## **Monthly Time Admin Processing**

- Time Admin runs for monthly employees every day at 6:15am
- Time Admin runs for monthly employees during calc week at 11:00am
- It does not run on the day of final calc and confirm of the monthly payroll
- For furlough TRC changes made after 11am the day before final calc and confirm of the monthly payroll, submit a ticket to ensure the changes are run through Time Admin for processing.

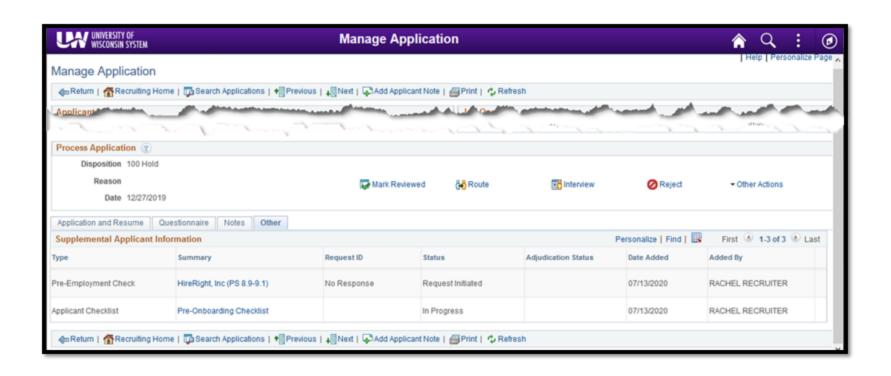


## **CBC / SHRC Implementation 7/27**

- Two technical changes related to automated reference checks will happen on Monday, July 27:
- The processing of Criminal Background Checks (CBCs) will migrate from GIS to HireRight.
- We will implement automated workflow within HRS for both CBCs and Sexual Harassment Reference Checks (SHRCs) for institutions currently using TAM.
- Campuses using PageUp or PeopleAdmin will transition to automated workflow for CBCs/SHRCs on October 15, 2020.



## **CBC / SHRC Implementation 7/27**





## **CBC / SHRC Resources**

- TAM Triggering Criminal Background Check and Sexual Harassment Reference Check in TAM
  - Added to the learning path for all Recruiters
- CBC/SHRC Resource Landing page
  - <a href="https://uwservice.wisconsin.edu/administration/background-checks">https://uwservice.wisconsin.edu/administration/background-checks</a>
- CBC/SHRC offering page
  - https://uwss.wisconsin.edu/what-we-offer/criminal-background-and-sexualharassment-reference-checks/
- For support, create a ticket with UW-Shared Services

