UW UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group 3
August 9, 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

- Payable Time Cleanup – 9.2 Upgrade
- ABBR Update
- Job Termed in Error – Benefit Events
- Badger Care
- National Medical Support Notices
- July A (7A) & July Monthly (7M) Funding Follow Up
- TASC ERA 101Session Reminder
- Institution Feedback
- August 2016 Calendar Review
- Questions

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9.2 Upgrade Project
Payable Time Cleanup
August 9, 2016

The University of Wisconsin Service Center will
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  - *Collaborate…by being supportive and constructive*
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Database Preparation For Upgrade

As part of preparing the HRS 9.0 database for migration to the upgraded HRS 9.2 environment, all Payable Time in a 'Needs Approval' status must first be processed.

- In the upgraded 9.2 environment, PeopleSoft Time and Labor adopts the Approval Workflow Engine (AWE) for processing Payable Time for approval. Because this approval architecture for Time and Labor is new in 9.2, there are no upgrade scripts available and it is necessary to complete any pending Payable Time transactions in 9.0 prior to moving the data to 9.2.

- This means that all payable time in 9.0 with a 'Needs Approval' status must be either approved or closed before it can be migrated to the 9.2 environment.

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Database Preparation For Upgrade

Key Stakeholders

1. **Campuses**
   a) Review spreadsheet with Payable Time in a 'NA' status
   b) Select Appropriate Action Code on spreadsheet
      a) Approve
      b) Close
   c) Send completed spreadsheet to Organizational Enablement (*Brad Krause*)
      a) Forward completed spreadsheets to Time & Labor Tier Three Support

2. **Affinity Groups**
   a) Answer Campuses questions regarding Payable Time.
   b) Create Cherwell ticket and forward to Time and Labor Tier Three support.
      a) Unanswered Questions
      b) Funding Questions
   c) Questions related to the HRS 9.2 upgrade should be directed to each campuses site lead for the HRS 9.2 upgrade.
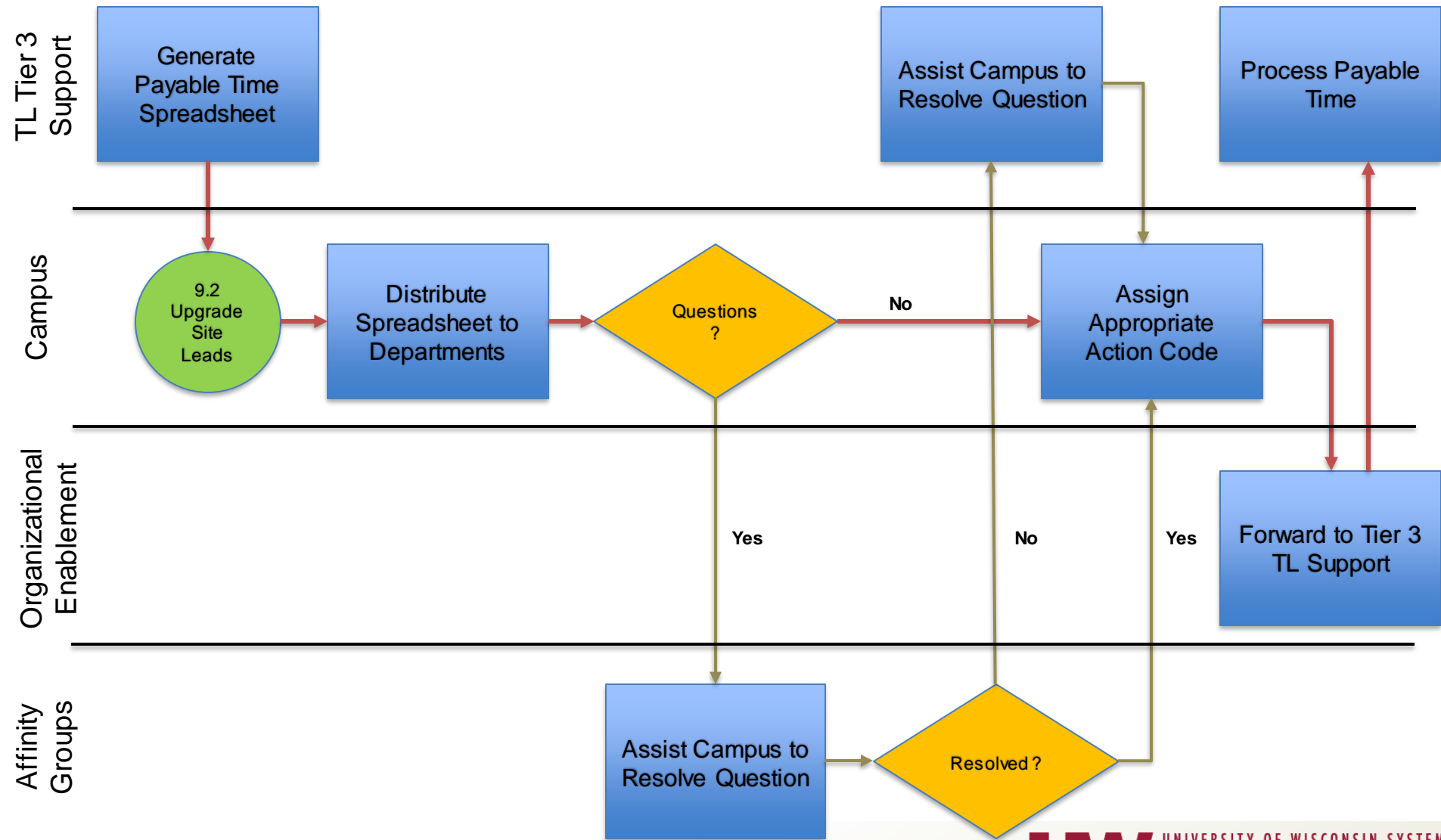
3. **Time and Labor Tier Three Support**
   a) Generate bi-weekly spreadsheets and send out to the 9.2 upgrade site leads at each campus.
   b) Process Payable Time off spreadsheet per campus assigned Action Code.

