



Affinity Group 3

October 16, 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: ABE – TASC
Email Generator
- PY: WfAP
- TAM: Fluid Candidate Gateway
Security Role Enhancement
- EPM: Employee Look Up
Calendar Review
Institutional Feedback



2019 ABE – TASC FSA Communication

TASC sent an It's Your Choice communication with incorrect FSA information. To clarify:

Health Care FSA and Limited Purpose FSA Carryover: The communication indicated participants with up to \$500 remaining needed to re-enroll during Annual Benefits Enrollment (ABE) in order to carryover funds into 2019. TASC clarified that the funds will carryover automatically; therefore participants do not need to re-enroll during ABE to carryover funds.

Reminder: Parking and Transit - TASC's communication referenced parking and transit benefits; however UW employees are not eligible for parking and transit benefit.



2019 ABE – TASC FSA Communication

Upcoming Communication: TASC has indicated that the next communication will remove the incorrect rollover information and the reference to parking and transit.

Non-Eligible Employees: Some employees that were sent the communication are not eligible for the FSA. TASC is aware and is discussing internally if they are able to exclude this population (student help) from the next mailing.


Questions: Continue to send questions to uwshr@uwsa.edu

NEW! Email Notification

- UWSC is piloting a new Email Generator
 - Service Center will auto generate email communications to targeted employees
 - First pilot is sending targeted communications to employee's who are on the eBen Pending WED for ABE Events
 - Employees will be contacted the last three days of ABE until they submit Self Service enrollment
 - Emails will come from UWSystemHR@uwsa.edu
 - Reduces resource time needed by Benefit Administrators and UWSC Staff to send emails

Benefit Enrollment Self Service Pending - Email Output

Example of output email:



Mon 10/15/2018 9:46 AM
UWSystemhr@uwsa.edu
ABE Self Service - Benefit Enrollment Pending

To: [Redacted]

Dear KELSEY,

The Annual Benefits Enrollment (ABE) period ends on **October 26, 2018 at 4:30PM.**

You are receiving this email because you have only saved your ABE Self Service benefit enrollment information, but you have not yet submitted your enrollments.

At your earliest convenience, please complete your benefits enrollment.

You will continue to receive this email until you have submitted your benefit enrollment changes, or until ABE period ends, whichever is earlier.

Please contact your [human resources office](#) with any questions or concerns.

Sincerely,

UW System HR

Questions?



Workflow for Additional Pay

Common issues that have been reported:

- PY Coordinators are experiencing slow load time for approvals due to institution-wide absence requests included in their approval lists
- Final Approval email is being routed to the approvers in addition to the enterer of the additional pay requests

Questions?

