



Affinity Group January 22, 2019

- 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: SSN Removal on Oct/Mar EPM Data View
Retire Release Home Info Customization
- PY: W-2 Administrator Access

Non-Standard Processing Schedule

Calendar Review

Important Year-End Payroll Dates

SSN Removal on October/March EPM Data View

- The SSN has been removed from the following views in EPM
 - UW_HR_MARJOB_VW
 - UW_HR_OCTJOB_VW

Retire Release Home Information Customization

- A recommendation has been made to retire the *Release Home Information Customization* in HRS.
 - There is an increased focus on restricting access to personal information (eg. GDPR – General Data Protection Regulation).
 - The Release Home Information data element is not utilized in HRS.
 - Personal information will continue to be exported to the Person Hub and EPM.
 - All default values will be set to “No” (Do not release).

Retire Release Home Information Customization

- Administration Access is from the UW Personal tab within the Personal Information
 - Retiring the customization would remove the Label and Checkbox

Favorites ▾ Main Menu ▾ > Workforce Administration ▾ > Personal Information ▾ > Add a Person > M

Biographical Details Contact Information Regional **UW Personal** Organizational Relationships

Empl ID 00915453

UW Additional

Adj Cont Svc Dt

Release Home Information:

Default Value is "N" (Do Not Release Home Information)

UW Additional Fields Find | view All First 1 of 1 Last

*Effective Date

Foreign Nat Working Outside US

Foreign Nat Working Outside US:

Foreign Nat Working Inside US

Applied for SSN or ITIN:

Save Notify Refresh Add Update/Display Include History Correct History

Retire Release Home Information Customization

- Employee Access is from within the Personal Details Fluid pages of Employee Self Service.
 - Retiring the customization would remove this page

The screenshot displays the 'Personal Details' page for Justin Case, IS SUPERVISOR 2. The left sidebar contains various personal information categories, with 'Release Home Information' highlighted. The main content area is titled 'Release Home Information' and shows a 'Current Value' of 'No', indicated by a red box and a red arrow. Below this, there are instructions and a question: 'Do you approve the release of your Home Address, Home Phone and Home Email Address by the University to vendors and organizations for mailings and other information?' with radio buttons for 'Yes' and 'No'.

- **Request for Institutions:**

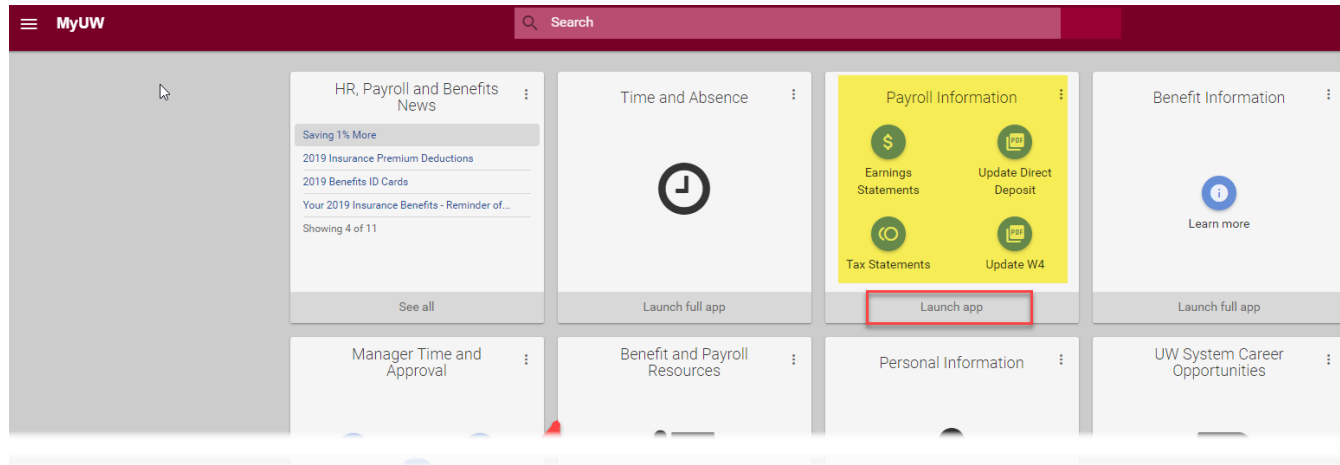
- Are there any external Business Processes that utilize this data element?
 - It is possible that historical Business Processes might have utilized this data element (eg. Printed and Online Departmental Directories; University Partners; Unions; Foundations; Other State Agencies)
- If so, please identify and provide the Business Process documentation on how this is currently being utilized.
- **Please respond by Friday 01/25/2019**
- The Service Center is assuming that this data element is no longer utilized but we want to confirm before we retire the customization.

