UW UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group 3
April 19, 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

- eBenefits for New Hires
- WRS Statement of Benefits
- HRS/EPM Outage Scheduled
- Summer Prepay Deduction Workshop Part II
- Search HRS & EMP before Adding a Person
- Benefits Learning Path
- Institution Feedback
- Calendar Review
- Questions

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eBenefits for New Hires

- Project Timeline:
  - Kickoff - March 30, 2016
  - Rollout for all institutions – mid summer 2016
- New Functionality:
  - Enrollment confirmation e-mail to the employee
  - PDF confirmation summary loaded to employee's portal
  - Enrollment confirmation activity PDFs sent to Cypress for institution benefits administrators
- Resource Landing Page:
  - FAQs
  - KB for internal and external
  - Enrollment Checklist
- Communications, Training, Change Management
  - Coordinated by Affinity Groups (similar to eBenefits for ABE)
  - Institution Site Leader

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- WRS Statement of Benefits: scheduled for release on 4/19.
- Issue with Section 3 of Statement – missing footnote (illustration below is from 2014 statement):

Section 3 - 2014 Employee Required Contributions

	Core	Variable	Total
January 1, 2014 Balance	$40,904.92		$40,904.92
Interest (Core: 8.7%)	$3,558.73		$3,558.73
Employee Paid Contributions	$4,033.00		$4,033.00
Employer Paid Employee Contributions	$.03 *		$.03 *
Adjustment	$.00		$.00
January 1, 2015 Balance	$48,496.68		$48,496.68

*Small amounts shown in Employer Paid Employee Contributions occur due to rounding in calculations used to produce this statement or from your employer's payroll system.

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WRS Statement Employee Messaging

- Message will go to employees receiving statement on evening of 4/19.
- Will include following language (provided by ETF):

  - "Note: In section 3, the *small amounts shown in Employer Paid Employee contributions occur due to rounding in calculations used to produce this statement or from our payroll system. This does not apply to all employees."

5

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Outage of HRS/EPM

- Technical Upgrade: Production environment database migrating to Exadata.

- HRS/EPM Outage Required:
  - HRS Outage: Friday, June 3rd at 4:30pm - back up by Monday, June 6th at 7:30am
  - EPM Outage: June 6/7 (Mon/Tues)

  (Non Production Environments Successfully Migrated to Exadata the week of 3/12, 3/19)

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- No HRS online access or batch jobs running for these 2 days for any users.

- Includes no direct HRS time reporting
  - Web Clock users working this weekend will need to record time using the [Missed Punch Form](#).
    - [TL - Timesheet Adjustment (KB 15612)](#)
    - [TL - Time Administration (KB-15565)](#)

- No OIM requests can be submitted/granted/approved during this outage.

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- Candidate Gateway/TAM will not be available during this outage
  - No access to Job Openings. Applicants will not be able to apply for jobs during the outage.
  - No access to Applicant Materials
  - Plan recruitment openings and closings around this outage to allow applicants ample time to apply.

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Summer Prepay Deduction Workshop

- Upcoming Summer Prepay Workshop Part II
- Thursday, April 28th: 1:30PM to 3:00PM
- Intended for both Benefits and HR Admins

What is this workshop about?

- How to handle various situations relating to the disbursement of the prepay deductions taken in March, April and May
- Allow employees to maintain insurance coverage through the summer

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Duplicate EmplIDs Reminder

- We have seen an influx of duplicate emplids being created for existing employees recently.

- Reminder to check in HRS and EPM for an existing emplid before adding a new Person in HRS.

  - HR – Add a Person (KB 15739)

  - HR - Search for Existing Person in HRS (KB 15608)

  - HR - Search for Existing Person in EPM (KB 17264)

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Benefits Learning Path

- The first three credentialing classes in the Benefits Learning Path are finalized.

- Completion of this training is required for employees with the following security roles.

  - **Class One - WRS Eligibility**
    - Prerequisite for Class 2 and 3
  - **Class Two - Benefits Eligibility and New Hire Hold**
    - UW_UNV_BN_CAMPUS_BN_UPD
    - UW_UNV_BN_JOB_DATA_BENEFIT_UPD
  - **Class Three - Event Maintenance and MSC**
    - UW_UNV_BN_CAMPUS_BN_UPD

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Benefits Learning Path

- Individuals have two options for completing their training requirements:
  - Complete the classroom-based instruction and tests for each of the three classes
  - Complete a test-out option for each of the classes without sitting through the classroom instruction
- Please let Don Stuckert know your campus preferences for completing training and if you need a list of employees who have the security roles requiring this training. dstuckert@uwsa.edu

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Institution Feedback

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

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

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Questions?