UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group 3
November 14, 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

- HR: UW Multiple Jobs Summary
  FTE Field on Position
- TL: End of Day Light Savings Time
  Unapproved Time
  TL Processing Timeline
- AM: Banked Leave – University Staff
  Floating Legal Holiday
- TAM: Password Character Change
- PY: Key Year-End Dates
  Non-Standard Processing Schedule
  Calendar Review
- Institutional Feedback

UW Multiple Jobs Summary

Enhancement:

New link within page now allows user to navigate directly in to Job Data from **UW Multiple Jobs Summary** page.

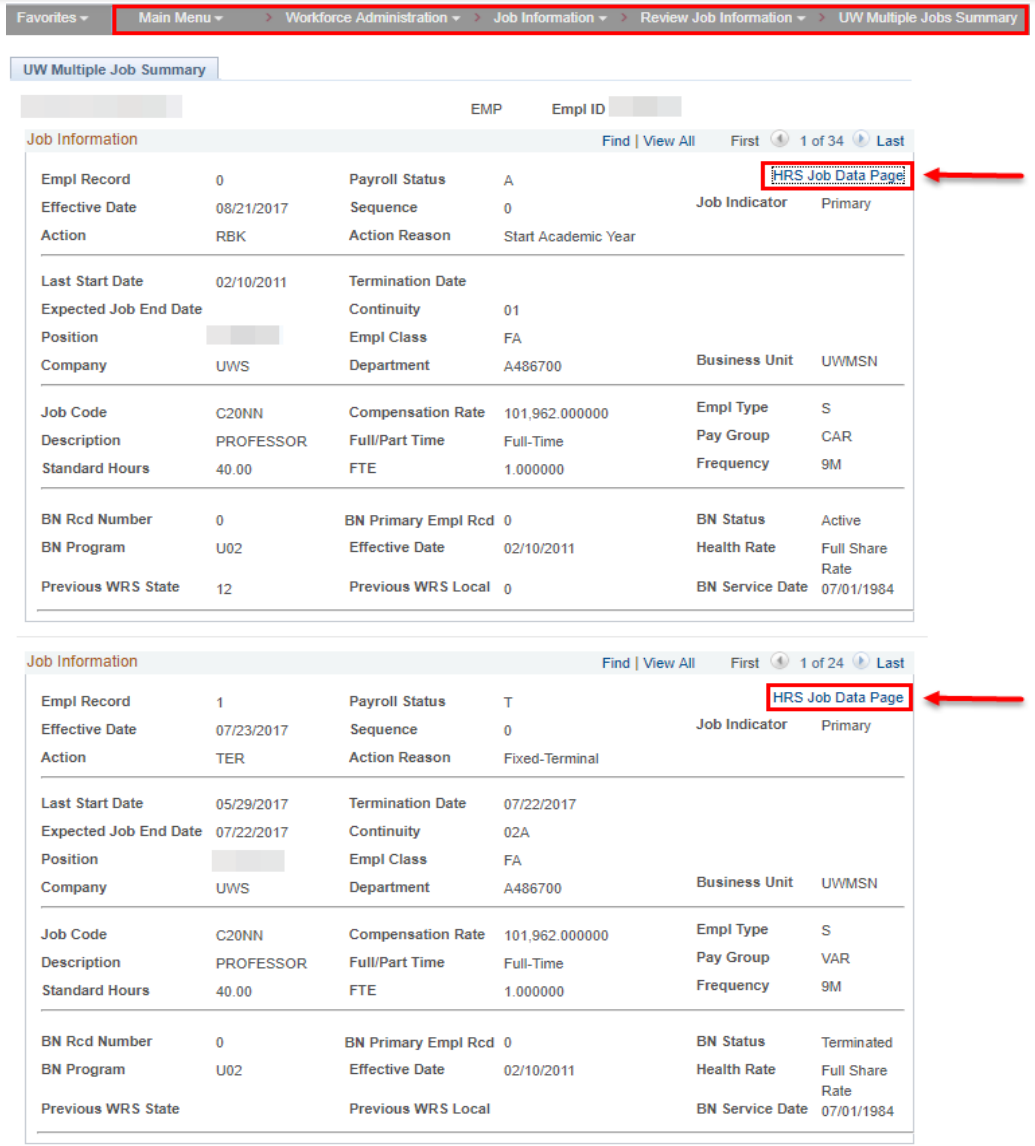
Navigation:

Workforce Administration > Job Information >
Review Job Information > UW Multiple Jobs Summary

Security:

- User will be directed to Job Data – Student Help Only if user only has the following job data related roles:
  - UW_UNV_HR_STUDENT_HELP_UPD
  - UW_UNV_HR_STUDENT_HELP_VW

- If user does not have row level access to one of the employee records, the link will navigate the user to the Job Data Search Criteria page, with the message 'No matching values were found.'



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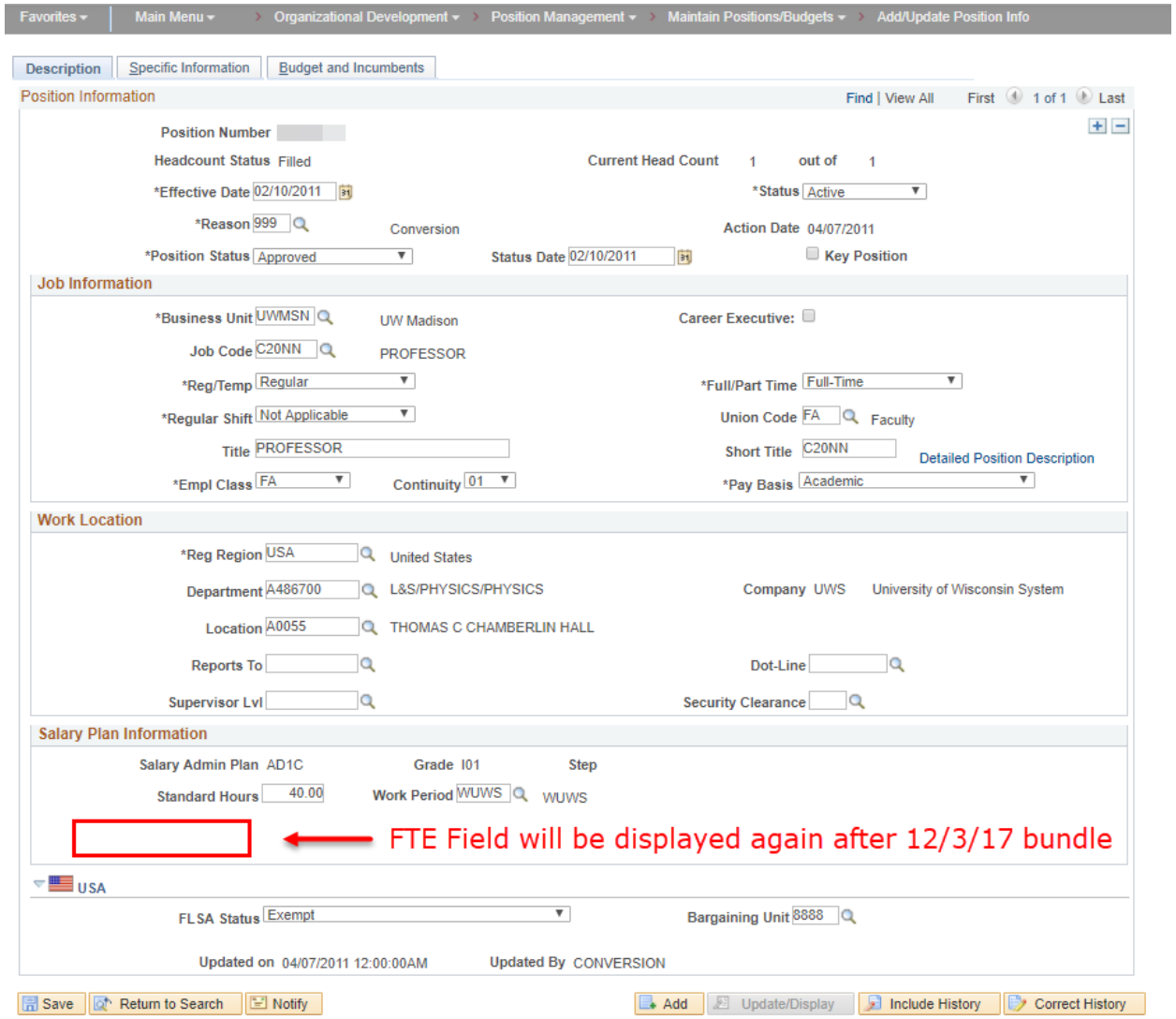
FTE Field on Position

