



AG Call  
December 3, 2019

# Agenda:

- HR: Action/Action Reason Reminder
- BN: Changes After ABE
- BN: ICI Deferred Enrollment
- FLSA Business Process
  - HR: Mass Job Update
  - HR: Position and Job
  - TL/AM: Schedules
  - TL/AM: Security
  - TL/AM: Time Entry
  - TL/AM: Comp Time
  - TL/AM: Holiday Entry
  - PY: Additional Pay
  - BN: Transition Information/Tasks
  - Resources
  - Communication

# HR: Action/Action Reason

## Reminder:

- The following action reasons should only be used for a Board of Regents approved pay plan:
  - 019 Merit – Pay Plan Only
  - 067 Chancellor’s Disc Increase
  - 091 Performance Adjustment (used for individual merit – not part of a Board of Regents approved pay plan)
- KB: <https://kb.wisc.edu/hrs/16619>

# Questions?



# BN: Changes After ABE

New Hire (October 26 – December 31, 2019)

- SGH/Delta Dental/VSP
  - Employees complete self-service New Hire
  - If plan changes are needed for January 1, 2020:
    - Submit paper application for 1/1/20 change within 30 days of Hire
    - Not considered an appeal
- FSA/HSA
  - Employees complete self-service New Hire
  - If they wish to elect FSA/HSA for January 1, 2020:
    - Submit paper application for 1/1/20 enrollment within 30 days of Hire
    - Not considered an appeal

Life Events (October 26 – December 31, 2019)

- If employee has a birth, marriage, death, loss of coverage, etc. for health benefits:
  - Submit **2** paper applications: one for current life change(s) and second to carry forward life change(s) to 1/1/20 elections
  - Not considered an appeal



**UW-Shared Services**

*University of Wisconsin System*

# BN: ICI Deferred Enrollment

- An opportunity to enroll into University Staff ICI benefit plan for the first time if:
  - Sick leave balances are as of December B (pay period end 12/21/2019) :

ICI Category	Sick Leave Hours
University Staff - Category 3	80 Year to date balance*
University Staff - Category 4	520 – 727 Life to date balance
University Staff - Category 5	728 – 1040 Life to date balance

- \*Prorated based on FTE or sick leave earned

# BN: ICI Deferred Enrollment

- An opportunity to enroll in ICI each year if you have obtained 1040 hours or more of sick leave by end of December B or December Monthly pay period.
- Deferred enrollment opportunity for:

ICI Category	Sick Leave Hours
University Staff - Category 6	> 1040 Life to date balance

ICI Category	Sick Leave Hours
FA/AS/LI – 180 Days	> 1040 Life to date balance

# BN: ICI Premium Changes

- Effective February 1, 2020, employee premium will increase 20%
- For 2020 ICI premium amounts, please see:
  - [2020 WRS Income Continuation Insurance Guide](#)



# BN: Sick Leave Swap Process

- An employee may swap out used sick leave for unused leave (vacation, personal holiday, etc)
  - Notification to employees of their eligibility to swap sick leave is a decision to be made by the institution
- The opportunity to swap used sick leave for other leave can reduce ICI premiums or provide enrollment opportunities into the ICI program.
- All leave swaps that will affect the ICI premium category must be:
  - Requested by the employee by the end of day Monday, December 30, 2019
  - Entered by administrators in HRS by 4:30pm on Wednesday, January 8, 2020
- The 2020 ICI premium category will not be affected by any leave swaps made after the ICI annual update process runs in January

# BN: Sick Leave Swap Process

Eligible Time Frame for Swapping:

- **University Staff:** January A 2019 to December B 2019
  - Eligible pay period dates: 12/23/2018 – 12/21/2019
  - When reviewing Results By Calendar, eligible leave swap is:
    - 13A2018: 12/23/2018 – 12/31/2018
    - 1A2019 - 12B2019: 1/1/2019 – 12/21/2019
  - Before performing a leave swap, check EACH calendar year's end balances to be sure the balance is available for swapping (13A of 2018 and 12B of 2019).
  
