

Institution Administrator Call

September 2, 2021

Agenda

- Follow Up: Mandatory Employee Training
- New HRS Administrator Fluid Home Page
- Single Payroll – Retro Pay Considerations
- Direct Deposit Out of Band Verification
- Telework Form Workflow Update
- Annual Benefits Enrollment (ABE)
- 403(b) Program Enhancements Notifications
- Campus Collaboration & Discussion

Mandatory Employee Training - Title IX Course

Follow up questions from August 19 call:

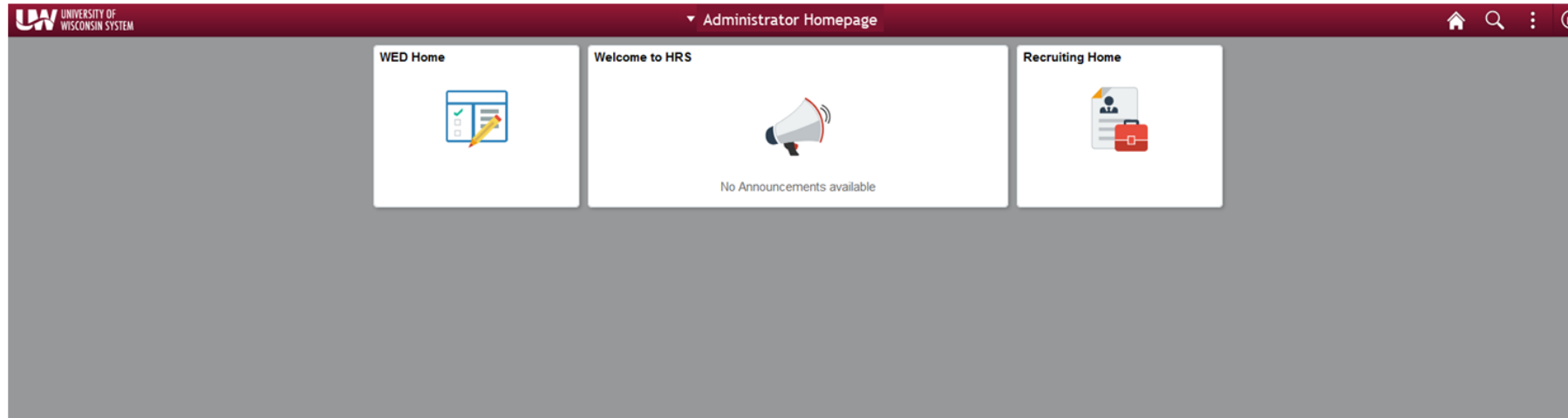
- Will the new sexual harassment course notifications create new rows in HRS for those that were incomplete before it went offline?
 - Existing rows in HRS will be updated with the new notification dates of 8/24/2021 will be in HRS for those employees that were within the 30-day notification window prior to the course ending. All other employees will continue to have their original notification date on record.
- If employees were notified but did not complete Title IX training and have not hit the three-year mark, will they get another notification?
 - No. The notification sent to employees who were marked as Incomplete and did not have the full 30 days to complete the course.
- Will the previous course assignment still have a running count of incomplete days in the report?
 - A new 30-day window will begin for those employees who had their notification date updated to 8/24/2021. All other employees will continue to have their original notification date on record.

Mandatory Employee Training - Title IX Course

- How can we identify these employees on the report?
 - The report shows Notification Date, and anyone with a notification date of 8/24/2021 received the notification. If employees have a notification date older than 8/24/2021 and are not marked complete, they did not receive a notification through this process.
- Is there a new course in HRS for the new Title IX course?
 - No, while there is new Title IX course content in Canvas there was no new course created in HRS
- Are there plans to remove the prior courses from the report when new versions of courses are released?
 - There are no plans, at this time, to remove the old courses since the information may still be needed

New HRS Administrator Home Page

- Starting Monday, September 6, users will see a new Home Page when logging in to HRS



- Navigation within HRS will continue to use the compass in the upper right-hand corner
 - To navigate to Employee Self Service or Manager Self Service, click the drop-down arrow next to Administrator Homepage menu located at the center of the header
- WED Home and Recruiting Home tiles will only appear for those who have the security roles for those pages
- The new Announcement tile is only visible to HRS Administrators and will be used by Shared Services in the future to share important information

New HRS Administrator Home Page

- The Funding Pagelet will no longer be available on the HRS Home Page. To identify funding errors during the payroll processing week, the following tools can be used:
 - WED Report: UW_FI_FUNDING_EDIT
 - HRS Query: UW_FI_FUND_EDT
 - [KB24497 – Viewing Funding Edit Errors in HRS](#)
- A communication will be sent to employees who will see the new Administrator Home Page on September 2, 2021

