



Affinity Group 2

January 30, 2018

- 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: ICI Annual Review
- HR: Selective Service Removal
EJED Monitoring
Mass Updates
TAM Reports Enhancement
- TL/AM: Improvement Initiative
- PY: Key Year-End Payroll Dates
- SOD: PY1 Form Discontinued
Calendar Review

- Institutional Feedback

ICI Timeline

- **February 2, 2018** – Employees will receive notification of ICI category/premium changes
- **March 1, 2018** – Employee deadline to submit paper application for Deferred or Supplemental enrollment into ICI
- **March 30 – April 1, 2018** – UWSC will be updating Job Data to provide election entry for Deferred or Supplemental enrollment into ICI
- **April 2, 2018** – Administrators can begin to enter the Deferred or Supplemental enrollment applications
 - Entry deadline:
 - **April 19, 2018** – biweekly
 - **April 25, 2018** – monthly

ICI Lookup Tool



ICI Annual Review

Timeline

Calendar

Lookup Tools

Resources

Admin Look-Up Tools to view Employee ICI Notices

When activated, these tools will assist you to help employees understand their ICI notices.

2018 ICI Premium Update Notice

Communication planned (February date TBD)

Employee Empl ID:

Submit

2018 ICI Annual Deferred Enrollment Notice

Communication planned January 16-19, 2018

Employee Empl ID:

00000000

Submit

ICI Deferred Enrollment Message

Employee References:

- <https://www.wisconsin.edu/ohrwd/benefits/dis/ici/>

Administrator References:

- [ICI Administrator Landing page](#)
 - A list of KB resources
 - Links to UWSA and UWMSN Policy are available

Questions?



Selective Service Removal

Wisconsin State Statute 230.143 no longer applies to the UW. Therefore:

- Selective Service information is no longer required to be captured
- Sections have been removed from UW Personal tab and Smart HR Templates within HRS
- Existing data will remain on the tables and part of the record, but will not be viewable on the online pages
- Any forms requesting this information can be updated or removed

Selective Service Removal

UW UNIVERSITY OF WISCONSIN SYSTEM All Search >> Advanced Search

Favorites > Main Menu > Workforce Administration > Personal Information > **Add a Person** > **Modify a Person**

Biographical Details | Contact Information | Regional | **UW Personal** | Organizational Relationships

Empl ID NEW

UW Additional

Adj Cont Svc Dt

Release Home Information:

UW Additional Fields Find | View All First 1 of 1 Last

*Effective Date 01/24/2018

Foreign Nat Working Outside US Foreign Nat Working Inside US

Foreign Nat Working Outside US: Applied for SSN or ITIN:

Selective Service

Registered N/A Reason Not Indicated Signature Date

Save Notify Refresh Add Update/Display Include History Correct History

Biographical Details | Contact Information | Regional | UW Personal | Organizational Relationships

Current UW Personal Page With Original Selective Service Input Items

Selective Service Removal

UW UNIVERSITY OF WISCONSIN SYSTEM HRQA All Search >> Advanced S

Favorites ▾ | Main Menu ▾ > Workforce Administration ▾ > Personal Information ▾ > **Add a Person** > **Modify a Person**

Biographical Details | Contact Information | Regional | **UW Personal** | Organizational Relationships

Empl ID NEW

UW Additional

Adj Cont Svc Dt

Release Home Information:

UW Additional Fields

*Effective Date

Foreign Nat Working Outside US	Foreign Nat Working Inside US
Foreign Nat Working Outside US: <input type="checkbox"/>	Applied for SSN or ITIN: <input type="checkbox"/>

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [UW Personal](#) | [Organizational Relationships](#)

Updated UW Personal Page
Original Selective Service Input
Items Have Been Removed

Selective Service Removal

UW Student

Name

*First Name

Middle Name

*Last Name

Name Suffix

National ID

National ID

Birth Date

*Date of Birth 

Current UW Smart HR Template Page With Original Selective Service Input Items

Gender

*Gender

Race/Ethnicity

Ethnic Group 

Selective Service

Registered

Reason

Signature Date 

Release Home Information

Release Home Information

Selective Service Removal

UW Student

Name

*First Name

Middle Name


*Last Name

Name Suffix

National ID

National ID

Birth Date

*Date of Birth 

Gender

*Gender

Race/Ethnicity

Ethnic Group 

Release Home Information

Release Home Information

Updated UW Smart HR Template Page

Original Selective Service Input Items
Have Been Removed

Note: All 3 Active Smart HR Templates
Have Been Updated to Remove
Selective Service Input Items

Questions?



