



## 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

Name | Address | **Personal Profile**

Person ID [REDACTED]

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**Personal Profile** Find | View All First 1 of 1 Last

Dependent/Beneficiary ID 01 [REDACTED] ETF Member ID [REDACTED]

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Date of Birth [REDACTED] Birth Location [REDACTED]  
Birth Country [REDACTED] Birth State [REDACTED]  
Date of Death [REDACTED]  Riders/Orders exist  
Medicare Entitled Date [REDACTED] Riders/Orders

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**Personal History** Find | View All First 1 of 2 Last

\*Effective Date 05/23/2014  
\*Relationship to Employee Spouse  
\*Dependent Beneficiary Type Both  
\*Gender Male  
\*Marital Status Married  
 Student  
 Disabled  
 Smoker

# BN: Update Dependent/Beneficiary Page

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

The screenshot displays a web application interface for updating dependent/beneficiary information. It is divided into two main sections: 'Personal Profile' and 'Personal History'.

**Personal Profile Section:**

- Navigation tabs: Name, Address, **Personal Profile**
- Person ID: [REDACTED]
- Dependent/Beneficiary ID: 01 [REDACTED]
- ETF Member ID: [REDACTED]
- Date of Birth: [REDACTED]
- Birth Country: [REDACTED]
- Date of Death: [REDACTED]
- Medicare Entitled Date: [REDACTED]
- Birth Location: [REDACTED]
- Birth State: [REDACTED]
- Riders/Orders exist:
- Riders/Orders: [REDACTED]

**Personal History Section:**

- \*Effective Date: 04/01/2019
- \*Relationship to Employee: ExSpouse
- \*Dependent Beneficiary Type: Both
- \*Gender: Female
- \*Marital Status: Divorced
- Student:
- Disabled:
- Smoker:

Two 'As of' date fields are highlighted with red boxes:

- As of 03/22/2019
- As of [REDACTED]
- As of [REDACTED]
- As of [REDACTED]

- See [KB-18182](#) BN: Add/Update Dependents

# Questions?



# 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 ([link](#))

# 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 ([link](#))
  - 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



# Questions?



# 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.

**Projected Balances for Oct 1 to Oct 31 - October as of 01/28/2019**

Leave Type	Prior Usage/Adj	Beginning Balance	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

# Questions?



# 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 HRS Maintenance Outage - April						Missing Approvals Email to Ap
						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	
		4A - Payline & Retro Load			EJED Mass Job Speadsheet Due	
					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	
		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
	4B – Second Prelim Calc	No Direct Retros	4B – Fourth Prelim Calc			
		4B – Third Prelim Calc	4M – Pay Date			
		4B - Payline & Retro Load	4B - FICA Deadline			
		▲ collapse	▲ collapse			

# Questions?





# Institutional Feedback

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