



Affinity Group 2

October 2, 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

- HR: New POI Type
- EPM: EPM Application Tool
- PY: Workflow for Additional Pay
New Payroll Query
Non-Standard Processing Schedule
- TL/AM: Term Payout Reminder
- FI: SFS Upgrade Impacts on HRS
Mass Funding
Inactivating Suspense Funding Report
- BN: Benefits Billing – Review Adjustment Summary Page
ABE Email Communication
HRS Enhancements
Upcoming Training
Calendar Review
Institutional Feedback

New POI Type

The following new Person of Interest (POI) type has been requested

- 0031 Unpaid Intern/Practicum
- This POI type will allow NETID and email account setup (determined and set up by each institution), no HRS access

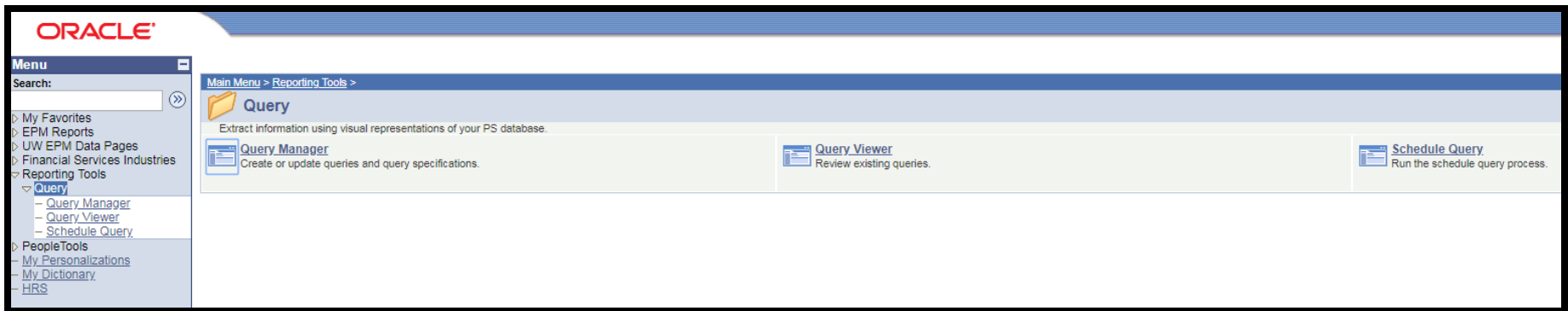
Additional requests for new POI types should be submitted to your Affinity Group by 10/05/2018. It is more efficient to group these together in a batch.

- Request should include:
 - Justification
 - Access needed (if access to HRS is needed)
 - Description name (up to 30 characters)

Questions?

