



Affinity Group 3

September 20, 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

- New eBen WED Report
- WED Reports Reminder for ABE
 - UW_BN_BAS_OPEN ACTION REQ
 - ABBR WED reports
- 9.2 Upgrade Training
- Institution Feedback
- Contacting Support Staff
- September 2016 Calendar Review
- Questions

eBenefits Pending WED Report

- New WED report will be available on 9/26/2016
 - HRS KnowledgeBase Document #66867
- Identifies:
 - All Employees who have made enrollment changes through eBenefits but have not confirmed the elections.
 - Both employees making eBenefits enrollments for ABE and New Employee eligibility will be identified on this report.

eBenefits Pending WED Report

- Will Not Identify:
 - Employees who have made enrollment changes through eBenefits on their enrollment deadline date and have not yet confirmed the elections. The WED populates after the overnight processes so it will not show these until the next day. (after the enrollment deadline)
 - Campuses should run the Employee Process Status Report to monitor employees accessing the system on their enrollment deadline date.

eBenefits Pending WED Report

- Needed Action:
 - Review and follow up with the employee to ensure enrollment changes are confirmed by the enrollment deadline.
 - Remind the employees that they need to click the Submit button twice to confirm elections.
 - Employee will receive a confirmation statement once elections have been confirmed.

Check in on New Benefits WED Reports

- Following up on August 30th training on the new WED reports.
- How is working on these reports going?
 - UW_BN_BAS_OPEN_ACTION_REQ
 - UW_BN_ABBR_MISMATCH
 - UW_BN_ICI_ABBR
 - UW_BN_SGL_ABBR
 - UW_BN_ABBR_UNROUNDED
 - UW_BN_ICI_COELECT
 - UW_BN_ICI_MISSING_ENROLLMENT
- Contact us if you have questions on how to work these reports.

Questions



9.2 Upgrade Training: On-Campus

- HRS Modules:
 - General/Overview: 30 Minutes
 - Human Resources: 30 Minutes
 - Benefits: 90 minutes
 - Payroll: 90 minutes
 - Total: One Half-Day Session
- TAM: Regional Sessions
 - Approximately 8 Hours

Other Support Materials

- Updated HRS Introductory E-Learnings
- Updated KB's
- Updated Online Resources
 - Learning Path Materials
 - Landing Pages

9.2 Upgrade Training: Proposed Dates

- Trainer and AG representatives will visit each campus between January 23 and February 17, 2017
- We would like to schedule campus training in the same area during the same week
- Ideally, we will present the material at training work stations or labs

What Are We Asking From You?

- Dates for training at your campus:
 - Room availability
 - Organize by Region
 - Example: UW-Eau Claire, UW-River Falls and UW-Stout in the same week
- Contact Brad Krause (bkrause@uwsa.edu)

User Acceptance Testing (UAT)

Goals:

- Verify that current HRS 9.0 users can perform their job functions in HRS 9.2 as appropriate
- Verify application security is set correctly for UAT testers
- Build confidence in the go-live by providing exposure to the HRS 9.2 system prior to cut-over
- Provide a level of comfort on the success level of Test Move 2 (TM2)

User Acceptance Testing (UAT)

- **Site Leaders:**
 - Develop list of relevant UAT Testers
 - Secure test room and any equipment needs
 - Validate connection to HRUPGQAT and to AG War Room
 - Assign scripts to testers
 - Coordinate execution of Test Scenarios and Scripts in UAT Sessions
 - Record, track and report test results according to schedule
 - Scan tester check-off sheets and send to OE Manager
 - Obtain tester sign-offs
 - Build confidence in HRS 9.2 for the institutional end users

User Acceptance Testing (UAT)

- **Test Participants:**
 - Attend UAT Orientation Sessions as appropriate
 - Validate Security Access
 - Execute Test Scenarios and Scripts
 - Record, track and report test results to Site Leaders
 - Assist with problem resolution as requested by the Site Leaders
 - Validate Defect Resolution
 - Signoff upon successful completion of testing (with any exceptions noted)

User Acceptance Testing (UAT)

- Sample UAT Script:

Test Script ID:	UAT-INT-001				
Test Script Description:	NEW HIRE: CLASSIFIED PERM, NONEXEMPT, REPRESENTED, 1.0 FTE With Additional Pay, Encumbrances and without Job-Level Funding				
Business Unit:		Continuity:			
Position Number:		Payrun ID:			
EmplID:		Benefits Plan & Option Code:			
Hire Date:		Total worked Hours reported on Timesheet:			
Department:		Total Hours of Absences reported:			
Empl Class:					
Test Script Objective Number	Test Script Objective	HRS Module	UAT Participants Execute?	Pass/Fail	Notes
1	Create Position	HR	Y		
2	Add Person	HR	Y		
3	Hire Person	HR	Y		
4	Benefits Eligibility and Event/Options Jobs	BN	N		
5	Validate Benefits Eligibility	BN	Y		
6	Benefit Enrollment without Dependents (on Demand)	BN	Y		
7	Finalize Hire Events (on Demand)	BN	Y		
8	Load Enrollment Codes	BN	N		
9	Deduction Date Override (508)	BN	N		
10	View Benefit Summary Page	BN	Y		
11	View Base Benefits Page	BN	Y		
12	Run Auto Enroll	TL	N		
13	Refresh Dynamic Groups	TL	N		
14	Enter TL Security Data	TL	Y		
15	Paid Hours Extract (Forecast)+ Calculate Absence	AM	N		
16	Validate Absence Balances	AM	Y		
17	Enter Takes	AM	Y		
18	Enter Time	TL	Y		
19	Paid Hours Extract (Forecast)+ Calculate Absence	AM	N		
20	TL/AM Integration (Absence Conversion)	AM	N		
21	Run Time Admin	TL	N		
22	Manage Exceptions	TL	Y		
23	Run Time Admin	TL	N		
24	View and Approve Payable Time	TL	Y		
25	Load to Payroll	TL	N		
26	Initial Pay Calculation	PY	N		

Overview of Scripts

- Monthly Hire & Hourly Hire
 - Person, Position, Job Data
 - Benefits Eligibility, Enrollment
 - Time and Takes
 - Validation
- Benefits Billing
- Direct Retro
- Employee Self-Service

Questions



Institution Feedback

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

Contacting UWSC Support Staff

How you can contact us

Phone – Email – Web Forms – Chat

Visit our support page

<https://kb.wisc.edu/hrs/page.php?id=17960>

Contact AG Support via the telephone, email, chat, or our Web Form

AG Support phone numbers

7:45 a.m. - 4:30 p.m.
5 days a week (Mon-Fri)

AG1: (888) 298-0141 (toll free) or
(608) 262-0600

AG2: (888) 298-0151 (toll free) or
(608) 262-0419

AG3: (888) 298-4159 (toll free) or
(608) 262-6093

AG Support email addresses

7:45 a.m. - 4:30 p.m. (Affinity Group Support Model)
5 days a week (Mon-Fri)

AG1: ag1@uwsa.edu

AG2: ag2@uwsa.edu

AG3: ag3@uwsa.edu

LiveChat & Webforms

7:45 a.m. - 4:30 p.m.
5 days a week (Mon-Fri)

[Click here to chat with a support agent](#)

[Use our web form to submit an incident](#)

Support Request - Emails

- **Please include in the subject line of your email the following:**
 - EE Name – Employee ID/Empl Rcd – Description
 - *Example*

*Email Subject: Buckingham B Badger – 01234567
Rcd 0 – Benefits Inquiry*

Calendar Review – September 2016

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

Questions?

