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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

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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

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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

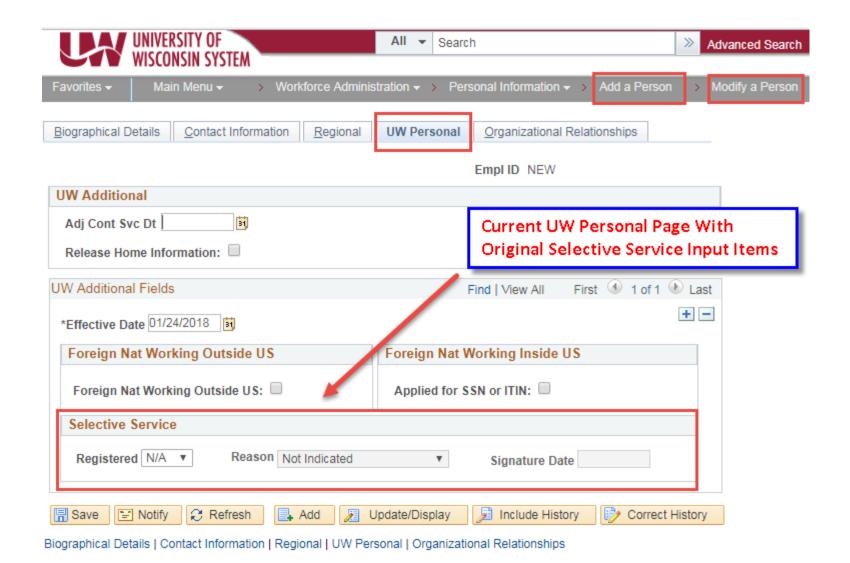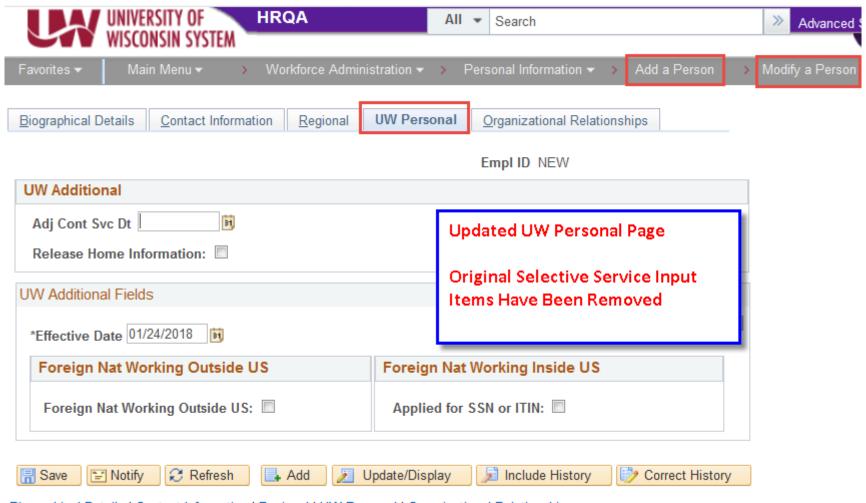UNIVERSITY OF WISCONSIN SYSTEM
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Questions?