- **FA/AS/LI:**
  - Eligible pay period dates: 1/1/2019 – 12/31/2019

# BN: Projected Sick Leave Balance Report

- Projected Sick Leave Balance report:
  - Displays a snapshot in time of current sick leave balances and assumed sick leave earnings that may be used for counseling the employee on swapping opportunities.
  - Week of December 2, 2019, the Projected Sick Leave Balance report will be available to campuses that wish to proactively counsel employees on sick leave swap.

# BN: Projected Sick Leave Balance Report

- Assumptions made with the report:
  - Employee will not use any sick leave for the remainder of the year
  - All leave balances are up to date as of the November B payroll
  - Job Data accurately reflects FTE and leave of absences
  - Employee will earn sick leave based on FTE in Job Data
- The following have been removed from the report:
  - Employees age 70 and older
  - Employees enrolled in Category 6

# BN: ICI Timeline

- **Week of December 2, 2019** - Distribution of Projected Leave Balance Report
- **December 30, 2019** - Employee deadline to notify campus administrators to swap leave time
- **January 8, 2020** - Campus administrator deadline for entering leave time swap
- **January 18, 2020** – UW-Shared Services Service Operations will send email notices to employees eligible for Deferred and/or Supplemental enrollment into ICI
  - ICI look-up tool will be available
- **January 31 – February 1, 2020** – UW-Shared Services Service Operations will be updating Job Data and ICI Benefit plan enrollment
- **March 1, 2020** – Employee deadline to submit paper application for Deferred or Supplemental enrollment into ICI
- **March 27 – 28, 2020** – UW-Shared Services Service Operations will be updating Job Data to provide election entry for Deferred or Supplemental enrollment into ICI
- **April 14, 2020** – Campus deadline for Biweekly payroll election entry for ICI Deferred Enrollment.
- **April 21, 2020** – Campus deadline for Monthly payroll election entry for ICI Deferred Enrollment.

# BN: ICI Resources

- Employee References:
  - <https://www.wisconsin.edu/ohrwd/benefits/dis/ici/>
- Administrator References:
  - [ICI Administrator Landing page](#)
    - A list of KB resources
    - Links to UW System HR and UWMSN Policy are available

# Questions?



# HR: Mass Job Update

- Mass Job Update Changes
  - Position Change / Change FLSA Status will be used to update FLSA Status to Nonexempt on Position
  - Job Data will be updated using the same action/reason as follows:
    - FLSA Status will be updated to Nonexempt on the Job Information Tab
    - Top frequency will be updated to H on the Compensation Tab
    - Rate code will be updated to NAHRLY setting the bottom frequency to H as well
    - Compensation Rate will be updated
    - Pay Group will be defaulted based on many data elements
- Mass Job Update will run December 26, 2019 – January 2, 2020
- Output files will include the following:
  - Successful
  - Warnings (Row was inserted, but future rows were not updated)
  - Errors (No data loaded to HRS for employee)



# HR: Manual Updates

- Hired on Position:
  - Position Change (POS) / Change FLSA Status (070) will be used to update FLSA Status to Nonexempt on Position (effective 1/1/20)
  - Job Data updates will flow from position change as described for the mass updates
- Hired without Position:
  - In Job Data, effective January 1, 2020, using Action Data Change (DTA) / Reason Job Data Update Misc (019)
    - Update FLSA Status to Nonexempt on the Job Information Tab
    - Update top frequency to H on the Compensation Tab
    - Update rate code to NAHRLY on the Compensation Tab defaulting the bottom frequency to H as well
    - Update the Compensation Rate on the Compensation Tab
    - Pay Group will be defaulted based on the updated data elements

# Position / Job Data Changes (FA/AS/LI)

Description | Specific Information | Budget and Incumbents

Position Information Find | View All First 1 of 2 Last

Position Number

Headcount Status Open Current Head Count 0 out of 1

\*Effective Date 01/01/2020

\*Reason 070  Change FLSA Status

\*Status Active

Action Date 11/22/2019

\*Position Status Approved  Status Date 02/10/2011    Key Position

Job Information

\*Business Unit UWMSN  UW Madison Career Executive:

Job Code R16BN  SR ARTIST

\*Reg/Temp Regular  \*Full/Part Time Full-Time

\*Regular Shift Not Applicable  Union Code

Title SR ARTIST  Short Title R16BN  [Detailed Position Description](#)