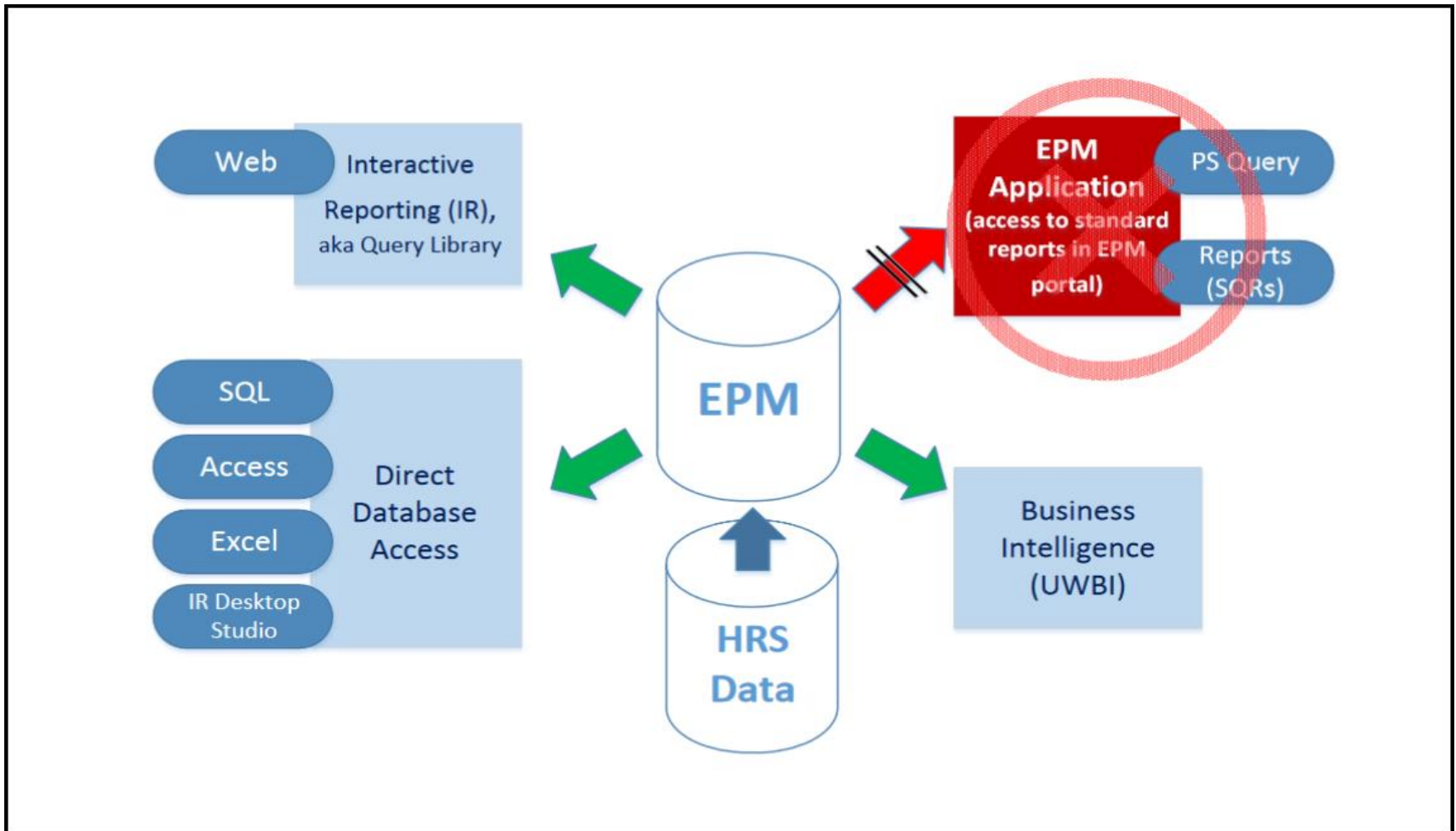


EPM Application Decommissioning



- The EPM Application is no longer supported by Oracle. The Service Center will be decommissioning the application on November 4th, 2018.
- Any PeopleSoft queries created in the EPM Application Tool will no longer be available after November 4th.
- The decommissioning affects only the EPM Application Tool. The EPM data warehouse will remain available.
- Please contact your local IT support resources for assistance in determining and deploying an alternate solution to replace your current use of the EPM Application Tool.

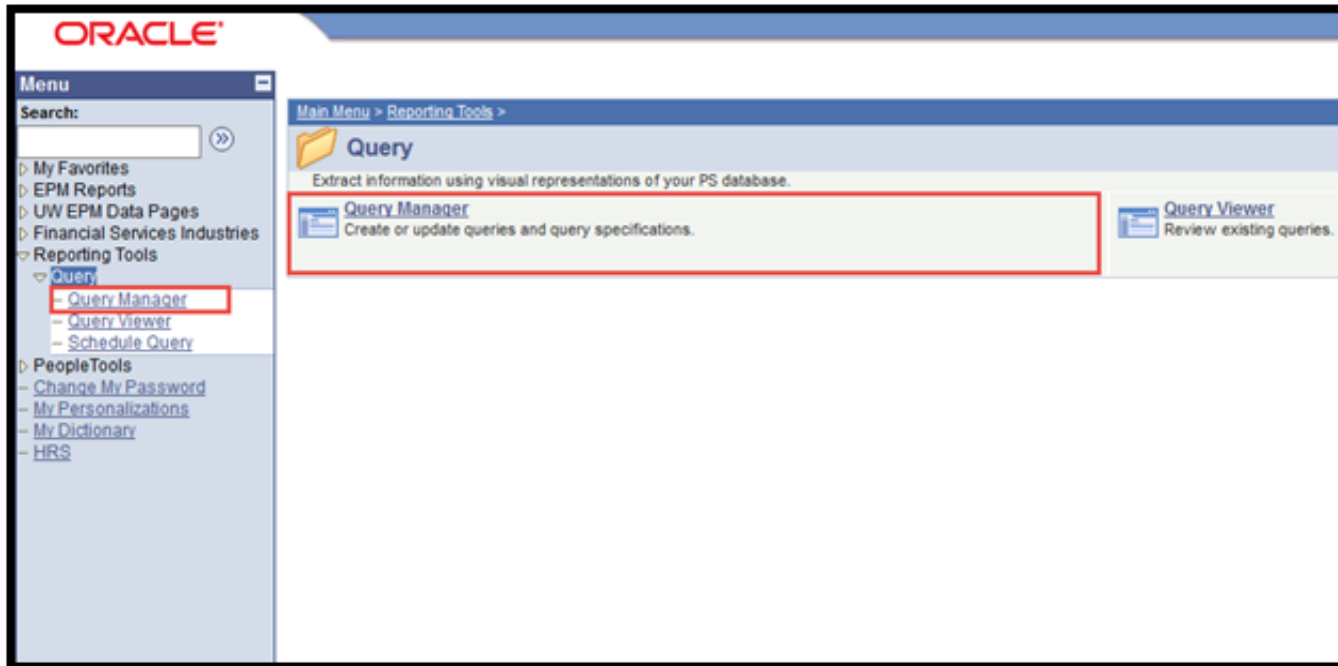
EPM Decommissioning Diagram



Directions to Extract SQL Logic from a PS Query

Once the EPM “front-end” application is decommissioned on November 4th, 2018, there will be no access to recover PS Queries from EPM. Please begin this transition now. To extract the SQL for existing PS Queries to be used in another form, follow the steps below.

1. Navigate to Query Manager (Reporting Tools > Query > Query Manager)
2. Click Query Manager



Directions to Extract SQL Logic from a PS Query

3. Enter the query name to search for, click Search
4. Click 'Edit' for the appropriate Query Name to extract the SQL from

The screenshot displays the Oracle Query Manager interface. On the left is a navigation menu with 'Query Manager' selected. The main area shows a search form where 'UW_PY' is entered in the 'Search By' field. Below the search form, the search results table is visible, with the 'Edit' button for the query 'UW_PY_PAPER_CHECKS' highlighted.

