Institution Administrator Call

September 15, 2022

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Agenda

- Portal Articles
- Unlinked Accounts Impact
- ALEX Reminder
- HRS Outages for ABE Processing
- Sick Leave Reduction

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Portal Articles

Recently posted articles:

September 7: 2023 Benefits Highlights
September 7: Submit Leave Reports by September 30, 2022 to Avoid Sick Leave Reduction
September 1: Deadline To Earn Your Well Wisconsin Program Incentive
September 1: WRS News Online, September 2022
August 16: Register for your Flu Vaccine Appointment

Upcoming articles:

- Health Plans versus High Deductible Health Plans

- University Insurance Association (UIA) Premium Update

- Bank Unused Vacation Hours

- Annual Benefits Enrollment: September 26 – October 21, 2022

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Unlinked Accounts Impact

Unlinked accounts result in missing tiles on employee's MyUW page.
- Unable to sign into HRS – no access to timesheet; time approval; direct deposit entry; benefit enrollment; tax document entry; mandatory training links
- Primarily impacts new hires

Unlinked Account
- Users have records in different systems. When the data between records does not match, they cannot link. Example - mismatched SSN between HRS and Student Information System

Email notification of unlinked accounts are sent daily to each campus contact from the IAA team (iaa-support@lists.wisc.edu) for review and resolution.

Changes to IAA Email – Starting Sept 19

Current Report:

```
POPULATION              Person Count Missing Credentials
Employees                   7624              138
Students                   33753                1



This User Principal Name            @uwm.edu is assigned to these unlinked emplids: HRS
               and your SIS


This User Principal Name _____ @uwm.edu is assigned to these unlinked emplids: HRS
               and your SIS
```

Revised Duplicate Credentials Report: Improved information on what information is mismatched/missing

EPPN	IAA_FIRST	IAA_MIDD	IAA_LAST_	HRS_EMPL	SIS_EMPLI	CURRENT_	CURRENT_	EMPL_CLA	DEPT_NAN	FIRST_NAN	MIDDLE_II	LAST_NAN	BIRTHDAT	GENDER	SSN_STATUS
e@ E	L	H	01	12	Y	N	SH	URC_IMC	MATCHED	MATCHED	MATCHED	MATCHED	MATCHED	MISMATCHED SSNS
r2@ A	G	KI	.01	12	Y	N	SH,SH	PSOA/ART	MATCHED	MATCHED	MATCHED	MATCHED	MATCHED	MISMATCHED SSNS
36@ H.	E	S(	I01	11	Y	N	SH	URC_IMC	MATCHED	MATCHED	MATCHED	MATCHED	MATCHED	MISMATCHED SSNS
wa3 P/		R/	01	12	Y	N	SH	STUAFF RE	DIFFERENT	MATCHED	MATCHED	MATCHED	MATCHED	SSN OKAY
4@ M	SE	FF	01	12	Y	N	SA5	LETSCI/US	MATCHED	MATCHED	MATCHED	MATCHED	MATCHED	NO VALID SSNS
ow(R.	E	M	00	11	N	N			MATCHED	MATCHED	MATCHED	MATCHED	MATCHED	MISMATCHED SSNS
la@ F/	N	A	01	12	N	N			MATCHED	MATCHED	MATCHED	MATCHED	MATCHED	NO VALID SSNS

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Resolving Unlinked Accounts and Missing Credentials

Campus Role
- Review Duplicate Credentials report
- Update data so linking can occur
- Accounts are linked overnight

UWSS Role
- Support customers who reach out with HRS access/MyUW portal issues
- Confirm that issue is related to unlinked accounts
- Respond to customer with a CC to designated campus HR contact to initiate review and updates

Who should be the designated campus HR contact for your institution?

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ALEX Reminder

UW System HR will not be renewing the contract with Jellyvision for the use of ALEX, our benefits decision support tool. ALEX will no longer be available as of **September 15, 2022**.

Refer employees to the below resources to help them with their benefits decisions.

- UW System Employee Benefits website
- Benefits Mentor: Provides decision support for health insurance plan design. Does not include modules for any other benefits (for example: dental or life insurance).
- Benefits Walkthrough: Walks employees through selecting their benefits and provides an estimate of the employee cost of benefits (excluding the retirement accounts).

Reminder: Update your resources such as web pages, job postings, and new employee communications.

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HRS Outages for ABE Processing

No HRS Entry:

- September 23 & 24: ABE Opening Weekend
  - Starting at 7pm Friday, September 23

- October 21 & 22: ABE Closing Weekend
  - Starting at 7pm Friday, October 21

- Reminder will be posted on the Announcement tile in HRS
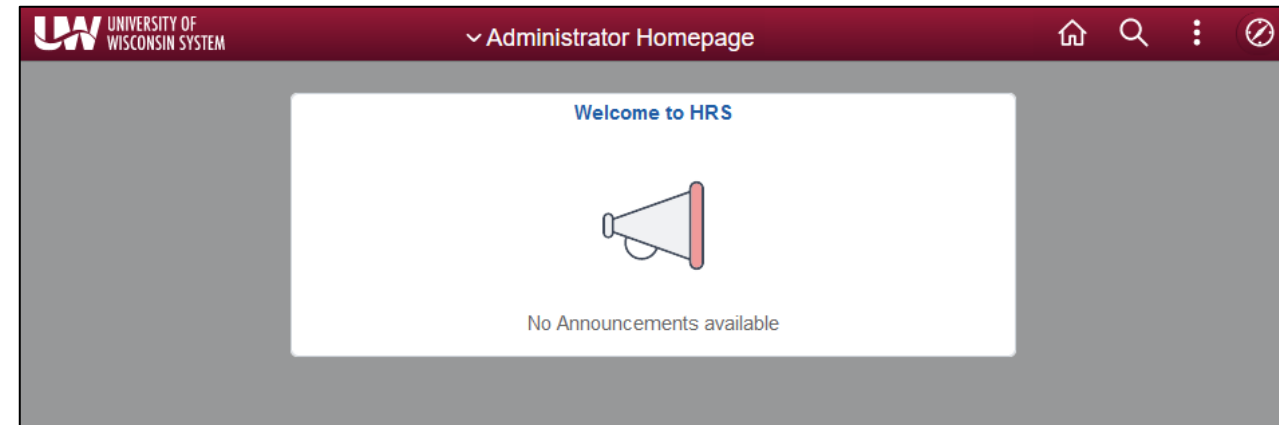
ABE Reminder – Security Compliance

