



Affinity Group 3

March 14th, 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

- BN: Prior Service File Exchange with ETF
- AM: HRS 9.2 Employee Self Service Push Back Functionality
- T/L: HRS 9.2 Payable Time Approval Workflow
- March Calendar Review
- Questions/Institution Feedback
- Contact Us

Benefits Prior Service File

Prior Service File has been incorrectly identifying some employees as not having prior WRS service

- Incorrectly populates 0 for prior service and local service
- WRS Pre-7/1/2011 field value remained No
- Not appearing on New Hire Hold for review by institutions

Benefits Prior Service File

Current Prior Service File Process

- Service Center will review all employees daily to see if they do have prior service that was incorrectly populated with 0
 - Service Center will update Job Data UW Benefit Tab (Action/Reason = Data Change/BN Eligibility Update)
 - A list of employees will be sent to institutions of employees whose Job Data has been updated
 - If prior service affects benefit eligibility, an MSC event will be created and they will appear on your MSC report

Benefits Prior Service File

Past Prior Service File Error Clean Up Process

- Service Center will review all employees to see if they do have prior service that was incorrectly populated with 0
 - Service Center will update the Job Data UW Benefit Tab (Action/Reason = Data Change/BN Eligibility Update)
 - Benefit impacts will be reviewed
 - If eligibility has changed due to incorrect prior service, SC will work with OHRWD and the institutions to provide next steps

