

Campus Call

July 20, 2021

Agenda

- Institution Administrator Call Structure
- Single Payroll Communication Timeline

New Call Structure

Institution Administrator Calls

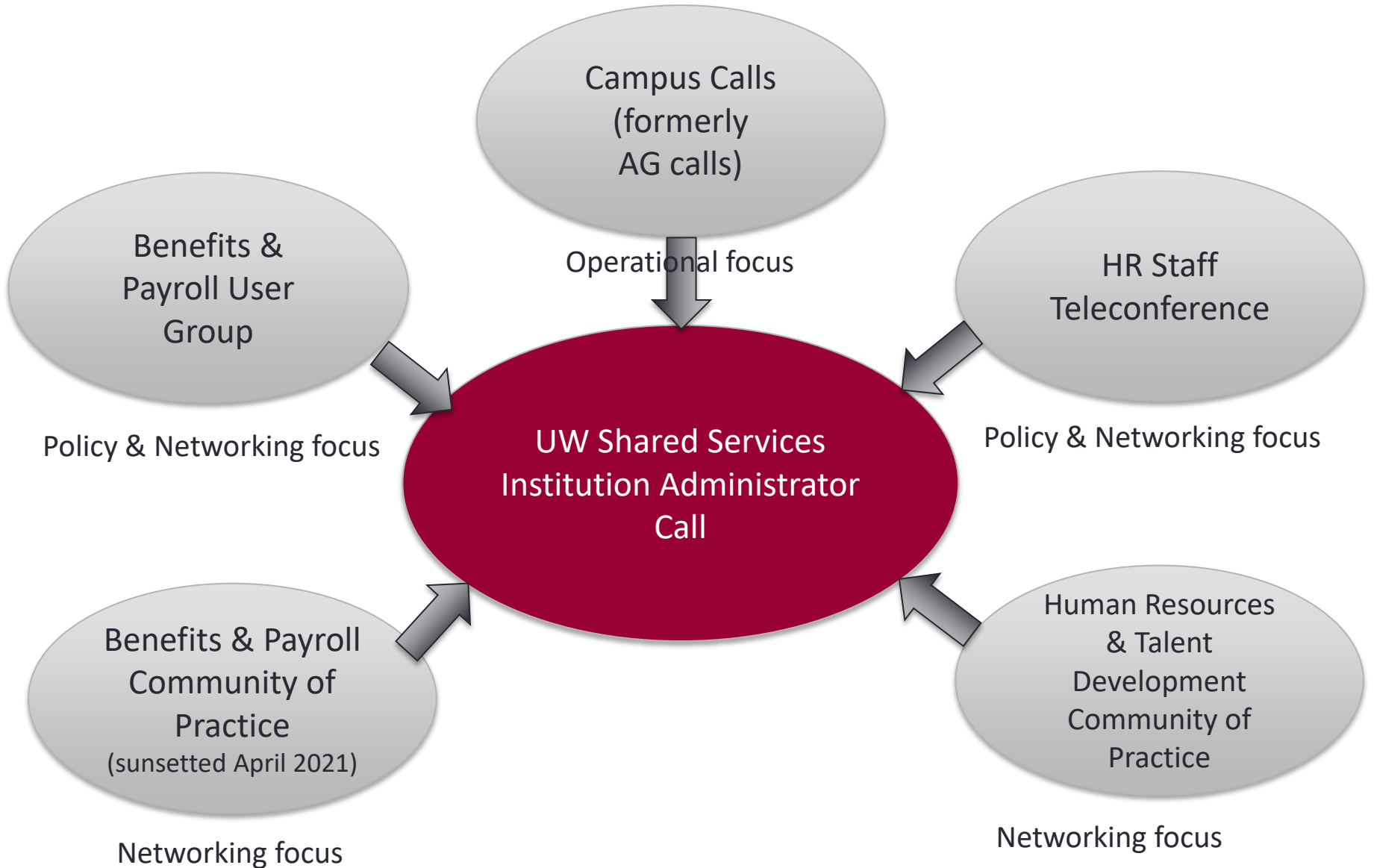
The following meetings will be combined into one biweekly (every other week) call starting on Thursday, August 5, 2021.

- Campus Calls (formerly AG calls)
- HR Staff Teleconference
- Human Resources & Talent Development Community of Practice
- Benefits & Payroll User Group
- Benefits & Payroll Community of Practice (sunsetting April 2021)

No change to these system-wide HR groups at this time:

- CHRO/HRD Call (monthly)
- TTC Call (weekly/as needed)
- Wellness Call (quarterly)
- AAEEEO Call (monthly)
- UWBI Coordinators (monthly)

New Call Structure



Why are changes being made?

