UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group 3
July 26, 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

- Introduce Satyen (New AG Support Rep)
- Removal of Future Dated Job Rows
- ETF Interface File – Marital Dates and Middle Initial Entry
- Faculty Sabbatical Critical Entry
- Cancel AG Check Ins and Hot Topics (Week of Aug 1)
- Institution Feedback
- July 2016 Calendar Review
- Questions

New AG3 Support Rep

- Welcome Satyen Trivedi!
- Satyen graduated from Kean University with a graduate degree in Management Information Systems. He has spent more than a decade in providing customer service and tech support to wide variety of customers. He enjoys reading, running and listening to the music.

How to Handle Removing Future Dated Rows

- Future dated row deletion should only occur in the event that the issue cannot be resolved by row sequencing (updates to Job Data that require the changing of key fields).
- Deleting/changing Job Data rows can have downstream impacts on Benefits, Time and Labor, and Absence Management.
- **Impacts:**
  - Benefit Primary Flag is removed from all Empl Rcds resulting in Payroll calculation and Benefits errors.
  - Benefit event has already processed to enroll or terminate an employee's coverage.
  - WRS enrollment or termination has been reported to Department of Employee Trust Funds.
  - Employee misses payroll deductions.
- To minimize these impacts we have found that the downstream updates need to be done on the same day as the removal of the job row, before any of the nightly jobs run, to avoid these issues.
- **To help ensure this processing is all done within the same day, we are asking that tickets be created requesting to have future dated rows removed/edited.**

Questions?

ETF Interface File - Marital Dates

I. **Friendly Reminders when entering Health Applications**

   I. Marital Dates & Status

      i. Please make sure that on Modify a Person (KB 16097) page that Marital Status of ‘single’ ‘married’ ‘widowed’ or ‘divorced’ is selected for employee

