UW-Shared Services

University of Wisconsin System

AG Call
March 24, 2020

Agenda

BN: ICI Timeline

PY: EEs Working Remotely – State Taxation

         COVID-19 Leave

HR: Preferred Name
- Scope & Functionality
- Business Need
- Security & Support

TAM: Email Updates

PD: Upcoming Offerings

UW-Shared Services
University of Wisconsin System

BN: ICI Timeline

- **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.

- No HR Job Data Entry and Benefit Processing from 7:00 p.m. on Friday, March 27 through 6:00 am on Saturday, March 28 due to UWSS-Service Operations 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.

UW-Shared Services
University of Wisconsin System

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?

PY: Remote Employees – State Taxation

- Has your <u>work location</u> changed as a result of the COVID-19 remote work policies?

- If your work location changed from WI to MN, you may want to file a MN_W-4 with your campus payroll coordinator.

- https://www.revenue.state.mn.us/sites/default/files/2020-01/w-4mn_0.pdf

UW-Shared Services
University of Wisconsin System

PY: Remote EEs – State taxation (cont.)

- The MN W-4 form cannot be accessed from self-service if you currently have WI tax reporting.

- If you have questions regarding this option, please contact your tax advisor. The UW is not authorized to provide tax advice.

- When your <u>work location</u> returns to the State of Wisconsin, you will be required to file a new WT-4.

UW-Shared Services
University of Wisconsin System

PY: COVID-19 Leave

- COVID-19 Landing Page: https://uwservice.wisconsin.edu/covid19/
- 3/20 Communication included
  - Leave Policy
    - https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/interim-covid-19-leave-policy/
    - https://covid19.wisc.edu/march-17-update-to-all-uw-madison-empoloyees/
  - High level summary

- Rollout approximately 3/27
- Under Review: Federal Families First Coronavirus Response Act
- All very fluid – we will provide information as it becomes available

UW-Shared Services
University of Wisconsin System

Questions?

UW-Shared Services
University of Wisconsin System

HR: Preferred Name
Scope & Functionality Overview

The Preferred First Name feature will be enabled within HRS on April 5 providing access to employees to change/update their "Preferred First Name" using Employee Self Service (ESS) > Personal Details

Note:

- Changing Preferred First Name in HRS using ESS will display employee's Preferred Name in HRS only. Change will not be reflected on legal documents.

- PREF_FIRST_NAME field will flow through EPM tables and will be available to be used in EPM reporting.
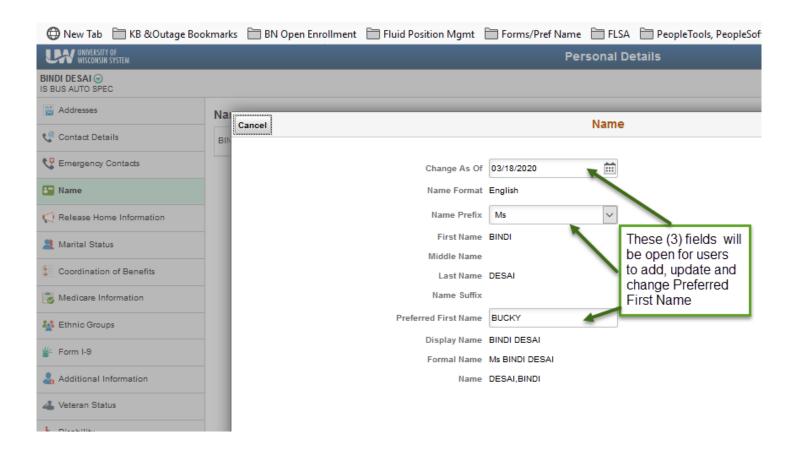
UW-Shared Services
University of Wisconsin System

