

HRS Outage 6/27- 6/28

- We will be migrating the HRS database to Exadata Cloud servers the weekend of 6/27
- This will require a service outage of HRS from 8 a.m. on Saturday (6/27) through 8 a.m. Monday (6/29)
- HRS will be unavailable during this time.
- EPM data will be stale until after overnight processing on Monday
- Self Service features that employees access through the MyUW portals will be unavailable during this outage:
 - Online timesheet
 - Absence reporting
 - Benefits Self Service
 - Updates to personal information
 - Access to electronic earnings statements, tax statements (W-2, 1042-S, etc.), leave statements and other HR, Payroll and Benefits documents
 - Access to TAM job application service

Communications: HRS Outage 6/27-6/28

- Portal Article posted Friday, June 19th
- In-app messages posted in affected apps beginning Tuesday, June 23rd
- Portal banner posted when outage begins at 8 a.m. on Saturday, June 27th

New UWSS KB Website

- Why is the KB Website changing?
 - Part of the UWSS rebranding initiative and the expansion of the KB site
 - Single access point for all UW-Shared Services KB documentation
 - Provides for documentation consistency across all departments
 - Improve user interface and searching capability
- What is not changing?
 - The KB documents (procedure steps) themselves will not be changing
 - KB numbers will remain the same
- When is the website changing?
 - Planning a July migration for all existing KBs to the new UWSS site

