UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group 1
February 13, 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: Benefits Billing Landing Page
- TAM: Create or Update Posting Description
- HR: Person Profile: Degree Date Acquired
- PY: Stop Payment Request
  Check Mailing to Employees
  Domestic Tax Renewal
- PD: Learning Path Updates

  Calendar Review
  Institutional Feedback

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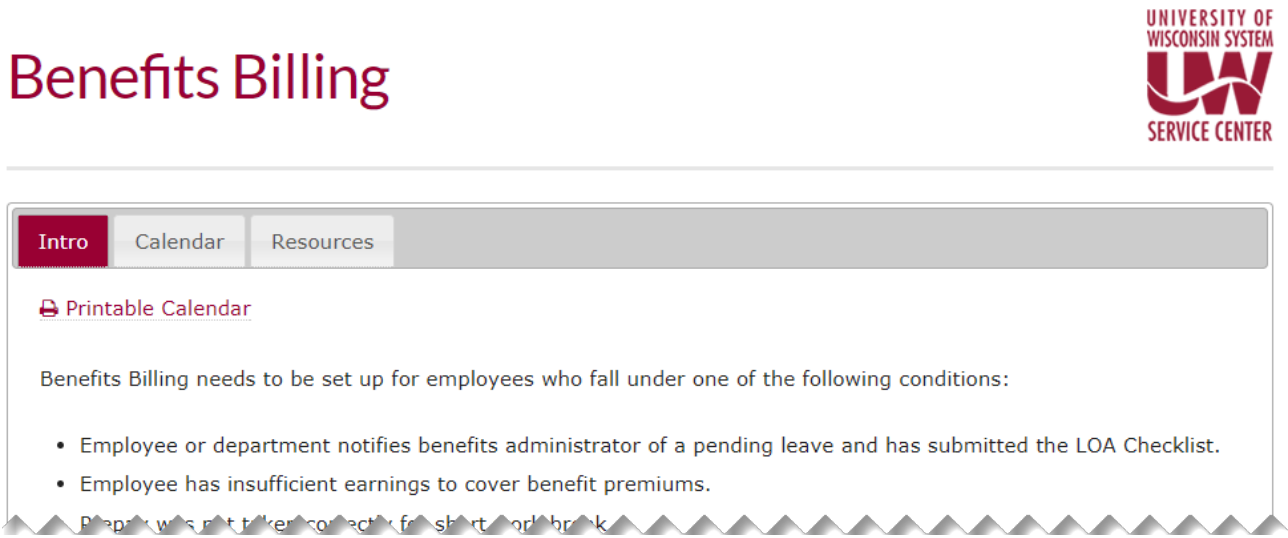
NEW! Benefits Billing Landing Page

- Benefits Billing Landing Page

  Click on HRS Administration > Benefits > Benefits Billing Tile
  - Benefits Billing Calendar
  - Resources
    - Reference Documents
    - KB Documents
    - Links to ETF Employer Manuals

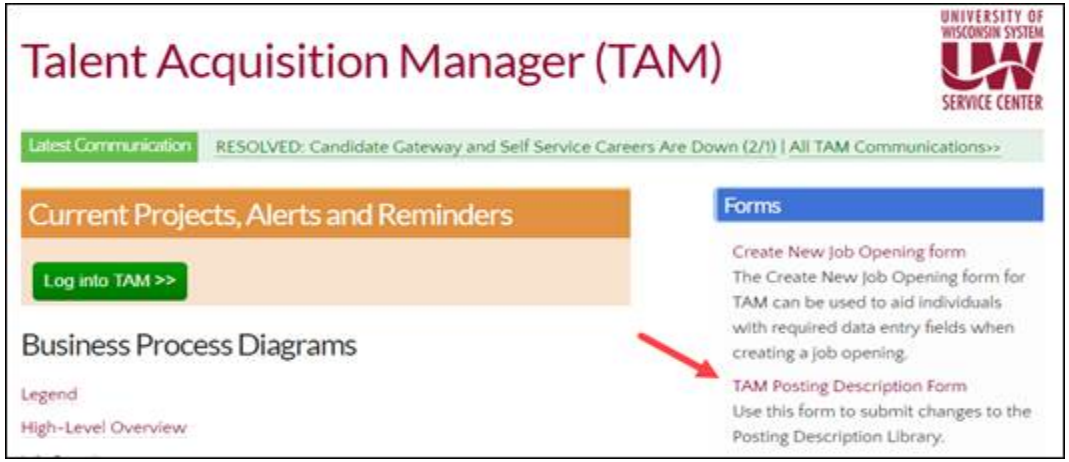
  https://uwservice.wisconsin.edu/administration/benefits-billing