- Important for all areas in human resources (HR/Benefits/Payroll) to be aware of what is going on in other areas – processes and activities in all areas affect what others are doing
- Cohesive presentation of both policy and operational material
- More robust agendas
- Reduce the number of meetings

Meeting Logistics

- Biweekly calls (every other week) – at 1:00 pm on Thursday of a payroll calculation week
- Agendas will include both policy and operational topics from all areas - Human Resources, Payroll and Benefits
- Every other call will include time for networking and/or process improvement discussions among campuses
- Agenda and slides will be distributed by end of the day Tuesday prior to the Thursday call
 - This will help institutions decide who should be on the call and coordinate as needed
- Meeting invites with call in details will be sent
- Email distribution groups of the five groups will be combined into one

Process for submitting discussion topics

Networking or process improvement topics

- During a biweekly call bring up topics you would like to see discussed
- Email uwss-svc.CampusCallSlides@uwss.wisconsin.edu with the topic(s) you would like to discuss on a future call

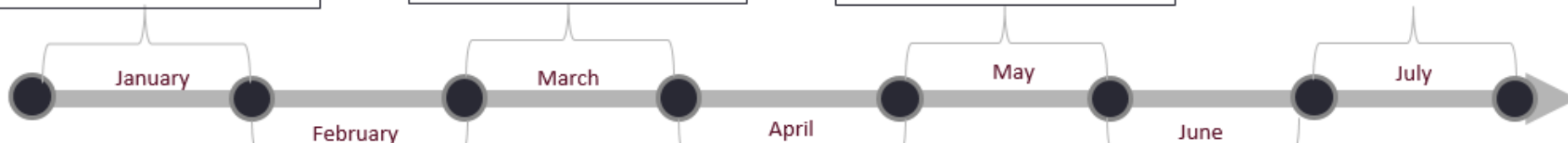
Single Payroll Communication Timeline

- Email Communication to HR Directors: **Complete - 1/12**
- HR Admins Campus call (communication strategy): **Complete - 1/12**
- Complete informational web site for employees: **Complete - Week of 1/18**
- Send employee biweekly and monthly mailers: **Complete - 1/25**
- Send employee biweekly and monthly email communications: **Complete - 1/26**
- MyUW Portal Article: Target: **Complete 1/27**

- Employee Town Hall for Single Payroll: **Complete - 3/3**
- MyUW Portal Article: **Complete - 3/8**
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): **Complete - 3/9**
- Present at Joint Governance: **Complete - 3/19**
- Budget Seminar for Employees: **Complete - 3/24**

- MyUW Portal Article: **Complete - 5/3**
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): **Complete - 5/4**
- Employee Town Halls for Single Payroll: **Complete - 5/4, 5/13 & 5/17**
- Budget Seminar for Employees: **Complete - 5/25**

- Send employee reminder email communication: **Complete - 7/11**
- Run/distribute reports to campuses to identify employees who have not updated their withholdings/contributions: **Complete - 7/14**
- My UW Portal Article: **Complete - 7/18**
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Targeted - 7/20
- Targeted communication to Summer Service/Summer Session having a percentage withholding/contribution: TBD



- MyUW Portal Article: **Complete - 2/8**
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): **Complete - 2/9**
- Employee Town Hall for Split Benefits Deductions: **Complete - 2/16**
- Budget Seminar for Employees: **Complete - 2/23**

- Direct communication to Craftworkers: **Complete - 4/1**
- MyUW Portal Article: **Complete - 4/5**
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): **Complete - 4/6**
- Direct communication to biweekly employees (minus Craftworkers): **Complete - 4/15**
- Budget Seminar for Employees: **Scheduled - 4/27**

- MyUW Portal Article: **Complete - 6/7**
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): **Complete - 6/8**
- WDC Targeted Email: **Complete - 6/14**
- Send WDC email and audience list to Admins: **Complete - 6/15**
- Send the monthly employee reminder: **Complete - 6/21**
- Send the monthly reminder and audience to admins: **Complete - 6/21**
- Budget Seminar for Employees: **Complete - 6/22**
- Send out Additional Tax targeted follow-up: **Complete - 6/23**
- Sent out ESS Direct Deposit targeted follow-up: **Complete - 6/23**
- Send Additional Tax/DD email and audience list to Admins: **Complete - 6/24**
- Send out TSA targeted follow-up: **Complete - 6/24**
- Send out WRS targeted follow-up: **Complete - 6/24**
- Send TSA/WRS email and audience list to Admins: **Complete - 6/24**

Single Payroll Employee Communications

- A MyUW Portal article will be posted on Monday, July 19, 2021 regarding Single Payroll
- We encourage campuses to re-post or link the portal article on campus websites, newsletters, Facebook pages, etc.
- We recommend linking the following resources on campus websites:
 - Single Payroll Project Readiness Page ([link](#))
 - Monthly/Single Payroll Landing Page ([link](#))

Questions?

