



All Affinity Group Call November 15, 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

- 9.2 Upgrade-User Acceptance Testing Orientation (approx. first 15 minutes)
- FLSA (Plan to start at 9:20)
 - Legal Holiday
 - Compensatory Time
 - Timesheet Entry
 - Paygroups and Time Reporting Codes
- November Calendar Review



HRS 9.2 Upgrade Project

User Acceptance Testing Orientation

November 15, 2016

User Acceptance Testing

- Goals
- Scripts
- Knowledge Base Documents
- 9.2 Version is pre-FLSA implementation
- Security
- Support
- Batch Schedule
- Time Approval
- Weekly Reports
- Questions

User Acceptance Testing

- **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 Scripts
 - UAT 01 – University Staff End-to-End Hire
 - UAT 02 – Academic Staff End-to-End Hire
 - UAT 03 – Self Service Validation
 - UAT 04 – Benefits Billing
 - UAT 05 – Direct Retro

(Share script)

User Acceptance Testing

- Knowledge Base Documents
 - Revised for version 9.2.
 - Access links to KBs in each script.
 - Links to other KBs are disabled. They will be enabled at go-live.

User Acceptance Testing

- UAT will be conducted in the QAT environment.
 - November A and M payrolls.
 - Pre-FLSA changes in version 9.0.

User Acceptance Testing

- Security for 9.2 UAT is based on current 9.0 roles
 - You will have the same access as you have in production HRS.
 - If you don't have security access for a page, you will not be able to complete the step in the script.

UAT Support

Contact your Affinity Group

Phone – Email – Web Forms – Chat

<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	AG Support email addresses	LiveChat & Webforms
<p>7:45 a.m. - 4:30 p.m 5 days a week (Mon-Fri)</p> <p>AG1: (888) 298-0141 (toll free) or (608) 262-0600</p> <p>AG2: (888) 298-0151(toll free) or (608) 262-0419</p> <p>AG3: (888) 298-4159 (toll free) or (608) 262-6093</p>	<p>7:45 a.m. - 4:30 p.m (Affinity Group Support Model) 5 days a week (Mon-Fri)</p> <p>AG1: ag1@uwsa.edu</p> <p>AG2: ag2@uwsa.edu</p> <p>AG3: ag3@uwsa.edu</p>	<p>7:45 a.m. - 4:30 p.m 5 days a week (Mon-Fri)</p> <p>Click here to chat with a support agent</p> <p>Use our web form to submit an incident</p>

User Acceptance Testing

START DATE	ACTIVITY	APPROXIMATE	RESPONSIBLE
11/15/2016	Send UAT Scripts for Site Leader Review	1 day	OE Manager
11/15/2016	AG UAT Orientation Session for Testers	1 day	OE Manager
11/21/2016	Assign Test Scripts to Testers	1 day	Site Leaders
11/21/2016	Execute tests according to assigned scripts	4 weeks	Testers
11/21/2016	Mark scripts as Pass or Fail	4 weeks	Testers
11/21/2016	Report failed tests to Affinity Groups	4 weeks	Site Leads / Testers
11/21/2016	UAT Week 1: Testers Test Access – Proper Security is setup and navigation is available in 9.2 per their current production access	1 week	Site Leads / Testers

User Acceptance Testing

START DATE	ACTIVITY	APPROXIMATE DURATION	RESPONSIBLE
11/28/2016	UAT Week 2: Testers complete Create Position, Add Person, and Hire Person for Scripts 1 and 2 to prep for 11A payroll the next week and 11M the following week; Work on scripts 3-5 can begin at any time	1 week	Site Leads / Testers
11/29/2016	AG Week 2 UAT Check-In	1 day	OE Manager, AG's
12/02/2016	Site Leads return weekly testing results for UAT Week 2	1 day	Site Leads
12/04/2016	First nightly batch for 11A: Create 11A pay sheets and begin to process nightly batch for 11A	1 day	Batch Team
12/05/2016	UAT Week 3: Testers complete script 1 Univ. Staff Hire and validation with 11A payroll; Work on scripts 3-5 continues	1 week	Site Leads / Testers
12/05/2016	Second nightly batch for 11A (BN, Time Admin, AM, 11A Prelim Calc)	1 day	Batch Team
12/06/2016	AG Week 3 UAT Check-In	1 day	OE Manager, AG's
12/06/2016	Third nightly batch for 11A (BN, Time Admin, AM, 11A Prelim Calc)	1 day	Batch Team