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: Query Name (dropdown) begins with:

[Advanced Search](#)

Search Results

*Folder View: -- All Folders -- (dropdown)

*Action: -- Choose -- (dropdown)

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	UW_PY_PAPER_CHECKS		Public		<input type="button" value="Edit"/>	<input type="button" value="HTML"/>	<input type="button" value="Excel"/>	<input type="button" value="XML"/>	<input type="button" value="Schedule"/>

Directions to Extract SQL Logic from a PS Query

5. Once the query loads, click 'View SQL' tab along the top of the page
6. Copy the produced Query SQL



The screenshot displays the Oracle Query Manager interface. The 'View SQL' tab is highlighted with a red box. The query name is 'UW_PY_PAPER_CHECKS'. The SQL code is as follows:

```
SELECT DISTINCT A.BUSINESS_UNIT, A.DEPTID, A.EMPLID, A.EMPL_RCD, A.NAME, A.JOBCODE, A.UW_JOBCODE_DESCR, A.RUN_ID,
TO_CHAR(A.CHECK_DT,YYYY-MM-DD), A.PAYCHECK_NBR, A.OFF_CYCLE, A.NET_PAY
FROM PS_UW_PY_NS_ERD_VW A
WHERE (A.OFF_CYCLE = :3
AND A.CHECK_DT = TO_DATE(:2,YYYY-MM-DD)
AND A.BUSINESS_UNIT LIKE :1
AND A.NET_PAY > 0
AND A.PAYCHECK_OPTION = 'C')
ORDER BY 1, 8, 2, 3
```

7. This SQL can be run directly in SQL Developer or TOAD.
 - a. Work with institution IT staff for assistance recreating the query using another tool (Hyperion Studio, etc.)

Questions?



WfAP Readiness Reminder

- Continue to work to set up approvers in the Workflow Approver Setup table (Set Up HCM > Common Definitions > Approvals > Workflow Approver Setup)
- If approvers are not set up in this table,
 - Entry of Additional Pay (individually or through mass upload) cannot be done
 - Missed Payroll Requests will be denied if Additional Pay is not entered and approved through the approval workflow
 - Payline requests will be denied for lump sums as all Additional Pay must go through the approval workflow

New Payroll Query

- Query Name: UW_PY_DIRECT_DEPOSIT_UPDATES
- Identifies employees who have had an update made to their direct deposit page between a prompted set of dates
- Query is prompted on a date range and DeptID (optional)
 - Can use a wild card on DeptID to pull results for an entire institution (i.e. A%)
- Query output includes Empl ID, Name, Preferred Email Address, Empl Record, DeptID, Date the direct deposit page was updated, Effective Date of the updated row, Status as of the effective date
- Query does not identify what change was made to the direct deposit page, only that the record was touched (so output will include new adds, but also if the SC or monthly batch job deactivated a record).

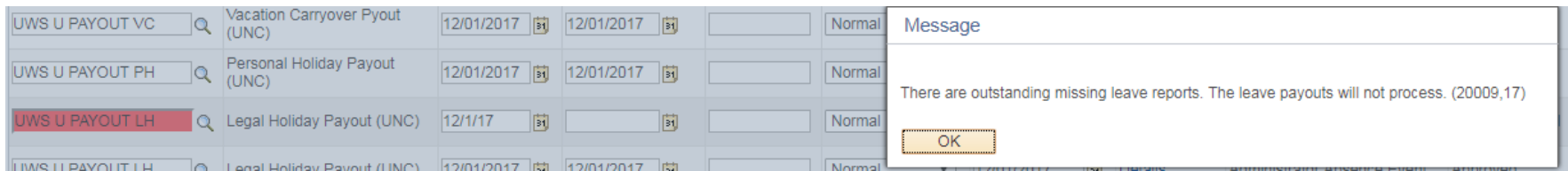
Non-Standard Processing Schedule

9C Processing Schedule:

- 9/30 Create Paysheets (Sunday)
- 10/1 Payline Deadline – 4:30 pm (Monday)
- 10/1 Payline Load (Monday)
- 10/2 FICA Deadline (Tuesday)
- 10/3 Final Calc/Confirm – Noon (Wednesday)

TL/AM: Term Payout Reminder

- In order to process Term Payouts, all leave reports at an employee level must be submitted. If they are not, the following soft warning will appear, and the payouts will not process:



- Term payouts must be entered before requesting paylines
- For more information re: the Term Pay Out process, please visit KB-20473

Questions?



SFS Upgrade Impacts on HRS

HRS Impacts for SFS Downtime beginning 10/5/18 until 10/10/18:

Date	Time	Business Process
10/3	2 pm	Direct Retros last run
10/3	6 pm	Encumbrance Journals last run
10/4	7 pm	Last Chartfield Interface from SFS - Funding DeptID, Project ID, etc.
10/5	4 pm	Direct Retro and Funding Entry Locked
10/10	AM	Direct Retro and Funding Entry Unlock, Chartfield Interface, Direct Retro, and Encumbrance Journals resume on normal schedule

Mass Funding Capabilities

- Mass Funding Update is now available
 - KB 85752
- Mass Funding will:
 - Load funding for Appointment Level funding
 - Load funding for active job for EMPLID, Empl Record and Department combination
 - Load funding for Hire, Rehire, Transfer or Department Change
 - Load funding for an effective date that is equal to or greater than the top-most row

Mass Funding Limitations

- Mass Funding will NOT be able to Load Funding:
 - for an invalid job
 - if future effective date found
 - if funding string is not valid for the effective date
 - if total distribution percent not equal 100
 - for Department or Position Level Funding

Mass Funding Limitations

- Load Funding if total distribution percent not equal 100
 - Incorrect (not 100%)

Fiscal Year	Org Deptid	Org Department	Emplid	Empl_rcd	Name	Paygroup	EJED	Business Unit	Effective Date	Fund Code	CF Deptid	Program Code	Project Id	Distribution Percent
2019	B024010			0					24-JUN-18	189	650100	6		50

- Correct (sums to 100%)

Fiscal Year	Org Deptid	Org Department	Emplid	Empl_rcd	Name	Paygroup	EJED	Business Unit	Effective Date	Fund Code	CF Deptid	Program Code	Project Id	Distribution Percent
2019	B024010			0					24-JUN-18	189	650100	6		50
2019	B024010			0					24-JUN-18	101	650100	1		50

Mass Funding Request Requirements

- Submit a WiscIT
 - Provide Organizational Department
 - Fiscal Year
 - Funding string (optional)
 - Data you are wanting to update
 - Minimum number of employees to use mass load feature: 100
- The Finance Team will pre-populate a list based on the institution's request.

