# SERVICE CENTER

## 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 2<sup>nd</sup> 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
- <u>9-month</u> 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 <u>one</u> report per employee needs to be signed or ESS submitted for the entire summer. Multiple summer employment records do <u>not</u> 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 <u>must</u> be recorded on the <u>employee's summer job</u> (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 <u>must</u> be recorded on the <u>employee's c-basis (academic year) job</u> 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

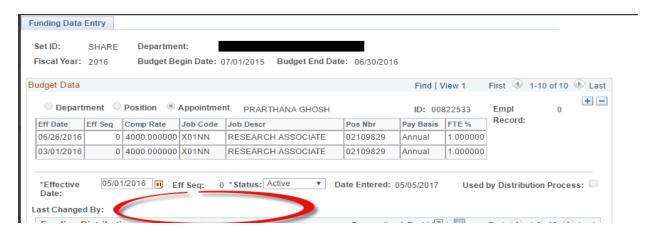
 For more detailed information on the topic of processing these reports, please see the Knowledge Base document 'HRS AM Entering Unclassified Leave Reports for employees working Summer Session or Service' (<a href="https://kb.wisc.edu/hrs/page.php?id=30065">https://kb.wisc.edu/hrs/page.php?id=30065</a>)

Questions?



### FN and HR: HRS Updates

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



- (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)
- o Report runs after the successful confirmation of each Bi-Weekly Payroll
- KB: <u>HR University Staff Temporary (LTE) Hours Report</u>

#### **Updates/Enhancements:**

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

							Wisconsin Sys	tem			
deport ID: UWHRR013					LTE HOURS REPORT					Page No: 76	
Run Cntl ID:	CPL										Run Date: 07/19/2017
											Run Time: 14:07:44
		Empl	Job		Position	Start	Last Pay	Anny	Expected		
lame	EmplID	Red	Code	Job Title	Number	Date	End Date	Date	End Date	Hours	Status
WMIL B48720	0 LETSCI/ANT	HROPOL	DGY/ANT	THRO							
		1	94012	ARCHAEOL CREW LDR-LT		10/16/2016	03/18/2017	10/16/2016		531.500	
		0	94010	ARCHAEOL LAB TECH-LT		01/30/2017	03/04/2017	01/30/2017		50.000	
		0	94010	ARCHAEOL LAB TECH-LT		02/22/2017	03/04/2017	02/22/2017		23.000	
		1	94012	ARCHAEOL CREW LDR-LT		08/21/2016	03/04/2017	08/21/2016		800.500	
		0	94010	ARCHAEOL LAB TECH-LT		09/04/2016	03/18/2017	09/04/2016		861.000	OVER 840
		1	94012	ARCHAEOL CREW LDR-LT		02/22/2016	04/02/2016	02/22/2016		0.000	
		0	94012	ARCHAEOL CREW LDR-LT		08/21/2016	03/04/2017	08/21/2016		881.000	OVER 840
		0	94010	ARCHAEOL LAB TECH-LT		05/11/2015	06/13/2015	05/11/2015		155.000	
		0	94010	ARCHAEOL LAB TECH-LT		08/21/2016	03/18/2017	08/21/2016		1008.500	OVER 840
		0	25060	ACADEMIC DEPT SPEC		08/25/2016	03/04/2017	08/25/2016		1057.000	OVER 1040
		0	94010	ARCHAEOL LAB TECH-LT		04/06/2015	03/18/2017	04/06/2016		485.000	
		1	94012	ARCHAEOL 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 10<sup>th</sup> run (8A Calc/Confirm)





