

Campus Call

July 6, 2021

Agenda

- FAASLI Vacation Banking
- Single Payroll – Job Data
- Telework from in ePFile

FAASLI Vacation Banking

- FAASLI employees with 12-month appointments are eligible to bank vacation into a paid leave bank (formerly known as ALRA) after completion of 10 fiscal years of continuous employment
- Banking of leave comes from the vacation balance or the vacation carryover balance as of June 30
 - 40 hours following completion of 10 years of continuous employment
 - Months in Service (ALRA counter) greater than or equal to 120
 - 80 hours following completion of 25 years of continuous employment
 - Months in Service (ALRA counter) greater than or equal to 300
- Options are pro-rated for part-time employees based on FTE

FAASLI Vacation Banking

- Absence administrators can run the ALRA Eligibility/Election Summary report under HRS Absence Management Reports to identify eligible employees and track conversion entry
- The Months in Service counter and eligibility should be reviewed for accuracy for employees who:
 - Moved from University Staff to FAASLI during the fiscal year
 - Moved from 9-month to 12-month
 - Transferred from another State agency
 - Had leave without pay (LWOP) for more than one month. HRS does not count unpaid months
- Submit a ticket to UW Shared Services to request a change to an employee's counter or to correct their banking eligibility status

FAASLI Vacation Banking

- Employees will see their eligibility amount in the portal under their Absence Balance tab
- New in 2021:
 - Employee self-service available from July 1 to September 30
 - The deadline to elect is September 30, 2021
- An Employee Banked Leave Conversion Tipsheet is available which provides step-by-step instruction on how to complete entry through employee self-service

FAASLI Vacation Banking

- **Policy and KB References:**

- [UW System Administrative Policy 1210: Vacation, Paid Leave Banks, and Vacation Cash Payouts \(Non-Madison\)](#)
- [UW-5051 Vacation Policy \(Madison\)](#)
- [Running the ALRA Eligibility/Election Summary Report in HRS](#)
- [Entering and Reviewing Banked Leave \(ALRA\) Conversion \(Payroll Coordinator\) in HRS](#)
- [Employee Banked Leave Conversion Tipsheet](#)

Questions?



Single Payroll – Job Data

Mass Job Update to transition Job Data records for Single Payroll occurred July 2 – July 5

- 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 have been removed on all rows

Single Payroll – Job Data

Job entry for new hires

- 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

Telework Form in ePFile

- Telework Form will be saved as a PDF in ePFile starting July 6, 2021
 - Saved in Telecommuting Folder
 - Effective Date = Date of Final Approval or Denial
 - File Name = TELE_EMPLID_LASTNAME_APPROVE/DENYDATE_(last 4 of)FORMID
 - Example: TELE_00000000_HOWELL_20210706_1234.pdf
- Approved/Denied Telework Forms will be saved Sunday through Friday night (except Holidays)

Questions?