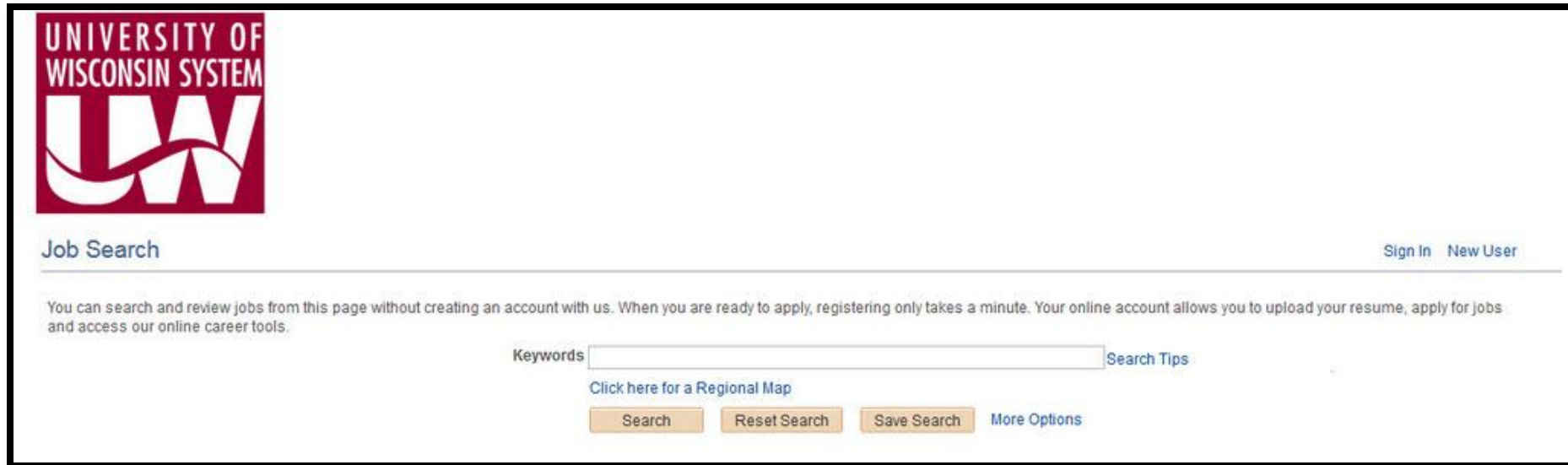


Coming Soon:

- Fluid interface for Candidate Gateway
 - Fluid functionality has an enhanced look and feel
 - The classic interface is no longer supported by Oracle
- Pages will scale efficiently between large screens (e.g., PC's and laptops) and reduced viewing space devices (e.g., tablets and smart phones)

TAM: Fluid Candidate Gateway

Current State: Classic view



The screenshot shows the 'Job Search' section of the University of Wisconsin System website. In the top left corner is the University of Wisconsin System logo, featuring the text 'UNIVERSITY OF WISCONSIN SYSTEM' above a stylized 'UW' monogram. Below the logo, the text 'Job Search' is displayed on the left, and 'Sign In' and 'New User' links are on the right. A horizontal line separates this header from the main content area. Below the line, a paragraph of text reads: 'You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.' Below this text is a search interface. It includes a 'Keywords' label followed by an empty search input field and a 'Search Tips' link. Underneath the input field is a link that says 'Click here for a Regional Map'. At the bottom of the search area are four buttons: 'Search', 'Reset Search', 'Save Search', and 'More Options'.

Future State: Fluid view

The screenshot displays the 'Careers' page of the University of Wisconsin System. At the top left is the UW logo and 'UNIVERSITY OF WISCONSIN SYSTEM'. The page title 'Careers' is centered in a dark header. A search bar is located below the header with the text 'Search Jobs' and a placeholder 'Search by job title, location, or keyword'. To the right of the search bar is a 'Frequently Asked Questions' button. Below the search bar, there is a 'Welcome' section with links for 'Sign In' and 'New User'. The main content area features a section titled 'University of Wisconsin Career Opportunities' with a paragraph describing the UW System and its employment opportunities. Below this is a 'Service Notice' box stating that the website may be offline on Sundays from 6-10 AM for routine maintenance. At the bottom of the main content area is a list of user actions: 'View All Jobs', 'My Job Notifications', 'My Job Applications', 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information', each with a right-pointing arrow.

The TAM work group reviewed the Recruiter and TA Affirmative Action security roles and determined:

- Not a significant difference between the two roles
- To simplify security roles the TA Affirmative Action and TA Approval Administrator roles will be transitioned to the TAM Recruiter role by the UWSC, effective 11/4
- A direct communication will be sent to those with the TA Affirmative Action roles addressing the following:
 - No loss of current functionality
 - Explanation of functionality gained
 - Notification to watch for a compliance agreement

Questions?



Change to Employee Look Up

- Employee Lookup is used to prevent creating duplicate Employee IDs in HRS
 - All employees added since go-live (April 2011) can be found in HRS
 - Employees who terminated prior to go-live (Legacy data) are only found in the EPM database
- With the decommissioning of the EPM Tool, a change to the process is required

