



Affinity Group 3

January 24, 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

- Welcome New AG Generalists
- February B Processing Update
- TAM UAT Update
- HRS 9.2 Demo
 - FN
 - PY
 - HR
 - BN
- CYE Important Date
- W2s mailed
 - Already available on portal
- Questions/Institution Feedback
- January Calendar Review
- Contact Us

New AG Generalists

- AG1 Generalists:
 - Rocky Thompson and Tom Sanders have joined AG1 and are supporting Madison and Milwaukee.
 - Rocky has been with AG1 for 4 years as a support rep and has an Information Technology Infrastructure Library Certification.
 - Tom Sanders has worked as a member of our SC Payroll team for the last 4 years and worked in payroll and benefits at UW-Madison prior to joining the SC. Tom has a Bachelors from UW-Madison and 2 Masters degrees (UW-Eau Claire and Edgewood).
- AG3 Generalist:
 - Mai Xiong. Mai has joined AG3 and is supporting Colleges, Extension, Green Bay, Parkside, River Falls, Stout, Superior, and System Administration.
 - Mai comes with over 7 years of experience in customer service, most recently employed with Wisconsin Physician Solutions. She is a UW-Whitewater graduate with a Bachelors of Business Administration in Human Resource Management.

February B Processing Update

- In an effort to provide a smooth upgrade transition, the February B biweekly processing calendar will be shortened by one day.
- Paysheets will be created on Friday, February 17.
- Deadline for Payline Requests will be 4:30, Monday, February 20.
- PY & BN Retro and Payline Load will be included in the Monday, February 20 evening batch.
- Final Calc and Confirm will occur on Wednesday, February 22.
- More details will be provided as the date approaches.



HRS 9.2 Upgrade Project

January 24, 2017

- Talent Acquisition Manager User Acceptance Testing:
 - Concludes on January 27
 - 24 Jobs Approved (as of Monday morning)
 - 1 WiscIT

TAM User Acceptance Testing

- Final Report
 - Brad will send a template for January 27 reporting by the Site Leaders (one report for all TAM UAT activity) due January 31
 - Institutions are expected to complete one of each of the six scripts. However, institutions can have multiple testers and testers may complete multiple scripts

TAM UAT Final Report

Name:	TAM-01 Create AS Job Opening with Screening	TAM-02 Create University Staff Job Opening	TAM-03 Approve Job Opening	TAM-04 Search and Apply for Jobs – Candidate Gateway	TAM-05 View Application Materials – Prepare and Approve Job Offer	TAM-06 Accept Job Offer – Prepare for Hire
Institution:						
Date:						
Number Complete						
Pass						
Fail						

9.2 Upgrade Training Schedule

- Reminder: please send names and Empl IDs of employees for Benefits and TAM face-to-face training by end of today
- Registration will be completed at the Service Center using our Learning Management System (LMS)
 - Trainees will be contacted to coordinate dates and locations

Questions



Finance

Budget Funding Data Entry

[Favorites](#) > [Main Menu](#) > [Set Up HCM](#) > [Product Related](#) > [Commitment Accounting](#) > [Budget Information](#) > [Budget Funding Data Entry](#)

Funding Data Entry

Set ID: SHARE **Department:** A481400 L&S/COMMUN ARTS/COMM ART
Fiscal Year: 2017 **Budget Begin Date:** 07/01/2016 **Budget End Date:** 06/30/2017

Budget Data Find | View All First ◀ 1 of 1 ▶ Last

Department
 Position
 Appointment
 Danny Draft
 ID: 00874176
 Empl Record: 0

Eff Date	Eff Seq	Comp Rate	Job Code	Job Descr	Pos Nbr	Pay Basis	FTE %
12/11/2016	0	5.000000	93173	ELECT TECH MEDIA SENR	00000000	Hourly	1.000000

*Effective Date: 01/20/2017
 Eff Seq: 0
 *Status: Active ▼
 Date Entered: 01/20/2017
 Used by Distribution Process:

Last Changed By:

Funding Distribution Personalize | Find | | First ◀ 1 of 1 ▶ Last

	*SEQ#	GL Business Unit	Fund	Dept ID	Program	Project	Distrib %	ERNCD		
1	1	UWMSN					0.000			

