



Affinity Group 3

August 21, 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: Job Data & Manual Event Entry
- PY: Punch Hourly Integrated Timesheet Update
Focus Pay Cards
- HR: Job Data Action/Reason Updates
- TAM: Browse Job Opening
- AM: SL Reduction
Upcoming Training
Calendar Review
Institutional Feedback

Job Data & Manual Event Entry During Nightly Batch Stream

- If processing a new event while nightly jobs are running, you may encounter the following new error message:

On Demand EM - Error Messages

Help

Employee Name _____ Person ID 00000000 Ben Record 0
Event ID 0

Messages Find | View All First 1 of 1 Last

Message ID	Option ID	Cost ID
000155		

Description No Schedule could be found to process a new event. A Schedule-Id must exist that matches the employee's Company and BAS-Group-ID. (MSGData1: Company; MSGData2: BAS-Group-Id)

Message Data UWS
HLD



Return

- To guarantee job data updates will be evaluated for benefits that day, entry must be complete prior to nightly processing
- Benefits Stream starts at approximately 7pm Monday-Thursday & 5pm on Sunday
- Typically nightly processing runs for 3 hours
- Events generated will be picked up in the next nightly process

Punch Hourly Integrated Timesheet Update

Back by Popular Demand:

- The Summary tab has been added back to the Punch Hourly Integrated Timesheet

Summary Payable Time Absence Balances Exceptions				
Reported Time Summary				
Personalize Find   1-4 of 4				
Category	Total	Week 1 (6/10-6/16)	Week 2 (6/17-6/23)	
Total Reported Hours	80.00	40.00	40.00	
Total Scheduled Hours				
Schedule Deviation	80.00	40.00	40.00	
No category Displayed	80.00	40.00	40.00	

[Return to Select Employee](#)

Questions?



Focus Pay Card

- Please make sure all fall rehires update their HOME address in HRS for mailing the Focus Pay Card.
 - These updates will reduce administrative work and will also assist in tax reporting at year end!
 - We are pulling data from HRS on 9/4/2018 (active jobs with an effective date of 8/31 and before) to submit to US Bank for the initial list of enrollments. This is for existing employees without ACH/direct deposit.
 - Following the initial data pull, a list will be generated the 1st and 15th of each month beginning 10/1 and it will include all new hires not set up with ACH/direct deposit.

Pay Card FAQ's

- An FAQ has been created to address the questions we have been receiving on the Pay Cards
- You can find it on the Payroll Administration page at this link:
<https://uwservice.wisconsin.edu/docs/publications/payroll-faq-focus-pay-card.pdf>
- If you have additional questions you would like addressed following this call, please submit a Wisclt. Questions applicable to all institutions will be added to the FAQ.

Focus Pay Card Exceptions

Known exceptions for Focus Pay Card issuances:

- Foreign address employees will not be enrolled in the Focus Card. The existing processes will remain unchanged.
- Employees with a blank address cannot be enrolled in the Focus Pay Card. Until an address is entered in HRS, the employee's paycheck will be printed and await distribution until an address is received (current business process).
- P.O. Box addresses are not acceptable. The Service Center will reach out to institutions for a mailing address if necessary for those employees.
- Direct any other exception requests to the Service Center for review.

LAST paper check


All employees with paper checks will be receiving a flyer in their envelope letting them know of their LAST paper check. (8M & 9A payrolls)

Flyers will be provided with details on how to sign up for direct deposit/ACH.

C-basis employees not receiving an 8M check will receive an email with this notice.

**IMPORTANT
PAYDAY NOTICE!**

This is your
last paper check.



If you did not sign up for direct deposit
**Your paychecks will
automatically
be deposited to your
U.S. Bank Focus Card.**

Questions?



Job Data Action/Reason Updates

Decommission of LOA/Military and PLA/Military

Available in HRS 8/27/18 / Effective 08/01/2018

- Job Data Action/Reasons of LOA/(001)Military and PLA/(001)Military have been inactivated
- New Action/Reasons of PLA/(026)Military Leave Paid and PLA/(027)Military Leave Unpaid have been activated
- Any military leave Job Data rows prior to 08/01/2018 will retain the former Action/Reasons
- Any new entry effective 08/01/2018 and after will require the new Action/Reasons
- Existing Military Leave Job Data entries with an effective date of 8/1/18 or later will be corrected by the Service Center
- Please see [KB-19659](#) to review salary and Absence Management considerations concerning military leave. Follow-up Wisclt submission will be required to complete processing.

TAM - Browse Job Openings

Browse Job Openings Fully Restored!

- Background: During a system technical upgrade in May, a system bug was uncovered affecting the TAM Browse Job Opening functionality. This resulted in only a subset of job openings being returned in the browse results.
- Browse Job Openings will be fully functional after the Sunday, August 26, 2018 maintenance outage. All job openings in Open status for which the user is associated will be displayed in the browse results.

Questions?



SL Reduction

- The sick leave reduction for FAASLI 'A' Basis employees is run after the July payroll confirm
- This reduction will appear on the 'A' basis employee's September earnings statement

- The sick leave reduction for FAASLI 'C' Basis employees is run after the August payroll confirm
- The reduction will appear on the 'C' basis employee's October earnings statement

SL Reduction

- The Sick Leave Reduction report can be found in the UW Absence Management Reports menu listing
- This report identifies those receiving a SL reduction and which month(s) are missing a leave report
- Late entry of leave reports after the November monthly payroll confirm will not reverse SL reduction
- KB reference: [41996](#)

Questions?



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

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

Institutional Feedback

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