Single Payroll - Retro Pay Considerations

- Retro pay for FAASLI employees who transitioned to a new pay group as part of the transition to biweekly payroll should calculate properly, but the pay prior to 7/18/21 will not load to the employee's next check
- A payline must be requested for any retro amounts owed to the EE for periods prior to 7/18/21
 - Uncheck OK to Pay on the pre-7/18 retro pay and submit the payline request
 - Payline request can be submitted prior to the Monday night retro pay load as these amounts will not load automatically
 - Post-7/18 retro pay should load automatically as expected and a payline request should not be needed

Direct Deposit Out of Band Verification

- The UW System is seeing an uptick in fraudulent payroll activity
- The individuals are posing as employees requesting to change bank accounts for the next payroll
- Reminder:
 - Campuses are responsible for completing a secondary verification on direct deposit forms
 - [HRS Change Requests of Bank and Contact Information for Employees | UW Policies \(wisconsin.edu\)](#)
- Self-Service changes are encouraged whenever possible for campuses with this option enabled

Telework Form Workflow Update

- Effective September 6, the Telework Form will now route to a Level 2 approver for any employee who has indicated they will be working outside of Wisconsin
 - Working outside of Wisconsin is identified by the state listed in the address chosen as the designated workplace
 - Level 2 approvers have been identified by each campus – Vice Chancellor or Vice President of each institution
 - If you have not submitted your Level 2 approvers, an employee will not be able to submit their Telework Form if they are expecting to work outside of Wisconsin
- If a Telework Form has already been submitted and approved for an employee who works outside of Wisconsin, a new form is not required

Questions?



HRS Outages for ABE Processing

- No HRS Entry:
 - Open Enrollment Opening Weekend
 - September 24, starting at 4:30pm through September 25
 - Open Enrollment Closing Weekend
 - October 22, starting at 7:00pm through October 23
- A communication will be sent out when the process has completed and the system is available for institutional use

ABE Reminder – Security Compliance

- Employees who have HRS access are required to complete a security awareness test at hire and again annually
- If an account becomes locked, employees will not be able to use ABE Self-Service until the test is passed and their account is unlocked

ABE Administrator Landing Page

- Annual Benefits Enrollment (ABE) Administrator Landing page has been updated for 2022 and will continually be updated as more information is available
 - uwservice.wisconsin.edu/administration/abe

Institution Preparation for ABE

- Remember to complete all events found in the following WEDs and Reports by September 24 for ABE processing:
 - New Hire Hold WED
 - MSC Event Evaluation Report
 - BAS Open Action Required WED
- Employees are unable to access their self-service enrollment when these reports are not worked prior to open enrollment
- Contact serviceoperations@uwss.wisconsin.edu with questions or concerns

Initial Communication for ABE

- On September 10, institutions will receive an email template about the upcoming ABE period to distribute to employees. A spreadsheet of recipients and email addresses will be included.
- The intent of the email is to notify employees of ABE dates and let them know they will receive emails from UWSystemHR email address
- Email can be customized to include campus contact information
- Please distribute by **September 15**, ahead of the ABE Alert email being sent to employees from the UWSystemHR address
- Employees on leave of absence and layoff will receive a letter about ABE via US Mail

403(b) Program Enhancements Notifications

September Employee Communications

- 9/10/2021 – Email to All Employees to inform of program updates
- 9/17/2021 – Town Hall (discuss upcoming options during ABE, take questions)
- 9/20/2021 – TIAA will mail a provider-neutral brochure with both Fidelity and TIAA information to T. Rowe Price, Lincoln, and Ameriprise participants. Later in September, Fidelity and TIAA will each mail to their own participants.
- 9/27/2021 – Email to Current Participants from UW System

September Employer Communications

- 9/20/2021 – ABE Training on upcoming changes

For more information: www.wisconsin.edu/ohrwd/benefits/tsa-changes

403(b) Program Enhancements

Asset Mapping & Contribution Elections

Asset Mapping

- T. Rowe Price participants' assets will be mapped to either TIAA or Fidelity, depending on their contribution election during open enrollment and through December 10 (with the Salary Reduction Agreement)
- Participants with Ameriprise and Lincoln can select a new provider – TIAA or Fidelity – for their future *contributions*; however, their account balances will *remain* with their current recordkeeper unless they choose to transfer

If T. Rowe Price, Ameriprise, and Lincoln participants do not make a new contribution election during open enrollment or with a Salary Reduction Agreement after ABE, they will be defaulted to TIAA for their future contributions (and account balances for T. Rowe Price)

- TIAA participants will remain with TIAA (unless they elect to change to Fidelity)
- Fidelity participants will remain with Fidelity (unless they elect to change to TIAA)

403(b) Program Enhancements Investment Options

Beginning November 1, 2021, employees will be able to visit their new recordkeeper – TIAA or Fidelity – to select funds from the 18 best-in-class fund options or self-guided brokerage window

For more information: www.wisconsin.edu/ohrwd/benefits/tsa-changes

Campus Collaboration & Discussion

- For discussion topics email uwss-svc.CampusCallSlides@uwss.wisconsin.edu

Questions?