- Employees who have core HRS access are required to complete the security awareness course within 30 days of access being granted.

- If an account becomes locked, employees will not be able to use ABE Self Service until the course is passed and UWSS has been notified of course completion.

  - This includes access to updating personal information, absences, reviewing earning statements, etc.

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ABE Administrator Landing Page

- Annual Benefits Enrollment (ABE) Administrator Landing web page has been updated for 2023 and will continually be updated as more information is available

- Landing page provides many ABE resources, so check the web page often: uwservice.wisconsin.edu/administration/abe

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Annual Sick Leave Reduction

Overview:

- Exempt Faculty, Academic Staff, and Limited Appointees (FA/AS/LI) are required to submit a leave report on all leave eligible appointments each month

- Required whether leave was taken or not taken

- Non-exempt Academic Staff submit biweekly timesheets in order to be paid which also meets the leave reporting obligation

- For FA/AS/LI the leave year is a fiscal year
  - All summer pay basis jobs are reported together and considered part of the new fiscal year
    - Example: All Summer 2021 appointments are considered FY 2022

- September 30, 2022 is the final deadline for all FY 2022 (July 2021 – June 2022) leave reports to be submitted

Annual Sick Leave Reduction

- Employees who fail to complete their reporting are not permitted to accrue sick leave for that fiscal year in an amount exceeding the cap established by Wis. Stat. 40.05(4)(bp)1
  - 8.5 days for annual basis
  - 6.4 days for academic basis
- The cap is prorated based on FTE/hours worked
- There isn't a proration based on how many reports are missing
  - One missing report results in the same reduction as multiple missing reports
- Reports are considered missing until supervisors have approved
- Furlough days do not satisfy the leave reporting requirement

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Annual Sick Leave Reduction

- Employees are required to:
  - Enter leave on or before it is taken
  - Submit a no leave take at the end of the month when that occurs

- Employees can submit leave or check on the status of their reports at any time in the MyUW portal

- Every 2 weeks, UW-Shared Services sends missing leave report reminders to employees and outstanding approval reminders to supervisors

Annual Sick Leave Reduction

Timeline:

- June 30: FY 2022 leave reports were due

- July 1 - September 30: Late leave reporting is allowed to prevent reduction

- September 21: Final employee reminder to submit missing reports

- September 30: Final day employees can submit FY 2022 leave reports

- October 3: Regular biweekly approver reminder, includes FY 2022 and current fiscal year

- October 10: Final, targeted ad-hoc approver reminder, includes only FY 2022

- October 13: Sick leave reduction finalized with 10A payroll confirm

- October 14-17: Employees notified via email of the sick leave reduction and the process for requesting a formal review

- October 17: Regular biweekly approver reminder, current fiscal year only

- November 14: Final day employees can submit request to review sick leave reduction

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Annual Sick Leave Reduction

Review Process:

- The Sick Leave Reduction notice email sent to employees on October 14-17, 2022, will include instructions as well as links to the Request to Review Sick Leave Reduction form and how to contact their leave administrator

- Employees at institutions who participate in centralized payroll service delivery will be instructed to return forms directly to UW-Shared Services

- All other institutions should receive the forms, complete Section 4: Institution Leave Administrator and forward to serviceoperations@uwss.wisconsin.edu

- UW-Shared Services and UW System HR will review and communicate the final decision to the Leave Administrator within 60 days of the original request

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Annual Sick Leave Reduction

References:

- UW System Administrative Policy 1212: Sick Leave
  - Section 4.G.3: Reduction of Sick Leave Accrual for Failing to Report Leave Usage – Faculty, Academic Staff, and Limited Appointees Only
  - Section 4.G.7: Submitting Leave Used – Faculty, Academic Staff, and Limited Appointees

- UW-Madison Sick Leave Policy
  - Section VIII: Reduction of Sick Leave Accrual for Failing to Report Leave Usage – Faculty, Academic Staff, and Limited Appointees Only
  - Section XI: Submitting Leave Used – Faculty, Academic Staff, and Limited Appointees

- FA/AS/LI Sick Leave Reduction Report in HRS

- Time and Absence Help Resources

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Annual Sick Leave Reduction

- Communications
    - Emails:
        - Every 2 weeks, UW-Shared Services sends missing leave report reminders to employees and outstanding approval reminders to supervisors
    - Portal article reminders:
        - Posted May 18, 2022: Submit Leave Reports by June 30, 2022 (archived)
        - Posted September 7, 2022: Submit Leave Reports by September 30, 2022, to Avoid Sick Leave Reduction

- We encourage institutions to link to the portal articles in your campus newsletters or in reminder emails you may send to employees

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Ticket Reminder

When sending an email to service operations remember to include the following critical information:

- Full legal name (First & Last Name)

- Employee Empl ID

- Employee Record

If seeing unexpected results or error messages, include a screenshot.

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Campus Collaboration & Discussion

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

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