W-2 Administrator Access

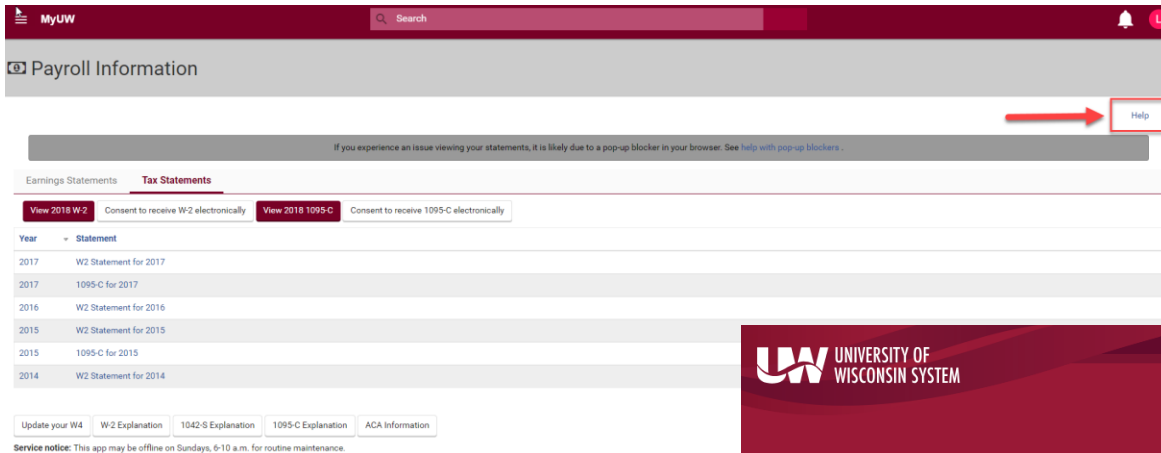
- For access to W-2/W-2c reprints: Payroll for North America > U.S. Annual Processing > Create W-2 Data > View W-2/W-2c Forms
- Security Role Needed for Access: UNV PY Tax Update
- Reference: KB-21953 - UWSC Support - UW Employee Tax Statement Help from the UW Service Center

W-2 Administrator Access

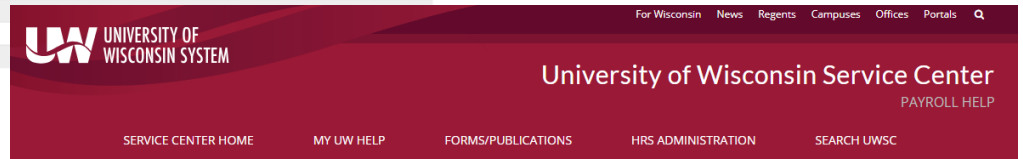
- For troubleshooting with employees (from the portal):



W-2 Administrator Access



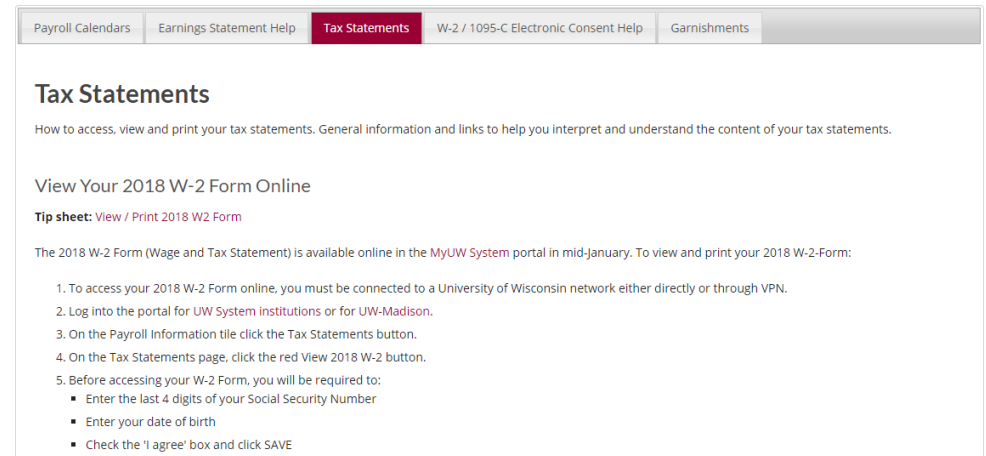
The screenshot shows the MyUW Payroll Information page. At the top, there is a search bar and a notification icon. Below the search bar, the page title "Payroll Information" is displayed. A red arrow points to a "Help" button located in the top right corner of the page. Below the "Help" button, there is a message: "If you experience an issue viewing your statements, it is likely due to a pop-up blocker in your browser. See help with pop-up blockers." The main content area is divided into two tabs: "Earnings Statements" and "Tax Statements". Under the "Tax Statements" tab, there are two buttons: "View 2018 W-2" (highlighted in red) and "View 2018 1095-C". Below these buttons is a table with columns "Year" and "Statement". The table lists statements for the years 2017, 2016, 2015, and 2014. At the bottom of the page, there are several links: "Update your W4", "W-2 Explanation", "1042-S Explanation", "1095-C Explanation", and "ACA Information". A "Service notice" is also present at the bottom left.



