Institution Administrator Call

August 3, 2023

Agenda

- Portal Articles

- Upcoming Trainings

- 2024 ABE Training

- C-Basis Job Data Updates

- SH Supervisory Org Structure in Workday Preparation

- 2023 Craftworker Collective Bargaining Agreement (CBA) Implementation

- Mandatory Employee Training Update

Upcoming Training

- TAM
  - Recruiting in TAM (Remote online)
    - Friday, August 11, 8:30am-4:00pm
- FN
  - Changing Funding (Remote online)
    - Friday, August 4, 9:00am-12:00pm
  - Direct Retro (Remote online)
    - Tuesday, August 8, 8:30am-11:30am

My Learning Path (wisconsin.edu)

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Portal Articles

Upcoming Articles:

- Register for Your Flu Vaccine Appointment

- Deadline to Earn Your Well Wisconsin Program Incentive

- 2024 Benefits Highlights/Annual Benefits Enrollment Dates

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2024 ABE Trainings

ETF Kick-off (virtual only)

- Thursday, September 14, 2023, 9:00 am – 12:00 pm

- UW System HR Benefits Policy and Service Operations will attend

- Institution HR/Benefits Administrators do **not** need to attend

UW System Workshop (virtual only)

- Monday, September 18, 2023

- Policy: 10:00 am – 12:00 pm / Operations: 1:00 pm – 2:30 pm

- Institution HR/Benefits Administrators should attend. Invite will be sent by UW System HR.

ETF Question & Answer Session (virtual only)

- Friday, September 22, 2023, 1:00 pm – 3:00 pm

- Institution HR/Benefits Administrators can attend. Invite will be sent by UW System HR.

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2024 ABE Benefits Fairs

UW System Benefits Fairs

For institutions hosting an onsite benefits fair:

- The UW System Benefits & Wellness Fairs web page has been updated
- On the web page, confirm that the date, time, and location of your fair is correct (since the information will be added to your posters)
- Send an email to uwshr@uwsa.edu **by August 11th if**:
  - The date, time, or location of your fair needs to be updated on the web page or
  - You prefer that the information is excluded from your posters

For institutions not hosting an onsite benefits fair:

- Your posters will be similar to last years poster (which excluded benefits fair information)

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Send your questions to uwshr@uwsa.edu

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C-Basis Job Data Updates

- Saturday, August 19, 2023 - Return from Short Work Break (RBK) mass update
  - Effective date of Job Data rows will be the begin date of each institution's academic year
  - Output files will be distributed to general HR contacts during the week of August 21, 2023
  - Output file error example
    - An employee's position number changed after a Short Work Break entry (such as with a Transfer-Original/New Hire) and a Return from Short Work Break row wasn't added prior to this, the Return from Short Work Break mass update will fail for this employee with a "Position Number Mismatch" error

C-Basis Job Data Updates

- Saturday, August 19, 2023 - C-Basis Encumbrance
  - Effective date of encumbrance rows will be the begin date of each institution's academic year
  - No output files distributed with this process

- Tuesday, August 22, 2023 - CAT Academic Basis Rate Load
  - All non-merit increases will be loaded
  - Action Reason Codes 019 (Merit-Pay Plan Only) and 067 (Chancellor's Discretion) will not be loaded as these should be used for pay plan purposes only
  - Rates were pulled from CAT in mid-May
  - Output files will be distributed to general HR contacts after August 22, 2023 titled "Distribution of the Academic Basis Rate Load file"

Questions?

SH Supervisory Org Structure in Workday Preparation

- Options for Support of SH Reports To Entry
  - SH Reports To WED
    - No additional WED to be created
  - Peoplesoft Query
    - Query to run on demand showing both blank and filled Reports To for SH
    - OBIEE/BI Report called Current Employees and Jobs-Employee Reports To and T&L Approvers **will not** have complete Reports To information for SH
    - Will communicate when available to campuses
  - Smart HR Student Template
    - Does not currently contain Reports To field
    - More research is required for possible modification – update is TBD
    - If used, campuses will need to add a sequence to the effective dated row in Job Data and update the Reports To

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2023 Craftworker Collective Bargaining Agreement (CBA) Implementation

- Timeline
  - Tuesday, July 25, 2023 – UWSA sent Draft of increase letter template to CHROs
  - Friday, July 28, 2023 – Last day for CHROs to opt out of UWSS generated letters (non-MSN campuses)
  - Monday, July, 31, 2023 – Population with Draft of increase letter template to be used sent to CHROs and campus HR contacts
  - Wednesday, August 9, 2023 – UWSS inserts Job Data row using Effective Date: **July 30, 2023** Action: PAY (Pay Rate Change), Action Reason: 020 (Trades Contract GWA) for the 8A payroll paid August 24, 2023
  - Thursday, August 10, 2023/Friday, August 11, 2023 – Pay plan letters are created and sent to non-MSN employees and uploaded to ePfile
  - Friday, August 11, 2023 – Output files distributed to CHROs and campus HR contacts
  - Lump sum for wages between January 1, 2023 and **July 29, 2023** paid on the 8B payroll paid September 7, 2023

Craftworker Resources

- Several Resources
  - Crafts Workers | UW Policies (wisconsin.edu)

  - Compensation-Category-F-Crafts-WorkersTrades-Rates-2023(2).pdf (wisconsin.edu)
    - Rates Effective January 1, 2023 per title, campus and based on leave allocation

  - UW System Trades Collective Bargaining Agreement 2022-2023 – in process of being added to website

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Questions?

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Mandatory Employee Training Update

- On Thursday July 27, emails were sent to 1,005 employees that were overdue for at least one MET course, with a cc to supervisors. Student Hourly and Student Assistants were excluded.

- Updated numbers:
  - Completion: 145
  - Termination: 24
  - Still overdue: 836

Questions?

Ticket Reminder

When sending an email to service operations, 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.

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Campus Collaboration & Discussion

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

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