



## Affinity Group 1

### October 30, 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 Annual Reminders  
FSA and HSA Override Reminder  
Grad to WRS – SGH Reminder  
Benefit Changes after OE  
HRS Self-Service Enhancement
- HR: New POI Type
- EPM: New Public Queries  
Legacy Person Search Security Roles
- TAM: Security Role Enhancement  
Fluid Candidate Gateway
- AM: LH Reduction
- PY: Workflow for Additional Pay  
Calendar Review  
Institutional Feedback

# Annual Benefits Enrollment (ABE) Appeals

Appeals fax cover sheets as well as the slides from the 10/23/18 AG call summarizing the process are now available on the ABE landing page for administrators (Resources tab under Forms):

<https://uwservice.wisconsin.edu/administration/abe#resources>

## Reminder:

**Appeals and supporting documentation must be submitted to the Service Center by January 31, 2019 to ensure review.**

# ABE Enrollments – Institution Deadline

- **Friday, November 2:** Last day to enter ABE enrollments within HRS, including updating Coordination of Other Benefits and Medicare.
- Please contact your Affinity Group **by Wednesday, October 31** if you are unable to meet this deadline.
  - Please fax applications to Attn: UW SC Benefits Team by Wednesday, 10/31 if your institution needs assistance in completing entry in HRS
  - Please provide a cover sheet with applications so that Benefits Team knows entry still needs to be completed in HRS
- **October 26<sup>th</sup> was the last day to confirm in writing their COB information and submit their HSA/HDHP enrollments for ABE**
  - Please refer to the appeals slides from AG Call 10/23

# ABE Workshop Survey Follow Up

- If you haven't done so already, please complete the ABE workshop survey:

[http://uwsystemadmin.qualtrics.com/jfe/form/SV\\_eUOGoxBADzWNUTb](http://uwsystemadmin.qualtrics.com/jfe/form/SV_eUOGoxBADzWNUTb)

- Employee contributions will be deducted in equal amounts from each paycheck, pre-tax, throughout the Plan Year.
  - Employees must follow the 24, 12, 9-pay schedules
  - Only 9-pay employees will have overrides on their accounts
  - UWSC Benefits Team will be querying for overrides that are placed on employee Spending Accounts in error and will remove them
- Employees may **not** have overrides placed on their FSA accounts **UNLESS** it is their final paycheck prior to retirement/termination.
- On 12/15/18, UWSC will mass update all C-Basis employee overrides.

# Annual Reminder: HSA Overrides

- UWSC Benefits Team manually uploads paylines for the HSA override deductions.
  - After night of Payline/Retro Load, the Review Paycheck will reflect the CORRECT HSA override amount the following day
  - HSA Overrides will NOT show correctly prior to the Payline/Retro Load. Please do NOT change HSA overrides to compensate for the wrong deduction amount showing on Review Paycheck.
- **Note:** If you change an HSA override amount during the calc week at any time, please submit a ticket to UWSC Benefits Team to ensure the correct amount is being deducted.

# Grad to WRS – SGH Reminder

- Employees currently in a Graduate Benefit eligible position who change to WRS eligible:
- Please submit paper applications for Grad to WRS changes via fax to the UWSC Benefits Team



# Benefit Changes After OE

## New Hire

- SGH/EPIC/Dental WI/Delta Dental/VSP
  - Please have employees complete self-service New Hire
  - If they need to change plans for 1/1/19:
    - Submit paper application for 1/1/19 change within 30 days of Hire
    - This is not an appeal
- FSA/HSA
  - Please have employees complete self-service New Hire
  - If they also wish to elect FSA/HSA for 1/1/2019:
    - Submit paper application for 1/1/19 enrollments within 30 days of Hire
    - This is not an appeal

## Life Events

- If employee has a birth, marriage, death, LOC, etc. for all health benefits between 10/27/18 thru 12/31/18:
  - Submit **2** paper applications: One for current life changes. Second to carry forward life changes through 1/1/19 elections.
  - This is not an appeal

