



## Affinity Group 3

### October 10, 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

- BN:
  - E-Benefits Self Service
    - New Confirmation Page
    - Missing DOB for dependents
  - Marital Dates Interface
  - COBRA
  - Benefit Credentialing
- PY
  - Missed Payroll Request Changes
- PUM
- PY Calendar Review
- Institutional Feedback

# Self Service (eBenefits) – Submit Confirmation Page

When completing enrollment via self-service, a confirmation page will now appear so employees see that they have submitted their elections.

Benefits Enrollment

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## Submit Confirmation

Your benefit choices have been successfully submitted to your Human Resources office.

To return to the Benefits Enrollment page, click OK.

OK

# Self Service (eBenefits) - Issue Dependents Missing DOB

- When entry of a spouse's date of birth is missed in ESS:
  - Unable to send the employee's benefit enrollment to vendors due to missing information
- UWSC Benefits team is running a daily query to identify these
  - Email notification will be sent to the institution
  - Institution checks with employee to obtain DOB
  - Institution enters DOB in HRS (employee's Update Dependent/Beneficiary page)
  - UWSC will work with our vendors to expedite the employee's enrollment status in their systems

# Marital Dates Interface Issues

- Mismatches in marital status/dates between Modify a Person page and Update Dependent/Beneficiary page will stop the interface transfer of State Group Health enrollments to ETF
- This may cause a delay with enrollment in ETF and the State Group Health provider
- Occurs most often with New Hires where the Marital Date is defaulted to the hire date
  - Employees may also update their marital status and date in their self-service portal
- We ask that all institutions verify their employee's marital statuses and dates match on Modify Person and Update Beneficiary pages in HRS for newly hired employees to help mitigate the errors and delay in sending information to ETF

# COBRA Update

- Centralized COBRA Processing
  - Targeted implementation date: 11/5/17
- All AG Call Next Tuesday, October 17<sup>th</sup>, 9:00 am
  - New COBRA Process Overview
    - EJED email notification
    - Elimination of the 5 day termination window
    - Notification letter
    - COBRA landing page
- Call in / Blackboard information will be sent

- Benefits Training Opportunity
- When: November 6<sup>th</sup> (8:00 – 4:00) / 7<sup>th</sup> (8:30 - 2:00)
- Where: Madison
- What:
  - WRS Eligibility
  - Benefits Eligibility
  - New Hire Hold
  - Event Maintenance
- Visit Professional Learning Path to sign up:
  - <https://uwservice.wisconsin.edu/professionaldevelopment/learning-path/>

# Questions





# Final Missed Payroll Criteria Changes

- New Missed Payroll Criteria
  - Effective Oct 24, 2017
  - Criteria Changes:
  - Requests cannot be older than:
    - 1 pay period for monthly paid positions
    - 2 pay periods for bi-weekly paid positions

# MPR Check Printing Day Survey Results

## ■ Institution Survey Final Tally:

### Missed payroll process Option 1:

Requests are due on Mondays at noon  
Printed on Tuesdays  
Distributed on Wednesdays

6 Votes

### Missed payroll process Option 2:

Requests are due on Tuesdays at noon  
Printed on Wednesdays  
Distributed on Thursdays

9 Votes

Neutral Vote: 1

# MPR Check Printing Day

- Checks will be cut once per week on Wednesdays
- Work on direct deposit for off-cycles has begun
- Process Cutover:
  - Submissions by noon on Oct 18<sup>th</sup> will be printed on Oct 19<sup>th</sup> (the last Thursday Print)
  - Submissions after noon on Oct 18<sup>th</sup> will be printed on Oct 25<sup>th</sup> (the first Wednesday print)

# Questions



- HRS 9.2 Maintenance all AG Workshop:
  - November 2<sup>nd</sup> @ 1-2:30pm
  - Demonstration/overview of changes
    - Paycheck Modeler (Payroll Coordinators)
    - Absence Edit/Cancellation (ESS/MSS)
    - Print View Feature (TAM Users)
    - Improved Interface - 'Fluid' (all HRS users)
    - Review supporting resources

# PY Calendar Review

October 2017

10A 10B 10M

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

# Institution Feedback

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

# 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](mailto:ag1@uwsa.edu)

AG2: [ag2@uwsa.edu](mailto:ag2@uwsa.edu)

AG3: [ag3@uwsa.edu](mailto: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 Email

**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*