

HR: EJED Extension Reminder

- EJED extension files need to be returned to your AG Lead by April 17th
- The Extend (Y/N) column is the only column that requires attention. Please do not delete rows or columns.
- UWSS Service Operations will extend employees with a “Y” value through the Mass Update Process the weekend of May 2nd
- Employees not extended will be terminated through normal EJED processing which occurs on May 15th.

WRS Statement of Benefits

- Statements have been posted on employee portals and email notifications are in the process of being distributed
- Benefit Administrators with access to the statements in Cypress can also obtain copies for employees
 - Beginning with Statement year 2019, lookup is with ETF Member ID
 - Statement years 2018 and older, lookup will remain with HRS Empl ID
 - Employee Name can also be used for lookup of all statement years
- [KB 17882](#) provides information on where to find the ETF Member ID in HRS

BN: Summer Prepay

Income Continuation Insurance (ICI) Only

March 2020

- Prepays were not taken for ICI

April 2020

- Prepay for ICI will have twice the amount deducted

May 2020

- Prepay for ICI will have one deduction

BN: Summer Prepay

Job Data Hire Effective Date

Scenario:

An institution hires an employee for a summer service/summer session job, but the employee's permanent WRS eligible job does not start until September

Best Practice:

The same effective date should be used for the permanent job and summer job. Enrollment into HRS will be the effective date of the summer job

- Summer job is not eligible for benefits on its own

BN: Summer Prepay

Short Work Break vs Personal Leave

- The correct action reason/code needs to be used in job data to distinguish employees on short work break versus a personal leave of absence

Short Work Break:

- C-basis employees are required to continue insurances. Benefits may be cancelled due to non-payment and employees will not have an opportunity to re-enroll in insurances until a qualifying event or annual benefit enrollment, whichever is sooner

LOA:

- Employees are given the opportunity to lapse insurances and when employees return to work, they are eligible to re-enroll due to Add Coverage – Return from LOA

BN: Summer Prepay

Expected Job End Date (EJED)

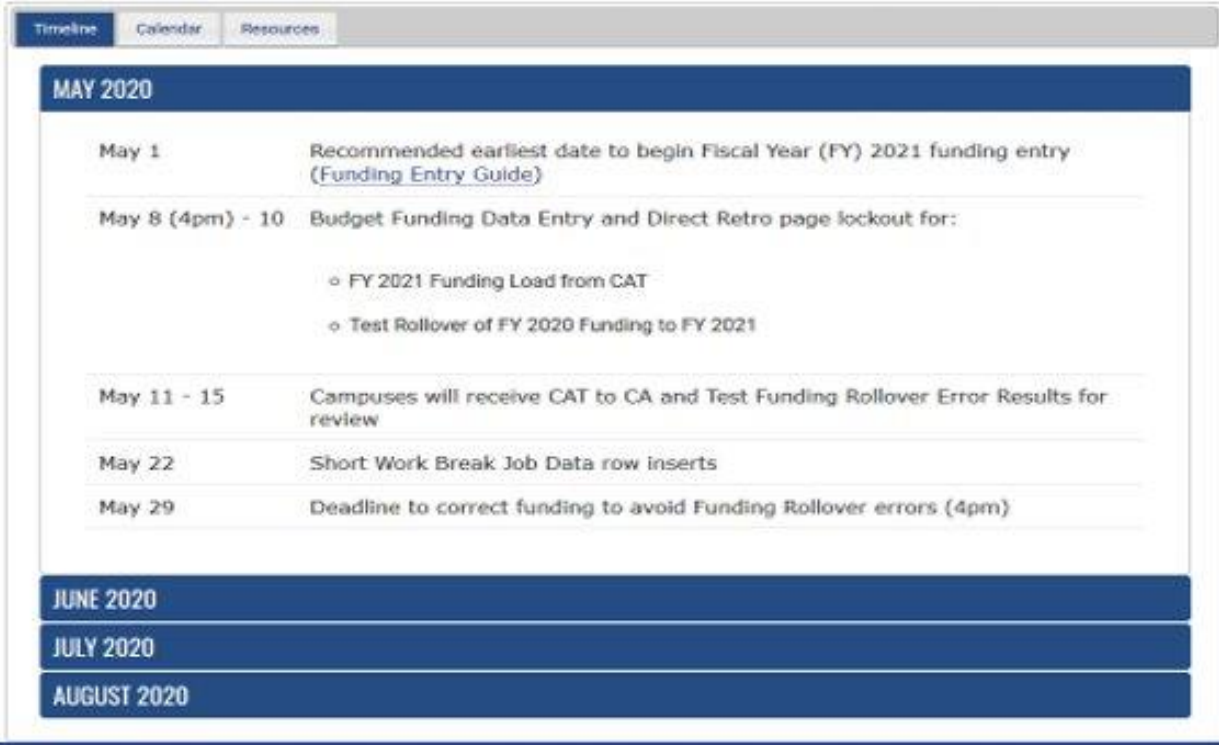
- It's important to review EJED monthly for the impacts it can have on prepays and normal deductions
- Please run the EJED query and make any necessary corrections/revisions
- Rehires should be entered by 5/19/20 to ensure both regular and prepay deductions are taken on payroll