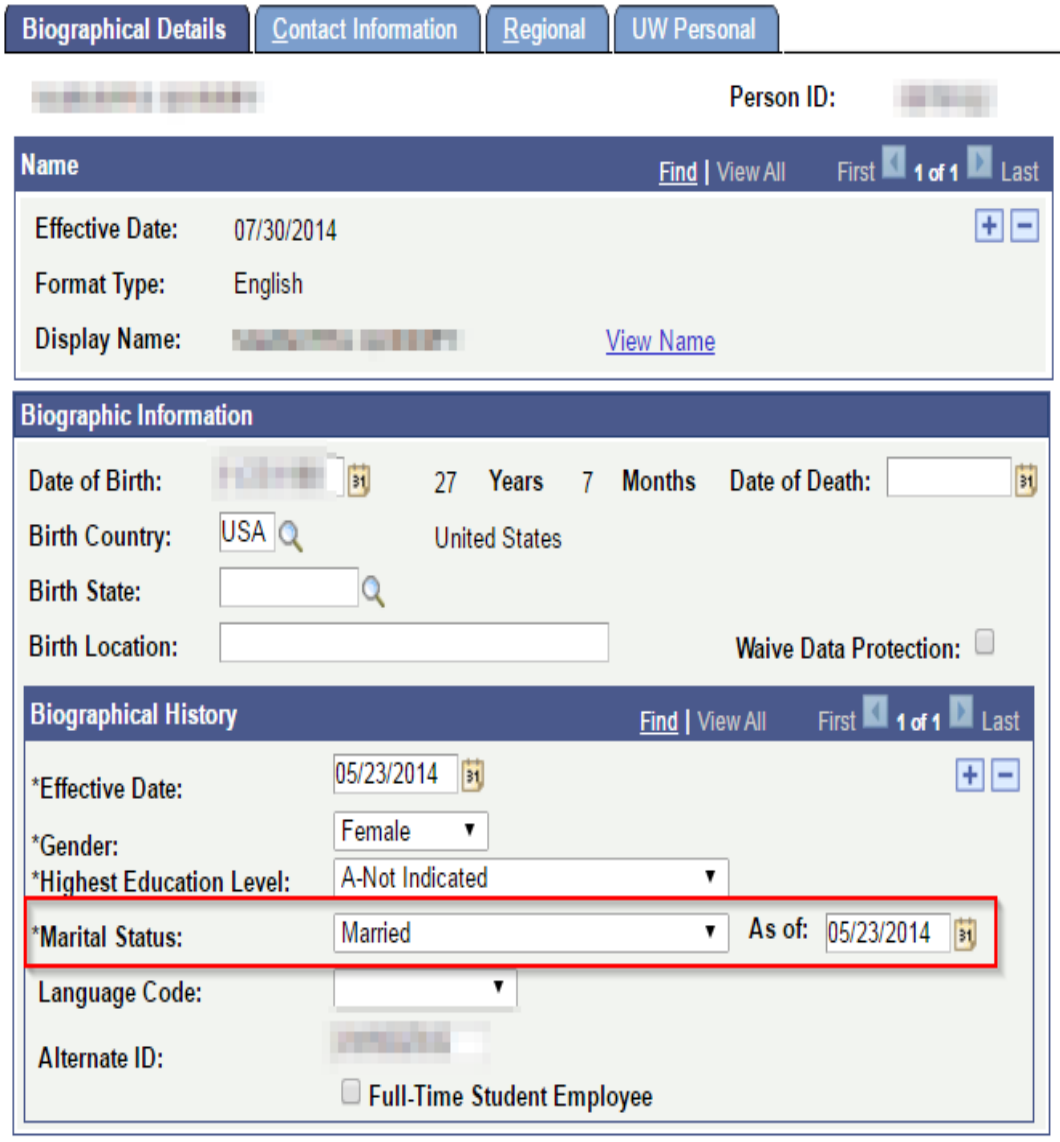
      ii. Marital Date is needed too

      iii. The Marital Status & Date needs to also match on dependent spouse Update Dependent/Beneficiary page in HRS

*Please work with your HR Office to update information for employees, if you do not have access.

Information located on SGH app:

- Section 1 Applicant Info



ETF Interface File - Middle Initial

I. **Friendly Reminders**

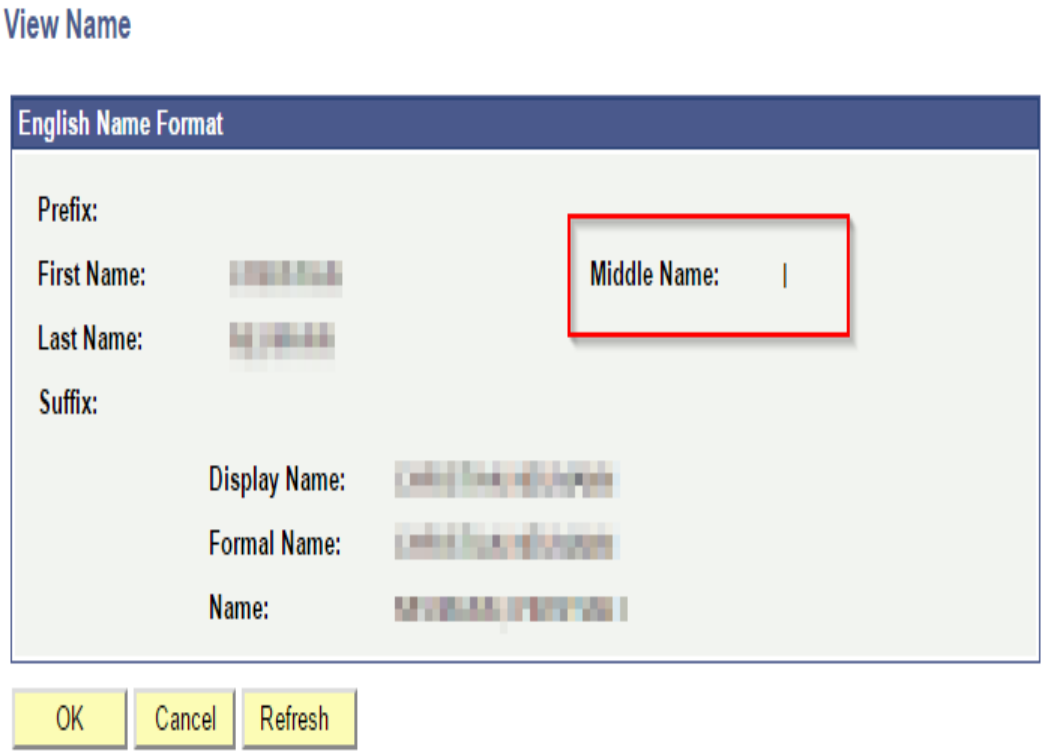
I. When entering Middle Initials

i. Please do NOT put symbols (including periods) in middle initials for employees and dependents

II. These small items make employee's SGH transaction(s) reject and delays enrollment entry in ETF and to health vendors

Information located on SGH app:

- Section 1 Applicant Info



*Please work with your HR Office to update information for employees, if you do not have access.

Questions?

Faculty Sabbatical

- Faculty Sabbatical is handled two ways:

  1) One full Academic Year = Partial Pay (usually 35% reduction)

  - A faculty member may be approved to take a sabbatical for an **academic year** and receive financial support from their institution at any level up to sixty-five percent of his/her full compensation for that period, in accordance with institutional policies.
  - HRS Entry is needed.

