



# INSTITUTION ADMINISTRATOR CALL

May 23, 2024



# AGENDA

- Portal Articles
- Upcoming Trainings
- HR Summer Processing Timeline
- FLSA Updates
- Summer Service/Summer Session Hire Dates
- Data Cleanup
- Fiscal Year End Reminders
- Paid Parental Leave Policy
- MyUW Portal Transition



# PORTAL ARTICLES

## Recently Posted

- [Accessing HR, Benefits and Payroll information Will Have a Different Look Effective June 11, 2024](#)  
Universities of Wisconsin employees will soon notice a different look when accessing Human Resources (HR), Benefits and Payroll information. The transition will prepare users for the July 1, 2025, Workday Human Resources System implementation.
- [WRS News Online, May 2024](#)  
WRS News Online is for non-retired members of the Wisconsin Retirement System.

## Upcoming Articles

- Parental Leave Policy
- Submit Leave Reports by June 30, 2024
- Employee Well-Being Webinars



# UPCOMING TRAININGS

- Finance
  - Direct Retro  
Friday, May 31, 8:30am-12pm (remote)
- TAM
  - June 14<sup>th</sup> 830-4

[My Learning Path](#)



# HR SUMMER PROCESSING TIMELINE

FLSA Workbooks were Distributed to Institutions	Friday, May 17, 2024 Wednesday, May 22, 2024 (UPDATED Workbooks sent)
Short Work Break (SWB) Job Data Load	Saturday, May 18, 2024
SWB Cleanup & Institutional Outreach	Monday, May 20, 2024
A and H Basis Pay Template Distributed to Institutions	Tuesday, May 28, 2024 (at the latest)
CAT A & H Basis Job Data Load	Monday, June 3, 2024
CAT A & H Basis Output Files Distributed to Institutions	Wednesday, June 5, 2024



# FLSA THRESHOLD EXEMPTION ON UW CUSTOM TAB

This field is used when the employee has a job code that has a default threshold exemption regardless of the employee's salary amount, and/or if the employee has multiple jobs and their primary job is exempt from FLSA regulations due to doctor, teacher, lawyer, or etc.

## Drop Down Menu:

- Academic Administrator
- Camp Counselor
- Doctor
- Lawyer
- Multiple Jobs
- Not Subject to FLSA
- Teacher (Coach)

The screenshot displays the 'Job Data' form for the University of Wisconsin System. The 'UW Custom' tab is selected, showing the following information:

- Employee Information:** Empl ID, Employee, Empl Record 0.
- UW Custom Data:** Effective Date (09/04/2023), Effective Sequence (1), HR Status (Active), Payroll Status (Active), Action (Pay Rate Change), Reason (Ripple), Job Indicator (Primary Job), Current.
- Continuity Status Information:** \*Continuity (03), Job Security, Guaranteed Length.
- Probation:** Probation Type (Evaluation Period), Probation End Date (03/22/2023).
- Rate Exceptions:** Under Min, Over Max.
- Additional:** Working Title, FLSA Threshold Exemption (dropdown menu), Reset button.
- External Systems:** Source System (TAM), Number.
- Encumbrances:** Business Unit (UWSYS), Fiscal Year (2024), Begin Date (06/18/2023), Session (FY), End Date (06/29/2024).
- Non-Resident Alien Info:** Income Code (for 1042-S).

Navigation tabs at the bottom include: Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation.



# FLSA KB UPDATES

- KBs updated to include Department of Labor exempt salary threshold increase to \$43,888 effective 7/1/2024
- KB Resources
  - [KB 16699 Correcting and Updating FLSA Status in HRS](#)
  - [KB-99427 Reviewing and Updating FLSA Status for Employees with Multiple Job Records in HRS](#)
  - [KB-99403 Updating FLSA Threshold Exemption Field in HRS](#)



# SUMMER SERVICE/SUMMER SESSION HIRE DATES

- Hire dates for summer positions should be no earlier than the day after the Faculty Contract End Date in the spring and the day before the next Faculty Contract Begin date in the fall.
  - Example: End of Spring 2024 Faculty contract is May 19, 2024 and beginning of Fall 2024 Faculty contract is August 19, 2024; summer positions should be hired and terminated between May 20, 2024 and August 18, 2024