User Acceptance Testing

START DATE	ACTIVITY	APPROXIMATE DURATION	RESPONSIBLE
12/07/2016	Fourth nightly batch for 11A (BN, Time Admin, AM, 11A Prelim <u>Calc</u>); include Mass Time approval possibly manually	1 day	Batch Team
12/08/2016	Fifth nightly batch for 11A (BN, Time Admin, AM, 11A Final <u>Calc</u> and Confirm)	1 day	Batch Team / <u>Func</u> Lead
12/09/2016	11A Post Confirm batch	1 day	Batch Team
12/09/2016	Site Leads return weekly testing results for UAT Week 3	1 day	Site Leads
12/11/2016	First nightly batch for 11M: Create 11M pay sheets and begin to process nightly batch for 11M	1 day	Batch Team
12/12/2016	UAT Week 4: Testers complete script 2 Academic Staff hire and validation with 11M payroll; Any remaining work on scripts 3 to 5 completed	1 week	Site Leads / Testers
12/12/2016	Second nightly batch for 11M (BN, Time Admin, AM, 11M Prelim <u>Calc</u>)	1 day	Batch Team



User Acceptance Testing

START DATE	ACTIVITY	APPROXIMATE DURATION	RESPONSIBLE
12/13/2016	Third nightly batch for 11M (BN, Time Admin, AM, 11M Prelim Calc)	1 day	Batch Team
12/13/2016	AG Week 4 UAT Check-In	1 day	OE Manager, AG's
12/14/2016	Fourth nightly batch for 11A (BN, Time Admin, AM, 11M Prelim Calc)	1 day	Batch Team
12/15/2016	Fifth nightly batch for 11M (BN, Time Admin, AM, 11M Final Calc and Confirm)	1 day	Batch Team / Func Lead
12/16/2016	11M Post Confirm batch	1 day	Batch Team
12/20/2016	Site Leads submit final testing results	1 day	Site Leads
01/16/2017	TAM UAT Execution at affected campuses (delayed due to need for additional testing)	2 weeks	Site Leads / Testers

User Acceptance Testing

- Time Approval will be conducted for the entire UWS twice per day.
 - The supervisors you enter do NOT need to approve time in UAT.

User Acceptance Testing

- Weekly Reports
 - Brad will send a template for weekly reporting by the Site Leaders
 - The data will include scripts underway, scripts completed, objectives passed and objectives failed

UAT Calendar

November

2016

HRS 9.2 User Acceptance Testing

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 UAT Orientation Session Send scripts to Site Leaders	16	17	18	19
20	21 UAT begins Validate security access	22	23	24 Thanksgiving Holiday	25	26
27	28 UAT Week 2 Begin executing scripts	29 AG UAT Check-In	30			



UAT Calendar

December

2016

HRS 9.2 User Acceptance Testing

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
					Site Leaders return weekly testing results	
4	5	6	7	8	9	10
First nightly batch for 11A payroll	UAT Week 3 Complete University Staff Hire script – nightly batch 11A	AG UAT Check-In Nightly batch 11A	Nightly batch 11A	Final Calc and Confirm 11A	Site Leaders return weekly testing results Post confirm 11A	
11	12	13	14	15	16	17
First nightly batch for 11M payroll	UAT Week 4 Complete Academic Staff script – nightly batch 11M	AG UAT Check-In Nightly batch 11M	Nightly batch 11M	Final Calc and Confirm 11M	Site Leaders return weekly testing results Post confirm 11M	
18	19	20	21	22	23	24
		Site Leaders return all remaining test results UAT concludes				
25	26	27	28	29	30	31
	January 2017 TAM UAT					



Questions





FLSA Business Processing

November 15, 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

- Legal Holiday
- Compensatory Time
- Timesheet Entry
- Paygroups and Time Reporting Codes

