



Affinity Group 2

August 14, 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:** ETF Prior Service & Benefits Inquiry
WRS Lump Sum Rate
Wellness Incentive – Taxable Income
- **HR:** RBK/Encumbrance/C-Basis Pay Plan
C-Basis Rate Review
- **PY:** Missed Payroll Requests
Workflow for Additional Pay
Punch Hourly Integrated Timesheet (PHITs) Tip
Craftworker Weekend Differential
- **AG:** WiscIT Support Procedure Change
Upcoming Training
Calendar Review
Institutional Feedback

ETF Prior Service and Benefit Inquiry

- ETF has enhanced the WRS Previous Service and Benefit Inquiry Screen
- Retirement Annuity Information (next slide):
 - Added 'Annuity' check box to indicate the person is receiving an annuity, provides a link to ET-2319
 - Zeroes out all prior WRS creditable service
- HRS Job Data > UW Benefits tab (New Hire Hold process)
 - Previous WRS Local and State Service = 0
 - Benefits Service Date = New Hire Date
 - WRS Before July 1, 2011 = No or Yes
 - Rehired Annuitant = Retire Pre/Post 7/2/2013

Message: No state service or local service.

Retirement Annuity Information

Annuity:

[ET-2319 Rehired Annuitant Form](#)

This member is receiving an annuity, you must file ET-2319 Rehired Annu

Minimum break in service is met.

Annuity Benefit Effective Date: 05/01/1996

Lump Sum (Separation or Retirement) Benefit Information

Taken Lump Sum Benefit:

Creditable Service

Category	Pre-2000	Post-1999	Total
10	0.00	0.00	0.00

Receiving an Annuity resets your service to 0

For more information, contact: Employer Communications Center, or phone (608) 266-3285 - toll free (877) 533-5020

ETF Prior Service and Benefit Inquiry

- Lump Sum (Separation or Retirement) Benefit Information
 - Indicates the person took a Lump Sum Distribution for any reason
 - Zeroes out all prior WRS Creditable service
 - HRS Job Data>UW Benefits tab
 - Previous WRS Local and State Service = 0
 - Benefits Service Date = New Hire Date
 - WRS Before July 1, 2011 = NO
 - Rehired Annuitant = NO

Retirement Annuity Information

Annuity:

Lump Sum (Separation or Retirement) Benefit Information

Taken Lump Sum Benefit:

Lump Sum Benefit Effective Date: 12/01/2017

Minimum Break in Service Ends: 05/10/2017

*Minimum break in service date is based on WRS information on file as of the date this screen is accessed. Employers remain responsible for verifying with employees that the break in

Creditable Service

Category	Pre-2000	Post-1999	Total
00	0.00	0.00	0.00
30	0.00	0.00	0.00

Taking a Lump Sum for any reason resets your service to 0

For more information, contact: Employer Communications Center, or phone (608) 266-3285 - toll free (877) 533-5020

WRS Lump Sum Rate

- The WRS Lump Sum rate is used to calculate hours worked when the employee does not have an hourly rate on Job Data.
- Every year the rate is re-evaluated and updated based on the average hourly rate of Academic Staff employees on the October monthly payroll.
- Effective 7/1/2018, the WRS Lump Sum rate has changed from \$28.81 to \$29.17.

Wellness Incentive – Taxable Income



The \$150 Well Wisconsin Incentive is a fringe benefit; therefore, it is considered taxable income. The Department of Employee Trust Funds (ETF) sends reports to the UW twice a year to notify us of employees who have received the incentive.

The payrolls that employees will be taxed on are as follows:

August Report –

- Biweekly (8B): August 30th
- Monthly (8M): August 31st

November Report –

- Biweekly (11B): December 6th
- Monthly (11M): November 30th

A report of employees who will be taxed as well as an email template to assist institutions with employee communications will be provided.

Questions should be directed to StayWell at wellwisconsin@staywell.com or to the health plan carriers (some health plan carriers offer incentive programs in addition to the \$150 Well Wisconsin Incentive). The report will have a code that indicates the incentive source – StayWell or health plan carrier.

Questions?



