HRS Coordinators

July 24, 2014
1 p.m.
Room 1106/1108, 21 N. Park
Agenda

• Job Data (WRS) Changes – HRS/JEMS
• Zero-dollar Schedules
• Summer SWB Issues
• Entry after 6 p.m.
• Funding Encumbrances
• Workshops
  – Madison
  – SC (transactional)
• ACH and Earning Statements
• Miscellaneous
• Future Check-in Topics
• Next Meetings
• WRS Before July 1, 2011 field
  – Reflects whether employee was a WRS participate prior to July 1, 2011 (Act 10)
  – Defaults to “No”
  – All non-terminated employees as of July 8th will be updated to “Yes” according to data provided by ETF
  – Going forward field must be updated at the point of reviewing ETF ONE site during the new hire process (New Hire Hold) – reviewed by Madison Benefits Services
Job Data (WRS) Changes in HRS

- **Current Rehired Annuitant field values**
  - REH no WRS
  - REH w/ WRS

- **Updated Field Descriptions**
  - If termination on or prior to July 1, 2013 no action will be necessary, but the current existing values will have new descriptions associated with them
  - Retire Pre 7-2-13 no WRS (previously REH no WRS)
  - Retire Pre 7-2-13 elect WRS (previously REH w/ WRS)
• **New Field Values**
  – If termination of WRS employment on or after July 2, 2013 one of the new values and descriptions must be assigned
    – Retire Post 7-1-13 elect WRS
    – Retire Post 7-1-13 no WRS
    – Retire Post 7-1-13 require WRS
Job Data (WRS) Changes in HRS
Job Data (WRS) Changes in JEMS

• JEMS HIRE
  – REHIRED ANNUITANT field defaults to “Please Select” in the 4 cases listed below. A valid HRS value must be selected before upgrading the record to ENTERED status
    1. Hiring on a PVL or Waiver and Empl Class is Academic Staff or Limited
    2. Hiring with Emeritus title
    3. One of the Waiver Reason codes on the Waiver is “REEMPLOYED ANNUIT”
    4. For Emeritus Hires and folks hired on a Waiver with “REEMPLOYED ANNUIT” Waiver reason, edit informs user that ‘No’ is not a valid value.
Job Data (WRS) Changes in JEMS

- REHIRED ANNUITANT field defaults to “No” for all other Hires.

  • Summer Hire screen
    - The screen should not be used to hire a Rehired Annuitant for Summer Service/Session
    - Can no longer be used to hire Emeritus job codes for Summer Service/Session
Job Data (WRS) Changes in JEMS

New
Person Name and the Hiring Dept (Position Tab) will be Required to save this record.

Find/Add Hire | Person | Person Contact | Position | Job | Benefits | HR Contact | Comments | Status History

Benefits

Rehired Annuitant

Visiting from Other Institution

Work Out of State Required

Eligible for Full Employer Contribution *

* This refers to health insurance

Please Select

Find %

Description
No
Retire Post 7-1-13 elect WRS
Retire Post 7-1-13 no WRS
Retire Post 7-1-13 require WRS
Retire Pre 7-2-13 elect WRS
Retire Pre 7-2-13 no WRS

Find OK Cancel
Job Data (WRS) Changes in JEMS

- JEMS CHRIS-HR (CP, CJ, CL)
  - Required field – No default value
  - A selection of a value is required in order to push to HRS
Load of WRS Job Data Changes

• 1\textsuperscript{st} group loaded last weekend
• 2\textsuperscript{nd} group, primarily A basis, will load this next weekend
  – Friday 5 p.m. to Monday 6 a.m.
• Okay to enter into JEMS and load into HRS
• Okay to enter funding data
• Don’t make any direct entries of job data in HRS during these times
Zero-dollar Schedules

• Employees previously bi-weekly and now unclassified
  – May still have a residual schedule (See AM_Zero hour_schedules spreadsheet provided)
• AG1 is correcting schedule retroactively for the employee to E40_MTWRF_8H
• Scheduled hours to all ‘takes” will be applied when correction is made
• **For all future hires, please remember that if the schedule is not entered, it will cause issues with an employee’s absences.**
Grad Assistant Summer SWB Examples

• C basis job on a SWB with EJED 8/24/14; grad has a summer session appointment but below 33% after 5/26/14 (not expected back in Fall)
  – **Benefits should end May 31**
  – COBRA notice and refund of premiums (one month in advance and prepays, if taken)

• C basis job on a SWB with EJED 8/24/14; grad has a summer session appointment but below 33% for the summer only (**is** expected back in Fall)
  – **Benefits would not end May 31**
  – SWB for the summer should be at the same FTE as the prior semester
  – Separate job record needs to be entered for summer payments
  – If no prepays were taken, submit WiscIT for Ben Billing
Grad Assistant Summer SWB Examples