A Basis Legal Holiday

- Legal Holiday Allocation will be granted by FTE and rounded **up** to the nearest .25 hour.
- Legal Holiday usage will be sent/pushed to timesheet based on FTE and rounded to the **closest** .25 hour.
- Examples:
 - **60% employee** is *allocated* 43.25 hours ($72 \text{ hrs FT} \times 60\% = 43.2$, rounded up is 43.25)
 - Each holiday, 4.75 hours will be sent ($8 \times 60\% = 4.8$, rounded to the closest .25/hr is 4.75)
 - Grand total sent or taken will be 42.75 hours ($4.75 \times 9 \text{ holidays} = 42.75$)
This is short .5 hours and will need to be taken manually.
 - **80% employee** is *allocated* 57.75 hours ($72 \text{ hrs FT} \times 80\% = 57.6$, rounded up is 57.75)
 - Each holiday, 6.5 hours will be sent ($8 \times 80\% = 6.4$, rounded to closest .25/hr is 6.5)
 - Grand total sent or taken will be 58.5 hours ($6.5 \times 9 \text{ holidays} = 58.5$)
This is overused .75 hours and will push unpaid on the last holiday.

A Basis Legal Holiday

- Scheduled workday on holiday
 - *Not working the holiday* – No action necessary if the LH hours pushed are equal to a normal scheduled workday.
 - If the *scheduled workday is not equal to LH earnings*, must supplement other leave to receive a full check.
 - *Working the holiday*, void or change the Legal Holiday usage in Absence. This will defer the holiday for later use.
 - Enter holiday hours worked
 - HRS will not exclude the legal holiday hours from the overtime calculation. Any hour worked over 40 (including the hours entered for the legal holiday) will generate overtime. Hours worked over 40 may or may not be accurate in a legal holiday week. These hours will need to be monitored by the institution and any overtime hours removed if necessary.

A Basis Legal Holiday

When the holiday is pushed to the timesheet

Timesheet Sign Out

ARNOLD, ... Employee ID: ...

Job Title: STUDENT SERVICES CORD Employee Record Number: 0

[Click for Instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)

Populate Time From:

Reported Hours: 8.00 Hours Scheduled Hours: 40.00 Hours

Reported time on or before 10/29/2016 is for a prior period.

From Sunday 07/03/2016 to Saturday 07/09/2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
		8.00	8.00	8.00	8.00				UW_DEFAULT			
	8.00							8.00 LegalHday - LGHOL	UW_DEFAULT			

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
07/04/2016	Approved	8.00	LGHOL	8.00	

Example: A Basis Legal Holiday Worked

Example – Employee worked on the Holiday

For A basis biweekly that work on a legal holiday, just enter hours as usual into the timesheet.

Timesheet Sign Out

Employee ID: XXXXXXXX

Job Title: IS SPECIALIST Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 11/13/2016 Refresh [<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From: Schedule Information

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

Reported time on or after 11/13/2016 is for a future period.

From Sunday 11/13/2016 to Saturday 11/26/2016

Timesheet Print

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	80.00	<input type="text"/>	UW_DEFAULT	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	8.00	8.00	8.00	8.00	8.00	<input type="text"/>	<input type="text"/>	8.00	8.00	8.00	8.00	8.00	<input type="text"/>						

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
11/14/2016	Submitted	8.00		8.00	<input type="text"/>
11/15/2016	Submitted	8.00		8.00	<input type="text"/>
11/16/2016	Submitted	8.00		8.00	<input type="text"/>
11/17/2016	Submitted	8.00		8.00	<input type="text"/>
11/18/2016	Submitted	8.00		8.00	<input type="text"/>
11/21/2016	Submitted	8.00		8.00	<input type="text"/>
11/22/2016	Submitted	8.00		8.00	<input type="text"/>
11/23/2016	Submitted	8.00		8.00	<input type="text"/>
11/24/2016	Submitted	8.00		8.00	<input type="text"/>
11/25/2016	Submitted	8.00		8.00	<input type="text"/>

Example: A Basis Legal Holiday Worked

Example – Employee worked on the Holiday (cont)

After Time Administration runs the hours flow through for approval as REG hours.

Payable Time Detail

Employee ID: [REDACTED]
Job Title: IS SPECIALIST
Employee Record Number: 0
Payable Time Detail displayed for up to thirty-one days.