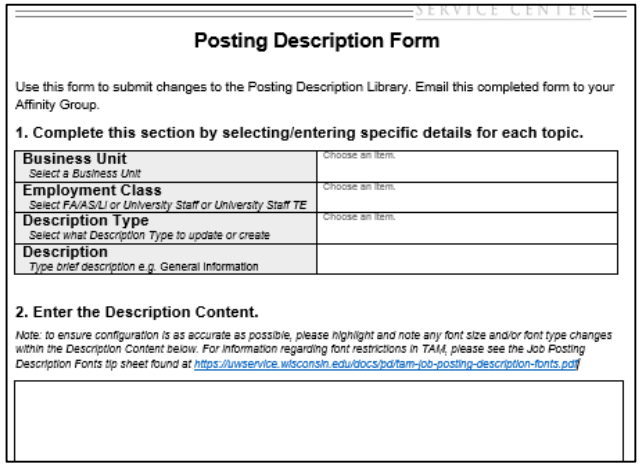


TAM – Create or Update Posting Description Form

A Form is now available for Posting Description creation or update requests

Found on HRS Administration > Talent Acquisition Manager (TAM) website





Institutions requesting a form be created or updated should email completed form to their AG

A WiscIT will be assigned to the TAM team for configuration entry

KB 19321 – *Create Job Opening(s)* will be updated to include form reference

HRS/EPM - Person Profile - Degree Date Acquired/Effective Date Discrepancy

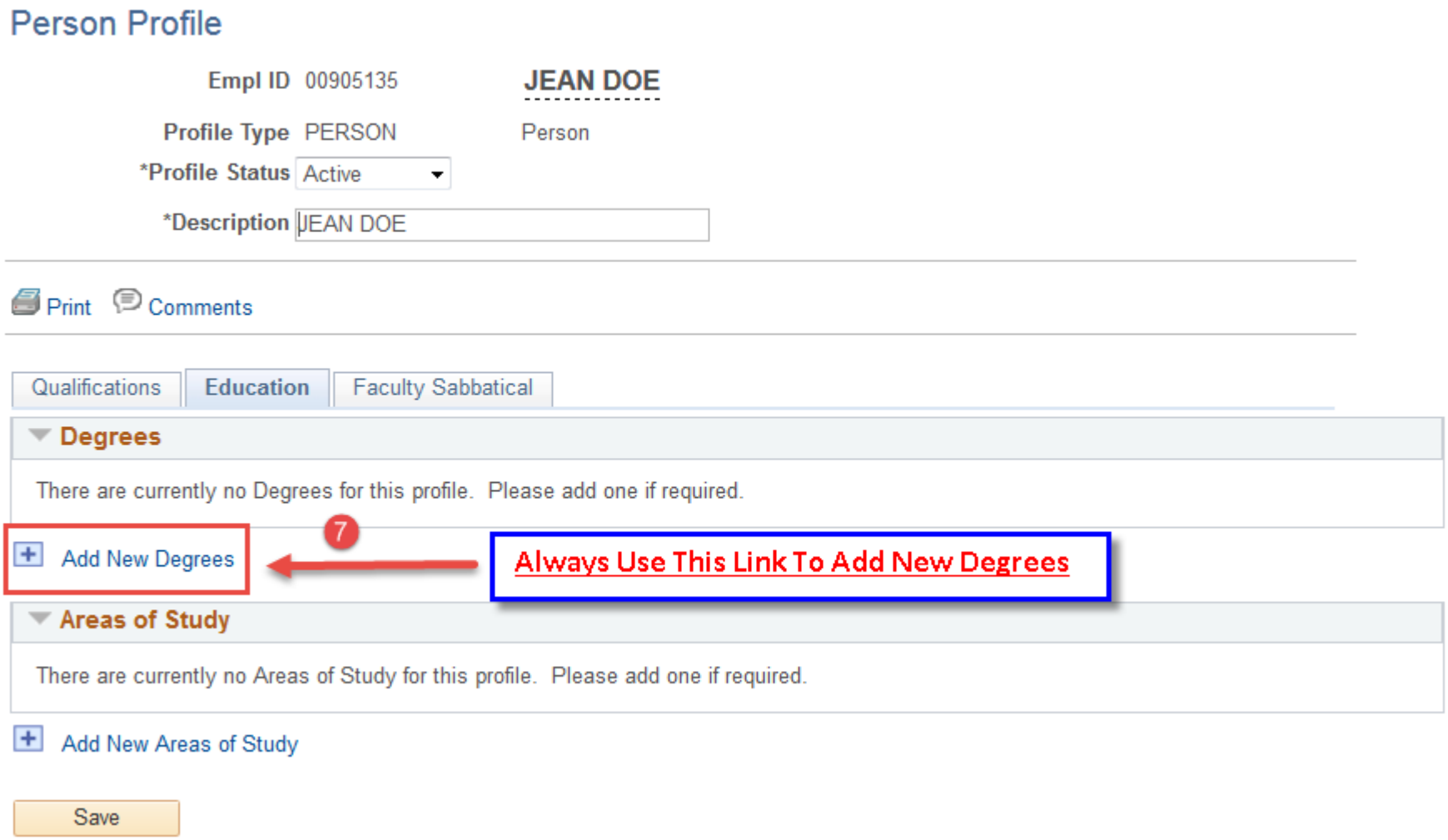
Historical Background:

- As part of the 9.2 Upgrade, a decision was made to enable the delivered Person Profile content types and content items.
- Person Profiles are a critical part of the delivered Oracle HCM solution. They are also an integral part of the TAM module which interfaces to Workforce Administration within the Manage Hires function.

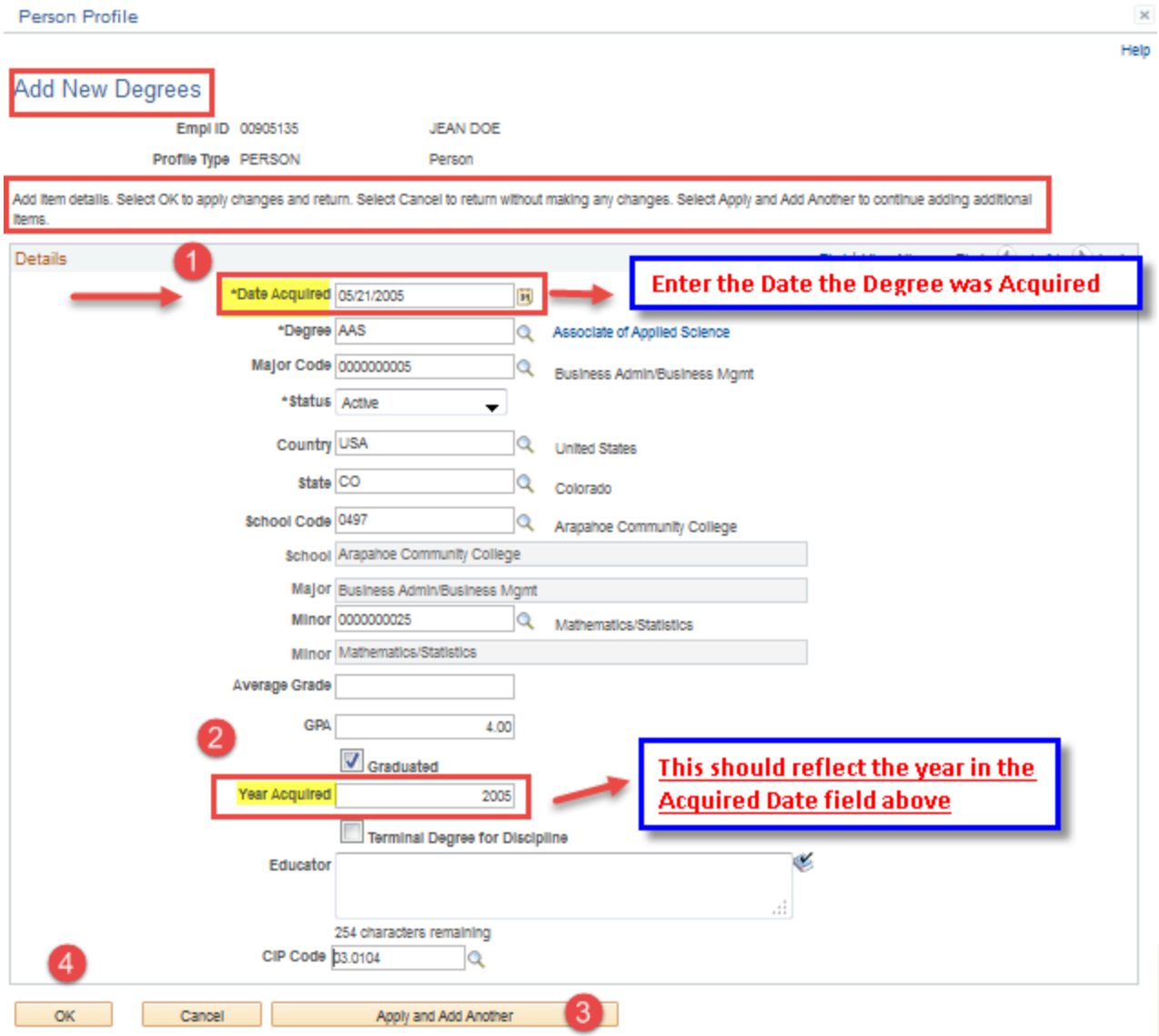
What Changed:

- Person Profiles added the use of “Date Acquired” for Degrees.
- Since a degree is effective when it was acquired and not on the effective date that it is added to a Person Profile, Oracle has delivered the “Date Acquired” field label on the Add Degrees Page starting with 9.2.
- KB 16269 (HR - Profile Management) was updated

KB 16269 Screen Shot for Adding New Degrees:



KB 16269 Screen Shot of Add New Degrees:



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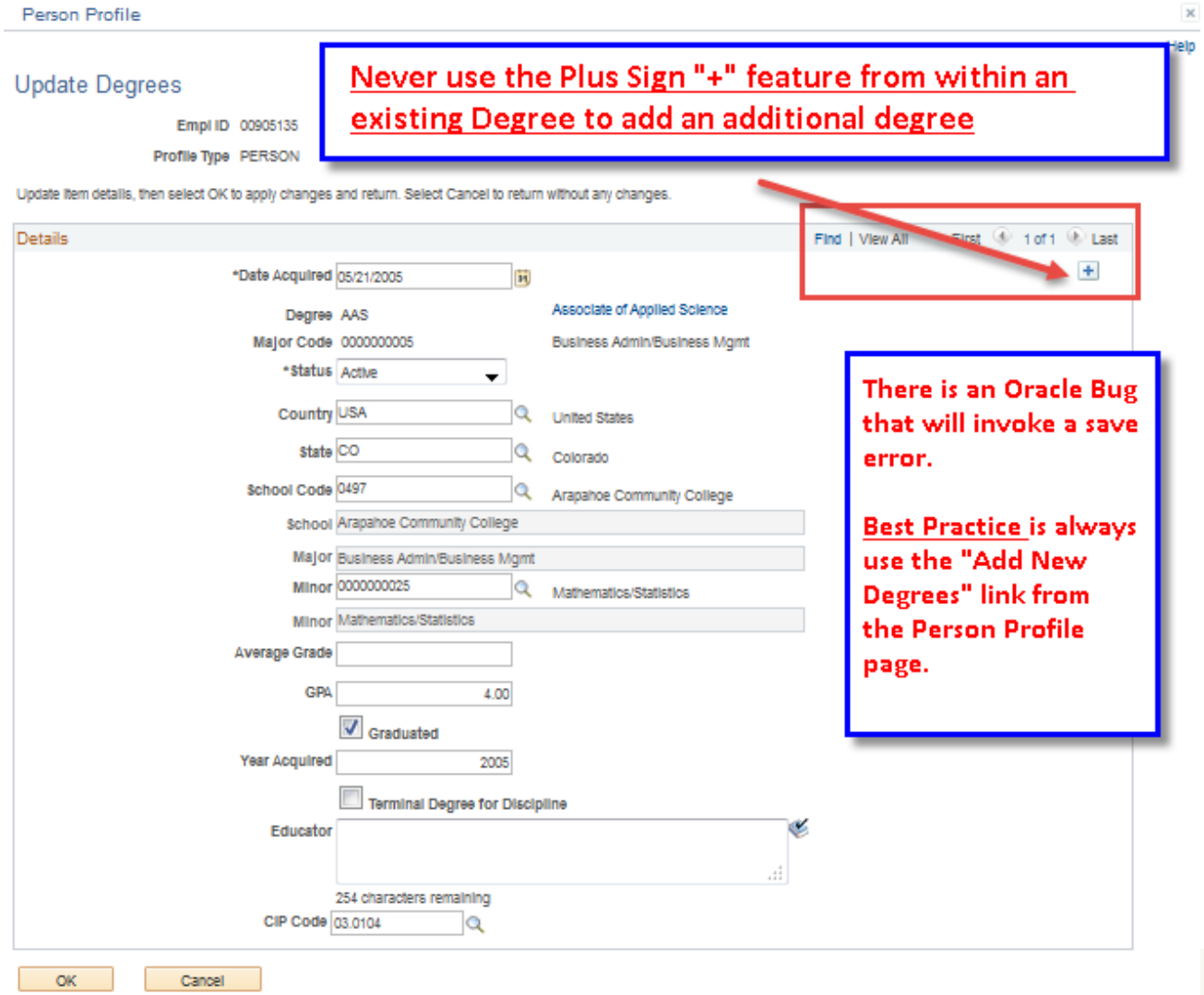
HRS/EPM - Person Profile - Degree Date Acquired/Effective Date Discrepancy

