UW UNIVERSITY OF WISCONSIN SYSTEM SERVICE CENTER

Affinity Group 3
February 20, 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: Self-Service Savings Plan Enhancements
              Summer Prepay Overview
- TAM: Configuration Changes
- HR: EJED Mass Job Update
- PY: CYE Landing Page
- TL/AM: Improvement Initiative
- AM: FA/AS/LI Term Pay
- PD: Learning Path Courses
              Calendar Review
              Institutional Feedback
              Service Center Support

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- Roth TSA plans will have the New Savings Contributions Before Tax boxes grayed out to prevent entry error.

- WDC and Roth WDC deductions not authorized to be updated through Self Service. Boxes are grayed out to prevent entry.
- Employees may update deductions at: https://wisconsin.gwrs.com/login.do

Change Current Savings Plan Contributions

Roth WI Deferred Comp   **Roth WI Deferred Comp**

To change your current savings plan contributions, enter the new percent or flat dollar amount.

Current Savings Contributions

Before Tax

After Tax   500.00

New Savings Contributions

Before Tax

Flat Amount [ ]   Percent [ ]   **Maximum**

After Tax

Flat Amount $500.00   Percent [ ]   **Maximum** 100.000

Save

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- Error message if employee is entering a New Savings Contributions value below the minimum amount.

Message

A minimum contribution of $8.00 is required for employees paid bi-weekly. The total entered contribution is $1.00. (20006,91)

[OK]

Message

A minimum contribution of $20.00 is required for employees paid monthly. The total entered contribution is $10.00. (20006,91)

[OK]

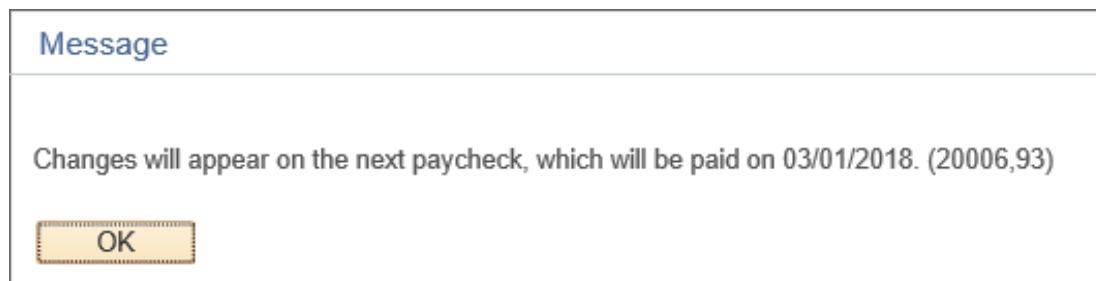UNIVERSITY OF WISCONSIN SYSTEM
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- Warning message if employee enters a 75% or higher flat amount or percentage which is higher than their estimated paycheck earnings.

Message

The amounts and/or percentages you have entered total 75.00% of your paycheck. (20006,92)

If this is correct, click OK to continue. Otherwise, click cancel to return and adjust your amounts and/or percentages.

OK   Cancel

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- Message to notify employee when the change will appear on the paycheck.

> **Message**
>
> Changes will appear on the next paycheck, which will be paid on 03/01/2018. (20006,93)
>
> [OK]

Self-Service Savings Plan Issue:

- Edit button will sometimes not display until the user clicks on the 'Go' button. UWSC is investigating.
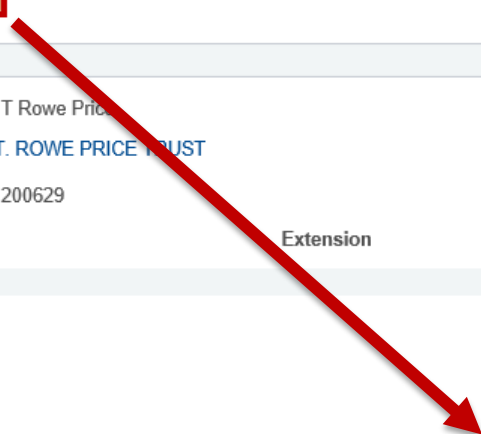
Questions?

Summer Prepay

What are Summer Prepay Deductions?

- Premiums deducted from March, April and May payrolls

- Used for summer benefit coverage for June, July and August.