Select Payable Statuses to view from the Payable Status Filter expandable section. Use the Refresh button to refresh the display of the selected statuses

Start Date: End Date: [Refresh](#)

Payable Status Filter

Payable Time						
Overview	Time Reporting Elements	Task Reporting Elements				
Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Taskgroup
11/14/2016	Needs Approval		REG00	Hours	8.000000	UW_DEFAULT
11/15/2016	Needs Approval		REG00	Hours	8.000000	UW_DEFAULT
11/16/2016	Needs Approval		REG00	Hours	8.000000	UW_DEFAULT
11/17/2016	Needs Approval		REG00	Hours	8.000000	UW_DEFAULT
11/18/2016	Needs Approval		REG00	Hours	8.000000	UW_DEFAULT
11/21/2016	Needs Approval		REG00	Hours	8.000000	UW_DEFAULT
11/22/2016	Needs Approval		REG00	Hours	8.000000	UW_DEFAULT
11/23/2016	Needs Approval		REG00	Hours	8.000000	UW_DEFAULT
11/24/2016	Needs Approval		REG00	Hours	8.000000	UW_DEFAULT
11/25/2016	Needs Approval		REG00	Hours	8.000000	UW_DEFAULT

C Basis Legal Holiday

- C basis Legal Holiday entry
 - Legal holiday will NOT be loaded to the C basis timesheet. If Legal Holiday is on a scheduled weekday, hours are to be entered as REG.
 - Employee, Supervisor, HR or Payroll Coordinator add a Comment of “Legal Holiday” on the observed day in the timesheet if the person didn’t work on the holiday.
 - No comment is necessary if the person worked on the legal holiday.
 - A query is being developed to monitor Legal Holiday comments.
 - Each institution must develop a written business process detailing how the “legal holiday” comment will be handled. This is a key auditable item.

C Basis Legal Holiday

- C basis Legal Holiday entry
 - Legal holiday will NOT be loaded to the C basis timesheet. If Legal Holiday is on a scheduled weekday, hours are to be entered as REG.
 - Employee, Supervisor, HR or Payroll Coordinator add a Comment of “Legal Holiday” on the observed day in the timesheet if the person didn’t work on the holiday.
 - No comment is necessary if the person worked on the legal holiday.
 - A query is being developed to monitor Legal Holiday comments.
 - Each institution must develop a written business process detailing how the “legal holiday” comment will be handled. This is a key auditable item.
 - HRS will not exclude the legal holiday hours from the overtime calculation. Any hour worked over 40 (including the hours entered for the legal holiday) will generate overtime. Hours worked over 40 may or may not be accurate in a legal holiday week. These hours will need to be monitored by the institution and any overtime hours removed if necessary.

C Basis Legal Holiday

- C basis Legal Holiday entry
 - STEPS in the Elapsed Timesheet:
 - Once the hours have been *submitted*, the comment bubble appears under the Reported Time Status section of the timesheet
 - Click on the “comment icon” on appropriate date
 - Add Comment “Legal Holiday”
 - SAVE

C Basis Legal Holiday

1. Enter hours into Elapsed Timesheet and click submit.

Note – You must submit hours before the option of inserting a comment will be available.

Timesheet Sign Out

Employee ID: Job Title: Employee Record Number: 0

[Click for Instructions](#)

View By: Date: [<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From:

Reported Hours: 80.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or after 11/13/2016 is for a future period.

From Sunday 12/25/2016 to Saturday 01/07/2017

Sun 12/25	Mon 12/26	Tue 12/27	Wed 12/28	Thu 12/29	Fri 12/30	Sat 12/31	Sun 1/1	Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00	<input type="text"/>	UW_DEFAULT	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Reported Time Status - click to hide](#)

C Basis Legal Holiday

2. After submitting the Timesheet, the Reported Time Status of hours should display below. If it is not displayed, click the Reported Time Status link.

Timesheet Sign Out

Employee ID: XXXXXXXXXX

Job Title: XXXXXXXXXX Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 12/25/2016 [Refresh](#) [<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From: Schedule Information

Reported Hours: 80.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or after 11/13/2016 is for a future period.

From Sunday 12/25/2016 to Saturday 01/07/2017

Timesheet PDF

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
12/25	12/26	12/27	12/28	12/29	12/30	12/31	1/1	1/2	1/3	1/4	1/5	1/6	1/7						
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00		UW_DEFAULT			

[Reported Time Status - click to view](#)

[Summary of Hours](#)

[Absence Event - click to view](#)

[Reported Hours Summary - click to hide](#)

Category	Total	WEEK 1 (from 12-25 to 12-31)	WEEK 2 (from 01-01 to 01-07)
Total Reported Hours	80.00	40.00	40.00
Total Scheduled Hours			
Schedule Deviation	80.00	40.00	40.00

C Basis Legal Holiday

3. Click on the Comment Bubble on the corresponding Legal Holiday/Legal Holiday Observed

Timesheet Sign Out

Employee ID: XXXXXXXXXX
Job Title: XXXXXXXXXX Employee Record Number: 0

[Click for Instructions](#)











View By: Time Period Date: 12/25/2016 Refresh [<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From: Schedule Information
Reported Hours: 80.00 Hours Scheduled Hours: 0.00 Hours
Reported time on or after 11/13/2016 is for a future period.