Mass Funding Request Requirements

- Lead time
 - Requests should be a minimum 3 weeks prior to Pay Period Start Date.
 - Within 1 week of request, Service Center will provide a standardized spreadsheet
 - Completion of standardized spreadsheet submitted to Service Center minimum of 2 weeks prior to final calc and confirm for that pay period.
 - Within 1 week of spreadsheet submission, Mass Funding Load will be done in HRS and report will be provided to institutions

Mass Funding Template

Fiscal	Org							Effective							Distribution
Year	Deptid	Org Department	Emplid	Empl_rcd	Name	Paygroup	EJED	Date	Fund	CF	Program	Project Id	Percent		
								mm/dd/yyyy	Code	Deptid	Code		100.000		

- The institution will need to update any field(s), in yellow, on the template that require a change.
- All fields in yellow are required and should not be blank (except Project ID when appropriate).
- The institution will then submit the updated template back via the WiscIT.

Mass Funding Load Output File

Once the process is complete, the Service Center will provide an output file with the Valid and Error Statuses.

Valid:

FISCAL_YEAR	DEPTID	EMPLID	EMPL_RCD	BUSINESS_UNIT	EFFDT	FUND_CODE	DEPTID_CF	PROGRAM_CODE	PROJECT_ID	DIST_PCT	ACTION_DT	STATUS	MESSAGE_TEXT
2019	N211000		0	UWWTW	01-JUL-18	131	211044	6		100	03-JUL-18	V	
2019	N211000		0	UWWTW	01-JUL-18	131	211044	6		100	03-JUL-18	V	
2019	N211000		0	UWWTW	01-JUL-18	131	211044	6		100	03-JUL-18	V	

Error:

FISCAL_YEAR	DEPTID	EMPLID	EMPL_RCD	BUSINESS_UNIT	EFFDT	FUND_CODE	DEPTID_CF	PROGRAM_CODE	PROJECT_ID	DIST_PCT	ACTION_DT	STATUS	MESSAGE_TEXT
2019	N211000		0	UWWTW	01-JUL-18	101	211000	6		100	03-JUL-18	I	Combo error for fields ACCOUNT/ FUND_CODE in group FNDMAJCLAS.
2019	N211000		0	UWWTW	01-JUL-18	133	211090	1	PRJ82P	42	03-JUL-18	I	Combo error for fields DEPTID/ PROJECT_ID in group DEPT_PROJ.
2019	N211000		0	UWWTW	01-JUL-18	102	261417	1		100	03-JUL-18	I	Combo error for fields DEPTID/ PROGRAM_CODE/ FUND_CODE in group ORGEDIT.

Questions?



Inactivating Suspense Funding Report

- UW_FI_SUSPENSE_FUNDING report will be inactivated on Monday, October 8th
- With the new ability to create Department-Level funding with an effective date prior to July 1, there should be a very minimal, if any, population going to Suspense
- In the rare occasion an employee's expense is predicted to go to Suspense, they will be identified in other funding reports

Inactivating Suspense Funding Report

- The following resources will identify if an employee's expense is predicted to go to Suspense:
 - KB 24497 [FN - View Funding Edit Errors](#)
 - KB 60327 [FN - Funding Edit Errors Pagelet](#)
 - KB 60334 [FN - UW_FI_FUNDING_EDIT - WED](#)
 - KB 17922 [FN - Run the Employee Funding Summary Report](#)
 - KB 17296 [PY - Review Edit Report Delivered via Cypress](#)
 - KB 19809 [PY - Payroll Edit Report](#)

Questions?



Benefits Billing – Review Adjustment Summary Page

- More Information will now be available on the Benefits Billing Review Adjustment Summary Page
- Display Change coming on October 7
 - Additional Columns
 - New Tab: Review Employer (ER) Adjustments
- Navigation: Benefits > Benefits Billing > Make Adjustments > Review Adjustment Summary

Benefits Billing – Review Adjustment Summary Page

Current:

Review Adjustment Summary

XXXXXXXXXXXX

Person ID XXXXXXXX

Adjustment Details								Personalize	Find	View All	First	1-3 of 3	Last
Posting Date	Adjustment Type	Adj Amount	BAS Action	Adjustment Description	SFS Funding Adjustment	Entry Date/Time	Entered By						
04/21/2017	Charge Adjustment	0.10		ABBR INCREASE, ADD CHARGE XV									
04/21/2017	Charge Adjustment	0.10		ABBR INCREASE, ADD CHARGE XV									
04/21/2017	Charge Adjustment	0.45		ABBR INCREASE, ADD CHARGE XV									

As of 10/7:

Additional Columns:

- Billing Period
- Plan Type
- Benefits Plan

Review Adjustment Summary | Review ER Adjustments

Review Adjustment Summary

XXXXXXXXXXXX

Person ID XXXXXXXX

Adjustment Details											Personalize	Find	View All	First	1-5 of 8	Last
Posting Date	Adjustment Type	Billing Period	Adj Amount	BAS Action	Plan Type	Benefit Plan	Adjustment Description	SFS Funding Adjustment	Entry Date/Time	Entered By						
06/20/2018	Charge Adjustment	1805	1436.36		Health	HDDEAN	reinstate 1805 charge xv									
05/30/2018	Charge Adjustment	1805	-1436.36		Health	HDDEAN	Wiscit 1802083 lapse SGH 5/31/18 bkw									
05/30/2018	Charge Adjustment	1806	-82.00		Health	HDDEAN	Wiscit 1802083 lapse SGH 5/31/18 bkw									
06/20/2018	Charge Adjustment	1807	-1436.36		Health	HDDEAN	wrong 1807 health plan should not be billed xv									
06/20/2018	Payment Adjustment		-489.10				wrong health charge adjust 1807 health xv	No 06/20/18 8:35:02AM		00821918						

Benefits Billing – Review Adjustment Summary Page

New Tab:

- Review ER Adjustments

Review Adjustment Summary

Review ER Adjustments

Review Adjustment Summary

██████████

Person ID ██████████

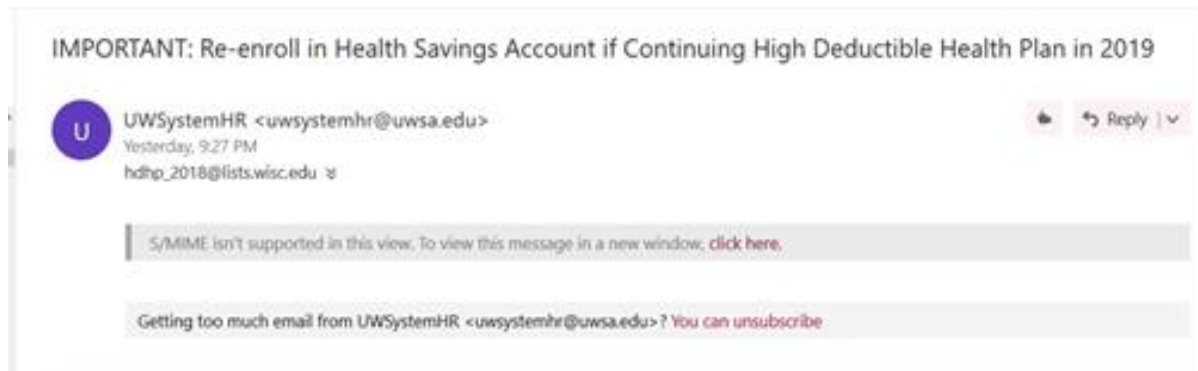
ER Adjustment Details

Personalize | Find | View All | | First 1-2 of 2 Last

Posting Date	Adjustment Type	Billing Period	Employer Share	Plan Type	Adjustment Description
05/30/2018	Charge	1806	1354.36	Health	Wiscit 1802083 lapse SGH 5/31/18 bkw
05/30/2018	Charge	1806	-1354.36	Health	Wiscit 1802083 lapse SGH 5/31/18 bkw

ABE Email Communication

- Some employees have reported a display issue with the ABE messages being sent from UWSystemHR@uwsa.edu.
 - They see the subject line, but not the text:



- The issue seems to occur only for employees viewing the email on a web client (such as Office 365). If viewed on a desktop email client, the content renders fine.

Questions?



HRS Field Changes

There are several HRS page screens that will have field changes resulting from the October 7 release of new functionality. These changes are occurring:

- To make current fields more intuitive
- To discontinue fields not currently used
- To further secure sensitive data
- Due to program changes

Payroll: Review Paycheck (Non-Garnishment Access)

Future State: Updated the "Corrected" checkbox to "Direct Retro," Garnishment section present (no viewable information) and "Account Number" removed

The screenshot displays a payroll system interface with the following sections:

- Paycheck Deductions:** Includes fields for Empl ID, Name, Company (UWS), Pay Group (HPR), Pay Period End (06/23/2018), Page (1), Line (1), and Separate Check. It features a "Paycheck Information" section with "Paycheck Status" (Confirmed), "Paycheck Option" (Advice), "Issue Date" (06/01/2018), and "Paycheck Number" (9663432). There are checkboxes for "Off Cycle", "Reprint", "Adjustment", "Direct Retro" (highlighted), and "Cashed". A "Paycheck Totals" table is also present.
- Deductions Table:** A table with columns for Deduction Code, Description, Class, Amount, and Calculated Base. It lists various deductions such as SGLBS, SGLSUP, SGLSD, ERAMDB, and DOAGEN.
- Garnishments:** A section that is currently empty, with a "Find | View All" search bar and "First 1 of 1 Last" navigation.
- Net Pay Distribution:** A table with columns for Check/Advice Number, Account Type, Bank ID, and Amount. It shows a single entry for check number 9663432, account type "Checking", and amount 748.15.

HR: Employee Self Service - Additional

Current State: Smoker field present (not used), full date of birth, no Social Security Number

The screenshot displays the 'Personal Details' page for Justin Time, an IS SPECIALIST. The left sidebar contains a list of navigation options, with 'Additional Information' selected. The main content area shows the following fields:

- Gender: Male
- Date of Birth: 07/31/1962
- Birth Country: United States
- Birth State: Wisconsin
- Smoker
- Date Entitled to Medicare
- Original Start Date: 09/09/2013
- Last Start Date: 09/09/2013
- Highest Education Level: G-Bachelor's Level Degree

Below the main content area, there is a section for 'Employee Information' with a note: 'Contact the Human Resources department if any of your Employee Information is incorrect.'

HR: Employee Self Service - Additional

Future State: Smoker field removed, Date of Birth masked (birth year) and Social Security Number present with the first five digits masked.

