



Affinity Group 3

February 27, 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 Timeline
EAP Vendor Change
- TAM: Process Improvements for TAM Reports
- PY: New Payroll Public Query
- TL/AM: Improvement Initiative
- AM: FA/AS/LI Term Pay
Calendar Review
Institutional Feedback
Service Center Support

ICI Timeline

- **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 entering deferred enrollment applications
- **April 19, 2018** – Deadline for biweekly deferred enrollment applications (4A confirm)
- **April 25, 2018** – Deadline for monthly deferred enrollment applications (4M confirm)

ICI References

- **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?



EAP Vendor Change, March 1, 2018

- The transition of the Employee Assistance Program (EAP) from Empathia (LifeMatters) to **FEI** continues. Here are a few of those items:
- Communications:
 - HR Directors & Benefit Administrators: An email will be sent February 28th with the FEI website, password, phone number and a reminder that six in-person counseling sessions will be provided with FEI (as opposed to five with LifeMatters). Additionally, we will include reminders to update your website as well as any posters and flyers you may have around campus.
 - Eligible Employees: An email will be sent February 28th to inform employees of the change. Only employees at affected institutions will receive the email.
 - Active Cases: LifeMatters will reach out to individuals with active cases via phone and their providers via letter; the intent is to ensure all parties are aware of the change and the steps necessary to continue care with FEI.

EAP Vendor Change, March 1, 2018

- **Contact Information:** Feel free to explore the FEI website; however, please do not share the link or inform employees to request services from FEI prior to March 1st. The website is still being modified and the phone number will not be active until March 1st.
 - www.feieap.com (password: SOWI) or
 - (866) 274-4723
- **Materials and/or Onsite Presence:** If you would like a supply of printed materials and/or to secure onsite presence (i.e. for trainings or benefit fairs), reach out to FEI directly at (866) 274-4723 after March 1st to make these requests. Also, be sure to replace any hard copy LifeMatters flyers/brochures with FEI information.
- **Institutional Website:** Please update your institutional websites accordingly. For reference, a list of the websites that we link to from the UW System benefits website is www.wisconsin.edu/ohrwd/benefits/other-benefits/. Please review your link on this site to ensure it is correct.
- **Questions:** Please send to uwshr@uwsa.edu.

Questions?



The following TAM Reports have been enhanced to follow standard formatting. This includes:

- 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. Tracking Advertising Sources Report – UWTAR004
 2. Adverse Impact Analysis Report – UWTAR005
 3. Applicant Flow Data Report – UWTAR013

Note: The above reports were available in HRS as of 02/25/2018. TAM Report list KB #20552 has been updated to reflect specific sample output.

Process Improvements For TAM Reports

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		

Questions?



New Payroll Public Query

- UW_PY_ACTIVE_JOB_INACTIVE_ACH
- Identifies active employees whose direct deposit record was deactivated by the monthly ACH Termination job
 - This scenario happens when an employee is rehired but hasn't been paid within 15 months. The updated direct deposit record is entered, but the ACH Termination job deactivates the record because the process runs before the employee is paid on the current job.
- A column is included with previous ACH effective row to help with date comparison
 - Rehired employees who have had their ACH deactivated will need entry.
- The query is prompted on the date the ACH Termination job ran
 - This is always the same day as the monthly confirmation

New Payroll Public Query

- To identify recently rehired employees with newly created and then inactivated ACH records, compare column G to column I
 - Column G represents the recent automated inactivation date
 - Column I represents the most recent ACH record prior to the inactivation

	A	B	C	D	E	F	G	H	I
1	Empl ID	Empl Recor	Name	HR Status	Dept ID	Pay Grou	Current ACH Eff Date	Current ACH Status	Previous Row ACH Eff Date
2		0		A	A020532	HST	2/15/2018	Inactive	1/25/2016
3		2		A	A042560	HST	2/15/2018	Inactive	2/7/2018
4		3		A	A042560	HST	2/15/2018	Inactive	2/5/2018
5		2		A	A042560	HST	2/15/2018	Inactive	2/7/2018
6		1		A	A042560	HST	2/15/2018	Inactive	2/5/2018
7		1		A	A042560	HST	2/15/2018	Inactive	2/5/2018
8		1		A	A042560	HST	2/15/2018	Inactive	2/7/2018
9		1		A	A042560	HST	2/15/2018	Inactive	2/5/2018
10		2		A	A042560	HST	2/15/2018	Inactive	2/7/2018
11		1		A	A043001	HST	2/15/2018	Inactive	1/23/2018
12		1		A	A073000	HST	2/15/2018	Inactive	2/7/2018
13		2		A	A073400	HST	2/15/2018	Inactive	2/6/2018
14		1		A	A074600	HST	2/15/2018	Inactive	2/5/2018
15		0		A	A074850	HLR	2/15/2018	Inactive	10/1/2014
16		2		A	A190200	HST	2/15/2018	Inactive	2/12/2018
17		0		A	A190500	HPR	2/15/2018	Inactive	2/12/2018
18		1		A	A191500	HST	2/15/2018	Inactive	2/14/2018

TL/AM Improvement Initiative

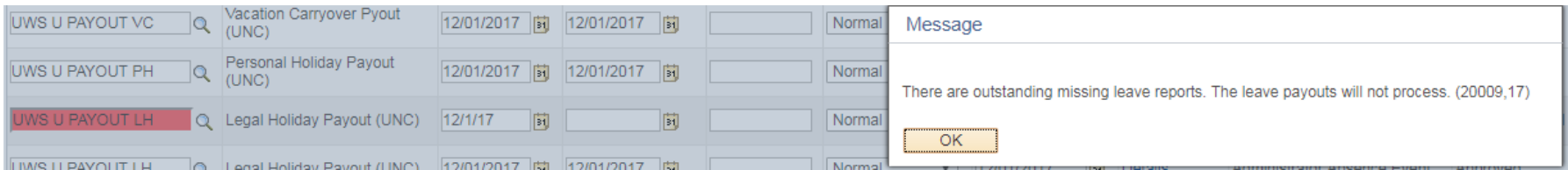
- New Time & Labor WED Report:
UW_TL_NO_ROWSECURITY
 - Identifies employees with either TL_Supervisor or Payroll Coordinator security role but no row level security. Employee will not be able to view/approve time
 - To increase row level security, request a Data Level Change through OIM
- “Push Back” button has been removed from the Approve Payable Time page
 - *The Push Back feature remains for Approve Absence Requests*

Questions?



Clarification: New Functionality for FAASLI Term Pay

- 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.
 - The review period starts at the beginning of the current fiscal year
 - Best practice is to run the Missing Leave Report for the previous fiscal year if Vacation Carryover exists



Clarification: New Functionality for FAASLI Term Pay

- 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 to Results by Calendar**.
 - If the Leave Report is submitted before the final calc of the last active payroll, the Term Pay will automatically flow to the payline.
 - If the Leave Report is submitted after the final calc of the last active payroll, a payline must be submitted using the Term Pay template.
- 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>

Questions?



PY Calendar Review

February 2018

April 2018



Today

March 2018

3A
3B
3M
3C



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

Institutional Feedback

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

AG Support Phone Number

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