



Affinity Group 3

October 31, 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

- ABE
 - Paper Enrollment Entry Deadline
 - Benefit Changes After OE
- TAM
 - New Date Submitted Field
- PUM Reminders
 - Workshop
 - Outage
- HR
 - Faculty Sabbatical
- Workshop Follow-Up
- PY Calendar Review
- Institutional Feedback

- **Friday, November 3 (at 4:00 pm):** Last day to enter ABE enrollments within HRS including updating Coordination of Other Benefits and Medicare.
 - Please contact the UWSC by Wednesday, **November 1** if you are unable to meet this deadline.
 - Decentralized institutions may need to set earlier deadlines to meet the November 3 entry.
- **Prioritization:**
 - Health Opt Out applications
 - HDHP/HSA applications
 - All others

Benefit Changes After OE

New Hire

- SGH
 - Please have employees complete self-service New Hire
 - IF they need to change their health plan for 1/1/18: (i.e. elected for 2017 Anthem NE, Arise, Gundersen, Health Opt Out, Health Traditions, Humana Eastern, Humana Western, Network SE/NE, Physicians Plus, UnitedHealthCare, Unity Community, Unity UWE Health)
 - Submit paper application for 1/1/18 change within 30 days of Hire
 - This is not an appeal
- FSA/HSA
 - Please have employees complete self-service New Hire
 - IF they also wish to elect FSA/HSA for 1/1/2018:
 - Submit paper application for 1/1/18 enrollments within 30 days of Hire
 - This is not an appeal

Life Events

- If employee has a birth, marriage, death, LOC, etc. for all health benefits between 10/28/17 thru 12/31/17:
 - Submit **2** paper applications: One for current life changes. Second to carry forward life changes through 1/1/18 elections.
 - This is not an appeal

Questions?



TAM-New "Date Submitted" Column

Enhancement scheduled for November 5:

View date & time each applicant applied directly from the applicant list on the Manage Job Opening page.

The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation tabs: 'Applicants', 'Applicant Search', 'Applicant Screening', 'Activity & Attachments', and 'Details'. Below these are summary statistics for various stages: All (12), Applied (12), Screen (0), Route (0), Interview (0), Offer (0), Hire (0), Hold (0), and Reject (0). The main table lists applicants with columns for Select, Applicant Name, Applicant ID, Type, Disposition, Application, Resume, Mark Reviewed, Route, Interview, Reject, Print, and Date Submitted. The 'Date Submitted' column is highlighted with a red border. The table contains 7 rows of applicant data.

Select	Applicant Name	Applicant ID	Type	Disposition	Application	Resume	Mark Reviewed	Route	Interview	Reject	Print	Date Submitted	Other Actions
<input type="checkbox"/>	[Redacted]	248432	External	Applied								08/01/2017 8:37PM	Other Actions
<input type="checkbox"/>	[Redacted]	248482	External	Applied								08/02/2017 9:45PM	Other Actions
<input type="checkbox"/>	[Redacted]	248329	External	Applied								07/31/2017 2:50PM	Other Actions
<input type="checkbox"/>	[Redacted]	248427	External	Applied								08/08/2017 8:12PM	Other Actions
<input type="checkbox"/>	[Redacted]	248603	External	Applied								08/05/2017 11:10PM	Other Actions
<input type="checkbox"/>	[Redacted]	200091	External	Applied								08/10/2017 8:25AM	Other Actions
<input type="checkbox"/>	[Redacted]	248817	External	Applied								08/11/2017 9:58AM	Other Actions

Navigation

Recruiting > Browse Job Openings

Recruiting > Search Job Openings

- Select desired job opening
- On Manage Job Opening page, select the Applicants tab

TAM-New “Date Submitted” field

Date Submitted defined:

- Date and time applicant submitted application through Candidate Gateway, or
- Date and time authorized TAM user manually entered application in TAM.

TAM-New “Date Submitted” field

Sort:

- Default sorting is by applicant name
- To sort most recent applications to the top, click Date Submitted column heading twice
- To sort earliest applications to the top, click Date Submitted column heading once

Questions?



