# Campus Call

May 4, 2021

# Agenda

- Months in Service Balance
- Immunization Record Form
- Single Payroll

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# Months in Service Absence Balance

- As of May 3, 2021, a Months in Service balance will be displayed in employee portals under the Time and Absence tile, Absence Balance tab

- This was formerly known as the ALRA counter

- FAASLI employees with a 12-month appointment are eligible to bank vacation into a Paid Leave account after they have completed 10 or more fiscal years of continuous service or 120 months in service

- The employee banked leave tipsheet has been updated to reflect the meaning of this field
  - Monthly Banked Leave Tipsheet
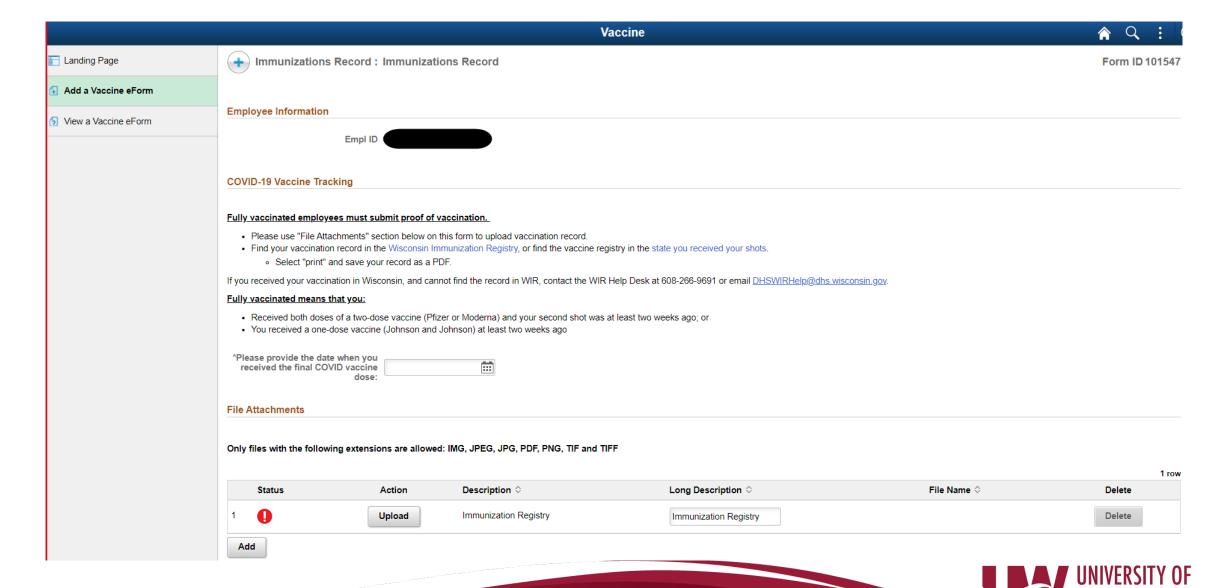
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# Immunization Record Form

- The Immunization Record Form has been created to assist campuses with COVID-19 Vaccine Tracking
  - Employees can enter their final COVID vaccine dose date using Personal Details tile on the self-service portal
  - Administrators can enter an employee's final COVID vaccine dose date
  - Vaccination Record upload is required to submit the form
  - Form was available on May 3, 2021
- Employees are not required to become vaccinated for COVID-19 and are not required to complete the Immunization Record Form
  - If the Immunization Record Form is not completed, employees will still need to provide negative COVID test
- Immunization Record Form process should be used by all campuses unless an equivalent process already exists through the campus health system
- HRS Queries and Reports will be available soon.

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# Immunization Record Form

# Immunization Record Form

Resources

- UW System Administrative Policy 600-01 – Interim: Spring Semester 2021 COVID-19 Testing Requirements
  - https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/spring-semester-2021-covid-19-testing-requirements/
- Employee Tipsheet
  - https://uwservice.wisconsin.edu/docs/publications/hr-employee-covid-vaccine-form.pdf
- KB 110572 – Enter COVID Vaccine record on behalf of an employee in HRS

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# Questions?

# Single Payroll Transition

- Beginning July 2021, monthly payroll schedule will transition to biweekly
- Annual year (12-month) contract employees will receive their first biweekly paycheck 08/12/2021
- Summer contract employees will receive their first biweekly paycheck 08/12/2021 (depending on contract specifics)
- Academic year (9-month) contract employees with a start date between August 15 and August 28, 2021, will receive their first biweekly paycheck 9/9/2021
- Academic year (9-month) contract employees with a start date of August 29, 2021, or later will receive their first biweekly paycheck 9/23/2021
  - UW-Oshkosh & UW-La Crosse

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# Single Payroll – Policy Updates

- Policies updated with effective date of July 18, 2021.