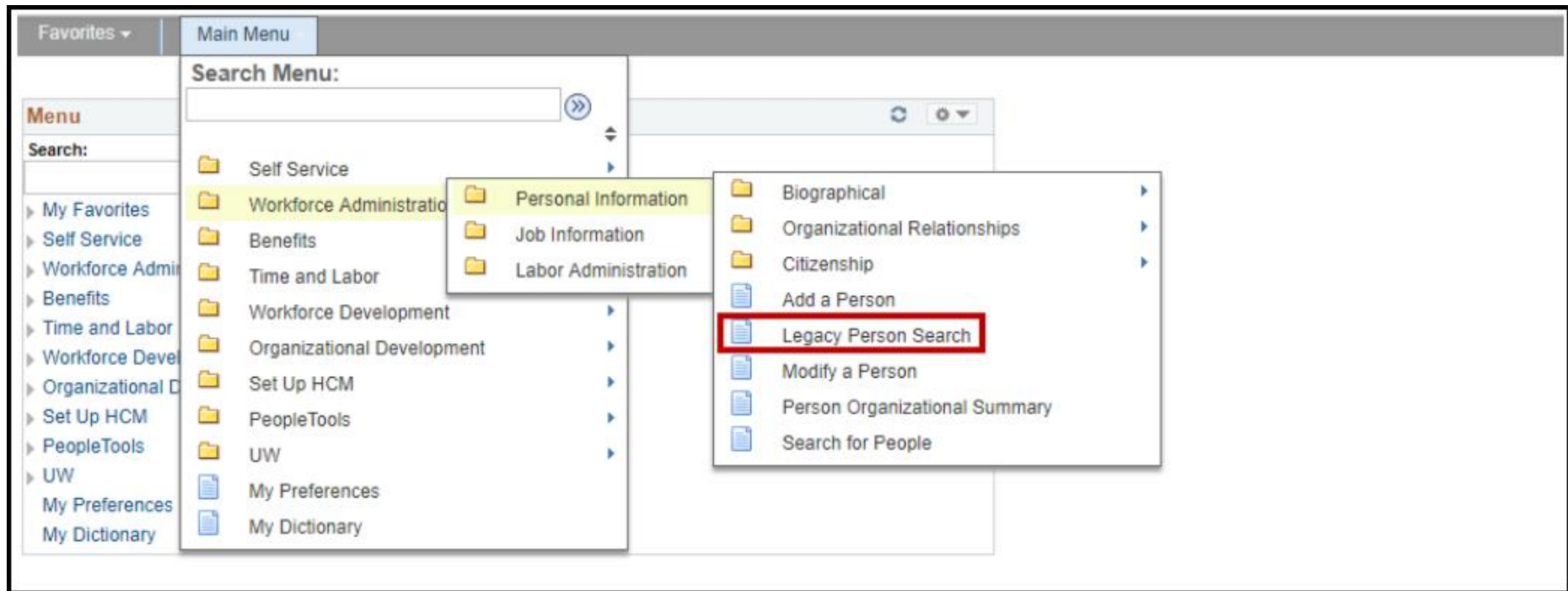
Change to Employee Look Up

Future State:

- When adding a new person in HRS, run the Person Search in HRS
- If that person is not found, then run the new Legacy Person Search in HRS
- If that person is not found, a new Employee ID should be created
- This functionality will be available on 11/4

Legacy Person Search in HRS

Future State: Navigation



Legacy Person Search in HRS

Future State: Search criteria

Favorites ▾ | Main Menu ▾ > Workforce Administration ▾ > Personal Information ▾ > Legacy Person Search


Legacy Person Search

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

[Find an Existing Value](#)

▼ Search Criteria

Empl ID


Date of Birth 

Last Name

First Name

National ID

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Legacy Person Search in HRS

Future State: Person results

The screenshot displays the 'Legacy Person Search' interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > Workforce Administration > Personal Information > Legacy Person Search. Below this is a 'UW Person Search' header with an 'Empl ID' field containing a redacted value. The search criteria section includes 'Last Name' and 'Middle Initial' fields, both with red arrows pointing to the 'Name' field in the 'Person Information' section. The 'Person Information' section shows the name 'JANET' in the 'First Name' field, with a red arrow pointing to it. Other fields in this section include 'Date of Birth', 'National ID', and 'Gender' (Female). The 'Job Information' section lists various fields such as 'Empl Rcd', 'Status', 'Action', 'Reason', 'Bus Unit', 'Department', 'Position Nbr', 'Job Code', and 'Empl Class'. A 'Return to Search' button is located at the bottom left of the interface.

Resources

- Resources can be found on the Project Readiness Page (<https://uwservice.wisconsin.edu/hrs/project-readiness>)
 - Updated KBs will be available on November 5th

Questions?



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

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