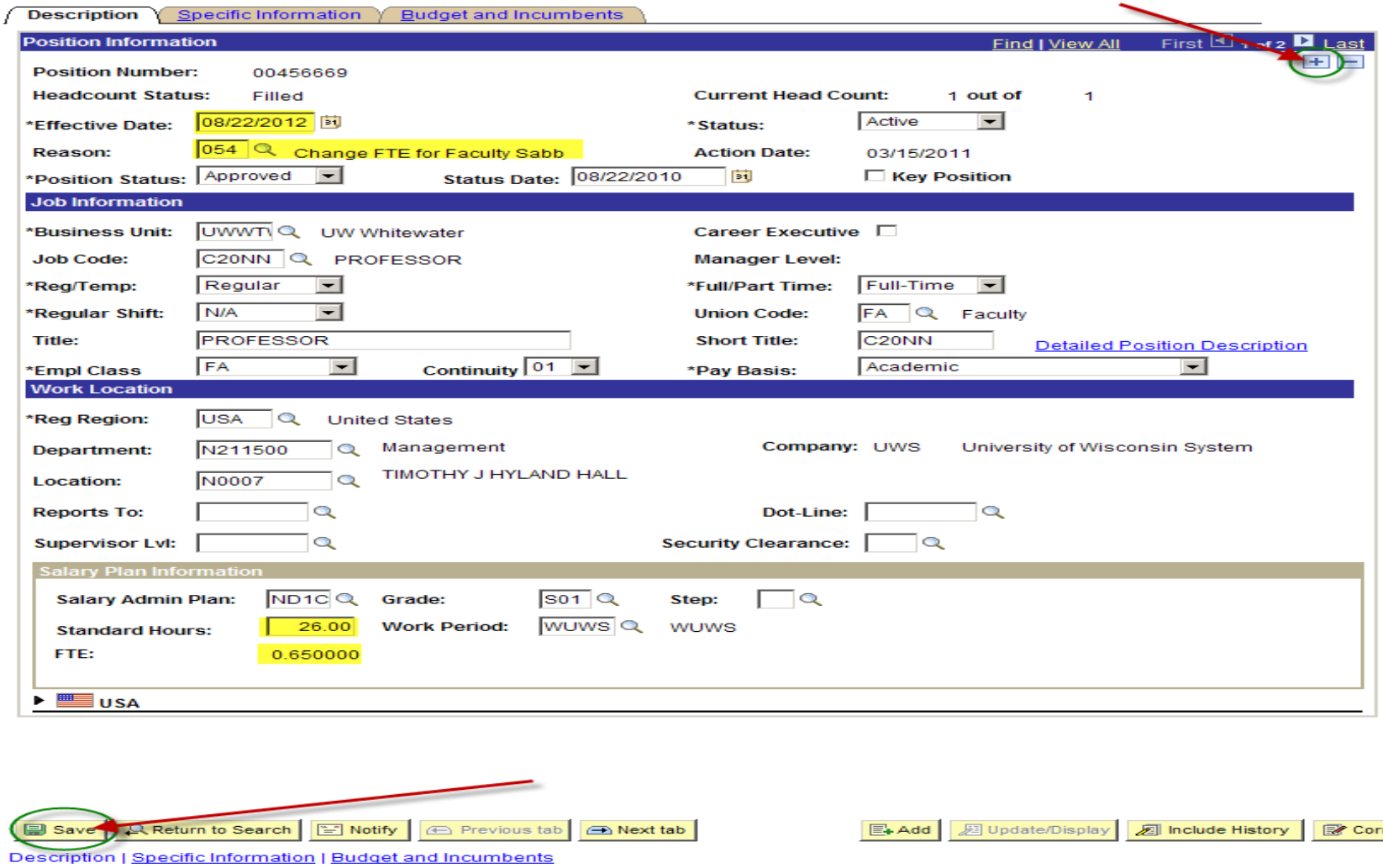
  OR

  2) One Semester = Full Pay

  - A faculty member may be approved to take a sabbatical for **one semester** and receive their full salary