

Institution Administrator Call

September 30, 2021

Agenda

- Title & Total Compensation – HRS Info
- HRS User Attestation
- Campus Collaboration & Discussion

Title & Total Compensation – HRS Info

- On Sunday, October 3, 2021 new job codes will be available in HRS.
- During the week of October 4 thru October 10, 2021 mass updates will be done to Position and Job Data to update job codes, with an effective date of November 7, 2021.
- New TAM job openings being created prior to November 7, 2021 must use a legacy job code. During the Manage Hire process, the position will be updated with the new TTC job code for hires/rehires/transfers with an effective date of November 7, 2021.
- If an employee is hired, including TAM hires, between October 3 and November 7, 2021 a legacy job code will be used. Then immediately enter a November 7, 2021 effective dated row on Position to update to the new job code and verify that it appears on the employee's Job Data.

HRS User Attestation

- It is time for the HRS user attestation process. This process verifies that access to information, data, and resources is limited to authorized users.
- The attestation process is important for keeping our HRS user authorizations up-to-date based on current business needs.
- User attestations are a directive from the Legislative Audit Bureau (LAB), and results from this process are provided to LAB during their audit of HRS security access.
- On Monday, October 11, 2021 Service Operations will send each institution's attestation report and instructions to the primary and backup approvers for HRS.
- Approvers are required to review the report and validate that access to HRS is current. Attestations are due Friday, October 29, 2021.

Campus Collaboration & Discussion

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

Questions?

