1. **How early can we add person, job, and position data changes in HRS?**

The best practice when hiring is to **not** enter hires into HRS earlier than 30 days in advance. See the HR Policy regarding the criminal background check policy for more information (https://kb.wisc.edu/ohr/policies/page.php?id=53234).

Changes to person, job, and position job data can be made in HRS up to one year in advance. Future dated rows are fine, and there is no significant impact with crossing years (calendar, fiscal, and tax years). There are occasionally issues with the JEMS interface when hires are entered with future dates for which there isn’t a calendar setup in HRS for that time period. But, this is fairly uncommon.

2. **Are there risks with entering person, job, and position data changes prior to the effective date of the change?**

There are pros and cons to entering in person, job, and position data changes in advance. If you need to make job or position data changes in HRS prior to the effective date, there is a possibility that consultation and/or support from OHR or AG1 will be required. If there are no other job or position data changes that need to be made prior to the effective, there are no impacts.

3. **Which types of future dated rows do divisions have authority to delete in order to enter current rows? Sometimes the Service Center says we can delete, and sometimes we’re told we’re not supposed to.**

Future dated rows can be deleted. However, deleting the row doesn’t delete the corresponding things that row triggered in other modules (e.g. term event in benefits). If the future dated row is entered and deleted in the same day (i.e. no overnight processing has occurred), deleting is fine with no impacts.

4. **Is there a documented policy that states how far in advance you can enter changes into HRS?**

There is no written policy.

5. **Will divisions get “dinged” in some way if late entries occur with student hourly job changes or hires?**

It is important for timely entry of data into HRS to minimize the negative impacts to employees. There will be metrics shared with campus leadership throughout the year.

6. **Can new employees be entered into HRS prior to having the Criminal Background Check (CBC) completed?**

Employees can be entered in HRS prior to the CBC being completed. It will be important to have this added by the Division HR office or through AG1 once completed. The CBC date can be updated in HRS prior to the employee starting without contact AG1. Check with your Division HR Office to determine what your unit’s business process is regarding CBC and hiring employees.
7. For EJED extensions, slide # 15 from the BAS trainings indicates that we are to notify benefits@ohr.wisc.edu. Are we supposed to do so every time, or just in some circumstances such as when an EJED extension also requires a continuity code change? Would the Service Center also need to be notified? Please clarify as we do many EJED extensions.

If the EJED needs to be changed, there may be benefits impacts. For example, late entry of the EJED extension may result in benefits terming, which can create unnecessary hardships to the employee. If you are unsure if the EJED change will impact benefits, contact benefits@ohr.wisc.edu.

8. Is the social security number a required/key data field?

The National ID field (e.g. social security number, Individual Tax ID number, or UW Reporting ID) is a required field for the implementation of BAS. If the National ID field is not completed at the time of hire, the department and/or division HR office needs to update this field. Review HRS KnowledgeBase document 33384 for more information on how to manage National ID Type field in HRS.

9. How do we get the marital status for the employee?

As a best practice, employees should review and update their MyUW portal information upon hire and annually.

10. What are all the data points that are sent to Employee Trust Funds?

ETF is continuing to update the file specification and data elements. The file specifications are public record and available on the ETF Website (http://etf.wi.gov/employers/myetf-employers.htm). The available specs are under the Library/Resources tab.

11. How are we supposed to catch when people terminate in HRS when supervisors don’t tell human resources?

Departments and Divisions should be reviewing their business processes for termination notices. There is an Expected Job End Date (EJED) best practices document as a support resource.

12. When is the termination date entered in HRS for appointments that have an expected job end date entered?

The process runs nightly and looks for the current EJEDs. This process also looks for retro EJED that may have been entered. Also, before we create paysheets for the monthly payroll process, we run the EJED for the rest of the month to prevent overpayment on the monthly payroll. Depending on the calc schedule this can be earlier in some months than others.
13. When terming student hourlies, right now HRS does an automatic look-back to see if there’s been payroll activity within the last six months. If not, HRS auto-terms the appointment. Should that look-back period now be 30 days instead to coincide with the parameters of what constitutes a late entry?

At this time, we would not want to have HRS auto-terminate people at the 30-day mark. This could create rehire entry issues for several employment classifications.

14. What event triggers the sending of COBRA notices for fixed-term terminal appointments? When in each month does this COBRA-triggering event occur?

Currently, notices are sent out 14 after an employee notifies the employer. This means that COBRA notices may be received by the employee prior to their actual termination date in HRS.

The COBRA notification process will be taken on by the UW Service Center. Their process will send out the COBRA notification based on the termination date in HRS.