UWEAU: May 20, 2024  
UWGBY: May 20, 2024  
UWLAC: May 27, 2024  
UWMIL: May 20, 2024  
UWMSN: May 20, 2024  
UWOSH: May 25, 2024  
UWPKS: May 20, 2024  
UWPLT: May 21, 2024  
UWRVF: May 18, 2024  
UWSTP: May 27, 2024  
UWSTO: May 20, 2024  
UWSUP: May 27, 2024  
UWWTW: May 18, 2024





# DATA CLEANUP

- Persons of Interest (POI) in R and T departments
  - Spreadsheets are starting to be returned
  - Updates are being made to each person
    - Updating department
    - Inactivating POI
  - Verified no HRS security changes are occurring with department update
- Position inactivation process to be run May 28, 2024
  - Once process is complete, a list of inactivated positions will be produced and sent to each institution by May 31, 2024



QUESTIONS?





# Funding Pages Locked

- Budget Funding Data Entry and Direct Retro page lockout begins at 4pm on Friday, May 24 – Sunday, June 2 for:
  - Funding Rollover From FY2024 to FY2025
- Institutions will receive Final Funding Rollover Results for review on or before Friday, June 7

[Fiscal Year End Landing Page](#)



# Department/Position Level Funding

For more information:

- [Fiscal Year End Landing Page](#)
- [Funding Entry Guide](#)
- [Add or Change Department Level Funding for an Appointing Department](#)
- [Add or Change Position Level Funding for Employee's Salary Expense](#)
- [Salary Funding Levels Assigned During Payroll Processing](#)



QUESTIONS?





# NEW PAID PARENTAL LEAVE POLICY

- New policy is effective July 1, 2024
- Provides up to 6 weeks (240 hours) of paid time off following a qualifying birth or adoption
  - Allows for time to bond with their new child
  - Adjust to new family situation
  - Balance personal obligations resulting from the birth or adoptive event
- Hours are prorated by FTE at time of the qualifying event



# NEW PAID PARENTAL LEAVE POLICY

- Eligible employee types
  - All University Staff, except University Staff Temporary employees
  - Faculty, Academic Staff, Limited Appointees if:
    - Covered by the Wisconsin Retirement System (WRS) -or-
    - Expected to work at least 440 hours (21% for A-basis or 28% for C-basis) for at least one year
  - Post Doctoral Fellows who qualify for leave under [UW System Administrative Policy 1220: Postdoc Absence with Pay and Legal Holidays](#)
- Additional eligible employees (Madison Only)
  - Research Interns
  - Graduate Assistant titles
    - Teaching Assistants, Research Assistants, and Project Assistant Reader/Grader
    - Lecturer



# NEW PAID PARENTAL LEAVE POLICY

- Must have completed 6 months of continuous employment with the Universities of Wisconsin in a position(s) covered under parental leave
  - This includes periods on short work break with expectation of continuing employment for C-basis or other 9, 10, or 11-month renewable position
- If both parents are Universities of Wisconsin employees, each receives a parental leave benefit
- C-basis employees holding a summer service or summer session appointment can take during their summer contract period





# NEW PAID PARENTAL LEAVE POLICY

- Will run concurrently with FMLA/WFMLA
  - Paid parental leave time will be subtracted from the 12 weeks available under FMLA and 6 weeks available under WFMLA
- Employees may extend their leave beyond the 6 weeks provided by paid parental leave using other paid or unpaid leave
- Must be taken within 12 months following the qualifying birth or adoption
- May be taken on a continuous, intermittent, or a reduced schedule basis
- Unused parental leave cannot be banked, paid out, or donated to other employees through the catastrophic leave program



# NEW PAID PARENTAL LEAVE POLICY

- A Paid Parental Leave Request Form must be submitted to the campus/division/dept Human Resource Office with at least 30 days notice
  - An anticipated event date can be given initially
  - With unforeseen circumstances, employees must provide notice as soon as practicable
  - Campuses could delay employee use of parental leave by 30 days if proper notice was not given
- Employees must provide the actual event date after it has occurred as soon as practicable
- Campus holds Paid Parental Leave Request Form until employee provides Actual Date of qualifying event
- Employee must provide timely documentation of the qualifying event:
  - health care certification from a medical doctor,
  - birth certificate,
  - certified copy of adoption order listing the eligible employee as a parent,
  - certified copy of foreign adoption order registered in the State of Wisconsin, or
  - comparable official or professional documentation



