



Affinity Group

June 18, 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 Summer Prepay Disbursement
- FN FYE Date Reminders

BN: Summer Prepay Disbursement

- 6M prepay disbursements will load tonight (6/18) and be in Review Paycheck tomorrow morning
- To check disbursements:
 - Deduction Prepay Load Status Query
<https://kb.wisc.edu/hrs/page.php?id=16478>
 - Deduction Prepay Paycheck Query
<https://kb.wisc.edu/hrs/page.php?id=18451>
 - Deduction Prepay Balance Review Page
<https://kb.wisc.edu/hrs/page.php?id=49837>
 - Deduction Prepay: Frequently Asked Questions
<https://kb.wisc.edu/hrs/page.php?id=17371>
 - Summer Prepay Resource Landing Page
<https://uwservice.wisconsin.edu/administration/prepay/>

FN: FYE Date Reminders

June 22	Encumbrance balances set to zero for FY 2019
June 22 - July 3	Encumbrance calculations on hold
June 22	Encumbrance Job Data rows loaded (A- and H-basis only)
July 3	Encumbrance balances initialized for FY 2020
July 5	Last day to submit FY 2019 Direct Retros for processing in HRS in FY2019; Direct Retro entry page locked at 2pm
July 16	Direct Retro entry page unlocked
August 23	Job Row inserts: Return from Short Work Break Encumbrance (C basis only)
August 24	Job Data Pay Rate changes loaded from CAT (C basis only)