- Updates made to align with changes made with single payroll project and to better align with operations.

- **Important Policy Language Updates:**

  - UW System Administrative Policy 230 (formerly F29) Salary & Fringe Benefit Calculations

    - Section 5 Definitions

      - Hourly definition updated. Emphasis on FLSA status.

      - Summer Service basis, Work Week (40 hrs), Pay Period definitions added.

      - Standard work week is Monday – Friday (see UW System Administrative Policy 1227 (formerly GEN 2) Standard Office Hours, Legal Holidays and Other UW System Institution Closures.

    - Section 6. Policy Statement

      - Removed all references to monthly pay, substituted in appropriate language for biweekly pay.

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# Single Payroll – Policy Updates

- Summary of key updates, continued:
  - Section 6.B. Calculation of A and C Basis Bi-Weekly Rates of Pay
    - Updated calculations to reflect biweekly pay basis.

| Pay Basis | Annual Contract Salary | Pay Periods | Biweekly Rate | Hours | Hourly Rate |
|-----------|------------------------|-------------|---------------|-------|-------------|
| A-Annual | $45,000 | 26* | $1,730.77 | 2,080 | $21.64 |
| C-Academic | $45,000 | 19.5 | $2,307.69 | 1,560 | $28.85 |

*Periodically, 27 biweekly payroll periods will occur in a given year. In those cases, employee's biweekly pay will continue to be calculated using formula outlined here.

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# Single Payroll – Policy Updates

- ## Summary of key updates, continued:
  - ### Section 6.C. Payment for Partial Periods and Leaves of Absence
    - Updated calculations to reflect biweekly pay basis.
    - *Non-exempt staff* are paid for actual hours worked during the pay period.
    - *Exempt staff* partial salary will be determined on the basis of 8 hours per day worked in the pay period prorated to FTE 80 hours worked per biweekly pay period for 1 FTE). Partial pay calculation is determined as follows:
      - Biweekly salary / 10 (the number of workdays in the pay period) x

      (Days worked in the pay period) days to be paid =

      Amount to be paid for the partial pay period
      - Example 1: A new employee on an annual pay basis with an annual salary of $45,000 ($1,730.77 per biweekly pay period) begins employment on the third day of a pay period. Partial payment is calculated as follows:

        $1,730.77 / 10 = $173.08 x 8 = 1,384.64
      - Example 2: An employee on an academic year pay basis with an annual salary of $45,000 ($2,307.69 per biweekly pay period) who begins an unpaid leave of absence after the second work day of the pay period would be calculated as follows:

        $2,307.69 / 10 = $230.77 x 2 = $461.54

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# Single Payroll – Policy Updates

- Summary of key updates, continued:
  - Section 6.F. Pay Basis Conversions for A and C Basis Salaries
    - Eliminates references to monthly pay, kept A to C conversions and vice versa. Hourly rate conversions moved to new section "G".
  - Section 6.G. Calculation of Hourly Rates for "A" and "C" Basis Employees (new section)
    - Establishes "A" conversion as annual salary/2080.
    - Establishes "C" conversion as annual salary/1560.
  - Section 6.H. (previously Section G.) Salary Advances for Academic Year Faculty
    - Preserves this benefit for now, with language changes to reflect biweekly pay basis.
    - May be less necessary in the future with less delay between start date and first paycheck.

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# Single Payroll – Policy Updates

- Summary of key updates, continued:
  - Section 6.I. (previously Section H.) Calculating Wisconsin Retirement System Service Credit
    - For FA/AS/LI changed from 22 days, or 176 hours of work per month to 80 hours of work per pay period.
  - Section 6.J. (previously Section 6.I.) Sick Leave Conversion Value
    - Annual hours used in the calculation for faculty, academic staff and limited appointees changed to 2080 (previously was 2088).
    - Effective July 18, 2021 use the new value in sick leave credit calculations.
  - Section 6.L. (previously Section 6.K.) Calculation of Vacation upon Termination/Transfer or Overdrawn Leave Credits
    - Formula updated to remove references to monthly rates.

