



Affinity Group 1

April 9, 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 New Ben Billing Page
- PY Workflow for Add'l Pay Update
- AM Absence Enhancement - Update
- HR Reports To WED
Action/Action Reason Changes

Portal Articles

HRS Processing Calendar

Institutional Feedback

New Benefits Billing Page

- Mass Adjust Charge page available
- Used by Service Center to make Employee and Employer charge adjustments for multiple benefit plans and billing periods
- Able to view all charges and adjustments for an employee

Benefits > Benefits Billing > Make Adjustments
> Mass Adjust Charge

New Benefits Billing Page

Mass Adjust Charge

Name: [REDACTED] Person ID: [REDACTED]

Billing Start Date: 07/01/2013 Billing End Date: 04/30/2019

Positive Values entered in an 'Adj' field will increase the charge, negative values will decrease the charge.

Charge Adjustments

Post Date: 04/04/2019 Recalculate Adjustment

Personalize | Find | View 100 | First 1-6 of 265 Last

| Billing Period | Plan Type | Plan Description | Benefit Plan | EE Charge | EE Payment | ER Charge | Adj EE Charge | Adj ER Charge | Net EE Charge | Net ER Charge | Pymnt Adj |
|----------------|-----------|--------------------------|--------------|-----------|------------|-----------|---------------|---------------|---------------|---------------|-----------|
| 1 1307 | Health | State Group Health | MDASSC | | | | | | | | |
| 2 1308 | Health | State Group Health | MDASSC | 341.40 | 341.40 | 346.40 | | | | | |
| 3 1309 | Health | State Group Health | MDASSC | 341.40 | 341.40 | 341.40 | | | | | |
| 4 1310 | Health | State Group Health | MDASSC | 341.40 | 341.40 | 341.40 | | | | | |
| 5 1311 | Health | State Group Health | MDASSC | 341.40 | 341.40 | 341.40 | | | | | |
| 6 1311 | SGL Basic | State Group Life - Basic | SGLBAS | 2.64 | 2.64 | | | | | | |

Adjustment Description:

EE Payment Amount:

ER Net Adjustment:

Total Payment Amount:

Save Return to Search Notify

View Access Only buttons have been grayed out

Questions?



Workflow for Add'l Pay Update

- Addl Pay Records using earnings code USB (FAASLI sabbatical unpaid) will now be auto-approved
 - Upon saving, record will go straight to “approved” status
 - Next run of the add'l pay job will load USB record to appropriate place
- End date and hours amount are required fields when setting up a USB record
- See KB 17072 for more information on setting up USB addl pay records

Absence Enhancement - Update

- Postponing rollout of new functionality to allow for additional testing
 - The Prior Usage Adjustments column will be added to the Projected Balances table in May.

| Projected Balances for Oct 1 to Oct 31 - October as of 01/28/2019 i | | | | | | | |
|--|--------------------------------|----------------------------------|------------------------------|--------------------------------|-----------------------------|-------------------------------|--|
| Leave Type | Prior Usage/Adj i | Beginning Balance i | Current Usage i | Current Balance i | Future Usage i | Future Balance i | |
| 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 | |

Questions?



Reports To WED

- The Reports To Field is required for the use of some functionality within HRS
- To assist in Reports To cleanup, a new WED Report is being developed
 - Reports To shows employee reporting to themselves

Reports To WED

- Other proposed WED or Reports
 - Missing Reports To
 - Reports To with no Incumbent (Position Vacant)
 - Reports To on Position does not match Reports To on Job
 - Reports To Incumbent on LOA
- Contact your AG Lead by Friday, April 12th for further discussion if interested in Reports To monitoring.

Action/Action Reason Changes

- Action/action reason codes are under review
 - Codes that should/could be inactivated
 - Codes that should be added
- Next steps
 - Review the file showing proposed “new” codes and proposed “inactivation”
 - File will be sent after the call
 - Send feedback to your AG Lead by Friday, April 19th

Questions?



UW Portal Articles

- HR, Payroll, and Benefits news articles are posted to the University of Wisconsin Service Center website regularly
- The latest articles can be found at:
<https://uwservice.wisconsin.edu/news/>
- Recently Updated articles:
 - Duplicate Tax Statements -updated Mar 26
- Preview of upcoming April articles:
 - Employees and Approvers to Receive Missing Leave Report Email Reminders – *early April*
 - WRS Statement of Benefits Availability – *mid-April*
 - Review/Update Personal Information/Address Before Semester Ends – *mid-late April*

New HRS Processing Calendar

← → April 2019

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--|--|---|--|---|---|---------------------------|
| 31 3C – First Prelim Calc | 1 Focus Pay Card Upload 3C – Second Prelim Calc | 2 3C - Prepay & Retro Loa 3C – Third Prelim Calc 3C - Payline & Retro Loa | 3 3C – Fourth Prelim Calc 3C - FICA Deadline | 4 3C – Final Prelim Calc | 5 No Direct Retros | 6 |
| 7 6:00 am - 10:00 am HRS Maintenance Outage | 8 | 9 | 10 | 11 | 12 | 13 ACA Processing |
| 14 Student Help Payroll Ina 4A – First Prelim Calc | 15 Focus Pay Card Upload 4A – Second Prelim Calc | 16 4A - Prepay & Retro Loa Ben Bill Enrollment Deac 4A – Third Prelim Calc 4A - Payline & Retro Loa ▲ collapse | 17 Ben Bill Invoices Mailed 4A – Fourth Prelim Calc 4A - FICA Deadline | 18 4A – Final Prelim Calc | 19 Missing Leave Email - Er No Direct Retros Monthly EJED Term Pro EJED Mass Job Speadshe 4M – First Prelim Calc ▲ collapse | 20 |
| 21 4M – Second Prelim Cal | 22 4M – Third Prelim Calc | 23 4M - Prepay & Retro Loa 4M – Fourth Prelim Calc 4M - Payline & Retro Loa | 24 4M – Fifth Prelim Calc 4M - FICA Deadline | 25 Pending Approval Email 4A – Pay Date 4M – Final Prelim Calc Inactivate Direct Deposi ▲ collapse | 26 No Direct Retros | 27 + Add |
| 28 Student Help Payroll Ina 4B – First Prelim Calc | 29 No Madison Direct Retro 4B – Second Prelim Calc | 30 4B - Prepay & Retro Loa No Direct Retros 4B – Third Prelim Calc 4B - Payline & Retro Loa ▲ collapse | 1 Focus Pay Card Upload 4B – Fourth Prelim Calc 4M – Pay Date 4B - FICA Deadline ▲ collapse | 2 4B – Final Prelim Calc | 3 No Direct Retros | 4 EJED Extension Proce |

Institutional Feedback