UW-Shared Services

University of Wisconsin System

AG Call
October 8, 2019

Agenda:

- PY: Multistate Taxation

      Tax Reform

- AM: Sick Leave Reduction

- Email Retrieval Page
- Mandatory Training Courses in HRS
- SFS Outage
- Attestation
- All AG Call
- Institutional Feedback

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PY: Multistate Taxation

- Beginning in 2020, the UW will begin withholding Minnesota tax for UW employees

- With the addition of Minnesota, the UW will then be registered to withhold state tax for the following states: WI, CA, IL, & MN

- Additional information coming soon

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PY: Tax Reform – New Form W-4

- New Form W-4, Employee's Withholding Allowance Certificate, will be effective for pay dates after January 1, 2020

- Use this link to view the [draft 2020 W-4 (PDF)](#)

- All new hires, with hire dates within the 12M and 12B payrolls, will be required to use the new Form W-4
  - Current employees are not required, but recommended to submit a new form

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Questions?

AM: Sick Leave Reduction

- The 2019 sick leave reduction was created and will be finalized on October 24 with the payroll confirmation

- Employees have been notified on a monthly basis since April 2019 of any missing leave reports for FY19 and later
  - Portal articles were also published on June 3 and September 26

- Approvers have been notified on a monthly basis since April 2019 of any outstanding approvals of absences for FY19 and later

- Employees were given until September 30 to complete leave reports for FY19

- Approvers were notified of outstanding approvals on October 1

- Affected employees will receive a reduction notice email on October 24

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Request to Review Sick Leave Reduction

The Sick Leave Reduction notice email sent to employees* on October 24, 2019 will include a link to a form employees may complete if they believe the sick leave reduction was made in error.

- Request to Review Sick Leave Reduction form should be submitted to their institution's HR office within 30 days from notification date (i.e. 11/25/19). Instructions are on the form.
- Institution's HR office acknowledges receipt by completing the appropriate section of the form (section 4). Forward the completed form and any supporting documentation to your institution's AG via email by 12/13/19.
- UW-Shared Services-Service Operations and UW System HR will review and communicate the final decision to the institution's HR office via the normal ticketing process.
- Institution's HR office will communicate the final determination to the employee within 60 days of the request.
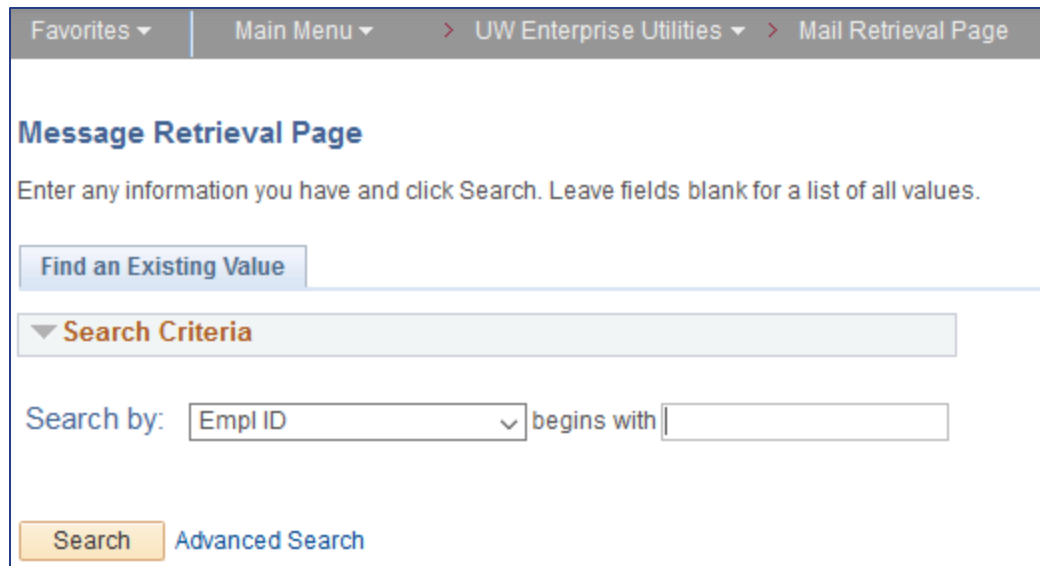
Sick leave reduction applies to eligible FA/AS/LI employees only.

Questions?

Email Retrieval Page

- New page available that can be used to find email messages sent to an employee from HRS
  - Main Menu > UW Enterprise Utilities > Mail Retrieval Page

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Email Retrieval Page

- Must select the Module and/or Date Range for the search, then click "Show Emails"

Email Retrieval Page

- From the returned list, select the checkbox next to the message to view

Email Retrieval Page

- The message will display below the email list

Email Retrieval Page

- Security Roles to access the page is determined by module:

    - BN: UW_UNV_BN_CAMPUS_UPD
    - PY: UW_UNV_PY_DIRECT_DEPOSIT_UPD

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Questions?

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Mandatory Training Courses using HRS

- Three Mandatory Courses
    - Information Security - annual
    - Title IX – every 3 years
    - Mandated Reporter – once

- Automatic Enrollment and Emails sent from HRS using preferred business email
    - Initial enrollment (new hire and renewal)
    - 14 days later (if not complete)
    - 21 days later (if not complete)
    - Multiple Empl Rec Numbers (include multiple campuses) – only notified once

- Renewal based upon when course was last completed

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Mandatory Training Courses using HRS

- Complete through Canvas
  - Canvas is a web-based learning management system
  - Must enroll through link sent in email
  - Appear with other Canvas courses, if any

- HRS query for monitoring status
  - security role required

- KB 94504 will be available with more information

- Canvas Tile being added to MyUW
  - Excluding UW-Madison

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Mandatory Training Courses using HRS

- Deployment Plan - Tentative
  - UW-Oshkosh – October 1
  - UW-Stevens Point – November 4
  - UW-Platteville – December 2
  - UW-Eau Claire, UW-Green Bay, UW-LaCrosse, UW-Parkside, UW-River Falls, UW-Stout, UW-Superior, UW-Whitewater, UW-System Admin, UW-Shared Services – December 16
  - UW-Madison & UW-Milwaukee - TBD

- Requirements prior to go-live
  - Historical completion data for Title IX and Info Security
    - Spreadsheet provided by UWSS
    - All active employees and those terminated within past year
  - Designated staff for security role
  - Communication to employees about training changes (UWSS provide template)

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Questions?

FN: SFS Outage

- Friday, October 11, at 4:00 p.m., Direct Retro and Funding Entry will be locked
  - No Encumbrance processing

- Sunday October 13, the Encumbrance Process will run
  - Direct Retro Journals from Friday October 11 will interface to SFS along with Encumbrance Journals created on Sunday

- Monday morning, October 14, Direct Retro and Funding Entry will be unlocked

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SEC: HRS User Attestation

- The HRS core user attestation process is scheduled to start mid-October

- On October 15, campus data custodians will receive an email with the attestation instructions and a worksheet that includes their institution's users

- The attestation completion deadline is Monday, November 4

- When complete, reply to the initial email and attach the file

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Questions?

All AG Call: Save the Date

- When: Tuesday, October 15, 9:00 a.m.

- Topics:
  - ESS/MSS - More readily accessible information
  - Updates to navigation for HRS Administrators
  - TAM Dashboard
  - New Web Clock

- Contact/Login information will be sent prior to the call

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Institutional Feedback