for that semester, in accordance with institutional policies.
  - No HRS Entry is needed.

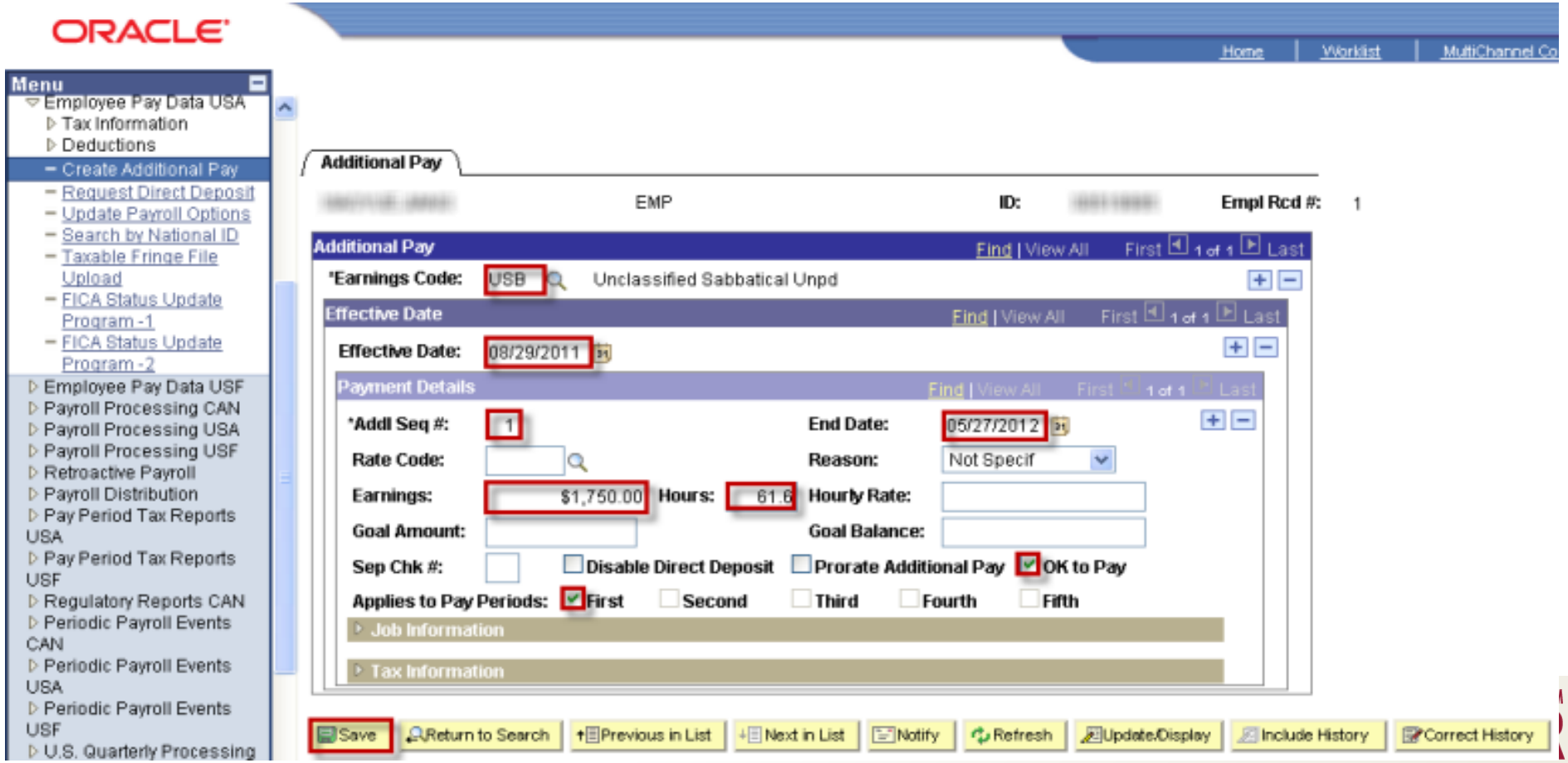
Full Academic Year Faculty Sabbatical HRS Entry

