



Affinity Group 3

January 10, 2017

- 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
 - Initial User Acceptance Testing Results
 - Classroom Training Schedule – Benefits and TAM (Feb. 2017)
 - Talent Acquisition Manager User Acceptance Testing (Jan. 17 – 27)
- Benefits
 - New Hire Self Service Changes
 - ICI Annual Review
 - Epic Applications
- CYE Review
- January Calendar Review
- Questions/Institution Feedback
- Contact Us



HRS 9.2 Upgrade Project

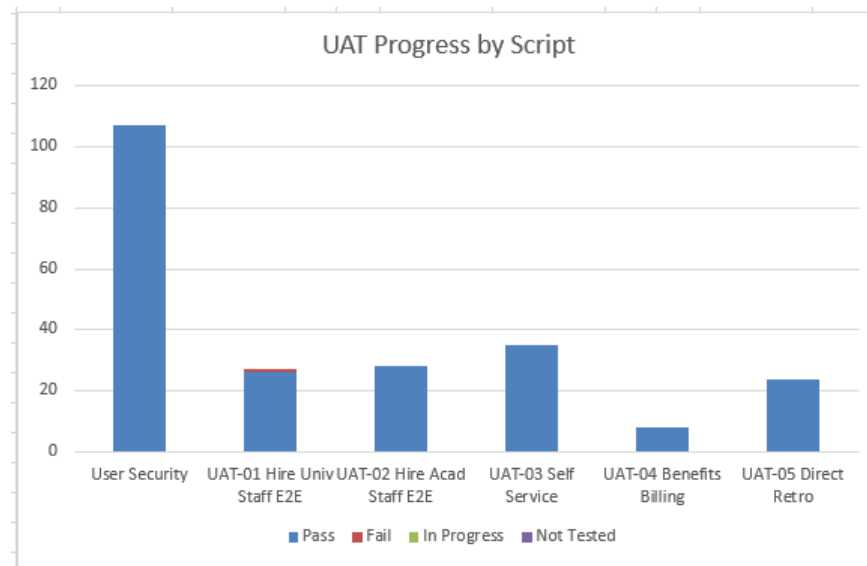
January 10, 2017

- Preliminary UAT Results
- Classroom Training Schedule
- TAM User Acceptance Testing

Preliminary User Acceptance Test Results

- Thank you for your hard work!
- 228 Scripts Completed
- 1,263 Objectives Completed
 - Many objectives moved to “not tested” due to script errors, timing with batch processes, etc. A more detailed report will be forthcoming

Preliminary UAT Results



HRS 9.2 Upgrade Training Schedule

February 2017

HRS 9.2 Upgrade Training

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5 Test Move 3	6 Data Seeding	7 Data Seeding	8	9 2A Payroll	10 Benefits – Green Bay TAM – Service Center	11
12	13	14 TAM-Eau Claire Benefits – Service Center	15	16 2M Payroll	17 TAM- Green Bay Benefits-Eau Claire	18
19	20 Benefits-Milwaukee	21 Benefits – Service Center	22 TAM – Service Center	23 2B Payroll	24	25
26	27	28				

9.2 Upgrade Training Schedule

- Thank you host Site Leaders!
 - Will schedule logistics meeting with you
- Registration will be completed at the Service Center using our Learning Management System (LMS)
 - Site Leaders will be contacted to coordinate dates and locations

TAM User Acceptance Testing

- Timeline
- Goals
- Scripts
- Knowledge Base Documents
- Security
- Support
- Batch Schedule
- Final Report
- Questions

- Talent Acquisition Manager User Acceptance Testing:
 - January 17 – 27
 - Testing will be conducted at your institution
 - Scripts will be sent to Site Leaders on Friday, January 13
 - Testing will begin on Tuesday, January 17
 - Link to QAT environment will be sent on Tuesday morning

- **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)

- Six Scripts for Recruiters:
 - Create AS Job Opening with Screening
 - Create University Staff Job Opening
 - Approve Job Opening
 - Search and Apply for Jobs – Candidate Gateway
 - View Application Materials – Prepare and Approve Job Offer
 - Accept Job Offer – Prepare for Hire

