



Affinity Group 3

March 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: Medicare Beneficiary ID
ICI Timeline
- HR: New POI Types
- TAM: Password Masking
- PY: Workflow for Additional Pay
- TL/AM: MSS Dashboard
- AM: Military Service Reminder
- PD: Upcoming Training
Calendar Review
Service Center Support
Institutional Feedback

UW Member Beneficiary Identifier Update and Request

- Centers for Medicare Services (CMS) will be generating Medicare Beneficiary Identifiers (MBI) for ALL Beneficiaries. **CMS will begin issuing new, redesigned Medicare cards containing the NEW MBI beginning April 1, 2018.**
- Medicare information is provided on the SGH application and is stored in HRS:
 - Benefits > Employee/Dependent Information > Benefits Personal Data
 - Benefits > Employee/Dependent Information > Update Dependent/Beneficiary
- As of April 1st, if an employee provides you with an MBI, please:
 - 1. Do NOT enter in any Medicare Beneficiary ID's (MBI's) into HRS**
 - 2. Please contact UWSC via your affinity group with the information**

UW Member Beneficiary Identifier Update and Request

- Benefits Personal Data Page (scroll to bottom)

Favorites ▾ | Main Menu ▾ > Benefits ▾ > Employee/Dependent Information ▾ > Benefits Personal Data

Benefits Personal Data - Date Sensitive Find | View All First 1 of 1 Last

*Effective Date 03/23/2018

Medicare A Indicator:

Medicare B Indicator:

Medicare Number [Redacted]

Medicare Reason A: ▾

Medicare Reason B: ▾

- Update Dependent/Beneficiary Page (Person Profile tab)

Favorites ▾ | Main Menu ▾ > Benefits ▾ > Employee/Dependent Information ▾ > Update Dependent/Beneficiary

USA

US Federal Government

FEHB Participant

Dependent's Fed Plan Type ▾

Medicare Indicators Find | View All First 1 of 1 Last

*Effective Date 03/23/2018

Medicare A Indicator

Medicare B Indicator

Medicare D Indicator

Medicare Reason A [Redacted]

Medicare Reason B [Redacted]

Medicare Reason D [Redacted]

HIPAA Medicare Elig Reason ▾

ICI Timeline

- **March 30-March 31, 2018** – UWSC will be updating Job Data to provide election entry for Deferred or Supplemental enrollment into ICI
 - **Refrain from Job Data and Benefits entry from 7pm on Friday, March 30 through 6am on Saturday March 31**
- **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?



HR-POI Types

- Request received to add additional POI Types to HRS
 - Retirees (not Emeritus)
 - Layoff
 - Auditor (LAB)
 - Visitor
 - ACA
- Do Institutions have other types of POI that would be helpful to add?
 - Submit ticket to AG with type and business reason/use

TAM – Password Length Masking

- A security measure was added in November to mask the length of an external applicant's password when typing their password. As mentioned in an Affinity Group call on 11/14/17, after an applicant enters a password and leaves the field, the system displays only three dots, no matter how many characters the applicant entered.
- Additional language to explain this security measure has been added to the following pages:
 - Sign In
 - Register
 - Change Password
 - Reset Password
- This security measure does not apply to active UW employees. Internal applicants apply for jobs using their Self Service credentials.

TAM – Password Length Masking

External Applicant Sign In Page

Sign In

You must sign in to continue.

*User Name [Forgot User Name](#)

*Password [Forgot Password](#)

[Don't have a User Name or Password?](#) [Register Now](#)

Note: The length of your password will be masked by displaying only three dots after leaving the field. The system will record all characters you entered.

* Required Information

[Return to Previous Page](#)

TAM – Password Length Masking

External Applicant Registration Page

Register

To register, create a User Name and Password and enter other account information.

Please make note of your User Name and Password for future reference.

The length of your password will be masked by displaying only three dots after leaving the field. The system will save all characters of the password you entered.

Account Information

*User Name

*Password

*Confirm Password

Name Format

*First Name

*Last Name

NEW

Password Requirements:
- Minimum of 8 total characters
- At least 1 digit
- At least 1 lowercase character
- At least 1 uppercase character
- At least 1 special character from the set (!@#\$%^&*~+!|][{};:/?.><,')

The length of your password will be masked by displaying only three dots after leaving the field. The system will save all characters of the password you entered.

The image shows a registration form with several fields and instructions. A red box highlights a paragraph of text explaining password masking. A red box highlights a 'NEW' button. A red box highlights another paragraph of text, identical to the first one, located below the password requirements. Red arrows point from the first highlighted text box to the 'NEW' button and from the 'NEW' button to the second highlighted text box.

TAM – Password Length Masking

External Applicant Change Password Page

My Account Information [Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) **My Account Information**

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to. Current UW System employees should make updates through the Personal Information section in the My UW System Portal at <https://my.wisconsin.edu>.