Total By Pay Period

Save
 Notify
 Add
 Update/Display
 Include History
 Correct History

Process Direct Retro

Process Direct Retro Distribution

Direct Retro ID: DR00000140675

Last Updated By: 00395988

[Process Monitor](#)

Delete







Set ID SHARE


Bus Unit:  UW Madison


Processing Option
Apply to Transactions All

Search for Next Payroll	
Pay Period End Date 01/07/2017	2017BW01A
Days Prior Pay End Date 28	Ignore Off Cycle: <input type="checkbox"/>

Date Range	
Earnings End Dates	Or Fiscal Periods
Begin Date <input type="text" value="07/01/2016"/> 	From Year/Period <input type="text"/> <input type="text"/>
End Date <input type="text" value="12/31/2016"/> 	To Year/Period <input type="text"/> <input type="text"/>

Search Employee		Personalize Find  	First  1-2 of 2  Last
Employee Id	<input type="text"/>		
Empl Rcd#	<input type="text"/>		

 Return to Search

 Add

Direct Retro

Empl ID:

Company: UWS Pay Group: HPR Pay Begin Date: 02/07/2016 Pay End Date: 02/20/2016

Pay Run ID: 2016BW02B Off Cycle ? Posting Pay End Date: 05/14/2016 2016BW05A

Old Data Personalize | | First 1 of 1 Last

Earnings Accounting Period												
Empl Record	Earn Code	Department	Position	Job Code	Job Title	Fund	Dept ID	Program	Project	Account	GL Bus Unit	Earnings
0	HRG	Y401000			ACCOUNTANT - SENIOR	106	401000	1		1531	UWSYS	2640.16

2,640.16

New Data Personalize | | First 1-2 of 2 Last

Earnings Posting Accounting Period												
Empl Record	Earn Code	Department	Position	Job Code	Job Title	GL Bus Unit	Fund	Dept ID	Program	Project	Account	Earnings
0	HRG	Y401000			ACCOUNTANT - SENIOR	<input type="text" value="UWSYS"/>	<input type="text" value="106"/>	<input type="text" value="401000"/>	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value="1531"/>	<input type="text" value="2140.16"/>
0	HRG	Y401000			ACCOUNTANT - SENIOR	<input type="text" value="UWSYS"/>	<input type="text" value="100"/>	<input type="text" value="401000"/>	<input type="text" value="1"/>	<input type="text" value=""/>	<input type="text" value="1531"/>	<input type="text" value="500.00"/>

TOTAL 2,640.16
BALANCE

Calculate Distribution

Payroll

Create Additional Pay

Favorites ▾ Main Menu ▾ > Payroll for North America ▾ > Employee Pay Data USA ▾ > Create Additional Pay

Create Additional Pay

OLIVE BRANCH Employee Empl ID 00000000 Empl Record 0

Additional Pay Find | View All First ◀ 1 of 1 ▶ Last

*Earnings Code 🔍 + -

Effective Date Find | View All First ◀ 1 of 1 ▶ Last

Effective Date 📅 + -

Payment Details Find | View All First ◀ 1 of 1 ▶ Last

*Addl Seq Nbr <input type="text"/>	End Date <input type="text"/> 📅 + -
Rate Code <input type="text"/> 🔍	Reason <input type="text" value="Not Specified"/> ▾
Earnings <input type="text"/>	Hourly Rate <input type="text"/>
Hours <input type="text"/>	Goal Balance <input type="text"/>
Goal Amount <input type="text"/>	<input type="checkbox"/> Disable Direct Deposit
Sep Check Nbr <input type="text"/>	<input type="checkbox"/> Prorate Additional Pay
<input type="checkbox"/> OK to Pay	

Applies To Pay Periods

First Second Third Fourth Fifth

▶ **Job Information**

▶ **Tax Information**

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History Correct History

Review Paycheck

[Favorites](#) > [Main Menu](#) > [Payroll for North America](#) > [Payroll Processing USA](#) > [Produce Payroll](#) > [Review Paycheck](#)

[Paycheck Earnings](#) | [Paycheck Taxes](#) | [Paycheck Deductions](#) | [Paycheck Deductions](#)

Empl ID 00000000 **Name** DOE, JOHN R

Company UWS **Pay Group** ARG **Pay Period End** 12/31/2016 **Page** 6

Review/Track Adjustments
Line 2 **Separate Check**

Paycheck Information

Paycheck Status Confirmed **Paycheck Option** Advice
Issue Date 01/03/2017 **Paycheck Number** 0000000
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	4,239.58
Taxes	820.49
Deductions	509.89
Net Pay	2,909.20