From Sunday 12/25/2016 to Saturday 01/07/2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00		UW_DEFAULT			

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
12/26/2016	Submitted	8.00		0.00	
12/27/2016	Submitted	8.00		0.00	
12/28/2016	Submitted	8.00		0.00	
12/29/2016	Submitted	8.00		0.00	
12/30/2016	Submitted	8.00		0.00	
01/02/2017	Submitted	8.00		0.00	
01/03/2017	Submitted	8.00		0.00	
01/04/2017	Submitted	8.00		0.00	
01/05/2017	Submitted	8.00		0.00	
01/06/2017	Submitted	8.00		0.00	



C Basis Legal Holiday

4. Enter a Comment of Legal Holiday and click SAVE (*this step will change depending upon the institution process*)

Comments

Employee ID: [REDACTED]
Job Title: [REDACTED] Employee Record Number: 0

Date Under Report: 12/26/2016

Operator Id	DateTime Created	Source	Comment
[REDACTED]	11/09/2016 7:30AM	Time Reporting	Legal Holiday

Compensatory Time

- Accrued as a substitute for having overtime pay
- Used for time off/flexing time
- Comp time is both accrued and taken within the timesheet

- 12/1/2016, Adding Comp Time for A Basis Biweekly

Comp Time Accrued

Example – Employee worked 40 hours plus an additional 4 hours on Saturday, both weeks

- Add a row
- Enter the additional time worked into the appropriate days
- Select COMP for Rule Element 1
- Submit the timesheet

View Time Period Date: 10/02/2016 Refresh << Previous Time Period Next Time Period >>

By: Populate Time From: Schedule Information

Reported Hours: 88.00 Hours Scheduled Hours: 80.00 Hours

From Sunday 10/02/2016 to Saturday 10/15/2016

Timesheet

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00		UW_DEFAULT		
						4.00							4.00	8.00		UW_DEFAULT		COMP

Reported Time Status - click to hide

Date	Status	Total	Time Reporting Code	Sched Hrs	Comments
10/03/2016	Submitted	8.00		8.00	
10/04/2016	Submitted	8.00		8.00	
10/05/2016	Submitted	8.00		8.00	
10/06/2016	Submitted	8.00		8.00	
10/07/2016	Submitted	8.00		8.00	
10/08/2016	Submitted	4.00		0.00	

OT and Comp Time Accrued

Example 1 – Overtime Pay (OT) earned in week 1, Comp Time earned in week 2

Put the hours for week one and week two on separate rows in the timesheet. Enter COMP in Rule Element 1 on the row associated to the week you wish for hours over 40 to be designated as Comp Time earnings.

Timesheet Sign Out

Employee ID:

Job Title: ASSOC OUTREACH SPEC Employee Record Number: 0

[Click for Instructions](#)

View By: Date: [<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From:

Reported Hours: 87.00 Hours Scheduled Hours: 0.00 Hours

From Sunday 10/30/2016 to Saturday 11/12/2016

Timesheet

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
10/30	10/31	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12						
	10.00	8.00	10.00	8.00	8.00									44.00		UW_DEFAULT			
								8.00	8.00	8.00	10.00	9.00		43.00		UW_DEFAULT		COMP	

Comp Time Eaned and Used

Example 2 – Employee earned Comp Time in week 1 and uses Comp Time in week 2

Designate hours over 40 as comp time earnings in week 1 by entering COMP in the Rule Element 1 field

Timesheet Sign Out

Job Title: CLASSIFIED BACK-UP Employee ID: XXXXXXXXXX
 Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 10/30/2016 [Refresh](#) << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information
 Reported Hours: 82.00 Hours Scheduled Hours: 80.00 Hours

From Sunday 10/30/2016 to Saturday 11/12/2016

Sun 10/30	Mon 10/31	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5	Sun 11/6	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
8.00	8.00	8.00	8.00					8.00	8.00	8.00	8.00			72.00		UW_DEFAULT			
					10.00									10.00		UW_DEFAULT		COMP	

[Reported Time Status - click to hide](#)

Wait for Time Admin to run. For the day Comp Time will be used adjust scheduled hours accordingly (if applicable). Add a new row and enter quantity of Comp Time hours to be used. Select the CTUSE Time Reporting Code. Click Submit.

