



Affinity Group 3

June 13th, 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

- AGs:
 - Welcome Tina Howell – AG3 Lead
 - Workshop June 6th Follow up
 - LOA Training needs
- Security:
 - HRS Security Awareness – New User Process Update
- Absence Management:
 - Absence Date Ranges
- Finance:
 - A and H basis CompRate changes
- Payroll:
 - June Calendar Review
- Questions/Institution Feedback

Welcome Tina Howell

- We are happy to announce that Tina Howell joined the Affinity Groups as the Lead of AG3 on Monday, June 12th.
- Tina started her work at UW Service Center in June 2014 with the Reconciliation team and moved into a lead position with the Benefits Team in January 2016.
- Please join me in congratulating her on her new position with the AGs.

Workshop - Upcoming Process and Data Changes Follow Up

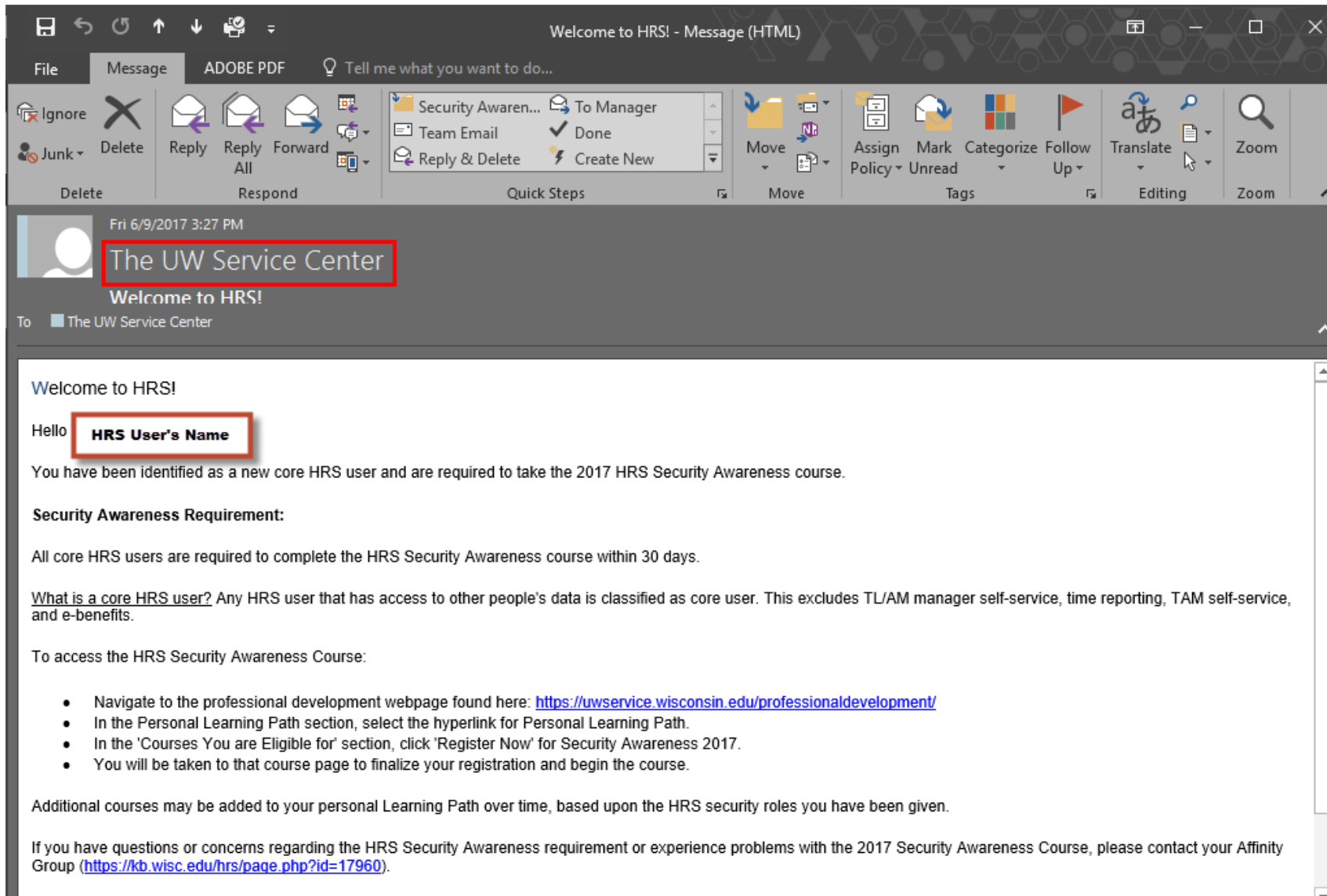
- Thank you for your feedback and questions to date. Q&A document will be sent out this week.
- As a result of the workshop we have heard there is an interest in LOA training
 - What are your current needs?
 - Policy
 - Operational
 - HR Entry
 - Absence balance review
 - Benefits impact for unpaid LOAs
 - » Prepays
 - » Benefits Billing