4. **Upgrade T&L Module Team**
   a) Implement cutover plan the week of 9.2 go live
   b) Payable Time cleanup plan owner

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Database Preparation For Upgrade

Processing Payable Time

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Database Preparation For Upgrade

Payable Time 'Needs Approval' Spreadsheet

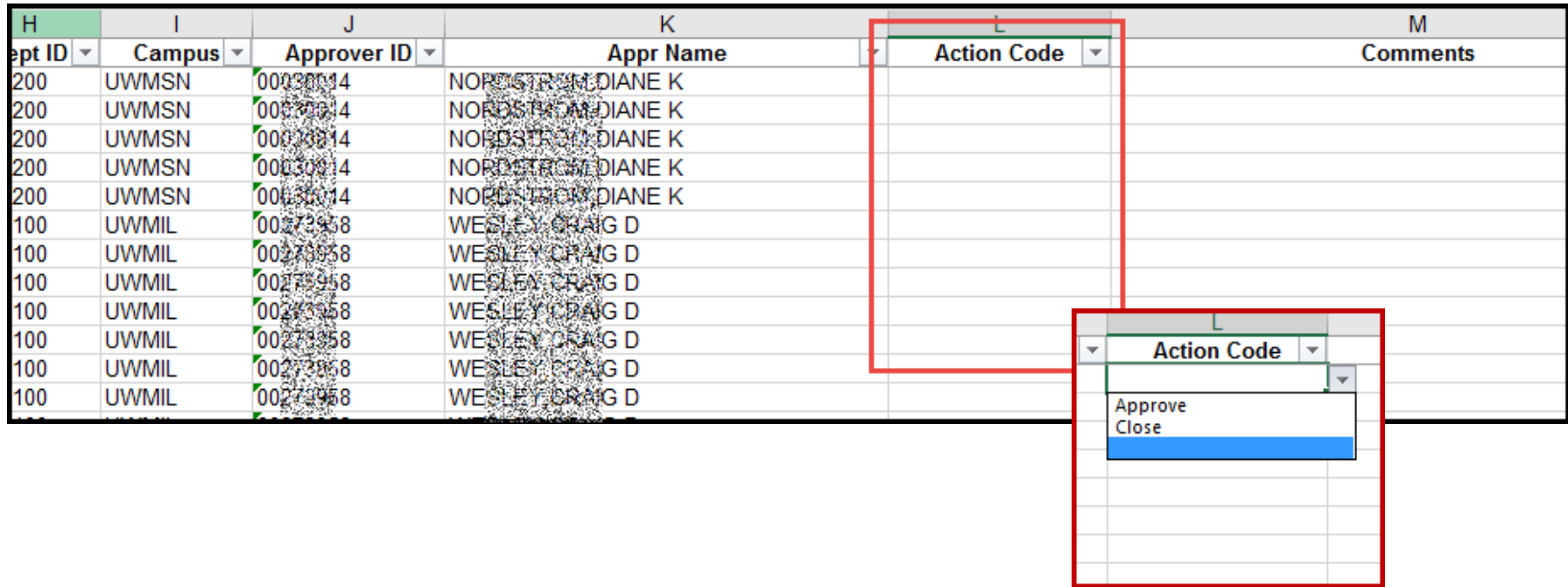| Employee ID	Empl Job Rec	Emp Name	Emp Class	Date	TRC	QTY	Dept ID	Ca
000____09	0	TIERNEY RAYMOND I	CL	28-FEB-16	WD060	3	A428200	UWM
000____09	0	TIERNEY RAYMOND I	CL	28-FEB-16	ND045	1.5	A428200	UWM
000____09	0	TIERNEY RAYMOND I	CL	09-JAN-16	WD060	3	A428200	UWM
000____09	0	TIERNEY RAYMOND I	CL	10-JAN-16	WD060	3	A428200	UWM
000____09	0	TIERNEY RAYMOND I	CL	20-FEB-16	WD060	3	A428200	UWM
000____23	0	BELL-MASSEY JACQUELYN	CP	30-OCT-15	REG00	-8	B480100	UWM
000____23	0	BELL-MASSEY JACQUELYN	CP	26-OCT-15	REG00	8	B480100	UWM
000____23	0	BELL-MASSEY JACQUELYN	CP	27-OCT-15	REG00	-8	B480100	UWM
000____23	0	BELL-MASSEY JACQUELYN	CP	27-OCT-15	REG00	8	B480100	UWM
000____23	0	BELL-MASSEY JACQUELYN	CP	28-OCT-15	REG00	-8	B480100	UWM
000____23	0	BELL-MASSEY JACQUELYN	CP	28-OCT-15	REG00	8	B480100	UWM
000____23	0	BELL-MASSEY JACQUELYN	CP	29-OCT-15	REG00	-8	B480100	UWM
000____23	0	BELL-MASSEY JACQUELYN	CP	30-OCT-15	REG00	8	B480100	UWM
000____23	0	BELL-MASSEY JACQUELYN	CP	26-OCT-15	REG00	-8	B480100	UWM
000____23	0	BELL-MASSEY JACQUELYN	CP	29-OCT-15	REG00	-8	B480100	UWM