Sample Script

A	B	C	D	E	F	G	H	I
Obj #	Module	Test Script Objective	Step Number	Action	Input Data Value	Expected Result	Pass or Fail?	Notes
1	TAM	Approve a Job Opening		Sign In as Employee with Recruiter role after Primary Hiring Manager has approved both Job Openings from Script 01 & 02				
1	TAM		1	Log into PeopleSoft				
1	TAM	Navigation from Recruiting Home Dashboard	2	From Quick Links on the Recruiting Home Dashboard, select Pending Approvals Alternative - My Alerts pagelet > Click on the Job Opening to Approve link)				
1	TAM		3	Click on the Job Approval link under the Subject column	Select the job created in script 01	Job Opening, Job Details page displays		
1	TAM		4	Click on the Approvals Tab		Job Approvals page appears		
1	TAM		5	Click on Approve button		Approval chain is Approved for the Primary Hiring Manager Next approver box indicates Pending		
1	TAM		6	Click the Return Icon at top of page		Pending Approvals page appears		
1	TAM		7	Repeat steps for job created in script 02				

- Knowledge Base Documents
 - Revised for version 9.2
 - Access links to KBs in each script

- UAT will be conducted in the QAT environment
 - Make sure you test in the testing environment

- 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

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>

TAM UAT Batch Schedule

- The process that sends job postings to Candidate Gateway and Self Service Careers will be running on an hourly basis. This is the same as it runs in Production
- Batch process must run before the postings created from the scripts will appear in Candidate Gateway for them to apply
 - Will not be able to proceed to Script TAM-UAT-04 until the job opening has been approved and the process has run
- Batch process starts 15 minutes past every hour and completes roughly at 20 minutes



- Final Report
 - Brad will send a template for January 27 reporting by the Site Leaders (one report for all TAM UAT activity)
 - The data will include scripts completed, objectives passed and objectives failed
 - Institutions are expected to complete one of each of the six scripts. However, institutions can have multiple testers and tester may complete multiple scripts

Questions



New Hire Self Service Updates

****COMING 1/12/17****

New Hire eBenefits enrollment opportunity for:

- FSA Medical
- FSA Dependent Care
- LPFSA
- HSA

Benefit Confirmation Statements

- New Hire self-service will now include these plans

TASC Parking & Transit

- Paper Applications only

****COMING 1/12/17****

Reminder for 9M employees per pay period contributions:

- Per pay period contribution breakdown will not reflect 9 pay periods
- It will only reflect 26 or 12
- UWSC Benefits Team will complete audits to place 9-pay overrides on employee accounts

Coordination of Benefits (COB) and Medicare:

- Ongoing verification is required for HDHP enrollments
- Employees have 30 days from qualifying event date to complete COB to remain eligible for HDHP/HSA
- UWSC query produced weekly (Mondays)
- Ben Admins need to work timely

How to update COB information:

Benefit Administrator (KB #17882):

- Benefits>Employee/Dependent Information>Benefits Personal Data

Employee KBs

- 19700 - Self Service (eBenefits) for New Hires - FAQ
- 14486 - Self Service Benefits Enrollment for New Hires (eBenefits)

Administrator KBs

- 17882 - Benefits Personal Data
- 49765 - UW FSA/LPFSA New Hire Enrollment Process
- 48803 - New Hire HSA/HDHP Enrollment Process Map

Income Continuation Insurance (ICI)

Administrator HRS Entry Deadline 1/11/17:

- Enter all leave balances and make sure they are up-to-date
- Update Job Data including FTE and leave of absences
- Work, Work, Work WED Reports related to ICI:
 - UW_BN_ICI_ABBR
 - UW_BN_ABBR_UNROUNDED
 - UW_BN_ABBR_MISMATCH
 - UW_BN_AGE_70
 - UW_BN_ICI_COELECT
 - UW_BN_ICI_MISSING_ENROLLMENT

Impacts of Not Working ICI WED Reports by 1/11/17

- UW_BN_ICI_ABBR - the value is missing and the employee will **not** be reviewed for category change or deferred enrollment opportunity
- UW_BN_ABBR_UNROUNDED - the value is **incorrect** and will impact how the process will determine eligibility. In addition, it may **impact** current premium deductions
- UW_BN_ABBR_MISMATCH - the value is **incorrect** and will impact how the process will determine eligibility. In addition, it may **impact** current premium deductions.
- UW_BN_AGE_70 - State Group Life will be **waived** instead of changed to the Age 70 plan. SGL & ICI will have the **incorrect** effective date of change