## HR: LTE Hours Report (UWHRR013)

### **Updates/Enhancements:**

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

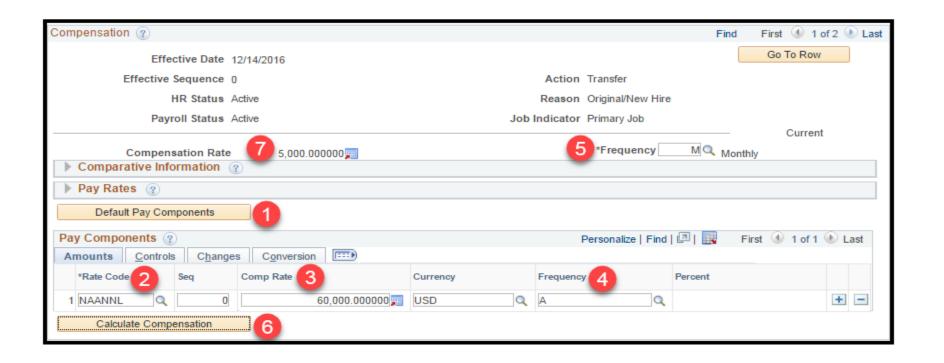
	LTE Hours Report	
1	Run Control ID BT_HR_UWHRR013	Report Manager Process Monitor Run
	Dept ID UWMIL	Business Unit
	LTE Hours Report	
2	Run Control ID BT_HR_UWHRR013	Report Manager Process Monitor Run
_	Dept ID 801	Division
	LTE Hours Report	
3	Run Control ID BT_HR_UWHRR013	Report Manager Process Monitor Run
	Dept ID B0160	Department
	LTE Hours Report	
	Run Control ID BT_HR_UWHRR013	Report Manager Process Monitor Run
	Dept ID   B0160000   Q	Subdepartment

Questions?



### Compensation Tab Overview - Reminder

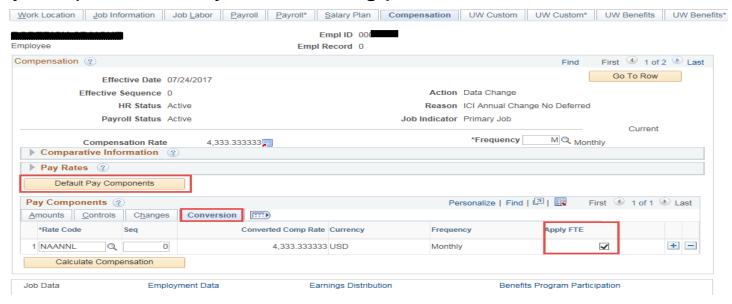
 Reminder: The Compensation tab should include a sequence of seven (7) steps. Compensation Tab Overview KB 25233





### Compensation Tab – Click Default Pay Component

- Step 1: Click the <u>Default Pay Components</u> 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 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	10	11	12	13	14	15
[7A] 1st Batch Prelim Calc [7B] Pay Period	[7A] 2nd Batch Prelim Calc	[7A] 3rd Batch Prelim Calc [7A] Payroll and	[7A] FICA Deadline [7A] 4th Batch	[7A] Final Calc [7A] Confirmation Deadline (Eve)	[7M] 1st Batch Prelim Calc	
Begin	4.5	Benefit Retro and Payline Load	Prelim Calc			
16 [7M] 2nd Batch Prelim Calc	17 [7M] 3rd Batch Prelim Calc	18 [7M] 4th Batch Prelim Calc	19 [7M] FICA Deadline	20 [7M] Final Calc [7A] Pay Date	21	[7B] Pay Period End
		[7M] Payroll and Benefit Retro and Payline Load	[7M] 5th Batch Prelim Calc	[7M] Confirmation Deadline (Eve)		
23 [8A] Pay Period	[7B] 2nd Batch	25 [7B] Payroll and	26 [7B] FICA	[7B] Confirmation	28	29
Begin	Prelim Calc	Benefit Retro and	Deadline	Deadline (Eve)		
[7B] 1st Batch Prelim Calc		Payline Load [7B] 3rd Batch Prelim Calc	[7B] 4th Batch Prelim Calc	[7B] Final Calc		
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 <a href="https://kb.wisc.edu/hrs/page.php?id=17960">https://kb.wisc.edu/hrs/page.php?id=17960</a>

#### 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

### 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