

# Institution Administrator Call

July 6, 2023

# Agenda

- Portal Articles
- Upcoming Training
- Update to FYE Dates

# Portal Articles

## Recently posted:

- [Summer Prepay Deductions: Summer Employment/Family Status Changes](#)
- [Bank Unused Vacation Hours](#)
- [Employee Well-being Webinars](#)
- [Well Wisconsin UW System Employee Participation and Identified Health Risks](#)

## Upcoming articles:

- Benefits Billing
- Register for Your Flu Vaccine Appointment
- Annual Benefits Enrollment Period

# Upcoming Training

- TAM
  - Recruiting in TAM
    - Friday July 21, 8:30am-4:00pm

[My Learning Path \(wisconsin.edu\)](https://www.wisconsin.edu)

# Updates to FYE Dates

There have been date extensions in the FYE calendar.

[Fiscal Year End Landing Page](#)

- Changes to highlight :
  - July 14<sup>th</sup> : Last Day to submit FY2023 Direct Retros for processing.
  - July 14 - 17 : Direct Retro Entry Page – Locked
  - July 17<sup>th</sup> : Last Day of Period 13, Closes EOD

2023 Changes	Event
Friday, June 30, 2023	Last Day of Period 12, Closed EOD
Thursday, July 6, 2023	7A Final Calc and Confirm
Friday, July 14, 2023	Last day to submit FY2023 Direct Retros for processing in HRS; Direct Retro entry page locked at 4pm
Monday, July 17, 2023	Last Day of Period 13, Closes EOD
Tuesday, July 18, 2023	Direct Retro entry page unlocked, First day of Period 1 and 2024 Direct Retros

# 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)