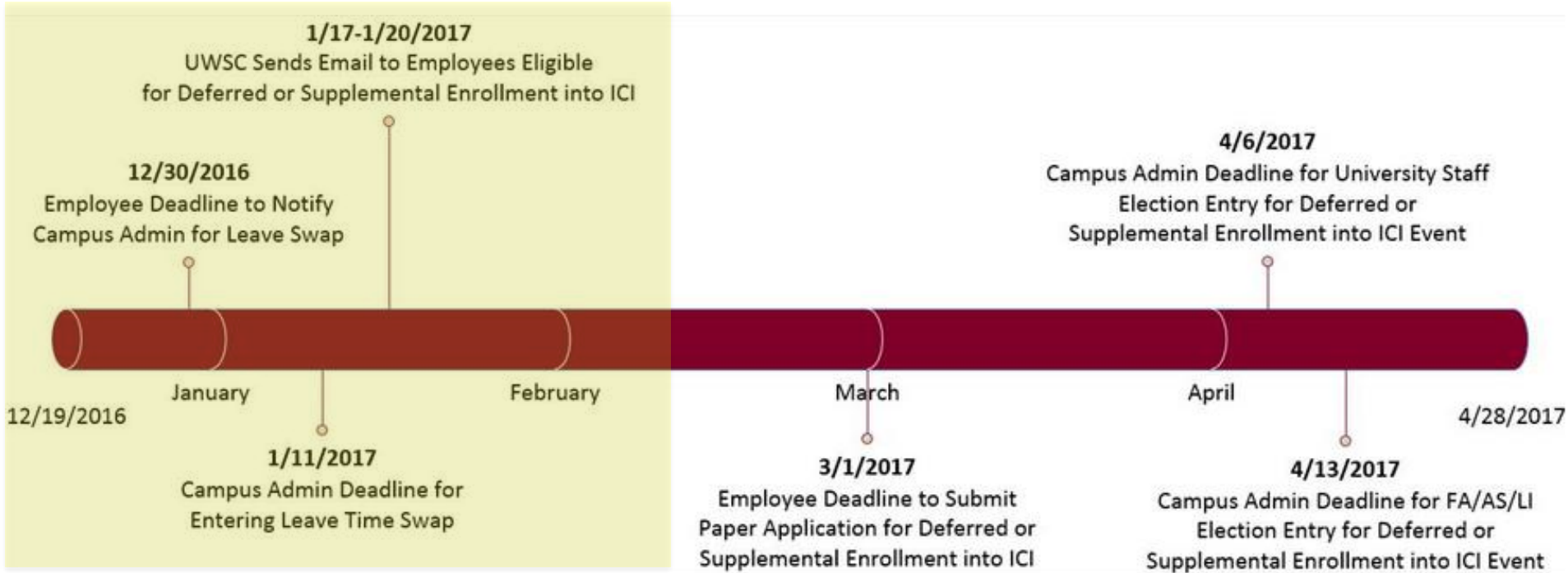
Impacts of Not Working ICI WED Reports by 1/11/17

- UW_BN_ICI_COELECT - The employee is currently enrolled into ICI Early and Regular. This ICI Early enrollment will be **waived** with any event being processed through the system which may not be the correct effective date. In addition, the employee is **over-paying** premiums
- UW_BN_ICI_MISSING_ENROLLMENT - The employee is currently enrolled into ICI Early but not Regular. This ICI Early enrollment will be **waived** with any event being processed through the system which may not be the correct effective date. In addition, the employee is **over-paying** premium

- When processing MSC Report, please remember to:
 - Setup/update ICI & SGL ABBR as employee becomes WRS eligible
 - Validate/change Benefit Service Date (Hire or Transfer)
 - Validate that the change to WRS is correct

ICI Annual Review

ICI Annual Review Timeline



Leave Swap Reminders

Review/update ABBRs by **EOD January 11th**

- *WED Reports to Review*
 - ICI ABBR
 - ABBR Mismatch
 - ABBR Unrounded

ICI Notification Process

- Campuses receive advanced copy of employee email
 - Campuses can start mailing hard copy notifications (for employees using paper checks)
- UWSC will send the email to employees regarding their eligibility
 - Next slide will show details of email & what employee sees
- UWSC will notify campuses of undeliverable and out-of-office auto-responses
- ICI Notification Process KnowledgeBase document: [44844](#)

Employee Email

From: UWSystemHR [<mailto:uwsystemhr@uwsa.edu>]


Sent: Tuesday, February 23, 2016 9:46 PM

To: [REDACTED]

Subject: REMINDER: Income Continuation Insurance Deferred Enrollment Ends March 1, 2016

REMINDER: Income Continuation Insurance Deferred Enrollment Ends March 1, 2016

You are eligible to participate in the annual Income Continuation Insurance (ICI) Deferred Enrollment period. **This is a reminder that the deferred enrollment period ends Tuesday, March 1, 2016.** To view your personalized eligibility visit your [ICI employee web page](#). This page will provide you with the data you need to make an informed enrollment decision.



