



Affinity Group 3

November 1, 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

- FLSA (Cheryl Sullivan)
- FLSA – Default Payroll Coordinator
- Parking and Transit Enrollments for ABE
- Upgrade UAT / Training
- TAM
- Institution Feedback
- Non Standard Payroll Schedule
- November 2016 Calendar Review
- Questions

- Employee Counseling – Suggested Packet Materials -
- Biweekly Payroll Calendars: A, B, and C Pay Period
- General Biweekly Deduction Schedule
- Monthly vs. Biweekly Basis Benefits Comparison – either A or C
- Appropriate Employee Calendar
- Individualized Staff Member's information (merge document)
 - Documents on FLSA Website, except Merge document.

- FLSA SharePoint site
 - If you don't have access:
 - have your HR Director email a request (with your Name & email) to Margo Lessard @ mlessard@uwsa.edu
- [FLSA Website](#)
 - Documents on the DOL, CUPA, Implementation Toolkit, PowerPoint and FAQ tabs

- Individualized Staff Member's information (merge document)
- Four samples of merged documents
- Merge Document Instructions
- Template Document – either A or C
- Sample Source Data
- Actual Source Data – detail by person
 - Documents can be found on the FLSA SharePoint

FLSA - Next Steps

Change Management Topic Schedule

- **Nov 1, AG Call**
 - FLSA SharePoint Site
 - FLSA Website
 - FLSA Change Management Topic Schedules
- **Weekend of Nov 4, Mass Job Update processing**
- **Nov 8, All AG Call**
 - Changes to Mass Job Update load information
 - Position/Job Data changes
 - Action/Reason
 - FTE Changes, Temp vs Perm
 - Movement from Biweekly to Monthly
 - Schedules
 - TL Security
- **Nov 15, AG Call**
 - Timesheet entry
 - Legal Holiday is allocated and adjustments
 - C Basis Legal Holiday, use comments (TBD)
 - Earn Comp Time week 1, use Comp Time week 2
 - OT week 1 and Comp Time week 2
 - Aged Comp Time payout
 - Call Back
 - Missed Payrolls, Paylines, Earning Codes, PayGroups

FLSA - Next Steps

- Nov 22, Workshop 1-2:30PM
 - Report Summary
 - KB Summary
- Nov 29, AG Calls
 - Nov Monthly Leave statements complete prior to movement
 - Encumbrances
 - C Basis Dec Monthly Leave Statement
 - 12M C Basis Payroll processing
- Dec 6, Hot Topics or AG Call
 - Report Summary Review
 - KB Summary Review
- Dec 13, AG Calls
 - Movement from Monthly to Biweekly
 - Transfer, Termination and Rehire, timing of movement
 - Retroactive Changes
- Dec 20, AG Calls

Questions?



FLSA ~ Placeholder Payroll Coordinator

- A Mass TL Security Update will run after the Mass Job Update for FLSA next weekend, November 4th.
- To ensure the new population of FAASLI biweekly employees have an “Active” Time Reporter Status to match their 12/1 job change, rows will be inserted on their TL Security pages to update this status. If the Time Reporter Status is not Active, the employee will have difficulty viewing and entering time into their timesheet.
- In order to complete the mass update, each department must have default payroll coordinator configuration in place. If they do not have a default configuration in place, the mass TL Security Update will error and the new row will not be inserted on the employee’s TL Security page.

