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# **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

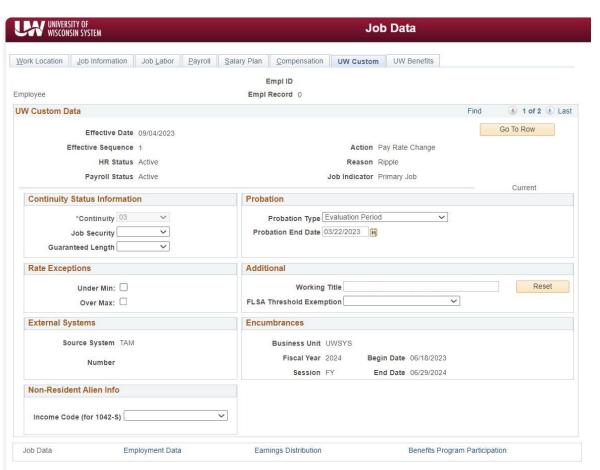


# FLSA THRESHOLD EXEMPTION ON UW CUSTOM TAB

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)





# 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 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



- 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 <u>UW System</u>
     <u>Administrative Policy 1220: Postdoc Absence with Pay and Legal Holidays</u>
- Additional eligible employees (Madison Only)
  - Research Interns
  - Graduate Assistant titles
    - Teaching Assistants, Research Assistants, and Project Assistant Reader/Grader
    - Lecturer



- 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



- 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



- 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



- Approved Paid Parental Leave Forms with the confirmed birth or adoption date should be forwarded to UW-Shared Services, <u>serviceoperations@uwss.wisconsin.edu</u>
  - 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





**Paid Parental Leave Request Form** 

<u>UW System Administrative Policy 1221: Paid Parental Leave</u> 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 <u>institution Human Resources Contact</u>. 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:
Name (First Name, Miloure mittal, Last Name).		Today 3 Date.
Employee ID:	Institution:	Division/Department:
Email Address During Leave:	I	Phone Number During Leave:
Section B: Qualifying Event	completed by employee)	
Select your qualifying event	:	
<ul> <li>Birth of your child.</li> </ul>		
<ul> <li>Adoption of a child und</li> </ul>	er 18 years of age.	
		or mental disability (additional paperwork required)
☐ Adoption of a child 18 y	ears or older with a physical	or mental disability (additional paperwork required)
☐ Adoption of a child 18 y  Have you been approved for	ears or older with a physical	ast 12 months? ☐ Yes* ☐ No

	A -2.1 - 1B -	4 - 15 -
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 concludes		
(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 <u>UW System Administrative Policy 1221: Paid Parental Leave</u> . 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 <u>institution Human Resources Contact</u> .
Employee: Submit completed Paid Parental Leave Request Form to your <u>institution Human Resources Contact</u> .  Section E: Institution Resources Representative
Section E: Institution Resources Representative  Confirm employee's eligibility for Paid Parental Leave.  The employee is one of the employee types as outlined in <a href="UW System Administrative Policy 1221: Paid Parental Leave">UW System Administrative Policy 1221: Paid Parental Leave</a> , section 6.A.1.a.  The employee or the employee's spouse/partner has a qualifying event as defined in <a href="UW System Administrative">UW System Administrative</a> 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.
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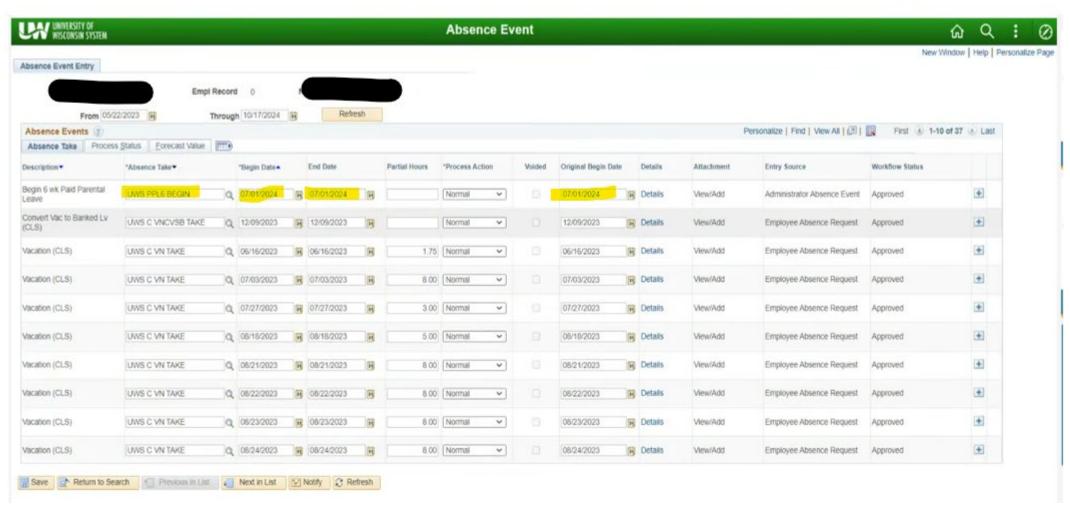
Rev 05/2024 1 of 2 Rev 05/2024 2 of 2



