

Institution Administrator Call

June 9, 2022

Agenda

- Portal Articles
- 2022 UW System HR Conference
- 2022 Fiscal Year End Processing
- HireRight Update

Portal Articles

Recently posted articles:

MAY 26, 2022: [Resources for Mental Health Well-Being](#)

MAY 24, 2022: [Employee Well-being Webinars](#)

MAY 18, 2022: [Submit Leave Reports by June 30, 2022](#)

MAY 18, 2022: [Mental Health Support Available Through Employee Assistance Program](#)

MAY 10, 2022: [June 30 Deadline to Use Carryover Vacation and Holiday Hours](#)

Upcoming articles:

- FAASLI Reminder to Bank Unused Vacation

2022 UW System HR Conference

- Due to low engagement, the conference has been cancelled
- Chief Human Resources Officers and Human Resources Directors were notified on May 28, 2022
- System Chief Human Resources Officers and Human Resources Directors will look at future education programs and opportunities
- Registrants were notified via email that the conference will not be taking place

2022 Fiscal Year End Processing - Review

2022 Fiscal Year End (HRS)

Timeline | Calendar | Resources | Communication

[Printable Calendar](#)

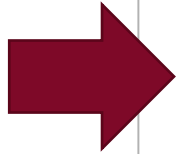
May 2022

June 2022

JUNE 6 - 10	Campuses will receive Final Funding Rollover Results for review (Tipsheet)
JUNE 9	Reminder: Enter Funding for Job Data entries after funding lockout (Tipsheet)
JUNE 18	6A Final Calc and Confirm
JUNE 20	Encumbrance Job Data rows loaded (H-basis only)
JUNE 23	UW-Madison Only: Salary Cost Transfers (SCTs) for FY2022 must be fully approved to guarantee entry into FY2022. After this date SCTs will be processed as time permits
JUNE 24	6B Final Calc and Confirm
JUNE 24 - JULY 2	Encumbrance balances set to zero for FY2022
JUNE 25	Encumbrance calculations on hold
JUNE 25	Encumbrance Job Data rows loaded (A-basis only)

July 2022

August 2022



2022 Fiscal Year End Processing – Looking Ahead

June 24	Encumbrance balances set to zero for FY2022
June 24 – July 2	Encumbrance calculations on hold
June 18 (H) June 25 (A)	Encumbrance Job Data rows loaded (A and H-basis only)
July 1	Encumbrance balances initialized for FY2023
July 8	Last day to submit FY2022 Direct Retros for processing in HRS in FY2023; Direct Retro entry page locked at 4pm
July 18	Direct Retro entry page unlocked
August 20	Job Row inserts: Return from Short Work Break Encumbrance (C basis only)
August 20 (after SWB)	Job Data Pay Rate changes loaded from CAT (C basis only)

HireRight Update

- Multi-Factor Authentication (MFA) is coming to HireRight – Date TBD
 - Codes will be received through call, text or email
 - Users will experience MFA
 - At log in, once every 30 days
 - Each time a password is reset
 - Preparation for MFA
 - Campuses will receive files of their users to confirm contact info

Questions?



Campus Collaboration & Discussion

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