

Campus Call

July 13, 2021

Agenda

- Single Payroll Reminders

Reminder: Single Payroll - Benefit Deductions Transition

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

Reminder: Single Payroll - Fringe Funding Changes & Encumbrances

- 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
- A fringe only journal entry in SFS will be the only method to move funding to academic year funding source for calendar year 2021
- Encumbrances will be recalculated to align with the new biweekly schedule
 - A-Basis Session calendar end date will be updated to 6/18/2022 instead of 6/30/2022 to align with the biweekly earn dates
 - Recalculated encumbrance amounts will be visible by July 20, 2021

Reminder: 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
- Payroll edit reports will be available on Friday
- Deadline to submit payline requests will be 4:30 pm on Monday
- Payline and Retro load will be Monday 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 to Timesheet entry and 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 has been updated with the new processing schedule
 - <https://uwservice.wisconsin.edu/administration/csc-calendar.php>

Reminder: 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

Reminder: 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
- 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

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

Reminder: Single Payroll - Late Summer Payments

- 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

Reminder: 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

Reminder: Single Payroll – Additional Pay

- Additional Pay (Lumps)
 - Entries with an effective date of July 18, 2021, or later should not be in HRS until Monday, July 26 when the new logic is in place
 - Payments can be made on the A (first), B (second) or C (third) paychecks

Reminder: 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
- UW Shared Services will convert General Deductions
 - If you get a form for an employee to change the deduction amount, please do not enter until the conversion entry has been completed
 - The new elections will have an effective date of 7/18/2021
 - Expected conversion entry will be completed by August 2, 2021

Single Payroll - Paycheck Modeler

- Paycheck Modeler is unavailable for Monthly employees who have transitioned to the biweekly pay schedule until August 6, 2021.
 - Paycheck Modeler needs to have one confirmed biweekly paycheck to be able to calculate a modeled check
- Please use the Paycheck Estimator on the Single Pay website in the interim

Reminder: Single Payroll Absence Management

- Absence takes are to be reported as they are taken
- Summer Leave Reporting will continue to be reported on a once per Summer basis using Summer leave functionality in the portal
- Projected leave balances were hidden after the 6M payroll to allow for the conversion to occur for FAASLI employees
 - Employees can continue to enter leave usage
 - Leave balances will be available 7/23

Single Payroll Absence Management

Change to Leave Earnings Calculations - Vacation

- A-Basis employees (BAR pay group) still earn 176 hours per year (pro-rated for FTE)
 - $FTE \times 80 \times 176/2088$
 - 6.743 hours per biweekly pay period for 1.0 FTE
- For a partial pay period, the calculations for Vacation Earnings:
 - $FTE \times (8 \text{ hrs per workday}) \times (\text{weekdays M-F active in pay period}) \times (176/2088)$
 - Example: Employee with 1.0 FTE works seven days of a biweekly pay period
 - $1.0 \times 8 \times 7 \times 176/2088 = 4.72 \text{ hours}$

Single Payroll Absence Management

Change to Leave Earnings Calculations – Sick Leave

- A and C Basis employees (BAR and BCR) still earn 96 hours of Sick Leave per year (pro-rated for FTE)
 - $FTE \times 80 \times 96/2088$
 - 3.678 hours per biweekly pay period for 1.0 FTE
- For a partial pay period, the calculations for Sick Leave Earnings:
 - A-Basis Employees:
 - $FTE \times (96 \text{ hrs}/12 \text{ months}) \times (\text{active weekdays M-F in pay period}) \times 96/2088$
 - C-Basis Employees:
 - $FTE \times (96 \text{ hrs}/9 \text{ months}) \times (\text{active weekdays M-F in pay period}) \times 96/1560$