KB 16269 Screen Shot of Warning:



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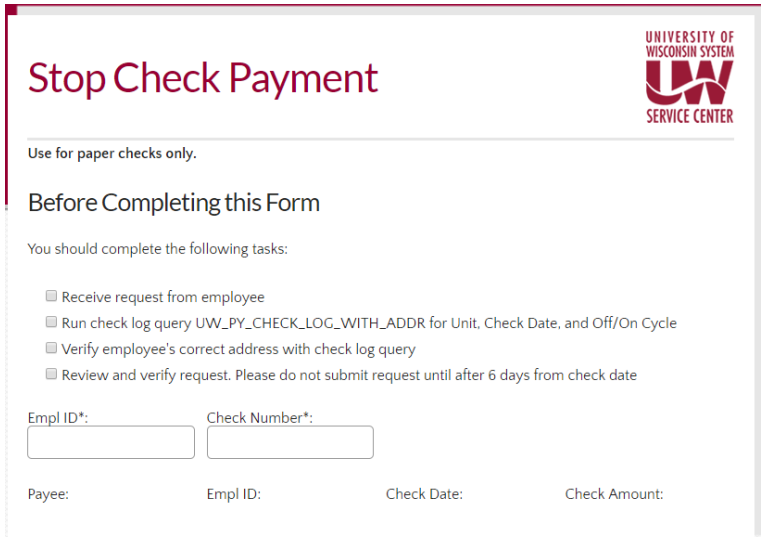
Steps Going Forward:

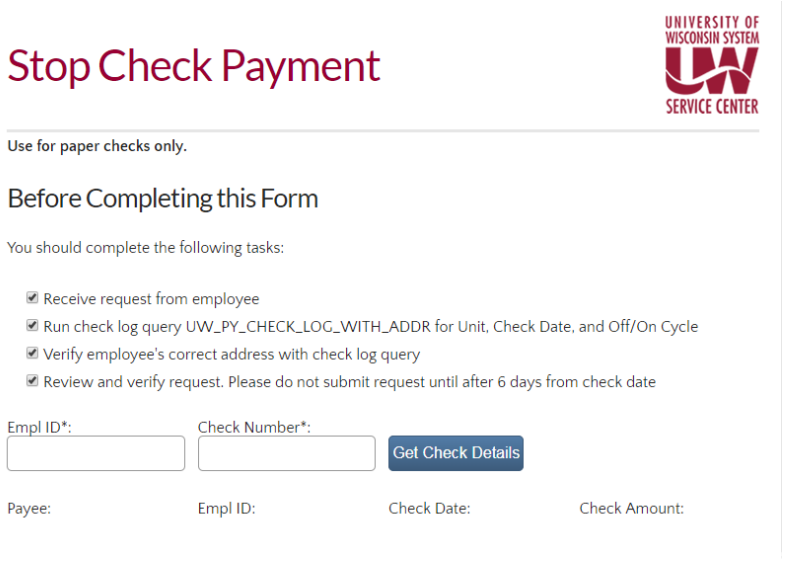
- **KB 16269 (HR - Profile Management) has been updated with enhanced instructions.**
- **Users must utilize the "Date Acquired" value to reflect the actual date a degree was earned. Using a current system date will continue to promote inaccurate EPM reports.**
- **Additional analysis is being performed to evaluate a small percentage of Profile Data that was not updated.**

Questions?

Stop Payment Request

- UWSC will not accept stop payment requests for checks until 6 days after check date.
- Form has updated steps – need to check all boxes before “Get Check Details” will appear.





Check Mailing to Employees

Returned Checks Follow-Up:

- 9 paper checks were returned from 2/1/18 payment date
  - 3 with forwarding addresses – checks were re-mailed
  - 6 without forwarding addresses
    - 1 has been re-mailed
    - 5 remain at the Service Center
- Service Center will reach out to institutions to follow-up with employees for current check mailing address
  - This step has been taken for the 9 checks listed above
- Institutions will work with employees to establish ACH and update address

Domestic Tax Renewal - Extended Deadline

- Due to a last-minute change in IRS regulations, the deadline for employees to renew their exemption from Federal withholding has been extended from February 15 to February 28.
- This means that biweekly employees who would have had their exemption expire this week will still be exempt for the 2A payroll.
- As a result, the process to remove expired employee exemptions from withholding did not run on February 2
- Process ran the evening of February 9 in order to remove expired exemptions for the 2M payroll and beyond.
- Exempt W-4's entered after February 8 will not be applied retroactively, and taxes withheld will not be refunded.

Questions?

Learning Path Courses – PY & FN

- If an employee has a Security Role that indicates he/she should attend a class, the class will appear on his/her learning path.
- Email invitation to enroll was sent directly to employees granted security since July 1, 2017.
- However, everyone is welcome to attend a class. If courses do not appear on the learning path, please have your supervisor submit a request to uwsctraining@uwsa.edu. We will add the course to your learning path.

Learning Path Courses – Revised

- Payroll –
  - Setting Up a Person in Payroll (AM)
    - March 2 – AM (Service Center)
    - March 21 – AM (UW-Oshkosh)

- Finance –
  - Setting Up Funding
    - March 9 – AM (remote presentation from Service Center)
    - March 19 – AM (UW-Whitewater)
    - March 21 – AM (UW-Oshkosh)
  - Changing Funding (prerequisite – Setting Up Funding)
    - March 9 – PM (remote presentation from Service Center)
    - March 19 – AM (UW-Whitewater)
    - March 21 – PM (UW-Oshkosh)
  - Direct Retro (prerequisite – Setting Up & Changing Funding)
    - March 19 – PM (UW-Whitewater)
    - March 23 – AM (remote presentation from Service Center)