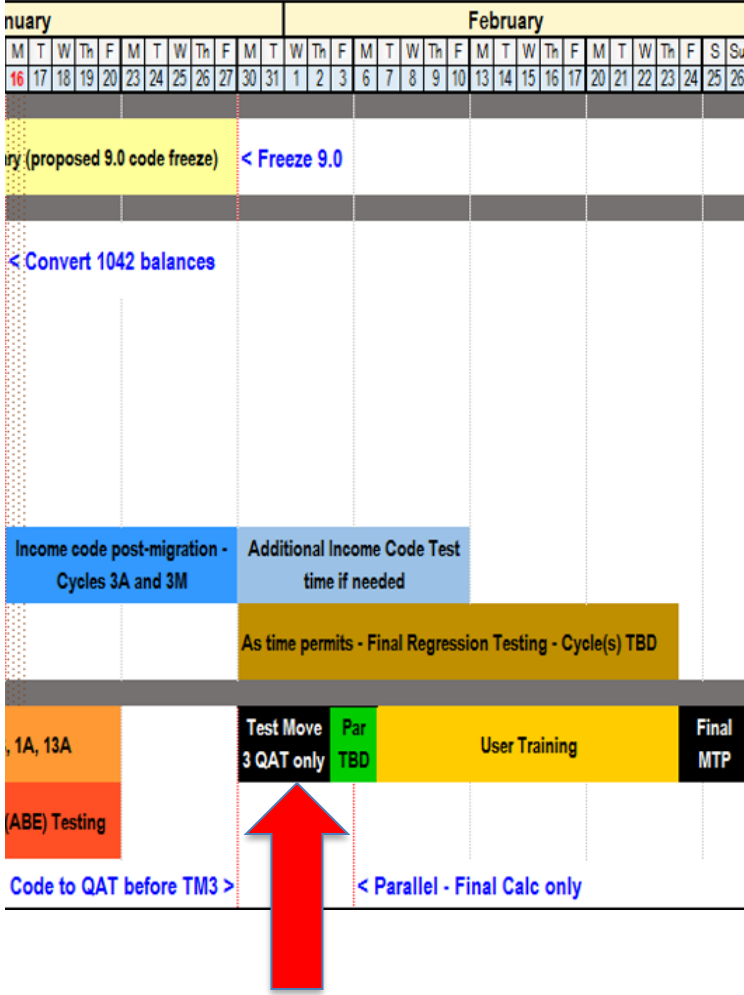
FLSA ~ Placeholder Payroll Coordinator

- We are requesting that each campus provide a campus wide representative to be used as a placeholder for employees in departments that do not have default payroll coordinators set up.
- During the upload process, employees in departments and Empl Class that do not have default configuration in place will have a TL Security page created using that placeholder representative as the Payroll Coordinator.
- We will provide you with a list of employees where the placeholder was used so default payroll coordinators can be set up.
- **Action Item:** Please provide your placeholder representative to your AG Lead by Wednesday, November 2nd.

Parking and Transit Enrollments for ABE 2017

- Annual Benefits Enrollment (ABE) 2017 Parking and Transit enrollments are being processed through paper applications. Online enrollment through TASC is not available.
- Enter the enrollments into the Excel template (provided as an attachment on the October 13th UWSC Communication - Action Needed: HRS Processing – Parking and Transit Enrollments for ABE 2017)
- Retain all forms at your campus during the ABE enrollment period
- **Once the ABE enrollment period is over, please send the spreadsheet electronically to Paul Willing (pwilling@uwsa.edu) by 4:30 P.M. on Friday, November 18th and mail the original enrollment forms to UWSC Payroll, Attn: Paul Willing.**
- Enrollments will be uploaded into HRS by November 25th

HRS 9.2 Upgrade Training Update



HRS 9.2 Upgrade Training Update

- Test Move 3 QAT change impacted User Training Schedule.
- 9.2 Upgrade User Training will now be held between February 6 and February 23, 2017.
- After further analysis, face-to-face training will only be conducted for Benefits.
- All other training can be obtained online.
- **Thank you for providing dates and securing rooms, but the volume of content does not warrant classroom sessions at each institution.**
- Regional Benefits Sessions will be planned.
- Training for TAM will be on a separate track also utilizing Regional Sessions.

User Acceptance Testing (UAT) Calendar

START DATE	ACTIVITY	APPROXIMATE DURATION	RESPONSIBLE
10/14//2016	Identify UAT Test Participants	10 days	Site Leaders
11/01/2016	Share UAT Calendar with Site Leaders	1 day	Organizational Enablement Manager
11/15/2016	AG UAT Orientation Session for Testers	1 day	OE Manager
11/15/2016	Send UAT scripts to Site Leaders	1 day	OE Manager
11/18/2016	Assign test scripts to the Testers	4 days	Site Leaders
11/21/2016	Deliver Test Scripts to Testers	1 day	Site Leaders
11/21/2016	Execute tests according to assigned scripts	4 weeks	Test Participants
11/21/2016	Mark scripts as Pass or Fail	4 weeks	Test Participants
11/21/2016	Report failed tests to Affinity Groups	4 weeks	Test Participants
12/04/2016	Create 11A pay sheets and process nightly batch	4 days	Batch Team
12/08/2016	Confirm 11A payroll	1 day	Batch Team
12/08/2016	11A Post Confirm	1 day	Batch Team
12/11/2016	Create 11M pay sheets and process nightly batch	4 days	Batch Team
12/15/2016	Confirm 11M payroll	1 day	Batch Team
12/16/2016	11M Post Confirm	1 day	Batch Team
12/20/2016	Return completed scripts to OE Manager	1 day	Site Leaders

- New Features
 - Recruiting Home Dashboard
 - Applicant Applications

New 9.2 TAM!

