

# FN: Direct Retro Processing

- Direct Retro submitters may notice some of their Direct Retros being removed from the batch and changed back to In Process.
- These DRs are on paychecks that have post-tax parking deductions. They are being held and will process with the next payroll confirmation for the paygroup.
- This is necessary because the tax status of these parking deductions has changed.

# HR: Mass Job Update – 2020 Extend EJED Process

- UWSS Service Operations will be providing lists of employees whose EJED is equal to the end of the Academic Year by Business Unit. Spreadsheets will be distributed the week of February 24<sup>th</sup>. Files need to be returned to your AG Lead by April 17<sup>th</sup>.
  - The **Extend (Y/N)** column is the only column that requires attention. Please do not delete rows or columns from the spreadsheet.
    - Extend (Y/N) requires a **Y** if the employee needs to have their EJED extended – the EJED will be updated to the day before the 2020-2021 Academic Year begins.
    - Extend (Y/N) requires a **N** if the employee does not need to have their EJED extended.
- UWSS Service Operations will extend employees with a “Y” value through the Mass Update Process the weekend of May 2<sup>nd</sup>.
  - If you become aware of an employee that needs to be extended after this process runs, the campus will have to manually update those EJEDs.
  - Employees not extended will be terminated through normal EJED processing which will occur on May 15<sup>th</sup>.

# HR: Mass Job Update – 2020 Extend EJED Process

- Sample Excel file.

A	B	C	D	E	F	G	H	I	J	K	L	M
BUSINESS_UNIT	DEPTID	NAME	EMPLID	EMPL_RCD	POSITION_NBR	EMPL_CLASS	CONTINUITY	EMPL_STATUS	EFFECTIVE_DATE	CURRENT_EJED	NEW_EJED	EXTEND_Y
UWCOL	R152000	CHRISTIANSEN,GEORGE W	00173727	0	01458744	AS	02C	A	01-FEB-19	26-MAY-19	26-AUG-19	Y
UWCOL	R152300	SNOW,SANDRA J	00763547	0	02187456	AS	02B	A	01-FEB-19	26-MAY-19	26-AUG-19	Y
UWCOL	R152400	SLAYMAKER,LAURA	00742935	0	02215657	AS	02B	A	11-JAN-19	26-MAY-19	26-AUG-19	Y
UWCOL	R152500	MCEVILLY III,THOMAS F	00098565	0	02179217	AS	02A	A	11-FEB-19	26-MAY-19	26-AUG-19	Y
UWCOL	R153000	DWYER,KELLY L	00410938	0	01458736	AS	02C	A	01-FEB-19	26-MAY-19	26-AUG-19	Y
UWCOL	R153000	KANE-GRADE,LIAM P	00737262	2	02207035	AS	02B	A	11-JAN-19	26-MAY-19	26-AUG-19	Y
UWCOL	R153300	STEWART,ERIC D	00828582	1	02206922	AS	02B	A	11-JAN-19	26-MAY-19	26-AUG-19	Y
UWCOL	R153600	HERTZ,KATHLEEN E	00399881	2	01501658	AS	02B	A	01-FEB-19	26-MAY-19	26-AUG-19	Y
UWCOL	R153600	DEGENHARDT,ERIK	00906546	0	02187776	AS	02B	A	26-JAN-19	26-MAY-19	26-AUG-19	Y

# PY: ESS W-4

- Go Live Date is March 9, 2020
- Active employees can access it via Self-Service in HRS or on the portal.
  - View only access for Foreign Nationals (Federal and State)
  - View only access for No Tax Taken/No Taxable Gross Setting (Federal and State)
- Paper Form W-4 links will be removed from the portal but will remain on payroll admin page and payroll help page
  - <https://uwservice.wisconsin.edu/administration/payroll/>
  - <https://uwservice.wisconsin.edu/help/payroll/>

# PY: ESS W-4 Workshop

ESS W-4 Workshop scheduled for February 25<sup>th</sup> 9am which will be part of the All AG Call

- Walk through the ESS W-4 page and PDF completion page
- Demo the HRS Update Tax Data page for rows that have been added to Self-Service

# PY: Reminders

All W-4's received **MUST** be on the Form W-4 2020

- HRS no longer accepts changes to the Federal page in 2020 without updating the radio button to the 2020 form. (Effective date 2/10/2020)
- Please do not use a prior year effective date for any entry on the Update Employee Tax Data page
- You can still leave the federal page alone and only update the state page (which keeps the prior row intact for federal using the 2019 form)
- If an employee submits a 2019 W-4 Form, it is invalid. Please have them complete a new Form W-4.

<https://uwservice.wisconsin.edu/docs/forms/pay-employee-withholding-2020w4.pdf>