Affinity Group 3
May 2, 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*

- **Benefits:**
  - New WED Report – LOA
  - Summer Prepay Processing Timeline
- **Summer Prepay Workshop**
- **Absence Management: Legal Holiday Processing**
- **Non-Standard Payroll Calc Schedule**
- **May Calendar Review**
- **Questions/Institution Feedback**
- **Contact Us**

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Navigation: Home page

Report Name: UW_BN_LOA

What the report identifies - Employees that:
- Benefit Primary Job is on Leave of Absence (unpaid)
- Actively enrolled into Health, Life, or Disability benefits
- No prepay balance
- Not actively enrolled into Benefits Billing

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What Institutions should do:

- Determine length of Leave of Absence
- Setup the employee into Benefits Billing** or
- Obtain applications if employee is waiving coverage

**Note – employees may stay on the WED until effective date of Benefit Billing enrollment.

References:

- KnowledgeBase #71790
- UWSA OHRWD: https://www.wisconsin.edu/ohrwd/admin/benefits/employment-changes/

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Questions

May Payroll Processes

- May 1 – 22, 2017
  - Run the Deduction Prepay Load Status Query: Not Processed Status
- May 23, 2017
  - Run Deduction Query and Validation, Review Deductions

Reference: https://uwservice.wisconsin.edu/administration/prepay/

Summer Prepay Workshop II

- **Audience:** HR Directors, Institutional HR, PY & Benefits Administrators

- **Date/Time:** May 11th from 10:00 - 11:30 a.m., 660 West Wash 217A/B

- **Workshop Login Information:**
  - **Participant Collaborate Session link:** http://go.wisc.edu/4q5458
  - **Dial-In:** 1 (888) 291-0312
  - **Participant Passcode:** 9113211#

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Questions

- Biweekly Legal Holiday processing has moved to Absence Management with the 9.2 upgrade. We will now load the holidays to the timesheets (beginning with Memorial Day).

- The UW Service Center will identify all active full time bi-weekly employees (FTE = 1 in Job Data) who are eligible for legal holidays.

- Legal Holidays will be loaded in the week prior to the start of the period the holiday falls.

- **Memorial Day - 05/29/17 (falls in the June A biweekly pay period)**:
    - Holiday will be loaded 05/24/17-05/26/17
    - Paysheets will be created 6/11/17
    - Final calc & confirm 6/15/17

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Remaining 2017 Legal Holidays:

- **Independence Day - 07/04/17**:   Will be loaded 06/22/17-06/23/17

- **Labor Day - 09/04/17**:   Will be loaded 08/29/17-08/30/17

- **Thanksgiving - 11/23/17**:   **TBD**

- **Christmas Day - 12/25/17 & New Year's Day - 01/01/18: TBD**

- **Christmas Eve & New Year's Eve Day:** Because these dates will be floating holidays, the UWSC will not automatically load any hours.

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- Employees who have a legal holiday take already entered at the time the UW Service Center attempts to load legal holidays will not have a legal holiday loaded for them.
- Other absences or reported hours will not stop legal holiday from loading.
- Other manually entered absences for the holiday will ADD hours to the same day legal holiday that is being loaded by the UWSC. This could be desirable for employees wishing to account for alternate schedules that may have more than 8 per day.

Example 1: On June 1st, a 1.0 FTE Employee requests a half day of Legal Holiday on Independence Day, because they do not want to use the full 8.0 hours of legal holiday for Independence Day. The 4.0 hours of Legal Holiday is not changed to 8 by the load process because the 4 hours already existed at the time the UWSC did the load.

Example 2: On August 1st, a 1.0 FTE Employee requests vacation the week of Labor Day. The 40 hours of vacation would be ignored by the legal holiday load, the system did not see a pre-existing Legal Holiday take, so it loads 8.0 hours. The employee will have 16.0 hours total on Labor Day. One of the takes would need to be voided.

Example 3: 1.0 FTE Employee works 10 hours days. The employee enters a 2 hour VN take before or after the load, the UWSC will still load the 8 hours LH making a 10 hour day.

- Employees who work on an observed legal holiday for a full or partial day should have the pre-loaded absence event voided or adjusted or prevented from loading.

Example 1: If an employee knows they will work 4 hours on a legal holiday they would either need to add the 4.0 hours of legal holiday before the designated legal holiday loading period begins or a coordinator would need to change the 8.0 hours to 4.0 hours. The employee would also need to record 4.0 hours of Holiday Worked on their timesheet just as they have done in the past.

Example 2: If an employee is called into work after the UWSC load the Legal holiday, the coordinator would need to void the preloaded legal holiday.

- Full Time employees who, due to scheduling, do not wish to have some or all of the legal holiday hours charged on an observed legal holiday should have the absence changed or voided for them.

Example 1: If an employee is not scheduled to work on an observed holiday and does not want to charge any legal holiday the coordinator would void the pre-loaded LH take. The Legal holiday usage is returned to the balance to use at a later date, effectively being "deferred".

Example 2: If an employee puts in 36 hours of work in a week containing a legal holiday and they do not wish to use all 8 hours of legal holiday, the coordinator would change the take to 4 hours. The 4 hours of legal holiday usage will be returned to the balance to be used at a later date, effectively "deferring" 4 hours of legal holiday.

- There is no longer a reporting distinction between floating holiday and legal holiday, the time is earned and used like other absences.

- If an employee would like to record a "Floating" Holiday they should create an absence request for the take type "UWS C LH TAKE"   Legal holiday.

- Full time employees receive 8 hours per holiday or 72 hours per year. They can use it just like other allocated leave. If they terminate before it is earned it needs to be paid back.

- If there is not enough Legal Holiday balance remaining to support an automatically loaded or manually entered take, HRS will only process up to the balance and the rest will process as unpaid.

- Results by Calendar will display the portion of the take that is paid and unpaid; see AM - Results by Calendar Absence Data section for an overview.

- Not all departments want to have their 1.0 FTE employees' legal holidays loaded for them. The business process allows for exclusion from this load by DeptID once for each calendar year.

- Please send a WiscIT request to your Affinity group with the subject "Legal Holiday DeptID Opt Out" by Friday, May 12th.

All of the information regarding Bi-weekly Legal Holiday is now housed in the new Bi-weekly Legal Holiday KB:

https://kb.wisc.edu/hrs/page.php?id=72315

Questions

2017BW05A:
- 5/12 (Friday) – Paysheet Create (overnight)
- 5/15 (Monday) – Payline Request Deadline (4:30 pm)
- 5/15 (Monday) – Payline & Retro Load (overnight)
- 5/16 (Tuesday) – FICA Deadline (noon)
- 5/17 (Wednesday) – Final Calc & Confirm (noon)

2017UNC05:
- 5/18 (Thursday) – Paysheet Create (overnight)
- 5/22 (Monday) – Payline Request Deadline (4:30 pm)
- 5/22 (Monday) – Payline & Retro Load (overnight)
- 5/23 (Tuesday) – FICA Deadline (noon)
- 5/24 (Wednesday) – Final Cal & Confirm (noon)

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April 2017 ← Today | June 2017 →

5A | 5B | 5M

May 2017

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

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- 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

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 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 B Badger – 01234567 Rcd 0 – Benefits Inquiry Description