Preliminary Feedback -

- Move around with ease
- Much quicker to get to applications and attachments
- Flow of applying for a job is so much easier
- More intuitive
- Format text feature; great way to make postings more visually appealing
- Easy access to job openings and applicants

New Feature

- **Recruiting Home Dashboard**
 - Home page for Recruiters
 - Nice landing page from which to work
 - Easy access to job openings and applicants
 - Alerts for actions to take
 - Quick Links

Recruiting Home Dashboard

New Feature for Recruiters!

Recruiting Home

Quick Links

- Browse Job Openings
- Search Applications
- Search Job Openings
- Create Job Opening
- Interview Calendar
- Pending Approvals

Browse Job Openings

Time to Fill

My Job Openings

Personalize | Find | View All | First 1-10 of 48 Last

Job Opening	Recruiting Location	Department	Category	Hiring Manager	Days Open	Days to Fill Date	No Action Taken	Total Applicants
11100 - Case Facilitator - Eli...	UW Stout	INDUSTRY PROJECTS	<input type="checkbox"/>	CHERYL	360		0	44
11159 - Assistant Professor of...	UW Stout	MATHEMATICS	<input type="checkbox"/>	CHRISTOPHER	347		0	0
11181 - Assistant Professor, F...	UW Stout	FOOD & NUTRITION	<input type="checkbox"/>	KERRY	328		0	14
11182 - Assistant Professor (2...	UW Stout	CONSTRUCTION	<input type="checkbox"/>	JOHN	276		45	45
11191 - Assistant Professor, S...	UW Stout	BUSINESS	<input type="checkbox"/>	PAUL	325		2	36
11192 - Assistant/Associate Pr...	UW Stout	TECHNOLOGY	<input type="checkbox"/>	LINARDS	325		9	80
11193 - Director, University L...	UW Stout	LIBRARY LEARNING CENTER	<input type="checkbox"/>	GLENDALI	325		2	21
11194 - Coordinator of Adminis...	UW Stout	HOUSNG ADMINISTRATION	<input type="checkbox"/>	SANDRA	334		3	14
11205 - Assistant Professor, F...	UW Stout	ART AND ART HISTORY	<input type="checkbox"/>	CYNTHIA	298		0	97
11213 - Assistant Professor, E...	UW Stout	ENGLISH & PHILOSPHY	<input type="checkbox"/>	KEVIN	321		16	167

▼ My Job Openings Analytics

My Applicants

Personalize | Find | View All | First 1-2 of 2 Last

Applicant ID	Name	Phone	Email	Jobs Applied	Last Job Applied To	Resume	Application
211213	WHITE, PAIGE			1	11763 - Facilities Maintenance...		
100288	WHITLEY, SHEILA	715/836-2883		6	11763 - Facilities Maintenance...		

My Alerts

- 11 Job Openings to Approve
- 79 Questionnaire Requests
- 1 Job Offer to Approve
- 23 Offers to Prepare
- 4 Hires to Prepare

Today's Interviews




No interviews scheduled for today.







[Interview Calendar](#)

Recruiting Home Dashboard




Quick Links

Recruiting Home

**Quick Links**  

-  [Browse Job Openings](#)
-  [Search Applications](#)
-  [Search Job Openings](#)
-  [Create Job Opening](#)
-  [Interview Calendar](#)
-  [Pending Approvals](#)




My Alerts





 **My Alerts**  

- 13 Questionnaire Requests
- 9 Unevaluated Answers
- 6 Interview Evaluations
- 5 Offers to Prepare
- 3 Open Online Job Offers