- Navigation: Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info

- FTE field will be displayed on Position after the next code bundle (12/3/2017).

- KB 17357 Create a Position – Job Aid



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Questions?

End – Daylight Savings Time

- Please note that Daylight Saving Time ended on Sunday, November 5, 2017. The time change impacts employees who report time at 2:00AM on Sunday, November 5, 2017, or work shifts which span from Saturday, November 4, 2017, to Sunday, November 5, 2017, and cross the 2:00AM time change.

- HRS is configured to automatically adjust payable time for the autumn and spring DST changes. Time which includes the 2:00AM time change will have one hour (1.00) added in payable time in the autumn.

- For further information see KB-15561: TL - Daylight Saving Time

Absence Edit/Cancelation

- Edit/Cancelation will be locked out as of 6:00 am on the morning of the final calc and confirm
- Please monitor for unapproved time throughout the payroll processing week
- Query available for checking on unapproved time during the pay cycle:
  - Needs Approval Query (UW_AM_ABS_NOT_APPRVD)
  - KB #20530 -**TL - Time and Labor Queries**

Monitoring Reminders

- **From KB #17481 - TL - Processing Procedure Timeline**

- **Queries during pay processing week (Monday, Tuesday, Wednesday, Thursday)**
  - Approved NOPAY TRC
  - Exception Query (can also be seen on the Exceptions page)
  - Duplicate Time Query
  - Time Rejected by Payroll
  - Time Entry Status
  - Needs Approval Query (also can be found on Approve Payable Time and View Payable Time Pages)

Questions?

Banked Leave Eligibility – University Staff

University Staff Employees eligibility to bank unused vacation is based on the following:

- Years of Service, FTE and FLSA status

  OR

- Vacation accrual rate and Sick Leave accumulation

University Staff Paid Leave Banking Schedule		
Years of Service	**Full-Time University Staff – Nonexempt**	**Full-Time University Staff – Exempt and Nonexempt Supervisors**
First 5 Years	0 hours	0 hours
5+ to 10 Years	0 hours	40 hours
10+ to 15 Years	40 hours	40 hours
15+ to 20 Years	40 hours	80 hours
20+ to 25 Years	80 hours	120 hours
25+ Years	120 hours	120 hours
Earn < 160 hrs of vacation & have accrued at least 520 hrs of sick leave	40 hours	40 hours

Banked Leave Entry

- Entry for Banked Leave and cash payments must be dated and processed between 12/1 and 12/31. Entries dated and processed prior to the December A payroll confirmation will be paid on 12/21/17 (last check of the year).
- Entry dated and processed after December A will be paid on either the 1/4/18 or 1/18/18 paycheck according to the dated entry.
- It is **not** required that cash payments be included in the last paycheck of the calendar year.
- If no option is selected before the end of the calendar year, remaining annual leave will become carry-over. Forms received after 12/31/17 must be rejected.
- **Entry must be done prior to the absence deadline for the January A confirm (1/10/18)**

Best Practice Considerations:

- use a Saturday or Sunday date to avoid conflicts with Time & Labor
- avoid entry between 12/24 and 12/31

  (This is the slice of the 13A/1A period and processing is inherently more complicated.)