- HRS entry needed for Faculty going on a one full Academic Year Sabbatical this Fall.
  - Add a row on the Position with the action reason of “Change FTE for Faculty Sabbatical”.
  - Change FTE to 65% (26 standard hours). (Verify the FTE change flows through to job data)
    - The compensation is then calculated using the reduced FTE.



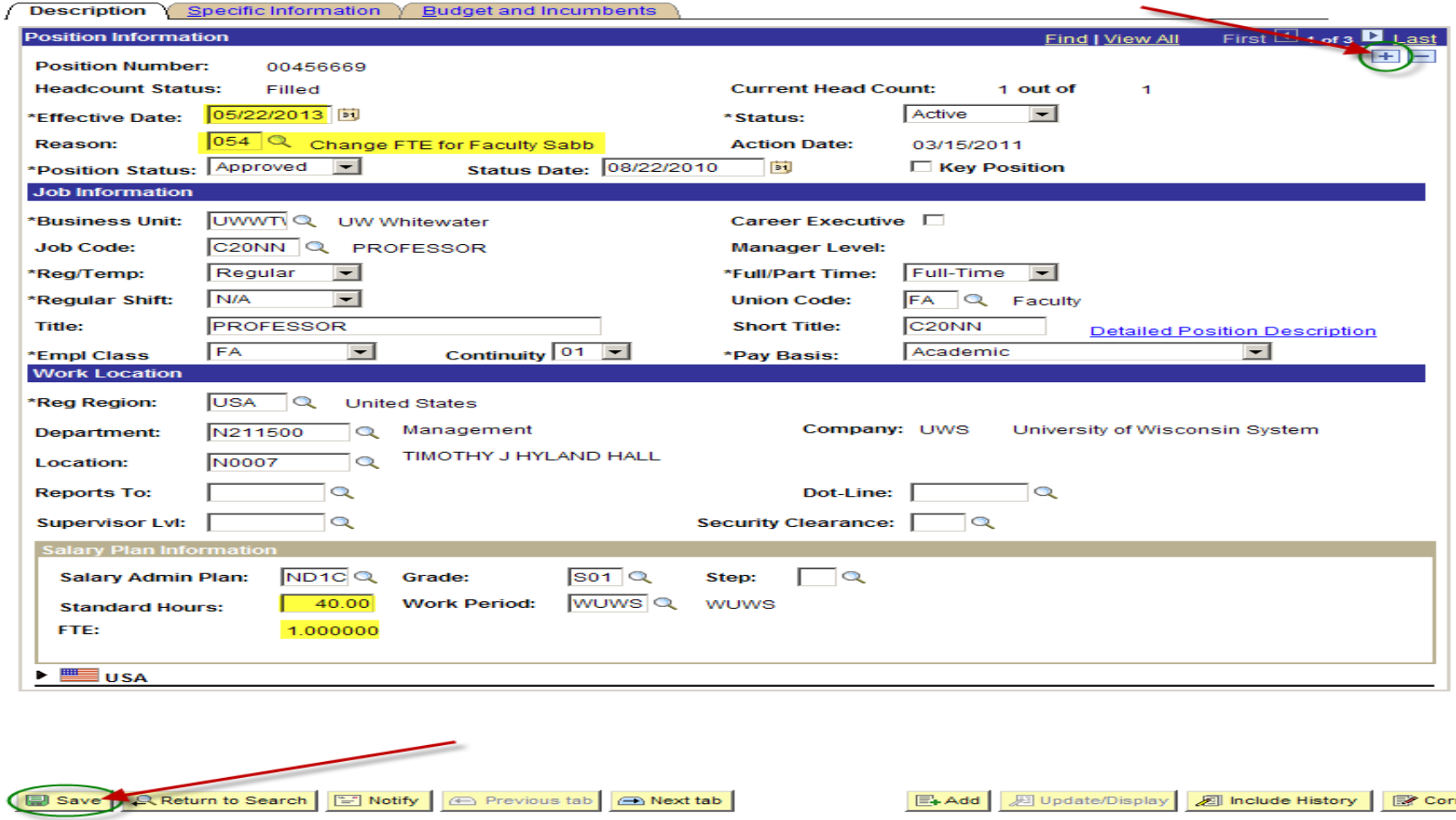
Full Academic Year Faculty Sabbatical HRS Entry

- Additional Pay Entry - To keep the employee whole with their WRS and Absence accruals for the Academic Year an add'l pay entry is needed for both hours and earnings using the dates of the institutions academic year.
  - **Code** "USB" and include both hours and earnings. (To calculate the Additional Pay Amount please use 176 hours for full time month. For example, if the employee is paid 65% while on Sabbatical, the Additional pay should be 176 hours x 35% = 61.6 hours and their salary x 35%.) After all necessary fields are filled, click **Save**. PY - Enter Additional Pay

