



Affinity Group 3

July 25, 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

- Affinity Groups (AG):
 - AG: Summer HR, PY & BN Conference
 - LOA Workshop – Save the Date
- Absence Management (AM):
 - Summer Session/Service FAASLI Leave Reports
- Human Resources / Finance (HR / FN):
 - HRS Updates
 - Last Updated Field on Funding Entry Page
 - Governance Tracking Page
 - LTE Hours Report update
 - Compensation Tab Reminder
- Payroll (PY):
 - July Calendar Review

AG: 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
- If you have known topics you plan to stop in and discuss, please send them to your lead ahead of time. It will help us prepare materials and tools to assist you.
- If none, please stop in and say HI!

AG: Leave of Absence Workshop – Save the Date

- Leave of Absence Workshop: HRS life cycle (HR, AM, PY, BN, WRS) of leave of absences (paid, unpaid and intermittent)
- Audience: HR, Payroll & Benefits Coordinators
- When: Thursday, August 17, 2017
2:00pm – 3:30pm

AM: FA/AS/LI Summer Leave Reports - Important Reminders

- All leave eligible FAASLI employees are required to submit a monthly leave report during all periods of employment, including summer
- 9-month employees who work during the summer must submit a leave report regardless of whether or not the employee takes sick leave during those months
 - Leave Reports are available on the MyUW Portal in Time and Absence as a template named *Unclassified Summer Session/Service Leave Report*
 - Only one report per employee needs to be signed or ESS submitted for the entire summer. Multiple summer employment records do not need additional reports
 - The report needs to be signed or ESS submitted within the effective dates of the summer job in job data
 - June, July and August will be charged as 1 missing leave report. This report belongs to FY 17/18. Submission is required or a Sick leave reduction may occur next year (2018)

AM: FA/AS/LI Summer Leave Reports - Important Reminders

- Entry is done differently based on if there is leave to report vs no leave to report!
 - No sick leave usage to report over the summer:
 - Entry must be recorded on the employee's summer job (not the c-basis job)
 - It is recommended this report be dated during the first month of summer employment in order to remove the remaining “No Report” flags
 - Sick leave usage to report over the summer:
 - Sick leave must be recorded on the employee's c-basis (academic year) job as of the prior Spring term, dated before the effective date of the short work break
 - Sick leave balances do not exist on the summer job record and sick leave entry on this job will cause the employee to have Leave Without Pay (LWOP)

AM: FA/AS/LI Summer Leave Reports - Important

- For more detailed information on the topic of processing these reports, please see the Knowledge Base document 'HRS AM Entering Unclassified Leave Reports for employees working Summer Session or Service' (<https://kb.wisc.edu/hrs/page.php?id=30065>)
- Questions?

FN and HR: HRS Updates

- (FN) The Funding Data Entry page accurately populates the Last Changed By Field

Funding Data Entry

Set ID: SHARE Department: [REDACTED]
Fiscal Year: 2016 Budget Begin Date: 07/01/2015 Budget End Date: 06/30/2016

Budget Data Find | View 1 First 1-10 of 10 Last

Department Position Appointment PRARTHANA GHOSH ID: 00822533 Empl Record: 0

Eff Date	Eff Seq	Comp Rate	Job Code	Job Descr	Pos Nbr	Pay Basis	FTE %
06/26/2016	0	4000.000000	X01NN	RESEARCH ASSOCIATE	02109829	Annual	1.000000
03/01/2016	0	4000.000000	X01NN	RESEARCH ASSOCIATE	02109829	Annual	1.000000

*Effective Date: 05/01/2016 Eff Seq: 0 *Status: Active Date Entered: 05/05/2017 Used by Distribution Process:

Last Changed By: [REDACTED]

- (HR) UW Custom Governance Tracking Page ([Navigation: Workforce Development > Faculty Events > Calculate Tenure > Governance Tracking](#))
 - Two fixes are planned for 7/30/2017:
 - The page will allow governance tracking information entry for an employee who is on a leave of absence
 - The page will allow for effective date entry other than the current date
- Questions?

HR: LTE Hours Report (UWHRR013)

About:

- Provides cumulative hours worked for University Staff Temporary (LTE)
- Report runs after the successful confirmation of each Bi-Weekly Payroll
- KB: [HR - University Staff Temporary \(LTE\) Hours Report](#)

Updates/Enhancements:

- Logic will reflect 'OVER 1040' status, instead of the previous 'OVER 1043' status.
- Change aligns with UPS Operational Policy : [HR 7 \(University Staff Temporary & Project Appointments](#)
- Migration for logic will be on July 30th

