

BN: ABE Administrator Landing Page

- Annual Benefits Enrollment (ABE) Administrator Landing page has been updated for 2020 and will continually be updated as more information is available
- It provides many ABE resources, so check the page often
 - <https://uwservice.wisconsin.edu/administration/abe>

BN: HRS & ABE Outages

- No HRS Entry:
 - September 27-28: Open Enrollment Opening Weekend
 - October 26-27: Open Enrollment Closing Weekend
- A communication will be sent out when the process has completed and the system is available for institutional use

BN: Institution ABE Preparation

- Remember to complete all events found in the following WEDs and Reports by September 25 for ABE processing:
 - New Hire Hold WED **
 - MSC Event Evaluation Report **
 - BAS Open Action Required WED
- ** Does not pertain to those campuses using Benefits Service Delivery
- Employees are impacted when these reports are not worked prior to open enrollment. They will not be able to make elections, including Health Opt Out.
- Contact serviceoperations@uwss.wisconsin.edu with questions or concerns.

BN: Initial ABE Communication

- On the week of September 14th, campuses will receive an email template regarding the upcoming ABE period to distribute to employees. A spreadsheet of recipients and email addresses will be included.
- The intent of the email is to notify employees of ABE dates and let them know they will be receiving emails from UWSystemHR email address.
 - Email can be customized to include campus benefits fair and contact information
- Please distribute by **September 18th**, ahead of the ABE Alert email being sent to employees from the UWSystemHR address.
 - Hard copies will be sent to employees on Leave of Absence and Layoff.

BN: ABE Reminder – Security Compliance

- Employees who have HRS access are required to complete a security awareness test at hire and again annually.
- If an account becomes locked, employees will not be able to use ABE Self Service until the test is passed and their account is unlocked.

HRS Outage 9/6

- Technical updates are planned in HRS on Sunday, September 6
- **The predicted service outage window has been shortened to 6 a.m. to ~3 p.m.**
- HRS will be unavailable during this time
- Message will be sent to Campus Administrators and UW -Madison Divisional Coordinators when HRS is available for use
- Self-Service features accessed through 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, leave statements and other HR, Payroll and Benefits documents
 - Access to TAM Job Application Service

Upcoming TAM Enhancements

The following TAM changes will be put in HRS during the September 6 outage:

- Screening Questions will be referred to as Skills Questions
- A Required checkbox will be added for Skills Questions to prevent applicants from skipping questions
- "Required" checkbox on the Screening Criteria page will be changed to "Required to Pass"
- Screening type "General Requirement" will be changed to "Job Preferences"

Upcoming TAM Enhancements

- Questions will now have types:
 - Single Choice
 - Applicant can only select one answer
 - Any or all answers can be designated a correct answers
 - Multiple Choice
 - Applicant can select multiple answers
 - Open Ended
 - Date
 - Numeric
- Existing Screening (Skills) Questions will be reviewed for accurate type assignment
- References will be updated to coincide with HRS changes:
 - [KB-19321: Creating Job Opening\(s\) in TAM](#)
 - [KB-51784: Running the Screening Questions in TAM](#)

Upcoming TAM Enhancements

- Current Screening tab:

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over

Job Opening ID NEW Status 005 Draft
Job Posting Title HR ASST Business Unit UWWTW (UW Whitewater)
Job Code 19410 (HR ASST) Department N303000 (Human Resources & Diversity)
Position Number 02239260 (HR ASST) Job Family 000010 (Human Resources)
Primary Recruiting Location 1273 (UW Whitewater)

Job Opening | Job Opening Attachments | Job Opening Attachments Hist

Job Details | Assignments | Job Postings | **Screening**

Additional Job Specifications ? Find | View All First 1 of 1 Last

Job Code 19410 Primary Job Code

Screening Questions ?

*Question	Question Order	Action
QualifiedforOtherPositions	1	View Answers

Applicant Screening ?

Max Total Points 100 Must Pass Previous Levels

Applicant Screening ?

Sequence	Screening Levels	
1	Pre Screening	
2	Online Screening	
3	Minimum Qualifications	
4	Preferred Qualifications	

Copy Qualifications from Primary Job Code

Save and Submit | Save as Draft | Recruiting Home | Notification | Start Over Top of Page

Upcoming TAM Enhancements

- New Screening tab:

Job Opening

Save and Submit | Save as Draft | Recruiting Home | Notification | Print Job Opening

Job Opening ID 16230 Status 005 Draft
Job Posting Title HR ASST Business Unit UWWTW (UW Whitewater)
Job Code 19410 (HR ASST) Department N303000 (Human Resources & Diversity)
Position Number 02239260 (HR ASST) Job Family 000010 (Human Resources)
Primary Recruiting Location 1273 (UW Whitewater)

Job Opening | Job Opening Attachments | Job Opening Attachments Hist

Job Details | Assignments | Job Postings | **Screening**

Additional Job Specifications ? Find | View All First 1 of 1 Last

Job Code 19410 Primary Job Code

Skills Questions ?