15. What are the ramifications for not entering data into HRS timely?

Employee Impacts:

- Employee is not legally eligible to work and may be terminated (e.g. Criminal Background Check, I-9, Visa)
- International Employee may be in violation of their immigration status
- Employee may be paid or taxed incorrectly
- Employee is not able to set up Direct Deposit
- Deductions are not set up timely
- Employees perception of UW is tarnished
- Missed 30-day benefit enrollment deadlines
- Annual Base Benefit Rates (ABBR), premiums, and coverage amounts could be incorrect
- Inability to use eBenefits (Self Service)
- Retirement benefits can be impacted for the employee
- Employee receives a COBRA notice late - UW out of compliance with federal law
- Employee benefits could be terminated in HRS and with vendors
- Employees having to repay benefit premiums
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Department/Division Impacts:

- Departments or Divisions may have to amend or retract job offer due to business process not being followed
- Failed Criminal Background Checks
- Legal risk of having people working without active appointments or appointment letters
- The Department/Division is not in compliance with Federal I-9 requirements, FLSA legal requirements, Affordable Care Act (ACA), Payroll Audits, or COBRA (e.g., fines, terminations)
- The Department/Division must work with upset employees (e.g. benefits eligibility, premium rates, coverage dates and amounts, payroll issues, COBRA messages sent in error)
- Payroll errors need to be corrected (e.g. underpayments and overpayments)
- Incorrect reporting to WRS resulting in interest expense (e.g. billed back to Divisions)
- Benefit premiums may be refunded in error (e.g. potential financial hardship)
- Benefits continue in error and become an expense to UW

16. Does BAS implementation apply to Student Hourly (SH) appointments too?
The BAS requirements for data points and late entry apply to student help (SH) appointments. Leave of absence entry and Adjusted Continuous Service Date requirements do not apply to student help appointments.

17. Is there a way for a reminder to be sent out for employees to update their MyUW portal?
OHR will send out reminders via the Working @ UW newsletter and via email reminders to Division HR Representatives. Division HR office staff are responsible for sharing this information with their departments.

18. Does updating the continuity codes impact BAS?
Possibly. Continuity is one of the factors for determining ben eligibility, which may impact BAS reporting/handling.

19. Is there a policy of when the JEMS JOB Change transactions should be submitted?
Job and position data change requests may require several approvers before it is entered into HRS. As a best practice, it is important for those who enter in JEMS Job Change requests and those who enter in the changes directly into HRS to understand what their business process workflow is.
ADJUSTED CONTINUOUS SERVICE DATE QUESTIONS (ACSD)

20. When does this requirement start?

Beginning on November 8th, 2017, the Adjusted Continuous Service Date will be a required field in JEMS hire at the Division level. It will continue to be reviewed at the time of an employee retiring. Divisions will need to begin using the HRS - ACSD WED report beginning Dec 1, 2017.

21. When does the Adjusted Continuous Service Date need to be entered?

Employees who are WRS eligible (FA, AS, LI, and Paid OT staff) require an ACSD.

22. What is the ACSD when a FAASLI employee has retired and returns to the UW as a rehired annuitant within their reinstatement period but their current appointment is not leave eligible and they are not electing WRS?

Enter the ACSD that was certified on their Sick Leave Certificate. You can email benefits@ohr.wisc.edu to request this date. If, and when, the employee becomes leave/WRS eligible, the ACSD should be adjusted accordingly.

23. What is the ACSD when a FAASLI employee is rehired and they are outside of their reinstatement period and their new appointment is not leave/WRS eligible:

Enter the start date of their new appointment as their ACSD.

24. Are the requirements for WRS eligibility, FAASLI sick leave eligibility, and benefits eligibility the same?

No, they are not the same. Review the following policies for eligibility requirements:

- Sick Leave Eligibility - https://kb.wisc.edu/ohr/policies/page.php?id=53366

25. How do we determine all prior service? Many times, employees don’t know if they have previous years of service.

Departments and/or Divisions should be communicating with employees at the time of hire to determine whether they have prior service. This may include reviewing employees personal transfer records, reviewing resumes, accessing the query library, contacting Madison Benefit Services, reviewing ETF one portal, or contacting other state agencies (http://www.wisconsin.gov/Pages/AllAgencies.aspx).
26. **For ACSD, could divisions get a list of WRS employers?**

For ACSD, you should be reviewing whether an employee has prior eligible service with another Wisconsin state agency [http://www.wisconsin.gov/Pages/AllAgencies.aspx](http://www.wisconsin.gov/Pages/AllAgencies.aspx). There are Wisconsin employers that participate in the WRS that are not considered state agencies and employment that does not count towards ACSD.

