UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

# Affinity Group 3
# May 23, 2017

*The University of Wisconsin Service Center will*

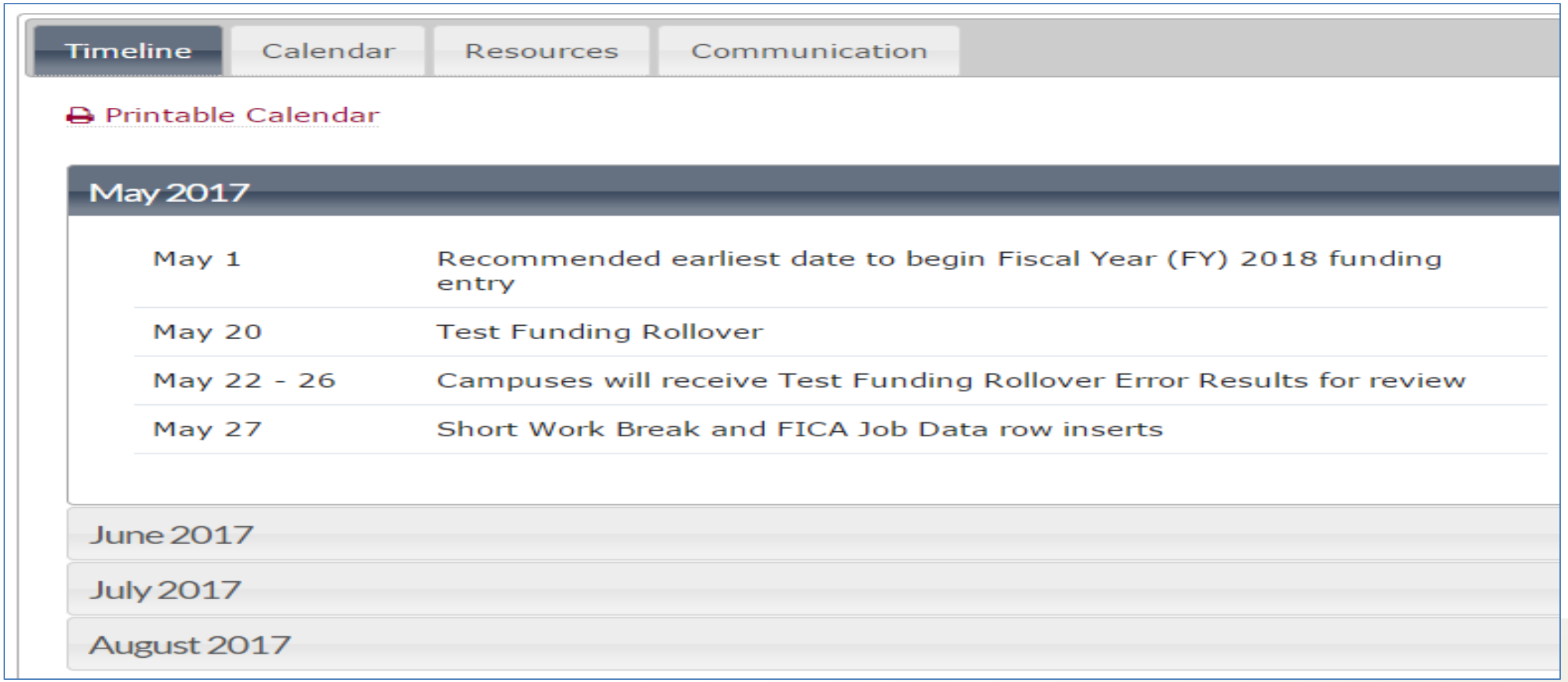
- ***Serve****…the people of the University of Wisconsin System*
- ***Collaborate****…by being supportive and constructive*
- ***Act with Integrity****…always and in all matters*

# Agenda

- Finance:
  - Fiscal Year End (FYE)
- HR:
  - Short Work Break Process
- PeopleTools Outage
- Payroll:
  - Memorial Day Absence Load
  - Non-Standard Payroll Calc Schedule
  - May Calendar Review
- Questions/Institution Feedback