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# Single Payroll – Policy Updates

- Summary of key updates, continued:
  - Section 6.N. (new section) Rounding for Salary-Basis Compensation and Hourly Rates
    - Outlines how annual FLSA-exempt employee salaries are rounded to the nearest whole dollar, and all hourly rate calculations are rounded to the nearest whole cent.
    - Uniform rounding rules applied throughout policy. Always nearest whole dollar or cent, eliminating single instance of "always round up".

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# Single Payroll – Policy Updates

- Summary of key updates, continued:

  - UW System Administrative Policy 215 (formerly G32) Payment Methods and Timing for Payroll

    - Eliminates language made obsolete by biweekly pay basis.

  - UW System Administrative Policy 1210 (formerly BN1) Vacation, Paid Leave Banks, and Vacation Cash Payouts

    - Changes leave reporting to bi-weekly.

    - Adds provision "Leave usage must be reported on or before the day the leave is taken. If circumstances prevent this contemporaneous reporting, leave must be entered as soon as possible after the leave is used."

    - Changes language to require leave report "for each pay period in which leave was used".

    - Adds language "Pursuant to the procedures issued by UW System Human Resources, employees may be required to identify and report pay periods in which no leave was taken."

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# Single Payroll – Policy Updates

- Summary of key updates, continued:

  - UW System Administrative Policy 1212 (formerly BN 3) Sick Leave

    - Modifies language around reduction in sick leave accrual for failing to report leave usage. No leave taken report requirement has been removed from the policy and put into an HR procedure that can be updated/changed if/when needed.

    - Changes leave reporting to bi-weekly.

    - Other changes like those in SYS 1210.

  - UW System Administrative Policy 1244 (formerly GEN 30) Summer Prepay Deductions and Summer Session Benefits Eligibility

    - Changes all references from "March, April and May" payrolls to "final six biweekly pay periods in the spring semester".

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# Single Payroll – Policy Updates

- Summary of key updates, continued:

  - UW System Administrative Policy 1278 (formerly TC 4) UW System Pay Plan Distribution Framework for University Workforce

    - Changed "July 1st of each year" to "the first biweekly pay period included with the beginning of the fiscal year for annual-basis employees, the first biweekly pay period included with the start of the academic year for those on academic year appointments".

- Contact UW System HR at uwshr@uwsa.edu with policy questions.

# Questions?

# Single Payroll – Job Data

Job Data or position entry with an effective date of July 18, 2021, or later should not be made until the new biweekly schedule logic is in place.

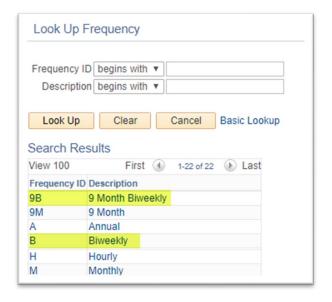Mass Job Update to transition Job Data records for Single Payroll is tentatively scheduled for July 2-3, 2021.

- Exceptions:
  - A new position can be created for recruitment purposes. It should not be hired in Job Data.
  - An employee has an expectation change in which they would be WRS eligible (duration over one year and meeting the hours requirement).
    - A ticket can be submitted to Service Operations for WRS Override entry.

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# Single Payroll - Job Data

- Pay Frequency of M and 9M will no longer be used as of July 17, 2021
- New Pay Frequency of B and 9B will be used as of July 18, 2021
  - 9B Pay Frequency will be used with Academic, Summer Service and Summer Session Pay Basis
  - B frequency will be used for Annual and Lump Pay Basis
  - Service Operations will monitor for inconsistencies between pay frequency and effective dates during the Single Payroll transition period



- Pay Rates on Compensation tab in Job Data will be updated to display Biweekly & 9B; references to Monthly & 9M will be removed on all rows.