The ICI program is an "income replacement" benefit plan that replaces up to 75% of your gross salary if you are unable to work due to a short or long-term disability. ICI coverage and premiums are based in part on your current salary and sick leave balance.

- Standard ICI pays 75% of your salary up to a maximum of \$4,000/month (based on a maximum salary of up to \$64,000 per year of 2015 WRS earnings).
- Supplemental ICI pays 75% of your salary up to a maximum of \$7,500/month (based on a maximum salary of up to \$120,000 per year of 2015 WRS earnings).

This is the only time during the year that you may enroll in the ICI program without evidence of insurability. If you are currently enrolled in the ICI plan and have Standard ICI coverage, you may be receiving this email because you are now eligible for Supplemental ICI coverage.

To participate in the ICI Deferred Enrollment period, you must complete and submit your application to your benefits office **by 4:30 p.m. on Tuesday, March 1, 2016.** If you have questions, please contact your [benefits office](#).

Employee Email Continued

ICI Deferred Enrollment Opportunity



University Staff Income Continuation Insurance - Supplemental Coverage

Enrollment Deadline: March 1, 2016

Coverage Effective Date: April 1, 2016

Since you are currently enrolled in Standard Income Continuation Insurance (ICI) coverage, and your 2015 WRS earnings were more than \$64,000, you are eligible to enroll in Supplemental ICI coverage during the annual Deferred Enrollment opportunity. Standard ICI pays 75% of your salary up to a maximum of \$4,000 per month (based on a maximum salary of up to \$64,000 per year of 2015 WRS earnings). Supplemental ICI would pay 75% of your salary up to a maximum of \$7,500 per month (based on a maximum salary of up to \$120,000 per year of 2015 WRS earnings).

Bucky Badger

Sick leave balance: 1,515.300000

Your Classified ICI Category: 6

Your current estimated monthly salary: \$6,250.00

Your estimated standard monthly premium, without supplemental coverage:

Your estimated supplemental monthly premium, if you elect coverage:

Your estimated total monthly premium, if you elect to add supplemental coverage:

Premium

\$0.00

\$5.30

\$5.30

Administrator Support



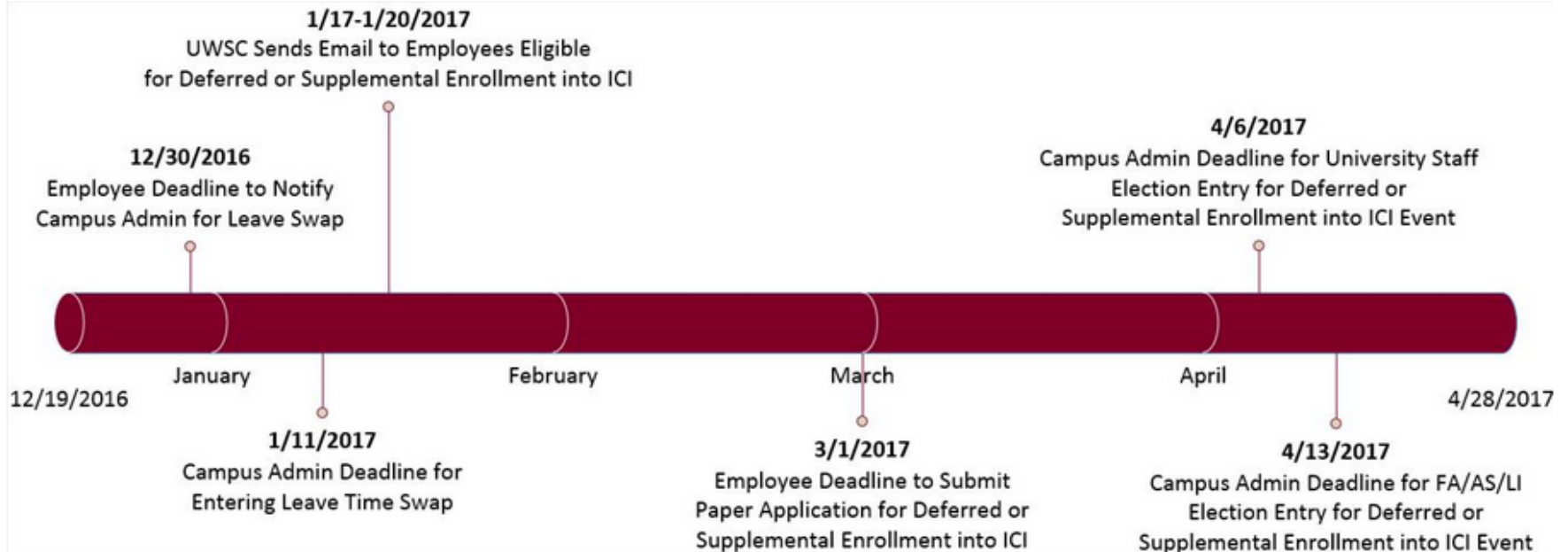
ICI Annual Review

Timeline

Calendar

Lookup Tool

Resources



Administrator Support

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[Printable Calendar](#)

