



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

Biographical Details | Contact Information | Regional | UW Personal

Person ID: [REDACTED]

Name [REDACTED] Find | View All First 1 of 1 Last

Effective Date: 07/30/2014 + -

Format Type: English

Display Name: [REDACTED] [View Name](#)

Biographic Information

Date of Birth: [REDACTED] 27 Years 7 Months Date of Death: [REDACTED]

Birth Country: USA United States

Birth State: [REDACTED]

Birth Location: [REDACTED] Waive Data Protection:

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 05/23/2014 + -

*Gender: Female

*Highest Education Level: A-Not Indicated

***Marital Status: Married As of: 05/23/2014**

Language Code: [REDACTED]

Alternate ID: [REDACTED]

Full-Time Student Employee

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

View Name

English Name Format

Prefix: _____

First Name: _____

Last Name: _____

Suffix: _____

Display Name: _____

Formal Name: _____

Name: _____

Middle Name: |

OK Cancel Refresh

*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.

Description | **Specific Information** | Budget and Incumbents

Position Information Find | View All First 1 of 2 Last

Position Number: 00456669
Headcount Status: Filled
Current Head Count: 1 out of 1

*Effective Date: 08/22/2012
Reason: 054 Change FTE for Faculty Sabb.
*Status: Active
Action Date: 03/15/2011

*Position Status: Approved
Status Date: 08/22/2010
Key Position:

Job Information

*Business Unit: UWWT UW Whitewater
Job Code: C20NN PROFESSOR
Career Executive:
Manager Level:
*Reg/Temp: Regular
*Full/Part Time: Full-Time
*Regular Shift: N/A
Union Code: FA Faculty
Title: PROFESSOR
Short Title: C20NN [Detailed Position Description](#)
*Empl Class: FA Continuity: 01
*Pay Basis: Academic

Work Location

*Reg Region: USA United States
Department: N211500 Management
Company: UWS University of Wisconsin System
Location: N0007 TIMOTHY J HYLAND HALL
Reports To:
Supervisor Lvl:
Dot-Line:
Security Clearance:

Salary Plan Information

Salary Admin Plan: ND1C Grade: S01 Step:
Standard Hours: 26.00 Work Period: WUWS WUWS
FTE: 0.650000

USA

Save | Return to Search | Notify | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

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](#)

ORACLE

Menu

- Employee Pay Data USA
 - Tax Information
 - Deductions
 - Create Additional Pay
 - Request Direct Deposit
 - Update Payroll Options
 - Search by National ID
 - Taxable Fringe File Upload
 - FICA Status Update Program -1
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- Employee Pay Data USF
- Payroll Processing CAN
- Payroll Processing USA
- Payroll Processing USF
- Retroactive Payroll
- Payroll Distribution
- Pay Period Tax Reports USA
- Pay Period Tax Reports USF
- Regulatory Reports CAN
- Periodic Payroll Events CAN
- Periodic Payroll Events USA
- Periodic Payroll Events USF
- U.S. Quarterly Processing

Additional Pay

EMP ID: 00110000 Empl Rcd #: 1

Additional Pay Find | View All First 1 of 1 Last

*Earnings Code: **USB** Unclassified Sabbatical Unpd

Effective Date Find | View All First 1 of 1 Last

Effective Date: **08/29/2011**

Payment Details Find | View All First 1 of 1 Last

*Addl Seq #: **1** End Date: **05/27/2012**

Rate Code: Reason: Not Specif

Earnings: **\$1,750.00** Hours: **61.6** Hourly Rate:

Goal Amount: Goal Balance:

Sep Chk #: Disable Direct Deposit Prorate Additional Pay OK to Pay

Applies to Pay Periods: First Second Third Fourth Fifth

Job Information

Tax Information

Save Return to Search Previous in List Next in List Notify Refresh Update Display Include History Correct History

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.

Position Information [Specific Information](#) [Budget and Incumbents](#)

Find | View All First of 3 Last

Position Number: 00456669 Current Head Count: 1 out of 1

Headcount Status: Filled

*Effective Date: 05/22/2013 *Status: Active

Reason: 054 Change FTE for Faculty Sabb Action Date: 03/15/2011

*Position Status: Approved Status Date: 08/22/2010 Key Position

Job Information

*Business Unit: UWWT UW Whitewater Career Executive

Job Code: C20NN PROFESSOR Manager Level:

*Reg/Temp: Regular *Full/Part Time: Full-Time

*Regular Shift: N/A Union Code: FA Faculty

Title: PROFESSOR Short Title: C20NN [Detailed Position Description](#)

