



Affinity Group 1

May 14, 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

- TAM Errors While Applying
- UW SHR Sick Leave Reduction Policy Update
- AM New Summer Leave Reporting
- UW SHR Summer Prepay Policy Updates
- BN Summer Prepay Processing Review

HRS Processing Calendar
Institutional Feedback

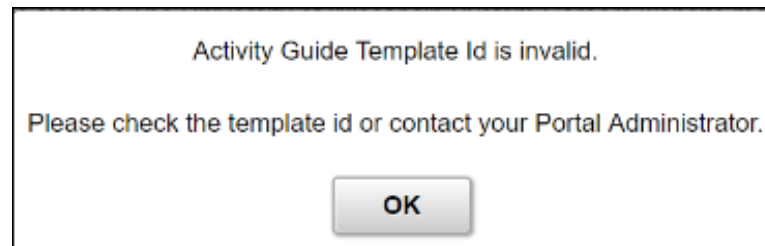
TAM: Errors while Applying

A few applicants have encountered errors when applying for a job on Candidate Gateway.

- So far none of the errors have occurred when applicant arrives at Candidate Gateway directly from www.careers.wisconsin.edu.
- All errors have been reported from applicants that arrived at Candidate Gateway from institution-specific URLs.
- Does not affect Self Service Careers using the Internal Applicant URLs.

TAM: Errors while Applying

- Service Center continues to actively investigate "Activity Guide Template ID is invalid" error.

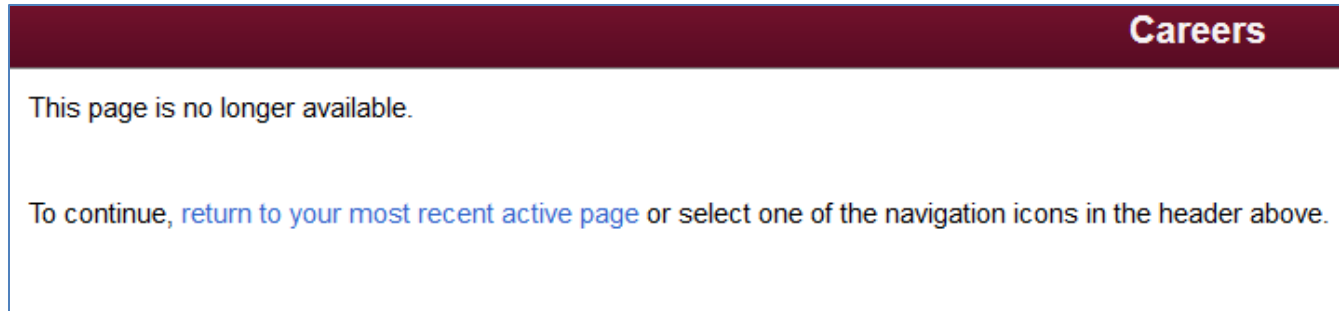


- Workaround options:
 - a) Direct applicants to www.careers.wisconsin.edu and have them search for the Job Opening ID; or
 - b) Instruct applicants to email materials to recruitment office for manual entry into TAM.

There have been less than a dozen reports of this occurring since January. Please continue to report errors to your Affinity Group so we remain informed of volume.

TAM: Errors while Applying

2. Service Center is also investigating the following error occurring *in Firefox only*:



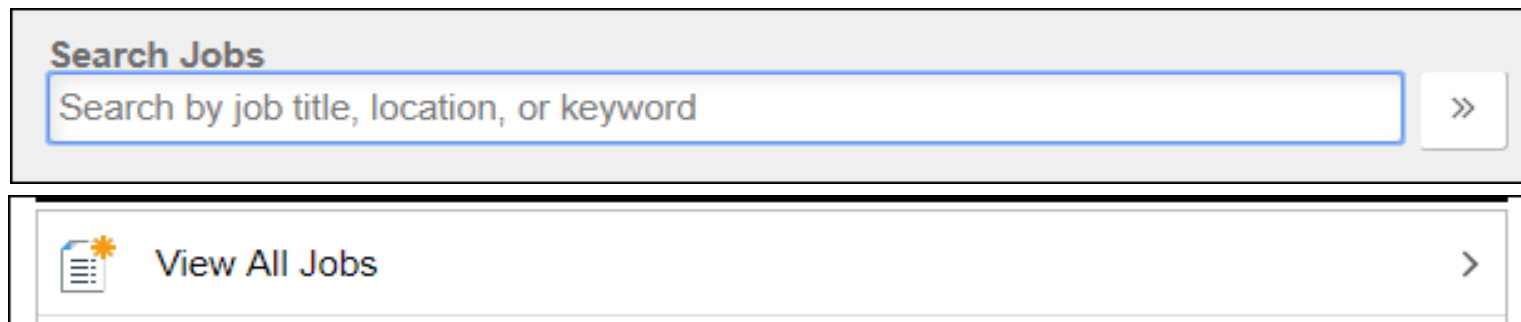
Workaround options:

- a) Direct applicant to www.careers.wisconsin.edu and have them search for the Job Opening ID; or
- b) Ask applicant to clear Firefox cache, then close and reopen Firefox; or
- c) Ask applicant to use Chrome or Internet Explorer

TAM: Errors while Applying

On your institutional career websites, we strongly recommend linking to Candidate Gateway directly (www.careers.wisconsin.edu) instead of your Site ID URLs provided by the Service Center.