Reminder:

- If an employee is terminated and Rehired-Termed in Error and the rehire entry is not completed by the termination date, then benefits will need reinstated
 - Example: Termination Effective Date is 5/20/20. Rehire is 5/20/20, entry of Rehire is completed 5/21/20, then benefits will need reinstated
- Please remember to review which Empl Record the benefit primary flag is on. The flag may have been reassigned if the benefit primary job was terminated.

FN: Fiscal Year End Landing Page

- Key Resource: Fiscal Year End Landing page
<https://uwservice.wisconsin.edu/administration/fye>
- 2020 Fiscal Year End (HRS)



The screenshot displays a web interface with three tabs: 'Timeline', 'Calendar', and 'Resources'. The 'Timeline' tab is active, showing a list of events for May 2020. The events are as follows:

Date	Event
May 1	Recommended earliest date to begin Fiscal Year (FY) 2021 funding entry (Funding Entry Guide)
May 8 (4pm) - 10	Budget Funding Data Entry and Direct Retro page lockout for: <ul style="list-style-type: none">◦ FY 2021 Funding Load from CAT◦ Test Rollover of FY 2020 Funding to FY 2021
May 11 - 15	Campuses will receive CAT to CA and Test Funding Rollover Error Results for review
May 22	Short Work Break Job Data row inserts
May 29	Deadline to correct funding to avoid Funding Rollover errors (4pm)

Below the May 2020 section, there are three blue bars representing the months of JUNE 2020, JULY 2020, and AUGUST 2020.

FN: Fiscal Year End Landing Page

Timeline **Calendar** Resources

Printable Calendar

today MAY 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
					Recommended earliest date to begin Fiscal Year (FY) 2020 funding entry	
3	4	5	6	7	8	9
					Budget Funding Data Entry and Direct Retro page lockout begins at 4pm for: - Test Rollover of FY 2020 Funding to FY 2021 - FY 2021 Funding Load from CAT	
10	11	12	13	14	15	16
Budget Funding Data Entry and Direct Retro page lockout begins at 4pm for: - Test Rollover of FY 2020 Funding to FY 2021 - FY 2021 Funding Load from CAT	Campuses will receive CAT to CA and Test Funding Rollover Error Results for review					
17	18	19	20	21	22	23
					Short Work Break Job Data row inserts	
24	25	26	27	28	29	30
					Budget Funding Data Entry and Direct Retro page lockout for: - Funding Rollover from FY 2020 to FY 2021 Deadline to correct funding to avoid Funding Rollover errors (4pm)	
31	1	2	3	4	5	6
Budget Funding Data Entry and Direct Retro page lockout for: - Funding Rollover from FY 2020 to FY 2021					Encumbrance Job Data rows loaded (H-base only)	