27. **Can there be a Query Library report be written to help with the calculation of the ACSD?**

There currently is not a report that can pull this information. Departments and Divisions should be reviewing employee information in HRS and their application materials to determine if they have other years of service. Divisions can contact their Workforce Relations specialist if they need assistance in determining an employee’s ACSD.

28. **Can we get access to the Employee Trust Funds website?**

Division HR offices can contact benefits@ohr.wisc.edu to request View Only access to the ETF One portal. This access is granted until BAS implementation due to current technical restraints – we are working on a future state plan.

29. **Should we contact Madison Benefit Services or Workforce Relations for Employee Trust Funds service checks?**

Departments and/or Divisions should continue to contact Madison Benefit Services for ETF One information. Divisions can request access for central access to ETF One from MBS. Departments should contact their Division HR offices for ETF one information.

Once Departments and/or Divisions have exhausted all resources and still have questions - contact OHR Workforce Relations.

30. **Are the dates that are obtained via Madison Benefit Services the same as the ACSD?**

Madison Benefits Services can complete a previous service check of an employee. They can provide a screenshot of the ETF One portal which shows prior state service and prior WRS creditable service. Additional details about the state service appointments may need to be obtained and analysis will need to be done to determine the ACSD.

31. **What is the Other (OT) employment classification?**

The Other (OT) employment classification includes titles, some paid and unpaid, in a non-WRS eligible category. The titles are restricted in use for defined purposes, upon approval by the Office of Human Resource. For more information on job titles in this classification refer to - https://www.ohr.wisc.edu/polproced/UTG/OtherApptT.html.
32. What does FAASLI stand for?
Faculty, Academic Staff and Limited Appointees
*See [HRS KnowledgeBase document 15813](http://etf.wi.gov/members/benefits_creditable_svc.htm) for more information regarding employment classifications.

33. Is the Madison Benefit Services look backs the date we should use?
Madison Benefits Services conducts WRS look backs to determine if an employee who didn’t fall under the WRS initially has met the requirements and should go under WRS. The look back can occur around the one-year employment anniversary or when an expectation occurs (i.e. FTE change, change to job end date, etc.). The date an employee falls under WRS at UW-Madison may be different than their ACSD, which may include prior eligible state service.

34. What if an employee informs their HR office that their ACSD is wrong?
Department and Division HR offices should review and make corrections if necessary. Divisions should contact OHR Workforce Relations with complex questions.

35. Can an employee buy back service? How would that impact the ACSD?
- Employees may be able to buy back WRS creditable service ([http://etf.wi.gov/members/benefits_creditable_svc.htm](http://etf.wi.gov/members/benefits_creditable_svc.htm)).
- Employees are not able to buy back service to impact their ACSD.

36. Who is entering in the ACSD now? Why is this being pushed down to the departments?
Currently, Divisions have been entering ACSD for University staff. The new BAS requirements now include entering in the ACSD for FAASLI appointments, which no one has been doing.
LEAVES OF ABSENCE QUESTIONS

37. What should we do for those already on a leave? Are we required to enter the LOA into HRS?

All leaves beginning on or after December 1, 2017 must be recorded in HRS.

38. If an expected return date from a leave is tentative, should it be entered anyway? What is the process to correct dates that have been entered and should they just keep updating this field? Does it require AG1 to assist?

The date can be entered in the “Expected Return Date” field. This is a “soft” date and does not add job data rows. Return from Leave rows should not be entered in Job Data until the date is confirmed. Updating the “Expected Return Date” field does not require AG involvement and will not impact BAS. Correcting a RFL job data row would need AG assistance and would be a manual correction for BAS.

39. When does this requirement start?

HRS entry of LOAs may begin now and will be required beginning December 1, 2017.

40. Is there a strategy for how we should record certain types of leave (e.g. maternity leave)?

Wait to enter until you have confirmed dates, otherwise this will require tickets to AG1. A best practice is to have a process in place to communicate upcoming leave and confirmation of dates of when the leave actually begins.

41. Why does ETF mandate paid leave of absence entries?

ETF’s reasoning was not shared with the state and local employers, just that it is required.

42. What is considered an intermittent leave of absence? Do we have to record all start and end dates?

Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. Intermittent FMLA leave is approved by the Divisional Disability Representative (DDR). The begin date and the end date of an employee’s intermittent FMLA will be entered into HRS. Each day that the employee is absent using their intermittent FMLA is entered using absence management.

43. Is there a report available for the “expected return date” field? If no, could one be created?
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There is a query in the Query Library that shows jobs on leave and one of the returned fields is the Expected Return Date. Information on that query is below. It is in the Payroll Folder in Query Library and titled “Jobs on Leave”.

