



Affinity Group June 11, 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

- HR CAT Annual and Hourly Basis Rate Loads
- PY Garnishment Processing Reminders
- UW SHR Benefit Applications and Forms
- UW SHR Rehired Annuitant Forms
- AG HRS Processing Calendar

Portal Articles

Institutional Feedback

HR: CAT Rate Loads

- A & H-Basis:
 - Over the weekend of June 14-June 16
 - All Non-Merit increases will load
 - Action Reason Codes 019 (Merit-Pay Plan Only) and 067 (Chancellor's Discretion) will not load as these should be used for pay plan purposes only
- Output files will be distributed to HR Directors during the week of June 17

Questions?



PY: Garnishment Processing

- Reminders:
 - All garnishment paperwork received at a campus or department needs to be sent to the Service Center for processing. This includes the processing fee check.
 - State statute 812.33 requires the processing fee received needs to be sent to DOA.

Questions?



UWSHR: Benefit Applications & Forms

- Reminder:
 - For *Individual & Family Life Insurance* and *Accidental Death & Dismemberment Insurance*, when you receive an application or beneficiary designation form, submit the originals to UW System HR.
 - Application
 - Original to UW System HR
 - Copy to employee
 - Copy for employee's file
 - Beneficiary Designation
 - Original to UW System HR
 - Copy to employee
 - Originals are needed by UW System HR to administer the plan.
 - Review the Benefit Application & Form Distribution Chart:
 - <https://www.wisconsin.edu/ohrwd/admin/download/bendist.pdf>

UWSHR: Rehired Annuitant Form

- Use the most current [Rehired Annuitant Form \(ET-2319\)](#) (revised 7/25/18).
- **Institution:** Complete the Employer section. Verify information in Employer section matches what will be or is in HRS.
- **Employee:** Complete box 1 or box 2, sign, date, return to human resources office within 7 days of returning to work.
- **Institution:** For timely processing, **fax** the form (do not mail) to the Service Center at (608) 890-2194.
- **Service Center:** Sign as WRS agent and submit to ETF.
Note: Institution HR office or Benefit Administrator is not a WRS agent.

UWSHR: Rehired Annuitant Form

- **Reminders:**

- For employees who elect to actively participate in WRS:
 - **Institution:** Enter benefit elections in HRS after confirmation of the effective date is received from the Service Center. Also, on UW Benefits tab (Job Data), leave rehired annuitant as “No WRS” until confirmation is received.
 - **Receipt Date at ETF:** The Rehired Annuitant Form receipt date at ETF determines the WRS effective date and all insurance benefits. The employer and employee sections must be completed, and the form must be signed by WRS agent.

- **Resources:**

- Benefits Administrators:
www.wisconsin.edu/ohrwd/admin/benefits/rehired-annuitant/
- Employees: www.wisconsin.edu/ohrwd/benefits/life-events/empcha/ra/

Questions?




HRS Processing Calendar

- The processing calendar is now available on the HRS Administration page:
<https://uwservice.wisconsin.edu/administration/csc-calendar.php>

HRS Processing Calendar

My UW System Help
Forms/Publications
HRS Administration



HRS & Related Applications

[HRS PeopleSoft](#)
[Talent Acquisition Manager \(TAM\)](#)
[EPM Data Warehouse home](#)
[Cypress | Reporting home](#)
[WiscIT by Cherwell \(remote access\)](#)

Professional Development

[Training Resources for Administrators](#)
[Training calendar, information about training courses and more!](#)

Support

[HRS Processing Calendar](#)
[HRS KnowledgeBase](#)
[About the Support Model](#)
[Call Slide Archive](#)

HRS Administration

Time Admin	EPM	Biweekly Absence	Monthly Absence	Payroll Edit	Benefits	Glacier
🕒 Last finished 6:35am	✅ Last finished 3:12am	✅ Last finished 8:05am	✅ Last finished 6/5/19 7:56pm	✅ Last finished 5/30/19 9:53pm	✅ Batch ended; Job Data changes OK	✅ NA

@HRSProcessing

Good morning, Jennifer!

Today
5B - Pay Date

What's Happening Right Now

Operations Journal | UWSC Communications | Presentations Library

Jun 6 5B Pay Date Payroll

[View Payroll Calendar »](#)

Jun 5 10:45 KB Update: BN - MSC Event Evaluation Report has been updated KB

[View KB doc »](#)

Jun 5 7:39 KB Update: TAM - Posting the Intent to File a Labor Certification has been updated KB

[View KB doc »](#)

Jun 5 7:32 KB Update: TL - Timesheet Time Format has been updated KB

[View KB doc »](#)

Jun 4 5:28 News item posted: Update Your Address/Personal Information My UW

[View News item »](#)

Contact Us

ag3@uwsa.edu
 Submit a Request
 (888) 298-0141
 (608) 262-0600

7:45 AM - 4:30 PM, Monday-Friday

HRS Project Readiness

[Employee Self-Service Direct Deposit](#)
[Electronic P-File](#)
Last updated: May 2, 2019

Functional Areas

Favorites

- [Benefits](#)
- [Finance](#)
- [Human Resources](#)
- [Payroll](#)
- [Project Management Office](#)
- [Security](#)
- [Talent Acquisition Manager](#)
- [Time and Absence](#)

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

Portal Articles

- Recently Posted:

- Update Your Address/Personal Information (article revised slightly to take out end-of-semester references) – reposted 6/4
- New Summer Leave Reporting Process Implemented June 2, 2019 – posted June 3

- Upcoming Articles:

- Summer Prepay Deductions: Continuing Your Insurance Coverage During the Summer Months –June 10
- Faculty, Academic Staff and Limited Appointees may save unused vacation for future use in Banked Leave Account – June 10
- College Savings – Edvest – mid June
 - It's Never too Early to Plan for Retirement –late June
- ALEX – late June
- Non-HDHP plan vs HDHP comparison – late June
- HSA vs FSA – July

Institutional Feedback

-