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Affinity Group 2
March 26, 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

- PY   WfAP Upload Template
            WfAP Add-On Pay
- TAM   Error While Applying
- TL   Rejected by Payroll Tips and Tricks
- AM   Missing Leave Report Email Notifications

        New HRS Processing Calendar
        Upcoming Training Opportunities
        Institutional Feedback

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PY: WfAP Upload Template

- Mass File Upload is available for Workflow for Additional Pay
- The template is available in KB-85468

EMPLID	EMPL_RCD	ERNCD	EFFDT	ADDL_SEQ	UW_END_DATE	ADDLPAY_REASON	OTH_PAY	OTH_HRS	HOURLY_RT	GOAL_AMT	SEPCHK	OK_TO_PAY	PAY_PERIOD1	PAY_PERIOD2	PAY_PERIOD3	COMMENTS
00123456	0	LWR	09/01/2018	1	09/30/2018		1000			1000	0	Y	Y	N	N	Example Upload

- PAY_PERIOD1 = the first pay period of the month
  - FAASLI: this is the only pay period of the month
  - Biweekly: this is the A pay period (which include the 1st of the month)
- PAY_PERIOD2 = the second pay period of the month
  - Biweekly: this is the B pay period
- PAY_PERIOD3 = the third pay period of the month
  - Biweekly: this is the C pay period (occurs 2 or 3 times each year)
- The template value defaults to Y for PAY_PERIOD1 (as both monthly and biweekly pay cycles have a first pay period of the month)
- The template value defaults to N for PAY_PERIOD2 & PAY_PERIOD3 columns

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PY: WfAP Add-On Pay

- There are several Add-On Pay earnings codes configured to pay at a flat rate per hour based on hours paid in the pay period on an on-going basis (these earnings codes begin with "A")

- When entering these additional pay requests, include the following details:
  - Earnings Code
  - Effective Date
  - Addl Seq #
  - OK to Pay
  - Applies to Pay Periods

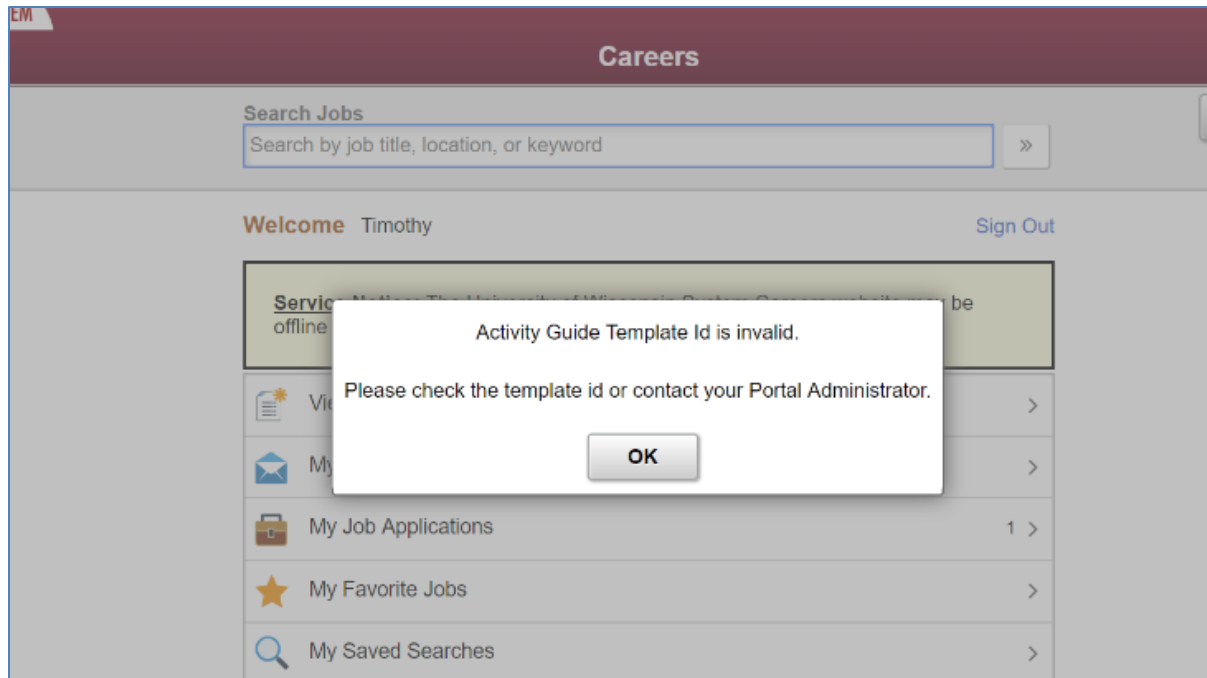UNIVERSITY OF WISCONSIN SYSTEM
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- These requests will load direct to the Create Additional Pay page when approval is complete
- To avoid payment not flowing to the payline (in the case of one-time payments) due to late approval, the end date can be left blank if the Amount and Goal Amount are added
- Entry of retroactively dated add-ons is not recommended
  - If necessary, submit a ticket to the Service Center following approval
- Information related to Add-On pay has been added to KB-17094: PY – Enter Additional Pay

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- A small amount of applicants have reported receiving the following error message when applying for a job opening:

- Applicant is unable to complete application.