- Payable Time in a 'Needs Approval' status and more than 90 days old.

- Updated Spreadsheet will be sent to the 9.2 upgrade site lead at each campus every two weeks.

- Shows the Campus and Approver at the time that the Payable Time was actually generated for the employee.

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Database Preparation For Upgrade

Payable Time 'Needs Approval' Spreadsheet
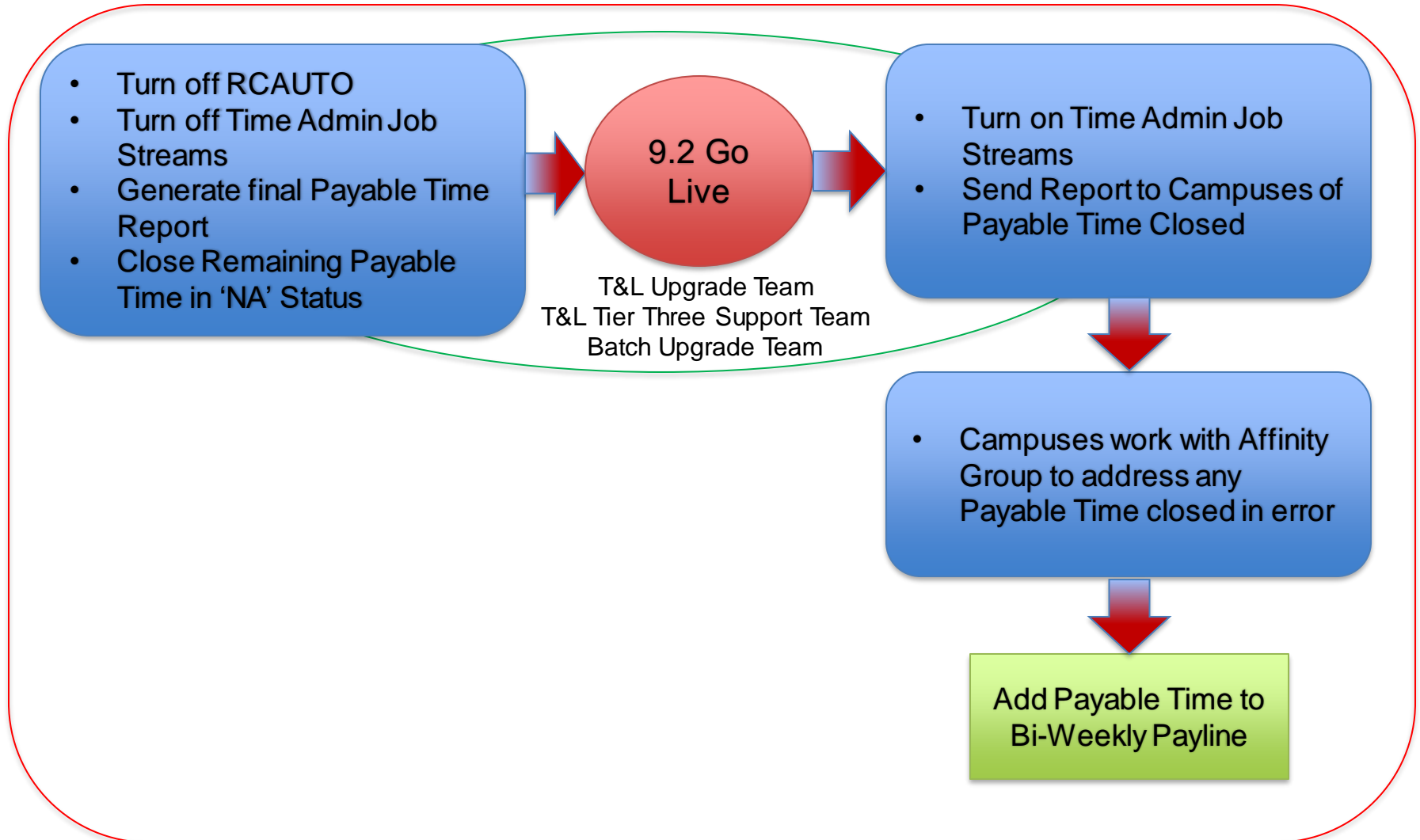

