



All Affinity Groups

May 17, 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 Report
- Exadata
- eBen
- 5A and 5M Payrolls Non-Standard Schedules
- Calendar Review
- May 24th AG Calls Canceled
- Questions

Follow Up on the Missing Leave Report

- The Missing Leave Report will display reports that have not PROCESSED through HRS:
 - Missing Reports
 - Take is in submitted status or another status that hasn't been approved, they will appear on this report until the take is approved and processed.
- To identify submitted takes pending approval, run the Absence Query:
 - **UW_AM_ABS_NOT_APPRVD_FAASLI**
 - UW_AM_ABS_NOT_APPRVD_UNV_STAFF
 - UW_AM_ABS_NOT_APPRVD

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)

HRS/EPM Outage – Impacts

- 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.

HRS/EPM Outage – Impacts

- 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.

Questions?



eBenefits for New Hires

- Landing Page:
<https://uwservice.wisconsin.edu/professional/development/ebenefits/>
- All documents in the eBenefits Toolkit are being updated

Confirmation Statements

- E-mails will be generated for employees
 - Includes a hyperlink to Confirmation Statements
- Confirmation Statements available via the portal
 - Message instructing employees to contact Benefit Administrators if there are any issues with their enrollments
 - If Events are reopened/reprocessed a new email and Confirmation Statement will be generated
- Files will be generated in Cypress each day for Benefit Administrators
 - A file is created for all employees who submitted enrollments per day
 - Confirmation Statements can be printed for anyone

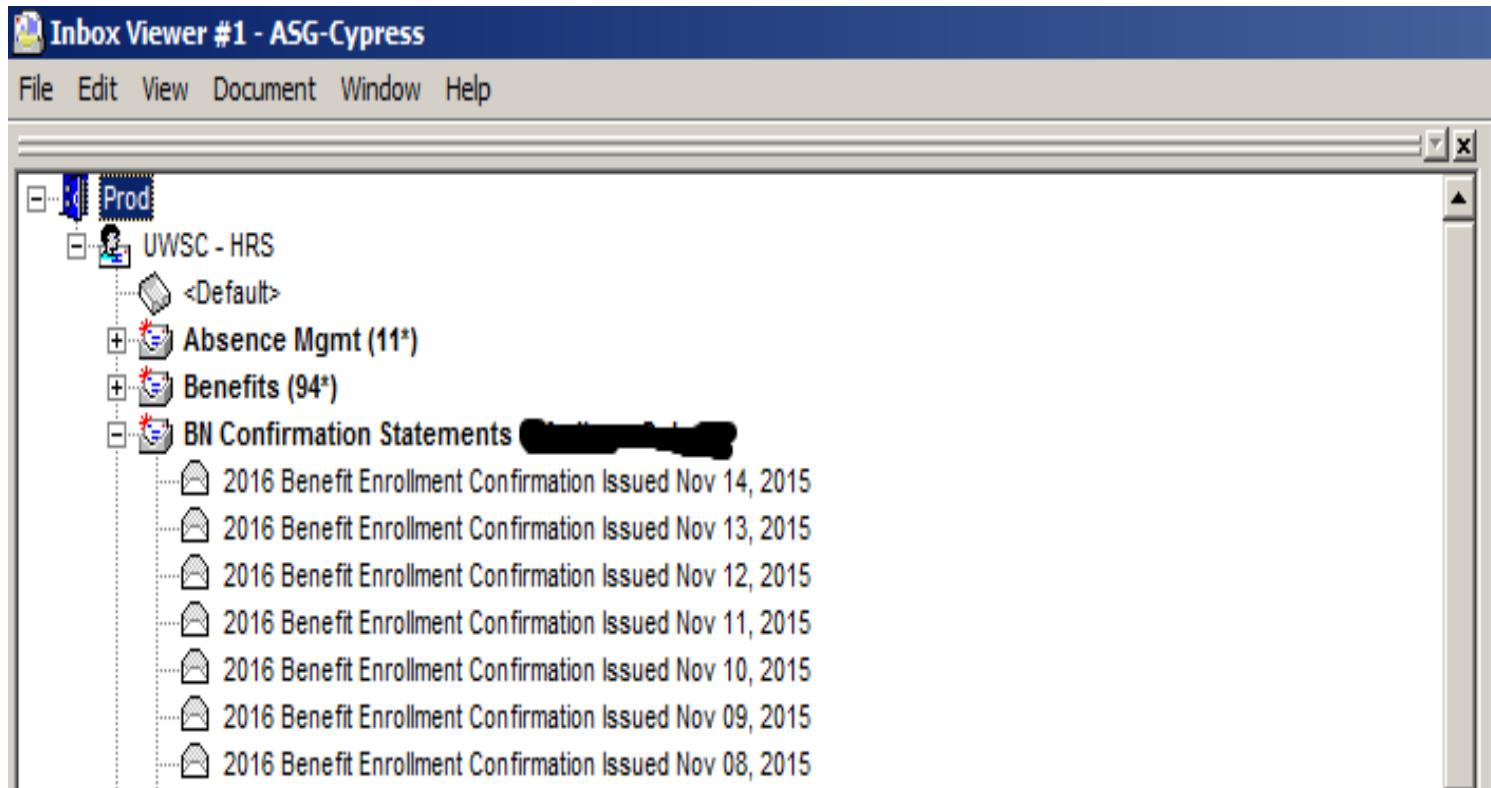
Initial Email - Enrollment Submission Confirmation