# Fiscal Year End Landing page

- Key Resource: Fiscal Year End Landing page: https://uwservice.wisconsin.edu/administration/fye



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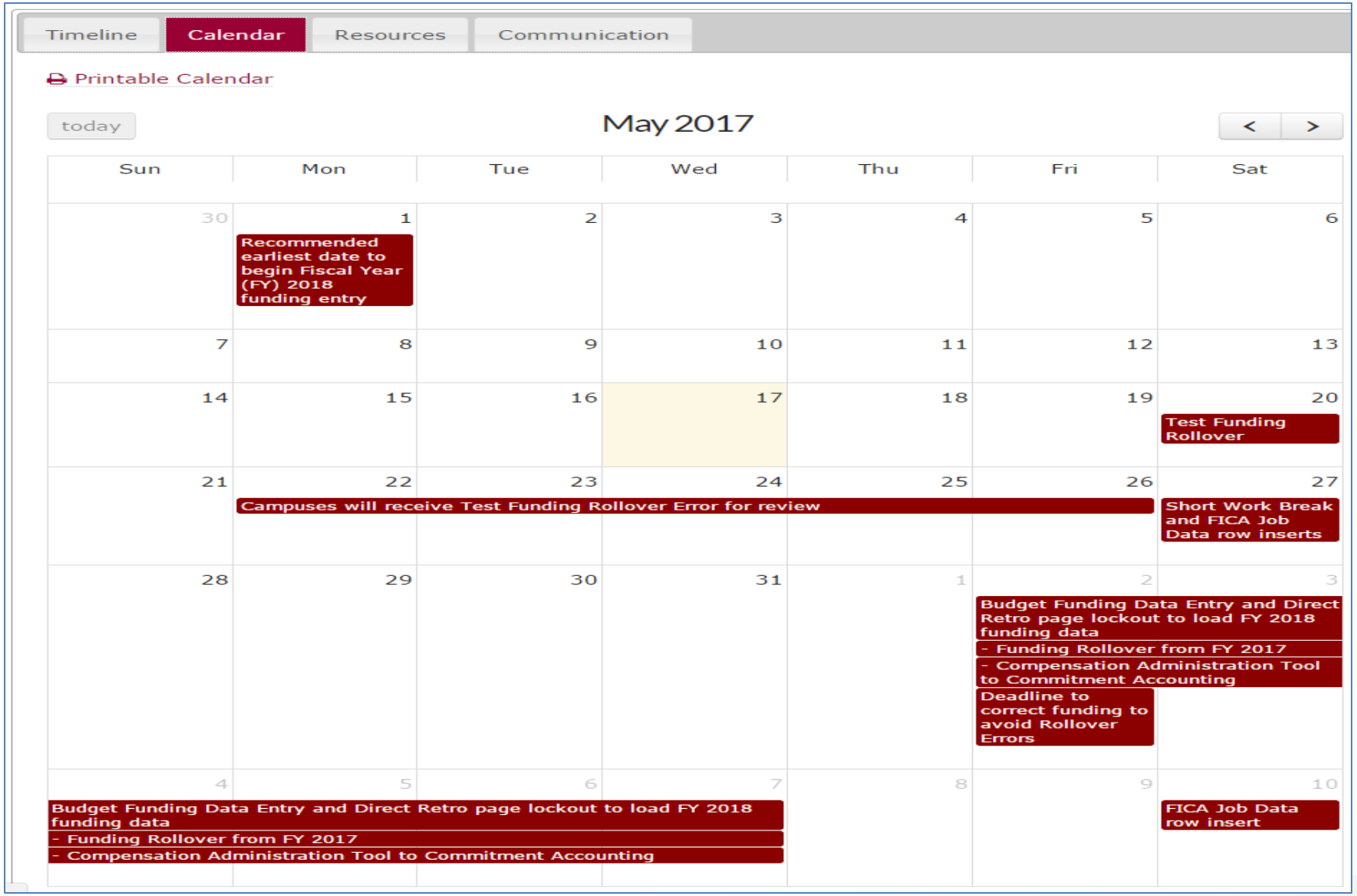