# HRS Enhancement - Benefits

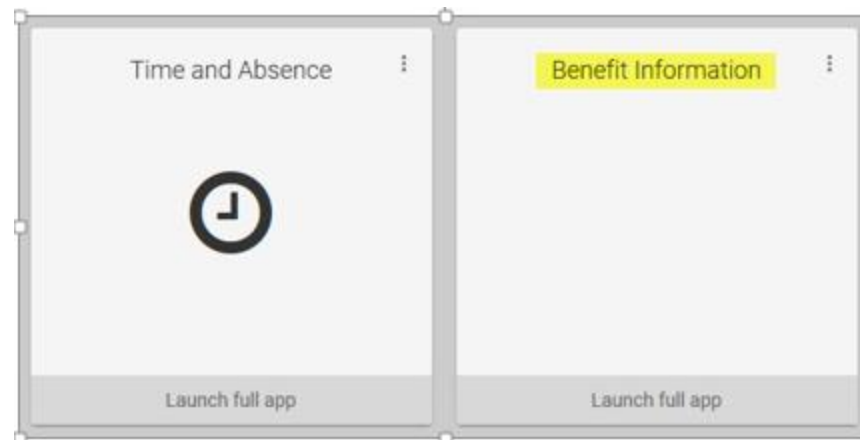
## Benefits Self Service - View/Update

### Dependent Information coming 11/4/2018

From the portal, an employee can update the following information on dependents: name, gender, relationship, marital status, address, Medicare information, phone number

Adding dependents and editing Date of Birth or Social Security Numbers can only be updated by a campus benefit coordinator

This function is available to all University of Wisconsin System employees via HRS self-service on My UW System Portal through the Benefits Information tile



# HRS Enhancement – Benefits Cont.

Click on Dependents

Benefit Information

Summary Statements **Dependents**

Name Relationship

View/Update Dependent Details View Dependent Coverage

Service notice: This app may be offline on Sundays, 6-10 a.m. for routine maintenance.

Click on name of dependent to view/update



Home **Dependent/Beneficiary Info**

ERNIE EMPLOYEE REALLY IMPORTANT

**Dependent and Beneficiary Information**

| Name          | Relationship | Beneficiary | Dependent |
|---------------|--------------|-------------|-----------|
| DEPENDENT ONE | Child        | ✓           | ✓ >       |
| DEPENDENT TWO | Child        | ✓           | ✓ >       |

Update existing information and save

Cancel **Individual Dependent/Beneficiary Information** Save

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on Oct 22, 2018.

A change may impact a dependent's eligibility or coverage or may require further documentation for proof of change.

**Name**

DEPENDENT ONE >

**Personal Information**

Date of Birth 01/01/XXXX

# HRS Enhancement – Benefits Con't

Resources will be available 11/4/2018:

KB 87020:

BN-Self Service - View/Update Dependent Information

Portal Tip Sheet for Employees:

Update Benefit Dependent Information

[\(https://uwservice.wisconsin.edu/benefit-plans/\)](https://uwservice.wisconsin.edu/benefit-plans/)

# Questions?



# HR: New POI Type

- The following new Person of Interest (POI) type will be implemented as of 11/04/2018:
- 00031 Unpaid Intern/Practicum
- This POI type will allow NETID and email account setup (determined and set up by each institution), no HRS access
- KB's #15636: [HR - Add or Maintain a Person of Interest \(POI\)](#) and #22853: [HR - Add a Person of Interest \(POI\) Relationship](#) will also be updated to reflect this additional POI type

# New Public Queries in HRS

- The Service Center previously published the queries below in the EPM portal. They have been recreated in HRS as the EPM portal will not be available after 11/4/18.

| EPM Query<br>no longer accessible after 11/4/18 | HRS Query<br>available on 10/30/2018 | HRS Security Roles  |
|---|--------------------------------------|---|
| UW_FI_IUT                                       | UW_FI_ONCYCLE_IUT                    | UW_UNV_BN_CAMPUS_BN_UPD<br>UW_UNV_BN_DED_PREPAY_RVW<br>UW_UNV_FI_FINANCE_REVIEW<br>UW_UNV_PY_PAYROLL_UPD                    |
| UW_HR_POSITION_NOFTRUST                         | UW_HR_POSITION_OF_TRUST              | UW_UNV_HR_QUERY_NS<br>UW_UNV_TL Camp Div PY Admin<br>UW_UNV_TL Non Supervisor<br>UW_UNV_TL Supervisor<br>UW_UNV_TL_VIEWONLY |

- [KB 29841: Criminal Background Check - Position of Trust \(includes report\)](#) is updated.