Home **Personal Details**

Justin Time
UNIV SERVICES ASSOC 2

- Addresses
- Contact Details
- Emergency Contacts
- Release Home Information
- Marital Status
- Coordination of Benefits
- Medicare Information
- Ethnic Groups
- Additional Information**
- Veteran Status

Additional Information

Gender Male

Date of Birth 07/31/XXXX

Birth Country United States

Birth State Wisconsin

Social Security Number XXX-XX-8866

Date Entitled to Medicare

Original Start Date 09/16/2018

Last Start Date 09/16/2018

Highest Education Level G-Bachelor's Level Degree

HR: Person Data – Biographical Details

Current State: Enabled data entry to Waive Data Protection and Alternate ID; “Full-Time Student” being changed to “Student Employed Full-Time”

Navigation: Favorites | Main Menu | Workforce Administration | Personal Information | Modify a Person

Tabs: **Biographical Details** | Contact Information | Regional | UW Personal

Person: Justin Time | Person ID 00[REDACTED]

Name Section: Effective Date 09/03/2013, Format Type English, Display Name Justin Time, View Name button

Biographic Information: Date of Birth 07/31/1962, Years 56, Months 1, Date of Death, Birth Country USA, Birth State WI, Birth Location MADISON, Waive Data Protection

Biographical History: *Effective Date 10/02/2017, *Gender Male, *Highest Education Level G-Bachelor's Level Degree, *Marital Status Married, Language Code Italian, As of 10/02/2017

Alternate ID: UW137Q854

Full-Time Student

HR: Person Data – Biographical Details

Future State: Disabled data entry to Waive Data Protection and Alternate ID; “Full-Time Student” changed to “Student Employed Full-Time”

Modify a Person

Person ID 00: [REDACTED]

Biographical Details | Contact Information | Regional | UW Personal

Justin Time | Name | Find | View All | First 1 of 2 Last

*Effective Date: 09/16/2018 | *Format Type: English | Display Name: Justin Time | Edit Name

Biographic Information

Date of Birth: 07/31/1962 | Years: 56 | Months: 1
Date of Death: [REDACTED]
Birth Country: USA | United States
Birth State: WI | Wisconsin
Birth Location: Madison | Waive Data Protection

Biographical History | Find | View All | First 1 of 2 Last

*Effective Date: 10/02/2017 | *Gender: Male | *Highest Education Level: G-Bachelor's Level Degree | *Marital Status: Married | As of: 10/02/2017
Language Code: Italian | Alternate ID: UW137Q854 | Student Employed Full-Time

HR: Person Data – Regional

Current State: Enabled Smoker History section

Favorites ▾ | Main Menu ▾ | Workforce Administration ▾ | Personal Information ▾ | Modify a Person

Biographical Details | Contact Information | **Regional** | UW Personal

Justin Time Person ID 00[REDACTED]

USA

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region USA United States
Ethnic Group WHITE White
 Primary

History Find | View All First 1 of 1 Last

Effective Date 09/20/2018 Date Entitled to Medicare
Citizenship (Proof 1) Citizenship (Proof 2)
 Eligible to Work in U.S.

Veteran

Military Status
Military Discharge Date Edit Discharge Date

Smoker History Personalize | Find | View All | First 1 of 1 Last

*Smoker	*As of
1 No Yes	

HR: Person Data – Regional

Future State: Disabled Smoker History section

Favorites ▾ | Main Menu ▾ > Workforce Administration ▾ > Personal Information ▾ > Modify a Person

Biographical Details | Contact Information | **Regional** | UW Personal

Justin Time Person ID 0[REDACTED]

USA

Ethnic Group Find | View All First 1 of 1 Last

Regulatory Region United States

Ethnic Group White

Primary

History Find | View All First 1 of 1 Last

Effective Date Date Entitled to Medicare

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Veteran

Military Status

Military Discharge Date Edit Discharge Date

Smoker History Personalize | Find | View All | First 1 of 1 Last

	*Smoker	*As of		
1				

HR: Job Data – UW Custom tab

Current State: Open access to change the Under Min for the LTE Rate Exception.

The UW Custom* tab is visible.

The screenshot displays the HR Job Data interface for Justin Time (Employee). The breadcrumb trail is: Favorites > Main Menu > Workforce Administration > Job Information > Job Data. The navigation tabs include Work Location, Job Information, Job Labor, Payroll, Payroll*, Salary Plan, Compensation, UW Custom, UW Custom* (highlighted with a red box), UW Benefits, and UW Benefits*. The employee's name is Justin Time, and the Empl ID is 00[REDACTED]. The Empl Record is 0. The UW Custom Data section shows Effective Date 01/20/2018, Effective Sequence 0, HR Status Inactive, Payroll Status Terminated, Action Termination, Reason Retirement, and Job Indicator Primary Job. The Continuity Status Information section includes *Continuity 03, Job Security, and Guaranteed Length. The Probation section shows Probation Type Not Required and Probation End Date. The Rate Exceptions section (highlighted with a red box) shows Under Min: and Over Max: . The Additional section shows Working Title IS SPECIALIST and FLSA Threshold Exemption. The External Systems and Encumbrances sections are also visible.

HR: Job Data – UW Custom tab

Future State: The UW_UNV_HR_JOB_DATA_MAX_UPD security role is provisioned to check the Under Min and Over Max Rate Exceptions Update can be done on UW Custom Tab. The UW Custom* tab is no longer visible.