The Jobs on Leave query provides details on HRS employee jobs where the Empl Status = L (leave). Questions answered by this query include:

- Where can I find a report that provides employees who are currently “on leave” in a non-student help job within my department?
- Where can I find a report that provides employees who are currently “on leave” in a non-student help or a non-“V” pay basis (summer service) job within my department?
- Where can I find a listing of employees in my division who are currently “on leave” in a non-student help job, and also hold job(s) that are not “on leave”?

44. What if a person is retiring and using LOA to stay active on payroll, is that a LOA?
This is not considered an LOA. This would fall into the same category as extended vacation.

45. Should we be recording partial leaves of absence?
Yes, partial leaves of absence are required to be entered into HRS.

46. Should we be recording FMLA as a leave of absence?
Yes, FMLA and WFMLA absences need to be recorded in HRS. The type of leave the employee is taking (continuous, reduced schedule or intermittent) will determine how the leave is entered.

47. What about jury duty?
Jury Duty isn’t recorded in Job Data and isn’t considered a leave of absence for BAS purposes. There is a Jury Duty absence reason in the Absence Management module in HRS. It does not reduce payment or leave balances, but documents the absence reason.

48. What about partial Worker’s Compensation?
Worker’s Compensation should be entered on Job Data using the Action of Paid LOA and Reason of Worker’s Comp. If the employee is able to work a portion of the time, the action and reason codes remain the same regardless if employee is using paid leave or LWOP to make up for the time they are not working. The employee would enter their leave takes or LWOP in the Absence Management module.
49. If any employee is having personal issues and taking a few days off, is this considered a leave of absence?

If the employee is requesting a leave of absence, yes, then it should be recorded as such. If the employee is just requesting a few days off of work, then no.

50. Is leave due to disciplinary action required to be entered?

Unpaid leave due to disciplinary action is entered as an LOA on Job Data using Action of Leave of Absence and Reason Code of Suspension Without Pay.

51. What about paid administrative leave?

Paid administrative leave is entered on Job Data using Action of Paid Leave of Absence and Reason Code of Administrative.

52. Is it preferred to reduce someone’s FTE instead of placing an employee on leave without pay?

Reducing FTE is different from an LOA. Employees are not able to work, or use earned leave on an unpaid LOA. Employees who have reduced FTE, remain on payroll can use earned leave or leave without pay.

53. Entering LOA’s with FMLA/WFLMA reason codes may bring concerns about confidentiality, especially as it relates to conducting recruitments with integrity. For example, those who have viewing rights to job data screens will see employees who have FMLA. We know that our employees are honest and will not share what they see with others, however, we wonder if seeing someone is on FMLA may color one’s judgement about the individual when assessing whether or not they may be a good fit for a potential hire. Is there an alternative way that FMLA can be tracked so that this information isn’t so obvious?

We are looking at FMLA – It is against university practices and policies and is illegal to use confidential information to make employment decisions.

54. Will there be additional training or more direction regarding entering paid versus unpaid partial LOA’s? For example, if an employee is on a reduced work schedule but is using paid leave (so say someone uses 4 hours of vacation and works 4 hours each day) to maintain a whole paycheck, how would we handle that in HRS? This sort of action does not require a reduced FTE as the steps on the associated slide suggests.
See the PowerPoint – contact your Division HR office. Division HR office will work with their Workforce Relations specialist.

**The follow are challenges Human Resource, Payroll, and Benefits professionals face when trying to get the hire into HRS before the employee starts:**

- PI doesn’t inform them.

Divisions and Departments should review their business processes and determine how to obtain this information from PI’s, supervisors, and managers.

- Student Hourly, Student Assistants...switch jobs on campus as the last minute.

Departments and Divisions should be working together to make corrections to Student Assistants and Student Hourly appointments. If notification happens after the employee starts, this may require contact AG1 to make history corrections.

- International folks don’t get into the U.S. until a few day(s) right before they start.

Departments and Divisions should enter in the employees as soon as they are notified. It is important that hiring managers are working with human resources closely together in these situations to get the employees entered as soon as they can.

- Student classes that are added at the last moment requiring additional staff being hired last minute.

Departments and Divisions should enter in the employees as soon as they are notified.

- Criminal Background Checks/Care Giver Checks not being completed.

Departments and Divisions should be reviewing their Criminal Background Checks and Care Giver Checks business processes.

- Hear from faculty that they hired a month ago.

Departments and Divisions should be reviewing their business processes, so faculty, supervisors, and managers know who and when to contact when they hire someone.

- Readers/Graders being hired in the middle of a semester – are we supposed to back date the hire?

You should not use a hire date prior to the employee’s actual start date. In this case, you should hire the person when they start their Reader/Grader appointments.