# Single Payroll - Pay Group, Frequency & Pay Run ID Conversion

| Description | Pay Basis | | OLD | | | NEW | | |
|---|---|---|---|---|---|---|---|---|
| | | | Pay Group Code | Comp Freq | Pay Run ID | Pay Group Code | Comp Freq | Pay Run ID |
| Paid monthly, 12x / year, typically Empl Classes FA, AS, LI | A | | ARG | M | 2021UNC08 2021UNC09 | BAR | B | 2021BW08A, 2021BW08B 2021BW09A, 2021BW09B |
| *Scholar/Fellow*, Paid Stipend monthly, 12x / year, typically Empl Classes FA, AS, LI | A | | ARF | M | 2021UNC08 2021UNC09 | BAF | B | 2021BW08A, 2021BW08B 2021BW09A, 2021BW09B |
| Paid monthly, 9x / year, typically Empl Classes FA, AS, LI | C | | CAR, CBR, CCR, etc. | 9M | 2021UNC08 2021UNC09 | BCR | 9B | 2021BW08A, 2021BW08B 2021BW09A, 2021BW09B |
| *Scholar/Fellow*, Paid Stipend monthly, 9x / year, typically Empl Classes FA, AS, LI | C | | CAF, CBF, CCF, etc. | 9M | 2021UNC08 2021UNC09 | BCF | 9B | 2021BW08A, 2021BW08B 2021BW09A, 2021BW09B |
| Summer Session | S | | SAR, SBR, SCR, etc. | 9M | 2021UNC08 | BSR | 9B | 2021BW08A, 2021BW08B |
| Summer Service | V | | VAR, VBR, VCR, etc. | 9M | 2021UNC08 | BVR | 9B | 2021BW08A, 2021BW08B |
| Summer Service Fellow | V | | VAF, VBR, BCF, etc. | 9M | 2021UNC08 | BVF | 9B | 2021BW08A, 2021BW08B |

- Current monthly pay groups will be deactivated after the confirm of the 7M payroll
- New pay groups have been created for monthly employees changing to biweekly
- Earnings codes for FAASLI salaried employees will remain the same as today

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# Single Payroll - Job Data

## Job entry for new hires

- Following the Job Data mass update, new hires with an effective date prior to July 18 will also need a transition row to change to the new pay frequency/pay group
  - Effective Date: July 18, 2021
  - Action: Data Change; Action Reason: Single Pay Comp Frequency Change
  - Pay Group will default based on Pay Frequency

## Pay Rate changes for existing employees

- Following the Job Data mass update, any pay rate changes dated prior to July 18, 2021, will ripple to move pay rate to new pay frequency.

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# Single Payroll - Changes to EJED Process

- Monthly EJED process will be eliminated as there is no longer a need to project earnings

- Daily EJED process will continue to terminate both biweekly and monthly employees

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# Single Payroll - Benefit Deductions Transition

- Most benefit deductions (insurances) will be split evenly across two paychecks each month

- Benefits deductions (insurances) are taken from 24 of the 26 paychecks in a calendar year
  - Two paychecks in a calendar year do not have benefits deductions
    - 8/12/2021 is one of the two paychecks in 2021 that will have no benefits deductions

- Benefits contributions are taken from all 26 paychecks
  - Wisconsin Retirement System (WRS), UW Tax-Sheltered Annuity (TSA) 403(b), and Wisconsin Deferred Compensation (WDC) 457 Program
  - If employees have payroll deductions that are flat dollar amounts, they may want to adjust the amount to deduct over the remaining paychecks of the year

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# Single Payroll - Benefit Deductions Transition

- Health Savings Account (HSA) <u>employee</u> contributions will automatically recalculate for the remaining pay periods of 2021.  No employee action is needed.

- HSA <u>employer</u> contributions will transition to align with the biweekly payroll schedule.
    - Employees who are currently paid monthly will receive the HSA Employer contribution on their 6/30/2021 paycheck. This payment is for July coverage.
    - HSA Employer contribution will not be paid on the 7/30/21 or 8/12/21 paychecks.
    - The first biweekly HSA employer contribution will be paid on the 8/26/2021 paycheck for the first payment of August coverage.

- Employees who elected the HSA for the entire plan year will receive the full $1,500 for family coverage / $750 for single coverage in 2021 (employees hired mid-year or who make changes due to a life event receive a pro-rated share of the HSA employer contribution).

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# Single Payroll - Benefit Deductions Transition

- Health Opt-Out Incentive payments will transition to align with the biweekly payroll schedule.
  - Employees who are currently paid monthly will receive the Health Opt-Out Incentive on their 6/30/2021 paycheck. This payment is for July coverage.
  - Health Opt-Out Incentive will not be paid on the 7/30/21 or 8/12/21 paycheck.
  - The first biweekly Health Opt-Out Incentive payment will be paid on the 8/26/2021 paycheck for the first payment of August coverage .
- Employees who elected the Health Opt-Out Incentive for the entire plan year will receive the full $2,000 payment in 2021 (employees hired mid-year or who make changes due to a life event receive a pro-rated share of the Health Opt-Out Incentive).

