# SERVICE CENTER

## Affinity Group 3 August 22, 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

- AM:
  - Sick Leave Reduction Follow-Up
- BN:
  - New Benefits Landing Page
    - Reports and Queries
    - Ben Admin Checklist and Deadlines
- PY:
  - Payline Requests
    - Payroll Payline Entry Template
    - Leave Payout Template
  - Non Standard Payroll Calc Schedule

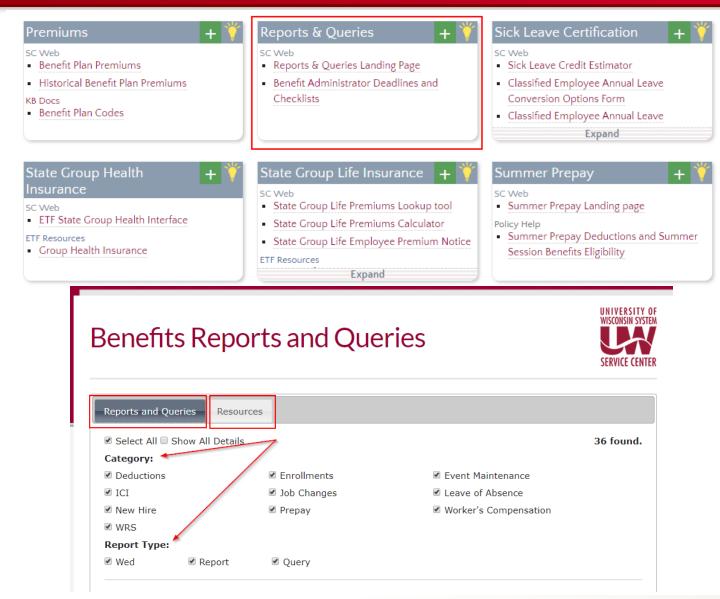


#### New Benefits Landing Page

- Reports & Queries Landing Page
  - Master List of Reports
  - Master List of Queries
  - Fields can be filtered
  - Resource Tab
  - Benefit Administrator Deadlines and Checklists
- Navigation:
  - https://uwservice.wisconsin.edu/administration/benefits-reports-queries



### Reports & Queries Landing Page



#### Benefit Administrators Checklist and Deadlines

- One-stop checklist for Benefit Administrator processing and deadlines of reports and queries
- Shows what report or query needs to be worked when—in relation to payroll calcs or non-payroll weeks
- Has links to KBs, benefit calendars, and landing pages
- Navigation:
  - https://uwservice.wisconsin.edu/docs/publications/campus-benefit-admindeadlines-checklists.pdf

 Note\* ABE Landing Page link is still showing ABE 2017 information. Page will be updated once ABE 2018 information is released.