FN: Fiscal Year End Landing Page

Timeline Calendar **Resources**

CONTACTS

- Affinity Group:
serviceoperations@uwss.wisconsin.edu
- [CAT: Institutional Liaisons](#)
- [CAT: Madison Liaisons](#)
- [HR Contact Information](#)
- [System-wide Business Office Directory](#)

REFERENCE DOCUMENTS

- [Funding Entry Guide for FYE](#)
- [Compensation Administration Tool](#)

INTERNAL RESOURCES

- [2017 FYE Landing Page](#)
- [2018 FYE Landing Page](#)
- [2019 FYE Landing Page](#)

KB DOCUMENTS

- [FN - Fiscal Year End Considerations](#)
- [FN - Add or Change Appointment Level Funding for Employee's Salary Expense](#)
- [FN - Salary Funding Lifecycle for Payroll Processing](#)
- [FN - Salary Funding Levels Assigned During Payroll Processing](#)
- [FN - Funding Checklist and Timelines](#)
- [FN - Enter Direct Retro Funding Distribution](#)
- [FN - Resolving Funding Error Issues](#)
- [FN - View Funding Edit Errors](#)
- [HR - CAT - Compensation Admin Tool and Additional Adjustment Pages](#)

FN: Fiscal Year End Landing Page

Pay Run ID	Pay Basis	Pay Frequency	Pay Period Begin Date	Pay Period End Date	Funding Entry Deadline/ Final Calc Day	WISDM Journal Date	Payment Date
2020UNC07 (7M) <small>Does not cross fiscal year</small>	Annual / A-basis	Monthly	07/01/2020	07/31/2020	07/16/2020	07/16/2020	07/31/2020
2020UNC07	Summer Session S-basis	Monthly	See Summer 2020 Calendars		07/16/2020	07/16/2020	07/31/2020
2020UNC07	Summer Service V-basis	Monthly			07/16/2020	07/16/2020	07/31/2020
2020UNC07	Academic C-basis	Monthly			07/16/2020	07/16/2020	No Payment- Funding for Fringes only
2020BW07A (7A)	Hourly H-basis	Bi-weekly	06/21/2020	07/04/2020	07/09/2020	07/09/2020	07/16/2020

Funding Data Entry guidelines:

- If employee's funding source is not changing at beginning of FY2021:
 - Only one funding row is needed before Final Calc Day
 - Will be either loaded from CAT to CA, the funding rollover, or must be manually entered
 - Effective Date should match the Pay Period Begin Date for your institution (see above) for the employee's pay period that crosses fiscal years
- If employee's funding source is changing at beginning of FY2021:
 - Two funding rows are needed before Final Calc Day
 - First row will be either loaded from CAT to CA, the funding rollover, or must be manually entered. Effective Date should match the Pay Period Begin Date for your institution (see above) for the employee's pay period that crosses fiscal years.
 - Second row with the new funding source must be manually entered with a 7/1/2020 Effective Date.

FN: Fiscal Year Funding Entry Guide Oshkosh Only

Pay Run ID	Pay Basis	Pay Frequency	Pay Period Begin Date	Pay Period End Date	Funding Entry Deadline / Final Calc Day	WISDM Journal Date	Payment Date
2020UNC06 (6M) <small>Does not cross fiscal year</small>	Annual / A-basis	Monthly	06/01/2020	06/30/2020	06/18/2020	06/18/2020	06/30/2020
2020UNC06	Summer Session S-basis	Monthly	06/06/2020	07/03/2020	06/18/2020	06/18/2020	06/30/2020
2020UNC06	Summer Service V-basis	Monthly	06/06/2020	07/07/2020	06/18/2020	06/18/2020	06/30/2020
2020UNC06	Academic C-basis	Monthly	06/06/2020	07/06/2020	06/18/2020	06/18/2020	No Payment- Funding for Fringes only
2020BW07A (7A)	Hourly H-basis	Bi-weekly	06/21/2020	07/04/2020	07/09/2020	07/09/2020	07/16/2020