Questions

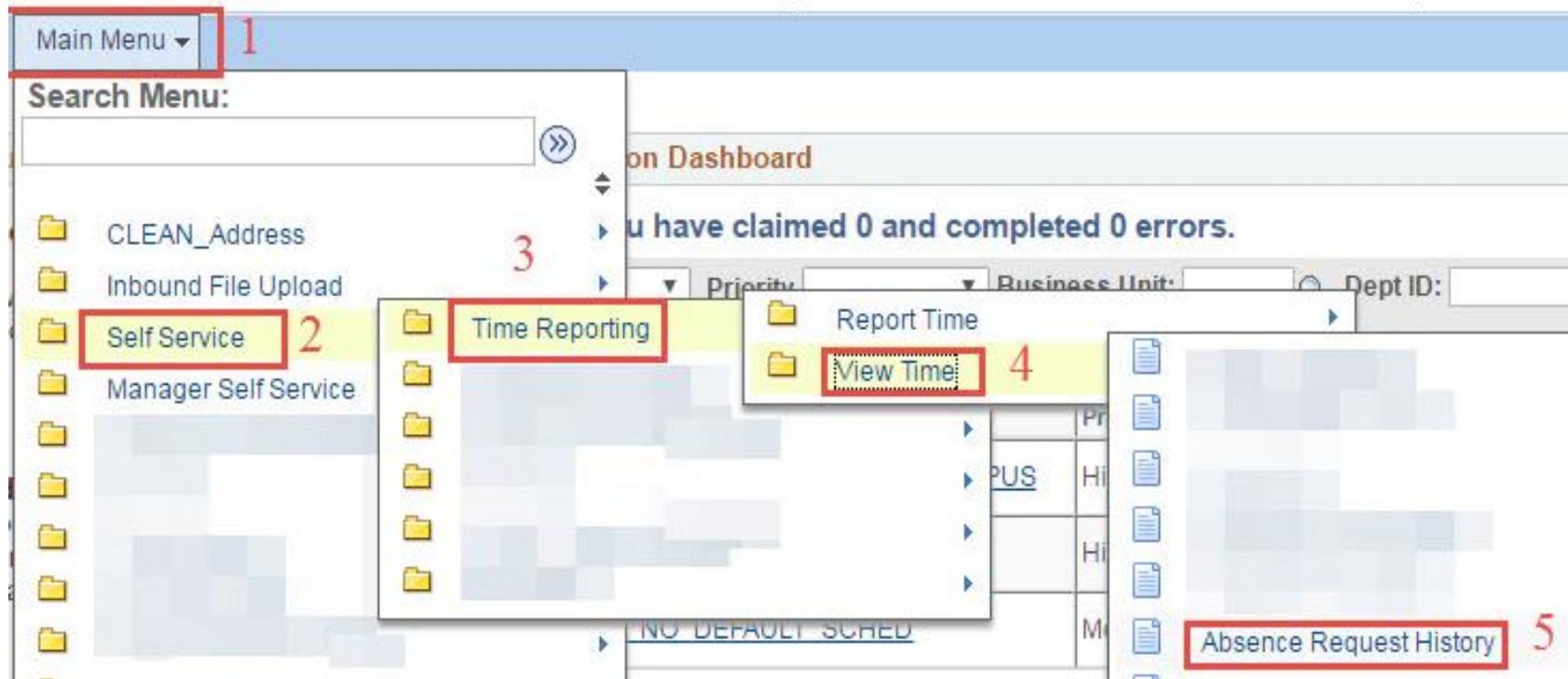


AM: Employee Self Service Push Back

- Employee Self Service Push Back functionality has changed
- The ESS KB has been updated based on feedback we received from you to make the process that an employee needs to take more clear. Step 4 and accompanying screenshot were added to <https://kb.wisc.edu/hrs/page.php?id=17796>
- Change from 9.0 to 9.2 is listed on the readiness page: https://uwservice.wisconsin.edu/docs/pd/upgrade/time-absence/AM_ESS_Pushing_an_Absence_Back.pdf

AM - Update a Pushed Back Absence Request – Employee (KB17796)

- Thank you for your feedback. Step 4 and accompanying screenshot were added to <https://kb.wisc.edu/hrs/page.php?id=17796>
- Navigate to **Self-Service > Time Reporting > View Time > Absence Request History**.



ESS – Pushing Back an Absence Tip Sheet

9.0 Screenshots

Absence Request History
DONALD HARDELL
IS SPECIALIST

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the absence name link to view request details. Select edit button to modify or delete the request.

From: 02/08/2016 Through: 07/06/2017 Refresh

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Legal Holiday (UNC)	Approved	09/05/2016	09/05/2016	Not Available	ThirdParty	Edit
Vacation (UNC)	Approved	08/26/2016	08/26/2016	8 Hours	Employee	Edit
Personal Holiday (UNC)	Approved	08/22/2016	08/22/2016	8 Hours	Employee	Edit
Personal Holiday (UNC)	Approved	08/19/2016	08/19/2016	8 Hours	Employee	Edit
Personal Holiday (UNC)	Approved	08/15/2016	08/15/2016	8 Hours	Employee	Edit

Request Absence
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Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.
Note that ALRA conversion takes must be entered between the dates of 7/1/2017 and 10/31/2017.

Absence Detail

* Start Date: 02/06/2017 [View Monthly Schedule](#)

Filter by Type: All

* Absence Name: Select Absence Name

Comments

Requestor Comments:

9.2 Screenshot

Absence Request History
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IS SPECIALIST

Instructions
Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details, select edit button to modify or delete the text.

From: 02/08/2016 Through: 07/06/2017 Refresh

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Personal Holiday (UNC)	Approved	08/26/2016	08/26/2016	4 Hours	Employee Absence Request	Edit
Vacation (UNC)	Submitted	09/20/2016	09/20/2016	8 Hours	Employee Absence Request	Edit
Vacation (UNC)	Approved	09/19/2016	09/19/2016	8 Hours	Employee Absence Request	Edit

You can no longer resubmit absence requests via the Absence Request History on the Absence Request Navigation

- In 9.0, there were two ways you could respond to a pushed back absence:
 - Main Menu > Self Service > Time Reporting > View Time > Absence Request History (Edit button).
 - Main Menu > Self Service > Time Reporting > Report Time > Absence Request > Absence Request History Hyperlink
- In 9.2, there is only one way to respond to a pushed back absence:
 - Main Menu > Self Service > Time Reporting > View Time > Absence Request History (Edit button).

Questions





9.2 Payable Time Approval Workflow Overview

- 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*

Approving Payable Time in 9.2

Agenda

1. What is Workflow?
2. Approving Payable Time, 9.0 vs 9.2
3. Campus Questions
4. On-Going Maintenance: TL Security Page
5. Other

Approving Payable Time in 9.2

What is Workflow?

HRS 9.2 uses **workflow** to identify approvers for an employee's payable time.



Workflow is also used to identify approvers for absence requests...

Approving Payable Time in 9.2

What is Workflow?

Time Admin uses the employee's TL Security page to identify approvers...