\*Empl Class AS  Continuity 03  \*Pay Basis Annual

Work Location

\*Reg Region USA   United States

Department   Company UWS University of Wisconsin System

Location A0054

Reports To   Dot-Line

Supervisor Lvl   Security Clearance

Salary Plan Information

Salary Admin Plan AA1A Grade S05 Step

Standard Hours 32.00 Work Period WUWS  WUWS

FTE 0.800000

USA

FLSA Status Nonexempt

Bargaining Unit 8888

# Position / Job Data Changes (FA/AS/LI)

- Job Data Job Information tab
- Data flows from updates in Position

Work Location Job Information Job Labor Payroll Salary Plan Compensation UW Custom UW Benefits

Employee [redacted] Empl ID [redacted] Empl Record 0

Job Information Find First 1 of 31 Last Go To Row

Effective Date	01/01/2020	Action	Position Change
Effective Sequence	0	Reason	Change FLSA Status
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		

Future

\*Job Code  SR ARTIST  
Entry Date  Seasonal?   
Supervisor Level    
Supervisor ID    
Reports To    
\*Regular/Temporary  \*Full/Part   
Empl Class  \*Officer Code   
\*Regular Shift  Shift Rate   
\*Classified Ind  Shift Factor   
UWC / UWEX Program Area  \*Pay Basis

**Standard Hours**

Standard Hours	<input type="text" value="32.00"/>	Work Period	<input type="text" value="WUWS"/>
FTE	<input type="text" value="0.800000"/>		

Adds to FTE Actual Count?  Encumbrance Override

**Contract Number**

Contract Number	<input type="text"/>	Next Contract Number	<input type="text"/>
Contract Type	<input type="text"/>		

*FLSA Status	<input type="text" value="Nonexempt"/>	Work Day Hours	<input type="text"/>
*EEO Class	<input type="text" value="None of the Above"/>		

# Position / Job Data Changes (FA/AS/LI)

- Job Data Payroll tab
- Pay Group will default

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation | UW Custom | UW Benefits

Employee [redacted] Empl ID [redacted]  
Empl Record 0

**Payroll Information** Find First 1 of 31 Last Go To Row

Effective Date 01/01/2020  
Effective Sequence 0  
HR Status Active  
Payroll Status Active

Action Position Change  
Reason Change FLSA Status  
Job Indicator Primary Job  
Future

Payroll System Payroll for North America  
Absence System Absence Management

**Payroll for North America**

Pay Group HFR  Hourly FLSA Nonexempt Annual  
Employee Type H  Hourly  
Tax Location Code UWMSN  UW Madison  
GL Pay Type   
Combination Code

Holiday Schedule HOLU  U-Holiday  
FICA Status Subject  Edit ChartFields

**Absence Management System**

Pay Group HFR  Hourly FLSA Nonexempt Annual

**Setting**

Use Pay Group Eligibility  
 Use Pay Group Rate Type  
 Use Pay Group As Of Date

Eligibility Group   
Exchange Rate Type   
Use Rate As Of

# Position / Job Data Changes (FA/AS/LI)

- Job Data Compensation tab
  - Frequency (H)
  - Rate Code (NAHRLY)
  - Comp Rate (new hourly rate)

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation** | UW Custom | UW Benefits

Employee [redacted] Empl ID [redacted] Empl Record 0

**Compensation** Find First 1 of 31 Last

Effective Date 01/01/2020 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Change FLSA Status

Payroll Status Active Job Indicator Primary Job Future

Compensation Rate 17.500000 \*Frequency H Hourly

▶ **Comparative Information**

▶ **Pay Rates**

Default Pay Components

**Pay Components** Personalize | Find | First 1 of 1 Last

Amounts | Controls | Changes | Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAHRLY	0	17.500000	USD	H	

Calculate Compensation

# Position / Job Data Changes (FA/AS/LI)

- Job Data UW Custom tab
  - FLSA Threshold Exemption

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | **UW Custom** | UW Benefits

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0

**UW Custom Data** Find 1 of 31 Last [Go To Row](#)

Effective Date: 01/01/2020  
Effective Sequence: 0  
HR Status: Active  
Payroll Status: Active