# Legacy Person Search Security Roles

- The following security roles will include access to the new Legacy Person Search page in HRS:

UW\_UNV\_HR\_ADMINISTRATOR

UW\_UNV\_HR\_MNGHIRE\_RECRUITING

UW\_UNV\_HR\_CON\_EMP\_INFO\_UPD

UW\_UNV\_HR\_TBH\_ADMIN\_APPR\_UPD

UW\_UNV\_HR\_ETHNICITY\_MOD\_PER\_UP

UW\_UNV\_HR\_PERSON\_UPD

UW\_UNV\_HR\_STUDENT\_HELP\_UPD

- Access included with View Only roles soon



# Questions?



## **Reminder – Upcoming TAM Security Enhancements**

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 11/5
- A direct communication was sent on 10/16 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

# TAM – Fluid Candidate Gateway

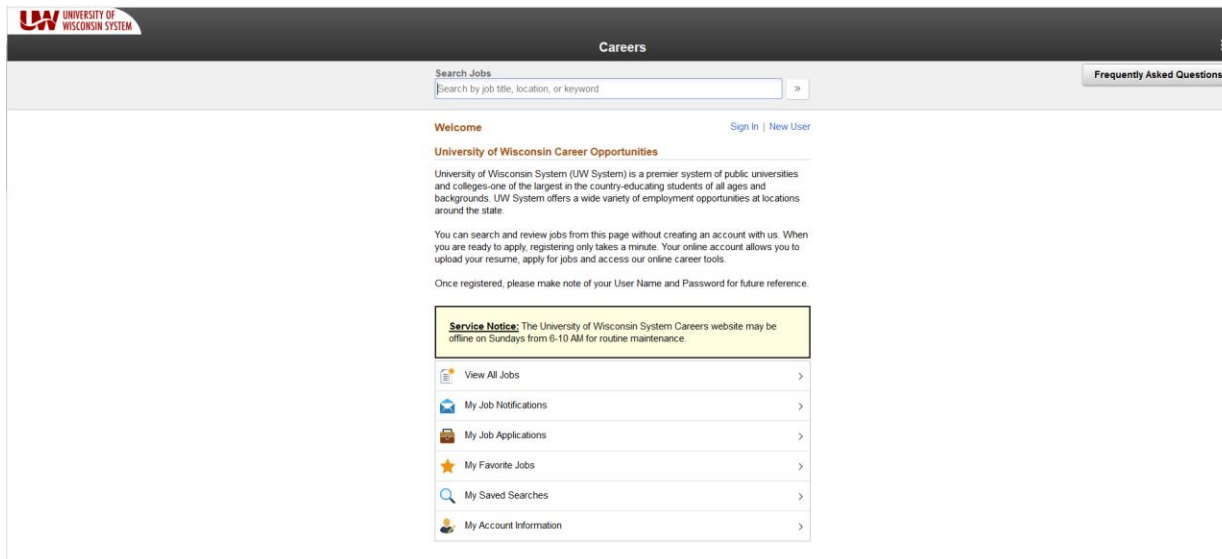
Starting November 4<sup>th</sup> Fluid interface for Candidate Gateway will be implemented

## Why Fluid?

- Fluid functionality has an enhanced look and feel that provides mobile optimized capability for applicants to search and apply for jobs using mobile devices such as smart phones and tablets!
- The Classic interface is no longer supported by Oracle

## Future State:

- Fluid Candidate Gateway Walkthrough Video:  
[https://uwservice.wisconsin.edu/docs/pd/fluid\\_candidate/](https://uwservice.wisconsin.edu/docs/pd/fluid_candidate/)
- Fluid view of “Careers” page:



The screenshot displays the 'Careers' page of the University of Wisconsin System. At the top, there is a search bar labeled 'Search Jobs' with a placeholder text 'Search by job title, location, or keyword' and a 'Frequently Asked Questions' button. Below the search bar, there is a 'Welcome' message and links for 'Sign In' and 'New User'. The main content area features a 'University of Wisconsin Career Opportunities' section with a brief description of the UW System and a note about searching and reviewing jobs. A 'Service Notice' box indicates that the website may be offline on Sundays from 6-10 AM for routine maintenance. At the bottom, there is a navigation menu with links for 'View All Jobs', 'My Job Notifications', 'My Job Applications', 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'.