*Question	Question Order	Required	Action
Qualified for Other Positions	1	<input type="checkbox"/>	View Answers

Add Skills Question | Load from Question Set

Applicant Screening ?

Max Total Points 100 Must Pass Previous Levels

Applicant Screening ?

Sequence	Screening Levels	
1	Pre Screening	
2	Online Screening	
3	Minimum Qualifications	
4	Preferred Qualifications	

Add Screening Option

Add Job Code | Delete Job Code

Save and Submit | Save as Draft | Recruiting Home | Notification | Print Job Opening Top of Page

Upcoming TAM Enhancements

- Current Screening Criteria page:

Screening Option Description ?

Name: Online Screening

Pass Status:

Pass Reason:

Fail Status:

Fail Reason:

Screening ID: 1013

Explain Text ID: [View Explanatory Message](#)

Pass Text ID: [View Pass Message](#)

Fail Text ID: [View Fail Message](#)

Pass Email Fail Email

Scoring Definition ?

Assign Points

Percent Needed to Pass: Use Raw Points

Maximum Points to Assign:

Points Assigned for Pass: Points Assigned for Fail:

Manually Assign Status

Screening Requirements ? Personalize | Find |

Screening Type	Item	Description	Edit Details	Use in Screening	Required	Points
General Requirement	Regular / Temp : Regular			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
General Requirement	Full / Part Time : Part-Time			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
General Requirement	Standard Hours : 0.01			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
General Requirement	Shift : N			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
General Requirement	Travel Percent : Never or rarely			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
General Requirement	Minimum Salary : 29058 - Annual			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
General Requirement	Minimum Grade : 05			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
General Requirement	RS Location : 1273			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Screening Question	Question: QualifiedforOtherPositions		Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0

Total Screening Points

Upcoming TAM Enhancements

- New Screening Criteria page:

Screening Option Description ?

Name: Online Screening	Screening ID: 1013
Pass Status: <input type="text" value="010 Applied"/>	Explain Text ID: <input type="text"/> View Explanatory Message
Pass Reason: <input type="text"/>	Pass Text ID: <input type="text" value="HRAM_CEONLPASS_02"/> View Pass Message
Fail Status: <input type="text" value="03C Does Not Meet Minimum Qual"/>	Fail Text ID: <input type="text" value="HRAM_CEONLFAIL_01"/> View Fail Message
Fail Reason: <input type="text" value="Default - Min Quals Not Met"/>	<input type="checkbox"/> Pass Email <input type="checkbox"/> Fail Email

Scoring Definition ?

Assign Points

Percent Needed to Pass: <input type="text" value="100"/>	<input type="checkbox"/> Use Raw Points
Maximum Points to Assign: <input type="text"/>	
Points Assigned for Pass: <input type="text" value="0"/>	Points Assigned for Fail: <input type="text" value="0"/>
<input type="checkbox"/> Manually Assign Status	

Screening Requirements ? Personalize | Find | |

Screening Type	Item	Description	Edit Details	Use in Screening	Required to Pass	Points
Job Preferences	Regular / Temp : Regular			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Full / Part Time : Part-Time			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Standard Hours : 0.01			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Shift : N			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Travel Percent : Never or rarely			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Minimum Salary : 29058 - Annual			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	Minimum Grade : 05			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Job Preferences	RS Location : 1273			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Skills Question	Question: QualifiedforOtherPositions		Edit Details	<input type="checkbox"/>	<input type="checkbox"/>	0

Total Screening Points

International Payroll Wire Form

- The COVID-19 pandemic has resulted in an increase of employees working outside of the United States
- Establishing routine direct deposit with a United States banking institution may be difficult or not feasible
- As a result of this, a wire option is being offered
- An electronic international payroll wire form is being created and will be available August 31st in self-service on the portal for:
 - All active employees at institutions who have rolled out multi-factor authentication
- Eligible institutions, if interested in allowing employees this wire option, will need to let UW-Shared Services know they are opting in and provide names for the workflow approval
 - Once campus approves, the form is automatically routed to UW-Shared Services for processing
 - Employees at institutions who do not opt in/provide approvers will see the form listed in self-service but will not be able to open it
- A paper form is also available

International Payroll Wire Form

- All associated wire/transfer fees will be passed on to the campus.
 - Fee amounts will vary depending on the currency selected and the international region the wire is being sent to

Resources:

- Tipsheet: <https://uwservice.wisconsin.edu/docs/publications/pay-international-wire-tipsheet.pdf>
- Checklist: <https://uwservice.wisconsin.edu/docs/publications/pay-international-payroll-wire-checklist.pdf>
- International Wire Form w/Instructions (PDF):
<https://uwservice.wisconsin.edu/docs/publications/pay-international-payroll-wire-form.pdf>
- Reviewing and Approving eForms in HRS KB:
<https://kb.uwss.wisconsin.edu/page.php?id=101384>