



Affinity Group 3

July 18, 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
 - Summer Conference - HRS Service Desk
 - LOA Workshop – Save the Date
- Benefits:
 - SSN Process ETF
- Security:
 - Attestation Process *Coming Soon*
- Payroll:
 - July Calendar Review
- Questions/Institution Feedback

Summer HR, PY & BN Conference

- HRS Service Desk - open drop in session
 - Wednesday, August 2nd – First day of conference
 - 9:00 AM to 3:45 PM
- Service Center staff available for walk-ins throughout the day
- Topics you would like us to be available to address?

LOA Workshop – Save the Date

- LOA Workshop
- Audience: HR, Payroll and Benefits Coordinators
- When: Thursday, August 17, 2017
2:00pm – 3:30pm

Benefits: Social Security Number Verification Process

- Instead of the institutions faxing SSN cards to UWSC (when prompted by UWSC Benefits Team), the institution may enter in the dependents SSN into the HRS system.
 - When dependent's SSN has been entered into HRS, the institution must reply to the incident email. The UWSC Benefits Team will let ETF know of the SSN update. **DO NOT INCLUDE SSNs IN YOUR EMAIL RESPONSES.**
- ETF will then verify the SSN internally through their department's audit process.
 - If the SSN doesn't pass ETF's audit, ETF will reach out to UWSC to request documentation from the institution (employee's dependent's SSN card).
 - The UWSC will then reach out to the institution asking for a copy of the SSN card.
 - The institution should **FAX** a copy of the SSN card to UWSC with a note stating they have viewed the original documentation on the **cover page**.

This new process should improve our efficiency.

Security: Bi-Annual Attestation Process

- HRS Attestation Process planned for late July / early August
- No changes to the process
- Data Custodians will receive an email with instructions and attestations lists
- Three week turnaround timeline

PY: Calendar Review – July 2017

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

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*