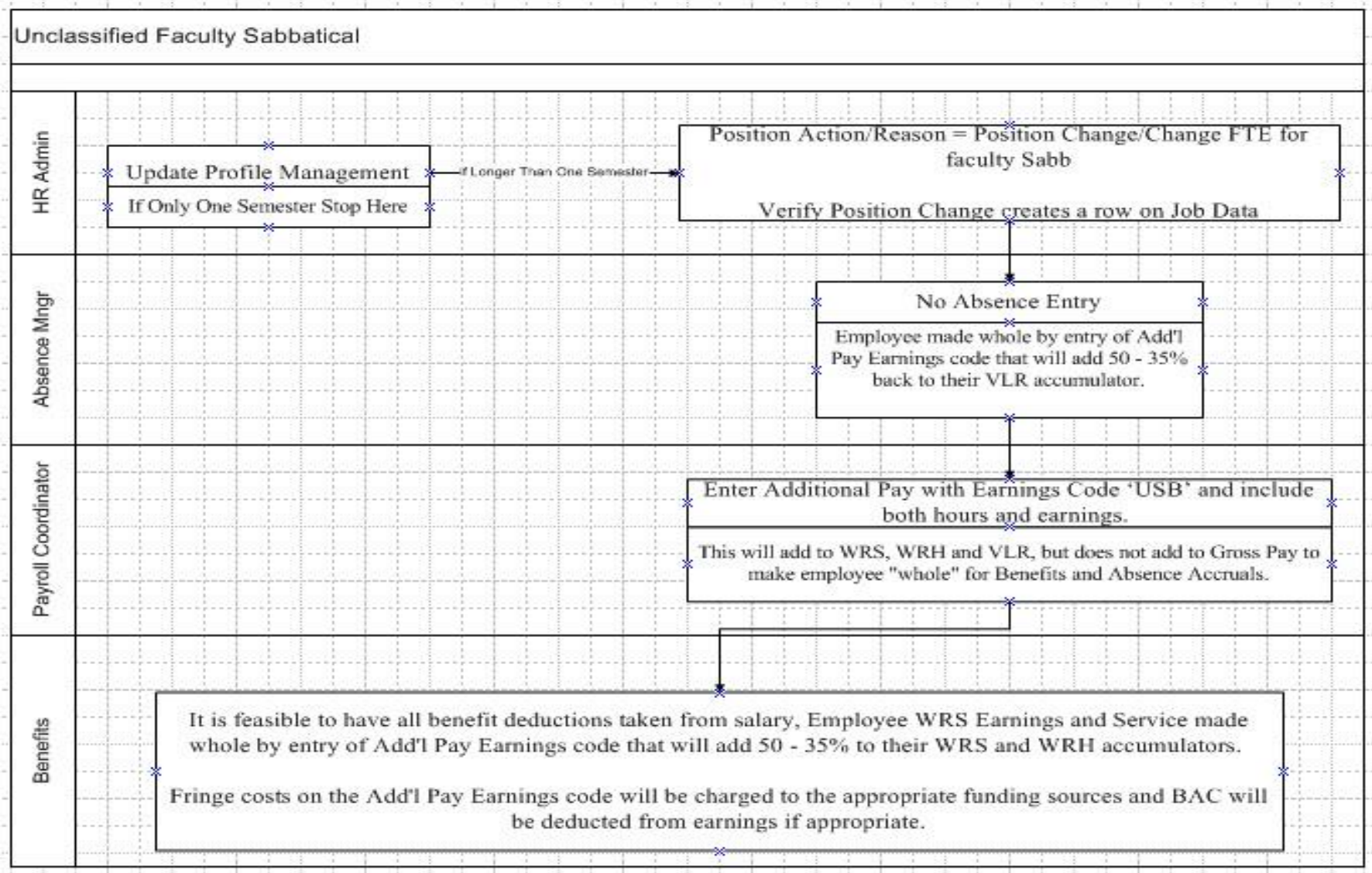


Full Academic Year Faculty Sabbatical HRS Entry

- At the end of the Academic Faculty Sabbatical Return the FTE back to 100% (40 standard hours) and verify that Additional Pay has ended.
  - Add a row on the Position with the action reason of “Change FTE for Faculty Sabbatical”.
    - Change FTE to 100% (40 standard hours). (Verify FTE change flows through to job data.



Faculty Sabbatical Entry



[HR - Faculty Sabbatical KB 17072]

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Questions?

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AG Calls and Hot Topics CANCELLED on Tuesday (8/2)

- The AG Calls and UWSC Hot Topics WisLine scheduled for Tuesday, August 2nd, have been cancelled due the UW System 'Turning Challenge into Change' conference scheduled for Wednesday and Thursday of that week.

Institution Feedback

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

Calendar Review – July 2016

July 2016

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

View in Table

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