Weekend of August 24-26

- UW Service Center will insert job rows in HRS with the effective date equal to the begin date of each institution's academic year for C-basis staff for the following:
 - Return from Short Work Break (RBK)
 - C-Basis Encumbrance
 - 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

C-Basis Rate Review

Week of August 27

- UW Service Center will provide HR and Budget Directors a report of C-basis rates that loaded from the CAT
 - Includes list of all C-basis rates that were loaded
 - Includes list of increases not loaded (ex. position number mismatches, future transfers, rehires)

August 31 to September 14 – institution review period

- Institutions process their own corrections or submit corrections to the UW Service Center
- C-Basis terminations after start date of academic year-UW Service Center will manually enter rate increases for these employees (institutions should monitor and verify)

Questions?



Missed Payroll Requests

- MPR payments will be verified in HRS by the Service Center before being processed
 - Options:
 - Compensation in Job Data
 - Lump payment in Additional Pay
 - If lump payment is used, the Additional Pay Goal Balance will be updated at the Service Center after the MPR is processed

Workflow for Additional Pay

- Our next Workflow for Additional Pay Point of Contact call will be Monday, August 27, 1:00-2:00 pm
- Agenda will include reviewing the workflow process
- In addition to the campus point of contact, feel free to invite others who may benefit from this overview

Workflow for Additional Pay Readiness

- Readiness Checklist for WfAP
- Please review to help prepare for implementation in October
- Add'l Pay Approvers:
 - Level 1 Approvers (Reports To and/or UW Approver/Backup)
 - Level 2 Approvers (minimum of two required)
 - Level 3+ Approvers (if applicable)
- Approver Maintenance Page:
 - Identify table maintainers (minimum of two recommended)
 - Completed training (offered 8/16-8/28)
 - Setup approvers on the Approver Maintenance Page
- Mass Upload:
 - Identify uploaders (minimum of two recommended)
 - Enroll all uploaders in training (offered via elearning – date TBD)
 - All uploaders complete training

WfAP Readiness Cont'd

- Add'l Pay Enterers:
 - Identify enterers
 - Enroll all enterers in training (offered 9/10-10/5)
 - All enterers complete training
- Approvers
 - Communicate changes to process (documentation under development)
 - Provide access to resources (mid- to late-September availability)
- Reports (under development)
 - Provide feedback on the Insufficient Approvers Report (Level 1)
 - If you do need to add approvers (as a result of the report), follow-up accordingly

Time and Labor – Craftworker Weekend Differential

- Effective 8/19/2018 Craftworkers will be eligible to earn Weekend Differential of \$0.60/hour for hours worked between 12:01am Saturday-11:59pm Sunday.
- The configuration necessary to support automatic generation of Weekend Differential for this population will be put into HRS as part of the 8/26/2018 bundle.

Punch Hourly Integrated Timesheet Tip

- Upon implementation of the new Punch Hourly Integrated Timesheet, these timesheet users began entering their leave takes directly through the new timesheet.
- As part of this transition, absence eligible punch hourly employees have the same entry requirement for absences as they do for time entry (by 11:59pm on the Monday following the end of the pay period).
- If an employee does not enter their time and/or absence takes by that time, they should contact their Supervisor or Payroll Coordinator to make the entries on their behalf.

Questions?



AG Support Procedure Change

- WiscIT resolution will be shared among all AG generalists

- Introducing our team of generalists:

Ben Brikowski

Paula Falk

Cheryl Hauser

Mitchell Sabez

Tom Sanders

Rocky Thompson

Mai Xiong

- New procedure more evenly distributes WiscIT workload providing a quicker response time overall

- Contact your Affinity Group through proper channels

All AG Phone:

(888) 298-0141

(608) 262-0600

Email:

ag1@uwsa.edu

ag2@uwsa.edu

ag3@uwsa.edu

- Refrain from contacting generalists and Tier 3 directly
- Support Rep team creates tickets saving time for generalists and Tier 3 to focus on resolutions, not WiscIT creation
- Escalation procedures are in place to handle urgent WiscITs

Upcoming Learning Path Courses - Finance

- **Setting Up Funding (remote)**
 - Sept 12 – AM
 - Nov 6 - AM
- **Changing Funding (remote)**
 - Sept 13 – AM
 - Nov 7 - AM
- **Direct Retro (remote)**
 - 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

← Today →

August 2018

8A 8B 8M

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