Earnings Find | View All First ◀ 1 of 1 ▶ Last

Begin Date 12/01/2016 **End Date** 12/31/2016 **Add Line Nbr** **Reason** Not Specified
Empl Record 0 **Benefit Record** 0 **Additional Data**

Salaried

Hours 181.16
Rate 24.459135
Earnings 4,239.58

Hourly

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Overtime

Hours 0.00
Rate 0.000000
Earnings 0.00
Rate Code

Rate Used Hourly Rate **Shift** Not Applicable
State WI **Locality** **Shift Rate**

Other Earnings Personalize | Find | View All | [Print] [Calendar] First ◀ 1 of 1 ▶ Last

[Other Earnings Details 1](#) | [Other Earnings Details 2](#) | [Filter]

Code	Description	Rate Used	Hours	Rate	Amount	Source

Special Accumulators Personalize | Find | View All | [Print] [Calendar] First ◀ 1-6 of 6 ▶ Last

Code	Description	Hours	Earnings	Empl Record
FTE	FTE Counter	181.16	4,239.58	0
SAV	Savings	181.16	4,239.58	0

Request Direct Deposit

Favorites ▾ Main Menu ▾ > Payroll for North America ▾ > Employee Pay Data USA ▾ > Request Direct Deposit

OLIVE BRANCH Person ID 00000000

Deposit Information Find | View All First ◀ 1 of 1 ▶ Last + -

*Effective Date: 10/04/2012 ⓘ *Status: Inactive ▾

Distribution Information Find | View All First ◀ 1 of 1 ▶ Last + -

Your Bank Information + -

Country Code: USA 🔍 United States
Bank ID: 053904483 🔍
Bank Name: BANK OF AMERICA, N.A.
Address: P O BOX 27025
RICHMOND
VA 23261-7025

International ACH Bank Account Prenotification Required

Distribution

Account Nbr:	11111111111	Prenote Date:	02/10/2011
*Account Type:	Checking ▾	Prenotification Status:	Completed
*Deposit Type:	Balance ▾	Amount:	
% Net Pay:			
*Priority:	999		

This data was last updated by System Data last updated on 10/04/2012

Save Return to Search Notify Refresh Update/Display Include History Correct History

Update Employee Tax Data - Federal

Favorites ▾ | Main Menu ▾ > Payroll for North America ▾ > Employee Pay Data USA ▾ > Tax Information ▾ > Update Employee Tax Data

Federal Tax Data | State Tax Data | Local Tax Data

OLIVE BRANCH Person ID 00508200

Tax Data ? Find | View All First ◀ 1 of 1 ▶ Last

Company UWS University of Wisconsin System + -

*Effective Date 01/15/2017 31

Updated By Online User Date Last Updated 01/15/2017

Federal Withholding Elements ?

*Special Withholding Tax Status None ▾

*Tax Marital Status Married ▾ Married

Check here and select Single status if married but withholding at single rate.

Withholding Allowances 1

Additional Amount \$0.00

Additional Percentage 0.000

Exempt from FUT

▶ **W-4 Processing Status** ?

▶ **Lock-In Letter Details** ?

▶ **State Tax Options** ?

▶ **Special Tax Form Renewal**

▶ **Tax Treaty/Non-Resident Data** ?

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Update/Display | Include History | Correct History


Federal Tax Data | State Tax Data | Local Tax Data

Human Resources

HR: Mouse Over Feature

Biographical Details | Contact Information | Regional | **UW Personal**

LAUREN MEYER-HERR Empl ID 00540095



Title	IS SPECIALIST CONF
Department	Y601000-HRS SERVICE CENTER
Location	660 W WASHINGTON AVE STE 201
E-Mail	HRUPGQAT@LISTS.WISC.EDU
Phone	608/890-2321

1 of 1 Last

+ -

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History | Correct History

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [UW Personal](#)

Job Data: Work Location Tab

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Payroll*](#) | [Salary Plan](#) | [Compensation](#) | [UW Custom](#) | [UW Custom*](#) | [UW Benefits](#) | [UW Benefits*](#)