- Vast majority of applicants do not encounter this error and can apply successfully.

- Technical team is actively looking into the issue

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Temporary Workaround:

- Instruct applicant to email application materials to your recruitment office.

- Key application into TAM
  See to KB 20042: [Adding an Applicant Manually into TAM](#)

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Common Rejected by Payroll (RBP) Scenarios:

- Hours approved after term in Job Data.
  - Ex: Job data termination effective 03/15/19. Payable time approved after 03/15/19 will go into RBP status. Time will still be paid if approved before confirmation of the regular payroll the term date falls within.

- Adding Retro hours.
  - Ex: Employee termed 3/1/19 but still has hours to report. Hours entered/approved late. If employee was not active during the current pay period being processed, hours will go into RBP status. Submit a WiscIT to your Affinity Group to have a paysheet created so the hours can process through Payroll.

- Pay Group change mid pay period.
  - Ex: Student Help employee (HST pay group) submits their time and then is transferred to LTE (HLR pay group). Any approved payable time after the effective date of the transfer will go to a RBP status and will require resubmitting the hours with the REG00 (University Staff) time reporting code rather than the REG01 (student help) time reporting code.

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Questions?

Institutions requested the missing leave report process for FAASLI employees be managed centrally

- Beginning in April, there will be a new automated process implemented in an effort to:
    - Reduce the number of missing leave reports and sick leave reductions
    - Increase awareness to employees and approvers
    - Relieve the institutions of this task

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Overview:

- HRS will send a monthly automated email to each <u>employee</u> with missing leave reports

- Approximately 7 days later, HRS will send an automated email to each <u>approver</u> with missing leave approvals for same population

- Email schedule will be posted on the new HRS Processing Calendar (slide coming up)

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Missing Leave Report Email Notifications

Monthly Employee Email

Dear Employee Name,

You currently have one or more missing monthly leave reports. Missing Leave reports may be submitted on the following portals:

My Wisconsin Portal (Non-Madison)
MyUW Portal (Madison)

All leave reports for the fiscal year (July - June) must be submitted prior to the following October 1st to avoid a reduction in your sick leave balance. You can review sick leave policies at UW-Madison or UW System Institutions for all other campuses.

The leave report(s) below are currently missing:

NOTE: It is possible that report(s) have been submitted, and not yet approved. The approval status of submitted leave reports can also be viewed on the View/Edit Request tab on your portal.

Bus Unit	Dept Name	Working Title	Employee Record	Missing Reports
UWMSN	LAW/LIBRARY/LIBRARY	SR ACAD LIBRARIAN	1	FEB 2019

Please visit our Time and Absence Help Pages for assistance with reporting leave. If you have questions or are unable to report your leave at the link above contact your Institution Leave Administrator.

Thank you,

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Monthly Approver Email

Dear Approver Name,

There are past due approvals for employee absence requests for whom you have approval responsibilities. To avoid the risk of employees losing sick leave for the current fiscal year (July - June), please approve these absences on your portal at your earliest convenience.

Approvals can be made on the following portals:

My Wisconsin Portal (Non-Madison) Portal
MyUW Portal Portal (Madison)

Please visit our Time and Absence Help Pages for assistance with approving leave. If you have questions or are unable to approve your employee's leave at the link above contact your Institution Leave Administrator.

Thank you,

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- Timeline has been adjusted to better fit with Summer SWB and the start of the academic year
  - Employees will have until 9/30 to enter leave reports
- Approvers will receive an email after 9/30 notifying of the need to approve
  - Approvers will be given the day before the scheduled 10M confirm as the deadline to complete approvals. (This year it is 10/23/19)

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Reminder to Approve Email

Dear [UW Approver or UW Backup Approver Name],

You have past due absence approvals from last fiscal year (July - June) that will result in a sick leave reduction for one or more employees for whom you have approval responsibilities. To avoid employees experiencing a sick leave reduction you must approve by 10/23/2019.

Approvals can be made on the following portals:

My Wisconsin Portal (Non-Madison)
MyUW Portal (Madison)

Please visit our Time and Absence Help Pages for assistance with approving leave. If you have questions or are unable to approve your employee's leave at the link above, contact your Institution leave administrator.

