UW UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group
March 5, 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: Extend EJED Process
- BN: Summer Prepay
- AM: Portal Absence Management Display – FA/AS/LI
- TL: Daylight Savings Time

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Mass Job Update – 2019 Extend EJED Process

- Service Center has created a spreadsheet list of employees whose EJED is equal to the end of the Academic Year by Business Unit. This spreadsheet will be sent out on March 1st and updates should be returned to your AG Lead by April 19th.
  - The **Extend (Y/N)** column is the only column that requires attention. Please do not delete rows or columns from the spreadsheet.
    - Extend (Y/N) requires a **Y** if the employee needs to have their EJED extended – the EJED will be updated to the day before the 2019-20 Academic Year begins.
    - Extend (Y/N) requires a **N** if the employee does not need to have their EJED extended.
- The Service Center will extend employees with a "Y" value through the Mass Update Process the weekend of May 4th.
  - If you become aware of an employee that needs to be extended after this process runs, the campus will have to manually update those EJEDs.
  - Employees not extended will be terminated through normal EJED processing in May which occurs on May 17th.

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- ## Excel file sent March 1, 2019

BUSINESS_UNIT	DEPTID	NAME	EMPLID	EMPL_RCD	POSITION_NBR	EMPL_CLASS	CONTINUITY	EMPL_STATUS	EFFECTIVE_DATE	CURRENT_EJED	NEW_EJED	EXTEND_Y_N
UWCOL	R152000	CHRISTIANSEN,GEORGE W	00173727	0	01458744	AS	02C	A	01-FEB-19	26-MAY-19	26-AUG-19	Y
UWCOL	R152300	SNOW,SANDRA J	00763547	0	02187456	AS	02B	A	01-FEB-19	26-MAY-19	26-AUG-19	Y
UWCOL	R152400	SLAYMAKER,LAURA	00742935	0	02215657	AS	02B	A	11-JAN-19	26-MAY-19	26-AUG-19	Y
UWCOL	R152500	MCEVILLY III,THOMAS F	00098565	0	02179217	AS	02A	A	11-FEB-19	26-MAY-19	26-AUG-19	Y
UWCOL	R153000	DWYER,KELLY L	00410938	0	01458736	AS	02C	A	01-FEB-19	26-MAY-19	26-AUG-19	Y
UWCOL	R153000	KANE-GRADE,LIAM P	00737262	2	02207035	AS	02B	A	11-JAN-19	26-MAY-19	26-AUG-19	Y
UWCOL	R153300	STEWART,ERIC D	00828582	1	02206922	AS	02B	A	11-JAN-19	26-MAY-19	26-AUG-19	Y
UWCOL	R153600	HERTZ,KATHLEEN E	00399881	2	01501658	AS	02B	A	01-FEB-19	26-MAY-19	26-AUG-19	Y
UWCOL	R153600	DEGENHARDT,ERIK	00906546	0	02187776	AS	02B	A	26-JAN-19	26-MAY-19	26-AUG-19	Y

Only Column Requiring Editing

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Summer Prepay

- **Prepays will be loaded for all C-Basis employees on March 3, 2019**
  - Email will go out to employees on Sunday, March 3, 2019, regarding the prepay deduction schedule and guidelines

  - Benefit Administrators can review employees from UW_BN_PREPAY_LOAD_STATUS

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Summer Prepay

- **How to identify employees setup for Summer Prepay?**

- [Deduction Prepay Load Status Query](#) (KB #16478)

  - Status 'Not Processed' will identify employees setup with "OK to Process" checked.

- Use this query to manage your Summer prepay population. Changes need to be finalized prior to the Payroll and Benefit Retro and Payline Load for each monthly payroll.

  - 03M: 3/24/2019 (Sunday)

  - 04M: 4/23/2019 (Tuesday)

  - 05M: 5/21/2019 (Tuesday)

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Summer Prepay

- **How to identify employees who loaded or did not load to the paycheck?**

- [Deduction Prepay Load Status Query](#) (KB #16478)

  - Status 'Loaded to Payroll' will identify employees whose deduction prepay was setup on the paycheck.

  - Status 'Not Processed' will identify employees whose deduction prepay was not setup on the paycheck. These will be manually reviewed and fixed by the UWSC.

- **When to run the query?**

  - Following the Payroll and Benefit Retro and Payline Load each month (dates on previous slide)

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Summer Prepay

- Work with divisions/departments to determine who will be returning in the fall and need summer prepay deductions.

- Remember, the UW is considered one employer.

  - Department Transfers
  - Institution Transfers

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Summer Prepay

- **Summer Prepay Resource Landing Page:** https://uwservice.wisconsin.edu/administration/prepay/
- Calendar & Timeline with Key Dates
- KBs – Queries for managing Summer Prepay
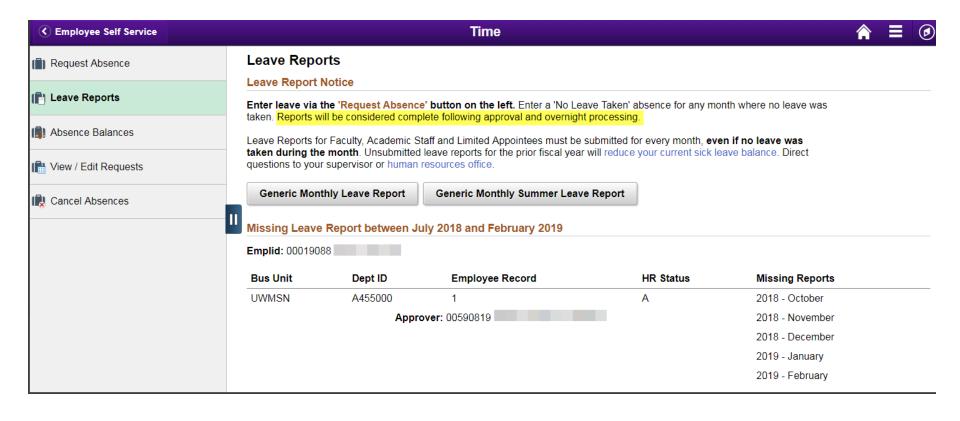- Supporting Job Aids
- Policy
- Summer Prepay Slides

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Update – as of March 2, 2019

- ESS Leave Reports and Absence Balances Tabs
    - Current month is no longer appearing as a Missing Leave Report
    - Enhanced language on Leave Reports Tab: *Reports will be considered complete following approval and overnight processing.*

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FA/AS/LI Absence Management Display

Daylight Savings Time

- Daylight Savings Time begins on Sunday, March 10, 2019
- HRS is configured to automatically adjust payable time for the autumn and spring DST changes
- Time which includes the 2:00AM time change will have one hour (1.00) subtracted in payable time
- KB Reference: 15561 – TL Daylight Saving Time