# Single Payroll - Fringe Funding Changes

- Summer Session and Summer Service funding will be allocated a proration of the fringe funding for payments made on the 7C, 8A and 8B payrolls
  - This functionality is still being tested
- A fringe only journal entry in SFS will be the only method to move funding to academic year funding source for calendar year 2021
- A permanent resolution for fringe to not post to Summer Session and Summer Service funding is targeted for Summer 2022

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# Single Payroll - Standard Calc Processing Schedule

- Payroll processing schedule will be shifted to open paysheets on Thursday evening – two days prior to end of pay period (formerly opened on Friday evening for monthly and Sunday evening for biweekly payroll)
- Friday will be available for review of FAASLI exempt employees; a payroll edit will be generated Thursday night
- Deadline to submit payline requests will be 4:30 pm on Monday of the standard payroll processing week (previous deadline was end of day Tuesday)
- Payline and Retro load will be moved to Monday evening (formerly loaded Tuesday evening)
- FICA deadline will remain noon on Wednesday
- Glacier 2nd run will remain on Wednesday
- Payroll coordinators have until the end of the day on Wednesday to make changes:
  - Timesheet entry
  - Manager Approvals
- Final calc and confirm of the payroll will begin early Thursday morning.  There will be no processing time available for payroll coordinators on final calc day.
- HRS Processing Calendar will be updated with the new processing schedule
  - https://uwservice.wisconsin.edu/administration/csc-calendar.php

# Single Payroll – Time Administration Processing Schedule

- Non-Payroll and Preliminary Calc Processing Days
  - Hourly – 4:00am, 9:00am, 1:00pm, & 6:00pm
  - FAASLI – 6:15am
  - Hourly & FAASLI – 11:00am & 3:00pm
- Final Calc Days
  - Hourly – 4:00am & 6:00pm
  - FAASLI – 6:15am
  - Hourly & FAASLI – 3:00pm

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# Off-Cycle Check Processing Outage during Single Payroll Transition

- No off-cycle transaction processing for monthly employees moving to the biweekly payroll from July 2 – July 15
  - Submit any MPRs, reversal requests, etc., by July 1
  - Requests received by July 1 will be processed prior to the outage and payable on July 7 (if applicable)

- Options for off-cycle requests received after July 1:
  - Wait for processing until after July 15 – would be payable July 21
  - Process pay on-cycle on the 7M – would be payable July 30
  - Pay employee through campus emergency check process if available

Note: This outage is only for monthly employees moving to the biweekly pay cycle. There will not be an outage for hourly employees currently paid on the biweekly pay cycle.

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# Single Payroll Missed Payroll Request Criteria Changes

New criteria for Missed Payroll Requests (MPR) with the implementation of Single Payroll:

- Faculty, Academic Staff, Limited, Employees-In-Training and Other (OT): 10% of Regular Gross Biweekly pay
- Student Help (SH):  5 hours
- Student Assistants (SA): 5 hours
- University Staff:  8 hours
- Lump Sum requests:
  - Student Help: $100
  - **Non-Student: $400**
    - **Previously $1,000 for monthly employees**
    - **Previously $100 for biweekly employees (this has not been used in the last year)**
    - **Will be in effect for requests for payrolls after the 7M payroll**
  - Must follow WfAP guidelines

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# Single Payroll Missed Payroll Request Criteria Changes

The following should not be requested via MPR (unless in conjunction with qualifying missed wages as previously defined):

- Over Time or Add-Ons

- Additional Pay, that is not part of regular gross

- Termination Pay (TAL, TFH, TVA, TLH, TSB, TVN)

- Overload (UOL)

- Retro Pay (URP, SRP, HRP)

- Missed time older than two pay periods

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# Single Payroll - Late Summer Payments

- Currently, missed Summer payments submitted during the academic year, must be processed off-cycle

- After the Single Payroll transition, summer pay groups will be available year-round

  - Missed Summer payments can be paid on-cycle during the academic year

  - Payments can be requested as paylines for Summer Salary or entered/approved in WfAP for lump sums and will load to the next on-cycle payroll

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# Single Payroll - Retro Pay Considerations

- Retro Pay will need to be monitored closely during/spanning the transition due to changes to pay groups

- When a retroactive change is made in Job Data:
  - Validate calculation of retroactive pay (Payroll for North America > Retroactive Payroll > Retro Pay > Process and Review Requests > Retro Pay Calculation Results)
  - Validate the amount loaded to the paycheck (Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck)

- If the calculated amount is not accurate, turn off the retro pay before it loads and submit a payline request

- If the loaded amount does not match the accurate calculation, submit a ticket requesting the retroactive pay be corrected

