



INSTITUTION ADMINISTRATOR CALL

June 20, 2024



AGENDA

- Portal Articles
- Upcoming Trainings
- HR Summer Processing Timeline
- Data Cleanup
- Sup Org Workshop
- MyUW Portal Transition
- Mandatory Training – Title IX
- Paid Parental Leave Policy



PORTAL ARTICLES

Recently Posted

- [Submit Leave Reports by June 30, 2024](#)
Faculty, Academic Staff & Limited Appointees must submit monthly leave reports.
- [New Paid Parental Leave Policy Effective July 1, 2024](#)
A new Paid Parental Leave policy will provide eligible employees with up to six weeks (240 hours) of paid time off within a 12-month period following a qualifying birth or adoptive event.
- [Employee Well-Being Webinars](#)
Take care of your well-being by increasing your knowledge through webinars.

Upcoming Articles

- Well Wisconsin Program Identifies Health Risks for Universities of Wisconsin Participants
- Bank Unused Vacation Hours
- Beneficiary Designation Reminder



UPCOMING TRAININGS

- TAM
 - Recruiting in TAM
- Friday, June 21, 8:30am-4pm (remote)

[My Learning Path](#)



HR SUMMER PROCESSING TIMELINE

A & H Basis Raise to Campus Minimum Population sent to Institution	Tuesday, June 25, 2024
A & H Basis Raise to Campus Minimum Job Data Load	Friday, June 28, 2024
A & H Basis Raise to Campus Minimum Letters Distributed & ePfile upload	Friday, June 28, 2024
A & H Basis Raise to Campus Minimum Output Files sent to Institutions	Friday, June 28, 2024
FLSA Updates – move to non-exempt, pay rate adjustment, and/or threshold exemption updates	Monday, July 1 – Tuesday, July 2, 2024
FLSA Letters Distributed & ePfile upload– move to non-exempt; pay rate adjustment	Monday, July 1 – Tuesday, July 2, 2024



DATA CLEANUP

- Position of Trust
 - Initial cleanup will focus on CP, CJ, FA, AS and LI empl classes
- Auditing employees in those empl classes who are missing a person assignment checklist
 - Employees without a checklist will not have a Position of Trust selection in HRS
- UWSS will create person assignment checklist for all employees missing one, using POTN (Position of Trust – No)
 - List will be sent to campuses to review these employees to determine if any of them should be updated to a different POT selection (POTY, POT4, POT2)



SUPERVISORY ORGANIZATION (SUP ORG) WORKSHOP

- Scheduled for June 27, 2024
 - Time has changed to 12:30pm to 2pm
- Invite has a link to the ATP Sup Org page
 - Recommend reviewing prior to the workshop to familiarize yourself with Sup Orgs
- Workshop Audience: recommended for anyone working directly with the creation and maintenance of Sup Orgs (“Reports To” in HRS)
 - Anyone is welcome to attend



QUESTIONS?





MYUW PORTAL TRANSITION

- New portal launch date is Monday 6/24 after work hours
- URL will remain unchanged: my.wisconsin.edu
- All documentation has been updated to reflect the new navigations
 - Employee facing tip sheets
 - External KB documents



MANDATORY EMPLOYEE TRAINING – TITLE IX COURSE

- Due to new Title IX regulations, the current Title IX course will be changing, including additional training requirements.
- To help prepare for changes expected in August, Title IX course notifications and reminders have been stopped.
- More information on the new training requirements will be coming over the next few weeks as things are finalized.



QUESTIONS?





NEW PAID PARENTAL LEAVE POLICY

- New policy is effective July 1, 2024: APPROVED
- 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

- HR/Leave Administrator Process Overview – available soon
 - Outlines
 - Campus processes
 - Universities of Wisconsin Office of Human Resources responsibilities
 - UW-Shared Services responsibilities



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](#)

FAQs:

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



PAID PARENTAL LEAVE RESOURCES

- Resources:
 - [Universities of Wisconsin Employee Benefits - Leave Plans web page](#)
 - [Universities of Wisconsin Paid Parental Leave Request Form](#)
 - [Time and Absence Help Page](#)
 - [HR/Leave Administrator Process Overview](#) (available soon)



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