



## Affinity Group 1

### February 12, 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 Colleges & Extension Restructuring  
FMLA/WFMLA Eligibility Report
- TAM Email Address Added to Screening Questions
- TL Time and Labor Report Update
- AM Information for Non-ESS Employees  
FA/AS/LI Absence Management Display

Upcoming Learning Path Classes  
Non-Standard Processing Schedule  
Calendar Review  
Important Year-End Payroll Dates  
Institutional Feedback

# UW Colleges & Extension Restructuring

- Employees moving from UW Colleges and Extension are currently using ESS for Time and Labor and Absence Management entry.
- Process consideration should be given at those institutions not using ESS.
- Schedule assignments should also be reviewed for these individuals.

# HR – FMLA/WFMLA Eligibility Report

- Accumulates and totals an employee's worked hours and leave hours to help determine eligibility for leave covered by the Family Medical Leave Act (FMLA) and/or the Wisconsin Family Medical Leave Act (WFMLA).
- HRS Navigation:  
UW HR Reports > FMLA/WFMLA Eligibility Report

# HR – FMLA/WFMLA Eligibility Report

- Report exclusions based on Empl Class:

<b>Original</b>	SA1 (Student Asst Stipends), and ET2 (Employee-in-training Stipends) are excluded
<b>New</b> as of 2/10/2019	SA1, ET2, and ET4 (Graduate Intern/Trainee) are excluded

- More information:

<https://kb.wisc.edu/hrs/page.php?id=25464>

# Questions?



## Question ID - 2458, Code - Z00EX00074 - Seven Year UW or State History

- Are you currently employed by or have been employed by a UW System institution or a State of Wisconsin agency during the last seven years? Please indicate Yes or No.
- If Yes, please provide below the institution or agency and your supervisor's contact information, including name, phone number and **email address** for each.

\*\*Note: the current employer will only be contacted if the applicant is deemed a final candidate.

## Question ID - 2459, Code - Z00EX00075 – Most Recent Employer & Contact

- Please list your most recent employer, supervisor's name, and supervisor's contact information, including name, phone number and **email address**.

**\*\*Note:** the current employer will only be contacted if the applicant is deemed a final candidate.



# Questions?



# Time and Labor Report Update

The IP Address Exception Report has been enhanced to include the following:

- IP Address Information for all punch types, including OUT punches which were not previously shown in the results
- A column to show the Operator ID of who made the punch
- Punch information for both Timesheet and Webclock entries
- More information: KB 17071: [TL – Time and Labor Reports](#)

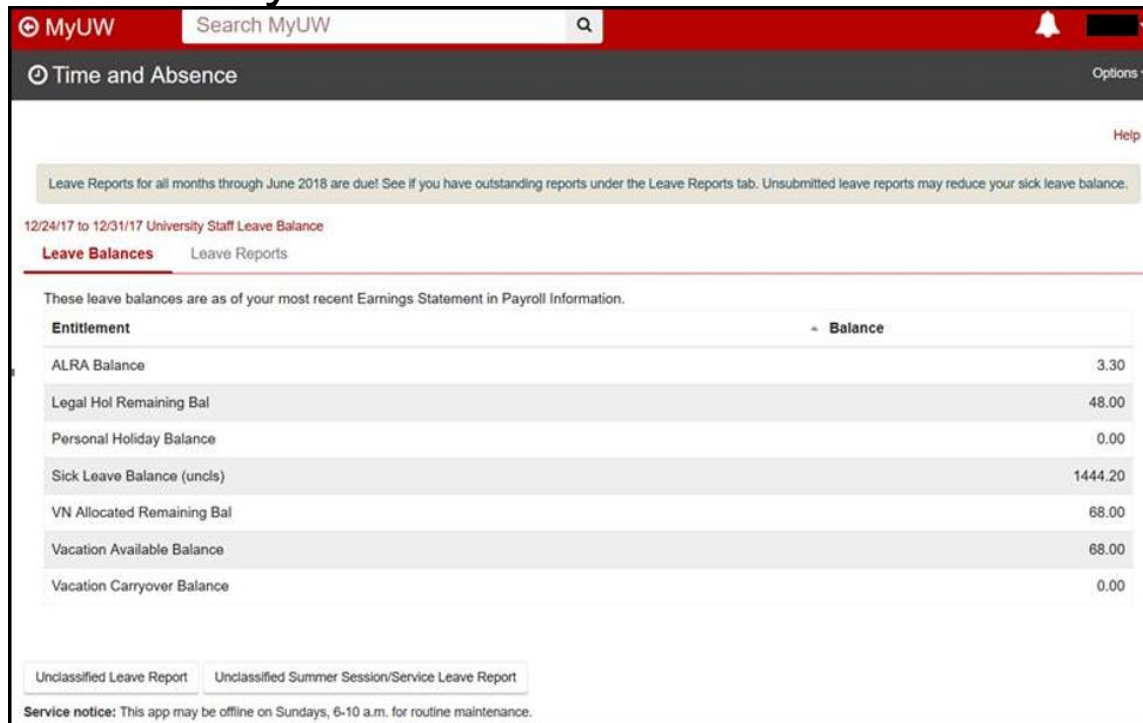
# Questions?



