

### Affinity Group 2 April 2, 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

- BN Update Dependent/Beneficiary Page Changes
- PY ESS Direct Deposit
- AM Absence Enhancements
   Missing Leave Notice Follow-Up

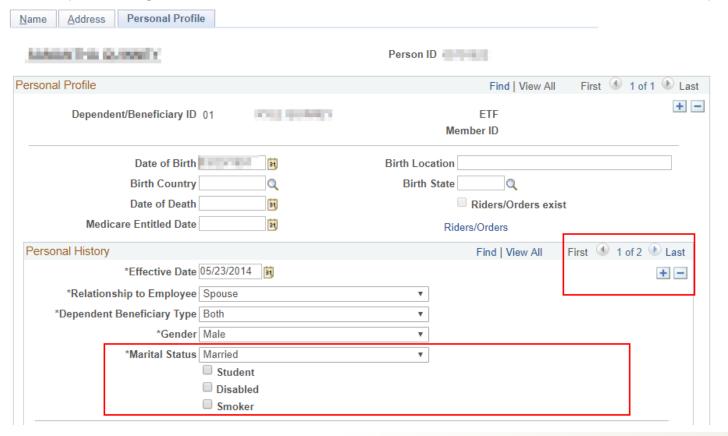
HRS Processing Calendar Institutional Feedback



### BN: Update Dependent/Beneficiary Page Changes

#### Current view

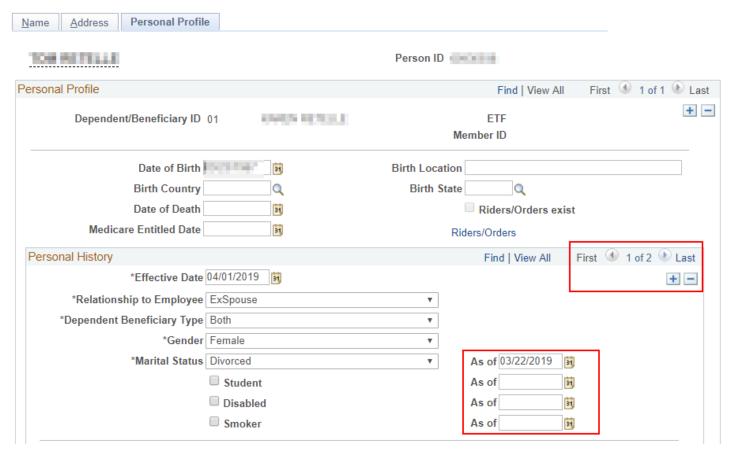
- When there are 2 or more rows of history, the 'As of' date fields disappear for Marital Status, Student, Disabled, and Smoker
- Currently, changes in marital status and disabled status are not easily tracked





## BN: Update Dependent/Beneficiary Page

Beginning 4/8 'As of' date fields will appear on all rows



See <u>KB-18182</u> BN: Add/Update Dependents







## **ESS Direct Deposit**

- Employee Self Service (ESS) Direct Deposit is now available to institutions
  - Multi-factor authentication (MFA) must be live for all active employees
- Currently, 3 institutions have gone live with ESS Direct Deposit
  - UW-River Falls
  - UW-Eau Claire
  - UW-Platteville
- A readiness checklist is available to provide all items that need to be completed or considered for implementation (<u>link</u>)



### Help Resources for Administrators

This ESS Direct Deposit help page is currently available to administrators.

- Navigation: Service Center Home Page --> HRS Administration --> HRS
  Project Readiness --> ESS Direct Deposit
- The following resources are available for Administrators on the ESS Direct Deposit project readiness page (<u>link</u>)
  - ESS Direct Deposit Checklist for Administrators
  - Communication Email Template
  - 2 Tipsheets
    - Setup Direct Deposit
    - Edit/Delete Direct Deposit
  - Direct Deposit FAQ



### Help Resources for Employees

When your institution goes live with Employee Self Service Direct Deposit, this employee resource page will activate.

- Navigation: Service Center Home Page --> Payroll Information --> Direct Deposit OR\_clicking the Help Link on the ESS Direct Deposit page
- Resources Include:
  - Direct Deposit FAQ
  - 2 Tipsheets
    - Setup Direct Deposit
    - Edit/Delete Direct Deposit







#### Absence Enhancements - Reminder

- As of 4/8/2019
  - The Prior Usage Adjustments column will be added to the Projected Balances table
  - Leave that was entered, approved, and processed for a previous period after the balances were posted will appear
    - Note Payrolls are calculated and posted at various times throughout the month.

