

BN: ABE Workshop – Save the Date

- Thursday, September 17, 2020
 - ETF It's Your Choice: 9 a.m. to 12 p.m.
 - Where:
 - <https://register.gotowebinar.com/rt/2748599155066279938>
- Friday, September 18, 2020
 - UW SHR Policy and Plan Review: 10 a.m. to 12 p.m.
 - UW-Shared Services ABE Workshop: 1 p.m. to 3 p.m.
 - Where:
 - Webex (audio and video):
<https://wisconsin.webex.com/wisconsin/j.php?MTID=m77978a05ebcc425059684988c909050c>
 - Call-in Number: 1-415-655-0003
- Friday's workshop will cover the following:
 - Plan updates and policy changes
 - System improvements
 - Open Enrollment 101:
 - Review the new Self Service enrollment interface and ADM event entry
 - Review timeline for enrollment entry and auditing



HR: C-Basis Job Updates

Weekend of August 28-30

- UW Shared Services will insert job rows in HRS with an effective date equal to the begin date of each institution's academic year for C-basis staff for the following:
 - Return from Short Work Break (RBK)
 - C-Basis Encumbrance
 - C-Basis: Rate changes from CAT
 - These rate changes were pulled from CAT in mid mid-May

HR: C-Basis Job Updates

- UW Shared Services will provide institutions with a report of C-basis rates that loaded from the CAT the week of August 31
 - Includes list of all C-basis rates that were loaded
 - Includes list of increases not loaded (ex. Position number mismatches, future transfers, rehires)
- Institutions process their own corrections or submit corrections to the UW Service Center

PY: Salary Advance Request (Madison)

- Salary Advances can only be requested for brand new FA/AS/LI employees and cannot exceed 35% of monthly gross salary
- Requests for 2020 salary advances are due Friday, August 28, 2020
- Resulting off-cycle payments created by UW Shared Services will be dated September 9, 2020
- If ACH is not established, a paper check will be mailed to the address in HRS
- The employee must complete the Salary Advance Request and Payroll Deduction Form
 - (<https://www.wisconsin.edu/financial-administration/forms-and-publications/#salary>)
- Salary Advance form is to be kept at the Division Office for your records

PY: Salary Advance Request (Madison)

- Methods available to request salary advance:
 - Complete spreadsheet and send to serviceoperations@uwss.wisconsin.edu with “Salary Advance 2020” in subject line (template attached)
 - Complete the request form located at: <https://uwservice.wisc.edu/administration/salary-advance/>
 - This option will be routed directly to UWSS and a Wiscit will be created

PY: Salary Advance Request (Non-Madison)

- Options for processing Salary Advance Requests:
 - Use Campus Contingent Fund to issue the salary advance payment with an off-setting Accounts Receivable to be taken on the September payroll
 - Submit a request to UW Shared Services for an off-cycle payment for the salary advance which will include a negative gross adjustment to be taken on the September payroll (negative gross will be entered by UWSS)
- Methods available to submit MPR (second option above):
 - Complete spreadsheet and email to your AG with “Salary Advance 2020” in subject line (template attached)
 - Complete the request form located at: <https://uwservice.wisc.edu/administration/salary-advance/>
 - This option will be routed directly to UWSS and a wiscit will be created
- Salary Advances can only be requested for brand new FA/AS/LI employees and cannot exceed 35% of monthly gross salary

PY: Salary Advance Request (Non-Madison)

- If you choose to use the off-cycle payment (MPR) to request a salary advance:
 - Requests for 2020 salary advances are due Friday, August 28, 2020
 - Resulting off-cycle payments created by UW Shared Services will be dated September 9, 2020
- If ACH is not established, a paper check will be mailed to the address in HRS
- The employee must complete the Salary Advance Request and Payroll Deduction Form
 - (<https://www.wisconsin.edu/financial-administration/forms-and-publications/#salary>)
- Salary Advance Request forms are to be kept at the Institution for your records