AG Support Phone Number

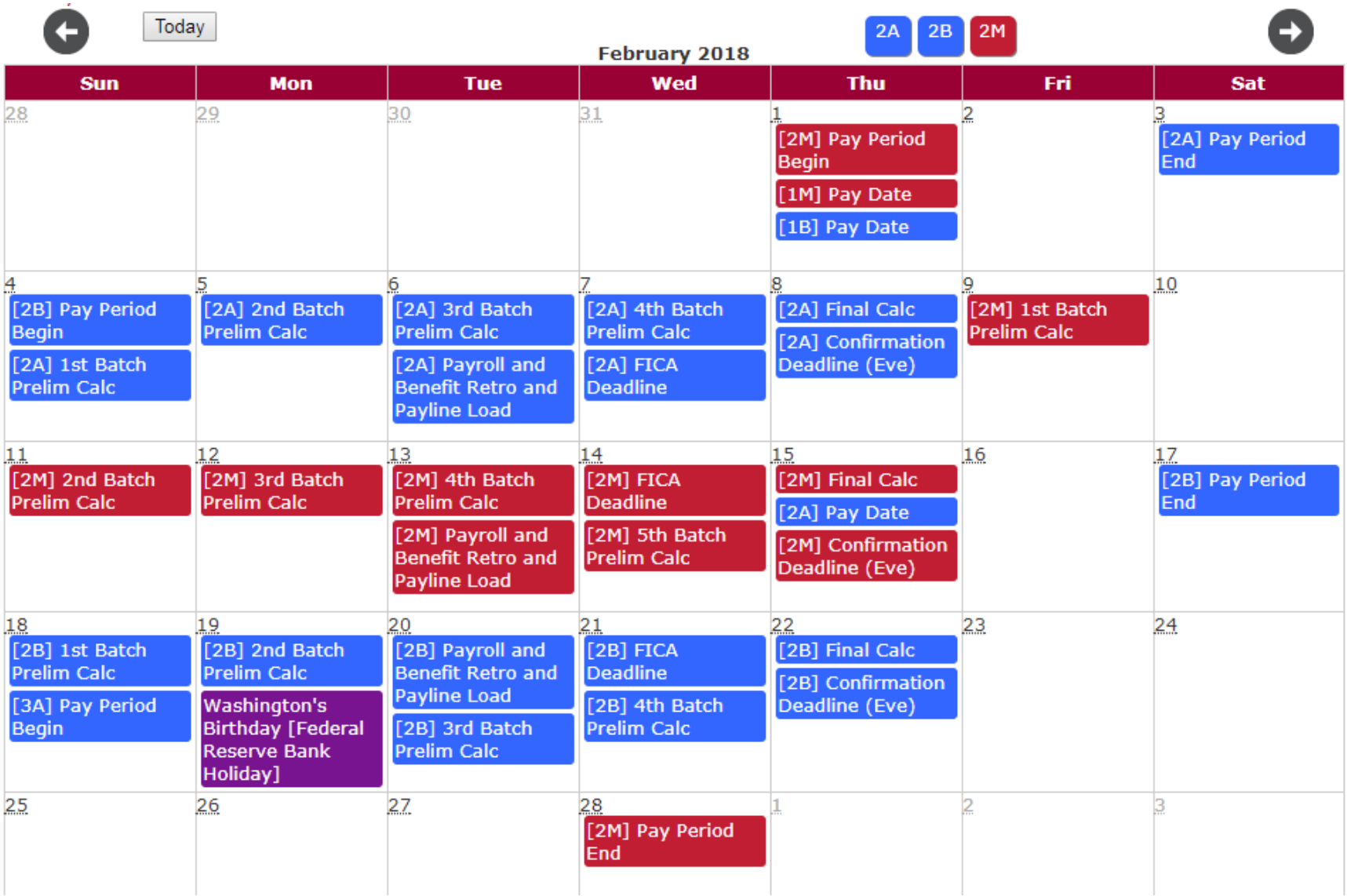
All institutions should contact AG Support at the following phone numbers listed below. This is a change for some institutions, so please let your staff know.

Local Phone Number – (608) 262-0600

Toll Free Phone Number – (888) 298-0141

Questions?

PY Calendar Review



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Institutional Feedback