Timesheet Sign Out

Job Title: CLASSIFIED BACK-UP Employee ID: XXXXXXXXXX
 Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 10/30/2016 [Refresh](#) << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information
 Reported Hours: 82.00 Hours Scheduled Hours: 80.00 Hours

From Sunday 10/30/2016 to Saturday 11/12/2016

Sun 10/30	Mon 10/31	Tue 11/1	Wed 11/2	Thu 11/3	Fri 11/4	Sat 11/5	Sun 11/6	Mon 11/7	Tue 11/8	Wed 11/9	Thu 11/10	Fri 11/11	Sat 11/12	Total	Time Reporting Code	Taskgroup	Task Profile ID	Rule Element 1	Rule Element 2
8.00	8.00	8.00	8.00					8.00	8.00	8.00	8.00			64.00		UW_DEFAULT			
					10.00									10.00		UW_DEFAULT		COMP	
												6.00		6.00		UW_DEFAULT			
													2.00	2.00	CTUSE - Comp Time Taken	UW_DEFAULT			

Comp Time Taken

Example 3 – Employee worked 40 hours week 1 and uses comp time for the second Friday

- Remove the hours for the day taking off from work
- Add a row
- Enter the amount of hours taking comp time
- Select the CTUSE (Comp Time Taken) TRC
- Submit

View Date: [<< Previous Time Period](#) [Next Time Period >>](#)

By:

Populate Time From: Schedule Information

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

From Sunday 10/02/2016 to Saturday 10/15/2016

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	0.00			
												8.00			CTUSE - Comp Time Taken

Comp Time Taken

Example 3 – Employee worked 40 hours week 1 and uses comp time for the second Monday

- Remove the hours for the day taking off from work
- Add a row, enter the time worked for the half day and select the REG00 TRC
- Add another row, enter the amount of hours taking comp time and select the CTUSE (Comp Time Taken) TRC
- Submit

View Time Period Date: 10/02/2016 Refresh << Previous Time Period Next Time Period >>

By: Populate Time From: Schedule Information

Reported Hours: 80.00 Hours Scheduled Hours: 80.00 Hours

From Sunday 10/02/2016 to Saturday 10/15/2016

Timesheet

Sun 10/2	Mon 10/3	Tue 10/4	Wed 10/5	Thu 10/6	Fri 10/7	Sat 10/8	Sun 10/9	Mon 10/10	Tue 10/11	Wed 10/12	Thu 10/13	Fri 10/14	Sat 10/15	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00			0.00	8.00	8.00	8.00	8.00			
								4.00							REG00 - Regular Hours
								4.00							CTUSE - Comp Time Taken

Comp Time Balances

- Review the Compensatory Time Balance page to view balances, which is available in both MSS and ESS
- Self-service (Manager or Employee)>Time Reporting>View Time>Compensatory Time

Menu

Search:

My Favorites
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Inbound File Upload
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Time Reporting
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Exceptions
Payable Time Summary
Payable Time Detail
Forecasted Time
Summary
Forecasted Time Detail
Absence Request
History
Absence Balances
User Preferences
Personal Information
Payroll and Compensation
Benefits
Stock Activity

Compensatory Time

Employee ID:

Job Title: Employee Record Number: 0

Comp Time Balance Summary

Today's Date: 10/20/2016

Balance at Beginning of Today: 0.000000 Hours

Compensatory Time Off Plan: UW_COMP

*Show Time Expiring in:

Comp Time Detail

Expiration Date	Number of Hours Expiring	Balance at End of Day
	0.000000	0.000000

Go To: [Self Service](#)
[Time Reporting](#)

On Call, etc

- The A and C Basis nonexempt biweekly staff do not have any Time Reporting Codes (TRCs) for:
Calls at Home, Call Back/Call In or Standby Pay
If time is to be paid for any of these activities it will need to be added to Additional Pay, Lump Sum payments.

