



Affinity Group 3

May 3, 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

- Missing Leave Reports
- EJED Mass Job Update
- Security Awareness Update
- MIDHEUG Alliance 2016
- Hot Topics Follow Up - National Medical Support Notices
- Institution Feedback
- Calendar Review
- Questions

Missing Leave Reports – Summer 2015

- There are 1,400 missing leave reports from Summer 2015.
 - A common mistake is that the employee enters the No Leave Taken on the primary record instead of the summer record.
 - AM will be sending a list identifying the employees with No Leave Taken on their primary record with instructions on how to adjust them to their summer record.

Missing Leave Report in Cypress

- The Missing Leave Report was delivered to Cypress this month, however, it is pulling current month in error. The report is showing that April is missing.
- Best option is to continue to run the report adhoc.
- AM will be including in their communication a report of all missing leave reports through March 2016 of this fiscal year.

EJED Mass Job Update

- This weekend, on May 7th, the Service Center will extend employee's EJED via a mass job update who are marked with a "Y" on the spreadsheets submitted.
- Employees who are marked with a "N", to not extend the EJED, will be terminated through the normal expected job end date processing for the May payroll on May 19th.

Security Awareness Course

- Awesome - 97% of core users completed the course timely.
- For core users whose accounts have been locked...once they successfully complete the course, send in a WiscIT to have their account unlocked.
- If currently “locked” core users do not complete the course by May 23rd, their entitlements will be removed and their accounts for self service will be unlocked.

MIDHEUG Alliance 2016

- Save the Date!
 - October 17-18, 2016
 - Country Springs Hotel
 - Waukesha, Wisconsin

MIDHEUG Alliance 2016

- We welcome involvement by member institutions (all UW System institutions are members) in sessions that will cover Campus Solutions modules including Admissions, Financial Aid, and Student Financials. Attendees will also find sessions for PeopleSoft's Financial Management Systems, Human Resources, Reporting, and Technical components. We hope this conference will afford an opportunity for participants to network, share knowledge, and increase communication in, and amongst, member institutions. Please consider submitting a presentation proposal to share your experience with your colleagues.
- The conference will start off with add-on workshops on October 17 (optional) and then sessions on October 17 and 18. It will be held at Country Springs Hotel in Waukesha, Wisconsin.
- We encourage you to attend. This will be an excellent opportunity to learn about new Oracle/PeopleSoft technology and features, to become acquainted with best practices, to meet with vendors and to network with friends and colleagues in our region.

Session Submission Now Open!

- Critical to the success of this conference will be, as always, the sessions presented by our colleagues who can showcase the work they have done, their experiences (both positive and maybe not so positive), new tools, new ideas and new approaches to their ERPs. This conference covers all aspects of PeopleSoft ERP, including Human Resources, Financials and Campus Solutions. In addition, third party tools that are in use to expand and supplement PeopleSoft are a major component of our conference.
- We all have something to learn and something to teach each other. Here is your chance to help others by presenting on a topic that you do well, some lessons learned, your thoughts on where the future is taking your ERP.
- **Session proposal guidelines/suggestions:**
 - Sessions can be an individual presenter or a team.
 - Presentations can be institutional staff alone or done in conjunction with a vendor who has made an impact on your project.
 - Vendors who are sponsors are welcome to propose sessions but their proposals must not be sales oriented. It is preferred that vendors partner with an institution that uses their services.
 - Sessions are 50 minutes long. You should plan to allow time for questions at the end.
 - Longer sessions (up to 2 hours) are possible for topics that require more in-depth coverage. These sessions will be presented on Monday morning.
 - We usually have more proposals than session slots. We will be determining which proposals have wide interest and appeal as the submissions are evaluated. Our aim is to balance the program for HR, Financials, Campus Solutions, Reporting and Technology.

MIDHEUG Alliance 2016

- [Click here](#) for the session proposal form link - submit your proposal no later than ***June 30, 2016.*** All we need now are your topics and a brief summary. A copy of the full presentation will be requested after your session is confirmed.
- Regards,
- [MIDHEUG Conference Planning Team](#)
Brad Krause (bkrause@uwsa.edu) – MIDHEUG 2016 HR Track Chair

National Medical Support Notice

- Follow up from last Tuesday's Hot Topics...
- Child Support Agencies send the National Medical Support Notice forms directly to the Service Center. The forms will be processed at the Service Center.

Institution Feedback

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

Calendar Review

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

Questions?

