

Campus Call

June 29, 2021

Agenda

- No Leave Taken Reporting
- WRS Contribution Rate Update
- Query for Telecommuting Agreement
- POI WorkCenter
- Queries for Person Checklist
- Dynamic Link (Link ID) – Person Checklist
- Dynamic Link (Link ID) – Person Assignment Checklist
- Criminal Background Check & Position of Trust for Inactive Employees
- WED Reports – Person Assignment Checklist
- OBIEE Report – Sexual Harassment Reference Check

No Leave Taken Reporting

Multiple appointment scenario: Employee uses leave on one job and then records No Leave Taken on the other. Will the supervisor that has leave to approve also see a No Leave Taken?

- No, if entries are submitted in this order the supervisor on the job with leave will not see a No Leave Taken
- If the entry order is reversed, the supervisor would see both No Leave Taken and the leave request
- The employee tipsheet has been updated to instruct on entry of leave usage first

Multiple appointment scenario: Do both supervisors need to approve the No Leave Taken entry? What happens if one doesn't?

- Yes, the supervisors on both appointments need to approve
- For leave reporting purposes, the month is considered missing until all approvals are complete
- The employee will continue to receive reminders for the missing month

WRS Contribution Rate Update for 2022

WRS Contribution Rates will decrease for most employee types, effective **January 1, 2022.**

| | 2022 | 2021 | Change |
|--------------------------------------|---------------|---------------|----------|
| General / Teacher / Executive | | | |
| Employee Contribution | 6.50% | 6.75% | Decrease |
| Employer Contribution | 6.50% | 6.75% | Decrease |
| Total | 13.00% | 13.50% | |
| Protective | | | |
| Employee Contribution | 6.50% | 6.75% | Decrease |
| Employer Contribution | 12.00% | 11.75% | Increase |
| Total | 18.5% | 18.5% | |

Accumulated Sick Leave Conversion Credit Contributions (employer contribution) will decrease for 2021 from 1.10% to .80%. Duty Disability for Protectives will decrease to .08%.

For more information on WRS, go to the [WRS page](#).

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

Query for Telecommuting Agreement Form

UW_HR_SYSTW_ACTIVE_AGREEMENT query will be available in HRS on Monday, June 28, 2021

- Query will identify all approved Telecommuting Agreement Forms
 - Can run query by Business Unit and/or Dept ID
- Considerations:
 - Only the last (most current) approved form will be identified
 - Shows Telecommuting Agreement Forms for all Empl Records
 - The information is static; it will not change if any information in Job Data, Position, or Address is updated
- Security Role – UW_UNV_HR_ADMINISTRATOR
 - Along with the query role of UW_UNV_HR_REPORTS or UW_UNV_HR_QUERY_NS

POI WorkCenter

The POI WorkCenter will benefit users by having a central place in HRS to perform all Person of Interest related tasks such as adding a person, adding a person of interest relationship, adding a checklist etc.

- Available Monday, June 28, 2021
- Navigation: Workforce Administration > Personal Information > UW POI WorkCenter
- Links: HRS Pages
 - Add a Person
 - Modify a Person
 - Add POI Relationship
 - Maintain POI Relationship
 - Person Checklist

POI WorkCenter

- Links to Other Pages:
 - Criminal Background Check Policy
- Links to KBs:
 - Knowledge Base Documents
 - Add or Maintain a Person of Interest
 - Add or Maintain a POI Relationship
 - Add or Maintain a Person of Interest CBC/POT
 - Inactivating a Person of Interest
- Queries
 - Query Viewer
 - Active POIs in a Dept
 - POI Checklists by Date
 - POI CBC and POT with Expiration Dates
 - POI CBC and POT Expiring as of Date

Queries for Person Checklist

New queries have been created for identifying when CBC and Position of Trust has/will expire for Person of Interest (POI)

