



INSTITUTION ADMINISTRATOR CALL

December 21, 2023



AGENDA

- Portal Articles
- Upcoming Employee Emails
- FY2025 Organizational Department Updates
- Pay Plan Implementation



PORTAL ARTICLES

Recently Posted

- [University Staff: Bank or Request Payout of Unused Vacation by December 31, 2023](#)

At the end of each calendar year, eligible University Staff employees have the opportunity to convert unused annual leave (vacation or vacation carryover) to a banked leave account.

Upcoming Articles

- 2024 Benefits ID Cards
- 2024 Benefit Deductions and Contributions
- Reminder: 2024 Benefits Highlights
- University Insurance Association (UIA) Annual Insurance Deduction



UPCOMING EMPLOYEE EMAILS

EMAIL

- Electronic Consent Opportunity for Tax Form Distribution
- W-2 Form Availability
- Flexible Spending Account Unsubstantiated Claims
- 1095-C Form Availability
- Glacier Tax Preparation
- Income Continuation Insurance Deferred Enrollment
- Income Continuation Insurance Annual Premium Update

SCHEDULED DISTRIBUTION

1/7

TBD – when forms are available

1/25

TBD – when forms are available

Week of 1/29

Week of 1/29

Week of 1/29

Please Note: Distribution dates are subject to change.



FY2025 ORGANIZATIONAL DEPARTMENT UPDATES

- New Organizational Departments (ex: B010220) for Fiscal Year 2025 can be created now to assist with the budget process
 - Allows for automatic funding load from CAT
- Instructions and forms available on UW-Shared Services website, under HRS Administration, Human Resources, Organizational Department Changes:
 - [Human Resources Administration Page](#)
- Requests:
 - Require signatures from authorized approver(s)
 - Submit to serviceoperations@support.wisconsin.edu (non-Madison)
 - Submit to hris@ohr.wisc.edu (Madison Only)
 - Email subject line: "FY25 Organizational Department Request"
- UW-Shared Services will provide a list of employees and POIs in the impacted departments



FY2025 ORGANIZATIONAL DEPARTMENT UPDATES

- [KB-81988 Request Organizational Department Additions and Changes in HRS](#)
- Additional reminders:
 - Institutions will need to review and update Organizational Department for:
 - Positions
 - Jobs
 - POI data
 - Appointment-level funding on the Funding Data Entry page
 - Time and Labor Security
 - HRS Row-Level security for core users
 - Form approvers (i.e. WFAP)
- Mass upload options



QUESTIONS?





PAY PLAN IMPLEMENTATION ESTIMATED PROCESSING TIMELINE

- Processing of Pay Plan begins Friday, December 22, 2023 at noon
 - Job Data rows to be inserted
 - Effective dates are July 2, 2023 for A basis & H basis
 - Effective dates are August 21, 2023, August 22, 2023 or August 28, 2023 for C basis determined by institution AY
 - Pay Plan letter generation and distribution
 - Excluded: MSN and employees marked “No Letter” on the template
 - Uploading Pay Plan letter to ePfile (except MSN)
 - Excluded: MSN and employees marked “No Letter” on the template
- Processing through Tuesday, December 26, 2023 at 4:30 pm
 - Distribution of output files to CHROs and institution contacts Wednesday, December 27, 2023



PAY PLAN IMPLEMENTATION

- Retro available in Review Paycheck on Tuesday, January 2, 2024
- December C Payroll Confirmation – Thursday, January 4, 2024
- December C Payroll Pay Date – Thursday, January 11, 2024



PAY PLAN IMPLEMENTATION REQUEST

- No HRS entry during processing from Friday, December 22, 2023 at noon – Tuesday, December 26, 2023 at 4:30 pm
 - May delay system performance and impact letter creation
 - Communication sent to CHROs, Institutional Admin Call Contacts and Controllers
 - Message on announcement tile in HRS and banner in MyUW portal
 - A follow-up communication will be sent if completed earlier



PAY PLAN IMPLEMENTATION UPDATES

- Transfer from UW Institution to UW Institution
 - Receives Pay Plan? – Yes
 - Will receive pay from 7/2/23 (for A & H basis) or 8/21/2023, 8/22/2023 or 8/28/2023 (for C basis) up until day before transfer to the new institution
 - Letter will be generated and emailed to employee's new institution email address
 - Letter will be uploaded to ePfile for non-MSN institutions
- Transfer from UW institution to State Agency
 - Receives Pay Plan? - No



PAY PLAN IMPLEMENTATION UPDATES

- Retirements
 - Receives Pay Plan? – Yes
 - Will receive pay from 7/2/23 (for A & H basis) or 8/21/2023, 8/22/2023 or 8/28/2023 (for C basis) through last day worked
 - UWSS will manually create the letters to the employee and send to mailing address week of January 1, 2024
 - Letter will be uploaded to ePfile for non-MSN institutions
 - Direct Deposit to bank account on January 11, 2024
 - UWSS will amend sick leave certifications for all institutions except MSN



PAY PLAN IMPLEMENTATION UPDATES

- Deaths
 - Receives Pay Plan? – Yes
 - Will receive pay from 7/2/23 (for A & H basis) or 8/21/2023, 8/22/2023 or 8/28/2023 (for C basis) through date of death
 - UWSS will issue paper check with letter to “Estate of Employee’s Name”
 - Letter will be uploaded to ePfile for non-MSN institutions
 - UWSS will amend sick leave certifications for all institutions except MSN
- Terminations (other than Retirement & Death)
 - Receives Pay Plan? – No



PAY PLAN IMPLEMENTATION UPDATES

- Over the Max Employees
 - Employees at pay range max prior to pay plan
 - Requires lump
 - Pay plan increase puts employee over pay range max
 - Requires partial rate increase up to max and remaining lump payment
- UWSS will manually create the letters to the employee and email during
- Letter will be uploaded to ePfile for non-MSN institutions



PAY PLAN IMPLEMENTATION UPDATES

- Output reports will be sent to the following institution contacts:
 - UWEAU:** Tracy Drier, Barb Hanson, Brittney Hakes
 - UWGBY:** Melissa Nash and Kimberly Deering
 - UWLAC:** Craig Bickley, Kayle Schoville, Carri O'Melia
 - UWMSN:** Karen Massetti-Moran, Meghan Owens, Michelle McCrumb, Alisha Arnold
 - UWMIL:** Makda Fessahaye, Elise Bechly Schubert, Carla Sagert
 - UWOSH:** Holly Shea, Shawna Kuether
 - UWPKS:** Goretti Pereira
 - UWPLT:** Jessica Wright, Tara Rucker
 - UWRVF:** Michelle Best, Saige Kroells
 - UWSTP:** Eric Roesler, Lisa Hernandez
 - UWSTO:** Terrance McCann, Jo Johnson, Erin Dunbar
 - UWSUP:** Cory Kempf, Lauren Howard
 - UWSYS:** Kelly Cook, Dan Chanen
 - UWWTW:** Connie Putland, Steve Marshall



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, please email
uwss-svc.CampusCallSlides@uwss.wisconsin.edu



THANK YOU