- If the employee should be paid the Payable Time, the campus should select 'Approve' in the Action Code field.

- If the employee should <u>Not</u> be paid the Payable Time, then the campus should select 'Close' in the Action Code field.

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Database Preparation For Upgrade

Cutover Plan

Processing Payable Time

- Turn off RCAUTO
- Turn off Time Admin Job Streams
- Generate final Payable Time Report
- Close Remaining Payable Time in 'NA' Status

9.2 Go Live

T&L Upgrade Team
T&L Tier Three Support Team
Batch Upgrade Team

- Turn on Time Admin Job Streams
- Send Report to Campuses of Payable Time Closed

- Campuses work with Affinity Group to address any Payable Time closed in error

Add Payable Time to Bi-Weekly Payline

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Questions

- State Group Life ABBR
  - Cannot be changed after the effective date of coverage
    - Make sure the ABBR listed on the initial application is correct, as there is no ER Error for ABBR
  - If it is incorrect on initial application, it cannot be changed until the Annual Census
    - No matter if it is listed as too high or too low
    - Mismatches between MN Life and HRS are still being evaluated by UW Service Center

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- When submitting ER Error for ICI & SGL, please include on the cover letter:
  - Name, phone, email, and mailing address of employee completing the form (ie Ben Admin)

By including this information, ETF will be able to provide decision directly to the campus.

- Reminder:
  - When a job is terminated in error and the term event has processed/closed, the campus can reinstate benefits in HRS by creating an ADM event and enter in the insurance enrollments.
  - After two days, please verify that coverage has been reinstated in ETF.
    - If not, please submit a WISCIT

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- Will now be processed at the UW Service Center
- Email will be sent to institutions when form is completed with the Empl Name and Empl ID

- Benefits to Institutions:
  - Standardization
  - Timely responses to Dept of Health Services
  - Reduced workload for Institutions

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- UW Service Center will process all parts of these notices
  - If the employee is required to add dependent to insurance, UW Service Center will contact the Institution to receive applications from employee and process them in HRS

- UW Service Center will monitor coverages to comply with court orders

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National Medical Support Notices

- Benefits to Institutions:
  - Standardization of processing
  - Timely responses to Issuing Agencies
    - Removes delays from sending notices to campus
    - Penalties can be assessed if not completed
  - Reduced workload for Institutions
    - Initial work to evaluate coverage
    - Monitoring for compliance of court orders

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Questions

- We apologize for the difficulties that the funding issues have caused.

- We are analyzing options to provide you additional information to make it easier to identify possible incorrect funding. (more to come…)

- We will assist with any direct retros needed to get these resolved.

- Questions/Comments?

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TASC - ERA 101 Session Reminder

- TASC is introducing a series of webinars for all State of Wisconsin Payroll and Benefit Administrators in understanding the various TASC plans available to state employees.

- The first session is ERA 101:
  - **Course Description:** Learn the basics on what types of plans are included in the Employee Reimbursement Accounts program, the benefits of each plan, how they work and other important information you and your employees need to know. We will discuss Flex Spending Accounts, Parking and Transit reimbursement accounts.

- **When: Tuesday, August 9th from 2:30- 4:00 pm**.

- **Via WebEx. Cisco WebEx Participant Link:**
  https://tasconline.webex.com/tasconline/onstage/g.php?MTID=e1c2c7d7b315c82ba6d9d234e06206e43
  - Registration is not required. However, if you register, you will receive email reminders about the event from TASC. In addition, you will receive a Q&A document following the session. Plan on joining the event 10 minutes prior to the start of the session to ensure you are able to get in.

- If you are unable to attend these Webinars, don't worry! TASC will be recording the live sessions and will provide a link to the recording.

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Institution Feedback

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

Calendar Review – August 2016

August 2016

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

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Questions?