Security Awareness New User Update

- **New Security Awareness process for new users is going into Effect Monday, June 19th**
- When an HRS user is granted core user access to the system, they will automatically be enrolled into the HRS Security Awareness Course.
- The user and their data custodian(s) will receive the following email (see next slide)



Security Awareness New User Update



The screenshot shows an Outlook email interface. The window title is "Welcome to HRS! - Message (HTML)". The ribbon includes "File", "Message", and "ADOBE PDF". The "Message" ribbon has buttons for "Ignore", "Delete", "Reply", "Reply All", "Forward", "Move", "Assign Policy", "Mark Unread", "Categorize", "Follow Up", "Translate", and "Zoom". The "Quick Steps" section shows "Security Aware...", "Team Email", and "Reply & Delete". The "Tags" section shows "Assign Policy", "Mark Unread", "Categorize", and "Follow Up". The "Editing" section shows "Translate" and "Zoom".

The email header shows the sender as "The UW Service Center" (highlighted with a red box) and the subject as "Welcome to HRS!". The recipient is "The UW Service Center".

The email body contains the following text:

Welcome to HRS!

Hello **HRS User's Name** (highlighted with a red box)

You have been identified as a new core HRS user and are required to take the 2017 HRS Security Awareness course.

Security Awareness Requirement:

All core HRS users are required to complete the HRS Security Awareness course within 30 days.

What is a core HRS user? Any HRS user that has access to other people's data is classified as core user. This excludes TL/AM manager self-service, time reporting, TAM self-service, and e-benefits.

To access the HRS Security Awareness Course:

- Navigate to the professional development webpage found here: <https://uwservice.wisconsin.edu/professionaldevelopment/>
- In the Personal Learning Path section, select the hyperlink for Personal Learning Path.
- In the 'Courses You are Eligible for' section, click 'Register Now' for Security Awareness 2017.
- You will be taken to that course page to finalize your registration and begin the course.

Additional courses may be added to your personal Learning Path over time, based upon the HRS security roles you have been given.

If you have questions or concerns regarding the HRS Security Awareness requirement or experience problems with the 2017 Security Awareness Course, please contact your Affinity Group (<https://kb.wisc.edu/hrs/page.php?id=17960>).

Security Awareness New User Update

- Core users and their data custodians will be notified if the course is not successfully completed timely and the user's account becomes locked out.
- Once a locked out user completes the course, data custodians should contact the UW Service Center to request that the user's account be unlocked.



Questions?