JOHN DOE Empl ID 99999999
 Employee Empl Record 0

Work Location Find First 1 of 2 Last

*Effective Date Go To Row
 Effective Sequence *Action Data Change
 HR Status Active *Reason Encumbrance Date Updates
 Payroll Status Active *Job Indicator Primary Job

Position Number Current

Position Entry Date 12/04/2011
 Position Management Record

Regulatory Region USA United States
 Company UWS University of Wisconsin System
 Business Unit UWSYS UW System Wide
 Department Y601000 HRS SERVICE CENTER
 Department Entry Date 11/03/2014
 Location Y8006 660 W WASHINGTON AVE STE 201
 Establishment ID Date Created 06/25/2016

Last Start Date 02/10/2011
 Expected Job End Date

[Job Data](#) | [Employment Data](#) | [Earnings Distribution](#) | [Benefits Program Participation](#)

| | | | | | |

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Payroll*](#) | [Salary Plan](#) | [Compensation](#) | [UW Custom](#) | [UW Custom*](#) | [UW Benefits](#) | [UW Benefits*](#)

Person Data: UW Personal Tab

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | **[UW Personal](#)**

██████████ Empl ID ██████████

UW Additional

Adj Cont Svc Dt

Release Home Information:

UW Additional Fields Find | View All First 1 of 1 Last

*Effective Date

Foreign Nat Working Outside US	Foreign Nat Working Inside US
Foreign Nat Working Outside US: <input type="checkbox"/>	Applied for SSN or ITIN: <input type="checkbox"/>

Selective Service

Registered Reason Signature Date

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [UW Personal](#)

Template-Based Hire vs Smart HR Transactions

9.0 Screenshot

Template-Based Hire

Choose a template and select Go to enter a new person. The Hires to Process section lists people you have previously started to enter who are in draft status. Select a name to continue the hire process. You have the option to delete people you do not intend to hire.

Add a New Person

Select Template:

Draft Hires to Process

You do not have anyone in draft status.

Go To: [Template-Based Hire Status](#)

Template-Based Hire

Enter Hire Details

The following information is required before hiring, rehiring, adding, or renewing a Person.

Hire Details	
Template:	UW Student New Hire
Organizational Relationship:	Employee
Action:	Hire
Reason Code:	Original/New Hire
*Empl ID:	<input type="text" value="NEW"/>
*Job Effective Date:	<input type="text" value="12/29/2016"/>

*Required Fields

9.2 Screenshot

Smart HR Transactions

Select a template and press Create Transaction.

Transaction Template

Transaction Type All

Select Template

Transaction Type All

Transactions in Progress

You do not have any transactions in progress.

Go To: Transaction Status

Smart HR Transactions

Enter Transaction Details

The following transaction details are required.

Template UW Student New Hire

Organizational Relationship Employee

*Employee ID

*Job Effective Date

Action Hire

Reason Code Original/New Hire

BENEFITS

Base Benefit Screen: Health Insurance

Health Benefits

Employee ID: [REDACTED] Benefit Record Number: 0

Plan Type Find | View All First 1 of 7 Last
 Plan Type 10 State Group Health + -

Coverage Find | View All First 1 of 1 Last
 *Coverage Begin Date 01/01/2013 [BT] [RECYCLE] *Deduction Begin Date 12/01/2012 [BT] [RECYCLE] + -

Coverage Election
 Elect Waive Terminate [RECYCLE] *Election Date 10/19/2012 [BT]

*Enrollment Code: Change Benefit Plan *Enrollment Reason: It's Your Choice *App Received: 10/15/2012 [BT]

Benefit Program CP NRF
 Benefit Plan UNITYU [SEARCH] Unity UW Health Option Code X15
 Coverage Code 15 [SEARCH] Family
 Physician/Clinic [REDACTED] Previously Seen

Employee Status Active

Dependent/Beneficiaries Personalize [PRINT] [CALENDAR] 1-2 of 2

*ID	Name	Relationship to Employee	Physician/Clinic	Prev Seen	Covered Person Type	Age Limit Flg
01 [SEARCH]	[REDACTED]	Child Tax Dependent	[REDACTED]	<input type="checkbox"/>	Qualified Child	Y [MINUS]
02 [SEARCH]	[REDACTED]	Spouse	[REDACTED]	<input type="checkbox"/>	Spouse	N [MINUS]

+ [MINUS]

BENEFITS: BENEFIT SUMMARY

[Benefit Enrollment Summary](#) | [Benefit Deduction Summary](#)