The screenshot shows the 'UW Custom' tab in the HR Job Data system. The breadcrumb trail is 'Workforce Administration > Job Information > Job Data'. The 'UW Custom' tab is highlighted with a red box. The employee information is for Justin Time, with Empl ID 00[REDACTED] and Empl Record 0. The 'UW Custom Data' section shows Effective Date 07/15/2018, Effective Sequence 0, HR Status Active, and Payroll Status Active. The 'Continuity Status Information' section has *Continuity 01, Job Security, and Guaranteed Length dropdowns. The 'Probation' section has Probation Type Probationary Period and Probation End Date 12/31/2018. The 'Rate Exceptions' section, highlighted with a red box, has Under Min: and Over Max: . The 'Additional' section has Working Title IS SYS DEV SRV SPEC and a Reset button. The FLSA Threshold Exemption is also visible.

Data Masking: Background

Current State:

- There are areas within HRS where Data of Birth and National ID are displayed.
- Some pages have been customized to remove these fields.
- Other pages display these fields based on row level security. This allows unnecessary access to sensitive data.
- With the implementation of the General Data Protection Regulation (GDPR) Act, there is now a heightened focus on data protection and privacy.

Data Masking: Functionality

Future State – The new data masking functionality will provide the opportunity to mask the following sensitive data:

- Date of Birth
 - Masking Format: 01/01/XXXX
- National ID
 - Masking Format: XXX-XX-1234

Data Masking: Impacted Areas

Future State - There are four delivered areas in HRS that will utilize the data masking functionality:

- **Dependent/Beneficiary**
 - Sensitive Data Fields: Date of Birth; National ID
 - Navigation: Nav: Benefits > Employee/Dependent Information > Update Dependent/Beneficiary (Personal Profile)
- **Employee Summary**
 - Sensitive Data Fields: Date of Birth; National ID
 - Navigation: Benefits > Employee/Dependent Information > Review HR/Job/Payroll Data
- **Manage Applicant (TAM)**
 - Sensitive Data Fields: Date of Birth; National ID
 - Navigation: Recruiting > Search Applicant > Manage Applicant
- **Personal Data**
 - Sensitive Data Fields: Date of Birth; National ID
 - Navigation: Workforce Administration > Personal Information > Modify a Person
 - Navigation: Workforce Administration > Personal Information > Biographical > Modify a Person

Data Masking: Security

Future State – Security

- Users that have update access to the pages containing sensitive data will be allowed to see this data “unmasked”.
- All other users with view only access will see sensitive data masked.
- A special role (HR View Only Access With UnMask Privileges) will be created to allow users with a specific business need to view sensitive data unmasked for the pages currently provisioned to them.
 - For example, a Benefit Assistant that needs to access the Employee Trust Fund System. This role will be provisioned via OIM protocol.

Data Masking: Example

Future State – Example screenshot of Person Data – Biographical Details tab.

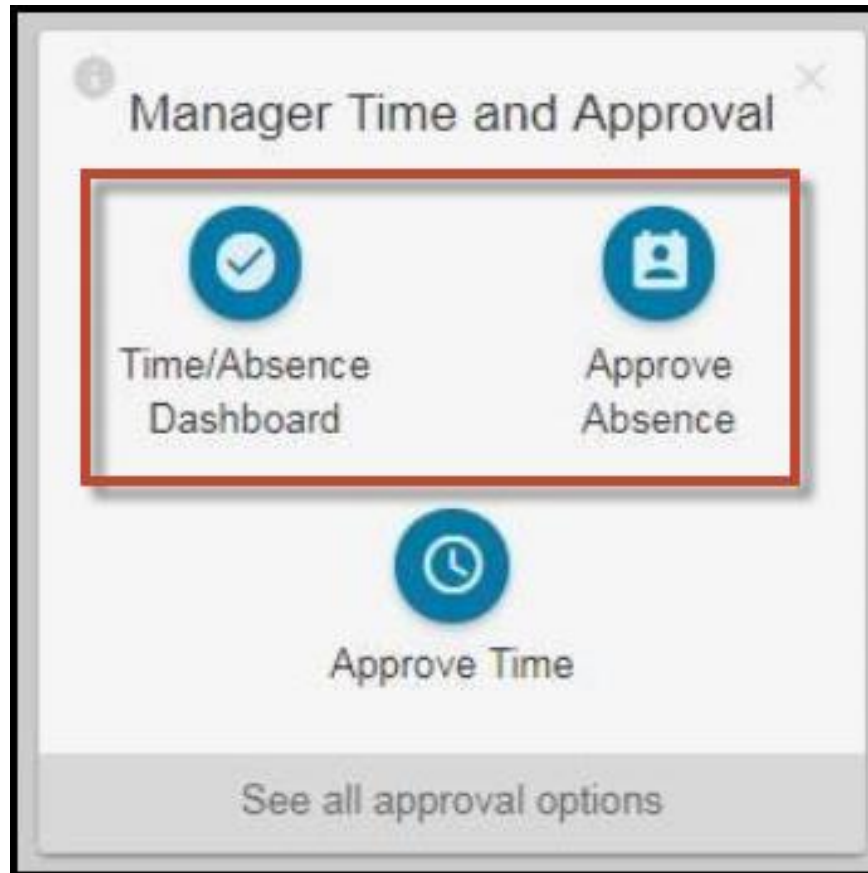
The screenshot displays a web interface for managing person data. The breadcrumb trail is: Favorites > Main Menu > Workforce Administration > Personal Information > Modify a Person. The 'Biographical Details' tab is active, with other tabs being 'Contact Information' and 'UW Personal'. The person's ID is redacted. The 'Name' section shows an effective date of 02/10/2011 and a display name that is redacted. The 'Biographic Information' section includes a 'Date of Birth' field with the value '06/20/XXXX', which is highlighted with a red box and a red arrow. Other fields include 'Date of Death', 'Birth Country' (USA), 'Birth State', and 'Birth Location'. There is a 'Waive Data Protection' checkbox. The 'Biographical History' section shows an effective date of 05/07/2013, gender 'Female', highest education level 'A-Not Indicated', marital status 'Married', and an alternate ID 'UW241Q511'. The 'National ID' section at the bottom shows a table with columns for Country, National ID Type, National ID, and Primary ID. The 'National ID Type' is 'Social Security Number' and the 'National ID' is 'XXX-XX-6118', both highlighted with red boxes and arrows.