# NEW PAID PARENTAL LEAVE POLICY

- Approved Paid Parental Leave Forms with the confirmed birth or adoption date should be forwarded to UW-Shared Services, [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)
  - UW-Shared Services will set the trigger in HRS generating the parental leave balance
  - Only the approved Paid Parental Leave Form should be submitted to UW-Shared Services, campus keeps all documentation
  - Madison will handle their triggers



# NEW PAID PARENTAL LEAVE POLICY



## Paid Parental Leave Request Form

[UW System Administrative Policy 1221: Paid Parental Leave](#) provides Eligible Employees with up to 6 (six) weeks of paid time off following a qualifying birth or adoptive event to allow for time to bond with their new child, adjust to their new family situation, and balance personal obligations that result from a birth or adoptive event.

The Paid Parental Leave Policy exceeds any legal requirement. This policy will run concurrently with Family & Medical Leave Act (FMLA) and Wisconsin Family & Medical Leave Act (WFMLA) leave in cases where an eligible employee is also eligible for FMLA or WFMLA leave. Employees do not need to qualify for FMLA or WFMLA to be eligible to use Paid Parental Leave.

### Instructions

Complete and submit this form\* to your [institution Human Resources Contact](#). Provide *required documentation* of the qualifying event as soon as is practical. Forms of documentation may include: a health care certification from a medical doctor, a birth certificate, a certified copy of an adoption order listing the eligible employee as a parent, a certified copy of a foreign adoption order registered in the State of Wisconsin, or a comparable official or professional documentation.

\*An eligible employee must submit a completed Paid Parental Leave Request Form **at least 30 calendar days in advance of the Paid Parental Leave start date**. If 30 days' notice is not given, the availability of the leave, if approved, may be delayed by up to 30 days after the Paid Parental Leave Request Form is received. If you are employed at multiple institutions work you must work with your supervisor and Human Resources Contact at each institution to apply for Paid Parental Leave.

### Section A: Personal Information (completed by employee)

Name (First Name, Middle Initial, Last Name):		Today's Date:
Employee ID:	Institution:	Division/Department:
Email Address During Leave:	Phone Number During Leave:	

### Section B: Qualifying Event (completed by employee)

#### Select your qualifying event:

- Birth of your child.
- Adoption of a child under 18 years of age.
- Adoption of a child 18 years or older with a physical or mental disability (additional paperwork required)

Have you been approved for Paid Parental Leave in the last 12 months?  Yes\*  No

\*If Yes: Indicate the date of your prior qualifying event: \_\_\_\_\_  
(mm/dd/yyyy)

### Section C: Anticipated and Actual Dates of Leave (completed by employee)

Event	Anticipated Date	Actual Date (May be completed by your Human Resources representative at your institution)
Date of birth or placement		
Date use of Paid Parental Leave begins		
Date use of Paid Parental Leave <u>concludes</u> (Paid Parental Leave must be used within 12 months following the birth or adoption)		
Date requesting to return to work (Approval may be required. Leave may be extended using other leave types.)		



## Paid Parental Leave Request Form

### Requested method of using Paid Parental Leave:

- Continuous Leave  Reduced Work Schedule\*  Intermittent Leave\*

\*Describe Reduced Work Schedule or plans for Intermittent Leave.

### Check one of the following:

- I have discussed my plans to take leave with my supervisor.  
 I have not yet shared my need for leave with my supervisor but understand that my institution Human Resources representative will coordinate with my supervisor for work coverage.

### Section D: Employee Signature (completed by employee)

By completing this form, I acknowledge that I have read and understand all provisions as outlined in [UW System Administrative Policy 1221: Paid Parental Leave](#). I certify that all statements made in this application are true and correct to the best of my knowledge. I will inform my Human Resources representative at my institution of my actual date of leave.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type or print name: \_\_\_\_\_

You will receive a notification upon approval or denial of your request.

For questions on Paid Parental Leave reach out to your [Benefits Contact](#).

Employee: Submit completed Paid Parental Leave Request Form to your [institution Human Resources Contact](#).