# Single Payroll – Additional Pay

- Additional Pay (Lumps)
  - Existing entries, including those for summer, will continue with the monthly schedule through the 7M
  - Recurring payments that are still active and have not met their goal will automatically carry forward to the biweekly schedule
  - Shared Services is not planning to adjust entries
  - Remaining payments will finish on the first biweekly payroll (A) each month
    - Example: $3,000 Total LWR, $1,000 on 6M, 7M, and 8A

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# Single Payroll – Additional Pay

- Additional Pay (Lumps)
  - Entries with an effective date of July 18, 2021, or later should not be made until the new biweekly schedule logic is in place
    - Tentatively scheduled for July 2-3, 2021.
  - Payments can be made on the A (first), B (second) or C (third) paychecks
  - For campuses participating in Payroll Service Delivery, all lump sum payments will be processed by taking the total and evenly spreading over the number of biweekly pay periods within Dates In Service.

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# Single Payroll - General Deductions

- Active general deduction amounts will be converted for deduction codes on either a 1st/2nd or 1st/2nd/3rd paycheck frequency
  - If there is a goal amount for the year or end date, balance will be divided over the remaining biweekly paychecks
  - For ongoing deductions:
    - Annual employee conversion will be current deduction x 12 / 24 paychecks or 26 paychecks depending on deduction frequency
    - Academic employee conversion will be current deduction x 9 / 20 paychecks
    - Employees can always submit new forms to change their amounts after conversion
      - Specific timing for entry will be shared later.

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# Single Payroll - General Deductions

- The following general deductions are set up to only take on the **1st or 2nd** biweekly pay period but have no currently active enrollees (as of 4/14/21):
  - CHAR05 Foundation UW COL Rock
  - PKGBYA Park UW Green Bay Post-Tax
  - PKMI4A/B Park UWMIL Off Camp Post-Tax & Pre-Tax
  - PKPKSA/B Park UW Parkside Post-Tax & Pre-Tax
  - PKSTOA Park UW Stout Post-Tax
  - PKUSSA/B Park UW Shared Services Post-Tax & Pre-Tax
  - PRGBY1 KEC Membership UW Green Bay
  - PRGBY2 Meal Plan UW Green Bay
  - PRLAC4 UW La Cosse 25 Meal Plan
  - PRLAC5 UW La Crosse 10 Meal Plan
  - PRMAD4 DoIT Tech Purchase
  - PRMIL1 Panther Card UW Milwaukee
  - PRMIL3 Klotsche Center UW Milwaukee
  - PROSH2 Rec Student R&C Center UW Oshkosh
  - PRPKS1 Staff Meal Plan UW Parkside
  - PRPKS2 Sports & Activity Center UW Parkside
  - PRRVF2 Fitness Center UW River Falls

# Single Payroll - General Deductions

- The following general deductions will NOT be split as they currently take only on the 2nd biweekly payroll:
  - CHAR04 Foundation UW COL Marathon (10 active)
  - CHAR23 Wisconsin Public Radio Assoc (64 active)
  - CHAR24 Friends of WHA-TV, Inc (14 active)
  - PKGBYB Park UW Green Bay-Pre-Tax (400 active)
  - PKPKSB Park UW Parkside-Pre-Tax (2 active)
  - PKSTOB Park UW Stout-Pre-Tax (3 active)
    - Enrollment count as of 4/14/21

- If you are interested in making a change to the deduction frequency, please complete the New Optional General Payroll Deduction Request and submit to Service Operations
  - https://uwservice.wisconsin.edu/docs/forms/pay-general-deduction-request.pdf

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# Single Payroll Absence Management Considerations

- Absence takes are to be reported as they are taken
- No Leave Taken reporting will continue to be entered monthly
- Summer Leave Reporting will continue to be reported on a once per Summer basis using Summer leave functionality available in the portal
- ALRA Banking options will continue to open in July
- Projected leave balances will be frozen after the 6M payroll (July 14-23) to allow for the conversion to occur for FAASLI employees
  - Projected Leave balances will update when the 7C opens (July 24)
  - Employees will continue to be able to enter leave usage
- Missing Leave email will be sent following the confirmation of each biweekly payroll looking back to the previous calendar month
- Sick Leave Reduction will occur following 10A confirm

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# Single Payroll Absence Management Considerations