EJED Monitoring Reminder

- **EJED Monitoring**
 - Run EJED Query as part of your daily routine
 - Send out email notes to supervisors asking for confirmation of employment termination
 - Best practice – Run and review EJED Query in advance
- **EJED Query:**
 - [KB 19326](#) HR - Expected Job End Date Query
 - Navigation path: *Reporting Tools > Query Viewer > UW_HR_EXPECTED_JOB_END_DATE*
 - Search Criteria - complete ALL four fields/options
 - Results in Excel can be sorted

EJED Monitoring Reminder

Take appropriate action to EJEDs on Job data

- [KB 16409](#) HR - Maintaining Expected Job End Date
Reminder: Continuity may also need to be updated on the Position when making changes to the EJED.

EJED Termination Report:

- [KB 16700](#) HR - HR Report List
 - Delivered nightly through Cypress
 - Lists the employees that were terminated during the nightly or monthly batch processes
 - Also shows if the employee was enrolled in benefits
- Best Practice – Used as a confirmation tool

UW HR Mass Update

Reminder:

- The UW HR Mass Update Process has the functionality to mass update changes to:
 - Department
 - Expected Job End Date (EJED)
 - Job Code
 - Location
 - Pay Rate
 - Reports To
 - Position of Trust
- We are here to help! – If you have other fields that may be a good candidate for mass upload, please submit through your AG for consideration.

Enhancement Summary:

The TAM Reports listed below have been enhanced to align with best practice Excel file formatting:

- Standardized File Banner Color Theme and Run Control Information
- Standardized Column Order
 - EG: Applicant Name; Applicant Number; Ethnicity; Veteran Status; Disability
- Report will be sorted in Applicant Name order when appropriate

- 1. Interview Stage Report – UWTAR001**
- 2. Applicant Non-Selection Status Report – UWTAR002**
- 3. Job Group Analysis Report – UWTAR003**
- 4. Self Identification Pool Report – UWTAR007**

Resources: The TAM Report list (KB 20552)

TAM Reports Enhancement

Enhancement Summary (Continued): Sample Output File:

INTERVIEW STAGE REPORT													
1													
2													
3	Report ID:	UWTAR001											
4	Run Control ID:	TAM123											
5	Run Date:	01/25/2018											
6	Run Time:	10:18 AM											
7													
8	Company:	UWS University of Wisconsin											
9	Business Unit:	UW Extension											
10	Department:	T464470											
11	Job Opening ID:	13306				Job Posting Title:	RADIO PRODUCER						
12													
13	Applicants												
14	Protected Status												
15	APPLICANT NAME	APPLICANT ID	APPLICANT DISPOSITION	GENDER	ETHNICITY1	ETHNICITY2	ETHNICITY3	ETHNICITY4	ETHNICITY5	ETHNICITY6	VETERAN	PROTECTED VETERAN	DISABLED
16	Applicant, Name	999001	110 Reject	FEMALE	ASIAN	WHITE							
17	Applicant, Name	999002	110 Reject	MALE	WHITE						1		
18	Applicant, Name	999003	130 Withdrawn	FEMALE	WHITE								
19	Applicant, Name	999004	110 Reject	UNKNOWN									
20	Applicant, Name	999005	110 Reject	MALE	ASIAN	HISPA							
21	Applicant, Name	999006	110 Reject	MALE	WHITE								1
22	Applicant, Name	999007	110 Reject	MALE	WHITE						1		
23	Applicant, Name	999008	110 Reject	MALE	AMIND	ASIAN	WHITE						
24	Applicant, Name	999009	110 Reject	MALE	BLACK							1	
25	Applicant, Name	999010	005 Draft	FEMALE	WHITE								
26	Applicant, Name	999011	110 Reject	FEMALE	HISPA	WHITE							
27	Applicant, Name	999012	110 Reject	UNKNOWN	HISPA						1		

- To provide an enhanced user experience in Time & Labor and Absence Management, the Service Center has begun compiling ideas for improvement.
- This initiative represents a comprehensive evaluation of current and future functionality in an effort to optimize the use of these modules and align with the needs of institutions, regulatory compliance and system maintenance.

Time & Labor and Absence Management Initiative

Some themes already identified through various sources include:

- Increase integration between Time & Labor and Absence Management Modules
 - Streamline time and absence entry and approval processes
 - Focus on user friendliness and efficiencies
- Prevent common/time consuming entry errors by utilizing preventative warnings
- Enhance current queries/reports and provide new tools to assist campus payroll staff
- Training opportunities and enhancements to documentation

Next Steps:

- As themes are explored and plans for improvement are established, details will be provided in upcoming AG calls

Questions?



Key Year-End Payroll Dates

January

- W-2s have been printed and mailed

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)

- With paper checks no longer being routed to campuses for distribution, the PY1 Compensating Control Log requirement is no longer needed.

Review periods remaining:

- 1/14/2018 – 1/20/2018 (Due 1/26/2018)
- 1/21/2018 – 1/27/2018 (Due 2/2/2018)

PY Calendar Review

← Today →

February 2018

2A 2B 2M

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

Institutional Feedback

- Eau Claire
- LaCrosse
- Oshkosh
- Platteville
- Stevens Point
- Whitewater

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*