Institution Administrator Call

August 17, 2023

Agenda

- Portal Articles
- Upcoming Trainings
- Mandatory Employee Training Update
- C-Basis and Fall Job Data Update Reminders
- Campus discussion on ABE

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Portal Articles

Recently Posted articles:

- [Register for your Flu Vaccine Appointment](#)

- [Employee Well-being Webinars](#)

Upcoming articles:

- College Students and State Group Health Insurance Benefits

- Deadline to Earn Your Well Wisconsin Program Incentive

- 2024 Benefits Highlights/Annual Benefits Enrollment Dates

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Upcoming Training

- TAM
  - Recruiting in TAM (Remote online)
    - Friday, September 8, 8:30am-4:00pm
- FN
  - Setting up Funding (Remote online)
    - Thursday, November 16, 9:00am-12:00pm
  - Changing Funding (Remote online)
    - Friday, November 17, 9:00am-12:00pm

My Learning Path (wisconsin.edu)

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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.
  - Supervisors (reports to) were copied on the email
  - Excluded Student Help and Student Assistants
- 652 remain overdue as of 8/15/2023
- Automated overdue reminders were sent 8/15 as scheduled
  - Included Student Help and Student Assistants
- Overdue reports were sent to campus contacts 8/16

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C-Basis Job Data Updates - Reminder

- Saturday, August 19, 2023 - Return from Short Work Break (RBK) mass update
  - Output files will be distributed to general HR contacts by midweek after August 21, 2023 titled "Distribution of the Return from Short Work Break file"

- Saturday, August 19, 2023 - C-Basis Encumbrance
  - No output files distributed with this process

- Tuesday, August 22, 2023 - CAT Academic Basis Rate Load
  - Output files will be distributed to general HR contacts after August 22, 2023 titled "Distribution of the Academic Basis Rate Load file"

Job Data Updates - Reminder

- Review Expected Job End Dates (EJED)
  - Enter rehires or extend EJED in job data prior to current EJED date to avoid auto termination (lose benefits and network access)
  - [Running the Expected Job End Date (EJED) Query in HRS (KB 19326)](#)
- Enter new hires in job data prior to job start date
- Creates a smoother employee experience
  - Grants access to self service portal (direct deposit, W-4, benefits elections)
  - Notifies of benefits eligibility and allows for timely processing of benefits enrollments
  - Allows employee's access to campus specific systems (campus ID cards, network access, building access, parking, etc.)
  - Notifies of Mandatory Employee Training (MET) requirement

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Questions?

Networking:
Recruitment Process and Benefits Overview

- Resources
  - Benefits Brochure
    - One-page brochure to link to in job postings or to print off and use at job fairs.
  - Benefits Quick Guides (links found under Your Benefits Package section)
    - Provides high-level overview of benefits. Use during recruitment process.
  - Benefit Summaries (links found under Your Benefits Package section)
    - Provides more detail on benefits. Use once an employee has been hired.
  - Benefit Orientations
    - Use for virtual or in-person benefit orientation sessions for newly benefits eligible employees.

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Networking:
Recruitment Process and Benefits Overview

- Are any campuses using videos as part of their vacancy announcements/postings that showcase or gives an overview of the benefits available to UW System employees?

- What are campuses doing to showcase the benefits available to positions in an effort to broaden/increase the general applicant pool?

- When/how are campuses providing a benefits overview to candidates? Is it only during the posting phase, during the interview stage, at the time of offer, or a combination?

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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.

Campus Collaboration & Discussion

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