



Affinity Group 3

April 17, 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: WRS Statement of Benefits
- HR: Craftworker Pay Plan
- FN: FYE Landing Page
- Security: Attestation Deadline Reminder
Security Awareness Course
- PY: Nonstandard Processing Schedule
Calendar Review
- PD: Upcoming Training
- AG: All AG Call: Save the Date
HRS Planned Outage
SC Support Phone Number
Institutional Feedback

WRS Statements of Benefits

- The statements are being posted to the portal as we speak (4/17).
- Copies of the statements will be available in Cypress for those with the necessary security access.
- Once all statements are posted, employees will be notified.
 - An article will be posted on the portal.
 - An announcement notice will appear on the portal for all employees receiving a statement.
 - An email will be sent to all employees who are receiving a statement

Questions?



HR: Craftworker Pay Plan Timeline

04/27/18:

- UWSC inserts a job row for impacted population
 - General Wage Adjustment (GWA) increases will have an action reason code of Trades Contract GWA
 - Effective Date: 04/15/2018
 - General Wage Adjustment: 1.26%

05/02/18:

- UWSC will produce Rate and Title Notices delivered via Cypress
- UWSC will send HR Directors reports on the rate increases that loaded to HRS

HR: Craftworker Pay Plan Timeline

05/10/18:

- New Compensation Rate will be used in the calculation of the April B biweekly paycheck payable May 10, 2018

05/24/18:

- Lump Sum Payment will be paid on the May A biweekly paycheck payable on May 24, 2018
 - Calculated qualifying paid hours back to July 1, 2017, or Hire Date
 - WRS taken on May A payroll based on 2018 rate

06/07/18:

- 2017 WRS Adjustment will appear on the May B biweekly payroll (payable on June 7, 2018) due to higher 2017 WRS rate than 2018

HR: Craftworker Pay Plan

- **Contacts**
 - For UPS Pay Plan/Compensation Plan questions
 - Margo Lessard – mlessard@uwsa.edu
 - For HRD Pay Plan/Compensation Plan questions
 - Meghan Owens – meghan.owens@wisc.edu
- **HRS Questions**
 - Submit a WiscIT to your AG

Questions?



FN: Fiscal Year End Landing Page

- Key Resource: Fiscal Year End Landing page
<https://uwservice.wisconsin.edu/administration/fye>

Fiscal Year End (HRS)

UNIVERSITY OF WISCONSIN SYSTEM
UW
SERVICE CENTER

Timeline | Calendar | Resources | Communication

[Printable Calendar](#)

May 2018

May 1	Recommended earliest date to begin Fiscal Year (FY) 2019 funding entry (Funding Entry Guide)
May 11 - 14	Budget Funding Data Entry and Direct Retro page lockout begins at 4pm for: <ul style="list-style-type: none">◦ FY 2019 Funding Load from CAT◦ Test Rollover of FY 2018 Funding to FY 2019
May 14 - 18	Campuses will receive CAT to CA and Test Funding Rollover Error Results for review
May 25	Short Work Break Job Data row inserts

June 2018

July 2018

August 2018

FN: Fiscal Year End Landing Page

Timeline **Calendar** Resources Communication

Printable Calendar

today May 2018 < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1 Recommended earliest date to begin Fiscal Year (FY) 2019 funding entry	2	3	4	5
6	7	8	9	10	11 Budget Funding Data Entry and Direct Retro page lockout begins at 4pm for: - Test Rollover of FY2018 Funding to FY2019 - FY2019 Funding Load from CAT	12
13 Budget Funding Data Entry and Direct Retro page lockout begins at 4pm for: - Test Rollover of FY2018 Funding to FY2019 - FY2019 Funding Load from CAT	14 Campuses will receive CAT to CA and Test Funding Rollover Error Results for review	15	16	17	18	19
20	21	22	23	24	25 Short Work Break Job Data row inserts	26
27	28	29	30	31 Budget Funding Data Entry and Direct Retro page lockout begins at 4pm for: - Funding Rollover from FY2018 to FY2019 Deadline to correct funding to avoid Funding Rollover errors (4pm)	1	2

FN: Fiscal Year End Landing Page

The screenshot shows a web application interface with a top navigation bar containing four tabs: "Timeline", "Calendar", "Resources" (which is highlighted in red), and "Communication". Below the navigation bar, there are three main content areas:

- Contacts** (blue header):
 - Affinity Group: ag3@uwsa.edu
 - [CAT: Institutional Liaisons](#)
 - [CAT: Madison Liaisons](#)
 - [HR Contact Information](#)
 - [System-wide Business Office Directory](#)
- Reference Documents** (blue header):
 - [Funding Entry Guide for FYE](#)
 - [Compensation Administration Tool](#)
- KB Documents** (blue header):
 - [FN - Fiscal Year End Considerations](#)
 - [FN - Add or Change Appointment Level Funding for Employee's Salary Expense](#)
 - [FN - Salary Funding Lifecycle for Payroll Processing](#)
 - [FN - Salary Funding Levels Assigned During Payroll Processing](#)
 - [FN - Funding Checklist and Timelines](#)
 - [FN - Enter Direct Retro Funding Distribution](#)
 - [FN - Resolving Funding Error Issues](#)
 - [FN - View Funding Edit Errors](#)
 - [HR - CAT - Compensation Admin Tool and Additional Adjustment Pages](#)

A yellow callout bubble with a pointer to the "Affinity Group" link contains the text "Shows your AG team".