Recruiting Home Dashboard

My Job Openings

 **My Job Openings**  

[Personalize](#) [Find](#) | [View All](#) |  |  First  1-7 of 7  Last

Job Opening	Recruiting Location	Department	Category	Hiring Manager	Days Open	No Action Taken	Total Applicants
11527 - Environmental Analytic...	UW Stevens Point	Natural Resources	<input type="checkbox"/>	PAMELA	238	3	25
11737 - Studio Technician	UW Stevens Point	Art & Design	<input type="checkbox"/>	JOLENE	199	5	6
11792 - GRADUATE ASSISTANT	UW Whitewater	Acad Advising & Explor Center	<input type="checkbox"/>	CHERYL	62	0	0
11801 - IS COMPR SERV PROF	UW Stevens Point	Information Technology	<input type="checkbox"/>	DIANE	62	0	1
11808 - DIRECTOR OF HUMAN RESO...	UW	Human Resources	<input type="checkbox"/>	DIANE	40	0	2
11809 - DIRECTOR OF HUMAN RESO...	UW	Human Resources	<input type="checkbox"/>	DIANE	40	1	4
11813 - UNIV EXEC STAFF ASST	UW Whitewater	CHANCELLOR'S OFFICE	<input type="checkbox"/>	DIANE	35	1	2

▼ My Job Openings Analytics

Job Opening

Easy Access to Other Areas & Functions

Manage Job Opening











































[Return](#) [Recruiting Home](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Create New](#) | [Clone](#) | [Refresh](#) | [Add Note](#) | [No Category](#) | [>>](#) [Personalize](#)

Job Opening ID 11737 Status 010 Open
Job Posting Title Studio Technician Business Unit UWSTP (UW Stevens Point)
Job Code 34302 (LAB PREP TECH S) Department K805100 (Art & Design)
Position Number 02138423 (LAB PREP TECH S) Job Family 000012 (Medical, Health, Laboratory)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#)

All (6)	Applied (5)	Screen (0)	Route (0)	Interview (0)	Offer (1)	Hire (0)	Hold (0)	Reject (0)
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Applicants ? Find | View All | [Print](#) | [Calendar](#) | First 1-6 of 6 Last

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Other Actions
<input type="checkbox"/>	GIBSON,	210	External	Offer								Other Actions
<input type="checkbox"/>	KRUEGER,	151	External	Applied								Other Actions
<input type="checkbox"/>	MARTINSEN,	210	External	Applied								Other Actions
<input type="checkbox"/>	SACHEN,	204	External	Applied								Other Actions
<input type="checkbox"/>	THOMAS,	210	External	Applied								Other Actions
<input type="checkbox"/>	TIFFANY,	211	External	Applied								Other Actions

Select All Deselect All Group Actions

Manage Application

All Application Materials in One Spot!

Manage Application

[Return](#) | [Recruiting Home](#) | [Search Applications](#) | [Next](#) | [Add Applicant Note](#) | [Print](#) | [Refresh](#) [Personalize](#)

Applicant Job Opening

Name Tyler Gibson	Preferred Contact Not Specified	Job Opening ID 11737	Status Open
Applicant ID 210839	Phone 706/662-8665	Job Posting Title Studio Technician	Business Unit UWSTP (UW Stevens Point)
Applicant Type External Applicant	Email uwectam@gmail.com	Job Code 34302 (LAB PREP TECH S)	Department K805100 (Art & Design)
Status 010 Active	Address 210 Appleby Dr. #223 Athens, GA 31909	Recruiter SHEILA WHITLEY	Job Type Standard
Jobs Applied 1		Hiring Manager JOLENE TRUCKENBROD	Position Number 02138423 (LAB PREP TECH S)
		Salary Range 25,294.030000 to 42,123.310000 USD/Annu	Job Family 000012 (Medical, Health, Laboratory)

Process Application ?

Disposition 070 Offer				
Reason	Mark Reviewed	Route	Interview	Reject
Date 08/29/2016				Other Actions

Application and Resume Offer

Personal Information ?

POI Type Unknown
Eligible to Work in U.S.
Are you a former employee No
Previous Termination Date

Preferences

Desired Start Date 05/24/2016
Regular/Temporary Regular

Attachments ? [Personalize](#)

Attachment	Attachment Title	Attachment Type	Apply to All	Uploaded By	Last Updated
Wisconsin_Stevens_Point_-...	Wisconsin_Stevens_Point_- CV_-	Resume			04/19/2016 5:26PM
Wisconsin_-_Cover_Leter_-...	Letter of Application	Cover Letters			04/19/2016 5:39PM
References_-_Tyler_Gibson...	References	References			04/19/2016 5:40PM

Manage Application

Expanded Header

Manage Application

[Return](#) [Recruiting Home](#) | [Search Applications](#) | [Next](#) | [Add Applicant Note](#) | [Print](#) | [Refresh](#) [Personalize](#)