### Section E: Institution Resources Representative

Confirm employee's eligibility for Paid Parental Leave.

- The employee is one of the employee types as outlined in [UW System Administrative Policy 1221: Paid Parental Leave](#), section 6.A.1.a.
- The employee or the employee's spouse/partner has a qualifying event as defined in [UW System Administrative Policy 1221: Paid Parental Leave](#).  Documentation Received (as soon as practical after the qualifying event).
- The employee has completed six months of continuous employment with the Universities of Wisconsin, in position(s) that are eligible for Paid Parental Leave.
- The employee has not claimed another qualifying event for which Paid Parental Leave was granted in the 12 months preceding the anticipated date of the qualifying event for which this leave application is made.

Signature indicates you have reviewed [UW System Administrative Policy 1221: Paid Parental Leave](#) and the employee meets all eligibility requirements as outlined in the policy.

Institution HR Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type or print name: \_\_\_\_\_

Institution Human Resources Representative: Submit completed form to [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu).

### Section F: Notes (completed by Institution Human Resources Representative)

If request was denied indicate reason:



# NEW PAID PARENTAL LEAVE POLICY

## What will leave administrators see?

- The 'UWS PPL6 BEGIN' absence take type on the Absence Event page will serve as the trigger generating the parental leave allocation
- The Begin Date, End Date, and Original Begin Date fields will be the qualifying birth or adoption event date
  - For C-basis employees who have a qualifying event during the summer short work break:
    - The Begin Date and End Date will be the fall academic contract begin date of their campus
    - The Original Begin Date will be the birth or adoption event date
- The 12-month window to use paid parental leave starts from the Original Begin Date



# NEW PAID PARENTAL LEAVE POLICY

**UW UNIVERSITY OF WISCONSIN SYSTEM** **Absence Event** New Window | Help | Personalize Page

Absence Event Entry

Empl Record 0

From 05/22/2023 Through 10/17/2024 Refresh

Absence Events Personalize | Find | View All | First 1-10 of 37 Last

Description	*Absence Take	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Attachment	Entry Source	Workflow Status
Begin 6 wk Paid Parental Leave	UWS PPL6 BEGIN	07/01/2024	07/01/2024		Normal	<input type="checkbox"/>	07/01/2024	Details	View/Add	Administrator Absence Event	Approved
Convert Vac to Banked LV (CLS)	UWS C VNCVSB TAKE	12/09/2023	12/09/2023		Normal	<input type="checkbox"/>	12/09/2023	Details	View/Add	Employee Absence Request	Approved
Vacation (CLS)	UWS C VN TAKE	06/16/2023	06/16/2023	1.75	Normal	<input type="checkbox"/>	06/16/2023	Details	View/Add	Employee Absence Request	Approved
Vacation (CLS)	UWS C VN TAKE	07/03/2023	07/03/2023	8.00	Normal	<input type="checkbox"/>	07/03/2023	Details	View/Add	Employee Absence Request	Approved
Vacation (CLS)	UWS C VN TAKE	07/27/2023	07/27/2023	3.00	Normal	<input type="checkbox"/>	07/27/2023	Details	View/Add	Employee Absence Request	Approved
Vacation (CLS)	UWS C VN TAKE	08/18/2023	08/18/2023	5.00	Normal	<input type="checkbox"/>	08/18/2023	Details	View/Add	Employee Absence Request	Approved
Vacation (CLS)	UWS C VN TAKE	08/21/2023	08/21/2023	8.00	Normal	<input type="checkbox"/>	08/21/2023	Details	View/Add	Employee Absence Request	Approved
Vacation (CLS)	UWS C VN TAKE	08/22/2023	08/22/2023	8.00	Normal	<input type="checkbox"/>	08/22/2023	Details	View/Add	Employee Absence Request	Approved
Vacation (CLS)	UWS C VN TAKE	08/23/2023	08/23/2023	8.00	Normal	<input type="checkbox"/>	08/23/2023	Details	View/Add	Employee Absence Request	Approved
Vacation (CLS)	UWS C VN TAKE	08/24/2023	08/24/2023	8.00	Normal	<input type="checkbox"/>	08/24/2023	Details	View/Add	Employee Absence Request	Approved