PUM Workshop Reminder

- HRS 9.2 Maintenance all AG Workshop:
 - November 2nd @ 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

PUM / HRS Outage

- HRS will go down on Friday, November 3 at 4:00 p.m.
 - This will include the HRS services for employees accessed through the My Wisconsin portal, such as online Time Reporting, Absence Reporting, Benefits Self Service ('e-Benefits'), updates to Personal Information, and access to electronic Earnings Statements, Tax Statements, Leave Statements and other online HR, Payroll and Benefits reports.
- Overnight batch processing will occur as usual on Sunday, November 5.
- HRS will be available on Monday, November 6 (time TBD).

Questions?



Faculty Sabbatical

- Faculty Sabbatical is handled two ways:

1) One full Academic Year = Partial Pay (usually 35% reduction)

- A faculty member may be approved to take a sabbatical for an **academic year** and receive financial support from their institution at any level up to sixty-five percent of his/her full compensation for that period, in accordance with institutional policies.
- HRS Entry is needed.

OR

2) One Semester = Full Pay

- A faculty member may be approved to take a sabbatical for **one semester** and receive their full salary for that semester, in accordance with institutional policies.
- HRS Entry is needed.

Full Academic Year Faculty Sabbatical HRS Entry

- HRS entry needed for Faculty going on a one full Academic Year Sabbatical.
 - Add a row on the Position with the action reason of “Change FTE for Faculty Sabbatical”.
 - Change FTE to 65% (26 standard hours). (Verify the FTE change flows through to job data)
 - The compensation is then calculated using the reduced FTE.

Description | Specific Information | Budget and Incumbents

Position Information Find | View All First 2 of 3 Last + | -

Position Number

Headcount Status Filled Current Head Count 1 out of 1

*Effective Date 08/25/2014 *Status Active

*Reason 054 Change FTE for Faculty Sabb Action Date 08/26/2014

*Position Status Approved Status Date 02/10/2011 Key Position

Job Information

*Business Unit UWMSN UW Madison Career Executive:

Job Code C20NN PROFESSOR

*Reg/Temp Regular *Full/Part Time Full-Time

*Regular Shift Not Applicable Union Code FA Faculty

Title PROFESSOR Short Title C20NN [Detailed Position Description](#)

*Empl Class FA Continuity 01 *Pay Basis Academic

Work Location

*Reg Region USA United States

Department A481300 L&S/BOTANY/BOTANY Company UWS University of Wisconsin System

Location A0054 BIRGE HALL

Reports To Dot-Line

Supervisor Lvl Security Clearance

Salary Plan Information

Salary Admin Plan AD1C Grade I01 Step

Standard Hours 26.00 Work Period WUWS WUWS

FTE 0.650000

USA

Full Academic Year Faculty Sabbatical HRS Entry

- Additional Pay Entry - **To keep the employee whole with their WRS and Absence accruals for the Academic Year** an add'l pay entry is needed for both hours and earnings using the dates of the institutions academic year.
 - Enter Earnings Code “USB” and include both hours and earnings. (To calculate the Additional Pay Amount please use 176 hours for full time month. For example, if the employee is paid 65% while on Sabbatical, the Additional pay should be 176 hours x 35% = 61.6 hours and their salary x 35%.) After all necessary fields are filled, click **Save**. [PY - Enter Additional Pay](#)

Favorites ▾ Main Menu ▾ > Payroll for North America ▾ > Employee Pay Data USA ▾ > Create Additional Pay

Create Additional Pay

Employee [redacted] Empl ID [redacted] Empl Record 0

Additional Pay Find | View All First 2 of 2 Last

*Earnings Code FAASLI Sabbatical Unpd

Effective Date Find | View All First 1 of 1 Last

Effective Date

Payment Details Find | View All First 1 of 1 Last

*Addl Seq Nbr End Date

Rate Code Reason

Earnings

Hours

Hourly Rate

Goal Amount

Goal Balance

Sep Check Nbr

OK to Pay Disable Direct Deposit Prorate Additional Pay

Applies To Pay Periods

First Second Third Fourth Fifth


▶ Job Information

▶ Tax Information

Full Academic Year Faculty Sabbatical HRS Entry

- At the end of the Academic Faculty Sabbatical Return the FTE back to 100% (40 standard hours) and verify that Additional Pay has ended.
 - Add a row on the Position with the action reason of “Change FTE for Faculty Sabbatical”.
 - Change FTE to 100% (40 standard hours). (Verify FTE change flows through to job data.)

