



Affinity Group 1

April 16, 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

- AM Comp Time Carryover
 Absence Change – No Leave Taken
- HR EJED Extension Reminder
- PY Direct Deposit Form changes
- BN Summer Prepay
 Benefit Billing eLearning
- SEC Attestation Deadline Reminder

End of Semester Employee Messaging
Upcoming Training Opportunities
HRS Processing Calendar
Institutional Feedback

Comp Time Carryover

- Deadline to use Comp Time Carryover is April 30
- Unused Comp Time from 2018 must be paid on the May A payroll
- Comp Time Payout is NOT automatic
- Comp Time Leave Balance Report can be used to determine carryover balance ([KB-45097](#))
- Payout Instructions can be found in [KB-17105](#)
- Related Policies:
 - UPS policy: <https://www.wisconsin.edu/ohrwd/download/policies/ops/tc3.pdf>
 - HRD policy: <https://kb.wisc.edu/ohr/policies/page.php?id=53322>

Absence Changes

- Employees submitting No Leave Takes through Self-Service can no longer enter an hours amount
- Previously, the amount defaulted to 8 hours (if submitted for a Mon-Fri) or 0 hours (if submitted for a Sat or Sun), but could be changed by the employee

Absence Changes

- No Leave Taken Employee Self Service View

Request Absence


Note that Banked Leave conversion takes must be entered between the dates of 12/1 and 12/31. Please enter the take on an unscheduled work day such as the weekend. Cash Pay is paid on the last check of the year if conversion is entered by 12/31/2019. Entry for cash pay after that date will be paid in January.

Submit

*Job Title SR ACAD LIBRARIAN ▼

*Absence Name No Leave Taken (UNC) ▼

Reason Select Absence Reason ▼

*Start Date 04/09/2019 

End Date 

Original Start Date 

Comments 

View Balances >

View / Edit Requests >

Absence Changes


- Not Available is now shown where the amount of hours used to be displayed

View / Edit Requests

*Job Title

View / Edit Requests

32 rows

	
No Leave Taken (UNC) Submitted	04/09/2019 Not Available >

Questions?



EJED Extension Reminder

- EJED extension files 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.
- Service Center will extend employees with a “Y” value through the Mass Update Process the weekend of May 4th
- Employees not extended will be terminated through normal EJED processing in May which occurs on May 17th.

Questions?



Direct Deposit Form Changes

Changes to current form for improved security.

- Page 1

- ‘New’ administrative authorization – **For Office Use Only** section
- When administrators verify identity of employee upon form submission, the administrator will sign here.

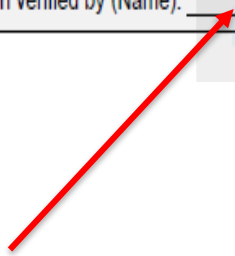
Read statement carefully: I authorize the University of Wisconsin to direct deposit funds to my account in the financial institution listed above. If funds to which I am not entitled are deposited in my account, I authorize the University to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by the University at any time (see back for details). If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to you will be returned to the University for distribution. This will delay your check.

Employee Signature: _____ Date: _____ (mm/dd/yyyy)

For Office Use Only Identification verified by (Name): _____ Date: _____

P100.20190409

Additional information is on the reverse side.



Direct Deposit Form Changes (cont.)

- Page 2
 - Highlighted areas have been added/changed.

Why would my direct deposit not be processed?

Possible reasons the entry of this information may be delayed:

- Writing is illegible.
- Missing data.
- Primary Account Net Pay amount is less than full Net Pay and missing Second Account information.
- Form received too late for processing prior to bi-weekly or monthly final payroll calculation
- Your completed form is received by email.
- Form has not passed campus identity validation.

Where do I submit my completed form?

UW-Madison employees should submit their form **in person to:** Office of Human Resources
21 N. Park St., Suite 5101
Madison, WI 53715

All other employees should submit their completed form to their central payroll office:

<https://www.wisconsin.edu/ohrwd/hr/contact/>

Questions?



Summer Prepay

Income Continuation Insurance (ICI) Only

March 2019:

- Prepays were not taken for ICI

April 2019:

- Prepay for ICI will have **twice** the amount deducted

May 2019:

- Prepay for ICI will have 1 deduction

Summer Prepay

Job Data Hire Effective Date

- Scenario: An institution hires an employee for a summer service/session job, but the employee's permanent WRS eligible job doesn't start until September.
- Best Practice: The same effective date should be used for the permanent job and summer job. Enrollment into WRS will be the effective date of the summer job.
- Summer job is not eligible for benefits on its own.

Summer Prepay

Short Work Break vs Personal Leave

- The correct Action Reason/Code needs to be used in Job Data to distinguish employees on short work break versus a personal leave of absence.