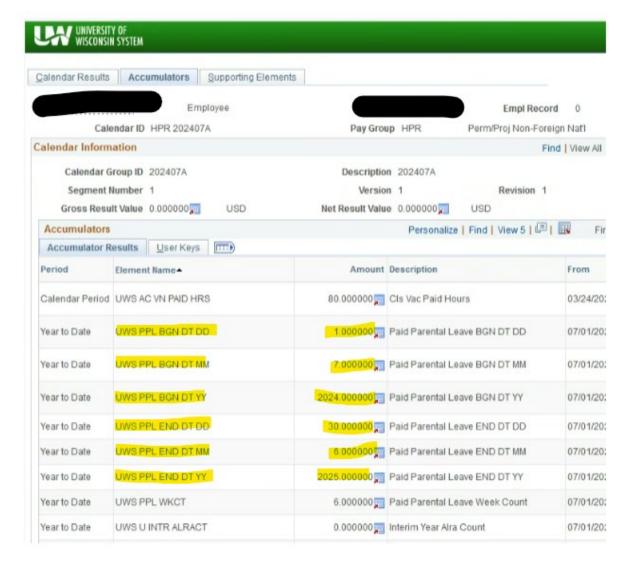
#### What will leave administrators see?

- 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









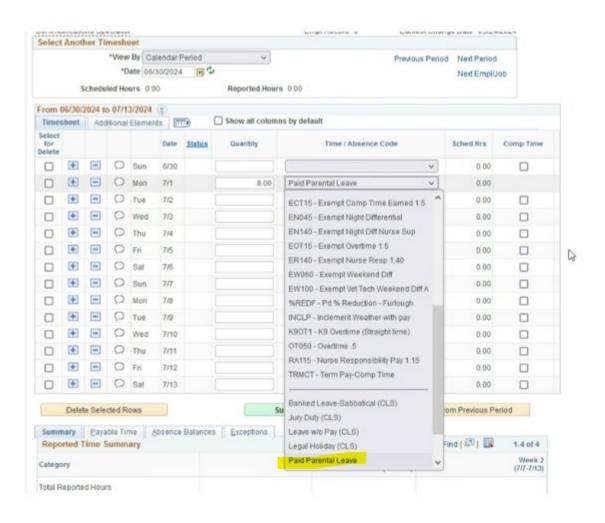
 Results by Calendar accumulators will appear after an absence calc processes the UWS PPL6 BEGIN take (10am, 2pm, or overnight calc)



# 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 <u>Time and Absence Help Page</u>







#### Request Absence

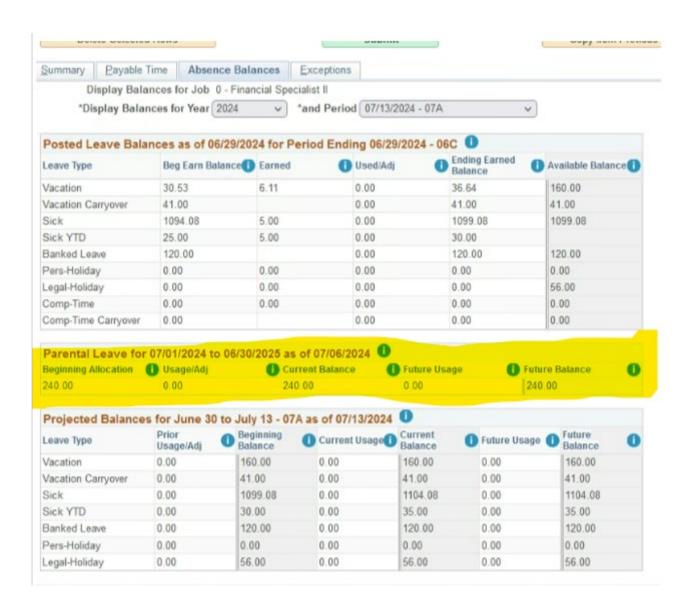
Note that ALRA conversion takes must be entered between the dates of 7/1/2024 and 9/30/2024. No Leave Taken must be entered via the No Leave Taken Reporting tab.

Changing the Absence Name will clear the detailed information associated.











## 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



## 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:

- <u>UW System Administrative Policy 1221 Paid Parental Leave</u>
- <u>UW System Administrative Policy 1220 Postdoc Absence with Pay</u> 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

- <u>Universities of Wisconsin Paid Parental Leave Request</u> Form
- <u>Universities of Wisconsin Employee Benefits Leave Plans</u>
- Time and Absence Help Page



# QUESTIONS?





# MYUW PORTAL TRANSITION

- Update effective June 11, 2024
- URL will remain unchanged: 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, 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 <a href="mailto:uwss-svc.CampusCallSlides@uwss.wisconsin.edu">uwss-svc.CampusCallSlides@uwss.wisconsin.edu</a>





**THANK YOU**