Campus Call

June 15, 2021

Agenda

- FYE Date Reminders
- Demo of No Leave Taken Reporting

FYE Date Reminders

June 18	Encumbrance balances set to zero for FY2021
June 18 – July 3	Encumbrance calculations on hold
June 12 (H) June 26 (A)	Encumbrance Job Data rows loaded (A and H-basis only)
July 2	Encumbrance balances initialized for FY2022
July 8	Last day to submit FY2021 Direct Retros for processing in HRS in FY2021; Direct Retro entry page locked at 4pm
July 16	Direct Retro entry page unlocked
August 21	Job Row inserts: Return from Short Work Break Encumbrance (C basis only)
August 21 (after SWB)	Job Data Pay Rate changes loaded from CAT (C basis only)

UW UNIVERSITY OF WISCONSIN SYSTEM

Demo of Reporting No Leave Taken

No Leave Taken Reporting

- See current and prior months for the fiscal year
  - New month will appear on the first of each month
- No need to select a date
- Less clicks to enter
- No change in how manager views or approves

UNIVERSITY OF WISCONSIN SYSTEM

No Leave Taken Reporting

- Will return to no if:
  - Leave is cancelled by employee, pushed back by manager or rejected by system and no other leaves recorded
- Enter No Leave Taken and then enter leave – no issue
- If an employee has multiple appointments No Leave Taken will be submitted for all active appointments

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No Leave Taken Reporting

- Employee tipsheet
  - No Leave Taken Reporting Tab Tipsheet

- Employee communication
  - Sending end of day 6/23

- Available June 27
- Removed from Request Absence drop down July 18

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Questions?