Description | Specific Information | Budget and Incumbents

Position Information Find | View All First 1 of 3 Last 

Position Number
Headcount Status Filled Current Head Count 1 out of 1
*Effective Date 08/24/2015 *Status Active
*Reason 054 Change FTE for Faculty Sabb Action Date 08/28/2015
*Position Status Approved Status Date 02/10/2011 Key Position

Job Information

*Business Unit UWMSN UW Madison Career Executive:
Job Code C20NN PROFESSOR
*Reg/Temp Regular *Full/Part Time Full-Time
*Regular Shift Not Applicable Union Code FA Faculty
Title PROFESSOR Short Title C20NN Detailed Position Description
*Empl Class FA Continuity 01 *Pay Basis Academic


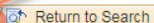

Work Location

*Reg Region USA United States
Department A481300 L&S/BOTANY/BOTANY Company UWS University of Wisconsin System
Location A0054 BIRGE HALL
Reports To
Supervisor Lvl Dot-Line
Security Clearance

Salary Plan Information

Salary Admin Plan AD1C Grade I01 Step
Standard Hours 40.00 Work Period WUWS WUWS
FTE 1.000000

USA

 Save  Return to Search  Notify

 Add  Update/Display  Include History  Correct History

One Semester Faculty Sabbatical HRS Entry

- HRS entry needed for Faculty going on a One Semester Sabbatical.
 - Add a row in Job Data with the Action/Reason Paid Leave of Absence/Faculty Sabbatical effective the first day of the academic year.
 - Add a row in Job Data with the Action/Reason Return from Leave/Return from Leave effective the first day of the second semester.

Favorites ▾ Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > Job Data

Work Location Job Information Job Labor Payroll Payroll* Salary Plan Compensation UW Custom UW Custom* UW Benefits UW Benefits*

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location ? Find First 1 of 2 Last

*Effective Date 08/21/2017 [Calendar Icon] Go To Row + -

Effective Sequence 1

HR Status Active

Payroll Status Leave With Pay

*Action Paid Leave of Absence

*Reason Faculty Sabbatical

*Job Indicator Primary Job

Position Number [Redacted] PROFESSOR

Override Position Data

Current

Favorites ▾ Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > Job Data

Work Location Job Information Job Labor Payroll Payroll* Salary Plan Compensation UW Custom UW Custom* UW Benefits UW Benefits*

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Work Location ? Find First 1 of 3 Last

