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 <u>serviceoperations@uwss.wisconsin.edu</u> 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



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

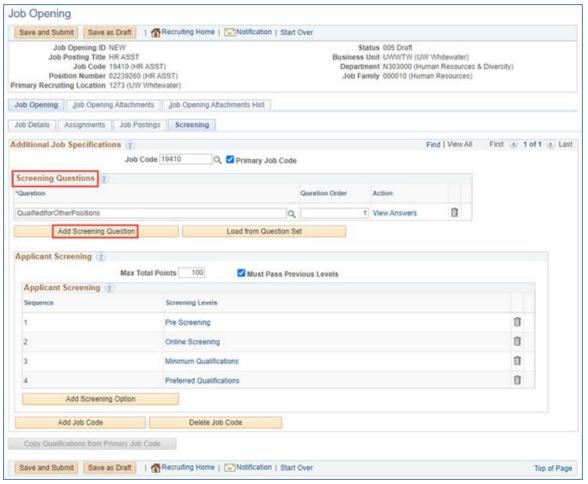
- Screening Questions will be referred to as Skills Questions
- A Required checkbox will be added for Skills Questions to prevent applicants from skipping questions
- "Required" checkbox on the Screening Criteria page will be changed to "Required to Pass"
- Screening type "General Requirement" will be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



- 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

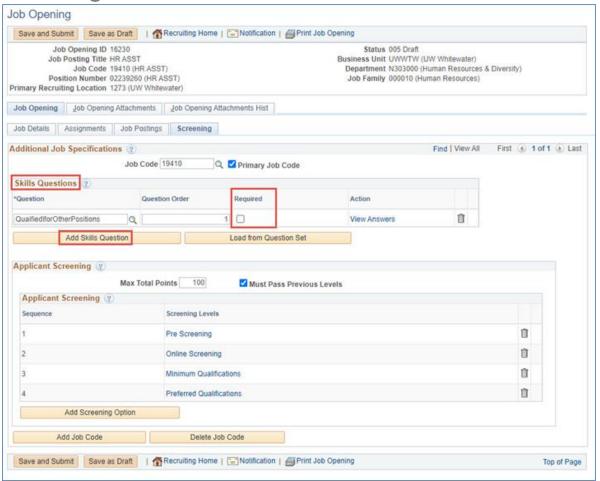


Current Screening tab:





New Screening tab:





• Current Screening Criteria page:

▼ Screening Option D	escription ②							
	Name Online Screening Pass Status 010 Applied Pass Reason Fail Status 03C Does Not Meet Minimur Fail Reason Default - Min Quals Not Met	n Qual V Fail Text ID HRAM_CEO	Explain Text ID Q View Pass Text ID HRAM_CEONLPASS_02 Q View			w Explanatory Message w Pass Message w Fail Message		
Scoring Definition @								
Assign Points								
Maximo	ent Needed to Pass 100 um Points to Assign s Assigned for Pass 0	Use Rav	v Points					
	Manually Assign Status							
Screening Requirements ②								
Screening Type	Item	Description	Edit Details	Use in Screening	Required	Points		
General Requirement	Regular / Temp : Regular			0	0	0		
General Requirement	Full / Part Time : Part-Time				0	0		
General Requirement	Standard Hours: 0.01				0	0		
General Requirement	Shift: N				0	0		
General Requirement	Travel Percent : Never or rarely			0	0	0		
General Requirement	Minimum Salary : 29058 - Annual				0	0		
General Requirement	Minimum Grade : 05				0	0		
General Requirement	RS Location : 1273			0	0	0		
Screening Question	Question: QualifiedIforOtherPositions		Edit Details	0	0		0	
				Total	Screening Points			



• New Screening Criteria page:

Screening Option Des	cription ②									
Name Online Screening Pass Status 010 Applied Pass Reason Pass Reason Pass Reason Pass Text ID HRAM_CEONLPASS_02 View Pass Message Pass Text ID HRAM_CEONLFAIL_01 Q View Fail Message Fail Status 03C Does Not Meet Minimum Qual V Fail Text ID HRAM_CEONLFAIL_01 Q View Fail Message Fail Reason Default - Min Quals Not Met V Pass Email Fail Email Scoring Definition ? Assign Points Percent Needed to Pass 100 Q Use Raw Points Maximum Points to Assign Points Assigned for Fail 0										
Screening Requirements ② Personalize Find ①										
Screening Type	Item	Description	Edit Details	Use in Screening	Required to Pass	Points				
Job Preferences	Regular / Temp : Regular			0	0	0				
Job Preferences	Full / Part Time : Part-Time					0				
Job Preferences	Standard Hours : 0.01				0	0				
Job Preferences	Shift: N					0				
Job Preferences	Travel Percent : Never or rarely				0	0				
Job Preferences	Minimum Salary : 29058 - Annual				0	0				
Job Preferences	Minimum Grade : 05			0	0	0				
Job Preferences	RS Location : 1273				0	0				
Skills Question	Question: QualfiedforOtherPositions		Edit Details	0	0	0				
				Total Scr	eening 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

