



Affinity Group 1

June 19, 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

UWSHR Summer Conference

- BN: Summer Prepay Disbursement
- HR: Pay Plan Important Dates
FYE Encumbrance Update
- TL: Time & Labor Updates
- Security: VOE Update
- PY: MPR Minimum Thresholds
6B - Nonstandard Processing Schedule
- PD: Upcoming Training
Calendar Review
Institutional Feedback



2018 Human Resources, Payroll & Benefits Conference

TOGETHER TOWARDS TOMORROW

Conference Details

- **Where:** University of Wisconsin-Stevens Point, Dreyfus Center.
- **When:** August 2 & 3, 2018
- **What:** Day 1: 7:15 a.m.-4:30 p.m.
Day 2: 8:00 a.m.-12:00 p.m.



Conference Website:

<https://www.wisconsin.edu/ohrwd/summer-conference/>

Conference Session Topics

The agenda and session topics are still being finalized, but here are a few that are confirmed

- FMLA
- Conflict Resolution
- Running Reports in HRS
- Title IX
- Continuous Payroll Audit
- HR Impacts on Payroll
- Employee Appreciation/Resources
- HRS updates
- WRS/Adjusted Continuous Service Date

New this year is **Communities of Practice (CoP)**, a peer-led time of community for each area of Human Resources; HR, Payroll, and Benefits.

Please contact me if you have any questions, bmiller@uwsa.edu or call 608-263-4375. We look forward to seeing you in August!



TOGETHER TOWARDS TOMORROW

Questions?



Summer Prepay Disbursement

- 6M prepay disbursements will load tonight (6/19) and be in Review Paycheck tomorrow morning
- To check disbursements:
 - Deduction Prepay Load Status Query
<https://kb.wisc.edu/hrs/page.php?id=16478>
 - Deduction Prepay Paycheck Query
<https://kb.wisc.edu/hrs/page.php?id=18451>
 - Deduction Prepay Balance Review Page
<https://kb.wisc.edu/hrs/page.php?id=49837>
 - Deduction Prepay: Frequently Asked Questions
<https://kb.wisc.edu/hrs/page.php?id=17371>
 - Summer Prepay Resource Landing Page
<https://uwservice.wisconsin.edu/administration/prepay/>

Questions?



Pay Plan Important Dates

Merit files for employee letters will be provided by Friday, June 22nd

Rate Loads:

– H-Basis

- Evening of Thursday, June 21st

– A-Basis:

- Over the weekend of June 22nd – June 24th

1st Round of Merit and Chancellor's Discretionary Increases will load.

All other non-Merit or non-Chancellor's Discretionary Increases will also load.

Output files will be distributed to HR Directors by the end of the week of June 25th.

Pay Plan Important Dates

C-Basis (no change from previous):

- Over the weekend of August 24th – August 26th
(After Return from Short Work Break Process)
 - C-Basis: 1st Round of Merit and Chancellor's Discretionary Increases will load
 - C-Basis: All other non-Merit or non-Chancellor's Discretionary Increases will also load

Pay Plan Important Dates

Additional Information (no change from previous):

- Over the weekend of November 30th – December 2nd
 - 2nd Round of Merit and Chancellor's Discretionary Increases will load for **A, H, and C-Basis** employees
 - Output files will be distributed to HR Directors during the week of December 2nd

FYE Encumbrance Update

- A & H Encumbrance Job Data rows will be inserted over the weekend of June 29th-30th instead of June 22nd-23rd.

Questions?



Time & Labor Update

- The “Late In/Early Out” low severity exception has been removed from HRS following consistent feedback that it held little value.
- You will no longer see this exception generating for employees that may deviate from their default schedule.

- It is important that users of the MSS Dashboard and Approve Payable Time pages allow the system to fully process approvals prior to closing the browser window.
- In a small number of cases, if the browser window is closed abruptly after clicking “approve” and the transaction has not fully processed, the payable status may not update appropriately.
- Wait for the time being approved to disappear from the page(let) and the transaction to save before closing the browser window.