Employee
Submits Time

Time Admin Runs

(4a, 9a, 11a, 1p, 3p, 8p)

Time Approver Information	
Bucky Badger	Empl ID: 01111111
Effective Date: 10/30/2016	
Sequence: 0	
Business Unit: UWMSN	Working Title: DOCUMENT PROD ASST
Department: A458500	Time Reporter Status: Active
Coordinators	
Payroll Coordinator	
02222222	Kory Badger
03333333	KELLY HALLMARK
UW Approvers	
UW Approver	
04444444	Mike Badger
05555555	Lori Badger
Non UW Approver:	
Non UW Approver Backup:	

TL Security Page



Approver
Approves Time

Tip Sheet : [Workflow Overview](#)

Approving Payable Time in 9.2

On-Going Maintenance TL Security

If an employee is going to be submitting reported time that will need to be approved as payable time via Workflow, it is important that the employee have a TL Security page that is up to date with the appropriate approvers.

Approving Payable Time in 9.2

Approving Payable Time, 9.0 vs 9.2

Look Up Time Reporter Group

Search by: Time Reporter Group begins with

Look Up Cancel Advanced Lookup

Search Results

Time Reporter Group	Group Type Indicator	Description
B298867	Static	UW_Supervisor_01234567
C184035	Static	UW_Spvr_Backup_01234567

Approvers will continue to use their **Static Group IDs** to manage payable time needing approval...

Approving Payable Time in HRS 9.2 will continue to be done on the **Approve Payable Time** page...

Approve Payable Time

JEFFREY SMITH

DOCUMENT PROD ASST

Start Date 11/13/2016

End Date 11/26/2016

Approval Details

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date	Adjust Reported Time
<input type="checkbox"/>	11/14/2016	REG00	Needs Approval	8.00	Hours		Adjust Reported Time
<input type="checkbox"/>	11/15/2016	REG00	Needs Approval	8.00	Hours		Adjust Reported Time
<input type="checkbox"/>	11/16/2016	REG00	Needs Approval	8.00	Hours		Adjust Reported Time
<input type="checkbox"/>	11/17/2016	REG00	Needs Approval	8.00	Hours		Adjust Reported Time

Approve Payable Time

Tip Sheet : [Approving Payable Time](#)

Approving Payable Time in 9.2

Approving Payable Time, 9.0 vs 9.2

Time Approver Information | Time Reporter Information

NEAL JEFFREY Empl ID: 001234567 Empl Record: 0

*Effective Date: 02/21/2016 Sequence: 0

Business Unit: UWSYS Working Title: IS SPECIALIST CONF

Department: Y601000 Time Reporter Status: Active

Coordinators View All | First < 1-3 of 3 > Last

Payroll Coordinator		
001234567 JENNIFER SMITH	+	-
001234567 KARA WEBBER ESTRADA	+	-
001234567 ZOUA WOODS	+	-

UW Approvers Personalize | Find | View All | First 1 of 1 Last

UW Approver	UW Approver Backup	
001234567 MICHAEL TWEEDT	001234567 BRADLEY HENNING	+

Non UW Approver:

Non UW Approver Backup:

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

TL Security Page

9.0 – Changes made to an employee's TL Security page would retroactively impact which approvers could see an employee's payable Time to approve, regardless of when the payable time was generated.

9.2 - Workflow uses the current approvers on the employee's TL Security page to route payable time for approval... changes to an employee's TL Security page only impacts future generated Payable Time.

Approving Payable Time in 9.2

Approving Payable Time, 9.0 vs 9.2

Dynamic 'F' Groups

9.0 – Payroll Coordinators could use their Dynamic F Group ID to approve payable time on the Approve Payable Time page.

9.2 – The Dynamic 'F' Group ID may not work to approve Payable Time for all employees. The Static Group ID is the primary way approvers identify payable time to approve.

- It is imperative that employee's TL Security pages be kept up to date by the campuses to assure Workflow is generated correctly and that employee's Payable Time is approved in a timely fashion.

Static Group ID = *The collection of employees (Active) where the Approver is setup on an employee's TL Security page.*

Dynamic 'F' Group ID = *The collection of employees (Active & Inactive) that are within the Payroll Coordinator's Row Level Security.*

Approving Payable Time in 9.2

Common Campus Questions

How do I know which approvers are in Workflow to approve an employee's Payable Time?