Thank you,

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- Sick leave reduction process will occur for <u>both</u> A and C basis employees on the 10M
  - HRS will not automatically reverse the sick leave reduction if leave is entered after the 9/30 deadline
- Employees will be sent an email following the 10M notifying them of the sick leave reduction

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Notification of Sick Leave Reduction Email

Dear [Employee Name],

Your sick leave balance has been reduced due to the following missing leave report(s).

Bus Unit	Dept Name	Working Title	Employee Record	Missing Reports
UWMSN	LAW/LIBRARY/LIBRARY	EVENING REFERENCE LIBRARIAN	1	OCT 2018
				NOV 2018
				DEC 2018

If you have any questions, please contact your Institution leave administrator.

Thank you,

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- Queries will be available to identify the population that receives the emails.

- Current Cypress reports remain available.

- Note: KBs related to the missing leave report notification are currently being updated.

- The "contact leave administrator" link may have old contacts listed. It is currently linking to https://uwservice.wisconsin.edu/help/payben-contacts/.

  - Following the call, an email with the information of who is currently listed will be sent out.

  - Please provide any updates to the listing to your AG Lead by 4:00pm Friday, March 29.

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Questions?

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New HRS Processing Calendar

- In addition to the payroll processing provided today, this new calendar will include other processes impacting institutions, such as:
  - EJED Processing
  - ACA Processing
  - Missing Leave Report email schedule

- Calendar will be reviewed during AG calls and will be posted on the HRS Administration Page

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New HRS Processing Calendar

April 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31 3C – First Batch Prelim Calc	**1** Focus Pay Card Upload 3C – Second Batch Prelim Calc	**2** AG Calls 3C – Third Batch Prelim Calc 3C - Payline & Retro Load 3C - Prepay & Retro Load ▲ collapse	**3** 3C – Fourth Batch Prelim Calc 3C - FICA Deadline	**4** 3C – Final Batch Prelim Calc	**5**	**6** Missing Leave Report Email -
7 6:00 am - 10:00 am HRS Maintenance Outage - April	**8**	**9** AG Calls	**10**	**11**	**12**	**13** Missing Approvals Email to A ACA Processing
14 4A – First Batch Prelim Calc	**15** Focus Pay Card Upload 4A – Second Batch Prelim Calc	**16** AG Calls 4A – Third Batch Prelim Calc 4A - Payline & Retro Load 4A - Prepay & Retro Load ▲ collapse	**17** 4A – Fourth Batch Prelim Calc 4A - FICA Deadline	**18** 4A – Final Batch Prelim Calc	**19** 4M – First Batch Prelim Calc Monthly EJED Process EJED Mass Job Speadsheet Due	**20**
21 4M – Second Batch Prelim Calc	**22** 4M – Third Batch Prelim Calc	**23** AG Calls 4M – Fourth Batch Prelim Calc 4M - Payline & Retro Load 4M - Prepay & Retro Load ▲ collapse	**24** 4M – Fifth Batch Prelim Calc 4M - FICA Deadline	**25** 4A – Pay Date 4M – Final Batch Prelim Calc	**26**	**27**
28 4B – First Batch Prelim Calc	**29** 4B – Second Batch Prelim Calc	**30** AG Calls 4B – Third Batch Prelim Calc 4B - Payline & Retro Load 4B - Prepay & Retro Load ▲ collapse	**1** Focus Pay Card Upload 4B – Fourth Batch Prelim Calc 4M – Pay Date 4B - FICA Deadline ▲ collapse	**2** 4B – Final Batch Prelim Calc	**3**	**4** EJED Extension Process

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Questions?

Upcoming Learning Path Courses

- Benefits training held at the Service Center in Madison:

  - WRS Eligibility
    - 6/6/19 – 8:00 am
  - Benefits Eligibility & New Hire Hold
    - 6/6/19 – 11:00 am
  - Event Maintenance & MSC Event Evaluation Report
    - 6/7/19 – 8:00 am

- TAM training held at the Service Center in Madison:

  - Recruiting in TAM
    - 4/8/19 – 9:00 am

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- Payroll training
  - Setting up a Person in Payroll
    - 4/10/19 – 12:30 pm (held at the Service Center in Madison)
  - Approver Maintenance (offered via Blackboard Collaborate)
    - 5/6/19 – 1:00 pm
  - Additional Pay (offered via Blackboard Collaborate)
    - 6/4/19 – 8:30 am

- Finance training offered via Blackboard Collaborate:
  - Setting up Funding
    - 5/7/19 – 8:30 am
  - Changing Funding
    - 5/8/19 – 9:00 am
  - Direct Retro
    - 5/9/19 – 9:00 am

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Questions?

- Eau Claire
- La Crosse
- Oshkosh
- Platteville
- Stevens Point
- Whitewater

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