- Available Monday, June 28, 2021
- **UW_HR_POI_CBCPOT_EXPIRE** – Shows POIs who have a Person Checklist for Person of Interest (POI) Criminal Background Check and Position of Trust (POT) with Expiration Dates. It also shows if their CBC and POT have Expired. Prompt on DEPTID.
- **UW_HR_POI_CBCPOT_EXP_ASOF** – Shows POIs who have a Person Checklist for Person of Interest (POI) Criminal Background Check and Position of Trust (POT) who have an expiration date before the date entered in the prompt. Additional prompt on DEPTID.
- Security Roles:
 - UW_UNV_HR_ADMINISTRATOR, UW_UNV_HR_MNGHIRE_RECRUITING, UW_UNV_HR_CHECKLIST, UW_UNV_HR_VIEW, UW_UNV_HR_JOB_DATA_VIEW, UW_UNV_HR_PERSON_VIEW

Dynamic Link (Link ID) – Person Checklist

Links have been added to the Person Checklist that will take user to POI Relationship page for that specific Empl ID.

- This will open in a new internet tab

Navigation: Workforce Administration > Personal Information > Organizational Relationship > Person Checklist

Person Checklist

Person ID [REDACTED]

Checklist History Find | View All First 1 of 1 Last
*Checklist Date 03/31/2021
*Checklist UWPOI Person of Interest (POI) Dates
Comment

Person Checklist Items Personalize | Find | First 1 of 1 Last

| *Sequence | *Item Code | Description | *Status | *Status Date | Link ID | | |
|-----------|------------|-------------------------------|-----------|--------------|------------------|---|---|
| 1 | UWCBC2 | UWEAU POI CBC - POT 2 Yr Rech | Completed | 03/31/2021 | POI Relationship | + | - |

Save Return to Search Notify Add Update/Display

Dynamic Link (Link ID) – Person Assignment Checklist

Links have been added to the Person Assignment Checklist that will take user to Job Data page for that specific Empl ID.

- This will open in a new internet tab

Navigation: Workforce Administration > Personal Information > Organizational Relationship > Person Assignment Checklist

Person Assignment Checklist

Employee [REDACTED] Empl ID 0082 [REDACTED] Empl Record 0

Employee Checklist Find | View All First 1 of 1 Last

*Checklist Date 12/09/2014 *Checklist UWDATE Dates
Responsible ID [REDACTED]
Comment Converted 11/1/2020

Employee Checklist Items Personalize | Find | 1-2 of 2 First Last

| *Sequence | *Checklist Item Code | Description | *Status | *Status Date | Link ID |
|-----------|----------------------|---------------------------|-----------|--------------|----------|
| 1 | UWCBC | Criminal Background Check | Completed | 12/09/2014 | Job Data |
| 2 | UWPOTN | Position of Trust = No | Completed | 12/09/2014 | Job Data |

Criminal Background Check & Position of Trust for Inactive Employees

As of Monday, June 28, 2021, all CBC and POT data for inactive employees will have been added to the Person Assignment Checklist.

- UW_HR_CBCPOT_INACTIVES Query will be inactivated on Tuesday, July 6, 2021 now that all the data is available on Person Assignment Checklist and in OBIEE reports

WED Reports – Person Assignment Checklist

- **UW_HR_MISSING_POSN_TRUST**– Missing Position of Trust Checklist Items
 - It is required to have at least one Position of Trust Checklist Item on the Person Assignment Checklist.
 - Security Roles:
 - UW_UNV_HR_ADMINISTRATOR
 - UW_UNV_HR_MNGHIRE_RECRUITING
 - UW_UNV_HR_CHECKLIST
 - KB 111210 – Correcting Missing Position of Trust Checklist Items via WED
- **UW_HR_UWPOT_NO_UWCBC** – Position of Trust type = Vulnerable Population (UWPOT2 or UWPOT4) missing UWCBC Checklist Item
 - UWCBC date is used to determine when the next background check should be processed
 - Security Roles:
 - UW_UNV_HR_ADMINISTRATOR
 - UW_UNV_HR_MNGHIRE_RECRUITING
 - UW_UNV_HR_CHECKLIST
 - KB 111216 – Correcting Missing Position of Trust Checklist Items via WED

OBIEE Report – Sexual Harassment Reference Check

Sexual Harassment Reference Check report is now available in OBIEE.

- Workforce Dashboard under the Criminal Background Check and Sexual Harassment Reference Check tile
- Provides current Sexual Harassment Reference Check dates for jobs hired within the prompt dates entered

Questions?