Leave Type	Prior Usage/Adj	Beginning Balance	1 Current Usage	Current Balance	Future Usage 🕦	Future Balance
Vacation	0.00	88.00	0.00	88.00	0.00	88.00
Vacation Carryover	0.00	17.25	-6.00	11.25	0.00	11.25
Sick	0.00	1191.44	0.00	1195.44	0.00	1195.44
Banked Leave	0.00	80.00	0.00	80.00	0.00	80.00
Pers-Holiday	0.00	18.00	0.00	18.00	0.00	18.00
Legal-Holiday	0.00	32.00	-4.00	28.00	0.00	28.00



### AM: Missing Leave Notice Follow-Up

- If an employee changes appointments, will missing leave report notification follow them?
  - The EE email will follow the employee. The approval email will be routed based on approver at time leave is submitted
- If an employee submits a missing leave report but it has not yet been approved, will they continue to receive the missing leave report email?
  - Yes
- Will the supervisor receive an email if they have employees who have not entered leave yet?
  - No
- Will all approvers and back-up approvers get the pending approvals email?
  - Yes, payroll coordinators will not



### AM: Missing Leave Notice Follow-Up

- Will approvers receive a separate email for each outstanding approval?
  - Approvers will receive one email indicating that there are pending approvals with a link to the approval page
- If an employee has multiple appointments, will they get separate emails for their SL reduction?
  - Employees will receive one email with each Empl Rcd listed
- Will the SL Reduction email go out to Approvers?
  - A report will be available, but the approvers will not receive the email
- Following the SL Reduction, what is the process to restore the reduction?
  - For leave entry after 9/30, an appeal will need to be submitted
- Is there any communication process prepared for this rollout?
  - A portal article is being prepared



### AM: Missing Leave Notice Follow-Up

- What is the due date for Summer leave reports for C-basis employees who work during the summer?
  - The Summer Leave Reporting process is currently under review
- In the reduction notification process, can we include the amount of hours the employees will be losing?
  - This process is still under development more information to come

#### Resources:

- KB-41996: AM FAASLI Sick Leave Reduction
- KB-20473: AM Reviewing FAASLI Employee Missing Leave Reports
- A KB is being written to address FAASLI Missing Leave Report Automated Emails







## New HRS Processing Calendar

▶ → April 2019						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
3C – First Prelim Calc	Focus Pay Card Upload	3C - Prepay & Retro Load	3C – Fourth Prelim Calc	3C – Final Prelim Calc	No Direct Retros	Missing Leave Email - Empl
	3C – Second Prelim Calc	3C – Third Prelim Calc	3C - FICA Deadline			
		3C - Payline & Retro Load				
7	8	9	10	11	12	13
6:00 am - 10:00 am			10	"	12	Missing Approvals Email to A
HRS Maintenance Outage - Apri	ı					ACA Processing
14	15	16	17	18	19	20
4A – First Prelim Calc	Focus Pay Card Upload	4A - Prepay & Retro Load	4A – Fourth Prelim Calc	4A – Final Prelim Calc	No Direct Retros	
	4A – Second Prelim Calc	4A – Third Prelim Calc	4A - FICA Deadline		Monthly EJED Term Process	1
		4A - Payline & Retro Load			EJED Mass Job Speadsheet Due	1
					4M – First Prelim Calc	
					▲ collapse	
21	22	23	24	25	26	27
4M – Second Prelim Calc	4M – Third Prelim Calc	4M - Prepay & Retro Load	4M – Fifth Prelim Calc	4A – Pay Date	No Direct Retros	l
		4M – Fourth Prelim Calc	4M - FICA Deadline	4M – Final Prelim Calc		
		4M - Payline & Retro Load				
28	29	30	1	2	3	4
4B – First Prelim Calc	No Madison Direct Retro	4B - Prepay & Retro Load	Focus Pay Card Upload	4B – Final Prelim Calc	No Direct Retros	EJED Extension Process
40 - Filst Fleiiii Calc	4B – Second Prelim Calc	No Direct Retros	4B – Fourth Prelim Calc	4b - Filiai Freiiii Caic	No Direct Retios	EXED Extension Process
	4b Second Frenin Calc	4B – Third Prelim Calc	4M – Pay Date	-		
		4B - Payline & Retro Load	4B - FICA Deadline			
		▲ collapse	▲ collapse			







### Institutional Feedback

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