Single Payroll Absence Calendar, Period & Calendar Group ID Conversion

Change to Results
by Calendar Sorting

Description	Pay Group Code	Pay Run ID	AM Calendar ID	AM Period ID (Used in Pd Hrs)	AM Calendar Group ID	Pay Group Code	Pay Run ID	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	2021UNC08 2021UNC09	ARG202108 ARG202109	2021M08ARG 2021M09ARG	UCL 2021M08 UCL 2021M09	BAR	2021BW08A, 2021BW08B 2021BW09A, 2021BW09B	BAR 202108A, BAR 202108B BAR 202109A, BAR 202109B	202108ABAR, 202108BBAR 202109ABAR, 202109BBAR	202108A, 202108B 202109A, 202109B
<i>Scholar/Fellow</i> , Paid Stipend monthly, 12x / year, typically Empl Classes FA, AS, LI	ARF	2021UNC08 2021UNC09	ARF202108 ARF202109	2021M08ARF 2021M09ARF	UCL 2021M08 UCL 2021M09	BAF	2021BW08A, 2021BW08B 2021BW09A, 2021BW09B	BAF 202108A, BAF 202108B BAF 202109A, BAF 202109B	202108ABAF, 202108BBAF 202109ABAF, 202109BBAF	202108A, 202108B 202109A, 202109B
Paid monthly, 9x / year, typically Empl Classes FA, AS, LI	CAR, CBR, CCR, etc.	2021UNC08 2021UNC09	CXR202108 CXR202109	2021M08CXR 2021M09CXR	UCL 2021M08 UCL 2021M09	BCR	2021BW08A, 2021BW08B 2021BW09A, 2021BW09B	BCR 202108A, BCR 202108B BCR 202109A, BCR 202109B	202108ABCR, 202108BBCR 202109ABCR, 202109BBCR	202108A, 202108B 202109A, 202109B
<i>Scholar/Fellow</i> , Paid Stipend monthly, 9x / year, typically Empl Classes FA, AS, LI	CAF, CBF, CCF, etc.	2021UNC08 2021UNC09	CXF202108 CXF202109	2021M08CXF 2021M09CXF	UCL 2021M08 UCL 2021M09	BCF	2021BW08A, 2021BW08B 2021BW09A, 2021BW09B	BCF 202108A, BCF 202108B BCF 202109A, BCF 202109B	202108ABCF, 202108BBCF 202109ABCF, 202109BBCF	202108A, 202108B 202109A, 202109B
Summer Session	SAR, SBR, SCR, etc.	2021UNC08	SXR202108	2021M08SXR	UCL 2021M08	BSR	2021BW08A, 2021BW08B	BSR 202108A, BSR 202108B	202108ABSR, 202108BBSR	202108A, 202108B
Summer Service	VAR, VBR, VCR, etc.	2021UNC08	VXR202108	2021M08VXR	UCL 2021M08	BVR	2021BW08A, 2021BW08B	BVR 202108A, BVR 202108B	202108ABVR, 202108BBVR	202108A, 202108B
Summer Service Fellow	VAF, VBR, BCF, etc.	2021UNC08	VXF202108	2021M08VXF	UCL 2021M08	BVF	2021BW08A, 2021BW08B	BVF 202108A, BVF 202108B	202108ABVF, 202108BBVF	202108A, 202108B
University Staff	HPR	2021BW08A, 2021BW08B 2021BW09A, 2021BW09B	HPR 202108A, HPR 202108B HPR 202109A, HPR 202109B	202108AHPR, 202108BHPR 202109AHPR, 202109BHPR	CLS 2021B1508A, CLS 2021B1608B CLS 2021B1709A, CLS 2021B1809B	HPR	2021BW08A, 2021BW08B 2021BW09A, 2021BW09B	HPR 202108A, HPR 202108B HPR 202109A, HPR 202109B	202108AHPR, 202108BHPR 202109AHPR, 202109BHPR	202108A, 202108B 202109A, 202109B
FAASLI Non-Exempt	HFR	2021BW08A, 2021BW08B 2021BW09A, 2021BW09B	HFR 202108A, HFR 202108B HFR 202109A, HFR 202109B	202108AHPR, 202108BHPR 202109AHPR, 202109BHPR	CLS 2021B1508A, CLS 2021B1608B CLS 2021B1709A, CLS 2021B1809B	HFR	2021BW08A, 2021BW08B 2021BW09A, 2021BW09B	HFR 202108A, HFR 202108B HFR 202109A, HFR 202109B	202108AHPR, 202108BHPR 202109AHPR, 202109BHPR	202108A, 202108B 202109A, 202109B

Single Payroll Results by Calendar Search Sorting

- When you search for an employee, you'll see the results sorted by Employee ID, Employee Record, Paygroup, then Payment Date. This will put "ARG" towards the top. To get the "BAR" information at the top, click Payment Date twice to sort newest to oldest

Results by Calendar
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with [redacted]
Empl Record = [dropdown]
Pay Group begins with [dropdown]
Calendar ID begins with [dropdown]
Name begins with [dropdown]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-100 of 168 Last

Empl ID	Empl Record Name	Pay Group	Payment Date	Calendar ID
[redacted]	[redacted]	ARG	07/30/2021	ARG 2021M07
[redacted]	[redacted]	ARG	06/30/2021	ARG 2021M06
[redacted]	[redacted]	ARG	06/01/2021	ARG 2021M05
[redacted]	[redacted]	ARG	04/30/2021	ARG 2021M04
[redacted]	[redacted]	ARG	04/01/2021	ARG 2021M03
[redacted]	[redacted]	ARG	03/01/2021	ARG 2021M02
[redacted]	[redacted]	ARG	02/01/2021	ARG 2021M01
[redacted]	[redacted]	ARG	01/04/2021	ARG 2020M12
[redacted]	[redacted]	ARG	12/01/2020	ARG 2020M11
[redacted]	[redacted]	ARG	10/30/2020	ARG 2020M10