VOE One-Time Passcode

- **Change to Verification of Employment (VOE) Access Process**
 - **What it is:** Equifax (VOE service provider) will be implementing a 'One-Time Passcode' for identity verification.
 - **When it is:** Weekend of June 15-17.
 - **How it will work:** OTP is a unique code that can only be used once and is sent to a contact device for a specific user (email inbox, mobile phone, telephone).
 - VOE FAQ updated with new instruction information:
<https://uwservice.wisconsin.edu/docs/publications/voe-faq.pdf>.

Questions?



MPR Minimum Thresholds

- Additional Pay Missed Payroll Minimum Thresholds are being established. More to come on following calls.
- All other current missed payroll criteria will apply
- MPRs need full approval prior to processing
- When Workflow for Additional Pay has been implemented, we will ask that you hold submission of MPR's until the addl pay approval is complete

6B Non-Standard Processing Schedule

2018BW06B (6B) Important Dates / Deadlines

- 6/22/18 (F) – Paysheets created (overnight)
- 6/25/18 (M) – Payline request deadline – 4:30 pm
- 6/25/18 (M) – Payline and retro load (overnight)
- 6/26/18 (T) – FICA deadline – Noon
- 6/27/18 (W) – Final calc/confirm – Noon

Questions?



Upcoming Learning Path Courses - Finance

- **Setting Up Funding (remote)**
 - June 27 – PM
 - July 30 – PM
 - Sept 12 – AM
 - Nov 6 - AM
- **Changing Funding (remote)**
 - June 28 – PM
 - July 31 – PM
 - Sept 13 – AM
 - Nov 7 - AM
- **Direct Retro (remote)**
 - Aug 1 – AM
 - Nov 8 - AM

Upcoming Learning Path Courses – BN & HR

- Benefits classes – at the Service Center
 - WRS Eligibility – Aug 29
 - Benefit Eligibility and New Hire Hold – Aug 29
 - Event Maintenance – Aug 30
 - Enrollments – Sept 11
 - Deductions – Sept 11
- HR classes – at the Service Center
 - Introduction to Hiring – Aug 14
 - Updates: Person, Position, Job – Aug 14
 - Rehires, Transfers, Multiple Jobs – Aug 15

PY Calendar Review

May 2018

July 2018

June 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 [5M] Pay Date [6M] Pay Period Begin	2
3	4	5	6	7 [5B] Pay Date	8	9 [6A] Pay Period End
10 [6B] Pay Period Begin [6A] 1st Batch Prelim Calc	11 [6A] 2nd Batch Prelim Calc	12 [6A] 3rd Batch Prelim Calc [6A] Payroll and Benefit Retro and Payline Load	13 [6A] 4th Batch Prelim Calc [6A] FICA Deadline	14 [6A] Final Calc [6A] Confirmation Deadline (Eve)	15 [6M] 1st Batch Prelim Calc	16
17 [6M] 2nd Batch Prelim Calc	18 [6M] 3rd Batch Prelim Calc	19 [6M] Payroll and Benefit Retro and Payline Load [6M] 4th Batch Prelim Calc	20 [6M] FICA Deadline [6M] 5th Batch Prelim Calc	21 [6A] Pay Date [6M] Final Calc [6M] Confirmation Deadline (Eve)	22 [6B] 1st Batch Prelim Calc	23 [6B] Pay Period End
24 [7A] Pay Period Begin [6B] 2nd Batch Prelim Calc	25 [6B] 3rd Batch Prelim Calc [6B] Payroll and Benefit Retro and Payline Load	26 [6B] 4th Batch Prelim Calc [6B] FICA Deadline	27 [6B] Final Calc [6B] Confirmation Deadline (Eve)	28	29 [6M] Pay Date	30 [6M] Pay Period End

Institutional Feedback