- A basis job not on a SWB has EJED 8/24/14 and falls below 33% after 5/26/14 (not expected back in Fall)
  - **Benefits should end May 31**
  - COBRA notice and refund of one month in advance
- A basis job not on a SWB with EJED 8/24/14 and falls below 33% over the summer (is expected back in Fall and salary to increase to at least 33%)
  - **Benefits would not end May 31**
  - SWB for the summer be put on the benefit eligible position at the same FTE as the prior semester
  - Separate job record needs to be entered for summer payments
  - If early notice, contact MBS to set up prepays. Benefits Billing will be needed, if salary level insufficient to cover the premiums (WiscIT)
• Potential issues:
  – Not assigned to a benefits program or the correct one
  – WRS deductions may never start (or stop)
  – New Hire - Missed enrollment
  – Termination – Insurances won’t stop
• JEMS entry, including auto load into HRS, will not impact the benefits entries
FY 2015 Unclassified Staff Encumbrance Funding

- FY 2015 Encumbrance Initialization has generated large volume of encumbrance journals with salary account 1000 for the unclassified pay groups.
  - The Finance team is currently retesting encumbrance initialization process to determine source of issue.
  - ETA for issue resolution is unknown at this time.

- **Financial Impact:** Processing of 2014UNC07 payroll should generate encumbrance liquidations with regular salary accounts (generating negative encumbrance balances), while encumbrance initialization journals with account 1000 balances likely won’t change as a result of 2014UNC07 payroll processing.
  - The Finance team will likely need to clean up data after issue resolution.
FY 2015 Classified Staff Encumbrance Funding

• Issue: FY 2015 encumbrance initialization journals generated with 2 days (June 29-30) of funding assigned to 128-PRSUSP-1.
  – Remaining portion of FY 2015 encumbrances (07/01/2014-06/30/2015) should be charged to appropriate funding strings.
  – Finance and technical teams are working on resolution of this issue.
  – Estimated time to correct issue is unknown.
  – We will likely need to clean up data following issue resolution.
  – Watch for further communication.
Users may notice that most FY 2014 encumbrance balances are closed out.

- Encumbrance balances in HRS are zero.
- **In some cases, encumbrance balances in WISDM are not zero.**
- Finance team is researching and reconciling HRS, EDT(SFS) and WISDM.

**Issue resolution priority:**

1. FY 2015 initialization-A basis account 1000
2. FY 2015 initialization- H basis PRSUSP entries
3. FY 2014 close out- WISDM reporting.
Madison Workshops

- **Fall Workshops**
  - Leave of Absence
    - Policy, Process, HRS Entry, Benefits, Prepays
  - E-learning and Intro to HRS (developed by HRS)
    - Will incorporate functions specific to Madison, e.g., JEMS
    - Provide to new division/department hires
Reconciliation Root Causes

– Missed 1\textsuperscript{st} Deductions and Terminations
  • Video conference last week
  • Recorded version available

– Termination/Rehire
  • Video conference August 14

– Others to be determined
Encourage Direct Deposit

- Employees without ACH
  - Cypress Report – Madison/Payroll/Employees without ACH
  - 262 with termination dates after 8/31/14 (See spreadsheet provided)

- New employees
  - Ask departments to provide the Direct Deposit form with onboarding info
  - Direct Deposit form will be provided when they pick up their check at North Park

- Form:
  https://uwservice.wisc.edu/docs/forms/pay-direct-deposit.pdf
Reduce Hardcopy Earning Statements

• Goal is to cut down on paper and distribution cost
• If employee has access to a computer, they should be reviewing their information through the portal
• Ask departments to work with employees in switching them to view earnings statements in the portal
• KB 17426 provides info on how to remove this option from employee’s record in HRS
  – Navigate to Payroll for North America> Employee Pay Data USA> Update Payroll Options page (HRS Payroll - Managing Payroll Options ) and enter the employee's Empl ID
• List has been requested from the Service Center
Miscellaneous

Separation of Duties

• 100% response from divisions since compensating factors initiated
• Current conflicts at 307
• Service Center working on modification that will allow departments to access absences without the PR Coordinator security role
• Removal of the PR Coordinator role will eliminate a number of additional conflicts
• No indication as to when we can discontinue the Compensating Control logs

Leave of Absence Process

• High percentage of forms are being received
• Contact is made when on LOA list but no form
Earnings Codes Groupings (See spreadsheet provided)

Fall TA Hires
- Be sure to select the correct title
- Submit a WiscIT if change is needed

UWACA
- How many using UWACA?
- Encourage those not signed up
- Contact
Next Meetings

Tuesday Check-ins (considering a different approach, e.g., special topics only)
  – Additional Pay
  – Leave Tips

HRS Coordinators
• Wednesday August 27 – Cancelled
• Thursday September 25
• Thursday October 23
• Thursday December 11