Paygroups and TRCs

- A basis:
- Paygroups: HFR, HF8
- TRCs seen by Payroll Coordinators

Time Reporting Code	Taskgroup
<input type="text"/>	UW_DEFAULT
<p>ACAHW - ACA Worked Non-Paid Hours ALTWK - Alternate Work Week-Reg Hours CT050 - Comp Time Earned .5 CT100 - Comp Time Earned 1.0 CT150 - Comp Time Earned 1.5 CTFML - Comp Time for FMLA CTPAY - Comp Time Payout CTUSE - Comp Time Taken INCLP - Inclement Weather with pay OT050 - Overtime .5 OT100 - Overtime 1.0 OT150 - Overtime 1.5 REG00 - Regular Hours TRMCT - Term Pay-Comp Time</p>	

NOTE: Absence, these do not appear as a choice through the timesheet. Absence requests are entered through Absence Management.

Paygroups and TRCs

- C basis:
- Paygroups: HCR, HC8
- TRCs

Time Reporting Code	Taskgroup
<input type="text"/>	UW_DEFAULT
<div style="background-color: #0070C0; color: white; padding: 2px;">ACAHW - ACA Worked Non-Paid Hours</div> <div style="padding: 2px;">OT150 - Overtime 1.5</div> <div style="padding: 2px;">REG00 - Regular Hours</div>	

C Basis Timesheet

- An Elapsed Timesheet will be used to report hours worked and sick leave used, as appropriate.
 - Note that a schedule will not be defaulted for this group. Payroll coordinators must enter an appropriate schedule.
- The C Basis WorkGroup, AHR00NPE00 MUST Click Submit to have hours flow through for approvals

Timesheet Entry

- *Timesheet View for 12A*
 - *If the person has never been enrolled in time and labor, it is possible they won't be able to view the 12A timesheet at all without first adjusting the date to 12/1.*
 - View “by Week” and Date 12/1/2016

Timesheet Entry

- Please ensure both FLSA Movement Employees and Supervisor/Managers understand the importance of timely Time and Leave entry, helping to avoid Missed/Off-Cycle payrolls
 - We will discuss the Missed/Off-Cycle processing on Dec 29 AG Calls

Follow Ups

- To Correct HR Mass Job Update load information changes eff 12/1
 - Submit a Ticket to your AG
 - Requesting Position FLSA Status be corrected with the Eff Dt. and Correcting Job Data

ALL CORRECTIONS NEED TO BE SUBMITTED BY END OF DAY, FRIDAY, DECEMBER 2ND

- Questions on business Process from previous FLSA AG Calls, Workshops and inquiries:
 - Send new ones to AGs
 - We will review and compile documentation to share
 - Discuss on upcoming FLSAAG Calls, Workshops and Hot Topics

- 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

Next Communication Steps

- **Tuesday, November 22, Workshop 1-2:30 pm**

- December Payroll Processing

- Report Summary

- KB Summary

- FLSA Movement

- **Tuesday, November 29, AG Calls**

- Nov Monthly Leave statements

- Encumbrances

- C Basis Dec Monthly Leave statement

- 12M C Basis Payroll processing

- Missed Payrolls and Paylines

Next Steps

- **Tuesday, December 6, Hot Topics or AG Calls**

- Report Summary review

- KB Summary review

- **Tuesday, December 13, AG Calls**

- FLSA Movement review

- Business Process Changes

- Retroactive Changes

- Future Dated Rows, Warnings and Errors

- **Tuesday, December 20, AG Calls**

Questions?



11A and 11M Non Standard Pay Calc 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	AG Support email addresses	LiveChat & Webforms
<p>7:45 a.m. - 4:30 p.m 5 days a week (Mon-Fri)</p> <p>AG1: (888) 298-0141 (toll free) or (608) 262-0600</p> <p>AG2: (888) 298-0151(toll free) or (608) 262-0419</p> <p>AG3: (888) 298-4159 (toll free) or (608) 262-6093</p>	<p>7:45 a.m. - 4:30 p.m (Affinity Group Support Model) 5 days a week (Mon-Fri)</p> <p>AG1: ag1@uwsa.edu</p> <p>AG2: ag2@uwsa.edu</p> <p>AG3: ag3@uwsa.edu</p>	<p>7:45 a.m. - 4:30 p.m 5 days a week (Mon-Fri)</p> <p>Click here to chat with a support agent</p> <p>Use our web form to submit an incident</p>

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?