Save Return to Search Previous in List Next in List Notify Refresh



# NEW PAID PARENTAL LEAVE POLICY

UW UNIVERSITY OF WISCONSIN SYSTEM

Calendar Results | Accumulators | Supporting Elements

Employee [REDACTED] Empl Record 0  
Calendar ID HPR 202407A Pay Group HPR Perm/Proj Non-Foreign Natl

**Calendar Information** [Find](#) | [View All](#)

Calendar Group ID 202407A Description 202407A  
Segment Number 1 Version 1 Revision 1  
Gross Result Value 0.000000 USD Net Result Value 0.000000 USD

**Accumulators** [Personalize](#) | [Find](#) | [View 5](#) | [Print](#) | [Filter](#)

Accumulator Results | User Keys

Period	Element Name	Amount	Description	From
Calendar Period	UWS AC VN PAID HRS	80.000000	Cls Vac Paid Hours	03/24/20:
Year to Date	UWS PPL BGN DT DD	1.000000	Paid Parental Leave BGN DT DD	07/01/20:
Year to Date	UWS PPL BGN DT MM	7.000000	Paid Parental Leave BGN DT MM	07/01/20:
Year to Date	UWS PPL BGN DT YY	2024.000000	Paid Parental Leave BGN DT YY	07/01/20:
Year to Date	UWS PPL END DT DD	30.000000	Paid Parental Leave END DT DD	07/01/20:
Year to Date	UWS PPL END DT MM	6.000000	Paid Parental Leave END DT MM	07/01/20:
Year to Date	UWS PPL END DT YY	2025.000000	Paid Parental Leave END DT YY	07/01/20:
Year to Date	UWS PPL WKCT	6.000000	Paid Parental Leave Week Count	07/01/20:
Year to Date	UWS U INTR ALRACT	0.000000	Interim Year Alra Count	07/01/20:

- Results by Calendar accumulators will appear after an absence calc processes the UWS PPL6 BEGIN take (10am, 2pm, or overnight calc)



# NEW PAID PARENTAL LEAVE POLICY

## For Employees:

- Paid parental leave balances will appear in a special grid in self-service after an overnight refresh
- The grid will remain displayed during the 12-month window the parental leave is available
- Usage will be entered as 'Paid Parental Leave'
  - Timesheet
  - Request Absence
- Tipsheets to assist employees will be posted July 1, 2024 on the [Time and Absence Help Page](#)





# NEW PAID PARENTAL LEAVE POLICY

Select Another Timesheet

\*View By: Calendar Period  
\*Date: 06/30/2024  
Scheduled Hours: 0.00  
Reported Hours: 0.00

From 06/30/2024 to 07/13/2024

Select for Delete	Date	Status	Quantity	Time / Absence Code	Sched Hrs	Comp Time
<input type="checkbox"/>	Sun 6/30				0.00	<input type="checkbox"/>
<input type="checkbox"/>	Mon 7/1		8.00	Paid Parental Leave	0.00	
<input type="checkbox"/>	Tue 7/2			ECT15 - Exempt Comp Time Earned 1.5	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Wed 7/3			EN045 - Exempt Night Differential	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Thu 7/4			EN140 - Exempt Night Diff Nurse Sup	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Fri 7/5			EOT15 - Exempt Overtime 1.5	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Sat 7/6			ER140 - Exempt Nurse Resp 1.40	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Sun 7/7			EW050 - Exempt Weekend Diff	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Mon 7/8			EW100 - Exempt Vet Tech Weekend Diff A	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Tue 7/9			%REDF - Pd % Reduction - Furlough	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Wed 7/10			INCLP - Inclement Weather with pay	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Thu 7/11			K9OT1 - K9 Overtime (Straight time)	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Fri 7/12			OT050 - Overtime .5	0.00	<input type="checkbox"/>
<input type="checkbox"/>	Sat 7/13			RA115 - Nurse Responsibility Pay 1.15	0.00	<input type="checkbox"/>
				TRMCT - Term Pay-Comp Time	0.00	<input type="checkbox"/>

Banked Leave-Sabbatical (CLS)  
Jury Duty (CLS)  
Leave w/o Pay (CLS)  
Legal Holiday (CLS)  
**Paid Parental Leave**

Summary Payable Time Absence Balances Exceptions  
Reported Time Summary  
Category  
Total Reported Hours

1-4 of 4  
Week 2 (7/7-7/13)



# NEW PAID PARENTAL LEAVE POLICY

## Request Absence

Note that ALRA conversion takes must be entered between the dates of 7/1/2024 and 9/30/2024.  
No Leave Taken must be entered via the No Leave Taken Reporting tab.