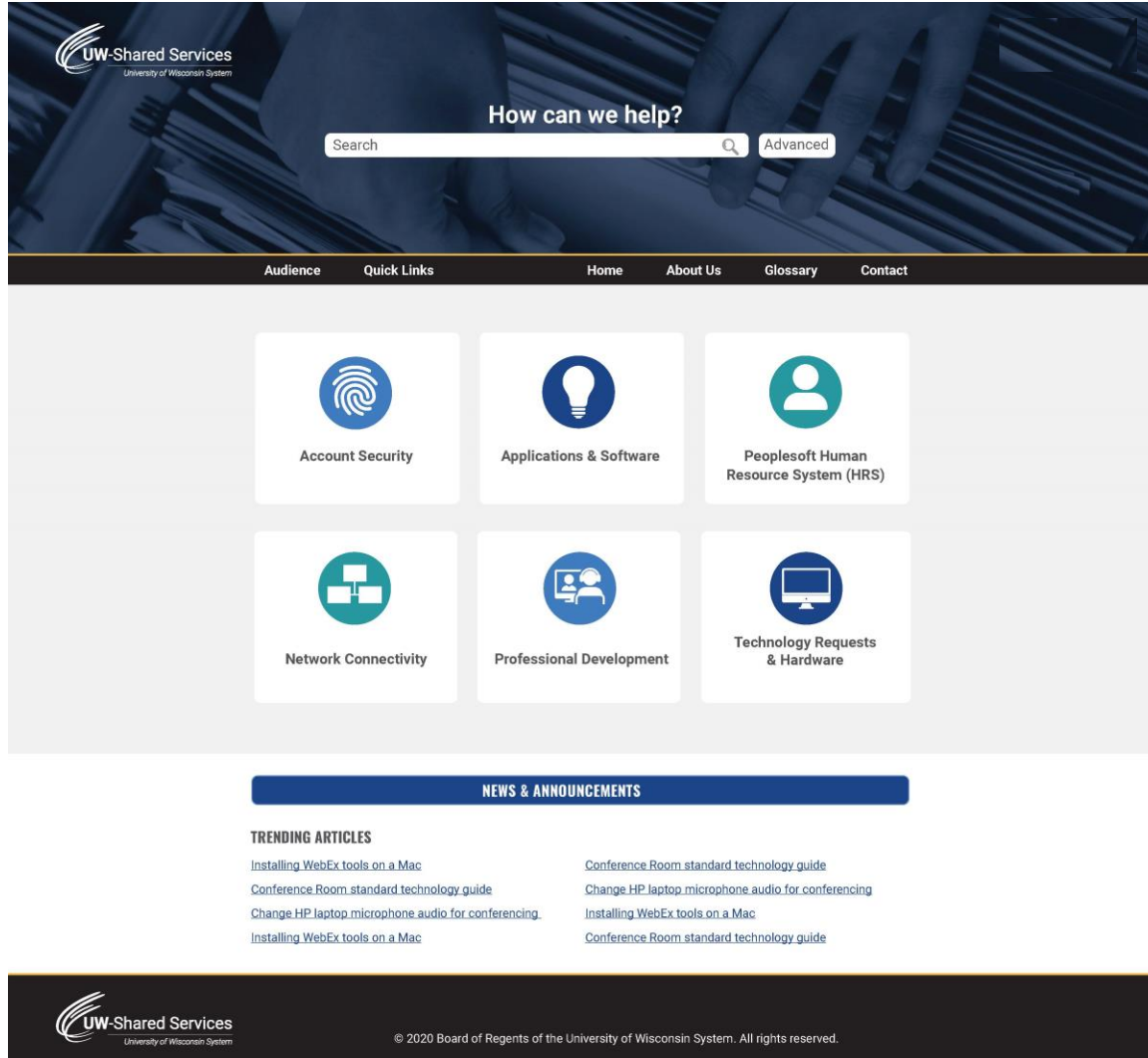
New UWSS KB website: URLs and Titles

- New UWSS KB website URL
 - Existing KB URLs will be automatically redirected to the new location
 - Please update any bookmarks as time permits
 - New UWSS KnowledgeBase URL will be shared once KB documents are migrated
- Acronyms (HR, FN, BN, etc.) before the title will be removed and added as keyword
- As a post go-live enhancement, the tool/software will be listed at the end of the title
 - Example: "Viewing the Process Monitor in HRS"

New UWSS KB website: Home Page

- The home page has been enhanced, providing a new look with updated navigation and quick links
- Front page icons will allow easier access to narrow down document searches
- Quick Links drop-down menu will be available to quickly navigate resources:
 - HRS Admin
 - Policies
 - UWSS Staff Directory
 - UWSS Offerings
 - UWSS IT Support
 - UWSS Service Ops (AG) Support

UWSS KB Home Page



The screenshot shows the UWSS KB Home Page. At the top left is the UW-Shared Services logo. The main header features the text "How can we help?" above a search bar with a magnifying glass icon and an "Advanced" button. Below the search bar is a navigation menu with links for Audience, Quick Links, Home, About Us, Glossary, and Contact. The main content area contains six service tiles: Account Security (fingerprint icon), Applications & Software (lightbulb icon), Peoplesoft Human Resource System (HRS) (person icon), Network Connectivity (network icon), Professional Development (person with gear icon), and Technology Requests & Hardware (computer monitor icon). Below these tiles is a "NEWS & ANNOUNCEMENTS" section with a "TRENDING ARTICLES" sub-section. This section lists several articles with links, including "Installing WebEx tools on a Mac" and "Conference Room standard technology guide". The footer contains the UW-Shared Services logo, the copyright notice "© 2020 Board of Regents of the University of Wisconsin System. All rights reserved.", and the UW-Shared Services logo and name.

UW-Shared Services
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How can we help?

Search Advanced

Audience Quick Links Home About Us Glossary Contact

Account Security Applications & Software Peoplesoft Human Resource System (HRS)

Network Connectivity Professional Development Technology Requests & Hardware

NEWS & ANNOUNCEMENTS

TRENDING ARTICLES

[Installing WebEx tools on a Mac](#)

[Conference Room standard technology guide](#)

[Change HP laptop microphone audio for conferencing](#)

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BN: Summer Prepay Disbursement

6M prepay disbursements will load on Tuesday, June 16 and be in Review Paycheck Wednesday, June 17.

To check disbursements:

- Deduction Prepay Load Status Query
<https://kb.wisc.edu/hrs/page.php?id=16478>
- Deduction Prepay Paycheck Query
<https://kb.wisc.edu/hrs/page.php?id=18451>
- Deduction Prepay Balance Review Page
<https://kb.wisc.edu/hrs/page.php?id=49837>
- Deduction Prepay: Frequently Asked Questions
<https://kb.wisc.edu/hrs/page.php?id=17371>
- Summer Prepay Resource Landing Page
<https://uwservice.wisconsin.edu/administration/prepay/>

FN: FYE Date Reminders

June 19	Encumbrance balances set to zero for FY 2020
June 19 – July 4	Encumbrance calculations on hold
June 13 (H) June 20 (A)	Encumbrance Job Data rows loaded (A and H-basis only)
July 5	Encumbrance balances initialized for FY 2021
July 9	Last day to submit FY 2020 Direct Retros for processing in HRS in FY2020; Direct Retro entry page locked at 2pm
July 16	Direct Retro entry page unlocked
August 28	Job Row inserts: Return from Short Work Break Encumbrance (C basis only)
August 29	Job Data Pay Rate changes loaded from CAT (C basis only)