Account Settings

User Name Preferred Contact Method

Change Password

Name

Name Format

Change Password

Please make note of your new Password for future reference.

Password Requirements: At least 8 characters, including 1 number, 1 lowercase letter, 1 uppercase letter, 1 special character from the set (!@#\$%^&*-_+=\|} [;:./?><'>). The length of your password will be masked by displaying only three dots if you press Enter. The system will save all characters of the password you entered.

*Current Password

*Enter New Password

*Confirm New Password

* Required Information

TAM – Password Length Masking

External Applicant Reset Password Page

When an external applicant clicks Forgot Password on the sign-in page, they receive a new password via email. After logging-in, the Reset Password page displays and requires the applicant to select a new password.

Reset Password

Your current password is an auto generated password. For security reasons this password is valid for one time use only. Please enter a new password and select Update to continue.

Update Password Information

Password Requirements:

- Minimum of 8 total characters
- At least 1 digit
- At least 1 lowercase character
- At least 1 uppercase character
- At least 1 special character from the set (!@#\$%^&*-_+=\|}{;:/?.><,')

The length of your password will be masked by displaying only three dots after leaving the field. The system will save all characters of the password you entered.

*Enter New Password

*Confirm New Password

Update

Questions?



Workflow for Additional Pay (WfAP) Project

- **What:** Implementation of an approval workflow process for Additional Pay and Payline Requests within the HRS system.
- **When:** June implementation.
- **How does it work:** A two-level workflow approval process is under development. Approvals will occur before payment is made.

WfAP

- SC will be working with each institution to set up workflow and approval specifics
- To avoid control issues in other areas:
 - Additional pay requests not approved timely can not simply be pushed through the missed payroll process
 - Needs to meet missed payroll guidelines
 - New thresholds are being established for additional pay requests
 - Unapproved additional pay requests will not be processed as a last minute payline

Next Steps

- Your HR Director will be identifying a point of contact to assist with this project
- WfAP Project Readiness page:
<https://uwservice.wisconsin.edu/hrs/project-readiness>
- More information in upcoming AG Calls.

Questions?



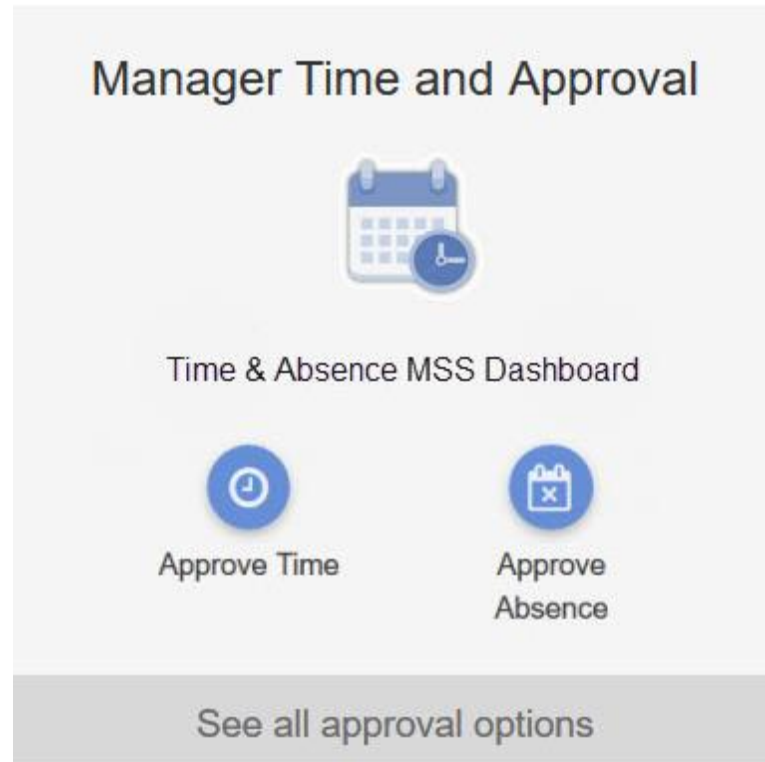
Time & Absence MSS Dashboard

- Based on customer feedback, the Service Center has built a Time and Absence tool to:
 - Provide a one-stop shop for Managers to process pending time and approval transactions for their employees.
 - Reduce the number of clicks required to access each page and complete time and approval transactions.

Time & Absence MSS Dashboard

- **What:** A dashboard tool to evaluate and approve pending time and absences for employees
- **When:** May implementation
- **How does it work?**
 - New security role automatically provisioned for Managers
 - A new dashboard icon will be available within the Manager Time and Approval tile in the UW portal
 - The Manager will see all their employees that they need to take TL/AM action on within their dashboard
 - Support resources will be available on the Time and Absence Help page
(<https://uwservice.wisconsin.edu/help/time-absence/#for-managers>)

TL/AM MSS Dashboard Portal Tile



Time & Absence Dashboard & Pagelets

- A Dashboard is a collection of pagelets providing both information and the ability to process transactions.
- A pagelet is like a small page, similar to the pages in HRS used to process time. Except in a Dashboard, all the pages/pagelets are in one location, reducing the number of clicks required to access each page.
- The information appearing in each pagelet is dependent on the Manager's TL Group IDs and Row Level Security. The Selection Criteria Pagelet has criteria that can be updated to filter the information appearing in each pagelet.