# Absence Information for Non-ESS Employees

## Current State

- Absence information was removed from earning statements
- Non-ESS employees see summary leave balances information on the "Leave Balances" tab in Time and Absence in the My UW Portal



MyUW Search MyUW

Time and Absence Options

Help

Leave Reports for all months through June 2018 are due! See if you have outstanding reports under the Leave Reports tab. Unsubmitted leave reports may reduce your sick leave balance.

12/24/17 to 12/31/17 University Staff Leave Balance

Leave Balances Leave Reports

These leave balances are as of your most recent Earnings Statement in Payroll Information.

Entitlement	Balance
ALRA Balance	3.30
Legal Hol Remaining Bal	48.00
Personal Holiday Balance	0.00
Sick Leave Balance (uncls)	1444.20
VN Allocated Remaining Bal	68.00
Vacation Available Balance	68.00
Vacation Carryover Balance	0.00

Unclassified Leave Report Unclassified Summer Session/Service Leave Report

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

# Absence Information for Non-ESS Employees

## Future State (2/12):

- All non-ESS employees will have access to view the “Absence” tab in My UW and will see historical leave usage

MyUW Search MyUW

Time and Absence Options

12/24/17 to 12/31/17 University Staff Leave Balance

**Absence** Leave Balances Leave Reports

Previous 1 2 3 4 5 Next

Name	Status	Start	End	Total
Legal Holiday (CLS)	Approved	09/03/2018	09/03/2018	8
Vacation (CLS)	Approved	08/21/2018	08/21/2018	4
Vacation (CLS)	Approved	08/20/2018	08/20/2018	8
Vacation (CLS)	Approved	08/09/2018	08/09/2018	4
Vacation (CLS)	Approved	08/03/2018	08/03/2018	8
Vacation (CLS)	Approved	08/02/2018	08/02/2018	8
Vacation (CLS)	Approved	08/01/2018	08/01/2018	8
Vacation (CLS)	Approved	07/31/2018	07/31/2018	8
Vacation (CLS)	Approved	07/30/2018	07/30/2018	8
Legal Holiday (CLS)	Approved	07/04/2018	07/04/2018	8

Previous 1 2 3 4 5 Next

- ESS Leave Reports and Absence Balances Tabs
  - Current month is appearing as a Missing Leave Report (after the 5<sup>th</sup> of the month)
  - Report is not due until month is complete

# FA/AS/LI Absence Management Display

Time



- Request Absence
- Leave Reports**
- Absence Balances
- View / Edit Requests
- Cancel Absences

## Leave Reports

### Leave Report Notice

Enter any missed leave via the 'Request Absence' button on the left. Enter a 'No Leave Taken' absence for any month where no leave was taken. After submitting an absence or 'No Leave Taken', the Missing Leave Report below will continue to show the month(s) as missing a leave report until the next business day.

Leave Reports for Faculty, Academic Staff and Limited Appointees must be submitted for every month, **even if no leave was taken during the month**. Unsubmitted leave reports for the prior fiscal year will **reduce your current sick leave balance**. Direct questions to your supervisor or [human resources office](#).

Generic Monthly Leave Report    Generic Monthly Summer Leave Report

### Missing Leave Report from July 2018 to February 2019

Emplid:

Bus Unit	Dept ID	Employee Record	HR Status	Missing Reports
UWSYS	Y601000	0	A	2019 - February

Approver: |



Time



- Request Absence
- Leave Reports
- Absence Balances**
- View / Edit Requests
- Cancel Absences

## Absence Balances for |

\*Balances for Job 0 - IS SPECIALIST

\*Balances for Year 2019 \*and Period 01/31/2019 - M01

You are currently missing 1 leave report for the fiscal year starting 07/01/2018. Please submit as soon as possible.



