



AG Call
January 7, 2020

Agenda

- HR: Pay Progression Report
- HR: FMLA Eligibility Report
- HR: FLSA Updates
- FI: FLSA Fringe Charges
- BN: CYC Support
- PD: Absence Management Learning Path

HR: Pay Progression Report

- As of 7/1/2015, UW institutions are no longer required to follow the Pay Progression provisions of the State Compensation Plan, but they may choose to do so.
- Pay Progression Report includes all University Staff Ongoing (CP) and University Staff Project - FT Finite (CJ) employees in eligible titles with rates below the defined rate (Threshold Rate).
- HRS has been updated with increased Threshold Rates
- How to access:
 - Posted to Cypress at the beginning of every month
 - Run as needed in HRS: UW HR Reports > Pay Progression Report
- Pay Progression Report KB: <https://kb.wisc.edu/hrs/28763>

HR: FMLA Eligibility Report in HRS

- The FMLA/WFMLA Eligibility report in HRS totals an employee's worked hours and leave hours for use in determining eligibility for leave covered by the Family Medical Leave Act (FMLA) and/or the Wisconsin Family Medical Leave Act (WFMLA)
 - FMLA/WFMLA Elig Report KB:
<https://kb.wisc.edu/hrs/page.php?id=25464>
- How is your campus using this report?
- Does it provide the information needed to determine FMLA/WFMLA eligibility?
- What other information would be helpful?

Questions?



FLSA Updates: Lump Sum Matrix

Earnings Code	Earnings Code Description	Included in FLSA OT Calc	Applicable Employee Classifications	Usage Notes
HCV	US Coverage Adj	Y	University Staff Only	Additional work effort. Hours worked for non-exempt employees must be recorded on a timesheet. Will be added to OT calculation if applicable.
HDE	US Dis Eqty & Ret	N	University Staff Only	Lump sum paid at the sole discretion of the employing unit and not according to any prior contract, agreement or promise to expect such payments regularly.
HDM	US Discretion Mrt	N	University Staff Only	Lump sum paid at the sole discretion of the employing unit and not according to any prior contract, agreement or promise to expect such payments regularly.
HEM	US Emergency Adj	Y	University Staff Only	Additional work effort. Hours worked for non-exempt employees must be recorded on a timesheet. Will be added to OT calculation if applicable.
HLP	US Lump Pmt	Y	University Staff Only	Additional work effort. Hours worked for non-exempt employees must be recorded on a timesheet. Will be added to OT calculation if applicable.
HLN	NEW non-work version of HLP	N	University Staff Only	Sporadic/infrequent payments for voluntary services not related to primary duties. Will not be added to OT calculation.
HMA	US Maint Adj	Y	University Staff Only	Additional work effort. Hours worked for non-exempt employees must be recorded on a timesheet. Will be added to OT calculation if applicable.
HPE	US Performance	N	University Staff Only	Lump sum paid at the sole discretion of the employing unit and not according to any prior contract, agreement or promise to expect such payments regularly.
LRA	Emp Recognition Award	N	All Staff	Lump sum paid at the sole discretion of the employing unit and not according to any prior contract, agreement or promise to expect such payments regularly.

FLSA Updates: Lump Sum Matrix

Earnings Code	Earnings Code Description	Included in FLSA OT Calc	Applicable Employee Classifications	Usage Notes
LWR	FAASLI lump	Y	All FAASLI including NE	Additional work effort. Hours worked for non-exempt employees must be recorded on a timesheet. Will be added to OT calculation if applicable.
LWN	FAASLI Lump-non work	N	FAASLI NE Only	Sporadic/infrequent payments for voluntary services not related to job duties. Will not be added to blended rate calculation.
UCV	FAASLI Coverage Adj	Y	All FAASLI including NE	Additional work effort. Hours worked for non-exempt employees must be recorded on a timesheet. Will be added to OT calculation if applicable.
UDE	FAASLI Dis Eqty & Ret	N	All FAASLI including NE	Lump sum paid at the sole discretion of the employing unit and not according to any prior contract, agreement or promise to expect such payments regularly.
UEM	FAASLI Emergency Adj	Y	All FAASLI including NE	Additional work effort. Hours worked for non-exempt employees must be recorded on a timesheet. Will be added to OT calculation if applicable.
UMA	FAASLI Maint Adj	Y	All FAASLI including NE	Additional work effort. Hours worked for non-exempt employees must be recorded on a timesheet. Will be added to OT calculation if applicable.
UOL	FAASLI Ovrld Lump	Y	All FAASLI including NE	Additional work effort. Hours worked for non-exempt employees must be recorded on a timesheet. Will be added to OT calculation if applicable.
UON	FAASLI Ovrld Non-work	N	FAASLI NE Only	Sporadic/infrequent payments for voluntary services not related to job duties. Will not be added to blended rate calculation.
UPE	FAASLI Performance	N	All FAASLI including NE	Lump sum paid at the sole discretion of the employing unit and not according to any prior contract, agreement or promise to expect such payments regularly.
STL	Stipend Lump Payment	N	All FAASLI including NE	Not considered wages. Will not be added to blended rate calculation.