The navigation bar for the University of Wisconsin Service Center Payroll Help. It features the University of Wisconsin System logo on the left. On the right, there are links for "For Wisconsin", "News", "Regents", "Campuses", "Offices", and "Portals". Below the logo, the text "University of Wisconsin Service Center" is displayed, with "PAYROLL HELP" underneath. At the bottom of the bar, there are five main navigation links: "SERVICE CENTER HOME", "MY UW HELP", "FORMS/PUBLICATIONS", "HRS ADMINISTRATION", and "SEARCH UWSC".

UW Service Center / Payroll Help

Payroll Help



The screenshot shows the "Tax Statements" help page. At the top, there is a navigation bar with tabs: "Payroll Calendars", "Earnings Statement Help", "Tax Statements" (highlighted in red), "W-2 / 1095-C Electronic Consent Help", and "Garnishments". Below the navigation bar, the page title "Tax Statements" is displayed. The main content area contains the following text: "How to access, view and print your tax statements. General information and links to help you interpret and understand the content of your tax statements." Below this, there is a section titled "View Your 2018 W-2 Form Online". Underneath, there is a "Tip sheet: View / Print 2018 W2 Form". The text states: "The 2018 W-2 Form (Wage and Tax Statement) is available online in the MyUW System portal in mid-January. To view and print your 2018 W-2-Form:" followed by a numbered list of steps: 1. To access your 2018 W-2 Form online, you must be connected to a University of Wisconsin network either directly or through VPN. 2. Log into the portal for UW System institutions or for UW-Madison. 3. On the Payroll Information tile click the Tax Statements button. 4. On the Tax Statements page, click the red View 2018 W-2 button. 5. Before accessing your W-2 Form, you will be required to:

- Enter the last 4 digits of your Social Security Number
- Enter your date of birth
- Check the 'I agree' box and click SAVE

Non-Standard Processing Schedule

1B Processing Schedule:

- 1/18 Create Paysheets (Friday)
- 1/18 Payline Deadline – 4:30 pm (Friday)
- 1/21 Payline/Retro Load (Monday - holiday)
- 1/22 FICA Deadline (Tuesday)
- 1/23 Final Calc/Confirm – Noon (Wednesday)

1M Processing Schedule:

- 1/24 Create Paysheets (Thursday)
- 1/25 Payline Deadline – 4:30 pm (Friday)
- 1/26 Payline/Retro Load (Saturday)
- 1/27 FICA Deadline (Sunday)
- 1/28 Final Calc/Confirm – noon (Monday)

PY Calendar Review

Today

January 2019

1A 1B 1M

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

Important Year-End Payroll Dates

Date	Event
1/11/2019	Deadline to choose electronic-only distribution of your W2
1/16/2019	Target date for starting the printing of W2s
1/23/2019	Targeted date for finish printing W2s
1/30/2019	Targeted date for employees to receive 2018 W-2s
1/31/2019	IRS postmark deadline for employees 2018 W-2s
2/27/2019	Targeted print date for 2018 Fellowship/Scholarship Letters
2/28/2019	Targeted print date for 2018 1042-S forms
3/3/2019	CYE posts to WISDM (approximately)
3/11/2019	Targeted date for employees to receive 2018 1042-S forms (3/15/2019 due)

<https://uwservice.wisconsin.edu/administration/cye>