- You are receiving this email because you recently enrolled for benefits using Benefits Self-Service. Your enrollment confirmation is now available on the My UW System portal at <https://my.wisconsin.edu>. *UW-Madison employees should visit MyUW portal at <https://my.wisc.edu>.* Benefit Enrollment Confirmations are located in the Benefit Information module on the Statements tab.
- Please review the Confirmation to verify that your benefit elections are accurately reflected. By enrolling for benefits via Employee Self-Service, you are agreeing to the [Terms and Conditions](#) that apply to each of the plans you have elected.
- If you are [eligible for the Employee Reimbursement Account](#) (Medical, Limited Purpose and Dependent Day Care FSA) and/or are [eligible for the Health Savings Account](#) (HSA)(see HDHP/HSA tab for eligibility requirements), and would like to enroll, you must complete the appropriate paper enrollment form ([FSA](#) or [HSA](#)) and submit it to your benefits office within your 30-day enrollment period. These enrollments are not reflected on the Enrollment Confirmation so you should keep a copy of the application for your records.
- Please take time to evaluate the [Supplemental Retirement Savings Tax Sheltered Annuity 403\(b\)](#) and/or the [Wisconsin Deferred Compensation Program](#) to set aside money for retirement on a pre-tax or post-tax (Roth) basis. See enrollment information at the links provided.

Second Email - Updated Enrollment Submission Confirmation

- You are receiving this email because you recently made changes to your initial enrollment for benefits. Your updated enrollment confirmation is now available on the My UW System portal at <https://my.wisconsin.edu>. *UW-Madison employees should visit MyUW portal at <https://my.wisc.edu>.* Benefit Enrollment Confirmations are located in the Benefit Information module on the Statements tab.
- Please review the most recent Confirmation to verify that your benefit elections are accurately reflected. Enrollments in, or election changes for, the Flexible Spending Plans (FSAs), the Health Saving Account (HSA), the Tax-Sheltered Annuity (TSA) and Deferred Compensation plans are not included on the Confirmation Notice.

eBenefits for New Hires



eBenefits for New Hires



Benefits Self-Service Enrollment Confirmation

EDWARD [REDACTED]
[REDACTED] [REDACTED]
MADISON, WI 53719-2435

Employee ID: [REDACTED]
Department: A062045
Date of Confirmation: Oct 30, 2014

Employee Reimbursement Account (Medical, Limited Purpose & Dependent Day Care FSA) & Health Savings Account (HSA) Enrollees: If you are enrolled in ERA or an HSA, you will receive an enrollment confirmation from TASC.

<u>Benefit</u>	<u>Coverage Level</u>	<u>Dependents</u>	<u>Coverage Begin</u>
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eBenefits for New Hires

- Next Steps

- Name eBenefits for New Hires Site Leader for your institution (responsible for communication and rollout at each site)
- E-mail bkrause@uwsa.edu
- A overview and training session will be conducted in June
- Work your reports:
 - Event Status Reports (KB 20470)
 - MSC Event Evaluation (KB 16795)
 - New Hire Hold Report (KB 20138)

Questions?



5A and 5M Payrolls Non-Standard Schedules

- 2016BW05A – the May A payroll
- 5/13/16 – paysheets created (overnight)
- 5/16/16 – payline request deadline - 4:30 p.m.
- 5/16/16 – payline and retro load (overnight)
- 5/17/16 – FICA deadline – Noon
- 5/17/16 – Absence event entry best practice due date – 8:00 p.m.
- 5/18/16 – Final calc/confirmation – (Wednesday) at noon

- 2016UNC05 – May Monthly
- 5/19/16 – paysheets created (overnight)
- 5/20/16 – payline request deadline – 4:30 p.m. (Friday)
- 5/22/16 – payline and retro load (overnight)
- 5/23/16 – FICA deadline – Noon
- 5/23/16 – Absence event entry best practice due date – 8:00 p.m.
- 5/24/16 – Final calc/confirmation – (Tuesday) at noon

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

May 24th AG Calls Canceled

- Due to the May monthly final calc and confirm which starts at noon.

Questions?