Banked Leave Resources

- Eligibility Spreadsheets and supporting documentation will be routed to Institutions following today's AG call.
- KB References:
  - Entering Conversion of Vacation to Banked Leave for University Staff (KB-20161)
  - Entering Banked Leave Conversion through Employee Self-Service (KB-57367)
  - Running the Banked Leave Annual Eligibility/Election Summary Report (KB-31858)
- Related policies:
  - UPS Operational Policy: BN 1 - https://www.wisconsin.edu/ohrwd/download/policies/ops/bn1.pdf.
  - HRD (MSN employees): https://kb.wisc.edu/ohr/policies/page.php?id=53409
- Blank Annual Leave Conversion Form:
  - **https://uwservice.wisc.edu/docs/forms/leave-conversion.pdf**

Questions?

2017 Floating Legal Holiday

- University Staff Legal holiday hours not used by 12/31/17 will be dropped as of 1/1/18.
- There are 4 remaining Legal Holidays to be processed this year: Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. For full time staff, this equates to 32 hours (prorate for less than full time based on FTE).
- Thanksgiving (11/23) and Christmas Day (12/25) are observed holidays in 2017.
- Christmas Eve (12/24) and New Year's Eve (12/31) are floating holidays in 2017 and should be taken prior to 12/31/17.

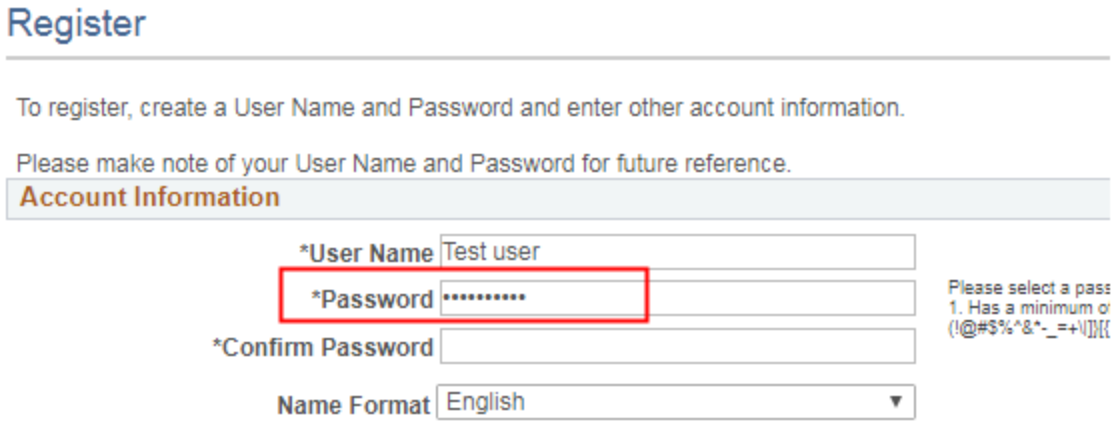
Questions?