### Posted Leave Balances for Period Ending 01/31/2019 - ARG M01

Leave Type	Beg Earn Balance	Earned	Used/Adj	Ending Earned Balance	Available Balance
Vacation	48.50	14.67	-4.00	59.17	132.50
Vacation Carryover	0.00		0.00	0.00	0.00
Sick	373.25	0.00	0.00	373.25	373.25
Banked Leave	0.00		0.00	0.00	0.00
Pers-Holiday	0.00	0.00	0.00	0.00	0.00
Legal-Holiday	24.00	16.00	-40.00	0.00	8.00



# FA/AS/LI Absence Management Display

- Service Center will update display and message changes in HRS for March period
- The actual verbiage of this message is still being drafted



# Questions?



# Upcoming Learning Path Courses

- HR training held at the Service Center in Madison:
  - Introduction to Hiring
    - 2/27/19 – 8:30 am
  - Updates: Person, Position, Job
    - 2/27/19 – 1:00 pm
  - Rehires, Transfers, Multiple Jobs
    - 2/28/19 – 9:00 am
- TAM training offered via Blackboard Collaborate:
  - Recruiting in TAM
    - 2/26/19 – 8:30 am – 4:00 pm
- BN training held at the Service Center in Madison
  - Benefit Enrollments
    - 4/11/19 – 8:00 am
  - Benefit Deductions
    - 4/11/19 – 12:30 pm

# Upcoming Learning Path Courses – cont'd

- Payroll training :
  - Additional Pay
    - 3/14/19 – 8:30 am (offered via Blackboard Collaborate)
  - Setting up a Person in Payroll
    - 2/13/19 – 9:00 am (held at the Service Center in Madison)
    - 4/10/19 – 9:00 am (offered via Blackboard Collaborate)
  - Approver Maintenance (offered via Blackboard Collaborate)
    - 2/14/19 – 9:00 am
- Finance training offered via Blackboard Collaborate:
  - Setting up Funding
    - 3/11/19 – 12:30 pm
  - Changing Funding
    - 3/12/19 – 12:30 pm

# Questions?



# Non-Standard Processing Schedule

## 2B Processing Schedule:

- 2/15 Create Paysheets (Friday)
- 2/18 Payline Deadline – 4:30 pm (Monday)
- 2/18 Payline Load (Monday)
- 2/19 FICA Deadline (Tuesday)
- 2/20 Final Calc/Confirm – Noon (Wednesday)

## 2M Processing Schedule:

- 2/21 Create Paysheets (Thursday)
- 2/22 Payline Deadline – 4:30 pm (Friday)
- 2/23 Payline Load (Saturday)
- 2/24 FICA Deadline (Sunday)
- 2/25 Final Calc/Confirm – Noon (Monday)

# PY Calendar Review

January 2019

March 2019

← Today		February 2019					2A 2B 2M →	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
27	28	29	30	31	1 [2M] Pay Period Begin [1M] Pay Date	2 [2A] Pay Period End		
3 [2A] 1st Batch Prelim Calc [2B] Pay Period Begin	4 [2A] 2nd Batch Prelim Calc	5 [2A] Payroll and Benefit Retro and Payline Load [2A] 3rd Batch Prelim Calc	6 [2A] FICA Deadline [2A] 4th Batch Prelim Calc	7 [2A] Confirmation Deadline (Eve) [2A] Final Calc	8	9		
10	11	12	13	14 [2A] Pay Date	15 [2B] 1st Batch Prelim Calc	16 [2B] 2nd Batch Prelim Calc [2B] Pay Period End		
17 [2B] 3rd Batch Prelim Calc [3A] Pay Period Begin	18 [2B] Payroll and Benefit Retro and Payline Load [2B] 4th Batch Prelim Calc Washington's Birthday [Federal Reserve Bank Holiday]	19 [2B] 5th Batch Prelim Calc [2B] FICA Deadline	20 [2B] Confirmation Deadline (Eve) [2B] Final Calc	21 [2M] 1st Batch Prelim Calc	22 [2M] 2nd Batch Prelim Calc	23 [2M] 3rd Batch Prelim Calc [2M] Payroll and Benefit Retro and Payline Load		
24 [2M] FICA Deadline [2M] 4th Batch Prelim Calc	25 [2M] Confirmation Deadline (Eve) [2M] Final Calc	26	27	28 [2M] Pay Period End [2B] 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>

# Institutional Feedback