

# Institution Administrator Call

April 13, 2023

# Agenda

- Portal Articles
- Upcoming Training
- 2023 Extend EJED Process Reminder
- FY2024 Organizational Dept Updates
- HRS, EPM & OBIEE Decommissioning

# Portal Articles

## Recently posted:

- Updated State Group Life Insurance Premiums Effective April 1, 2023
- Resources for Mental Health Well-being
- Complete Outside Activity Report by April 30, 2023

## Upcoming articles:

- WRS Annual Statement of Benefits Now Available
- Update Address Information Before End of Spring Semester
- UW 403(b) Supplemental Retirement Program (SRP)

# Upcoming Training

- TAM
  - Recruiting in TAM (Remote online)
    - Friday April 28, 8:30am-4:00pm
- HR
  - Intro to Hire (Remote online)
    - Tuesday May 9, 12:30pm-3:30pm
  - Updates: Person, Position, Job (Remote online)
    - Wednesday May 17, 12:30pm-3:30pm
  - Rehires, Transfer & Multiple Jobs (Remote online)
    - Thursday June 1, 12:30pm-3:30pm
- FN
  - Setting Up Funding
    - Thursday June 15, 9:00am-12:00pm
  - Changing Funding
    - Friday June 16, 9:00am-12:00pm
  - Direct Retro
    - Friday June 23, 8:30am-11:30am

# 2023 Extend EJED Process Reminder

- Replies to [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu) are due on **Monday, April 17, 2023**, indicating whether you want all, none or some of the EJEDS extended
- Please note:
  - Employees not extended will be terminated through normal EJED processing based on the current EJED date
  - If additional EJEDs need extension, institutions will need to manually update in HRS

# FY2024 Organizational Dept Updates

- To add new Organizational Departments (Org Depts) to HRS, change their description, or inactivate Org Depts for FY2024 in HRS, request forms and the KB document are found on the Service Operations website at HRS Administration > Human Resources > Organization Department Changes tile:  
<https://uwservice.wisconsin.edu/administration/human-resources/>
- Requests:
  - Require signatures from authorized approver(s)
  - Submit to [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu) (non-Madison)
  - Submit to [hris@ohr.wisc.edu](mailto:hris@ohr.wisc.edu) (Madison only)
  - Email subject line: “FY24 Organizational Department Request”
- Service Operations will provide listings of employees and POI’s in impacted departments
  - Service Operations can assist with large volume of changes via Mass Job Updates
    - Submit to [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu)
    - Email subject line: “Organizational Department Mass Job Update”

# FY2024 Organizational Dept Updates

## Important Factors:

- When changing Organizational Department, Institutions will need to update:
  - Position
  - Job
  - POI data
  - Appointment-Level funding on the Funding Data Entry page
- Position, Job Data and Funding entries for Organizational Department changes need to have Effective Date of:
  - FAASLI and University Staff
    - 06/18/2023 or greater
  - POI Relationship
    - 06/18/2023 or greater

# FY2024 Organizational Dept Updates

## Timeline:

Through May 12, 2023

- Institutions: Submit FY2024 Organizational Department (Org Dept) change requests to Service Operations (i.e., add new Org Dept, change Org Dept description, inactivate Org Dept)
- Service Operations: Make requested Org Dept changes in HRS

May 22, 2023 through June 16, 2023

- Institutions: Enter Position, Job, POI and Funding Data Entry Org Dept changes for employees and POIs into HRS before Service Operations can inactivate Org Depts
- NOTE: Budget Funding Data Entry page is locked out May 26 (4 pm) – June 1, 2023

July 3, 2023 through July 14, 2023

- Service Operations: Inactivate in HRS the Org Depts identified by Institution



# Point of Contact for Finance Reports

- Requesting a point of contact for funding roll over test errors and for the errors from the official funding roll over
- Send a primary and secondary contact to [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu)
  - Use subject “*Finance Point of Contact*”

# Questions?



# HRS, EPM, OBIEE Decommissioning-Background

- With UW's Administration Transformation Program (ATP), Workday will be implemented as a replacement for the current PeopleSoft HRS on July 1, 2024
- To prepare for this implementation, the scope of this project covers the decommissioning of HRS, EPM and OBIEE

# Phased Approach

Decommissioning will be handled in multiple phases over the next 2 years:

- **Phase 1 (now-9/30)**: Slowing the introduction of changes to HRS, EPM and OBIEE. Critical maintenance and security updates will continue.
- **Phase 2 (10/1-6/30/24)**: Moving to a model where changes are frozen to reduce adverse impacts on other projects. Critical maintenance and security updates will continue.
- **Phase 3 (7/1/24-4/29/25)**: At ATP go-live, HRS will move into a support model with limited read only access. HRS data will be archived.
- **Phase 4 (4/30-8/1/25)**: Manage the full shutdown of HRS (4/30/25) and EPM/OBIEE (8/1/25)
  - Data will be available through the new data archive

# Phase 1: Slowdown Criteria for HRS

**Processing and updates to HRS will continue to occur during the slowdown phase as follows:**

- Routine operational processing
  - e.g., payroll processing, data cleanup and DeptID updates
- Maintenance / security related updates: PeopleTools, Regulatory, Tax updates, break-fix
- Projects that support UW Systemwide top priorities to be completed in 2023
- Small to medium efforts with large, defined payback
- Projects that prepare data, processes, or culture for easier transition to Workday to be completed in 2023

**Processing and updates for HRS will NOT be completed and supported during the slowdown phase as follows:**

- Large projects without significant payback
- Updates that are not in sync with the direction of ATP/Workday
- PUM updates
- Adding new integrations

# Phase 1: Slowdown Criteria for EPM

**Processing and updates to EPM will continue to occur during the slowdown phase as follows:**

- Maintain existing batch processing, content and access accounts
- Accept updated data and tables based on changes in HRS
- Critical maintenance and security related updates

**Processing and updates for EPM will NOT be completed and supported during the slowdown phase as follows:**

- Adding new models or merging new tables into existing models
- New service accounts

# Phase 1: Slowdown Criteria for OBIEE

**Processing and updates to OBIEE will continue to occur during the slowdown phase as follows:**

- Security patching
- HRS Content
  - Maintain and update existing dashboards
- Campus Content (student data)

**Processing and updates for OBIEE will NOT be completed and supported during the slowdown phase as follows:**

- Creating new dashboards/reports

# Project Support

## Communication:

- Communication will be key for this project. As such, UWSS is creating a robust plan to communicate with impacted staff and employees throughout the next two years
  - CHRO calls, institutional calls, and the Project Readiness page will be some channels used to communicate
  - Communication will be driven by the current phase of the project and potential impacts

## Resources:

- In addition to the communication above, there will be two key resources:
  - [uwservice.wisconsin.edu/hrs/project-readiness](https://uwservice.wisconsin.edu/hrs/project-readiness): This page will provide a detailed overview of each system and corresponding phase/timeline
  - Contact Service Operations with questions: [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu)



# Questions?



# Ticket Reminder

When sending an email to service operations, [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu), 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.

# Campus Collaboration & Discussion

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