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AG Call
August 27, 2019

Agenda:

- BN: ABE Administrator Landing Page
  ABE Preparation & Communication
- HR: Major & Minor Fields Added to EPM
  Faculty Sabbatical
  Duplicate Empl IDs
- PY: W-4 ESS Campus Input Reminder
- UWSHR: Sick Leave Credit Conversion Training

- Institutional Feedback

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BN: ABE Administrator Landing Page

- Annual Benefits Enrollment (ABE) Administrator Landing page has been updated for 2020 and will continually be updated as more information is available

- It provides many ABE resources, so check the page often

  - https://uwservice.wisconsin.edu/administration/abe

BN: Institution ABE Preparation

- Remember to complete all events found in the following WEDs and Reports by September 27 for ABE processing:
  - New Hire Hold WED
  - MSC Event Evaluation Report
  - BAS Open Action Required WED

- Employees are impacted when these reports are not worked prior to open enrollment. They will not be able to make elections, including Health Opt Out.

- Contact your Affinity Group with questions or concerns.

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BN: Initial ABE Communication

- On **September 10**, campuses will receive an email template regarding the upcoming ABE period to distribute to employees. A spreadsheet of recipients and email addresses will be included.

- The intent of the email is to notify employees of ABE dates and let them know they will be receiving emails from UWSystemHR email address.
  - Email can be customized to include campus benefits fair and contact information

- Please distribute by **September 13** ahead of the ABE Alert email being sent to employees from the UWSystemHR address.
  - Hard copies will be sent to employees on Leave of Absence and Layoff.

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HR: Major and Minor Fields Added to EPM

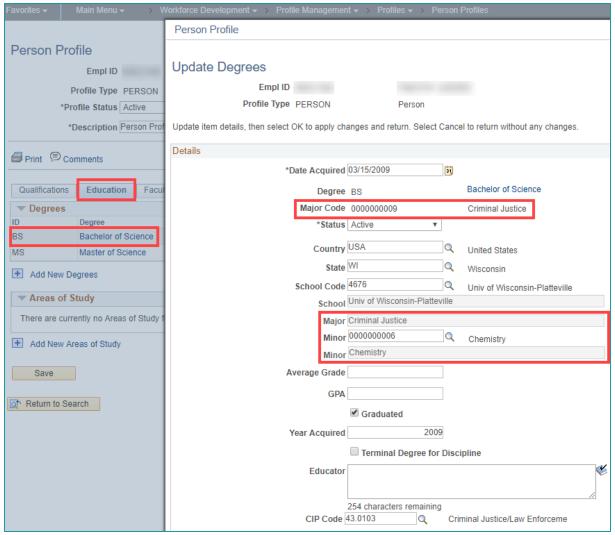- As of August 25, Degree Major and Minor fields have been added to the EPM database table **UW_HR_MHGPRF_VW**

FIELD	DESCRIPTION	Example
MAJOR_CODE	Major Code	0000000009
MAJOR_DESCR	Major Code Description	Criminal Justice
JPM_MINOR_CD	Minor Code	0000000006
MINOR_DESCR	Minor Code Description	Chemistry

- Major and Minor information is entered in HRS through *Workforce Development > Profile Management > Profiles > Person Profiles > **Education***

- Resources
  - KB 16269: HR – Profile Management

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HR: Major and Minor Fields Added to EPM

HR: Faculty Sabbatical

- As the new academic year kicks off please review faculty sabbatical records

- Faculty returning from 2018-2019 Sabbatical:
  - Review and update FTE
  - Terminate USB Add'l Pay
  - Review and update Funding

- Faculty going on Sabbatical for 2019-2020:
  - Update Profile Management
  - Review and update FTE
  - USB Add'l Pay entry if needed
  - Review and update Funding

- Resources
  - KB 17072: HR - Faculty Sabbatical
  - KB 16269: HR - Profile Management

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HR: Duplicate Empl IDs

- We have seen an increase in duplicate Empl IDs being created for existing employees recently

- Reminder to check HRS in Modify a Person and Legacy Person Search for an existing Empl ID before adding a new Person in HRS.

- Resources
  - [KB 15608: HR - Search for Existing Person in HRS](#)
  - [KB 29424: HR - View UW Multiple Jobs Summary for an Employee](#)

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PY: W-4 ESS Campus Input Reminder

- Do you have business processes at your institution that use information found in the new hire packet documents for entry in HRS? Please identify these processes.

- What information on the UW custom W-4 form is being used to update/review pages in HRS other than the tax data pages?

- Do you have any concerns about separating the Form W-4 page from the New Hire Packet?

- Please identify and submit to your Affinity Group a point of contact at your institution to represent Payroll and HR on this project. Send responses to these questions to your AG by Aug 29.

- First Point of Contact call will be Sept 5.

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Sick Leave Credit Conversion Training

The Department of Employee Trust Funds (ETF) conducted Sick Leave Credit Conversion Program training in July. A series of four (4) recorded webinars is now available on ETF's website at Employer Training.

- Module 1 - Overview of the sick leave program, eligibility requirements and sick leave conversion credit calculations.
- Module 2 – Employer/employee responsibilities and when to certify sick leave.
- Module 3 – Rehired annuitants, sick leave escrow, sick leave re-enrollment process and what happens in the event of death.
- Module 4 - Employer Resources and Q&A from in-person training.

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Sick Leave Credit Conversion Training

- All institutions are encouraged to take the on-demand trainings.
- The slide presentation and practical scenarios from the sessions are available on the ETF website.
- Reminders
  - Submit all Sick Leave Credit Conversion calculations to ETF.
  - Submit a copy to the Service Center.
  - Service Center will review and reduce employee's sick leave balance.

- **Resources:**
  - Sick Leave Credit Conversion Program Brochure
  - Sick Leave Conversion Credit Program Fact Sheet

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Questions?

Institutional Feedback