Action: Position Change  
Reason: Change FLSA Status  
Job Indicator: Primary Job  
Future

<b>Continuity Status Information</b> *Continuity: 03 Job Security: [Dropdown] Guaranteed Length: [Dropdown]	<b>Probation</b> Probation Type: Not Required Probation End Date: [Date]
<b>Rate Exceptions</b> Under Min: [Checkbox] Over Max: [Checkbox]	<b>Additional</b> Working Title: SR ARTIST <a href="#">Reset</a> FLSA Threshold Exemption: [Dropdown]
<b>External Systems</b> Source System: Other Number: [Text]	<b>Encumbrances</b> *Business Unit: UWMS Fiscal Year: 2020 Session: FY
<b>Non-Resident Alien Info</b> Income Code (for 1042-S): [Dropdown]	<b>Position of Trust</b> Position of Trust: No Last Date Checked: [Date]

**FLSA Threshold Exemption List:**  
ACADEMIC ADMINISTRATOR  
CAMP COUNSELOR  
DOCTOR  
LAWYER  
MULTIPLE JOBS  
NOT SUBJECT TO FLSA  
TEACHER

# Questions?



# TL/AM: Schedule

- Default E40 schedules will be loaded for those employees moving from exempt to nonexempt FLSA status December 26, 2019 – January 2, 2020
- Default schedules can be reviewed and updated as needed following the default activity
- E40 Pros:
  - Consistent with other UWSC workgroup defaulting practices
  - Full-time employees with consistent schedules would not need to enter or submit time
  - Least risk of employee not being paid
- E40 Cons:
  - Part-time employees or employees with inconsistent schedules would need to update their timesheet or have their schedules changed
  - Timesheets not updated appropriately could overpay employees



# TL/AM: Assign Work Schedule

Updating Work Schedules: Time and Labor > Enroll Time Reporters > Assign Work Schedule

Assign Work Schedule

Employee ID [Redacted]  
Employment Record [Redacted]

Actions ▾  
**Assign Schedules** ? Personalize | Find | View All | [Print] | [Calendar] First 1-3 of 3 Last

Primary Schedule | Alternate Schedule [More]

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
01/01/2020 [Calendar]	Select Predefined Schedule ▾	UW_SYSTEM [Search]	E40_MTWRF_8H [Search]	E40_MTWRF 8h	Show Schedule [+] [-]
10/21/2012 [Calendar]	Select Predefined Schedule ▾	UW_SYSTEM [Search]			
04/10/2011 [Calendar]	Select Predefined Schedule ▾	UW_SYSTEM [Search]			

▶ View history of Schedule Assignments, including default changes

Save | Return to Search | Refresh

Look Up Schedule ID

E40_MTWRF_8H	E40_MTWRF 8h
E40_MTWRF_8H_7A	E40_MTWRF 8hrs 7am-3pm
E40_MTWRF_SUMTWR	E40_MTWRF_SuMTWR 8h
E40_MTWRF_VAR01	E40_MW 8.25h_TR 7.75h_F 8h
E40_MTWRF_VAR02	E40_MWF 9.5h_TR 6.5h

[KB-16830](#) contains instructions to assign work schedules and a list of available schedules

# TL/AM: E40 Timesheet

Employee ID [REDACTED]

SR ARTIST Empl Record 0 Earliest Change Date 11/28/2019

Select Another Timesheet

\*View By Calendar Period

\*Date 01/05/2020 🔄

Scheduled Hours 80.00 Reported Hours 0.00

Previous Period Next Period  
Previous Empl/Job

From 01/05/2020 to 01/18/2020 ?