Applicant	Job Opening
Name Gibson	Job Opening ID 11737
Applicant ID 210	Job Posting Title Studio Technician
Applicant Type External Applicant	Job Code 34302 (LAB PREP TECH S)
Status 010 Active	Recruiter SHEILA WHITLEY
Jobs Applied 1	Hiring Manager JOLENE
Preferred Contact Not Specified	Salary Range 25,294.030000 to 42,123.310000 USD/Annu
Phone 706/662-8665	Status Open
Email uwectam@gmail.com	Business Unit UWSTP (UW Stevens Point)
Address 210 Appleby Dr. #223 , GA 31	Department K805100 (Art & Design)
	Job Type Standard
	Position Number 02138423 (LAB PREP TECH S)
	Job Family 000012 (Medical, Health, Laboratory)

- Handy Hyperlinks
 - Applicant Name -> Applicant Activity
 - Applicant Email -> Send Correspondence
 - Job Posting Title -> Job Opening

Manage Application

Easy Access Attachments!

Application and Resume Offer

Personal Information ?

POI Type Unknown

Eligible to Work in U.S.

Are you a former employee No

Previous Termination Date

Preferences

Desired Start Date 05/24/2016

Regular/Temporary Regular

Full/Part-Time Full-Time

Attachments ? Personalize

Attachment	Attachment Title	Attachment Type	Apply to All	Uploaded By	Last Updated
Wisconsin_Stevens_Point_-...	Wisconsin_Stevens_Point_-CV_-	Resume			04/19/2016 5:26PM
Wisconsin_-_Cover_Leter_-...	Letter of Application	Cover Letters			04/19/2016 5:39PM
References_-_Gibson...	References	References			04/19/2016 5:40PM

Attachments ? Personalize

Attachment	Attachment Title	Attachment Type	Apply to All	Uploaded By	Last Updated
Wisconsin_Stevens_Point_-...	Wisconsin_Stevens_Point_-CV_-	Resume			04/19/2016 5:26PM
Wisconsin_-_Cover_Leter_-...	Letter of Application	Cover Letters			04/19/2016 5:39PM
References_-_Gibson...	References	References			04/19/2016 5:40PM

Manage Application

Personal Information ?
POI Type Unknown
Eligible to Work in U.S.
Are you a former employee No
Previous Termination Date

Preferences
Desired Start Date 05/24/2016
Regular/Temporary Regular
Full/Part-Time Full-Time
Willing to Relocate Yes
Willing to Travel Yes
Travel Percentage Up to 100% of the time

Geographic Preferences
First Choice
Second Choice
Comments

Desired Work Days		
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday
<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	Saturday
Sunday		

Minimum Pay
Currency Code
Pay Frequency
Desired Shift(s) Any
Desired Hours Per Week

Referral Source ?
How did you learn of the job? Other
Additional Information Indeed.com
Specific Referral Source

Manage Application

Education Information

Education Level

Highest Education Level

Training

No Training has been added for this applicant.

[Add Training](#)

Areas of Study

No Areas of Study have been added to this applicant's profile.

[Add Areas of Study](#)

Degrees

Find | | | First 1 of 1 Last

Degrees	Degree	
Bachelor of Science	BS	

Summary

- Recruiting Home Dashboard for Recruiters
 - Easy access to perform your recruiting work
 - Easy access to Application Materials
 - Especially Attachments!

Questions?

Institution Feedback

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

11A and 11M Non Standard Pay Calc Schedule

- **10C** payroll follows standard schedule

- **11A:**
 - Friday, 11/11 - Paysheet create overnight
 - Monday, 11/14 - Payline deadline at 4:30
 - Monday, 11/14 - Retro and payline loads overnight
 - Tuesday, 11/15 - FICA files due at Noon
 - Wednesday, 11/16 - Final Calc/Confirm at Noon

- **11M:**
 - Thursday, 11/17 - Paysheet create overnight
 - Friday, 11/18 – payline deadline at 4:30 p.m.
 - Sunday, 11/20 - Retro and payline loads overnight
 - Monday, 11/21 - FICA files due at Noon
 - Tuesday, 11/22 - Final Calc/Confirm at Noon

- **11B** payroll follows standard schedule

Calendar Review – November 2016

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

[View in Table](#)

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 Description*

Questions?