Click Payment Date
Twice to get more recent
calendars at top:



Results by Calendar
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with [redacted]
Empl Record = [dropdown]
Pay Group begins with [dropdown]
Calendar ID begins with [dropdown]
Name begins with [dropdown]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-100 of 168 Last

Empl ID	Empl Record Name	Pay Group	Payment Date	Calendar ID
[redacted]	[redacted]	BAR	09/23/2021	BAR 202109A
[redacted]	[redacted]	BAR	09/09/2021	BAR 202108B
[redacted]	[redacted]	BAR	08/26/2021	BAR 202108A
[redacted]	[redacted]	BAR	08/12/2021	BAR 202107C
[redacted]	[redacted]	ARG	07/30/2021	ARG 2021M07
[redacted]	[redacted]	ARG	06/30/2021	ARG 2021M06
[redacted]	[redacted]	ARG	06/01/2021	ARG 2021M05
[redacted]	[redacted]	ARG	04/30/2021	ARG 2021M04
[redacted]	[redacted]	ARG	04/01/2021	ARG 2021M03
[redacted]	[redacted]	ARG	03/01/2021	ARG 2021M02

Single Payroll Version Sorting within Results by Calendar

- When you open the Accumulators Tab for an employee, if there is more than one version of that Calendar, the rows have historically appeared with row 1 = version 1, row 2 = version 2, etc.
- The versions are sorted alphabetically by the Calendar Group ID, and then the segment number (when applicable). Since the Single Payroll Calendar Group IDs begin with numbers, those will always appear before the calendars prior to Single Payroll
- An example of this sorting is portrayed on the next slides

Single Payroll Version Sorting within Results by Calendar

- In the example below, on the Calendar Results tab, we see the employee has 3 versions of the 07M Calendar. Version 1 = UCL 2021M07, Version 2 = 202107C, and Version 3 = 202108A

Calendar Results | Accumulators | Supporting Elements

Employee [Redacted] Empl ID [Redacted] Empl Record [Redacted]
Calendar ID ARG 2021M07 Pay Group ARG A-Basis No IC & IC 18

Segment Information by Calendar Group Personalize | Find | View All | [Print] [Calendar] First 1-3 of 3 Last

Calendar Group ID	Segment Begin Date	Segment End Date	Calculate Action	Segment Number	Version Number	Revision Number	Segment Detail
202107C	07/01/2021	07/17/2021	Calculate	1	2	1	Segment Detail
202108A	07/01/2021	07/17/2021	Calculate	1	3	1	Segment Detail
UCL 2021M07	07/01/2021	07/17/2021	Calculate	1	1	1	Segment Detail

Additional Result Pages

Absence Data Positive Input - Absence Generated Positive Input

Return to Search Previous in List Next in List Notify

Single Payroll Version Sorting within Results by Calendar

- For the same example, we see these rows sorted in the same way on the Accumulators tab

Row 1 = Version 2: 202107C

Calendar Results | **Accumulators** | Supporting Elements

Employee [Redacted] Empl ID [Redacted] Empl Record 0
Calendar ID ARG 2021M07 Pay Group ARG A-Basis No IC & IC 18

Calendar Information Find | View All First 1 of 3 Last

Calendar Group ID 202107C	Description 202107C	Revision 1
Segment Number 1	Version 2	
Gross Result Value 0.000000 USD	Net Result Value 0.000000 USD	

Accumulators Personalize | Find | View All | 1-5 of 77 | First 1-5 of 77 Last

Row 2 = Version 3: 202108A

Calendar Results | **Accumulators** | Supporting Elements

Employee [Redacted] Empl ID [Redacted] Empl Record 0
Calendar ID ARG 2021M07 Pay Group ARG A-Basis No IC & IC 18

Calendar Information Find | View All First 2 of 3 Last

Calendar Group ID 202108A	Description 202108A	Revision 1
Segment Number 1	Version 3	
Gross Result Value 0.000000 USD	Net Result Value 0.000000 USD	

Accumulators Personalize | Find | View All | 1-5 of 78 | First 1-5 of 78 Last

Row 3 = Version 1: UCL 2021M07

Calendar Results | **Accumulators** | Supporting Elements

Employee [Redacted] Empl ID [Redacted] Empl Record 0
Calendar ID ARG 2021M07 Pay Group ARG A-Basis No IC & IC 18

Calendar Information Find | View All First 3 of 3 Last

Calendar Group ID UCL 2021M07	Description UCL2021M07	Revision 1
Segment Number 1	Version 1	
Gross Result Value 0.000000 USD	Net Result Value 0.000000 USD	

Accumulators Personalize | Find | View All | 1-5 of 76 | First 1-5 of 76 Last

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>