- *The easiest way to identify which approvers have been generated by Workflow for approving an employee's payable time is to go to the Payable Time Detail page.*
 - *Enter the selection criteria and click Get Employees*
 - *Click on the employee's name.*
 - *Click on the Status hyperlink for the Payable Time in question.*

Approving Payable Time in 9.2

Common Campus Questions

How do I know which approvers are in Workflow to approve an employee's Payable Time?

Payable Time Detail

Bucky Badger Employee ID 01111111
FINANCIAL SPECIALIST SENIOR Employment Record 0

Start Date 03/05/2017
End Date 03/18/2017

Payable Status Filter

Payable Time

Date	Status	Reason Code	Time Reporting Code	Quantity TRC Type
03/07/2017	Needs Approval		REG00	8.5 Hours
03/08/2017	Needs Approval		REG00	8.5 Hours
03/09/2017	Needs Approval		REG00	8.5 Hours
03/10/2017	Needs Approval		REG00	8.5 Hours
03/14/2017	Needs Approval		REG00	8.5 Hours
03/15/2017	Needs Approval		REG00	8.5 Hours
03/16/2017	Needs Approval		REG00	8.5 Hours
03/17/2017	Needs Approval		REG00	8.5 Hours

Return to Select Employee

Click on the Status hyperlink to view the high level Workflow for this Payable Time

Payable Time Detail Page

Tip Sheet : [Workflow – Payable Time Detail Page](#)

Approving Payable Time in 9.2

Common Campus Questions

How do I know which approvers are in Workflow to approve an employee's Payable Time?

The screenshot displays the 'Payable Time Approval Monitor' interface. It shows three pending approval items for REG00. Each item has a 'Pending' status and a 'Multiple Approvers' link. A red box highlights the 'Multiple Approvers' link in the first item, with a red arrow pointing to it from the text on the right.

Click on the 'Multiple Approvers' hyperlink to actually see the approvers in the Workflow for this Payable Time

A new window appears with the High level Workflow

Approving Payable Time in 9.2

Common Campus Questions

How do I know which approvers are in Workflow to approve an employee's Payable Time?

Approver #1	
Name:	Bucky Badger
User ID:	01111111
Empl ID:	01111111
Last Name:	Badger
First Name:	Bucky

Approver #2	
Name:	Lori Badger
User ID:	02222222
Empl ID:	02222222
Last Name:	Badger
First Name:	Lori

Approver #3	
Name:	Kory Badger
User ID:	03333333
Empl ID:	03333333
Last Name:	Badger
First Name:	Kory

Close

Here are the approvers in Workflow for the Payable Time

To close the pop-up window, click on the 'Close' button

A pop-up Window appears with the approvers generated by Workflow

Approving Payable Time in 9.2

Common Campus Questions

I updated the employee's timesheet, but I don't see the adjusted payable time to be approved?

- *When updates are made to an employee's timesheet, the adjusted Payable Time will not appear until after Time Admin runs.*
- *The Approvers in Workflow are dependent on the approvers listed on the current effective dated row of the employee's TL Security page when Time Admin runs.*