Timesheet Additional Elements ☰  Show all columns by default

Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sun 1/5		<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Mon 1/6		<input type="text" value="8.00"/>	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Tue 1/7		<input type="text" value="8.00"/>	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Wed 1/8		<input type="text" value="8.00"/>	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu 1/9		<input type="text" value="8.00"/>	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri 1/10		<input type="text" value="8.00"/>	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sat 1/11		<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sun 1/12		<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Mon 1/13		<input type="text" value="8.00"/>	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Tue 1/14		<input type="text" value="8.00"/>	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Wed 1/15		<input type="text" value="8.00"/>	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu 1/16		<input type="text" value="8.00"/>	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri 1/17		<input type="text" value="8.00"/>	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sat 1/18		<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>

# TL/AM: TL Security

- UWSC will run TL Security mass update after the Mass Job Update processing is complete (December 26, 2019 – January 2, 2020)
- Review default Payroll Coordinators/Enter UW Approvers by Thursday, December 19
  - If new default coordinators are needed prior to the mass update, submit a ticket before end of business day, Thursday, December 19, 2019
  - Populate TL Approvers
- In the event TL Security changes are needed following the Mass TL Security Update, review and update TL Security as needed

Time Approver Information | Time Reporter Information

Empl ID: [REDACTED] Empl Record: 0

Find | View All | First 1 of 2 Last

\*Effective Date: 01/01/2020 [BY] Sequence: 0

Business Unit: UWMSN Working Title: SR ARTIST

Department: [REDACTED] Time Reporter Status: Active

**Coordinators** View All | [2] First < 1-3 of 6 > Last

Payroll Coordinator		
[REDACTED]	+	-
[REDACTED]	+	-
[REDACTED]	+	-

**UW Approvers** Personalize | Find | View All | [2] [3] First 1 of 1 Last

UW Approver	UW Approver Backup		
[REDACTED]	[REDACTED]	+	-

Non UW Approver: [REDACTED] 🔍

Non UW Approver Backup: [REDACTED] 🔍

# TL/AM: TL Security

Mass Update will default Time Entry Method to Timesheet and AM User to AM ESS if you have not already taken steps to establish values

Time Approver Information | Time Reporter Information

Empl ID: [REDACTED] Empl Record: 0

Find | View All First 1 of 2 Last

Effective Date: 01/01/2020 Sequence: 0

Business Unit: UWMSN Working Title: SR ARTIST

Department: [REDACTED] Time Reporter Status: Active

**Student Differentials** View All | [?] First 1 of 1 Last

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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**Exam Differentials** View All | [?] First 1 of 1 Last

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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Meal Deduction: [REDACTED] Active TL Security:

Taskgroup: [REDACTED] TCD Group: [REDACTED]

**Time Entry Roles** View All | [?] First 1 of 1 Last

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
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**Time Entry Method**

TL User: **Time Sheet** AM User: AM ESS

# TL/AM: Time Entry

Example - Employee assigned E40 schedule

Week 1 hours = 28.0 / Week 2 hours = 32 hours

- Delete line(s) on timesheet for scheduled day(s) not worked
- Change the hours on days where worked hours differ from the schedule
- After all hours have been changed or entered, Submit

Employee ID [REDACTED] Empl Record [REDACTED] Earliest Change Date 11/28/2019

SR ARTIST  
Select Another Timesheet

\*View By: Calendar Period Previous Period Next Period  
\*Date: 01/05/2020 Next Empl Job

Scheduled Hours 80.00 Reported Hours 60.00

From 01/05/2020 to 01/18/2020

Select for Delete	Date	Status	Quantity	Time / Absence Code	Sched Hrs	Comp Time
<input type="checkbox"/>	Sun 1/5				0.00	
<input type="checkbox"/>	Mon 1/6	⌘	8.00		8.00	
<input type="checkbox"/>	Tue 1/7	⌘	8.00		8.00	
<input type="checkbox"/>	Wed 1/8	⌘	8.00		8.00	
<input type="checkbox"/>	Thu 1/9	⌘	4.00		8.00	
<input type="checkbox"/>	Fri 1/10	⌘	0.00		8.00	
<input type="checkbox"/>	Sat 1/11				0.00	
<input type="checkbox"/>	Sun 1/12				0.00	
<input type="checkbox"/>	Mon 1/13	⌘	0.00		8.00	
<input type="checkbox"/>	Tue 1/14	⌘	8.00		8.00	
<input type="checkbox"/>	Wed 1/15	⌘	8.00		8.00	
<input type="checkbox"/>	Thu 1/16	⌘	8.00		8.00	
<input type="checkbox"/>	Fri 1/17	⌘	8.00		8.00	
<input type="checkbox"/>	Sat 1/18				0.00	

