UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group 3
March 21, 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

- TL: Action Items on Payable Time Approval Workflow
- TL: Pushed Back/Denied Time
- PY: Fraudulent Tax Returns
- FN: Encumbrances
- FN: 2017 Fiscal Year End
- BN: Dependents in On Demand
- HRS Performance
- March Calendar Review
- Questions/Institution Feedback
- Contact Us

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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*

- Last week we provided a list of employees missing a TL Security Page. Thank you for your continued efforts to create and update employee TL Security pages!

- There was only one employee in HRS on this list that had all inactive approvers.

- Monitoring Unapproved Time Ongoing: Time and Labor queries and reports are available for identifying outstanding payable time needing approval or to identify situations that may prevent seeing time to approve.

- If you have questions regarding how to run Time and Labor Queries and Reports or their functionality please refer to KBs 20530: TL – Time and Labor Queries and 17071: TL – Time and Labor Reports.

- Contact your Affinity Group if you need assistance.

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TL Security Page Action Items

- Needs Approval Query: UW_TL_777_NAR
  - Navigation: Reporting Tools>Query>Query Viewer
  - Note: Employees who do not have a TL Security page will not show up in the Needs Approval Query
- Payable Time Report
  - Navigation: Time and Labor>Reports>Payable Time Report
  - Returns results of all payable time and applicable statuses by department or by employee.
- TL Exception Query: UW_TL_768_TLER
  - Navigation: Reporting Tools>Query>Query Viewer
  - If one or more exceptions exist on an employee's timesheet, this may be the reason you are not seeing more payable time to approve.
- No Reported Time Query: UW_TL_NO_RPTD_TIME
  - Navigation: Reporting Tools>Query>Query Viewer
  - If an employee has not yet reported time for the period they will not show up on the Approve Payable Time page.
- Total 80 Report
  - Navigation: Time and Labor>Reports>Total 80 Report
  - This report will return results of employees that have entered at least one but less than 80 hours for the period.

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Time and Labor: Pushed Back or Denied Payable Time

- For the 3B Payroll, we will provide daily reports of payable time in pushed back or denied status.

- **Correcting Time in Pushback Status**: Time that has been pushed back should be corrected by the employee and resubmitted. Employees have access to timesheets until the timesheet lock. The supervisor will then need to approve.

- **Time in Push Back/Denial status and cannot be corrected and/or processed to move to payable status:** The UW Service Center will need to assist at this point. Please note that if we adjust Pushed Back/Denied Time, then we need to approve time for the entire pay period. Please create and forward a ticket to your AG with the following information:
  - EMPLID and EMP RCD of the employee
  - Date range of the Time
  - Total number of hours that need to be approved for the period
  - Name of Supervisor/Approver we are approving in the name of

- As always, please don't hesitate to let us know if you have any questions about this process.

- The Service Center is working toward a permanent solution and to show these hours on queries and reports.

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Questions

Payroll: Tax Returns – Fraudulent Returns

- We have heard from a few campuses that when filing their taxes a couple employees are experiencing that a fraudulent return has already been processed. Unfortunately, some employees encounter this every year when filing.

- Reminder: to minimize chances of a fraudulent return being processed using their Social Security number (SSN), or Individual Tax Payer Identification number (ITIN), employees may want to consider filing a return as early as they are able.

- More information is available for the employee on the [IRS website](#) (**Taxpayer Guide to Identity Theft)**

- Please continue to send in a WiscIT when this is reported. We continue to do our due diligence to ensure our data is secure, as well as keeping track of these for auditing and reporting purposes.

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Questions

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- Encumbrance Issue – Encumbrances are not calculating correctly when Job Data actions are entered into HRS that impact funding, such as Hires, Rehires, Transfers, Department Changes and Pay Group changes.

- Encumbrance processing has been halted for the time being. The Service Center is working to correct the issue.

- Update has been added to the HRS Upgrade Readiness Page.

- Stay Tuned!

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- A kickoff message was sent this week to the FYE list regarding the upcoming 2017 Fiscal Year End. If you, or others that you are aware of, should be added to the mailing list, submit a request to: uwsccommunications@uwsa.edu.

- Updated FYE Landing Page coming soon.

Able to view dependents in On Demand, but can no longer click Change/Add Dependent Data through this screen

- This security decision was made because best practice for adding a dependent should be done through Update Dependent/Beneficiary. Change/Add dependent through On Demand may cause inaccurate effective dates.
- This is not a 9.2 Upgrade Issue

Questions

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- Please report HRS slowness to your Affinity Group as soon as it is experienced.

- To help us pinpoint issues, please provide the following:

  - User Emplid of the logged in user experiencing the slowness
  - The HRS page the user was working on
  - Date/Time the slowness was experienced

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**

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

Contact Us

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

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

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

- **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*