Approving Payable Time in 9.2

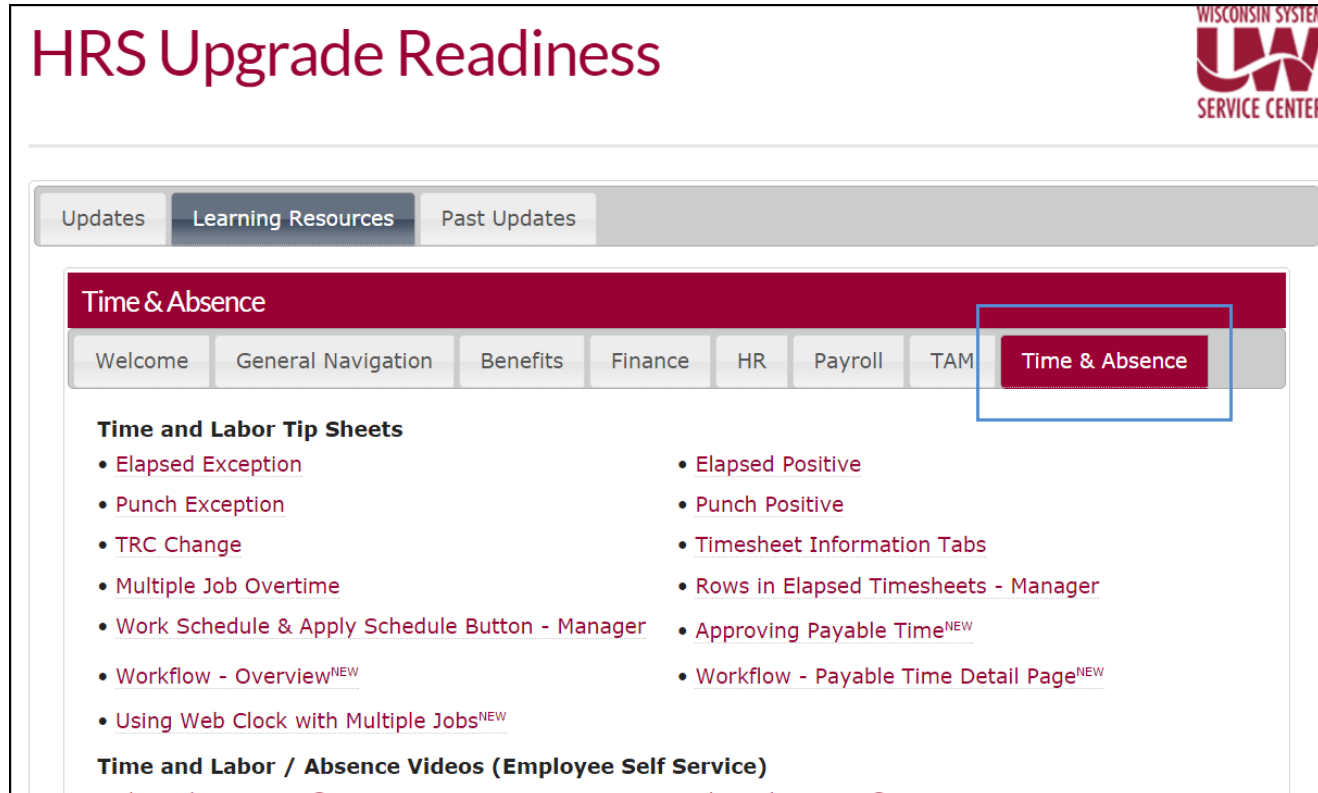
Common Campus Questions

I talked to my Payroll Administrator and they added me to the employee's TL Security page as an approver today, why can't I see the employee's Payable Time to approve, the employee just submitted it?

- *It is true that approvers have to first be in the generated Workflow to approve an employee's Payable Time.*
- *An overnight process must run to add the employee to the approver's Static Group ID. The approver should then be able to approve the employee's payable time in the morning.*
- *If the employee's payable time has to be approved right away, then another approver generated by Workflow can approve it.*
- *As a last resort, the Service Center can assist to approve payable time in the name of an approver. Submit a WisclT to your Affinity Group.*

Approving Payable Time in 9.2

Common Campus Questions



The screenshot displays the 'HRS Upgrade Readiness' page from the Wisconsin System UW Service Center. The page features a navigation bar with tabs for 'Updates', 'Learning Resources', and 'Past Updates'. Below this is a 'Time & Absence' section with a sub-navigation bar containing 'Welcome', 'General Navigation', 'Benefits', 'Finance', 'HR', 'Payroll', 'TAM', and 'Time & Absence'. The 'Time & Absence' tab is highlighted with a blue box. Underneath, there is a section titled 'Time and Labor Tip Sheets' with a list of links: 'Elapsed Exception', 'Punch Exception', 'TRC Change', 'Multiple Job Overtime', 'Work Schedule & Apply Schedule Button - Manager', 'Workflow - Overview^{NEW}', 'Using Web Clock with Multiple Jobs^{NEW}', 'Elapsed Positive', 'Punch Positive', 'Timesheet Information Tabs', 'Rows in Elapsed Timesheets - Manager', 'Approving Payable Time^{NEW}', and 'Workflow - Payable Time Detail Page^{NEW}'. Below this is a section for 'Time and Labor / Absence Videos (Employee Self Service)'.

The HRS Upgrade Readiness page has numerous 'Tip Sheets' to help with 9.2 changes related to Time and Labor, including Workflow

Approving Payable Time in 9.2

On-Going Maintenance TL Security

What happens if....