- The Candidate Gateway website offers robust searching and filtering functions. By:
 - Business Unit, Jobs Posted Within, Location (Recruiting Location), and Job Family
- Applicants can type the Job Opening ID, Job Title, keywords, etc., directly into the home page or they can click View Open Jobs to filter.



The image shows a screenshot of the Candidate Gateway search interface. At the top, there is a search bar with the text "Search Jobs" and a placeholder "Search by job title, location, or keyword". To the right of the search bar is a button with a double right arrow symbol. Below the search bar is a button labeled "View All Jobs" with a document icon and a right arrow symbol.

Questions?



UWSHR: Sick Leave Reduction

- UPS Operational Policy: BN 3 Sick Leave requires faculty, academic staff, or limited appointees to file leave reports. If a leave report is not filed in one or more months, the employee's sick leave is reduced.
- Multiple issues with sick leave reductions brought forward.
- Changes to Policy will be made as well as HRS processes.
- Policy change:
 - (a) If an employee fails to comply with the requirement to file a report on leave usage, the UW Service Center will notify the employee via email, informing the employee that the reduction occurred and the process for requesting a review of this decision. Any request to review the reduction of sick leave balance under this policy must occur within 30 days of receipt of the notice email using the process outlined therein.
 - After final review, the revised BN 3 policy will be posted.

UWSHR: Sick Leave Reduction

- FY 2017-2018 sick leave reductions reviewed and revised standards applied.
 - 1,522 faculty, academic staff and limited appointees had their leave reduced for failing to submit the required leave report.
 - Of the 1,522, approximately 320 or 21% had an unprocessed record in HRS. The 320 employees records will be reviewed and a determination made.
 - *Review will be completed by 5/31/2019. If the employee will have their leave reduction reversed they will be **notified via email.***

UWSHR: Sick Leave Reduction

- HRS process changes:
 - Monthly notice to faculty, academic staff and limited appointees if they are missing a leave report (began in April 2019).
 - Enhancements made in the absence reporting module in Self Service (No leave taken option no longer requires hours to be entered, previous default was 8 or 0 and could be changed).
 - Improvements in the summer sick leave reporting process (to be implemented Summer 2019).
 - A final notice will be sent after leave is reduced. Specific steps and timeline for submitting a error review will be outlined (effective November 2019).

New Summer Leave Reporting Effort Update

- For 9-month (C-basis) employees
- The Service Center was asked to:
 - Reduce confusion of Summer reporting
 - Make entry easier for employees to understand
 - Opportunity to increase compliance and reduce sick leave reductions
 - Enhance our educational outreach
 - Decrease the burden on administrators

New Summer Leave Reporting Process

- Changes Under Development:
 - New page for entering sick leave takes or verifying no leave taken
 - Eliminates the need to select the job for making the entry
 - Availability to enter summer leave report after the summer job has ended
 - Eliminates the need for paper submission
 - Available for use on June 2nd

New Summer Leave Reporting Prototype

Employee Self Service

Time

Request Absence

Leave Reports

Absence Balances

View / Edit Requests

Cancel Absences

Summer Appt. Leave Reporting

Summer Appointment Leave Reporting

* Year

By clicking submit, I verify I have no additional leave to report for the summer or I have not taken any leave.

Record Summer Appointment Sick Days Below 2 rows

Date	Hours		
06/01/2019	8.00	+	-
		+	-

Resources:

- Tip Sheets and educational outreach under development

Questions?



UWSHR: Summer Prepay – Policy Updates

- UPS Operational Policy: [GEN 30 Summer Prepay Deductions and Summer Session Benefits Eligibility](#) updated.
- Updates include:
 - Allow for benefit deductions to be taken from summer appointment pay.
 - Examples:
 - Employee did not have sufficient earnings on the March, April, May payroll to take summer prepay deductions.
 - Late notification of a summer or fall appointment.
 - Qualifying life event.
 - If the employee does not have a summer appointment or has insufficient pay for the summer appointment, the employee will be set up on benefits billing to collect benefit deductions.

This policy update does not change any current processes with setting up prepays for employees who will be on a short work break and are eligible for coverage over the summer.

UWSHR: Summer Prepay – Policy Updates

- Updates include, continued:
 - Clarification on the responsibility for employer costs when an employee transfers between institutions.
 - The employing UW institution of the employee for the spring semester is responsible for paying the fringe benefits for the summer coverage.
 - The spring appointment should continue and be placed on a short work break. The spring appointment termination date must align with the end of the summer appointment.
 - Other updates to align with current processes (e.g. reference to COBRA processes, updates to benefit plan lists).
- Policy will be reviewed again later in 2019.