Absence Entry in Date Ranges

- **The SC is no longer recommending Absences be entered and approved individually, day by day!**
- With the removal of the All Days checkbox in version 9.2, the best practice or recommendation for absence date range entry has changed
- All Entries (ESS/MSS and PY Coordinator Entry) may span up to one work week
- If an employee normally works Monday – Friday, an absence could be entered with a begin date of Monday and an end date of Friday with 8 Hours Per Day (ESS/MSS) or 8 partial hours (UWS Absences / Absence Event Page)

Biweekly Absence Entry in Date Ranges

Below is an example of entry for a biweekly employee without a schedule:

Absence Detail ?

*Start Date [View Monthly Schedule](#)

End Date

Filter by Type

*Absence Name [Current Balance 176.00 Hours](#)

Reason

Entry Type

Hours Per Day

Duration Hours

Comments

Requestor Comments

Go To [View Absence Request History](#) [View Absence Balances](#)

* Required Field

**Disclaimer The current balance does not reflect absences that have not been processed.

Absence Entry in Date Ranges

More information and examples can be found in our updated KB documents.

- [ESS Absence Entry \(Univ. Staff\) KB 16688](#)
- [ESS/MSS Absence Entry \(FAASLI\) KB 17773](#)
- [PY Coordinator Entry \(Univ. Staff\) KB 17318](#)
- [PY Coordinator Entry \(FAASLI\) KB 17469](#)

Questions?



CompRate Changes - Institution Review of A-Basis

- **Week of June 12** – UW Service Center provides HR and Budget Directors a report of A-basis rates that loaded from the CAT
 - Includes list of all A-basis rates that were loaded
 - Includes list of increases not loaded (ex. position number mismatches, future transfers, rehires)
- **June 12 to July 14 – institution review period**
 - Institutions process their own corrections or submit corrections to the UW Service Center
 - A-Basis terminations after July 1 already entered-UW Service Center will manually enter rate increases for these employees (institutions should monitor and verify)

CompRate Changes - Institution Review of H-Basis

- **Week of June 12** – UW Service Center provides HR and Budget Directors a report of H-basis rates that loaded from the CAT
 - Includes list of all H-basis rates that were loaded
 - Includes list of increases not loaded (ex. position number mismatches, future transfers, rehires)

- **June 12 to July 7 – Institution Review Period**
 - Institutions process their own corrections or submit corrections to the UW Service Center
 - H-Basis terminations after June 25 already entered :
 - UW Service Center will manually enter rate increases for these employees (institutions should monitor and verify)

Institution Feedback

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

Questions



PY: Calendar Review – June 2017

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1 [5B] Final Calc [5B] Confirmation Deadline (Eve) [5M] Pay Date [6M] Pay Period Begin	2	3
4	5	6	7	8 [5B] Pay Date	9	10 [6A] Pay Period End
11 [6B] Pay Period Begin [6A] 1st Batch Prelim Calc	12 [6A] 2nd Batch Prelim Calc	13 [6A] 3rd Batch Prelim Calc [6A] Payroll and Benefit Retro and Payline Load	14 [6A] 4th Batch Prelim Calc [6A] FICA Deadline	15 [6A] Final Calc [6A] Confirmation Deadline (Eve)	16 [6M] 1st Batch Prelim Calc	17 [6M] 2nd Batch Prelim Calc
18 [6M] 3rd Batch Prelim Calc	19 [6M] 4th Batch Prelim Calc [6M] Payroll and Benefit Retro and Payline Load	20 [6M] 5th Batch Prelim Calc [6M] FICA Deadline	21 [6M] Final Calc [6M] Confirmation Deadline (Eve)	22 [6A] Pay Date	23 [6B] 1st Batch Prelim Calc	24 [6B] Pay Period End
25 [6B] 2nd Batch Prelim Calc [7A] Pay Period Begin	26 [6B] 3rd Batch Prelim Calc [6B] Payroll and Benefit Retro and Payline Load	27 [6B] 4th Batch Prelim Calc [6B] FICA Deadline	28 [6B] Final Calc [6B] Confirmation Deadline (Eve)	29	30 [6M] Pay Date [6M] Pay Period End	1

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 form 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*