

### Affinity Group June 4, 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 Benefits Billing Update

BN FSA/HSA Overrides C-Basis

AM Summer Leave Reporting

HRS Processing Calendar Institutional Feedback



## **BN:** Benefits Billing

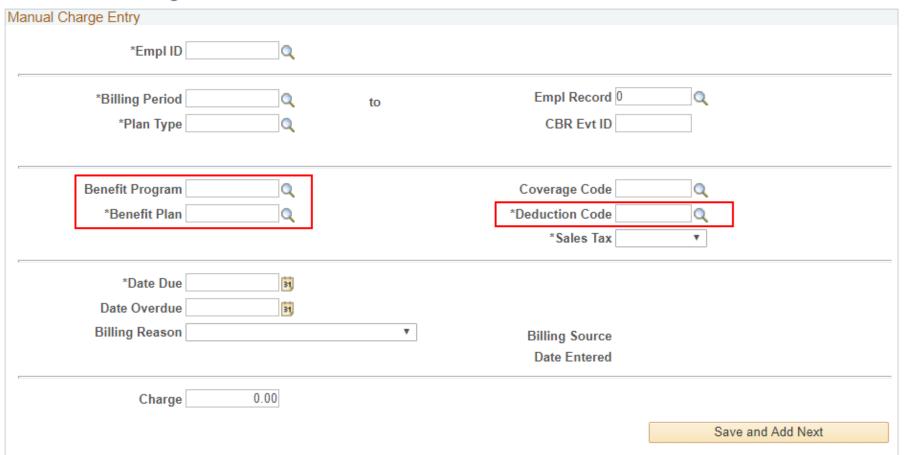
- Benefits Billing Enter Manual Charge page
- Starting June 3 required fields:
  - Benefit Program
  - Benefit Plan
  - Deduction Code
- When selecting 'Save and Add Next', if any of these fields are blank a stop message will appear.
- Missing data caused errors requiring manual intervention.
- This change will eliminate accounting errors and deductions will be charged to the appropriate accounts.
- KB 72984: Benefits Billing Setting Up Manual Charges



# **BN:** Benefits Billing

HRS Path: Benefits > Benefits Billing > Calculate and Review Charges > Enter Manual Charges

#### **Enter Manual Charges**





### **BN: FSA/HSA Overrides C-Basis**

- Each summer UWSC removes C-basis overrides for the remainder of the year
- System will auto calculate per pay period and take remaining contribution balance in equal amounts
- Reminders:
  - HSA overrides can be added at anytime for those employees who wish to reach their Annual Election prior to plan year ending
  - FSA overrides can only be added on employee's last paycheck prior to Termination/Retirement
- This will be completed in HRS on June 14



# Questions?





# AM: Summer Appt Leave Reporting

- Important Things to Know about Summer Appointment Leave Reporting via ESS:
  - Supervisors must approve 'Summer Leave Submitted' for all employees who submit via ESS
  - 'Summer Leave Submitted' approval will go to the Summer Service/Summer Session position with lowest empl record number



# AM: Summer Appt Leave Reporting

- Summer <u>Sick Leave</u> Takes are Auto-Approved
  - A 'Summer Leave Submitted' will still generate and must be approved as part of overall summer leave reporting requirement
- Summer Sick Leave Takes will be automatically charged to the C-Basis empl record with highest FTE
- Summer Sick Leave usage will appear for employees with the date of the take in the portal. In HRS, Payroll Coordinators will see the usage appear with a May date and a comment listing the actual usage date.
  - For brand new WRS eligible C-basis employees beginning in the summer, the Summer Sick Leave Take will not appear until fall



# AM: Summer Leave Report

# Employee Portal view of Summer Appt. Leave Reporting:



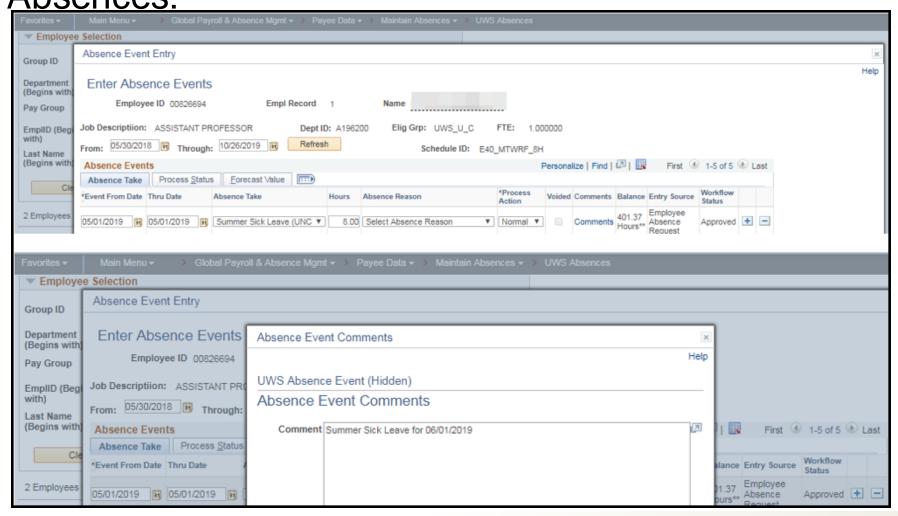
### Employee Portal view of request history:





# AM: Summer Leave Report

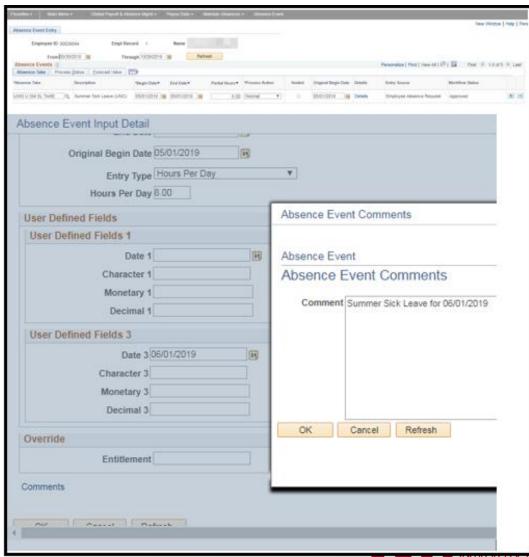
Payroll Coordinator View of Summer SL Take in UWS Absences:



# AM: Summer Leave Report

Payroll Coordinator View of Summer SL Take in

**Absence Event:** 



## AM: Summer Leave Report - Resources

### Resources available:

- Updated <u>KB 30065</u>: AM Entering FA/AS/LI Leave Reports for employees working Summer Session or Service
- Tipsheet available on portal help page
  - https://uwservice.wisconsin.edu/docs/publications/time-C-basissummer-leave-reporting.pdf
- Portal Article published June 3



# Questions?





### HRS Processing Calendar

(★) (★) June 2019			
	(4)	$(\Delta)$	lune 2010
		(P)	Julie 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
Student Help Payroll I	Inacti 5B – Second Prelim Calc	5B - Prepay & Retro Load	5B – Fourth Prelim Calc	No Madison DR's	Funding and DR Page Lock	
5B – First Prelim Cal	lc	5B – Third Prelim Calc	5B - FICA Deadline	5B – Final Prelim Calc	No Direct Retros	
		5B - Payline & Retro Load			Focus Pay Card Upload	
					5M – Pay Date	
					▲ collapse	
2	3	4	5	6	7	8
Budget Rollover Sta	rt Budget Import/Excel to 0	I Budget Rollover & Import	Funding and DR Page Unio	5B – Pay Date		ACA Processing
						FICA
9	10	11	12	13	14	15
Student Help Payroll I			6A – Fourth Prelim Calc	6A – Final Prelim Calc	Missing Leave Email - Emp	A & H Basis Rate Load
6A – First Prelim Ca	lc lc	6A – Third Prelim Calc	6A - FICA Deadline		No Direct Retros	
		6A - Payline & Retro Load	l		6M – First Prelim Calc	l
16	17	18	19	20	21	22
A & H Basis Rate Load	d (CA 6M – Third Prelim Calc	Ben Bill Enrollment Deadlir	Ben Bill Invoices Mailed	Pending Approval Email to	No Direct Retros	A & H Basis Encumbra
6M – Second Prelim C	Calc	6M - Prepay & Retro Load		6A – Pay Date		Encumbrance clear
		6M – Fourth Prelim Calc	6M - FICA Deadline	6M – Final Prelim Calc		
		6M - Payline & Retro Load		Inactivate Direct Deposit		
		▲ collapse		▲ collapse		
23	24	25	26	27	28	29
Student Help Payroll I	Inacti 6B – Second Prelim Calc	6B - Prepay & Retro Load	6B – Fourth Prelim Calc	No Madison DR's	No Direct Retros	
6B – First Prelim Cal	lc l	6B – Third Prelim Calc	6B - FICA Deadline	6B – Final Prelim Calc	6M – Pay Date	
		6B - Payline & Retro Load				
30	1	2	3	4	5	6
			Encumbrance Initialization		DR Page Lockout	
			6B – Pay Date		Last Day DR	
+	'Add					



### Institutional Feedback

