporting Workshop follow-up

- Final slides from the 4/7/16 workshop are available on the UWSA Affordable Care Act for Administrators website:  
<https://www.wisconsin.edu/ohrwd/download/Time-Reporting-for-ACA.pdf>
- Due to the audio feedback issue, we were unable to successfully record the presentation.

# Unclassified Employees Missing Leave Reports

- The automated Missing Leave report is currently not running to success in HRS due to a program change.
- Please run the report adhoc to monitor for missing leave reports.
  - [KB 20473- Reviewing Unclassified Employees Missing Leave Reports](#)
- We anticipate the automated report will be fixed and available to employees before the end of the semester.



# Mass Job Update - Extend EJED Process

- **EJED spreadsheets are due to your AG Lead by Friday, April 15<sup>th</sup>.**
- **Process Reminders:**
  - 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 7<sup>th</sup>**.
  - 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 19<sup>th</sup>**.

# 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 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

Position Entry Date: 08/25/2014

Position Number:    Position Management Record

Regulatory Region: USA United States

Company: UWS University of Wisconsin System

Business Unit: UWSUP UW Superior Department Entry Date: 08/25/2014

Department: M801030

Location: M0011

Establishment ID: UWSUP UW Superior

Date Created:

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 5M EJED Process**

Work Location Find First 3 of 15 Last

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

Effective Date: 05/02/2015 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

Position Entry Date: 08/25/2014

Position Number:    Position Management Record

Regulatory Region: USA United States

Company: UWS University of Wisconsin System

Business Unit: UWSUP UW Superior Department Entry Date: 08/25/2014

Department: M801030

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:   Position Management Record

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:   Position Management Record

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](#)

# Institution Feedback

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

# Calendar Review

April 2016

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

# Questions?