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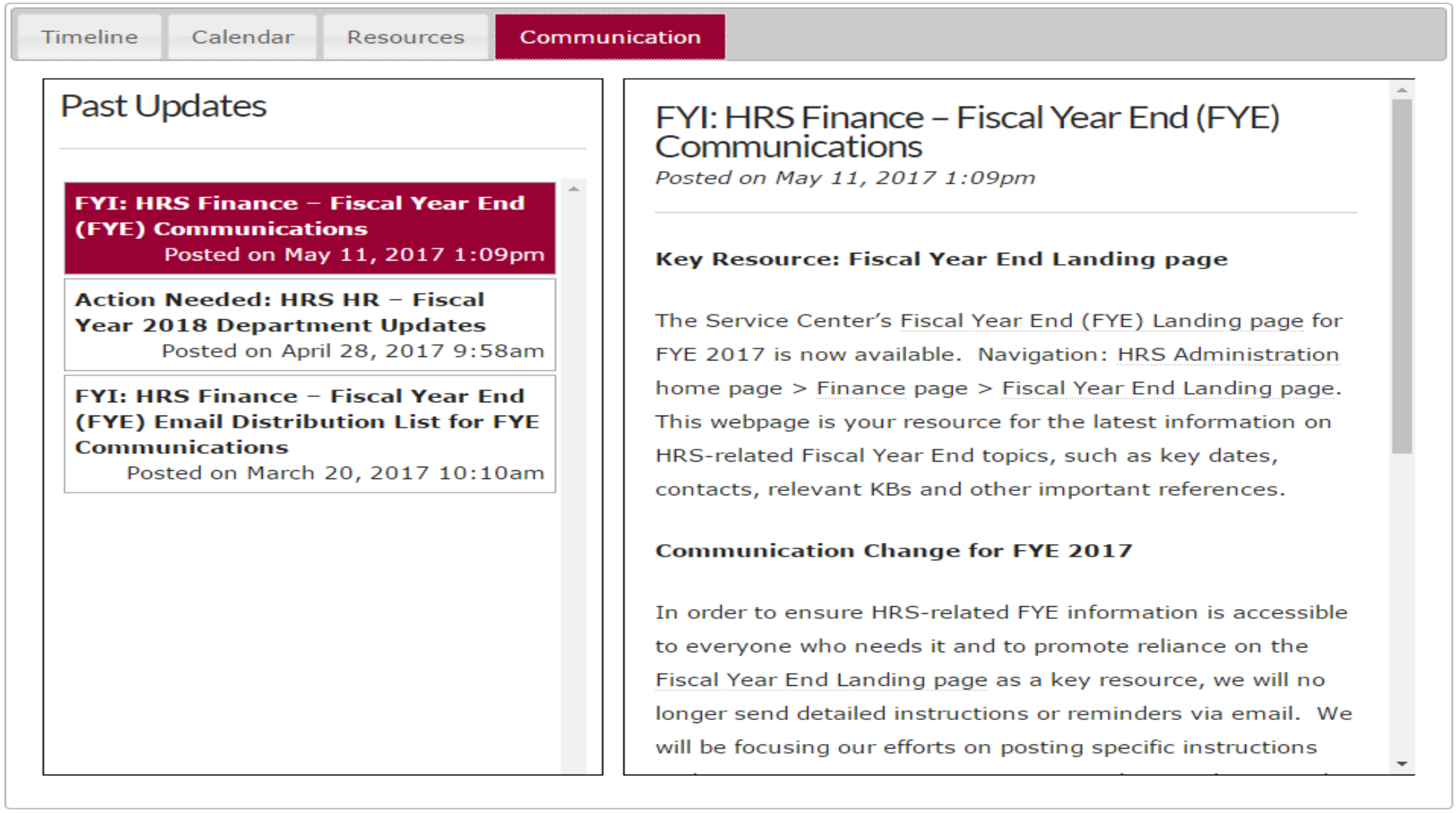


