



Affinity Group 1

July 24, 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 Enrollment Update
- HR: Retroactive Pay Rate Changes
- PY: Paycards Implementation
- AM/TL: PHITS Follow-Up
- PD: Upcoming Training
Upcoming HRS Outage
Calendar Review
Institutional Feedback

ICI Enrollment Update – FA/AS/LI Income Continuation Insurance (ICI)

- FA/AS/LI employees who do not enroll in ICI during their initial 30-day enrollment opportunity may enroll in ICI when they become eligible for the employer contribution (i.e. when they have completed 12 months of state WRS service).
 - Applications are due within **60** days (*not 30 days*) of completing 12 months of state WRS service. This deadline applies to deferred enrollments only.
 - Coverage is effective the 1st of the month on or following the completion of 12 months of state WRS service.
- Employee Benefits website & materials (benefit summary and new employees orientation) have been updated.

Questions?



Retroactive Pay Rate Changes with Pay Plan

- Retroactive pay rate changes need additional information for existing merit increase rows in job data
- Due to the Pay Plan Merit raises, when submitting retroactive pay rate changes, please include the following:
 1. Effective Date of Change
 2. Action/Reason for Change
 3. Amount of Change on effective date of change
 4. Final pay rate on 6/24 (H-basis) or 7/1 (A-basis)
- Having all of this information will ensure both the retroactive change amount and the top sequenced row are correct.

Questions?



Pay Card Implementation

- Vendor: U.S. Bank
- Product/Card Name: Focus Card
- Initial Rollout:
 - Targeting September 2018
 - Will begin with existing employees
 - New employee enrollment will follow in October
- Employee-related Activities for August
 - Addresses (especially those used in check printing) should continue to be updated
 - Check stuffers and email notifications will be sent to employees
 - Direct deposit records should be updated



US Bank Focus Card Introduction

Important Payroll Notice!

GET YOUR PAY FASTER. SAFER. EASIER.

As a more efficient and cost-effective way for you to receive your pay, you may choose to receive your pay by direct deposit to either a **Bank Account** or the **U.S. Bank Focus Card™**.






If you do not sign up for direct deposit by **September 11, 2018** you will receive a new Focus Card.



With the U.S. Bank Focus Card Your Funds Are:

-  **Immediately loaded** to your card on payday
-  **Available to use** right away
-  **Protected if** lost or stolen¹

Getting Your Card

-  Your Focus Card will be mailed directly to your home address.
-  No cost to sign up.
-  No credit check or bank account required.²

Benefits

-  Keep more of your money. No fees to cash a check.
-  No waiting for your check or extra trips to the bank.

Pay Card Rollout

- Additional project details to follow in upcoming AG calls
- Orientation materials will be provided

Questions?



PHITs Follow Up

- New PHITs Timesheet will be live 7/29
- Video of rollout training from 7/17 and resources are available on the [Project Readiness Page](#)
- Questions or follow-up?

Upcoming Learning Path Courses - Finance

- **Setting Up Funding (remote)**
 - July 30 – PM
 - Sept 12 – AM
 - Nov 6 - AM
- **Changing Funding (remote)**
 - 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

HRS Planned Outage – Sunday 7/29

- HRS outage for System Maintenance
- Sunday 7/29 from 6AM - 5PM
 - Extending the standard outage window

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 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?



PY Calendar Review

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

Institutional Feedback