TAM Password Character Change

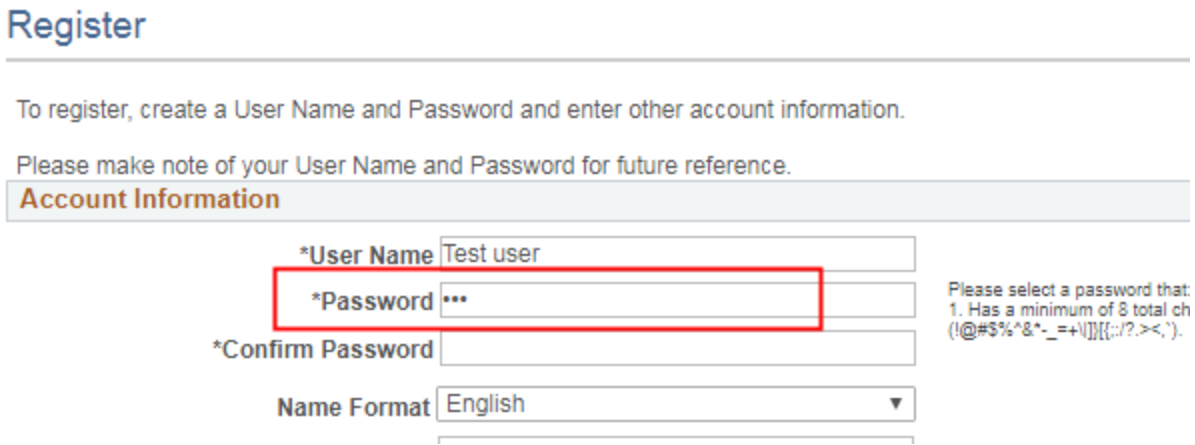
- Candidate Gateway Password Mask Update with PUM
  - Applicants enter passwords with 8 character requirement
  - When they tab out of this field, only 3 characters (***) appear
- Per Oracle:
  - The Candidate Gateway Password Mask is an intentional code change made as a security enhancement.
  - Limiting to 3 asterisks helps prevent spoofing and is common across Oracle products.

TAM Password Character Change

Before tab out:



After tab out:



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Questions?

Key Year-End Payroll Dates

December

- 12/1/17 Last on-cycle pay date in 2017 for monthly paid staff (the 11M)
- 12/15/17 Check Correction deadline to guarantee employees' original W-2s reflect the correct amounts
- 12/21/17 Last on-cycle pay date in 2017 for bi-weekly paid staff (the 12A)
- 12/26/17 NOON – Deadline for Missed Payroll submissions for inclusion on 2017 W-2s
- 12/27/17 Last off-cycle check date for 2017 (bi-weekly and monthly paid staff)
- 12/29/17 11:00AM! Deadline for Foreign National Personal Data Changes in Glacier (related to 1042-S 2017)

Key Year-End Payroll Dates

January

- 1/5/18 — Final deadline for last minute Check Correction adjustments on an employee's W-2 (not guaranteed, based on volume)
  Deadline for Taxable Fringe Adjustments for calendar year 2017
  Deadline for Guaranteed Personal Data Changes (for ACA and W2 data)
- 1/23/18 — Targeted date for finish printing W2s
- 1/30/18 — Targeted date for employees to receive 2017 W-2s
- 1/31/18 — IRS postmark deadline for employees 2017 W-2s

Key Year-End Payroll Dates

February

- 2/16/18 Targeted print date for 2017 Fellowship/Scholarship Letters
- 2/28/18 Targeted print date for 2017 1042-S forms

March

- 3/2/18 CYE posts to WISDM (approximately)
- 3/10/18 Targeted date for employees to receive 2017 1042-S forms (3/15/2018 due)

Non-Standard Payroll Calc Schedule

2017BW11A:

- 11/10 – Paysheet Create (overnight)
- 11/13 – Payline Request Deadline (4:30 pm)
- 11/13 – Payline & Retro Load (overnight)
- 11/14 – FICA Deadline (noon)
- 11/15 – Final Calc & Confirm (noon)

2017UNC11:

- 11/16 – Paysheet Create (overnight)
- 11/17 – Payline Request Deadline (4:30 pm)
- 11/19 – Payline & Retro Load (overnight)
- 11/20 – FICA Deadline (noon)
- 11/21 – Final Cal & Confirm (noon)

PY Calendar Review

Today

11A 11B 11M

November 2017

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

Questions?

Institution Feedback

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

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	AG Support email addresses	LiveChat & Webforms
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	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	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 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*