FLSA Updates: Leave Balances

- Leave balances on the Leave Report page in Employee Self Service will not be available in January for **FAASLI** employees transitioned from exempt to nonexempt.
- Encourage employees in this population to submit missing leave reports.
 - Reports will need to be submitted via paper and entered by the coordinator.
- Updated leave balances will be available in February.

Resources: New Employee Self Service Section

- <https://uwservice.wisconsin.edu/help/time-absence/>

TIME AND ABSENCE HELP

Employee Self Service (ESS) | Manager Self Service (MSS) | HR Contacts

View by Topic | View by Employee Type

ENTERING ABSENCES

ENTERING TIME

VIDEOS

- [Absences for Monthly Employees \(Faculty, Academic Staff and Limited Appointee\)](#)
- [Entering time and absence on the timesheet \(University Staff - Non-Exempt, University Staff Limited and Student\)](#)

University Staff - Non-Exempt, University Staff Limited and Student (show / hide)

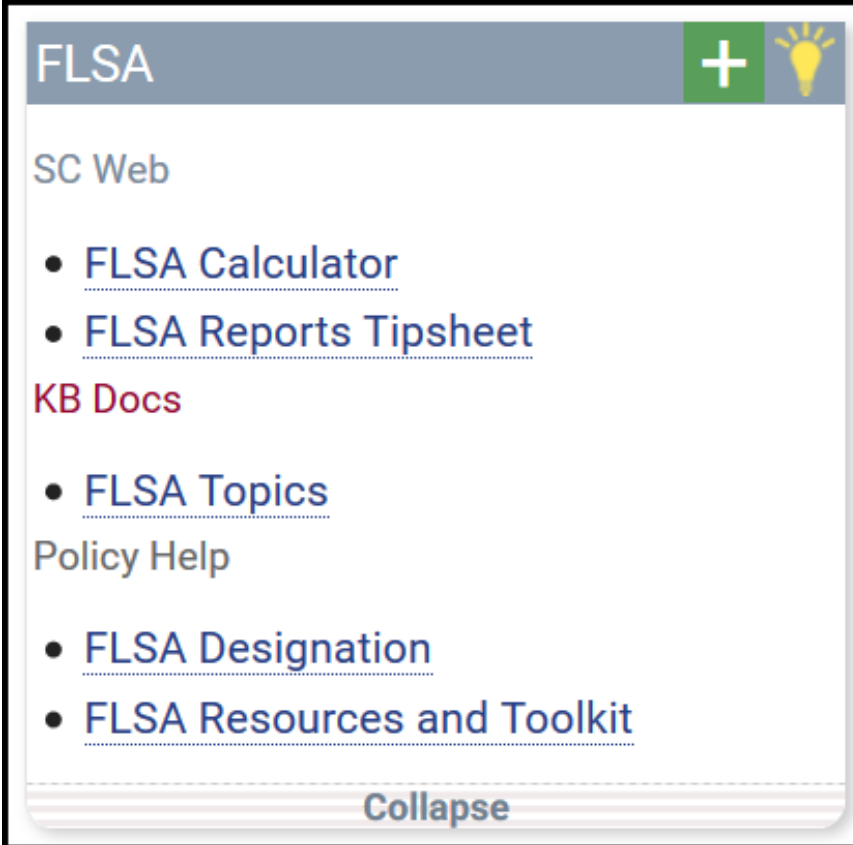
University Staff - Exempt and Academic Hourly Staff - Non-Exempt (show / hide)

Faculty, Academic Staff and Limited Appointee (show / hide)

Faculty, Academic Staff and Limited Appointee - Non-Exempt ^{NEW} (show / hide)

Resources: Updated FLSA Tile

- <https://uwservice.wisconsin.edu/administration/payroll/>



The screenshot shows a user interface for FLSA resources. At the top, there is a header bar with the text "FLSA" on the left, a green square with a white plus sign in the middle, and a yellow lightbulb icon on the right. Below the header, the content is organized into sections:

- SC Web**
 - [FLSA Calculator](#)
 - [FLSA Reports Tipsheet](#)
- KB Docs**
 - [FLSA Topics](#)
- Policy Help**
 - [FLSA Designation](#)
 - [FLSA Resources and Toolkit](#)

At the bottom of the tile, there is a "Collapse" button.