Time & Absence MSS Dashboard

[Favorites](#) | [Main Menu](#) | [Manager Self Service](#) | [Time Management](#) | [Time and Absence MSS Dashboard](#)

Time and Absence MSS Dashboard

Selection Criteria

Time Reporter Group:
 Last Name:
 Job Code:
 Employee ID:
 First Name:
 Department:
 Refresh
 Empl Record:
 Business Unit:
 Workgroup:
 Start Date:
 End Date:

Payable Time Summary

First Name	Last Name	Employee ID	Empl Record	FTE	Payable Time Needs Approval	Payable Time Approved	Absence Takes Need Approval	Absence Takes Approved	Total Payable Time
TAMMY	TIME	00000000	0	1.00	40.00	--	--	--	40.00
SALLY	STUDENT	11111111	0	1.00	32.00	--	0.75	--	32.75

Payable Time Approvals

TRC Category:

Name[First,Last]	Employee ID	Empl Record	Job Title	Working Title	TRC Category	Quantity	Type
<input type="checkbox"/> TAMMY TIME	00000000	0	STU STATUS EXAM SENIO	STU STATUS EXAM SENIO	Regular	40.00	Hours
<input type="checkbox"/> SALLY STUDENT	11111111	0	STU STATUS EXAM SENIO	STU STATUS EXAM SENIO	Regular	32.00	Hours

[View Details](#)

There are additional pending approvals, change criteria to view.

Time & Labor Exceptions

Exceptions

Allow	Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity	Employee Timesheet
<input type="checkbox"/>	SALLY STUDENT	11111111	0	STU STATUS EXAM SENIO	UW_PCHMS	Missed Punch	12/01/2017	High	Timesheet

Absence Request

Name[First,Last]	Employee ID	Empl Record	Job Title	Absence Name	Start and End Date	Absence Duration	Alert
<input type="checkbox"/> SALLY STUDENT	11111111	0	STU STATUS EXAM SENIO	Personal Holiday (CLS)	11/30/2017	0.75 Hours	

[View Details](#)

Reports/Processes

- Time and Labor Pivot Grids

Links

- Dashboard Help Resources
- Dashboard Help Resources

Time & Absence MSS Dashboard

- Look for updates on the Service Center Administration HRS Project Readiness page
- Remember, this is a tool for supervisors, not payroll coordinators
- All functions of approving time and absence are the same – just located in a single place
- More information on the rollout will follow in April and May

Questions?



Military Service Reminder

- Please continue to submit tickets for Military leave requests as the rules are complex
- Commonly missed requests which qualify for WRS:
 - Leaves < 3 days
 - Leaves of employees on probation
 - Employees on Inactive Duty
- WRS contributions are optional in all cases
 - ER portion is only granted when EE portion is contributed
(otherwise earnings are not reported)

Military Service Reminder

- Submit tickets to the UWSC for review and proper handling within HRS to ensure employees receive appropriate WRS credit
- Attach Military Orders (mask SSNs if included in orders)
- Include Employee's WRS Contribution intention
- If additional documentation is needed, UWSC will follow-up

Questions?



Upcoming Learning Path Courses

- **Benefits –**
 - Enrollments & Deductions (2 classes, same day)
 - April 13 - UW-Eau Claire
- **Finance –**
 - Setting Up Funding
 - April 18 – AM (remote)
 - April 25 – AM (remote)
 - May 9 – PM (remote)
 - Changing Funding (prerequisite – Setting Up Funding)
 - April 19 – AM (remote)
 - April 25 – PM (remote)
 - May 10 – AM (remote)

Questions?



PY Calendar Review

← Today →

March 2018

3A 3B 3C 3M

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29 [3B] Pay Date	30 [3M] Pay Date	31 [3C] Pay Period End [3M] Pay Period End

← Today →

April 2018

4A 4B 4M

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 [4M] Pay Period Begin [4A] Pay Period Begin [3C] 1st Batch Prelim Calc	2 [3C] 2nd Batch Prelim Calc	3 [3C] 3rd Batch Prelim Calc [3C] Payroll and Benefit Retro and Payline Load	4 [3C] FICA Deadline [3C] 4th Batch Prelim Calc	5 [3C] Confirmation Deadline (Eve) [3C] Final Calc	6	7
8	9	10	11	12 [3C] Pay Date	13	14 [4A] Pay Period End

AG Support Phone Number

- AG Support phone numbers are being combined as a result of an upcoming VoIP deployment
- Please make the transition to the new numbers by **April 1, 2018**
- 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**

Institutional Feedback

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