Report ID: UWHRR013
Run Cntl ID: CFL

University of Wisconsin System
LTE HOURS REPORT

Page No: 76
Run Date: 07/19/2017
Run Time: 14:07:44

Name	EmplID	Rcd	Code	Job Title	Position Number	Start Date	Last Pay End Date	Annv Date	Expected End Date	Hours	Status
UWMIL B487200				LETSCI/ANTHROPOLOGY/ANTHRO							
	1	94012		ARCHAEOLOGICAL CREW LDR-LT		10/16/2016	03/18/2017	10/16/2016		531.500	
	0	94010		ARCHAEOLOGICAL LAB TECH-LT		01/30/2017	03/04/2017	01/30/2017		50.000	
	0	94010		ARCHAEOLOGICAL LAB TECH-LT		02/22/2017	03/04/2017	02/22/2017		23.000	
	1	94012		ARCHAEOLOGICAL CREW LDR-LT		08/21/2016	03/04/2017	08/21/2016		800.500	
	0	94010		ARCHAEOLOGICAL LAB TECH-LT		09/04/2016	03/18/2017	09/04/2016		861.000	OVER 840
	1	94012		ARCHAEOLOGICAL CREW LDR-LT		02/22/2016	04/02/2016	02/22/2016		0.000	
	0	94012		ARCHAEOLOGICAL CREW LDR-LT		08/21/2016	03/04/2017	08/21/2016		881.000	OVER 840
	0	94010		ARCHAEOLOGICAL LAB TECH-LT		05/11/2015	06/13/2015	05/11/2015		155.000	
	0	94010		ARCHAEOLOGICAL LAB TECH-LT		08/21/2016	03/18/2017	08/21/2016		1008.500	OVER 840
	0	28060		ACADEMIC DEPT SFEC		08/25/2016	03/04/2017	08/25/2016		1057.000	OVER 1040
	0	94010		ARCHAEOLOGICAL LAB TECH-LT		04/06/2015	03/18/2017	04/06/2016		485.000	
	1	94012		ARCHAEOLOGICAL CREW LDR-LT		03/08/2015	12/26/2015	03/08/2015		809.250	

HR: LTE Hours Report (UWHRR013)

Updates/Enhancements:

- Cypress Team (DoIT) updates will be in place for the August 10th run (8A Calc/Confirm)



UWHRR013 LTE not to Exceed 1043 Hours has been delivered to your Cypress inbox.

You are currently subscribed to hr-py-uwsc-a as: clpac@uwsa.edu.

To unsubscribe click here: <https://lists.wisc.edu/u?id=74415565.10983af5c858358917bed5b6ecdeb1f8&n=T&l=hr-py-uwsc-a&o=50320236> or send a blank email to leave-50320236-74415565.10983af5c858358917bed5b6ecdeb1f8@lists.wisc.edu

HR: LTE Hours Report (UWHRR013)

Updates/Enhancements:

- Run Control now has the ability to run numerous iterations of the report

1

LTE Hours Report

Run Control ID BT_HR_UWHRR013 Report Manager Process Monitor Run

Dept ID UWML Business Unit

2

LTE Hours Report

Run Control ID BT_HR_UWHRR013 Report Manager Process Monitor Run

Dept ID B01 Division

3

LTE Hours Report

Run Control ID BT_HR_UWHRR013 Report Manager Process Monitor Run

Dept ID B0160 Department

LTE Hours Report

Run Control ID BT_HR_UWHRR013 Report Manager Process Monitor Run

Dept ID B016000 Subdepartment

- Questions?

4

Compensation Tab Overview - Reminder

- Reminder: The Compensation tab should include a sequence of seven (7) steps. [Compensation Tab Overview KB 25233](#)

The screenshot displays the Compensation tab interface with the following elements and numbered callouts:

- 1**: Default Pay Components button
- 2**: *Rate Code field in the Pay Components table
- 3**: Comp Rate field in the Pay Components table
- 4**: Frequency field in the Pay Components table
- 5**: *Frequency field in the main Compensation section
- 6**: Calculate Compensation button
- 7**: Compensation Rate field in the main Compensation section

Other visible fields include: Effective Date (12/14/2016), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Transfer), Reason (Original/New Hire), Job Indicator (Primary Job), and Current.

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	60,000.000000	USD	A	

Compensation Tab – Click Default Pay Component

- Step 1: Click the Default Pay Components button on the compensation tab
- When a user clicks the Default Pay Components button on the compensation tab, HRS checks/activates the Apply FTE checkbox for monthly employees
- If left unchecked, the employee's monthly salary is not prorated based on FTE. This is an issue for employees paid monthly and working part-time.

The screenshot displays the 'Compensation' tab in a software application. At the top, there are navigation tabs: Work Location, Job Information, Job Labor, Payroll, Payroll*, Salary Plan, Compensation (selected), UW Custom, UW Custom*, UW Benefits, and UW Benefits*. Below these, the employee's details are shown: Employee ID 00[redacted] and Empl Record 0. The 'Compensation' section includes fields for Effective Date (07/24/2017), Effective Sequence (0), HR Status (Active), Payroll Status (Active), Action (Data Change), Reason (ICI Annual Change No Deferred), and Job Indicator (Primary Job). A 'Compensation Rate' of 4,333.333333 is displayed, along with a '*Frequency' dropdown set to 'Monthly'. Below this, there are sections for 'Comparative Information' and 'Pay Rates'. The 'Default Pay Components' button is highlighted with a red box. Below that, the 'Pay Components' section is visible, with a 'Conversion' tab selected. A table lists the pay components, with the 'Apply FTE' checkbox checked for the first row. The table has columns for *Rate Code, Seq, Converted Comp Rate, Currency, Frequency, and Apply FTE.

*Rate Code	Seq	Converted Comp Rate	Currency	Frequency	Apply FTE
1 NAANNL	0	4,333.333333	USD	Monthly	<input checked="" type="checkbox"/>

- The Service Center is also monitoring reports to catch errors
- Questions?

Institution Feedback

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

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 U Badger - 01234567/0*