Short Work Break:

- C-basis employees are required to continue insurances. Benefits may be cancelled due to non-payment and employees will not have an opportunity to re-enroll in insurances until a qualifying event or annual benefit enrollment, whichever is sooner

LOA

- Employees are given the opportunity to lapse insurances and when employees return to work, they are eligible to re-enroll due to Add Coverage - Return from LOA

Summer Prepay

Expected Job End Date

- It's important to review EJED monthly for the impacts it can have on prepays and normal deductions.
- Please run the EJED query and make any necessary corrections/revisions.
- Rehires should be entered by 5/21/19 to ensure both regular and prepay deductions are taken on payroll
- Make sure benefits have been reinstated.

Summer Prepay

Expected Job End Date (cont'd)

- Reminder: If an employee is terminated and Rehired – Termed in Error, and the rehire entry is not completed by the termination date, then benefits will need reinstated
 - Ex. Termination Effective Date is 5/20/19, Rehire is 5/20/19, entry of Rehire is completed 5/21/19, then benefits will need reinstated
- Please remember to review which Empl Rcd the benefit primary flag is on. The flag may have been reassigned if the benefit primary job was terminated.

Summer Prepay

Summer Prepay Resource Landing Page:

<https://uwservice.wisconsin.edu/administration/prepay/>

NEW!

- [Summer Prepay - Scenarios](#)
- [Employee Setup for Summer Prepay](#) (KB 90479)
- [Annual Short Work Break Processing](#) (KB 90488)
- [Summer Prepay - Institution Tasklist](#)

New HRS Course

Benefits Billing eLearning

- Content:
 - Enrolling employees in Benefits Billing
 - Changing the amount charged to the employee
 - How to cancel Benefits Billing enrollment
 - Where to find Benefits Billing Resources
- Short 15-minute course
- Pre-requisite is Intro to HRS
- This course is part of the Benefits Learning Path
- Available on [your learning path](#)

Questions?



HRS Attestation Reminder

- Attestation completion deadline is April 22
- Thank you to those institutions who have already completed their attestation

Upcoming Training Opportunities

- Payroll
 - Approver Maintenance Page
 - May 6
 - Additional Pay
 - June 4
 - Setting Up a Person in Payroll
 - August 28
- Finance
 - Setting up Funding
 - May 7 & July 9
 - Changing Funding
 - May 8 & July 10
 - Direct Retro
 - May 9 & July 11

Register for classes and see additional course offerings on your [learning path](#)

Upcoming Training Opportunities

- **Benefits**
 - WRS Eligibility
 - June 6
 - Eligibility and New Hire Hold
 - June 6
 - Event Maintenance and MSC Event Evaluation Report
 - June 7
- **Human Resource**
 - Intro to Hiring
 - July 30
 - Update: Person, Position, Job
 - July 31
 - Rehires, Transfers & Multiple Jobs
 - July 31

Register for classes and see additional course offerings on your [learning path](#)

End of Semester Employee Messaging

- UWSC Communications will be sending a message directly to all UW employees with 'End of Semester' information.
- Message will be sent 4/19.
- Message emphasizes:
 - Review/update of personal information
 - Update / end direct deposit (if closing or changing bank account)
- A portal article with the same information will also be posted.

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 Load 3C – Third Prelim Calc 3C - Payline & Retro Load	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 - April	8	9	10	11	12	13 ACA Processing
14 Student Help Payroll Inactivity 4A – First Prelim Calc	15 Focus Pay Card Upload 4A – Second Prelim Calc	16 4A - Prepay & Retro Load Ben Bill Enrollment Deadline 4A – Third Prelim Calc 4A - Payline & Retro Load ▲ collapse	17 Ben Bill Invoices Mailed 4A – Fourth Prelim Calc 4A - FICA Deadline	18 4A – Final Prelim Calc	19 Missing Leave Email - Empl No Direct Retros Monthly EJED Term Process EJED Mass Job Speadsheet Due 4M – First Prelim Calc ▲ collapse	20
21 4M – Second Prelim Calc	22 4M – Third Prelim Calc	23 4M - Prepay & Retro Load 4M – Fourth Prelim Calc 4M - Payline & Retro Load	24 4M – Fifth Prelim Calc 4M - FICA Deadline	25 Pending Approval Email to Appro 4A – Pay Date 4M – Final Prelim Calc ▼ 1 more item	26 No Direct Retros	27
28 Student Help Payroll Inactivity 4B – First Prelim Calc	29 No Madison Direct Retro 4B – Second Prelim Calc	30 4B - Prepay & Retro Load No Direct Retros 4B – Third Prelim Calc ▼ 1 more item	1 Focus Pay Card Upload 4B – Fourth Prelim Calc 4M – Pay Date ▼ 1 more item	2 4B – Final Prelim Calc	3 No Direct Retros	4 EJED Extension Process

Questions?



Institutional Feedback