

# Institution Administrator Call

April 28, 2022

# Agenda

- Portal Articles
- Payroll – Focus Card Update
- General Deduction Security Change
- Fiscal Year End Funding Entry
- Wisconsin Strong Program
- Campus Collaboration & Discussion

# Portal Articles

## Recently posted articles:

APRIL 25: [Telemedicine: Get Medical Care Fast](#)

APRIL 22: [Employee Well-Being Webinars](#)

APRIL 11: [WRS Statement of Benefits Available](#)

APRIL 11: [2022 Benefit ID Cards](#)

## Upcoming articles:

- Spring Address Review/Update
- June 30 Deadline: Use Carryover Vacation and Holiday Hours
- Employee Assistance Program

# Payroll – Focus Card Update

- Due to a high volume of employee tickets this year with the Focus Card, the Payroll team has set up a new email notification to be sent out prior to the upload notifying impacted employees (new hires) to set up a direct deposit

Process	Date	Purpose
Notification to set up Direct Deposit	Approx 25 <sup>th</sup> and 10 <sup>th</sup> of every month	Remind new employees to set up direct deposit or they will be enrolled in Focus Card
Notification that Employee has been enrolled in Focus Card	Approx 1 <sup>st</sup> and 15 <sup>th</sup> of every month	Notify Employee's they will be receiving a Focus Card in the mail. Reminder that they can still set up a direct deposit account at any time.

# Focus Card Notification Letter

Hello!

The UW System pays all employees through direct deposit. Direct deposit is a safe and secure way to ensure you receive your paycheck in a timely manner.

Please update your direct deposit information as soon as possible to ensure your first paycheck is available to you on pay day.

If your direct deposit information is not updated, you may be automatically enrolled in the U.S. Bank Focus Pay Card program for payroll purposes. To avoid payment being deposited on the U.S. Bank Focus Pay Card, set up your direct deposit to a financial institution of your choosing by logging into your MyUW portal ( [UW System](#) or [UW-Madison](#) employees). Click on the direct deposit icon in the Payroll Information tile.

Additional resources can be found on the Direct Deposit tab of the Payroll help page, found here: <https://uwservice.wisconsin.edu/help/payroll#direct>.

If you have any questions, please contact us at [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu).

Thank you,

Service Operations  
UW-Shared Services

# General Deduction Security Change

- Effective May 3, 2022, the General Deduction Update security role (UW\_UNV\_PY\_GENL\_DED\_UPD) will be converted from a universal role to a SSC (Shared Services) role to better align role access with entry responsibility
- Users from campuses that utilize UW Shared Services-Payroll Service Delivery for payroll processing, which includes general deduction entry, will have the role removed
- Users from Madison, Milwaukee, and Stout who have the existing role will retain it with full functionality
  - Security requests for new users must be submitted via a ticket [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)
- View only access to the general deduction page is still available for all users. Campuses can request the UW\_UNV\_PY\_PAYROLL\_VIEW security role through the normal provisioning process.

# Questions?



# Fiscal Year End (FYE) Funding Page / CAT Rollover

- Budget Funding Data Entry and Direct Retro page lockout begins on Friday, May 13, 2022, at 4:00pm for:
  - FY2023 Funding load from Compensation Administration Tool (CAT)
  - Test Rollover of FY2022 Funding to FY2023
- Funding Data Entry and Direct Retro pages will be available by the end of the day Monday, May 16, 2022



# Fiscal Year End (FYE) Landing Page

FYE Landing Page [uwservice.wisconsin.edu/administration/fye](https://uwservice.wisconsin.edu/administration/fye)

## 2022 Fiscal Year End (HRS)

Timeline | Calendar | Resources

[Printable Calendar](#)

May 2022

MAY 1	Recommended earliest date to begin Fiscal Year (FY) 2023 funding entry
MAY 13 (4:00 PM) - 16	Budget Funding Data Entry and Direct Retro page lockout for: - FY2023 Funding Load from CAT - Test Rollover of FY2022 Funding to FY2023
MAY 16 - 20	Campuses will receive CAT to CA and Test Funding Rollover Error Results for review
MAY 21 (2:00 AM)	Short Work Break Job Data row inserts
MAY 27	Deadline to correct funding to avoid Funding Rollover errors (4pm)
MAY 27 (4:00 PM) - JUNE 2	Budget Funding Data Entry and Direct Retro page lockout for:  - Funding Rollover from FY2022 to FY2023

June 2022

July 2022

August 2022

# Fiscal Year End (FYE) Funding Entry Guide

Pay Run ID	Pay Frequency	Pay Period Begin Date	Pay Period End Date	Funding entry Deadline/ Final Calc Day	WISER Journal Date	Payment Date
2022BW07A	Bi-weekly	06/19/2022	07/02/2022	07/07/2022	07/07/2022	07/14/2022

## Summer 2022 Calendar

### Funding Data Entry Guidelines:

- If employee's funding source is not changing at beginning of FY2023, only one funding row is needed before Final Calc Day
  - Will be either loaded from the funding rollover (CAT to CA) or must be manually entered
  - Effective Date should match the Pay Period Begin Date (see above)
- If employee's funding source is changing at beginning of FY2023, two funding Eff Sequences are needed before Final Calc Day
  - First Eff Sequence will be loaded from the funding rollover (CAT to CA) or must be manually entered. Effective Date should match the Pay Period Begin Date (see above)
  - Second Eff Sequence with the new funding source must be manually entered with an Effective Date matching the Pay Period Begin Date (see above)

# Questions?



# Wisconsin Strong Program

- The Wisconsin Strong Program is a financial wellness program designed to help employees build financial security
- Available to all WRS covered employees and their families
- *The pilot of the program concluded at the end of February 2022*
  - If employees signed up for the Financial Fitness Challenge educational platform, they will continue to have access to resources through May 31, 2022
  - If an employee set up a Savi account for student loan repayment and loan forgiveness, these services will continue per the terms of the employee's account and customer support will continue through Savi
- Communications:
  - [UW System Employee Benefits Wisconsin Strong Program web page](#) has been updated
  - Benefit Orientations have been updated

Contact UW System HR at [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu) with questions.

# Questions?



# Campus Collaboration & Discussion

- For discussion topics email [uwss-svc.CampusCallSlides@uwss.wisconsin.edu](mailto:uwss-svc.CampusCallSlides@uwss.wisconsin.edu)