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
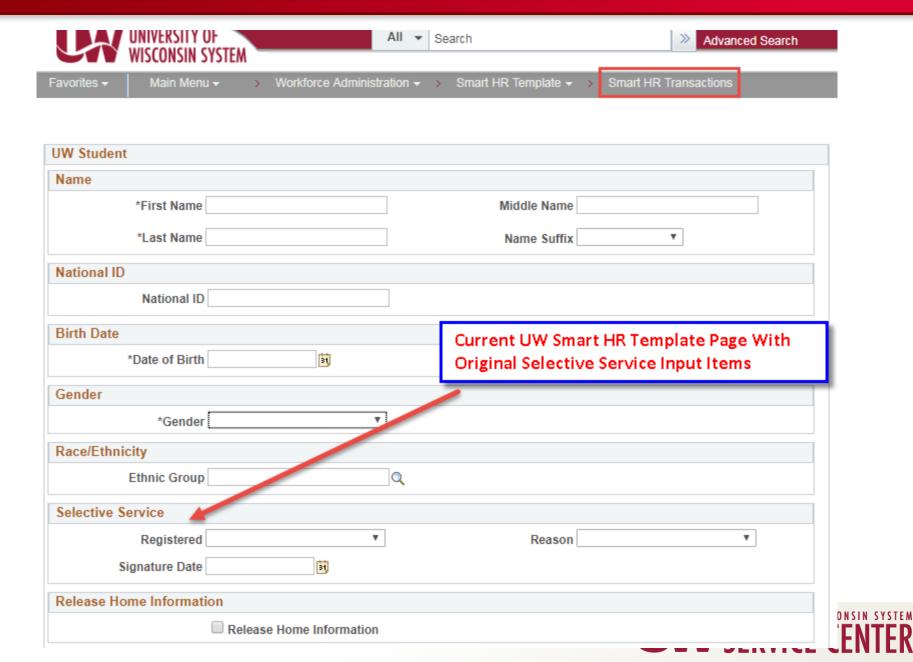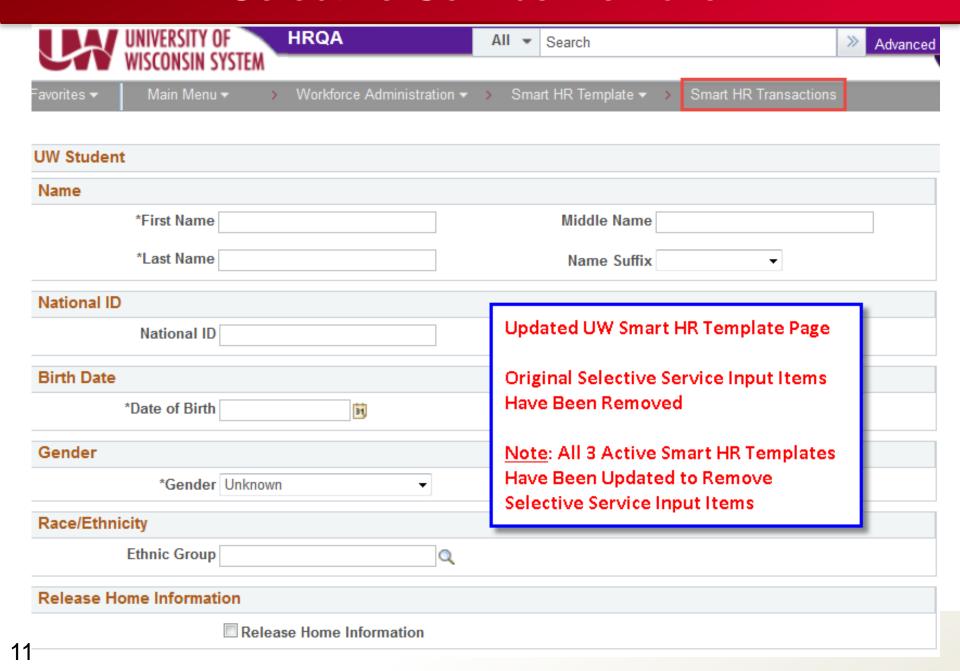- Any forms requesting this information can be updated or removed

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Selective Service Removal

Selective Service Removal

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Selective Service Removal

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Favorites ▾ | Main Menu ▾ > Workforce Administration ▾ > Smart HR Template ▾ > Smart HR Transactions

UW Student

Name

*First Name [   ]   Middle Name [   ]

*Last Name [   ]   Name Suffix [▾]

National ID

National ID [   ]

Birth Date

*Date of Birth [   ] 📅

Gender

*Gender [Unknown   ▾]

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

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Questions?

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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

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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

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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.

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TAM Reports Enhancement

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)

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Enhancement Summary (Continued):

Sample Output File:

	INTERVIEW STAGE REPORT											
	A	B	C	D	E	F	G	H	I	J	K	L	M
Report ID:		UWTAR001										
Run Control ID:		TAM123										
Run Date:		01/25/2018										
Run Time:		10:18 AM										
Company:		UWS University of Wisconsin										
Business Unit:		UW Extension										
Department:		T464470										
Job Opening ID:		13306		**Job Posting Title:**		RADIO PRODUCER						

			Gender				Applicants					
							Protected Status					
APPLICANT NAME	**APPLICANT ID**	**APPLICANT DISPOSITION**	**GENDER**	**ETHNICITY1**	**ETHNICITY2**	**ETHNICITY3**	**ETHNICITY4**	**ETHNICITY5**	**ETHNICITY6**	**VETERAN**	**PROTECTED VETERAN**	**DISABLED**
Applicant, Name	999001	110 Reject	FEMALE	ASIAN	WHITE							
Applicant, Name	999002	110 Reject	MALE	WHITE							1	
Applicant, Name	999003	130 Withdrawn	FEMALE	WHITE								
Applicant, Name	999004	110 Reject	UNKNOWN									
Applicant, Name	999005	110 Reject	MALE	ASIAN	HISPA							
Applicant, Name	999006	110 Reject	MALE	WHITE								1
Applicant, Name	999007	110 Reject	MALE	WHITE							1	
Applicant, Name	999008	110 Reject	MALE	AMIND	ASIAN	WHITE						
Applicant, Name	999009	110 Reject	MALE	BLACK								1
Applicant, Name	999010	005 Draft	FEMALE	WHITE								
Applicant, Name	999011	110 Reject	FEMALE	HISPA	WHITE							
Applicant, Name	999012	110 Reject	UNKNOWN	HISPA							1	

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- 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.

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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

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Next Steps:

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

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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)

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- 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)

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

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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

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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*

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