

Outside Activity Report - FAASLI

- Faculty, Academic Staff and Limited Appointees with appointments of 0.50 FTE or higher are subject to ethics rules covering use of university resources, conflicts of interest and acceptance of gifts and are required to report outside activity annually (UW System Administrative Policy 1290)
- If an employee has more than one empl record with a 0.50 FTE or higher, an Outside Activity Report (OAR) form is required for each record
- Managers are responsible for reviewing the information provided by employees and work with employees to determine if a potential conflict may exist
- Outside Activity Reporting is now available as an automated process offered through service delivery
 - This is a voluntary service for campuses to participate in
 - Campuses participating: UWEAU, UWGBY, UWLAC, UWPKS, UWRVF, UWSTO, UWSUP, UWSYS
 - Campus must have MFA for all employees (including students)

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- Outside Activity Report process timeline:
 - Initial communication sent to employees to complete the Outside Activity Report on April 1, 2021
 - Reminders will be sent to employees who have not completed their Outside Activity Report on April 15, April 21 and April 30
 - Outside Activity Report must be filed by April 30, 2021
 - Outside Activity Report should be approved by April 30, 2021
 - Outside Activity Report will no longer be available for 2020 reporting on May 31, 2021
- The employee's Reports To will receive a notification when they have an Outside Activity Report to approve
 - This will occur as soon as the form is submitted by the employee
 - Will include a link for the supervisor to get to approvals
- All email notifications will be sent to preferred business email for employees and their Reports To

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- If an employee does not have a Reports To in Job Data, they will not be able to complete the OAR form
 - UW Service Operations will send out lists of employees that need Reports To updated on March 16 to those campuses that are participating in OAR
 - WED Reports are also available to review employees that need Reports To updated:
 - UW_HR_POSITION_MISSING_REPORTS_TO
 - UW_HR_POSITION_REPORTS_TO_CONFLICT
 - UW_HR_POSITION_REPORTS_TO_SELF
 - Campuses should work on getting these updated before April 1, 2021 when the OAR email is sent to employees
 - If you need assistance with updating the Reports To information, please email serviceoperations@uwss.wisconsin.edu

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- A WED Report will be available to identify OAR forms that are submitted but not approved
 - UW_HR_OAR_NEED_APRVL
 - Security Role to view WED: UW_UNV_HR_ADMINISTRATOR
 - This is a new role that will be available for provisioning on March 29, 2021
- UW Service Operations will be monitoring for employees who have a change to Reports To after an employee submits their Outside Activity Report
 - UW Service Operations will update the workflow and an email will generate to notify the new Reports To

Outside Activity Reporting - Resources

- UWSA Conflicts of Interest and Outside Activities:
 - <https://www.wisconsin.edu/compliance/focus-areas/ethics/conflicts-of-interests-and-outside-activities/>
- Employee Tipsheet:
 - https://uwservice.wisconsin.edu/docs/publications/outside_activity_reporting_tipsheet.pdf
- Reports To Tipsheet:
 - <https://uwservice.wisconsin.edu/docs/publications/hr-review-oar.pdf>

FA/AS/LI: Vacation and Personal Holiday Carryover

Reminder, Issued April 27, 2020:

Vacation hours earned in fiscal year 2019 carried forward one additional fiscal year. Unused vacation carried over in this manner must be used by June 30, 2021 or they will be lost

Personal holiday hours earned in fiscal year 2020 carried forward into fiscal year 2021. Unused personal holiday hours carried over must be used by June 30, 2021 or they will be lost

New, Issued March 10, 2021:

Vacation hours earned in **fiscal year 2019** and carried forward an additional year and vacation earned in **fiscal year 2020** extended deadline to use to **October 9, 2021**. Extension applies only to vacation hours. Unused vacation hours from fiscal year 2019 and 2020 must be used by **October 9, 2021** or they will be **lost**

More information:

- [UW System Administrative Policy 1200-Interim 05: Vacation, Compensatory Time and Personal Holiday Carryover](#)
- [UW System Administrative Policy 1200-Interim 08: Extended Vacation Carryover](#)

University Staff: Vacation and Personal Holiday Carryover

Reminder, Issued October 8, 2020:

Vacation hours earned in calendar year 2019 carried forward one additional calendar year. Unused vacation hours carried forward in this manner must be used by December 31, 2021 or they will be lost

Personal holiday hours earned in calendar year 2020 carried forward into calendar year 2021. Unused personal holiday hours carried over must be used by December 31, 2021 or they will be lost

More information:

[UW System Administrative Policy 1200-Interim 06: University Staff Vacation and Personal Holiday Carryover](#)

Communication:

- Portal article posted March 11th. Includes extension for FA/AS/LI vacation as well as a reminder for University Staff. Article will be reposted multiple times through June 30th, then refreshed and reposted multiple times through the fall to only include a reminder for University Staff
- Campuses are encouraged to re-post or link to the portal article on your campus websites, newsletters, etc.

New Student Email Address Process

- A new process is running nightly that will populate new email address types from the Student Information Systems
 - If the email address exists in HRS it will not be added
 - Email addresses added through this process will never be marked as preferred
- Two new email address types will be populated with the Student Email Address process:
 - Student – will only be EDU email addresses
 - Student Other – will be NON-EDU email addresses
 - If a student has more than 2 email addresses in the SIS due to being at multiple campuses, the most effective dated one will be selected for each email address type