FN: Fiscal Year End Landing Page

- Key Resource: FYE Funding Entry Guide

<https://uwservice.wisconsin.edu/docs/publications/fye-funding-entry-guide.pdf>

Fiscal Year End Funding Entry Guide All UW Campuses except UW-Oshkosh							
Pay Run ID	Pay Basis	Pay Frequency	Pay Period Begin Date	Pay Period End Date	Funding Entry Deadline/ Final Calc Day	WISDM Journal Date	Payment Date
2018UNC07 (7M) <small>Does not cross fiscal year</small>	Annual / A-basis	Monthly	07/01/2018	07/31/2018	07/19/2018	07/19/2018	08/01/2018
2018UNC07	Summer Session S-basis	Monthly	See Summer 2018 Calendars		07/19/2018	07/19/2018	08/01/2018
2018UNC07	Summer Service V-basis	Monthly			07/19/2018	07/19/2018	08/01/2018
2018UNC07	Academic C-basis	Monthly			07/19/2018	07/19/2018	No Payment-Funding for Fringes only
2018BW07A (7A)	Hourly H-basis	Bi-weekly	06/24/2018	07/07/2018	07/12/2018	07/12/2018	07/19/2018

Funding Data Entry guidelines:

1. If employee's funding source is not changing at beginning of FY2019:
 - Only one funding row is needed before Final Calc Day
 - Will be either loaded from CAT to CA, the funding rollover, or must be manually entered
 - Effective Date should match the Pay Period Begin Date for your institution (see above) for the employee's pay period that crosses fiscal years
2. If employee's funding source is changing at beginning of FY2019:
 - Two funding rows are needed before Final Calc Day
 - First row will be either loaded from CAT to CA, the funding rollover, or must be manually entered. Effective Date should match the Pay Period Begin Date for your institution (see above) for the employee's pay period that crosses fiscal years.
 - Second row with the new funding source must be manually entered with a 7/1/2018 Effective Date.

Questions?



Security: HRS Attestation

- Attestation completion deadline was April 16th
- If you have not already done so, please complete it as soon as possible.
- Thank you to those institutions that have completed their attestation



Annual HRS Security Awareness Course

- The new HRS Security Awareness course will be released Monday, April 23, 2018
- All existing core users of HRS and EPM are required to successfully complete this training annually to retain access
- Core users will find the course on their Learning Path
- Core user lists will be sent to HRS Approvers on 4/23
- Core users who have completed the HRS Security Awareness Course since March 23, 2018, will not need to complete the course again
- HRS Approvers will receive a weekly status report on core user course completion

Annual HRS Security Awareness Course

- Core users not successfully completing the course by May 23rd will have their accounts locked until training is completed
 - If account is locked: After course completion, core users or approvers will need to contact their Affinity Group to request the account be unlocked

Questions?



2018UNC04(4M) Important Dates / Deadlines

- Friday, 4/20/18 – Paysheets created (overnight)
- Monday, 4/23/18 – Payline request deadline – 4:30 pm
- Monday, 4/23/18 – Payline and retro load (overnight)
- Tuesday, 4/24/18 – FICA deadline – Noon
- Wednesday, 4/25/18 – Final calc/confirmation – **10:00 am**

PY: Calendar Review

← Today →

April 2018

4A 4B 4M

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

PD: Upcoming Learning Path Courses

- 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)

All AG Call: Save the Date

- **When:** Tuesday, May 1st – 9:00 a.m.
- **Tentative Agenda:**
 - Demo of Time & Absence MSS Dashboard
 - Peoplesoft Update Manager (PUM) Updates
 - Review of Support Materials
- Contact/Login information will be sent with the agenda the week prior to the call.

HRS Planned Outage – May 5th and 6th

- HRS Outage Weekend for System maintenance
- Outage duration still being assessed
- Will need more time than the standard Sunday morning maintenance window
- Likely to include part of Saturday into Sunday and will share as soon as available

HRS Outage – Impacts

- No HRS online access or batch jobs running during outage
- Includes no direct HRS time reporting
 - Web Clock users working this weekend will need to record time using the [Missed Punch Form](#).
 - [TL - Timesheet Adjustment \(KB 15612\)](#)
 - [TL - Time Administration \(KB 15565\)](#)
- OIM requests cannot be submitted/granted/approved during outage.
- Candidate Gateway/TAM will not be available during outage
 - No access to Job Openings. Applicants will not be able to apply for jobs
 - No access to Applicant Materials
 - Plan recruitment openings and closings around this outage to allow applicants ample time to apply.

HRS Outage – Impacts

The following self-service features that employees access through the MyUW portals, [UW System institutions](#) and [UW-Madison](#), will be **unavailable** during this outage:

- Online timesheet
- Absence reporting
- Benefits Self Service (eBenefits)
- Updates to personal information
- Access to electronic earnings statements, tax statements (W-2, 1042-S, etc.), leave statements and other HR, Payroll and Benefits documents

The rest of the MyUW portal, with the exception of the HRS System related features and documents, will be available during the HRS outage.

Questions?



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 immediately
- All institutions should contact AG Support at the phone numbers listed below.
 - **Local Phone Number – (608) 262-0600**
 - **Toll Free Phone Number – (888) 298-0141**

Institutional Feedback

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