



Affinity Group 3

April 4, 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: Pushed Back Time
- TL: Approving Payable Time – Header vs Detail Level
- TL: No TL Security WED Report
- PY: Direct Deposit Inactivation
- BN: Update Dependent/Beneficiary
- BN: Summer Prepay Timeline
- April Calendar Review
- Questions/Institution Feedback
- Contact Us

Pushed Back Time

- Payable Status Report updated in HRS to include Pushed Back and Denied Time.
 - Time and Labor > Reports > Payable Status
 - KB 17071 updated to include descriptions of these new changes
 - Report can be run Ad hoc
 - No longer sending the Pushed Back/Denied results for campus distribution
- New tip sheet on Readiness page “[Push Back Cleanup](#)”
 - Tips on using and processing “Pushed Back” time

Approving Payable Time – Header Level

Approve Payable Time

Approve Time for Time Reporters

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	C193223
Employee ID	
Empl Record	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Workgroup	

Get Employees

Clear Criteria

Save Criteria

Change Time in View

Start Date 03/05/2017

End Date 03/18/2017

Employees For DELOISE SNOW

Personalize | Find | View All | First | 1-3 of 3 | Last

Time Summary | Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Job Title	Working Title	Total Payable Hours
<input type="checkbox"/>	IBEKWE			0	STUDENT HELP		11.75
<input type="checkbox"/>	MILLER			0	STUDENT HELP		5.25
<input type="checkbox"/>	PORTER			0	UNIV SERVICES ASSOC 2		24.50

Select All Deselect All

Approve Deny Push Back

Manager Self Service

Time Management

- When searching for Payable Time, we recommend approving or pushing back time at the Detail level as opposed to the Header level.
- To make individual adjustments, click on the employee's name to get to the Detail level.
- Taking action at the Header level approves/pushes back time for the entire pay period.

Approving Payable Time – Detail Level

Approve Payable Time

██████████ **IBEKWE** Employee ID ██████████
STUDENT HELP Employment Record ██████████
Actions ▾ Next Employee

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

Approval Details ? Personalize | Filter

Overview | Time Reporting Elements | Cost | Task Reporting Elements ▸

Select	Date	Time Reporting Code	Status	Quantity	Type	Accounting Date
<input type="checkbox"/>	03/07/2017	REG01	Needs Approval	3.25	Hours	<input type="text"/> 31
<input type="checkbox"/>	03/08/2017	REG01	Needs Approval	8.50	Hours	<input type="text"/> 31

Select All Deselect All

[Return to Approval Summary](#)

- At the Detail level, time can be approved or pushed back for individual days.
- This is the recommended best practice to minimize errors and ensure that employees are paid in a timely manner
- If time is pushed back in error at either level, open a ticket with your AG.

No TL Security WED Report

- New WED report: UW_TL_NO_TL_SECURITY
 - Hourly employees who have never had a TL Security page created and have a compensation rate greater than \$0.00 per hour will appear in the results.
 - Create TL Security for these employees as soon as possible to ensure payable time is properly routed for approval.

- For more information on creating TL Security:

[KB 17043: Create and Maintain Time and Labor Security](#)

Direct Deposit Inactivation

- Direct Deposit will be inactivated for employees who have not been paid in the past 15 months
 - Process runs following the confirmation of the monthly payroll
 - Cypress report sent to inbox
- Tip Sheet “[Direct Deposit Automatically Deactivates](#)” on Readiness page

Update Dependent/Beneficiary

Navigation: Benefits > Employee/Dependent Information > Update Dependent/Beneficiary

Problem Identified: UWSC Benefits has identified employees with data integrity issues due to incorrect removal of dependents. Dependents in HRS should never be deleted. The dependent information should be corrected or updated.

Why deleting Dependents causes problems:

- Deleting creates data integrity errors. UW Service Center cannot correct the error without software programmers.
- Deleting creates vendor enrollment discrepancies.
- Deleting creates internal enrollment audit discrepancies.

Update Dependent/Beneficiary

Example of Data Integrity Error:

Update Dependent/Beneficiary
Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

An error has occurred that has stopped this transaction from continuing.
[Name](#) | [Address](#) | [Personal Profile](#)

Message

No matching buffer found for level. (15,28)

When retrieving data for a page, a data value was retrieved for which there was no matching data value at a higher level scroll entry. (For example, at scroll level 2, a value of ABC was read in and scroll level 1 contained this higher level field but did not have a row with a key value of ABC.) This usually occurs because of an error in a database record or view; or because of improper deletion of values in a database. Correct the page definition or contact your system administrator.

Update Dependent/Beneficiary

What is the Benefits Team doing:

- We will be working to fix existing data issues.
- You may be contacted to assist with validating data.
- In the future, the *Benefits Campus Update* security role will be updated to allow correction access to dependents.

What Institutions should do if a problem has been identified:

- Do not delete dependents.
- At this time, work with your Affinity Group to address updating/correcting dependent data issues.

Summer Prepay Timeline

April Payroll Processes

- April 3 – 21, 2017
 - Run the Deduction Prepay Load Status Query: Not Processed Status
- April 24, 2017
 - Run Deduction Query and Validation, Review Deductions

Reference:

<https://uwservice.wisconsin.edu/administration/prepay/>

Questions



Calendar Review – April 2017

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

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 U Badger – 01234567
Rcd 0 – Benefits Inquiry Description*