# Fiscal Year End Test Funding Rollover

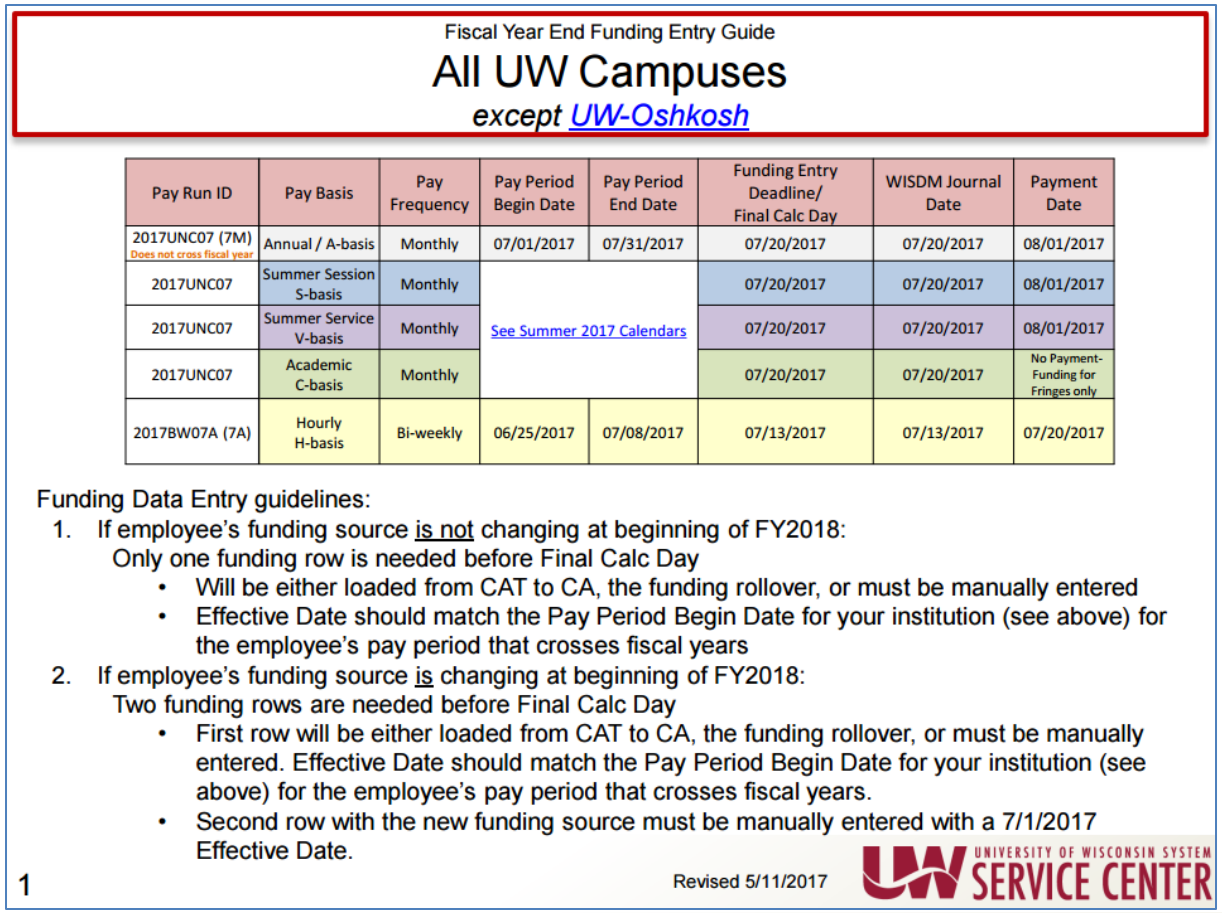
- Test Funding Rollover Results emailed this week to:
  - HRS Site Leads
  - HR, Payroll and Benefit Coordinators
  - Controllers
  - FYE Email List
  - SFS Site Leads
- Only contains predicted funding rollover errors

# Fiscal Year End Test Funding Rollover

- Incorporates FY2018 funding entered directly into HRS
- Does not incorporate funding that may be loaded from CAT
- Email includes further details and instructions
- Campuses have until **4pm**, **Friday, June 2** to correct any issues ahead of funding rollover

# Fiscal Year End Funding Entry Guide

- Key Resource: FYE Funding Entry Guide: https://uwservice.wisconsin.edu/docs/publications/fye-funding-entry-guide.pdf