- Missing Leave Email process will be sent out on a biweekly basis for the previous calendar month
  - Approver Reminders will be sent out Monday morning of non-payroll weeks
  - Employee Reminders will be sent out Wednesday morning of non-payroll weeks
  - Example:
    - Non-Payroll week of August 9-13
      - Approver email is sent on August 9 for all unapproved absences for July 2021 and prior
      - Employee email is sent on August 11 for all missing leave reports for July 2021 and prior
    - Non-Payroll week of August 23-27
      - Approver email is sent on August 23 for all unapproved absences for July 2021 and prior
      - Employee email is sent on August 25 for all missing leave reports for July 2021 and prior
    - Non-Payroll week of September 6-10
      - Approver email is sent on September 6 for all unapproved absences for August 2021 and prior
      - Employee email is sent on September 8 for all missing leave reports for August 2021 and prior

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# Single Payroll – New No Leave Taken Reporting



- Note – this screen shot is what an employee would see in July 2021

# Single Payroll – New No Leave Taken Reporting

- For FAASLI exempt, a new leave reporting page is being created to submit No Leave takes that leverages a slider bar

- With this one-click option, employees will be selecting the month they are reporting for rather than selecting a specific date

- Clicking on the slider bar will submit a No Leave Take to their approver with an effective date equal to the lowest day of the calendar month where the employee was in Active or Paid Leave of Absence pay status

- If an employee has multiple appointments, the submit will be for <u>ALL</u> Employee records that don't already have a leave take

- If another leave type for the given month has already been submitted for all active empl records, the No Leave Take page will also show submitted

- If a leave take is cancelled and there are no other takes for that month, the slider bar will reset back to No

# Single Payroll – New No Leave Taken Reporting

- If a leave take is pushed back by the approver and there are no other takes for that month, the slider bar will reset back to No
- If a leave take is voided by an administrator or payroll coordinator and there are no other takes for that month, the slider bar will reset back to No
- If a leave eligible job is hired retroactively, the slider bar will reset to No for any relevant months
- C-basis employees will need to report based on the calendar month
  - If return from short work break is 8/23/21, an August 2021 leave report must be submitted
  - This will most likely result in 10 leave reports for the fiscal year rather than the current 9 leave reports
- Future months will not display
- On October 1 of each year, the previous fiscal year months will be removed since they are due by September 30

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# Single Payroll - Absence Management Changes

- Currently term pay for both Personal Holiday (PH) and Legal Holiday (LH) are paid out using TFH earnings code

- Effective July 18, 2021, PH and LH will be paid using separate earnings codes:
  - TPP/TPS = FAASLI Personal Holiday Payout
  - TLG/TLS = FAASLI Legal Holiday Payout

- PH/LH payouts dated prior to July 18, 2021 will continue to use TFH

- Review funding entries tied specifically to TFH

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# Single Payroll - Absence Calendar, Period & Calendar Group ID Conversion

| Description | Old | | | | New | | | |
|---|---|---|---|---|---|---|---|---|
| | Pay Group Code | AM Calendar ID | AM Period ID (Used in Pd Hrs) | AM Calendar Group ID | Pay Group Code | AM Calendar ID | AM Period ID (Used in Pd Hrs) | AM Calendar Group ID |
| Paid monthly, 12x / year, typically Empl Classes FA, AS, LI | ARG | ARG202108<br>ARG202109 | 2021M08ARG<br>2021M09ARG | UCL 2021M08<br>UCL 2021M09 | BAR | BAR 202108A, BAR 202108B<br>BAR 202109A, BAR 202109B | 202108ABAR, 202108BBAR<br>202109ABAR, 202109BBAR | 202108A, 202108B<br>202109A, 202109B |
| *Scholar/Fellow*, Paid Stipend monthly, 12x / year, typically Empl Classes FA, AS, LI | ARF | ARF202108<br>ARF202109 | 2021M08ARF<br>2021M09ARF | UCL 2021M08<br>UCL 2021M09 | BAF | BAF 202108A, BAF 202108B<br>BAF 202109A, BAF 202109B | 202108ABAF, 202018BBAF<br>202109ABAF, 202109BBAF | 202108A, 202108B<br>202109A, 202109B |
| Paid monthly, 9x / year, typically Empl Classes FA, AS, LI | CAR, CBR, CCR, etc. | CXR202108<br>CXR202109 | 2021M08CXR<br>2021M09CXR | UCL 2021M08<br>UCL 2021M09 | BCR | BCR 202108A, BCR 202018B<br>BCR 202109A, BCR 202109B | 202108ABCR, 202108BBCR<br>202109ABCR, 202109BBCR | 202108A, 202108B<br>202109A, 202109B |
| *Scholar/Fellow*, Paid Stipend monthly, 9x / year, typically Empl Classes FA, AS, LI | CAF, CBF, CCF, etc. | CXF202108<br>CXF202109 | 2021M08CXF<br>2021M09CXF | UCL 2021M08<br>UCL 2021M09 | BCF | BCF 202108A, BCF 202108B<br>BCF 202109A, BCF 202109B | 202108ABCF, 202108BBCF<br>202109ABCF, 202109BBCF | 202108A, 202108B<br>202109A, 202109B |
| Summer Session | SAR, SBR, SCR, etc. | SXR202108 | 2021M08SXR | UCL 2021M08 | BSR | BSR 202108A, BSR 202108B | 202108ABSR, 202108BBSR | 202108A, 202108B |
| Summer Service | VAR, VBR, VCR, etc. | VXR202108 | 2021M08VXR | UCL 2021M08 | BVR | BVR 202108A, BVR 202108B | 202108ABVR, 202108BBVR | 202108A, 202108B |
| Summer Service Fellow | VAF, VBR, BCF, etc. | VXF202108 | 2021M08VXF | UCL 2021M08 | BVF | BVF 202108A, BVF 202108B | 202108ABVF, 202108BBVF | 202108A, 202108B |