- Allows employees to maintain insurance coverage through the summer

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Summer Prepay

Summer Prepay Deductions are required for:

- UW employees on Academic Year "C" basis or select Annual Year "A" basis contracts who:
  - Are expected to return in the Fall

    OR

  - Are working a summer service/summer session appointment with no expectation to return in the Fall (coverage through end of employment)
- Eligible Employment Types:
  - Faculty, Academic Staff, Limited Appointees
  - Student Assistants & Employees-in-Training
  - University Staff

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Summer Prepay

- **Who will be automatically setup for Summer Prepay Deductions?**
- UW employees on Academic Year "C" basis

- **When will the Academic Year "C" basis employees be setup?**
- Sunday, February 25, 2018

- **Which employees will need to be manually setup?**
- Annual Year "A" basis contracts
- Bi-weekly paid employees
- Leave of Absences

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New for 2018:

- UWSC will be setting up March, April, and May prepays at one-time to allow better management of employees.
  - Ability to uncheck the appropriate months at one-time instead of each month
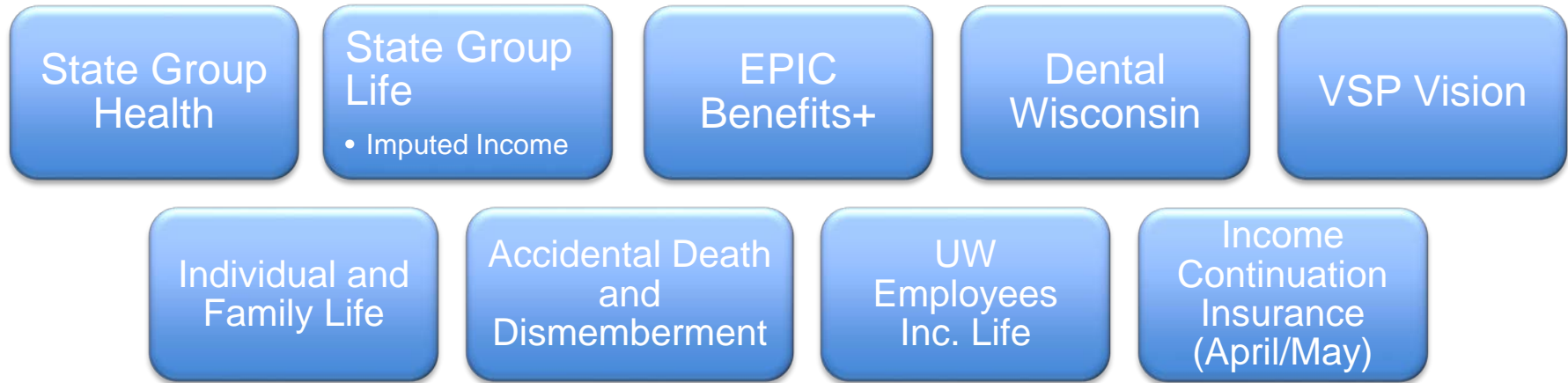 - Reduces duplicate entry

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If the employee is not returning take the following actions:

Summer Prepay Deduction Guide			
Month of	**'OK to Process' Checked or Unchecked?**		
Job & Coverage Termination	**Prepay March**	**Prepay April**	**Prepay May**
May	Unchecked	Unchecked	Unchecked
June	Unchecked	Unchecked	Unchecked*
July	Unchecked	Unchecked*	Checked
August	Unchecked	Checked	Checked

*If employee is enrolled into ICI then you leave 'OK to Process' checked and change the 'Prepay Factor' to zero on all benefits except ICI.

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Summer Prepay

State Group Health	**State Group Life** • Imputed Income	**EPIC Benefits+**	**Dental Wisconsin**	**VSP Vision**
Individual and Family Life	**Accidental Death and Dismemberment**	**UW Employees Inc. Life**	**Income Continuation Insurance (April/May)**	

Summer Prepay NOT taken for:

Flexible Spending (FSA) & Health Savings (HSA) Accounts	Tax Sheltered Annuity (TSA)	Wisconsin Deferred Compensation (WDC)
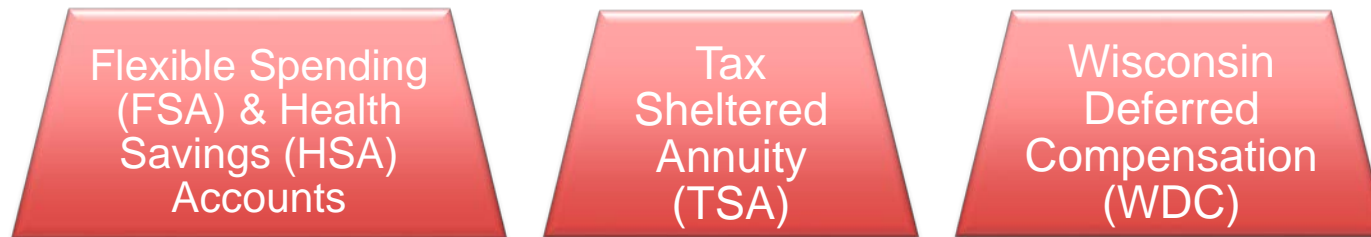
*Health Opt-Out will not have prepay deductions, and will continue to be distributed throughout the summer.

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Income Continuation Insurance (ICI) Only

- **March 2018:**
  - Prepay for ICI is **not** deducted from March payroll
- **April 2018:**
  - Prepay for ICI will have **twice** the amount deducted from April payroll
- **May 2018:**
  - Prepay for ICI will have 1 deduction from May payroll

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Summer Prepay

- **In order to maintain benefits, the employee's C-Basis (Academic Year) Empl Record:**
  - Must have active HR Status throughout the payroll being processed
  - Must be on a Short Work Break (SBK) during the summer
  - Must be the benefit primary

- **Job Terminations**
  - All insurances terminate at the end of that month
  - Any remaining prepay balance will be refunded upon reconciliation

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What if the employee does not have money to cover summer insurance deductions?

- The employee will be setup in Benefits Billing by the institution and sent a bill.

What if the employee does not pay their Benefits Bill?

- Coverage will be terminated
- Employee cannot re-enroll into benefits unless there is a qualifying event, Open Enrollment opportunity, or will have to apply through Evidence of Insurability.

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Summer Prepay Resource Landing Page:
https://uwservice.wisconsin.edu/administration/prepay/

- Calendar & Timeline with Key Dates

- KBs – Queries for managing Summer Prepay

- Supporting Job Aids

- Policy

- Summer Prepay Slides

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Questions?

TAM: Change to Automatic Applicant Disposition Update

- Outcome of the TAM Workgroup meetings
- Currently the automatic update for all non-selected Applicants' disposition goes to 'Reject' when another Applicant is hired via Mange Hires and the Job Opening Status is changed to Filled/Closed
- As of 2/26/2018, non-selected Applicants in TAM will retain the status held for that Job Opening at the time another Applicant is hired.
- This will not impact any other automatic disposition updates and the Job Opening Status will still move to Filled/Closed when the last available position for that Job Opening is filled through Manage Hires.

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TAM: Change to Automatic Applicant Disposition Update

Questions?

Mass Job Update - Extend EJED Process

- Service Center will create a spreadsheet list of employees whose EJED is equal to the end of the Academic Year by Business Unit. This spreadsheet will be sent out the week of February 19th and should be returned to your AG Lead by April 20th.
    - The **Extend (Y/N)** column is the only column that requires attention. Please do not delete rows or columns from the spreadsheet.
        - Extend (Y/N) requires a **Y** if the employee needs to have their EJED extended – the EJED will be updated to the day before the 2018-19 Academic Year begins.
        - Extend (Y/N) requires a **N** if the employee does not need to have their EJED extended.
- The Service Center will extend employees with a "Y" value through the Mass Update Process the weekend of May 5th.
    - If you become aware of an employee that needs to be extended after this process runs, the campus will have to manually update those EJEDs.
- **Best Practice** – reach out to the appointing authority or the employees if you are uncertain of their intentions.
    - Employees not extended will be terminated through normal EJED processing in May which occurs on May 18th.

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- Excel file sent week of February 19