HR: Preferred Name Resources

- [KB-58852](#) will be updated to reflect new navigation to view employee Preferred First Name by HR Administrators using "Modify a Person" navigation. Preferred Name entered using "Additional Names" navigation will not be converted to the new functionality at this time. Navigation to "Additional Names" functionality will be disabled and the conversion will happen soon.
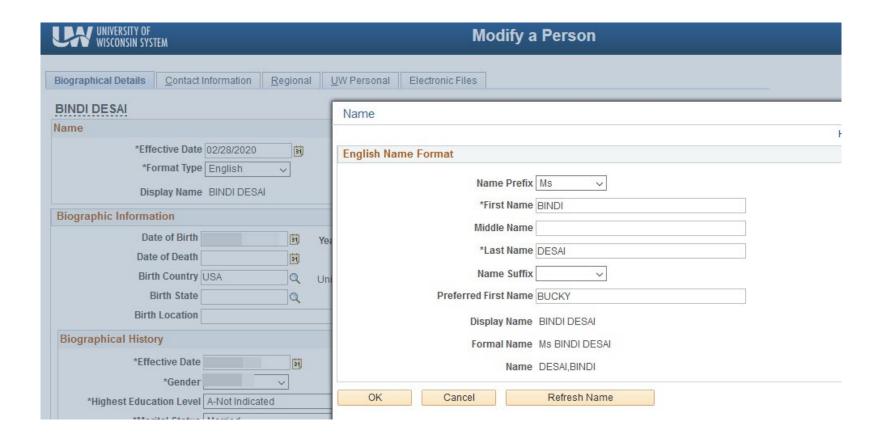
UW-Shared Services
University of Wisconsin System

HR: Preferred Name ESS Access

HR: Preferred Name Administrator Access

HR: Preferred Name Business Need

- This functionality will empower employees to be able to change and update their Preferred First Name using Employee Self Service

- It will provide opportunity in the future to consolidate and use one common source for updating and using employee's Preferred First Name

UW-Shared Services
University of Wisconsin System

HR: Preferred Name Security & Support

- All active employees in HRS will have this access
  - Role: UW_EMPLOYEE_ACTIVE

- Questions should be submitted to the Affinity Group
  - Email: serviceoperations@uwss.wisconsin.edu
  - Phone: 888/298-0141

UW-Shared Services
University of Wisconsin System

Questions?

TAM: Email Updates

Changes have been made to TAM email correspondence in reaction to tightened processing standards put in place by several email domains.

- New sender address is: <u>UWRecruiting@uwss.wisconsin.edu</u> (We've dropped the "DoNotReply_" portion of our email address.)

- Revised email language added to the <u>top</u> of each correspondence: "This email was sent from an unmonitored email box.   If you need to respond or have further questions about this message, please use the following email address: <u>XXXXXX@XXXX.XXX</u>. Thank you."

NOTE: Inserted email address will be the preferred business email address in HRS of the person generating/sending the email from TAM.

TAM: Email Updates

Examples of TAM emails (not a complete list):

- **Send Correspondence**
- **Interview Notifications**
- **Online Offer**
- **Routing**
- **Forwarding****

-----Original Message-----
From: UWRecruiting@uwss.wisconsin.edu <UWRecruiting@uwss.wisconsin.edu>
Sent: Wednesday, March 18, 2020 4:59 PM
To: Applicantsemailaddress@xxx.com
Cc: SHEILA.WHITLEY@UWSS.WISCONSIN.EDU
Subject: Application Confirmation

This email was sent from an unmonitored email box. If you need to respond or have further questions about this message, please use the following email address: SHEILA.WHITLEY@UWSS.WISCONSIN.EDU. Thank you.

Dear Mr. Smith,
Thank you for submitting your application. This email is to acknowledge the receipt of your application. As the work of the search and screen committee progresses, you will be notified of the status of your application.

Please check out our website at https://XXXXXXX where you will find information about our institution such as our mission/vision, and a brief history and information regarding our community.

Again, thank you for considering our institution as an employer. We do appreciate the time you have invested in submitting your application and wish you the very best.