today

January 2017



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
			Campus Administrators deadline for entering leave time swap			
15	16	17	18	19	20	21
		UWSC will send email notices to employees eligible for Deferred or Supplemental enrollment into ICI				
22	23	24	25	26	27	28
					UWSC will be updating Job Data, ICI Benefit plan enrollment, and ICI ABBRs	
29	30	31	1	2	3	4
UWSC will be updating Job						

Administrator Support



ICI Annual Review

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Employee Look-Up Utilities

Use the utilities below to assist employees with understanding the ICI notices they've received.

2016 ICI Premium Update Notice

Communication distributed 2/12/2016

Employee Empl ID:

Submit

2016 ICI Annual Deferred Enrollment Notice

Communication distributed 1/25/2016

Employee Empl ID:

Submit

Note: The look-up tool will be updated in January and February 2017. Please check back later.

Administrator Support



ICI Annual Review

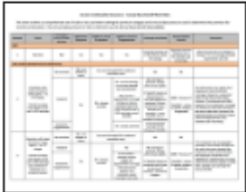
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Reference



ABBR chart



ETF Employer
Bulletin

Additional Resources

- ICI Administration Manual
- ICI Job Aid
- KB: ICI Notification Process
- KB: University Staff ICI Annual Sick Leave Swap Report
- KB: Managing Absences for a Prior Pay Period
- KB: Enter Applicants into HRS
- Annual Leave Swap Deadline Administrative Policy

ICI Annual Review Questions?



Epic Applications

- Epic and Dental WI applications should NOT be faxed to Epic
 - Enter the data into HRS and keep applications in Employee's file
 - Interface will send over new enrollments and address changes

Copy of Distribution Chart:

<https://www.wisconsin.edu/ohrwd/admin/download/bendist.pdf>

Questions



CYE – Important Dates

Important Calendar Year-End Payroll Dates - 2016-2017		as of November 18, 2016
Date	Event	
12/01/2016	Last on-cycle pay date in 2016 for monthly paid staff	
12/16/2016	Check Correction deadline to guarantee employees' original W-2s reflect the correct amounts	
12/22/2016	Last on-cycle pay date in 2016 for bi-weekly paid staff	
12/28/2016	NOON – Deadline for Missed Payroll submissions for inclusion on 2016 W-2s	
12/29/2016	Last off-cycle check date for 2016 (bi-weekly and monthly paid staff)	
12/30/2016	11:00AM! Deadline for Foreign National Personal Data Changes in Glacier (related to 1042-S 2016)	
01/06/2017	Final deadline for last minute Check Correction adjustments on an employee's W-2 (not guaranteed, based on volume)	
01/06/2017	Deadline for Taxable Fringe Adjustments for calendar year 2016	
01/06/2017	Deadline for Guaranteed Personal Data Changes (for ACA and W2 data)	
01/23/2017	Targeted date for finish printing W2s	
02/14/2017	Targeted print date for 2016 Fellowship/Scholarship Letters	
01/30/2017	Targeted date for employees to receive 2016 W-2s	
01/31/2017	IRS postmark deadline for employees 2016 W-2s	
02/23/2017	Targeted print date for 2016 1042-S forms - subject to change due to the HRS Upgrade	
03/01/2017	CYE posts to WISDM (approximately)	
03/10/2017	Targeted date for employees to receive 2016 1042-S forms (3/15/17 due)	

- 1/17: W-2 Process Kicked Off
- By 1/19: All electronic W-2 forms posted to portal
 - Pay & Ben Coordinators Receive Email Confirming Availability
 - Portal Article Posted
 - Language Concerning HRS Upgrade Outage
- 1/19 or 1/20: 1042-S Message
 - Pay & Ben Coordinators Receive Advance Copy and Population
 - Message to Employees Scheduled for Overnight

Calendar Review – January 2017

← Today →

1A 1B 1M

January 2017

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

[View in Table](#)

Institution Feedback

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



Contact Us


Contact your Affinity Group via Telephone, Email, Web Forms our Chat



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

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

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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*