UW UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group 3
May 16, 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

- PeopleTools Outage
- Security Awareness Course
  - New Core User
- Benefits:
  - Prior Service Fields auto populate for concurrent jobs
  - Security Role Change
- Payroll:
  - Missed Payroll Request Cancellation
  - Non-Standard Payroll Calc Schedule
  - May Calendar Review
- Questions/Institution Feedback
- Contact Us

- Technical tool upgrade scheduled

- HRS Outage Required:

  - HRS Outage Begins Friday, June 2nd at 4:30pm and will finish sometime Sunday evening June 4th.

- EPM will remain available during the outage. However, data in EPM will remain static from Friday 6/2 until approximately Tuesday 6/6.

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- No HRS online access or batch jobs running for these 2 days for any users.
- Includes no direct HRS time reporting
  - Web Clock users working this weekend will need to record time using the [Missed Punch Form](#).
    - [TL - Timesheet Adjustment (KB 15612)](#)
    - [TL - Time Administration (KB-15565)](#)
- No OIM requests can be submitted/granted/approved during this outage.

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- Candidate Gateway/TAM will not be available during this outage
  - No access to Job Openings. Applicants will not be able to apply for jobs during the outage.
  - No access to Applicant Materials
  - Plan recruitment openings and closings around this outage to allow applicants ample time to apply.

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Questions?

- 22% Remaining system wide as of Monday 9 am.

- Training must be completed by Wednesday, May 17, 2017.

- Core users not receiving a passing grade by this date will have their accounts locked until training is completed.

- After the course is successfully completed, send a ticket to your Affinity Group to have the account unlocked.

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- New HRS Core Users will have 30 days to complete the Security Awareness Course
- Users will receive notification of the Security Awareness Course requirement via OIM emails

    NEW USERS:

    - Please note that if you are a new user to HRS you will need to obtain either the Multi Factor Authentication (MFA) device or phone app in order to log into HRS and OIM. For information on MFA, please visit the following KB article: https://kb.wisc.edu/uwdid/page.php?id=34875
    - You must also complete security awareness training within 30 days of access being approved by your institution's Data Custodian. You will be enrolled in this course within two business days of receiving the email notice that the Data Custodian has approved your access. More information on registering for and accessing the HRS Security Awareness course can be found in the following KB article: https://kb.wisc.edu/hrs/page.php?id=23004

- Institution approvers are encouraged to communicate course requirement with new users.

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Questions

WRS Previous Service Fields

- **New Functionality:**
  - WRS related fields, listed below, will auto populate for concurrent active Jobs if values exist on the Benefit Primary Job.

- **Fields:**
  (Navigation: Workforce Administration > Job Information > Job Data > UW Benefits tab)
    - Previous WRS Local Service
    - Previous WRS State Service
    - WRS Before July 1, 2011
    - Rehired Annuitant

- Will reduce New Hire Hold Report

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- **Example:**
  - **Empl Rcd 0: Ben Primary** Active Faculty appt. with Academic pay basis
    - Previous WRS Local Service = 0
    - Previous WRS State Service = 12
    - WRS Before July 1, 2011 = Yes
    - Rehired Annuitant = No
  - **Empl Rcd 1:** Hired into Faculty appointment with Summer Service pay basis
  - Following overnight batch processing the following fields will pull from Ben Primary.
    - Previous WRS Local Service = 0
    - Previous WRS State Service = 12
    - WRS Before July 1, 2011 = Yes
    - Rehired Annuitant = No

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Security Role Changed

- **Security Role:** BN Campus Benefits Update (KB [50289](#))

- **What changed:**
  - Added Correction to Update Dependent/Beneficiary (KB [18182](#))
    - Remember to <u>NOT</u> delete dependents

  - Added the ability to Print Billing Statement (KB [16459](#))

Questions

Missed Payroll Process Update

- Approvers will receive 2 reminders of Missed Payroll Requests waiting for approval.
- At one week (7 calendar days) and at two weeks (14 calendar days)
- Sample email:

Mon 5/8/2017 2:00 AM

uwservice-web@lists.wisc.edu

Action Needed: First Reminder: Missed Payroll Request Submitted for Approval

To

Action Needed: Missed Payroll Request Submitted for Approval

The Missed Payroll Request requires approval, and will be rejected in 15 days if no action is taken.

Please visit https://uwservice.wisconsin.edu/administration/missed-payroll/‘_____/ to access form submissions that require your approval.

Please do not reply to this email. Contact UW Service Center Support with any questions.

- If the Missed Payroll Request remains unapproved after three weeks (21 calendar days) the approver will get an email stating the Missed Payroll Request will be rejected the following day
- Sample email:

Mon 5/8/2017 4:50 PM

uwservice-web@lists.wisc.edu

Action Needed: Final Reminder: Missed Payroll Request Submitted for Approval

To ■.

Action Needed: Missed Payroll Request Submitted for Approval

The Missed Payroll Request requires approval, and will be rejected tomorrow if no action is taken.

Please visit https://uwservice.wisconsin.edu/administration/missed-payroll/   / to access form submissions that require your approval.

Please do not reply to this email. Contact UW Service Center Support with any questions.

Missed Payroll Request Cancellation

- On day 22 the Missed Payroll Request is cancelled and an email notification will be sent to the approver AND the requestor

- If an off-cycle check is still needed, a new request will need to be submitted

- Email notifications are auto-generated, please don't reply to them. If you need assistance, please contact your Affinity Group.

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 Calc & Confirm (noon)

- 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 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 the following in the subject line of your email:**

  Description – EE Name – EmplId/EmplRcd

- **Example Email Subject:**

  - *W2 Inquiry - Buckingham B Badger - 01234567/0*