Note: May want to change Results by Calendar sorting due to new Absence Calendar names

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# Single Payroll - Employee Communications

- A MyUW Portal article will be posted on 5/3 regarding Single Payroll
  - We encourage campuses to re-post or link the portal article on campus websites, newsletters, Facebook pages, etc.

- UW Shared Services will be adding the following link to our signature block.
  - Changes to Monthly Payroll Coming July 2021
  - We encourage campuses to consider adding this link in your signature block during the Single Payroll project.
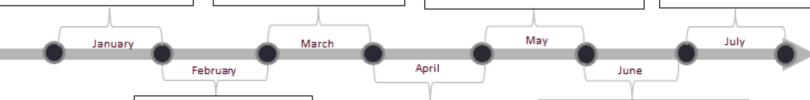
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# Single Payroll - Communication Timeline

**January**
- Email Communication to HR Directors: Complete – 1/12
- HR Admins Campus call (communication strategy): Complete – 1/12
- Complete informational web site for employees: Complete - Week of 1/18
- Send employee biweekly and monthly mailers: Complete – 1/25
- Send employee biweekly and monthly email communications: Complete - 1/26
- MyUW Portal Article: Target: Complete 1/27

**February**
- MyUW Portal Article: Complete - 2/8
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Complete – 2/9
- Employee Town Hall for Split Benefits Deductions: Complete – 2/16
- Budget Seminar for Employees: Complete - 2/23

**March**
- Employee Town Hall for Single Payroll: Complete – 3/3
- MyUW Portal Article: Complete - 3/8
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Complete – 3/9
- Present at Joint Governance: Complete – 3/19
- Budget Seminar for Employees: Complete - 3/24

**April**
- Direct communication to Craftworkers: Complete – 4/1
- MyUW Portal Article: Target - Complete – 4/2
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Complete – 4/6
- Direct communication to biweekly employees (minus Craftworkers): Complete – 4/15
- Direct communication monthly employees: Complete – 4/23
- Budget Seminar for Employees: Complete – 4/27

**May**
- MyUW Portal Article: Complete - 5/3
- HR Admins Campus Call (detailed overview of the Single Payroll project): Target – 5/4
- Employee Town Halls for Single Payroll: Scheduled – 5/4, 5/13 & 5/17
- Direct communication to employees needing to update withholdings/contributions: Target – 5/5
- Budget Seminar for Employees: Scheduled – 5/12

**June**
- MyUW Portal Article: Target - 6/7
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Target – 6/8
- Direct communication to employees needing to update withholdings/contributions : TBD
- Budget Seminar for Employees: Scheduled – 6/22

**July**
- Run/distribute reports to campuses to identify employees who have not updated their deductions: date TBD

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# Single Payroll Resources

- Single Payroll Landing Page for Employees:
  - https://uwservice.wisconsin.edu/single-payroll
- Single Payroll FAQ for Employees:
  - https://uwservice.wisconsin.edu/single-payroll#faq
- Single Payroll Project Readiness Page for HRS Administrators:
  - https://uwservice.wisconsin.edu/hrs/project-readiness#2021-payroll-changes-tab
- Single Payroll FAQ for HRS Administrators:
  - https://uwservice.wisconsin.edu/docs/publications/single-payroll-administrator-faq.pdf
- Revised 2021 Payroll Schedule:
  - https://uwservice.wisconsin.edu/docs/publications/pay-uncl-bw-calendars-2021.pdf

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# Questions?