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

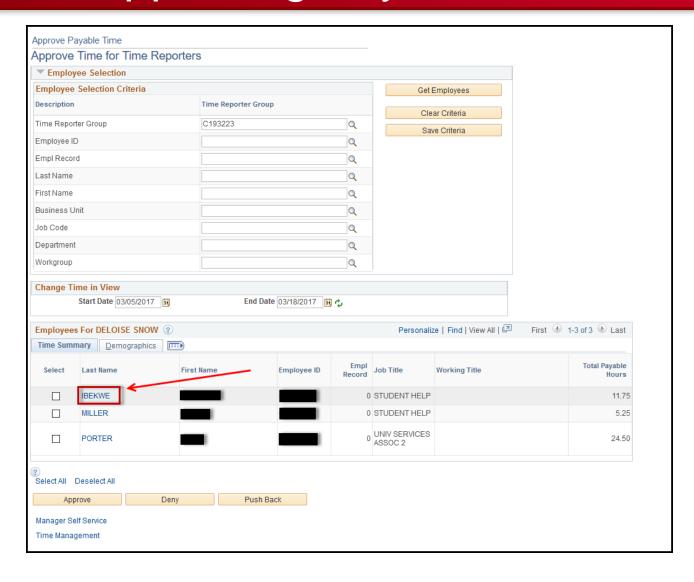UNIVERSITY OF WISCONSIN SYSTEM
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Pushed Back Time

- 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"
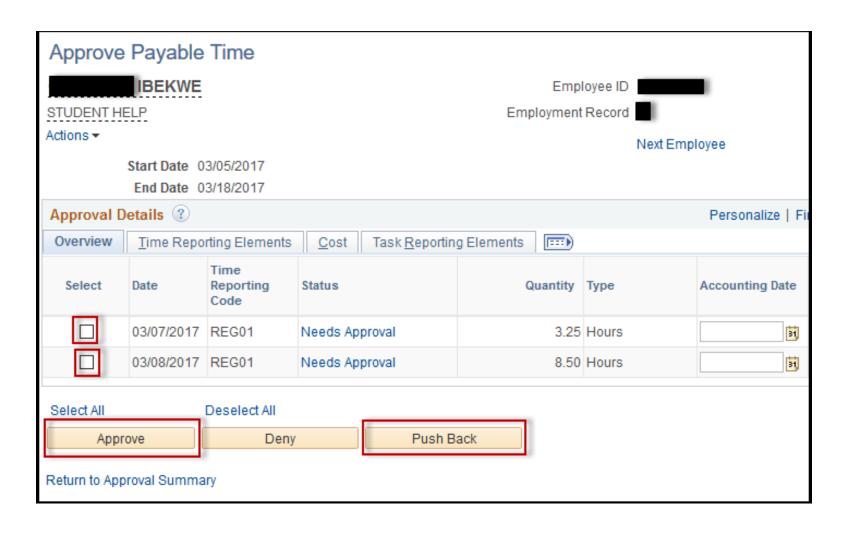 - Tips on using and processing "Pushed Back" time

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- 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.

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- 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.

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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

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- 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

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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 <u>never</u> be deleted. The dependent information should be corrected or updated.
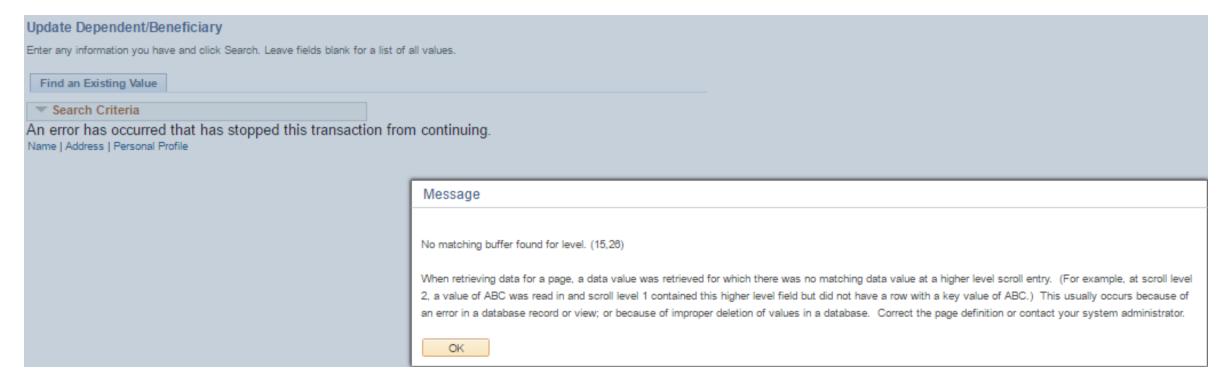
Why deleting Dependents causes problems:

- 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.

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Example of Data Integrity Error:

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.

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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

2	3	4	5	6	7	8
[4B] Pay Period Begin [4A] 1st Batch Prelim Calc	[4A] 2nd Batch Prelim Calc	[4A] 3rd Batch Prelim Calc [4A] Payroll and Benefit Retro and Payline Load	[4A] 4th Batch Prelim Calc [4A] FICA Deadline	[4A] Confirmation Deadline (Eve) [4A] Final Calc		

9	10	11	12	13	14	15
				[4A] Pay Date	[4B] 1st Batch Prelim Calc	[4B] Pay Period End

16	17	18	19	20	21	22
[4B] 2nd Batch Prelim Calc [4C] Pay Period Begin	[4B] 3rd Batch Prelim Calc [4B] Payroll and Benefit Retro and Payline Load	[4B] 4th Batch Prelim Calc [4B] FICA Deadline	[4B] Final Calc [4B] Confirmation Deadline (Eve)	[4M] 1st Batch Prelim Calc	[4M] 2nd Batch Prelim Calc	[4M] 3rd Batch Prelim Calc

23	24	25	26	27	28	29
[4M] Payroll and Benefit Retro and Payline Load [4M] 4th Batch Prelim Calc	[4M] 5th Batch Prelim Calc [4M] FICA Deadline	[4M] Final Calc [4M] Confirmation Deadline (Mor)		[4B] Pay Date		[4C] Pay Period End

30	1	2	3	4	5	6
[4C] 1st Batch Prelim Calc [4M] Pay Period End [5A] Pay Period Begin						

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

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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	AG Support email addresses	LiveChat & Webforms
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	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	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 from to submit an incident

- **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*