



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

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>

Benefits Billing

A screenshot of the Benefits Billing landing page. At the top, there are three tabs: "Intro" (selected), "Calendar", and "Resources". Below the tabs, there is a link for "Printable Calendar" with a printer icon. The main content area contains the text: "Benefits Billing needs to be set up for employees who fall under one of the following conditions:" followed by a bulleted list:

- Employee or department notifies benefits administrator of a pending leave and has submitted the LOA Checklist.
- Employee has insufficient earnings to cover benefit premiums.

At the bottom of the screenshot, there is a decorative border and the text "People was not taken correctly for short or long break".

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

Talent Acquisition Manager (TAM)

UNIVERSITY OF WISCONSIN SYSTEM
LW
SERVICE CENTER

Latest Communication: RESOLVED: Candidate Gateway and Self Service Careers Are Down (2/1) | All TAM Communications>>

Current Projects, Alerts and Reminders

Log into TAM >>

Business Process Diagrams

Legend
High-Level Overview

Forms

Create New Job Opening form
The Create New Job Opening form for TAM can be used to aid individuals with required data entry fields when creating a job opening.

TAM Posting Description Form
Use this form to submit changes to the Posting Description Library.

Posting Description Form

Use this form to submit changes to the Posting Description Library. Email this completed form to your Affinity Group.

1. Complete this section by selecting/entering specific details for each topic.

Business Unit Select a Business Unit	Choose an Item:
Employment Class Select FA/AS/LI or University Staff or University Staff TE	Choose an Item:
Description Type Select what Description Type to update or create	Choose an Item:
Description Type brief description e.g. General Information	

2. Enter the Description Content.

Note: to ensure configuration is as accurate as possible, please highlight and note any font size and/or font type changes within the Description Content below. For information regarding font restrictions in TAM, please see the Job Posting Description Fonts tip sheet found at <https://uwservice.wiscconsin.edu/docs/td/tam-job-posting-description-fonts.pdf>

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

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:

Person Profile

Empl ID 00905135

JEAN DOE

Profile Type PERSON

Person

*Profile Status

*Description

Print Comments

Qualifications **Education** Faculty Sabbatical

▼ Degrees

There are currently no Degrees for this profile. Please add one if required.

[+ Add New Degrees](#)

7



Always Use This Link To Add New Degrees

▼ Areas of Study

There are currently no Areas of Study for this profile. Please add one if required.

[+ Add New Areas of Study](#)

Save

KB 16269 Screen Shot of Add New Degrees:

Person Profile ✕ Help

Add New Degrees

Empl ID 00905135 JEAN DOE
Profile Type PERSON Person

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

1 ***Date Acquired** 05/21/2005 **Enter the Date the Degree was Acquired**

*Degree AAS Associate of Applied Science
Major Code 000000005 Business Admin/Business Mgmt
*status Active
Country USA United States
State CO Colorado
School Code 0497 Arapahoe Community College
School Arapahoe Community College
Major Business Admin/Business Mgmt
Minor 000000025 Mathematics/Statistics
Minor Mathematics/Statistics
Average Grade
GPA 4.00
 Graduated
2 **Year Acquired** 2005 **This should reflect the year in the Acquired Date field above**
 Terminal Degree for Discipline
Educator
254 characters remaining
4 CIP Code 03.0104

OK Cancel **3** Apply and Add Another

KB 16269 Screen Shot of Warning:

Person Profile help

Update Degrees

Empl ID 00905135
Profile Type PERSON

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Never use the Plus Sign "+" feature from within an existing Degree to add an additional degree

Details

Find | View All | First 1 of 1 Last

*Date Acquired 05/21/2005

Degree AAS Associate of Applied Science
Major Code 0000000005 Business Admin/Business Mgmt

*Status Active

Country USA United States
State CO Colorado

School Code 0497 Arapahoe Community College
School Arapahoe Community College

Major Business Admin/Business Mgmt

Minor 0000000025 Mathematics/Statistics
Minor Mathematics/Statistics

Average Grade

GPA 4.00

Graduated

Year Acquired 2005

Terminal Degree for Discipline

Educator

254 characters remaining

CIP Code 03.0104

OK Cancel

There is an Oracle Bug that will invoke a save error.

Best Practice is always use the "Add New Degrees" link from the Person Profile page.

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.

Stop Check Payment



Use for paper checks only.

Before Completing this Form

You should complete the following tasks:

- Receive request from employee
- Run check log query UW_PY_CHECK_LOG_WITH_ADDR for Unit, Check Date, and Off/On Cycle
- Verify employee's correct address with check log query
- Review and verify request. Please do not submit request until after 6 days from check date

Empl ID*: Check Number*:

Payee: Empl ID: Check Date: Check Amount:

Stop Check Payment



Use for paper checks only.

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Empl ID*: Check Number*: [Get Check Details](#)

Payee: Empl ID: Check Date: Check Amount:

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

← Today →

2A 2B 2M

February 2018

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