Delete Selected Rows Submit Copy from Previous Period

Category	Total	Week 1 (1/5-1/11)	Week 2 (1/12-1/18)
Total Reported Hours	60.00	28.00	32.00
Total Scheduled Hours	80.00	40.00	40.00
Schedule Deviation	-20.00	-12.00	-8.00
No category Displayed	60.00	28.00	32.00

# TL/AM: Compensatory Time

- Can be accrued as a substitute for overtime payment
- Can be used for time off at a later date
- Both accrued and taken on the timesheet
- Maximum balance = 80.0 hours
- Carries over one calendar year

# TL/AM: Time Entry – Comp Time

Example - Employee worked 40 hours plus an additional 4 hours on Saturday in each week of the pay period

- Enter the additional time worked on the appropriate days
- Check Comp Time box
- Submit

Employee ID [REDACTED]  
Empl Record [REDACTED] Earliest Change Date 11/28/2019

SR ARTIST  
**Select Another Timesheet**

\*View By  Previous Period Next Period  
\*Date     
Scheduled Hours 80.00 Reported Hours 88.00 Next Empl/Job

From 01/05/2020 to 01/18/2020

Timesheet Additional Elements   Show all columns by default

Select for Delete			Date	Status	Quantity	Time / Absence Code	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sun	1/5			0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Mon	1/6	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Tue	1/7	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Wed	1/8	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Thu	1/9	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Fri	1/10	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sat	1/11	4.00		0.00	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sun	1/12			0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Mon	1/13	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Tue	1/14	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Wed	1/15	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Thu	1/16	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Fri	1/17	8.00		8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sat	1/18	4.00		0.00	<input checked="" type="checkbox"/>

Summary Payable Time Absence Balances Compensatory Time Exceptions Personalize Find | 1-4 of 4

**Reported Time Summary**

Category	Total	Week 1 (1/5-1/11)	Week 2 (1/12-1/18)
Total Reported Hours	88.00	44.00	44.00
Total Scheduled Hours	80.00	40.00	40.00
Schedule Deviation	8.00	4.00	4.00
No category Displayed	88.00	44.00	44.00

# TL/AM: Time Entry – Comp Time

Example - Employee used 1 hour of comp time week 2 of pay period

- Update hours worked
- Add a row using CTUSE TRC
- Submit
- Balance viewed on  
Compensatory Time tab  
at bottom of timesheet

Employee ID [REDACTED] Empl Record [REDACTED] Earliest Change Date 11/28/2019

SR ARTIST  
Select Another Timesheet

\*View By  Previous Period Next Period  
\*Date  Next Empl/Job

Scheduled Hours 80.00 Reported Hours 80.00

From 01/05/2020 to 01/18/2020

Select for Delete			Date	Status	Quantity	Time / Absence Code	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sun	1/5			0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Mon	1/6	⌘	8.00	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Tue	1/7	⌘	8.00	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Wed	1/8	⌘	8.00	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Thu	1/9	⌘	8.00	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Fri	1/10	⌘	8.00	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sat	1/11			0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sun	1/12			0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Mon	1/13	⌘	8.00	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Tue	1/14	⌘	8.00	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Wed	1/15	⌘	8.00	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Thu	1/16	⌘	8.00	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Fri	1/17	⌘	7.00	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>			1.00	CTUSE - Comp Time Taken	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sat	1/18			0.00	<input type="checkbox"/>

Delete Selected Rows Submit Copy from Previous Period

Summary Payable Time Absence Balances **Compensatory Time** Exceptions

Compensatory Time

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	UW_COMP	1.00	0	80	



# TL/AM: Vacation

- Vacation will continue to be allocated at 176.0 hours per year
- Vacation will be allocated on a biweekly basis rather than a monthly basis

# TL/AM: Legal Holiday

- Legal Holiday Allocation will be granted (both A- & C-basis) by FTE and rounded **up** to the nearest .25 hour.
- Legal Holiday usage will be loaded to timesheet for full-time employees.
- Legal Holiday usage will need to be manually entered on timesheet for part-time employees.
- Examples:
  - **100% employee** is allocated 72.0 hours
  - Holiday use (8.0 hours) will be loaded to timesheet on holidays
  
  - **60% employee** is *allocated* 43.25 hours ( $72 \text{ hrs FT} \times 60\% = 43.2$ , rounded up is 43.25)
  - Holiday use will need to be manually entered on the timesheet as part-time employees are not loaded.
  - Legal holiday balance will need to be monitored to avoid overuse or under use of paid time.