*Effective Date 01/05/2018 [Calendar Icon] Go To Row + -

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Return from Leave

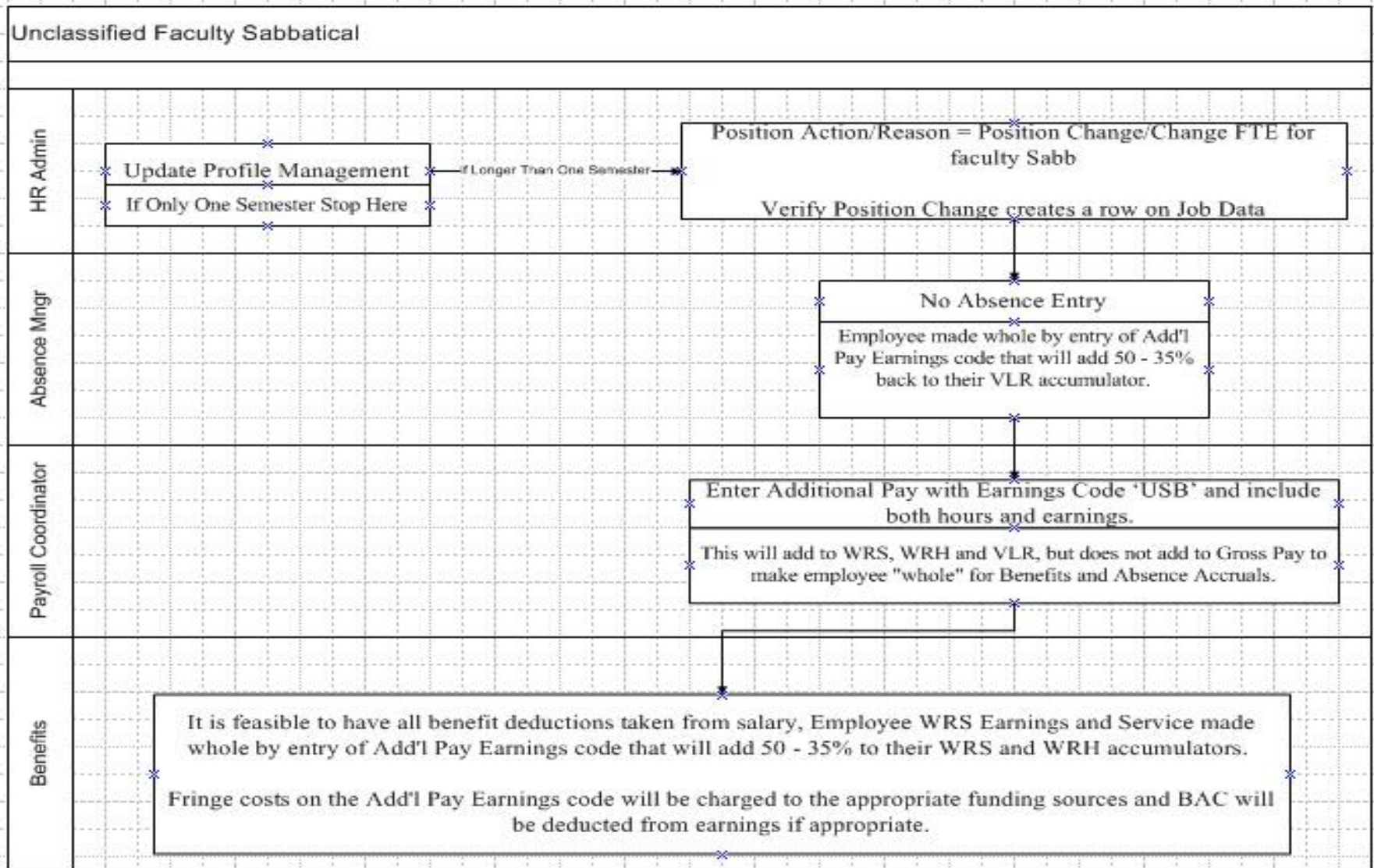
*Reason Return From Leave

*Job Indicator Primary Job

Position Number [Redacted] PROFESSOR

Future

Faculty Sabbatical Entry



Questions?



Previously Offered Workshops Now Available

- Attended the workshop
 - Find a link to the resource materials through your Learning Path under completed
- Missed the workshop
 - HRS Administration Page > Presentation Library
 - Filter by HRS Workshop to limit results
 - Click on the workshop name to access ALL resources
- Resources are current as of the presentation date

Workshops



Presentations Library

By default, the 10 most recent meetings that have archive materials will appear below. Use the filters on the right side to change this listing. Archived meeting presentations and slides are available online for 18 months. If you don't see a presentation you're expecting to see, please contact the [Web Team](#).

October 10, 2017

[HRS Workshop - Absence Management - Understanding and Using Results by Calendar Page](#)

[Recording](#)

[Slides](#)

September 29, 2017

[ALEX Demonstration](#)

[Recording](#)

September 29, 2017

[ABE UWSHR Policy & Plan Workshop](#)

[Recording](#)

[Slides](#)

[Introduction](#)

[Communications Overview](#)

Meeting Type:

Hot Topics

AG Check-ins

HRS Workshops

Topical Updates

Between:

Start Date:

End Date:

Workshops

HRS Workshop - Absence Management - Understanding and Using Results by Calendar Page



Date/Time: October 10, 2017 , 2:00pm - 3:30pm

Click on the information found in each tab and link on the Results by Calendar page...

Resources:

- [Results by Calendar - Accumulators Tab \(Bi-weekly\) tip sheet](#)
- [Results by Calendar - Accumulators Tab \(Monthly\) tip sheet](#)
- [Results by Calendar - Supporting Elements Tab tip sheet](#)
- [Results by Calendar - Questions and Answers](#)

Archive

[Presentation Slides](#)

Recording



Questions?



PY Calendar Review

← Today →

October 2017 10A 10B 10M →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
[11A] Pay Period Begin [10B] 1st Batch Prelim Calc	[10B] 2nd Batch Prelim Calc	[10B] Payroll and Benefit Retro and Payline Load [10M] Pay Period End [10B] 3rd Batch Prelim Calc				

← Today →

November 2017 11A 11B 11M →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
			[11M] Pay Period Begin [10B] 4th Batch Prelim Calc [10B] FICA Deadline [10M] Pay Date	[10B] Final Calc [10B] Confirmation Deadline (Eve)		
5	6	7	8	9	10	11
				[10B] Pay Date	[11A] 1st Batch	[11A] Pay Period

Institution Feedback

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

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 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*