

Institution Administrator Call

March 17, 2022

Agenda

- Portal Articles
- Outside Activity Report – FAASLI
- 2022 UW System Human Resources Conference
- Campus Collaboration & Discussion

Portal Articles

Recently posted articles:

MARCH 7: [Well Wisconsin Program Identifies Health Risks for UW System Participants](#)

MARCH 2: [Employee Well-Being Webinars](#)

FEBRUARY 23: [Over-the-Counter COVID-19 Test Coverage Information](#)

Upcoming articles:

- Summer Prepay Insurance Premium Deductions
- Updated State Group Life Insurance Premiums Effective April 1, 2022
- WRS Statement of Benefits

Outside Activity Report - FAASLI

- Outside Activity Reporting (OAR) is an annual automated process provided by HR Service Delivery for participating campuses
- All Faculty, Academic Staff and Limited Appointees with appointments of 0.50 FTE or higher are subject to ethics rules covering use of university resources, conflicts of interest and acceptance of gifts and are required to report outside activity
 - [UW System Administrative Policy 1290 Code of Ethics](#)
- If an employee has more than one active empl record with a 0.50 FTE or higher, an Outside Activity Report form is required for each record
- Managers are responsible for reviewing the information provided by employees and need to work with employees to determine if a potential conflict may exist

Outside Activity Report - FAASLI

- Outside Activity Report process timeline:
 - Initial communication sent to employees April 1, 2022
 - Reminders will be sent to employees who have not completed their Outside Activity Report on April 15, April 21 and April 30
 - All OARs must be completed/filed and approved by April 30, 2022
 - The form will no longer be available after May 31, 2022
- The employee's Reports To will receive a notification when they have an Outside Activity Report ready to approve
 - Will occur when the employee form is submitted
 - Will include a link for the supervisor to approve
- All employee and approver email notifications will be sent to preferred business email

Outside Activity Report - FAASLI

- If an employee does not have a Reports To in Job Data, they will not be able to complete the OAR form
 - Following this meeting Service Operations will send out lists of employees that need Reports To updated
 - Please update before April 1, 2022
 - WED Reports are also available to review employees that need Reports To updated:
 - UW_HR_POSITION_MISSING_REPORTS_TO
 - UW_HR_POSITION_REPORTS_TO_CONFLICT
 - UW_HR_POSITION_REPORTS_TO_SELF
- Service Operations will monitor for employees who have a change to Reports To after an employee submits their Outside Activity Report
 - Service Operations will update the workflow and an email will generate to notify the new Reports To
- If you need assistance with updating the Reports To information, please email serviceoperations@uwss.wisconsin.edu

Outside Activity Report – WED and Queries

- A WED and queries are available to assist in monitoring OAR for institutions who are participating in this service
 - UW_HR_OAR_NEED_APRVL (WED and Query)
 - Lists employees who have submitted an Outside Activity form and approval of the activity reported is needed by the Reports To/Reviewer
 - UW_HR_OAR_FORM_DATA (Query)
 - Lists employees who have submitted the OAR and have listed outside activities
 - UW_HR_OAR_FORM_NO_ACTVTY (Query)
 - Lists employees who submitted the OAR and checked "No outside activity"
 - UW_HR_OAR_FORM_NOT_SBMT (Query)
 - Lists employees who have not submitted the OAR, including those that have clicked Save but not Submit

Outside Activity Report – Resources

- Security Role to view WED: UW_UNV_HR_ADMINISTRATOR
- Security Role needed to access the queries: UW_UNV_HR_OAR_QRY
- Resources:
 - [KB 98272](#) – OAR Reports – WED and Queries in HRS
 - UW System Compliance and Integrity Website:
 - [wisconsin.edu/compliance/landing-page/ethics/conflicts-of-interests-and-outside-activities/](https://www.wisconsin.edu/compliance/landing-page/ethics/conflicts-of-interests-and-outside-activities/)
 - Employee Tip sheet:
 - [uwservice.wisconsin.edu/docs/publications/outside_activity_reporting_tipsheet.pdf](https://www.uwservice.wisconsin.edu/docs/publications/outside_activity_reporting_tipsheet.pdf)
 - Review and Approve Outside Activities Report Tip sheet:
 - [uwservice.wisconsin.edu/docs/publications/hr-review-oar.pdf](https://www.uwservice.wisconsin.edu/docs/publications/hr-review-oar.pdf)

Questions



2022 UW System Human Resources Conference

Join us at:



July 28 and 29, 2022

- Call for proposals to be sent late March, early April
- Submit conference session ideas to: uwshr@uwsa.edu

Campus Collaboration & Discussion

What Equity Diversity Inclusion (EDI) efforts are campuses doing during the hiring process.

- approach to ensuring EDI is represented throughout the hiring process (ex: statements on vacancy announcements, internal paperwork, postings, etc.)
 - approach to educating and engaging search committees throughout the search process
 - approach to targeting diverse hires
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- For discussion topics email uwss-svc.CampusCallSlides@uwss.wisconsin.edu