# TL/AM: Legal Holiday (Both A- and C-Basis)

- Scheduled workday on holiday
  - Not working the holiday:
    - No action necessary for full-time employees scheduled for 8 hours on holiday as LH use will load
    - Part-time employees enter LH use on timesheet if holiday falls on normal scheduled workday
    - If the scheduled workday is not equal to LH earnings, must supplement other leave to receive a full check.
  - Working the holiday:
    - Remove LH from the timesheet if present
    - Enter hours worked
    - LH will be deferred for later use

# TL/AM: Legal Holiday

Example - Employee worked on 1/20/2020 holiday

- Remove the LH use on the timesheet
- Enter hours worked
- Submit

From 01/19/2020 to 02/01/2020 ?

Timesheet Additional Elements  Show all columns by default

Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Sun	1/19	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Mon	1/20	8.00	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Tue	1/21	8.00	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Wed	1/22	8.00	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Thu	1/23	8.00	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Fri	1/24	8.00	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Sat	1/25	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Sun	1/26	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Mon	1/27	8.00	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Tue	1/28	8.00	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Wed	1/29	8.00	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Thu	1/30	8.00	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Fri	1/31	8.00	<input type="text"/>	8.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="ⓘ"/>	Sat	2/1	<input type="text"/>	<input type="text"/>	0.00	<input type="checkbox"/>

# Questions?



# PY: Additional Pay

- Guidelines for use of specific lump sum earnings codes are under development
- Documentation will be provided when it is finalized
- Ongoing lump sum payments will need review as pay frequency is changing
- Consideration will need to be given to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> payment of the month
- Semester date range will need to be reviewed as payments are set up for a semester

# BN: Transition Information/Tasks

Options to manage deductions during the transition:

- Prepay January premiums on the December monthly payroll
  - Deadline to set-up prepay deductions: Sunday, December 15, 2019, 4:30pm
  - Paypay/Payline load on Sunday, December 15, 2019
- Use a salary advance (additional pay) on the January A bi-weekly payroll and recoup

C-Basis Employees will get 12M, 1A, 1M and 1B paychecks

- Will need to audit for duplicate deductions

# Resources: Reports

## New Reports

These reports will be found in HRS in a newly created HR-FLSA Work Center and all users who have access to HRS can access them, regardless of HRS Security Role.

Title	Frequency	HRS Security Role	Description	Actions to Take
Employees Under Threshold	Run ad-hoc	N/A	Identifies employees who currently make less than the \$35,568 FLSA exemption threshold	Confirm that employees have an exempt status
Exception Compliance	Immediately following payroll	N/A	Tracks employees potentially eligible for a change in FLSA status from exempt to non-exempt	Review listed employees to determine appropriate status
Mixed FLSA Status	Nightly	N/A	Tracks employees simultaneously possessing at least one FLSA exempt and at least one FLSA non-exempt position	Be sure that all active employment instances show non-exempt for these employees
Tuition Remission Eligible Pay	Run ad-hoc	N/A	Identifies MSN and MIL employees in job codes Y42NN and Y43NN who receive Tuition Remission payments	Used in calculation to determine FLSA status

## Future Reports

These reports will be developed in the first few months of 2020 and will be found in the newly created HR-FLSA Work Center.

Title	Frequency	HRS Security Role	Description	Actions to Take
FLSA Duties Exception not Populated	Run ad-hoc	N/A	Identifies employees currently active with a job code which is configured to have an FLSA Job Duties exception, but employee's job record does not reflect this. A Public PS Query.	FLSA exception value may need to be set
Ineligible Summer Session	Run ad-hoc	N/A	Tracks employees with active positions in a Summer Session pay group (S-Basis), but do not meet eligibility requirements. A Public PS Query.	Review listed employees to confirm that status is non-exempt



# Resources: Reports (cont'd)

## Existing Reports

These reports are found in HRS via existing navigation and are not found in the newly created HR-FLSA Work Center.