Fiscal Year End Funding Entry Guide

All UW Campuses

*except UW-Oshkosh*

| Pay Run ID | Pay Basis | Pay Frequency | Pay Period Begin Date | Pay Period End Date | Funding Entry Deadline/ Final Calc Day | WISDM Journal Date | Payment Date |
|---|---|---|---|---|---|---|---|
| 2017UNC07 (7M) Does not cross fiscal year | Annual / A-basis | Monthly | 07/01/2017 | 07/31/2017 | 07/20/2017 | 07/20/2017 | 08/01/2017 |
| 2017UNC07 | Summer Session S-basis | Monthly | See Summer 2017 Calendars | | 07/20/2017 | 07/20/2017 | 08/01/2017 |
| 2017UNC07 | Summer Service V-basis | Monthly | | | 07/20/2017 | 07/20/2017 | 08/01/2017 |
| 2017UNC07 | Academic C-basis | Monthly | | | 07/20/2017 | 07/20/2017 | No Payment- Funding for Fringes only |
| 2017BW07A (7A) | Hourly H-basis | Bi-weekly | 06/25/2017 | 07/08/2017 | 07/13/2017 | 07/13/2017 | 07/20/2017 |

Funding Data Entry guidelines:

1. If employee's funding source is not changing at beginning of FY2018:
   Only one funding row is needed before Final Calc Day
   - Will be either loaded from CAT to CA, the funding rollover, or must be manually entered
   - Effective Date should match the Pay Period Begin Date for your institution (see above) for the employee's pay period that crosses fiscal years
2. If employee's funding source is changing at beginning of FY2018:
   Two funding rows are needed before Final Calc Day
   - First row will be either loaded from CAT to CA, the funding rollover, or must be manually entered. Effective Date should match the Pay Period Begin Date for your institution (see above) for the employee's pay period that crosses fiscal years.
   - Second row with the new funding source must be manually entered with a 7/1/2017 Effective Date.

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# Questions?

# HR: Short Work (Break SBK) Process

- Short Work Break (SBK) process is scheduled to run Saturday morning, 5/27/2017, after all nightly HRS Batch processing has been completed.

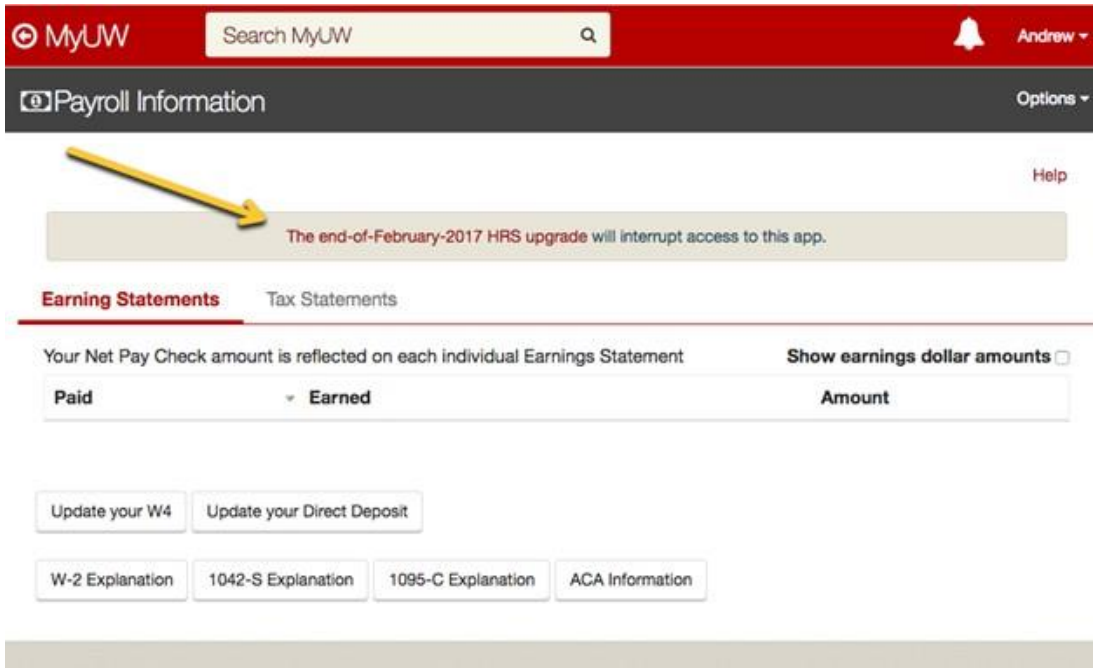
- All active C-basis employees will be put on a Short Work Break.