Business Un	Dept ID	Name	Empl ID	Empl Rec	Positio	Employee Classificatio	Continu	Employee Sta	Effective Dat	Planned E	New EJEI	Extend (Y/
UWCOL	R152000		00173727	0	01458744	AS	02C	A	8/28/2017	5/27/2018	08/26/2018	N
UWCOL	R152300		00893897	1	02178637	AS	02B	A	1/12/2018	5/27/2018	08/26/2018	N
UWCOL	R152300		00743628	1	02187743	AS	02B	A	1/12/2018	5/27/2018	08/26/2018	N
UWCOL	R152500		00098565	0	02179217	AS	02B	A	1/12/2018	5/27/2018	08/26/2018	N
UWCOL	R152500		00364380	3	02044423	AS	02B	A	1/12/2018	5/27/2018	08/26/2018	N
UWCOL	R153000		00865476	0	02152498	AS	02B	A	2/1/2018	5/27/2018	08/26/2018	N
UWCOL	R153000		00410938	0	01458736	AS	02C	A	1/12/2018	5/27/2018	08/26/2018	N
UWCOL	R153300		00763675	2	02179214	AS	02B	A	1/12/2018	5/27/2018	08/26/2018	N
UWCOL	R153600		00151341	0	01458746	AS	02A	A	1/12/2018	5/27/2018	08/26/2018	N
UWCOL	R153600		00399881	2	01501658	AS	02C	A	8/28/2017	5/27/2018	08/26/2018	N

Only Column Requiring Editing

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Questions?

- Calendar Year End (CYE) Landing Page now available: https://uwservice.wisconsin.edu/administration/cye
  - 'One Stop Shop' for support of CYE processes.
  - Includes:
    - Timeline of Key CYE Events
    - Resources (Tax Statement Explanations, etc.)
    - Communications Archive

Time & Labor and Absence Management Initiative

- On February 14th, an update was made to HRS which addresses the following issues in the Time and Labor module:
  - Reported time now processes appropriately to payable time when punches are inserted out of order. It is still best practice to delete the entire row when making changes retroactively.
  - Elimination of old payable time offsets generated in error. The Service Center is working on a process to clean up what was already generated.
    - Comp time errors related to this issue should not occur moving forward
  - Time Admin now processes shifts crossing midnight similar to how it did in HRS 9.0, capturing all hours worked

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- Effective 3/1/18, Term Pay will not process if there are any outstanding leave reports. It is required that all leave reports be turned in. To determine which report is missing, please run the missing leave report https://kb.wisc.edu/hrs/page.php?id=20473

- When entering a Payout Take, a soft warning is displayed if outstanding reports exist.

- You will be able to save, but the payout will not process until all reports are submitted and processed. Once all leave reports are processed, the Term Pay will process automatically. You will be able to verify in Results by Calendar if they are processed.

- When requesting late Term Pay Paylines, the process is the same. The payouts **must be entered and processed.** If there is an outstanding leave report, it must be entered so the payout can process. The amount of the term pay will not be displayed in Results by Calendar unless all reports are in. Payline requests for term pay need the amount of the term pay included in the request. https://kb.wisc.edu/hrs/page.php?id=17670

- Missing Leave Reports Resolution reference:

  https://kb.wisc.edu/hrs/page.php?id=17318

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- The Professional Development Team continues to roll out new Learning Path courses
  - If an employee has a Security Role that indicates he/she should complete a class, the class will appear on his/her personal learning path (security granted since July 1, 2017)
  - HR Directors will be notified of class schedule and employees that will be offered registration
  - Email communication to register will then be sent directly to the employee

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- Everyone is welcome to attend a class – even if it is a refresher.

- 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.

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Learning Path Courses - BN

- Benefits
  - March 5: 8:00-11:00 a.m., WRS Eligibility, Service Center
  - March 5: 11:00-4:30 p.m., BN Eligibility and New Hire Hold, Service Center
  - March 6: 8:30-2:00 p.m., Event Maintenance, Service Center
  - March 20: 8:00-4:30 p.m., BN Enrollments and BN Deductions (New), Service Center
  - March 27: 8:00-4:30 p.m., BN Enrollments and BN Deductions (New), UW-Oshkosh
  - April 13: 8:00-4:30 p.m., BN Enrollments and BN Deductions (New), UW-Eau Claire

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Domestic Tax for Foreign Nationals

- Workshop – save the date!
  - Tuesday, February 27, 1:00 p.m.
  - Presented via Blackboard Collaborate
- Agenda
  - Using the Glacier Workbook
  - Examples
  - Feedback session – what does centralization of domestic tax for foreign nationals look like?
    - (Register on Personal Learning Path)

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Questions?

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

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

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- AG Support phone numbers are being combined as a result of an upcoming VoIP deployment
- The exact timing has not been determined
- All institutions should contact AG Support at the phone numbers listed below. This is a change for most institutions, so please let your staff know.

  - **Local Phone Number – (608) 262-0600**
  - **Toll Free Phone Number – (888) 298-0141**

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