# TAM – Fluid Candidate Gateway

## What's changed:

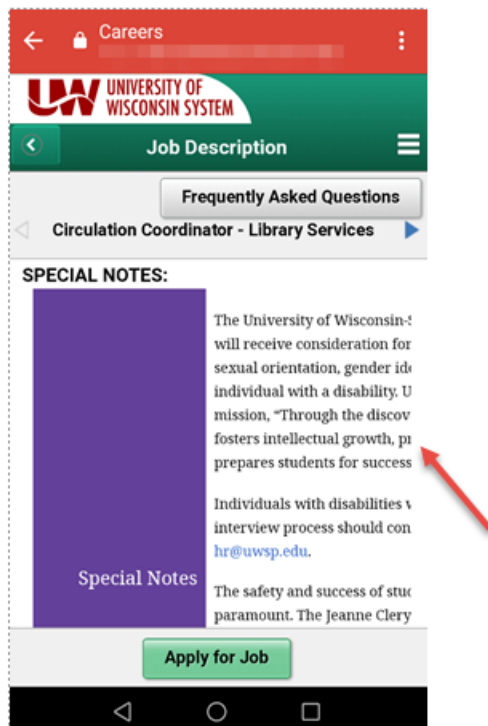
- Added Functionality to browse through smaller devices
- Look and feel of new Fluid pages
- Functionality to “Type your resume” will no longer be available. Only option available in fluid is for applicant to “Upload Resume”
- New link for “Frequently Asked Questions” has been added to Fluid Candidate Gateway. When clicking on this button, applicants will be directed to [KB-21900](#): FAQ Resource for Applicants Applying via Candidate Gateway
- Institutions will have to update the HTML links on their websites for all the vacancies that are facilitated through TAM. An email will be sent out after this presentation with updated HTML files for your websites that contain the “Who are you” page information. The new scripted URLs will be for external applicants to reach Candidate Gateway and internal applicants to reach Self Service Careers. These links need to be activated starting November, 4<sup>th</sup> between 6:00 AM – 10:00 AM.

# TAM – Fluid Candidate Gateway

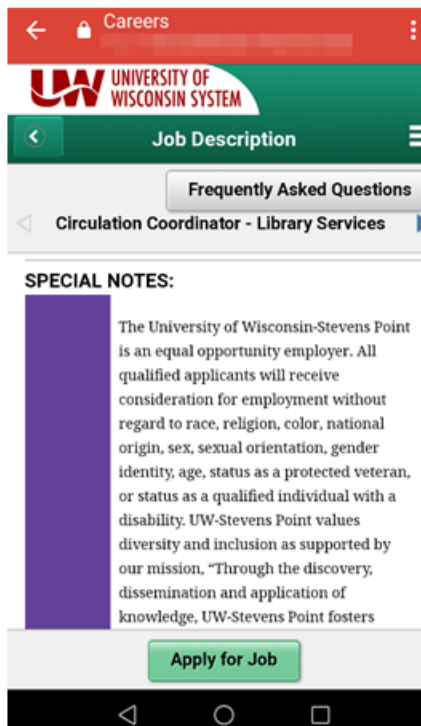
## What's changed:

- Institutions that copy and paste an image, table, or a template in a job posting will need to update the width and height of the table/image in the TAM Job Posting Description section. This is needed for the image or verbiage in the table to be displayed properly on smaller devices. Please refer to KB-87140: Modify Images and Tables in Job Posting for detailed instruction. (<https://kb.wisc.edu/hrs/page.php?id=87140>)
- Below is an example of a Job Posting on a smaller device in Fluid Candidate Gateway before and after updating the width and height of the table:

### Before:



### After:



# TAM – Fluid Candidate Gateway

## Applicant logs in for the first time after Fluid go-live:

- Applications that are in “Not submitted” status and were started in Classic version:
  - Applicant will see a message saying “Changes to the application process or its terms and agreements have taken place since you last saved your application. All of your saved responses are retained, but additional information may be requested for your application to be completed”
  - Applicant will have to agree to “terms and conditions” once again in fluid for their “Not Submitted” applications. Then the system will walk through their application to confirm their information previously saved is correct by clicking on the “Next” button in the “Apply for Job” activity.
  - Links for the two automated emails below that were generated from Classic version will not work once fluid functionality is implemented. These links will work as expected once auto emails are generated from fluid.
    - Your online Resume/Curriculum Vitae has been successfully submitted – Automated Email generated once application is submitted in Classic version
    - Email a Friend – Recommend career opportunity at University of Wisconsin System to a friend by using “Email a Friend” functionality on Candidate Gateway Classic page.