# PeopleTools Outage

- HRS Outage Begins Friday, June 2nd at 4:30 p.m. and will finish sometime Sunday evening June 4th.
- Communication Plan
  - To Administrators:
    - Reminder Emails: 5/30, 6/1 and 6/2
    - Outage in effect message: 4:30 p.m. on 6/2
    - Outage over message: Sunday, 6/4 (Exact time TBD)
- Reminder: Following maintenance the system needs to rebuild cache. Slowness can be expected.
- After any system maintenance is recommended to also clear your internet browser's cache and cookies. KB12384

# PeopleTools Outage

- Portal Messaging
  - Portal News Item
  - Starting 5/30: In-app messages (‘foreshadowing’) with link to news item:



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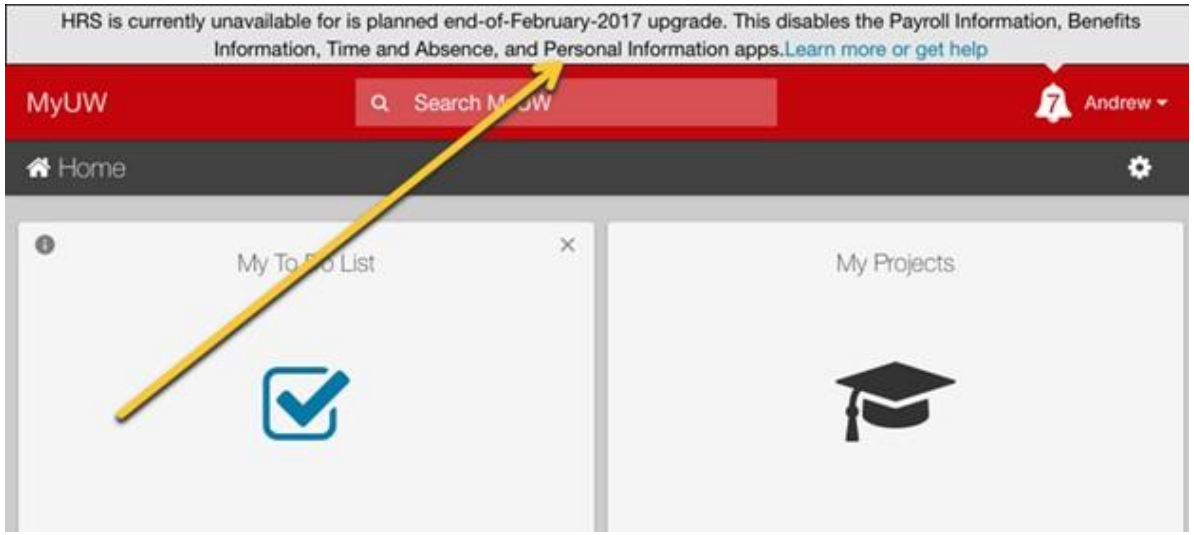
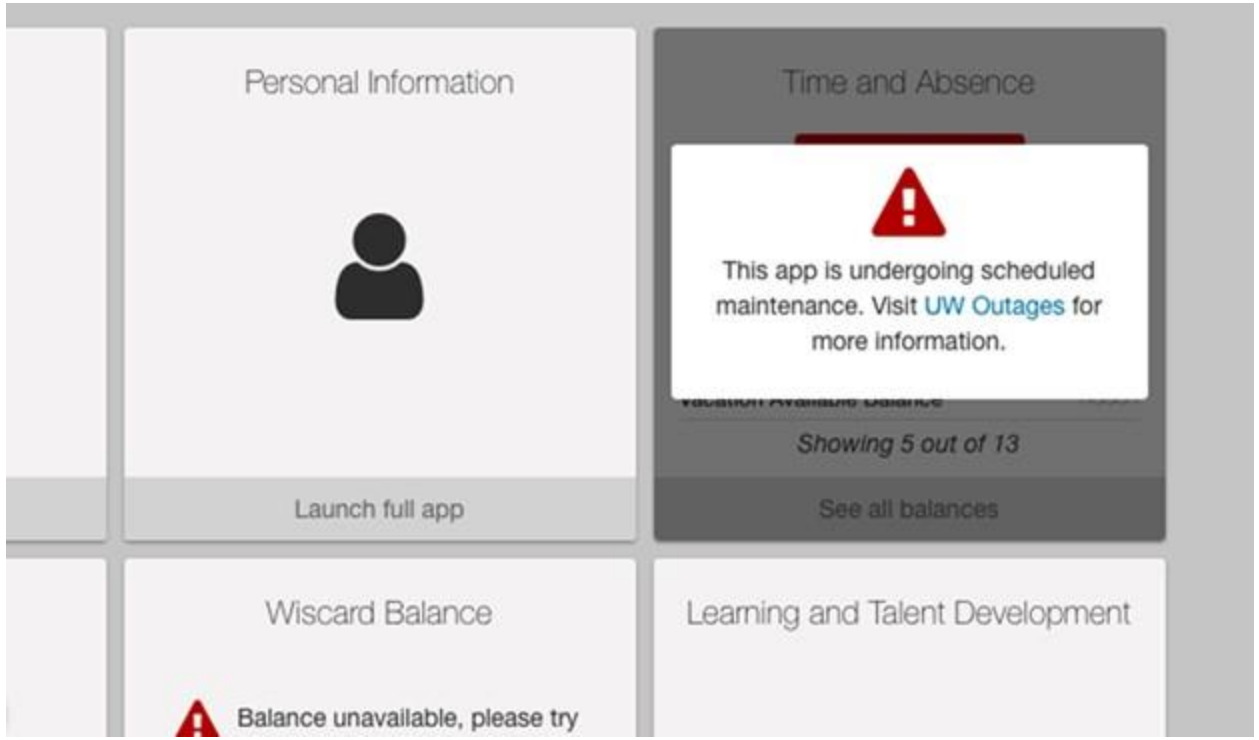
# PeopleTools Outage