BN: HR Impacts on Summer Prepay

- In order to maintain benefits, the employee's C-Basis (Academic Year) Empl Record:
 - Must have active HR Status throughout the payroll being processed
 - Must be on a Short Work Break (SWB) during the summer
 - Must be the benefit primary for the various prepay processes
 - Insurances must be active for prepays to disburse
- Job Terminations
 - All insurances terminate at the end of the month

HR Impacts on Summer Prepay

Incorrect Job Data could result in:

- Benefits terminating
 - COBRA notification sent
 - Refunds Issued
- Denial of Services
- Arrears, Benefits Billing, Missed Earnings, etc.
 - Incorrect Employee Subsidies via Marketplace

What if the employee does not have money to cover summer insurance deductions?

- Premiums will be taken on the summer service/session position, if available.
- Or the employee will be setup in Benefits Billing by the institution and sent a bill.

What if the employee does not pay their Benefits Billing?

- Coverage will be terminated
- Employee cannot re-enroll into benefits unless there is a qualifying event, Open Enrollment opportunity, or will have to apply through Evidence of Insurability.

BN: Summer Prepay Identification

Remember, the UW is considered one employer

- Includes:
 - Department Transfers
 - Institution Transfers
- Spring appointment is responsible for summer prepay deductions
- Employees transferring should be put on a Short Work Break and NOT terminated if they are returning in the fall to a different institution or department.

BN: Summer Termination

- Timely notification for employee that has no expectation to return in the fall (at any UW Institution) **and/or** will not work a summer appointment: termination date should be end of the spring appointment.
- If employee terminates during summer period with no expectation to return in the fall and has summer employment, termination date should be end of the summer appointment.
- If employee terminates during summer period with no expectation to return in the fall, and does not have summer employment, termination date should be effective the day after resignation was received. **Do NOT retroactively term employment back to end of academic year.**

BN: Late Notifications of Fall Appointment

- Spring Employment Terminated and late notification of Fall Hire \leq 30 Days
 - Considered Termed in Error
 - Extend EJED of the academic position in HRS to end of summer or appropriate end date
 - Put employee on short work break
 - Reinstate Benefits
- Spring Employment Terminated and late notification of Fall Hire $>$ 30 days
 - Considered a valid break in employment
 - Benefit eligibility would be re-evaluated upon fall appointment start date and new applications are required.

WRS Eligible Fall Appointment

- WRS/Benefit eligibility begins the first day of summer appointment.
- The employee must enroll in benefits within the 30 days of the summer appointment start date if eligible, or they would lose enrollment opportunities.

Leave of Absence WED

- Institutions have until 6/17/19 to review the LOA report and enroll employees in Benefits Billing.
- Service Center will take action after 6/17/19.

BN: Summer Prepay

Summer Prepay Resource Landing Page:

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

- Calendar & Timeline with Key Dates
- KBs
- Queries for managing Summer Prepay
- Supporting Job Aids

Summer Prepay Policy provides guidelines for maintaining benefits eligibility over the summer

- Policy: <https://www.wisconsin.edu/ohrwd/download/policies/ops/gen30.pdf>

Questions?



HRS Processing Calendar

← → May 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28 Student Help Payroll Inacti 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 4B - Payline & Retro Load ▲ 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 Process
5	6	7 + Add	8	9 4B – Pay Date	10 CAT to CA (Process Mode - Funding and DR Page Lock	11 ACA Processing Budget Rollover (Report
12 Student Help Payroll Inacti 5A – First Prelim Calc	13 Funding and DR Page Unl 5A – Second Prelim Calc	14 Ben Bill Enrollment Deadlin 5A - Prepay & Retro Load 5A – Third Prelim Calc 5A - Payline & Retro Load ▲ collapse	15 Ben Bill Invoices Mailed Focus Pay Card Upload 5A – Fourth Prelim Calc 5A - FICA Deadline ▲ collapse	16 5A – Final Prelim Calc	17 Missing Leave Email - Emp No Direct Retros Monthly EJED Process 5M – First Prelim Calc ▲ collapse	18
19 5M – Second Prelim Calc	20 5M – Third Prelim Calc	21 5M - Prepay & Retro Load 5M – Fourth Prelim Calc 5M - Payline & Retro Load	22 5M – Fifth Prelim Calc 5M - FICA Deadline	23 Pending Approval Email to 5A – Pay Date 5M – Final Prelim Calc Inactivate Direct Deposit ▲ collapse	24 No Direct Retros Run Short Work Break Pro	25 FICA
26 Student Help Payroll Inacti 5B – First Prelim Calc	27 5B – Second Prelim Calc	28 5B - Prepay & Retro Load 5B – Third Prelim Calc 5B - Payline & Retro Load	29 5B – Fourth Prelim Calc 5B - FICA Deadline	30 No Madison DR's 5B – Final Prelim Calc	31 Funding and DR Page Lock No Direct Retros Focus Pay Card Upload 5M – Pay Date ▲ collapse	1

Institutional Feedback