FLSA WorkCenter

- FLSA WorkCenter Navigation

- Workforce Administration > Job Information > UW FLSA WorkCenter
- WorkCenter KB: <https://kb.wisc.edu/hrs/page.php?id=85521>

The screenshot displays the UW FLSA WorkCenter interface. The top navigation bar includes the University of Wisconsin System logo and the title 'UW FLSA WorkCenter'. The left sidebar contains navigation links for 'Links', 'HRS Navigation Pages', 'KB Documents', 'Queries', 'Reports/Processes', and 'UW WorkCenter Notepad'. The main content area is titled 'Workflow Exception Dashboard' and displays a message: 'Hello Bindi, you have claimed 0 and completed 0 errors.' Below this message is a search filter with fields for Module (HR), Priority, Business Unit, Dept ID, and DeptID (like), along with Search and Clear buttons. A table lists 12 error entries with columns for Error ID, Priority, Error Desc, Module, and Total Errors. The table data is as follows:

Error ID	Priority	Error Desc	Module	Total Errors
1	High	Employee is missing Adjusted Continuous Service Dt	HR	52
2	High	Employee has numerous active job records with varying FLSA statuses	HR	487
3	High	New Hire Hold - Missing Job Data	HR	20
4	High	Filled positions where the Position Nbr is the same as Reports To	HR	19
5	Medium	Missing or Incorrect Date of Birth	HR	1
6	Medium	Employee has invalid or missing SSN	HR	76
7	Medium	Employees with over the maximum or under the minimum salaries that have not been reviewed.	HR	4511
8	Medium	Filled positions missing Reports To	HR	5319
9	Medium	Filled positions where Reports To is different than incumbent's job	HR	36
10	Medium	Filled positions where Reports To value is a vacant position	HR	2390
11	Medium	Unclassified employee without a default schedule; current schedule like ZERO	HR	38
12	Low	Missing a Home or Mailing Address	HR	33

At the bottom of the dashboard, it shows 'Batch Run Date: 12/06/2019'.

FLSA WorkCenter

- Security Roles:

Role Name	Role Description
UW_SSC_HR_SERVICE_CENTER	HR Service Center (Super User)
UW_UNV_HR_ADMINISTRATOR	HR Administrator (Update HR)
UW_UNV_HR_JOB_DATA_MAX_UPD	HR Job Data Over Max Update
UW_UNV_HR_JOB_DATA_UPD	HR Job Data Update
UW_UNV_HR_JOB_DATA_VIEW	HR Job Data View Only
UW_UNV_HR_POSITION_UPD	HR Position Update
UW_UNV_HR_POSITION_VIEW	HR Position View Only
UW_UNV_HR_REPORTS	HR Reports

Questions?



FI: FLSA Fringe Charges

- With FLSA changes there will be one paycheck created for all H pay frequency jobs of an employee
- Fringe deductions including Health and Life, will be charged to all departments and funding strings for multiple jobs, based on total earnings proportion to each job on a paycheck.
- Example Prior to FLSA changes:

Paycheck #	PAYGROUP	Earnings on Pay Check	Health Deduction	Health Deduction Split for Finance	Funding String
001 (MO)	CXX	\$ 100.00	\$ 10.00	\$ 10.00	Dept AXXXXX - Fund 128
002 (BW)	HST	\$ 50.00	\$ -	\$ -	Dept BXXXXX - Fund 136
	Total:	\$ 150.00	\$ 10.00	\$ 10.00	

FI: FLSA Fringe Charges

- Example After FLSA changes:

Paycheck #	PAYGROUP	Earnings on Pay Check	Health Deduction	Health Deduction Split for Finance	Funding String
001 (BW)	HCR (Previous C basis)	\$ 100.00	\$ 10.00	\$ 6.67	Dept AXXXXX - Fund 128
001 (BW)	HST	\$ 50.00	\$ -	\$ 3.33	Dept BXXXXX - Fund 136
	Total:	\$ 150.00	\$ 10.00	\$ 10.00	

- In order to move Fringe only (without earnings) from one department/funding string to another, a Journal Entry will need to be done directly in SFS

Questions?



BN: CYC Support for 2020

- Ben Admin Resources for CYC Support
 - ConnectYourCare HSA and FSA Participant Handbook.
 - <https://www.wisconsin.edu/ohrwd/benefits/formspubs/>
 - CYC Customer Support for employees is available 24/7 at 833-881-8158 and via email at service@connectyourcare.com
 - myCYC mobile app available for download for employees at the Apple Store and Google Play
- Administrator access is not available for institutions
- Issues that require escalation, please submit a ticket



myCYC, our mobile app, saves you time with each step.

- Check your balance
- Review payments
- Request a payment
- Upload receipt image
- See eligible expenses
- Call Customer Care

Download today!



Questions?



PD: AM Learning Path

- ABSENCE MANAGEMENT - PAID LEAVE ELIGIBILITY BASICS
- <https://uwservice.wisconsin.edu/professionaldevelopment/learning-path/>
- This is the first course of the Absence Management Learning Path and is intended to lay a foundation for further learning about leave taking processes, flow of leave data, and troubleshooting issues with employee leave actions and balances.
- Course Objectives:
 - Identify basic components of the various types of paid leave programs offered to UW System employees
 - Recognize which UW System employees are eligible for paid leave
 - Understand how paid leave eligibility is determined in HRS

Questions?