- Portal Messaging (Continued)
  - During outage:
    - Home page, top banner (priority notification during the outage) – “HRS is currently unavailable … ”



# PeopleTools Outage

- Portal Messaging (Continued)
  - During outage:
    - Widget Message – link to outages page



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# PeopleTools Outage

Preparing your institution for the weekend outage

- Self Service Time reporting will be unavailable during this time. If you have time reporters that will need to report time over the weekend, you will want to have a plan in place for how to communicate with them regarding the outage and the process they should use for capturing their time worked (an outage notice will be posted on the MyUW portal).
- TAM will be unavailable during this time. You should be cognizant of the outage in scheduling your job openings/recruitments/closings.
- OIM will not be available during this outage, so users will not be able to make or approve access requests for HRS.
- Systems that rely on HRS messaging will not receive any messages during this time (i.e. Integration Broker messages sending Person Data from HRS to SFS)
- No batch jobs will process in HRS/EPM as usual over this weekend (i.e. no daily Time Admins, Absence Calcs, etc.)
- EPM will remain available during the outage. However, data in EPM will remain static from Friday 6/2 until approximately Tuesday 6/6.

# Questions

# PY: Memorial Day Absence Load for Hourly EEs

- Memorial Day holiday will be loaded on May 25 for 1.0 FTE employees on the biweekly payroll following the confirmation of the May 2017 unclassified payroll
- The holiday will be loaded as an absence event
- The absence event will pull into the timesheet
- There are a small number of UDDSs that will be excluded (based upon requests received)

# PY: Non-Standard Payroll Calc Schedule

**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)

# PY: Calendar Review – May 2017

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# Institution Feedback

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

# Support Request - Emails

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

Description – EE Name – Empl Id/EmplRcd

- **Example Email Subject:**
  - *W2 Inquiry - Buckingham B Badger - 01234567/0*