Title	KB	Frequency	HRS Security Role	Description
FA/AS/LI Hourly FLSA Exempt Audit Report	<a href="#">KB 17418</a>	Run ad-hoc	UW_UNV_HR_QUERY_NS	Displays FA/AS/LI employees with a pay basis of hourly and FLSA status of exempt. These employees' FLSA status ought to change to non-exempt.
Overtime & Comp Report	<a href="#">KB 17071</a>	Weekly, every pay period, or each week	UNV_TL_Camp_Div_PY_Admin	Displays employees working multiple jobs with actual hours worked exceeding 40 hours/week. Payroll Coordinators use the report to compensate employees who have exceeded FLSA limits between jobs
UW Multiple Jobs Summary	<a href="#">KB 29424</a>	Run ad-hoc	HR View or HR Administrator	View-only report that shows if employee has multiple jobs. From it, users can determine impact of the multiple jobs on FLSA status.

# Resources: Knowledge Base

- The following KBs are currently being reviewed for content and will be updated if applicable:
  - 29890 PY - Pay Group Descriptions
  - 53704 AM - Absence Event Report
  - 17071 TL - Time and Labor Reports
  - 82812 TL - Punch Hourly Integrated Timesheet
  - 48921 TL - Rounding of Reported Time to Payable Time in HRS
  - 15814 HR - Comp Rate Frequency Overview
  - 16273 HR - Create a Position in HRS (Non-Madison)
  - 16659 HR - Rehiring an Employee
  - 16678 HR - FACULTY/ACADEMIC STAFF/LIMITED APPOINTMENT (FA/AS/LI) (Unclassified) - Academic Fixed Renewable
  - 16699 HR - Correcting FLSA Status for Hourly Employees

# Resources: Knowledge Base (cont'd)

- 16758 HR - Maintain Workforce - Change to jobs (transfers, promotions, concurrent jobs)
- 16800 HR - Hire Employee into a Job without a Position (Non-Madison)
- 16803 HR - Faculty Hire
- 16878 HR - Hire Faculty/Academic Staff/Limited Appointment (FA/AS/LI) (Unclassified) Fixed Terminal & Student Assistants (SA)
- 17229 HR - Ripple
- 17300 HR - Summer Service & Summer Session Positions/Jobs
- 17418 HR - Unclass Hourly FLSA Exempt (Query Report)
- 25233 HR - Compensation Tab Overview
- 53348 HR - Position Change - Voluntary Reassignment (UPS - Movement from University Staff to Academic Staff/Limited)
- 54603 HR - Transfer from University Staff to Academic Staff/Limited
- 56649 HR - CAT - Compensation Admin Tool and Additional Adjustments Pages

# FLSA Resources

- **All Project Resources (Short-Term Shelf Life)**
  - FLSA Rule Change Project Readiness Page:  
<https://uwservice.wisconsin.edu/hrs/project-readiness#flsa-rule-change-tab>
- HR Admins
  - Impacted KBs will be updated:  
<https://kb.wisc.edu/hrs/>
- PY Coordinators
  - Resources are available on the Payroll-FLSA tile:  
<https://uwservice.wisconsin.edu/administration/payroll/>
  - Time and Absence Help Page:  
<https://uwservice.wisconsin.edu/help/time-absence/#for-employees>
- Managers
  - Manager Time and Absence Help Page:  
<https://uwservice.wisconsin.edu/help/time-absence/#for-managers>
- Employees
  - Employee Time and Absence Help Page:  
<https://uwservice.wisconsin.edu/help/time-absence/#for-employees>

# Scheduled Communications

- Direct communication to managers (12/6) – Topics of the message will include:
  - You have a direct report who will be moved to a non-exempt FLSA status
  - They will need to report time and absences
  - You will be required to review/approve time and absences
  - Link to resources
- Direct communication to employees (12/6) – Topics of the message will include:
  - You will be reassigned to a non-exempt FLSA status based on new Federal guidelines
  - You will be required to report time and absences
  - Link to resources
- A copy of the communications and lists of recipients will be provided before they are sent

# Questions?