Sincerely,

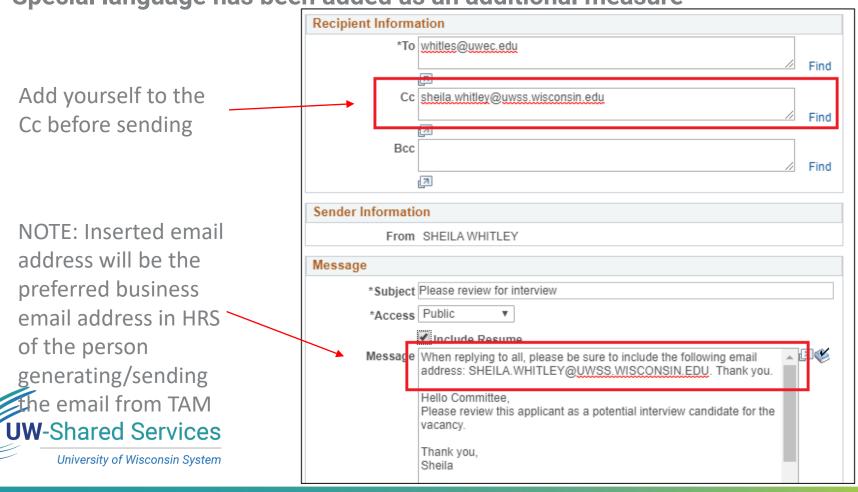Sheila Whitley
Search & Screen Support Staff

TAM: Email Updates

**Forward Applicant – Process Change

- **When using "Forward Applicant," copy yourself to ensure when the recipients 'Reply All' you are included in the reply**

- **Special language has been added as an additional measure**

Add yourself to the Cc before sending

NOTE: Inserted email address will be the preferred business email address in HRS of the person generating/sending the email from TAM

Recipient Information

*To whitles@uwec.edu   Find

Cc sheila.whitley@uwss.wisconsin.edu   Find

Bcc   Find

Sender Information

From SHEILA WHITLEY

Message

*Subject Please review for interview

*Access Public

☑ Include Resume

Message When replying to all, please be sure to include the following email address: SHEILA.WHITLEY@UWSS.WISCONSIN.EDU. Thank you.

Hello Committee,
Please review this applicant as a potential interview candidate for the vacancy.

Thank you,
Sheila

UW-Shared Services
University of Wisconsin System

Questions?

PD: Upcoming Classes

Full class schedule can be found at:
  https://uwservice.wisconsin.edu/professionaldevelopment/

- FN – Setting up Funding
  - Thursday, May 7, 9:00am-12:00pm
    - Remote via Blackboard Collaborate
- FN – Changing Funding
  - Friday, May 8, 9:00am-12:00pm
    - Remote via Blackboard Collaborate

UW-Shared Services
University of Wisconsin System

PD: Upcoming Classes

- HR – Introduction to Hiring
  - Tuesday, May 5, 12:30pm-4:00pm
    - 660 W Washington Ave; Room 216
- HR – Updates: Person, Position, Job
  - Wednesday, May 6, 8:30am-11:30am
    - 660 W Washington Ave; Room 216
- HR – Rehires, Transfers & Multiple Jobs
  - Wednesday, May 6, 12:30pm-3:30pm
    - 660 W Washington Ave; Room 216
- TAM – Recruiting in TAM
  - Tuesday, June 30, 8:30am-4:00pm
    - 660 W Washington Ave; Room 216

UW-Shared Services
University of Wisconsin System

PD: Upcoming Classes

- PY – Additional Pay
  - Tuesday, June 2, 8:30am-12:30am
    - Remote via Blackboard Collaborate
- PY – Setting Up a Person in Payroll
  - Monday, June 1, 1:00pm-3:30pm
    - Remote via Blackboard Collaborate
- TAM – Recruiting in TAM
  - Tuesday, June 30, 8:30am-4:00pm
    - 660 W Washington Ave; Room 216

- Absence Management Learning Path eLearnings
  - Leave Data Processing
  - Paid Leave Eligibility

UW-Shared Services
University of Wisconsin System

Questions?