



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

Manual Charge Entry

*Empl ID <input type="text"/>	<input type="text"/>	
*Billing Period <input type="text"/>	to	Empl Record <input type="text"/>
*Plan Type <input type="text"/>		CBR Evt ID <input type="text"/>
Benefit Program <input type="text"/>		Coverage Code <input type="text"/>
*Benefit Plan <input type="text"/>		*Deduction Code <input type="text"/>
		*Sales Tax <input type="text"/>
*Date Due <input type="text"/>		
Date Overdue <input type="text"/>		
Billing Reason <input type="text"/>		Billing Source
		Date Entered
Charge <input type="text"/>	0.00	

Save and Add Next

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 Sick Leave 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:

The screenshot shows the 'Employee Self Service' portal with a sidebar on the left containing options like 'Request Absence', 'Leave Reports', 'Absence Balances', 'View / Edit Requests', 'Cancel Absences', and 'Summer Appt. Leave Reporting' (which is highlighted). The main content area is titled 'Summer Appointment Leave Reporting' and includes a 'Year' dropdown set to '2019' and a green 'Submit' button. A disclaimer states: 'By clicking submit, I verify I have no additional leave to report for the summer or I have not taken any leave.' Below this is a section 'Record Summer Appointment Sick Days Below' with a table for 2 rows. The first row shows a date of '06/01/2019' and '8.00' hours, with '+' and '-' buttons for adjustment.

Employee Portal view of request history:

The screenshot shows the 'Employee Self Service' portal with a sidebar on the left containing options like 'Request Absence', 'Leave Reports', 'Absence Balances', 'View / Edit Requests' (which is highlighted), 'Cancel Absences', and 'Summer Appt. Leave Reporting'. The main content area is titled 'View / Edit Requests' and shows a table with 5 rows of request history. The table includes columns for request type, status, date, and hours.

View / Edit Requests			
View / Edit Requests			
Summer Sick Leave (UNC)	Approved	06/01/2019	8 hours
No Leave Taken (UNC)	Approved	12/01/2018	Not Available
No Leave Taken (UNC)	Approved	11/01/2018	Not Available

AM: Summer Leave Report

Payroll Coordinator View of Summer SL Take in UWS Absences:

The screenshot displays the 'UWS Absences' interface. The top navigation bar includes 'Global Payroll & Absence Mgmt', 'Payee Data', 'Maintain Absences', and 'UWS Absences'. The main window is titled 'Absence Event Entry' and contains the following information:

- Employee Selection:** Employee ID 00826694, Empl Record 1, Name [Redacted]
- Job Information:** Job Description: ASSISTANT PROFESSOR, Dept ID: A196200, Elig Grp: UWS_U_C, FTE: 1.000000
- Event Dates:** From: 05/30/2018, Through: 10/26/2019, Schedule ID: E40_MTWRF_8H
- Absence Events Table:**

*Event From Date	Thru Date	Absence Take	Hours	Absence Reason	*Process Action	Voided	Comments	Balance	Entry Source	Workflow Status
05/01/2019	05/01/2019	Summer Sick Leave (UNC)	8.00	Select Absence Reason	Normal	<input type="checkbox"/>	Comments	401.37 Hours**	Employee Absence Request	Approved

An 'Absence Event Comments' dialog box is open, showing the following details:

- Title:** UWS Absence Event (Hidden) Absence Event Comments
- Comment:** Summer Sick Leave for 06/01/2019

AM: Summer Leave Report

Payroll Coordinator View of Summer SL Take in Absence Event:

The screenshot displays a software interface for managing absence events. At the top, there is a header for 'Absence Event Entry' with fields for Employee ID (000004), Emp Record, and Name. Below this, a date range is set from 05/01/2019 to 05/01/2019. A table lists absence events, with one entry for 'Summer Sick Leave (SNC)' on 05/01/2019, showing 8.00 hours and a status of 'Standard'. The main section, 'Absence Event Input Detail', contains the following fields:

- Original Begin Date: 05/01/2019
- Entry Type: Hours Per Day
- Hours Per Day: 8.00

Below this are sections for 'User Defined Fields' (Fields 1 and 3) and an 'Override' section with an 'Entitlement' field. A 'Comments' section is at the bottom. A modal window titled 'Absence Event Comments' is open, showing the event name and a comment field containing the text 'Summer Sick Leave for 05/01/2019'. The modal has 'OK', 'Cancel', and 'Refresh' buttons.

AM: Summer Leave Report - Resources

Resources available:

- Updated [KB 30065](#): 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-basis-summer-leave-reporting.pdf>
- Portal Article published June 3

Questions?



HRS Processing Calendar

← → June 2019

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

Institutional Feedback