- The employee doesn't have a TL Security page.
 - *Approvers will not see these employees needing payable time approved.*
- The employee has a TL Security page, but the approvers are not correct.
 - *The approvers may not see the employee's payable time to approve.*

TL Security pages that don't accurately reflect an employee's approvers may cause employees to not be paid correctly or in a timely fashion.

Approving Payable Time in 9.2

Action Plan:

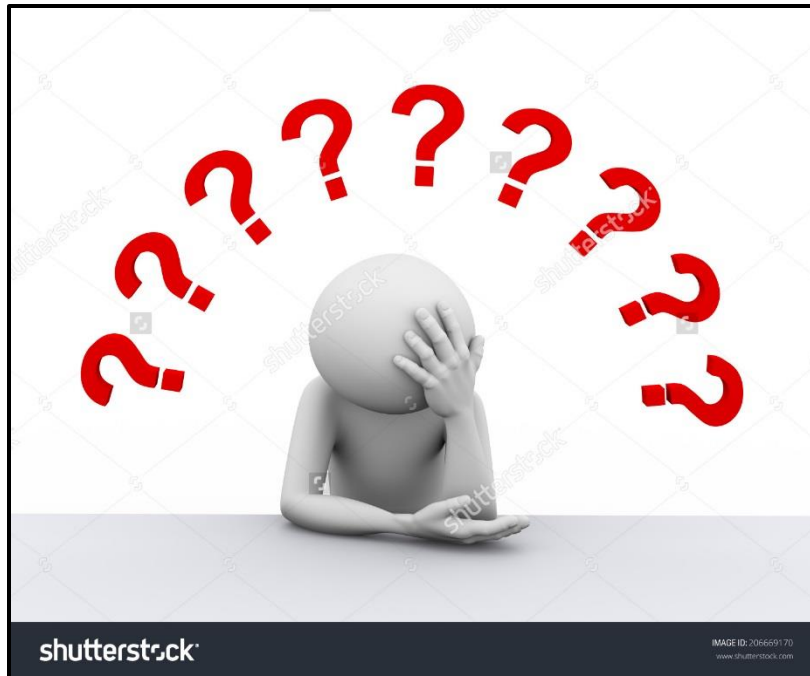
On-Going Maintenance TL Security

- Service Center is developing reporting tools to review and identify employees with TL Security page issues.
 - Identify employees without a TL Security Page
 - Identify inactive employees on TL Security Pages
 - Monitor pending unapproved time for 3B
- Affinity Groups will work with campuses to raise awareness and resolve any issues with employee's TL Security pages.
- Affinity Groups will work with campuses in keeping TL Security pages updated.
 - Default Payroll Coordinator configuration
 - CI to create or update TL Security pages in mass

Approving Payable Time in 9.2

Questions about...

- *Workflow*
- *Approving Payable Time*
- *Maintenance of your TL Security Pages*



Questions



Calendar Review – March 2017

March 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1 [2M] Pay Date [3M] Pay Period Begin	2 [2B] Pay Date	3	4 [3A] Pay Period End
5 [3A] 1st Batch Prelim Calc [3B] Pay Period Begin	6 [3A] 2nd Batch Prelim Calc	7 [3A] 3rd Batch Prelim Calc [3A] Payroll and Benefit Retro and Payline Load	8 [3A] 4th Batch Prelim Calc [3A] FICA Deadline	9 [3A] Final Calc [3A] Confirmation Deadline (Eve)	10 [3M] 1st Batch Prelim Calc	11
12 [3M] 2nd Batch Prelim Calc	13 [3M] 3rd Batch Prelim Calc	14 [3M] 4th Batch Prelim Calc [3M] Payroll and Benefit Retro and Payline Load	15 [3M] 5th Batch Prelim Calc [3M] FICA Deadline	16 [3M] Final Calc [3M] Confirmation Deadline (Eve) [3A] Pay Date	17	18 [3B] Pay Period End
19 [4A] Pay Period Begin [3B] 1st Batch Prelim Calc	20 [3B] 2nd Batch Prelim Calc	21 [3B] Payroll and Benefit Retro and Payline Load [3B] 3rd Batch Prelim Calc	22 [3B] 4th Batch Prelim Calc [3B] FICA Deadline	23 [3B] Confirmation Deadline (Eve) [3B] Final Calc	24	25
26	27	28	29	30 [3B] Pay Date	31 [3M] Pay Date [3M] Pay Period End	1

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

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*