# TAM – Fluid Candidate Gateway

## Advance Notice:

- Starting Sunday, October 28, 2018, there is a pop-up message presented to Applicants using TAM as notice of upcoming look and feel changes to our Careers site. Message will also inform applicants that the new look will allow them to apply for jobs using smart phone, tablets or laptop/desktop and all their history information will still be there for them.
- Message is presented once upon visiting the Candidate Gateway and Self Service Careers sites each time they visit with a new web browser.
  - Must click OK to proceed
  - Will be removed from site after Fluid implementation on November 4<sup>th</sup>

**Our Careers site is updating! After 10 a.m. on Sunday, November 4, 2018, you will see the new look and feel to our Careers system. The new look will allow you to search and apply for jobs using your smart phone or tablet. No need to stress! Our system will still work well with your laptop or desktop computers too. And all of your history information will still be there for you!**

**Any questions or issues after fluid functionality is rolled out should be directed to designated Affinity Group for each institution**

# Questions?





# Legal Holiday Reduction

Effective 11/4 there will be 2 new takes visible to payroll coordinators.

## Element name

## Description

- UWSC LH RED TAKE      Legal Holiday Reduction (CLS)
  - UWSU LH RED TAKE      Legal Holiday Reduction (UNC)
- 
- These takes are designed to remove Legal Holiday *entitlement* for a specific holiday. At this time, please do not choose this take. The UWSC will be reviewing the entitlements and using the take if appropriate. Use of this take will reduce an employee's Legal Holiday earnings for the period for someone who received the entitlement and was not eligible according to policy.
  - Further information will be provided for campus use in the future.

# Workflow for Additional Pay

Update on recent issues:

- Mass approval of a partial list of pending approvals leading to the false message “you have no pending approvals” has been resolved.
- The output log generated by the mass upload process has been enhanced to include the error message for the entries that do not successfully load.
- Instances where all approvers at a specific level are not included in the pending approval notice or able to approve addl pay requests has been resolved.
- Next in list feature at bottom of the Workflow Addl Pay Create screen is now active.
- The duplicate salary on additional pay paylines issue has been resolved.
- When submitting an addl pay request on the Workflow Addl Pay Create page using an existing earnings code/effective date combination in the Create Additional Pay page, the records can be fully approved, and then fail when loading to the delivered page. The Workflow Status will be updated to: “Error. Contact Administrator.”

# Workflow for Additional Pay

New queries have been developed to support the workflow for additional pay process:

- Pending Approvals Query:
  - UW\_PY\_WFAP\_PENDING\_APPROVALS
- Current Approvers Query:
  - UW\_PY\_WFAP\_CURRENT\_DEPT\_APPROV
- **Insufficient Approvers Query (correction to query name)**
  - **UW\_PY\_INSUFFICIENT\_APPROVERS**
- Navigation for all queries: Reporting Tools > Query > Query Viewer
- See KB-86904: PY – Workflow for Additional Pay Queries for details

# Workflow for Additional Pay

## Reminder:

- The Service Center is unable to make updates to your additional pay requests. If a change is needed,
  - And not fully approved, have request denied and use correct history to edit the request
  - And has been fully approved, add one day to the effective date and reuse the earnings code and sequence number to override the previous (erroneous) request
  - And has been fully approved and the incorrect amount has been loaded to the payline, add one day to the effective date, reuse earnings code & sequence number and submit a ticket to have the original request removed from the existing payline

## Resources:

- WfAP Readiness Page:

<https://uwservice.wisconsin.edu/hrs/project-readiness#workflow-for-additional-pay-wfap-tab>

# Questions?



# PY Calendar Review

September 2018

November 2018

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

# Institutional Feedback