*Empl Class: FA Continuity: 01 *Pay Basis: Academic

Work Location

*Reg Region: USA United States

Department: N211500 Management Company: UWS University of Wisconsin System

Location: N0007 TIMOTHY J HYLAND HALL

Reports To:

Supervisor Lvl:

Dot-Line:

Security Clearance:

Salary Plan Information

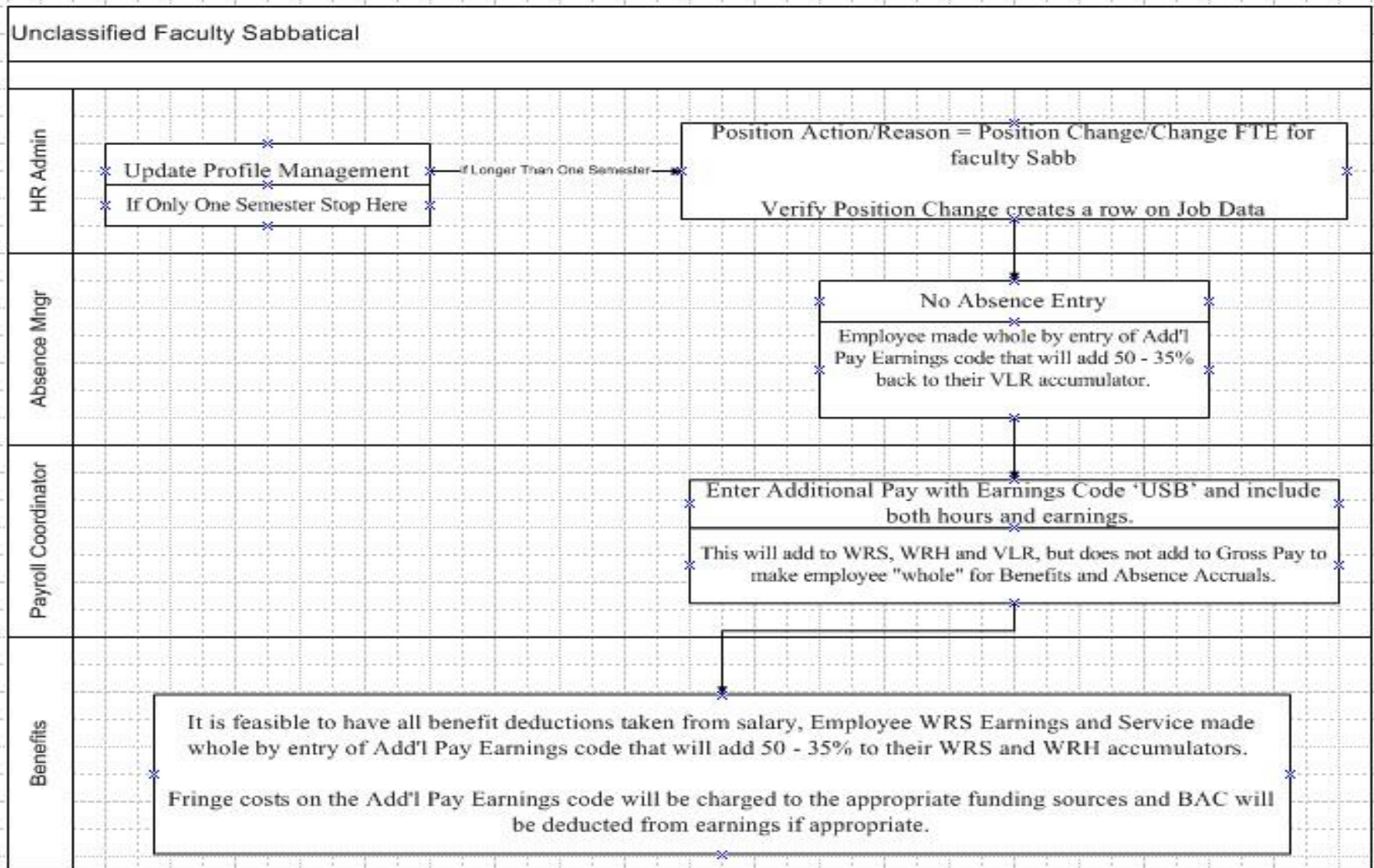
Salary Admin Plan: ND1C Grade: S01 Step:

Standard Hours: 40.00 Work Period: WUWS WUWS

FTE: 1.000000

USA

Faculty Sabbatical Entry



Questions?



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](#)

Questions?