Employee ID: [REDACTED] Benefit Record Number: 0
 Primary Empl Record: 0

Benefits System: Benefits Administration
Benefit Program: C02 Univ Staff Full Time
Benefits Status: Active

Current Enrollments

Plan Type	Coverage Election	Benefit Plan	Description	Coverage or Participation	Coverage Begin
State Group Health	Elect	UNITYU	Unity UW	Family	01/01/2013
Anthem DentalBlue Dental	Terminate				01/01/2012
EPIC Benefits+	Waive			Waived	01/01/2012
Dental Wisconsin	Waive			Waived	04/10/2011
VSP Vision Insurance	Waive			Waived	04/10/2011
Imputed Income	Terminate				01/01/2015
Union Dental	Terminate				09/01/2011
State Group Life - Basic	Elect	SGLBAS	SGL Basic	\$81000	04/10/2011
State Group Life-Supplemental	Elect	SGLSUP	SGL Sup	\$81000	04/10/2011
State Group Life - Additional	Waive			Waived	04/10/2011
State Group Life - Sp/DP & Dep	Elect	SGLSD2	SGL SpDP 2	\$10000	04/10/2011
Ind & Fam Life - Employee	Elect	IFE140	Empl 140	\$140000	01/01/2016
Ind & Fam Life - Spouse/DP	Elect	IFS60	Sp/DP 60	\$60000	01/01/2016
Ind & Fam Life - Child(ren)	Elect	IFC25	Child 25	\$25000	11/01/2015
UW Employees Inc Life	Waive			Waived	04/10/2011

[Return to Search](#)

[Benefit Enrollment Summary](#) | [Benefit Deduction Summary](#)

Benefits: On Demand Event Maintenance

On-Demand Event Maintenance

DOE, JOHN

Person ID 99999999

Ben Record 0

Activity Date Schedule/Prepare Activity	Source Pending Activities 0	Empl Record 0	Action Show Activities
Event ID 3	Event Date 02/01/2017	Status Prepared	Class ADM
Prepare Options			Event Status Update
Enrollment Statement	Run Date		Event Status Open for Processing
Election Entry	Entered 0 of 21		Frequency <input checked="" type="radio"/> Deduction Frequency <input type="radio"/> Annual Frequency
Validate/Finalize	Errors 0		Show Plans
Confirmation Statement	Run Date		Show Errors <input type="checkbox"/> Finalize/Apply Defaults
Reprocess	Process Indicator N		Normal Processing
Save	Return to Search	Notify	

Benefits: On Demand Event Maintenance

BenAdmin Event Status Update

Update Event Status

Empl ID 99999999

DOE, JOHN

Ben Record 0

Event Status Update ?

Find First 1-23 of 23 Last

Schedule ID EV16

Event Date 03/01/2017 Event Disconnected

Event ID 4

Event Class FSA FSA/HSA Annual Enrollment

Event Priority 915

Benefit Program C02

Process Status Election Error

Action Source Manual Event

Address Eligibility Changed

MultiJob Indicator Changed

Job Eligibility Changed

Event Out of Sequence

Finalize/Apply Defaults

Print Option Suppress Print of Both Forms

*Process Normal Processing

*Event Status Closed to Processing

Schedule ID EV16

Event Date 02/01/2017 Event Disconnected

Event ID 3

Event Class ADM Administrative

Event Priority 200

Benefit Program C02

Process Status Prepared

Action Source Manual Event

Address Eligibility Changed

MultiJob Indicator Changed

Job Eligibility Changed

Event Out of Sequence

Finalize/Apply Defaults

Print Option Print Confirmation Forms Only

*Process Normal Processing


*Event Status Open for Processing

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)	

- **As you know: W-2 (Wage and Tax Statements) are Available Online in the portal**
- **W-2 Mailings are ahead of schedule and were expected to have gone out by last Friday, January 20, 2017** 
- **Number mailed = 101,422**



Campus Feedback

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

Calendar Review – January 2017

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] Payroll and Benefit Retro and Payline Load [1A] 3rd Batch Prelim Calc	11 [1A] FICA Deadline [1A] 4th Batch Prelim Calc	12 [1A] Confirmation Deadline (Mor) [1A] Final Calc	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



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

7:45 a.m. - 4:30 p.m.
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*