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	XXX-XX-6118	<input checked="" type="checkbox"/>

Manager Self-Service: 'Fluid' Approvals

Current State – Absences can currently be approved through the traditional approval page or through the Time and Absence MSS Dashboard

- Can be accessed via portal or directly in HRS



Manager Self-Service: Fluid Approvals

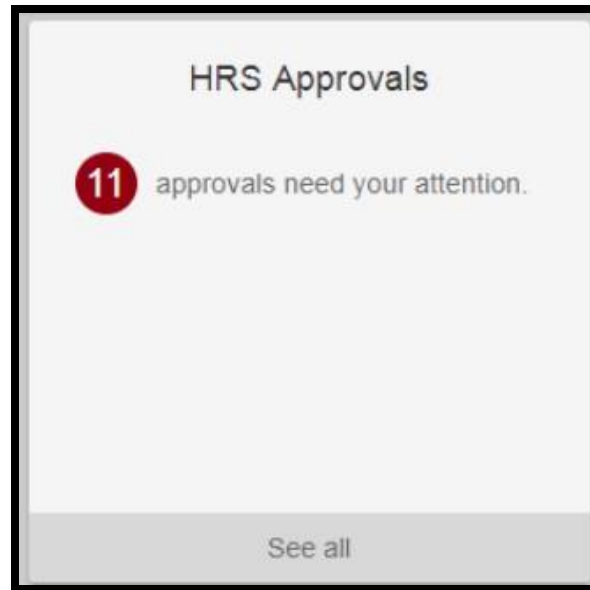
Future State – Managers can use the new ‘fluid’ approvals page. The ‘fluid’ approvals page offers an optimized view for mobile devices, tablets or from your computer.

- Managers will have a new “Approvals” tile
 - Currently, this will be for approving absences and additional pay
- Managers will have a new “Approvals” page in HRS
 - Approvers will use the same business process to approve absences
- This functionality is completely optional. Approvers can continue with their current business process.
- Resources can be found on the "Approvals Information" page:
<https://uwservice.wisconsin.edu/> (Available 10/7/18)

Manager Self-Service: Fluid Approvals

Future State:

- Click the Approvals tile; this will direct you to the ‘fluid’ Approvals page in HRS



- The approvals will include both Additional Pay and Absence Requests (the number reflects the total number of pending approvals)

Manager Self-Service: Fluid Approvals

Future State:

- Click the item you want to review/approve

Employee Self Service Pending Approvals

View By: Type

- All 40
- Absence Request 39
- Addl Pay 1

Addl Pay filter:

Absence Request OLD KING COLE	Personal Holiday (UNC), 4 Hours 06/18/2018	Routed 06/18/2018	>
Absence Request OLD KING COLE	Leave w/o Pay Approved (UNC), 4 Hours 06/18/2018	Routed 06/18/2018	>
Addl Pay	NAME: JACKSON, MICHAEL EFFDT: 2018-08-19 DEPTID: A578500 AMOUNT: 250 / GOAL: 250 / END DATE: 2018-09-01	Routed 09/18/2018	>

Manager Self-Service: Fluid Approvals

Future State:

- Review the requested absence
- Once reviewed, Approve or Pushback the absence

Pending Approvals **Approval Header Detail**

OLD MCDONALD
GREENSKEEPER

Approve **Pushback**

Absence Details

Absence Name	Vacation (CLS)	Reason	
Start Date	11/03/2017	End Date	11/03/2017
Entry Type	All Days - 6.75 Hours	Duration	0 Hours
Current Balance	75.75 Hours	Disclaimer	

Requester Comments

There are no requester comments

Request History >

Approver Comments

Approval Chain >

Resources

- All resources will be found on the HRS Project Readiness page:

HRS Project Readiness

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SERVICE CENTER

Introduction | **HRS 9.2 Maintenance (PUM)** | Punch Hourly Integrated Timesheet (PHITs)

Workflow for Additional Pay (WfAP)

HRS 9.2 Maintenance (PUM) Introduction

With the upgrade of HRS to PeopleSoft version 9.2, the Service Center has made a commitment to keep HRS up to date. The upgrade has also positioned us to take full advantage of Oracle's new release strategy. While in the past Oracle provided new functionality in the context of full version releases (e.g. version 9.2), Oracle now releases updates quarterly 'PeopleSoft Update Manager' (or 'PUM') updates. These updates provide us an opportunity to introduce new functionality into HRS according to our own schedule and timeline.

The Service Center will be managing the development, testing and release of select new PUM-delivered functionality as an ongoing project, which we are calling 'HRS 9.2 Maintenance (PUM)'. The pages on this site are intended to provide useful information to help the UW institutions understand, plan for and support the implementation of this new functionality.

Next Scheduled PUM 26 Implementation: Sunday, September 9, 2018

Questions?



Upcoming Learning Path Courses - Finance

- **Setting Up Funding (remote)**
 - Nov 6 - AM
- **Changing Funding (remote)**
 - Nov 7 - AM
- **Direct Retro (remote)**
 - Nov 8 - AM

PY Calendar Review

September 2018

November 2018

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

9A 9B 9C 9M

Institutional Feedback

- Eau Claire
- La Crosse
- Oshkosh
- Platteville
- Stevens Point
- Whitewater