

Campus Call

May 11, 2021

Agenda

- Test Rollover for Funding Reminder
- Department/Position Level Funding
- Mandatory Employee Training Waiver
- Manager Self-Service Dashboard Enhancement
- 2021 Short Work Break Process
- Summer Prepay

Test Rollover for Funding

- REMINDER

Timeline Calendar Resources

[Printable Calendar](#)

May 2021

MAY 1	Recommended earliest date to begin Fiscal Year (FY) 2022 funding entry (Funding Entry Guide)
MAY 7 (4:00 PM) - 10	Budget Funding Data Entry and Direct Retro page lockout for: - FY2022 Funding Load from CAT - Test Rollover of FY2021 Funding to FY2022
MAY 10 - 14	Campuses will receive CAT to CA and Test Funding Rollover Error Results for review
MAY 22 (2:00 AM)	Short Work Break Job Data row inserts
MAY 28	Deadline to correct funding to avoid Funding Rollover errors (4pm)
MAY 28 (4:00 PM) - JUNE 3	Budget Funding Data Entry and Direct Retro page lockout for: - Funding Rollover from FY2021 to FY2022

June 2021

July 2021

August 2021

Department/Position Level Funding

Salary funding level review:

- Employees are typically funded through Appointment level funding set up in HRS
- Department and Position level funding entries are used as back-up funding sources only when Appointment level funding does not exist or does not cover the entire pay period
- When manually adding or changing Department or Position level funding for FY2022, the Effective Date must be **6/14/2021**
 - This allows Department or Position level funding to be used if Appointment level funding is missing for any portion of the 7A and 7M pay periods
 - This date is dependent on institutional academic calendars and will change every year

Department/Position Level Funding

For more information:

- Fiscal Year End landing page

<https://uwservice.wisconsin.edu/administration/fye>

- Funding Entry Guide

<https://uwservice.wisconsin.edu/docs/publications/fye-funding-entry-guide-2021.pdf>

- Add or Change Department Level Funding for an Appointing Department

<https://kb.uwss.wisconsin.edu/page.php?id=21728>

- Add or Change Position Level Funding for Employee's Salary Expense

<https://kb.uwss.wisconsin.edu/page.php?id=24144>

- Salary Funding Levels Assigned During Payroll Processing

<https://kb.uwss.wisconsin.edu/page.php?id=21872>

Questions?



Mandatory Employee Training Waiver

- Waiver requests
 - Institution approves waiver and submits ticket to waive employee
 - Institution provides the employee with alternative course information
- Waiver types
 - Waived Permanent – employee not required to complete course
 - Waived Temporary – employee does not need to complete course right now
- Removing a waiver
 - Institution contact submits ticket to remove waiver
 - Remove permanent waiver – employee is notified within 24 hours to complete the course with a 30 day completion window
 - Remove temporary waiver – employee is notified within 24 hours to complete the course with a 30 day completion window IF they were waived within 30 days of the original notification
 - If outside 30 day completion window, campus needs to provide employee with follow up course notification

Questions?



Manager Self-Service Dashboard Enhancement

- The current manager self-service dashboard does not display payable time for approval if the hours offset
 - Example: +8 hours on 5/5/21 and -8 hours on 5/6/21
- Effective Wednesday, May 12, 2021, an enhancement to the dashboard will allow offsetting time to display
- A yellow caution symbol will appear in the quantity column to alert the manager
- Clicking on the employee's name will open their daily breakdown of hours. All hours can be selected and approved from here
- If only part of the hours are approved, the caution symbol in the quantity column will disappear and the remaining time will display

Manager Self-Service Dashboard Enhancement

- The key explaining what the yellow caution means will always display, regardless of whether there is an employee with offsets in need of approval

Start Date End Date

Payable Time Approvals

TRC Category

Payable Time Personalize | Find | View All | First 1 of 1 Last

	Name[First,Last]	Employee ID	Empl Record	Job Title	Working Title	TRC Category	Quantity	Type
<input type="checkbox"/>			1	STUDENT HELP	STUDENT HELP OS INTERN	Regular		Hours

Select employee name to view pending offsets for approval View All Pending Approvals

Select All Deselect All

[View Details](#)

There are additional pending approvals, change criteria to view.

Questions?



2021 Short Work Break Process

Short Work Break mass update process will run on Saturday, May 22, 2021

All Active C-basis employees will be put on Short Work Break

- The SWB process and any associated clean-up should be completed before institutions begin entering employee Organizational Department changes

Summer Prepay

- Reminders:
 - Responsibility for employer costs when an employee transfers between institutions
 - The employing UW institution of the employee for the spring semester is responsible for paying the fringe benefits for the summer coverage
 - The spring appointment should continue and be placed on a short work break. The spring appointment termination date must align with the end of the summer appointment
 - Remember, the UW is considered one employer
 - Department Transfers
 - Institution Transfers
 - Leave of Absence WED
 - Institutions have until Wednesday, June 16, 2021, to review the LOA report and enroll employees in Benefits Billing
 - UWSS Service Operations will take action after Wednesday, June 16, 2021

Summer Prepay - HR Impacts

- In order to maintain benefits, the employee's C-Basis (Academic Year) Empl Record:
 - Must have active HR Status throughout the payroll being processed
 - Must be on a Short Work Break (SWB) during the summer
 - Must be the benefit primary for the various prepay processes
 - Insurances must be active for prepays to disburse
- Job Terminations
 - All insurances terminate at the end of the month

Incorrect Job Data could result in:

- Benefits terminating
 - COBRA notification sent
 - Refunds Issued
- Denial of Services
- Arrears, Benefits Billing, etc.
 - Incorrect Employee Subsidies via Marketplace

Summer Prepay

- What if the employee does not have money to cover summer insurance deductions?
 - Premiums will be taken on the summer service/session position, if available
 - Or the employee will be setup in Benefits Billing by the institution and sent a bill
- What if the employee does not pay their Benefits Billing?
 - Coverage will be terminated
 - Employee cannot re-enroll into benefits unless there is a qualifying event, Open Enrollment opportunity, or will have to apply through Evidence of Insurability

Summer Prepay Resources

Employee:

- Premium rates
 - <https://www.wisconsin.edu/ohrwd/benefits/premiums/>

Administrators:

- UW System HR/Benefits Administrative Resources
 - <https://www.wisconsin.edu/ohrwd/admin/summerprepay/>
- Policy
- Quick Reference Guide
- Summer Prepay Landing page:
 - <https://uwservice.wisconsin.edu/administration/prepay/>

Policies:

- UW System Administrative Policy 1244 (formerly GEN 30) Summer Prepay Deductions and Summer Session Benefits Eligibility
 - <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/summer-prepay-deductions-and-summer-session-benefits-eligibility/>

Questions?