**i** Changing the Absence Name will clear the detailed information associated.

\*Absence Name

Reason

Hours Per Day

\*Start Date

End Date

Duration  Hours

Entry Type

Comments





# NEW PAID PARENTAL LEAVE POLICY

Summary Payable Time **Absence Balances** Exceptions

Display Balances for Job 0 - Financial Specialist II

\*Display Balances for Year 2024 \*and Period 07/13/2024 - 07A

**Posted Leave Balances as of 06/29/2024 for Period Ending 06/29/2024 - 06C**

Leave Type	Beg Earn Balance	Earned	Used/Adj	Ending Earned Balance	Available Balance
Vacation	30.53	6.11	0.00	36.64	160.00
Vacation Carryover	41.00		0.00	41.00	41.00
Sick	1094.08	5.00	0.00	1099.08	1099.08
Sick YTD	25.00	5.00	0.00	30.00	
Banked Leave	120.00		0.00	120.00	120.00
Pers-Holiday	0.00	0.00	0.00	0.00	0.00
Legal-Holiday	0.00	0.00	0.00	0.00	56.00
Comp-Time	0.00	0.00	0.00	0.00	0.00
Comp-Time Carryover	0.00		0.00	0.00	0.00

**Parental Leave for 07/01/2024 to 06/30/2025 as of 07/06/2024**

Beginning Allocation	Usage/Adj	Current Balance	Future Usage	Future Balance
240.00	0.00	240.00	0.00	240.00

**Projected Balances for June 30 to July 13 - 07A as of 07/13/2024**

Leave Type	Prior Usage/Adj	Beginning Balance	Current Usage	Current Balance	Future Usage	Future Balance
Vacation	0.00	160.00	0.00	160.00	0.00	160.00
Vacation Carryover	0.00	41.00	0.00	41.00	0.00	41.00
Sick	0.00	1099.08	0.00	1104.08	0.00	1104.08
Sick YTD	0.00	30.00	0.00	35.00	0.00	35.00
Banked Leave	0.00	120.00	0.00	120.00	0.00	120.00
Pers-Holiday	0.00	0.00	0.00	0.00	0.00	0.00
Legal-Holiday	0.00	56.00	0.00	56.00	0.00	56.00



# NEW PAID PARENTAL LEAVE POLICY

## Exceptions:

- C-basis employees will not be able to enter their own paid parental leave takes on summer service or summer session appointments
  - Employees can be referred directly to UW-Shared Services for assistance
  - Leave administrators will also have access
  - Paid parental leave usage fulfills the summer leave reporting requirement



# NEW PAID PARENTAL LEAVE POLICY

For Supervisors:

- Paid parental leave will have the same approval process as other leave types
- Takes will be presented for approval on the Time and Absence MSS Dashboard and the Manager Approvals tile



# PAID PARENTAL LEAVE RESOURCES

## Policies:

- [UW System Administrative Policy 1221 Paid Parental Leave](#)
- [UW System Administrative Policy 1220 - Postdoc Absence with Pay and Legal Holidays](#)
- [Madison Paid Parental Leave Policy](#)
- [Madison Postdoc Absence With Pay & Legal Holidays](#)

## FAQ:

- [Universities of Wisconsin Paid Parental Leave FAQ](#)
- [Madison Parental Leave Fact Sheet](#)



# PAID PARENTAL LEAVE RESOURCES

- [Universities of Wisconsin Paid Parental Leave Request Form](#)
- [Universities of Wisconsin Employee Benefits - Leave Plans](#)
- [Time and Absence Help Page](#)



QUESTIONS?







# MYUW PORTAL TRANSITION

- Update effective June 11, 2024
- URL will remain unchanged: [my.wisconsin.edu](https://my.wisconsin.edu)
- Portal article has been posted
- Demo of new page



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, please email  
[uwss-svc.CampusCallSlides@uwss.wisconsin.edu](mailto:uwss-svc.CampusCallSlides@uwss.wisconsin.edu)



THANK YOU