Funding Data Entry Guidelines for S,V, and C-Basis Employees for 6M payroll

Fiscal Year 2021 funding, with an effective date of 7/1/2020, must be entered by the final calc on 6/20/20 for:

- S-Basis employees with a hire date of 7/3/20 or earlier
- V-Basis employees with a hire date of 7/7/20 or earlier
- C-Basis employees with a hire date of 7/6/20 or earlier (to supply fringe funding)

Funding Data Entry Guidelines for H-Basis Employees for 7A biweekly payroll

1. If employee's funding source is not changing at beginning of FY2021:

Only one funding row is needed before 7A Final Calc Day

- Will be either loaded from CAT to CA, the funding rollover, or must be manually entered
- Effective Date must be 6/21/2020

2. If employee's funding source is changing at beginning of FY2021:

Two funding rows are needed before 7A Final Calc Day

- First row will be either loaded from CAT to CA, the funding rollover, or must be manually entered. Effective Date must be 6/21/2020.
- Second row with the new funding source must be manually entered with a 7/1/2020 Effective Date.

COVID-19 Task Tracking

- See the attached COVID-19 Task Tracking document that was shared with HRD's and CBO's for more information.
- Summary:
 - UW employees who report their time on an hourly basis should identify time spent on activities **directly** related to containing or eliminating the COVID-19 virus.
 - These efforts may include, but are not limited to, time spent on emergency operation center activities, efforts to disinfect UW facilities, training on COVID-19 specific activities and technical assistance related to COVID-19 containment efforts.
 - The purpose of the task significantly impacts the decision of whether the efforts specifically relate to the COVID-19 pandemic.

COVID-19 Task Tracking

- A task in HRS was created to be used by hourly employees working on COVID-19 related activities.
- For guidance on how to enter this COVID-19 time, please reference the following:
 - HR Administrator KB: [TL Taskgroup/Task Profile Reference Setup](#)
 - Employee Tipsheet: [Enter COVID-19 Task Profile ID on the Timesheet](#)
- Questions:
 - Email serviceoperations@uwss.wisconsin.edu

COVID-19 Leave Reports/Queries Available

OBIEE





- Leave Usage reports are available on the TL Dashboard: Actuals (after payroll) Estimates (approved in TL) show data by pay period, Business Unit and/or Empl Class:

The screenshot shows the 'COVID Leave Usage Reporting' dashboard. At the top, there is a navigation bar with links for Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As. Below this is a yellow navigation menu with tabs for 'Actuals', 'Estimates - By Business Unit', 'Estimates - By Business Unit and Empl Class', 'Estimates - Graphs', and 'Estimates - Detail'. A warning message states: 'Opening this dashboard page may take a while. Select prompt values and click Continue if you want to open this page.' Below the warning is a 'Return to Time and Labor Dashboards' button. The main content area is titled 'Actuals - Payroll COVID Leave Usage Reports'. It features four filter prompts: 'Business Unit', 'Division Code', 'Department Code', and 'Sub Department Code', each with a dropdown menu set to '(All Column Value:)' and a 'Reset' button. Below the filters are three report tiles, each titled 'Actuals - Payroll by Period - Covid Reporting-Campuses'. The first tile is labeled 'Compound Layout 2', the second 'Compound View', and the third 'Compound Layout 3'. Each tile contains a small icon representing a report layout.

COVID-19 Leave Reports/Queries Available

HRS Query Viewer:

- COVID Leave Balance query: UW_TL_COVID_LV_BAL

Query									
Personalize Find View All   First  1 of 1  Last									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UW_TL_COVID_LV_BAL	Covid Leave Balances	Public	UNV_TL_BUSPROC	HTML	Excel	XML	Schedule	Lookup References	Favorite