

# University of Wisconsin System HRS Project

## UW-Whitewater Student Payroll Supervisor Training

January 10, 2012 – Timmerman  
Auditorium – Hyland Hall



# Agenda

- Welcome / Roles – ***Judi Trampf***
- Student Hire Process - ***Lorenzo Jackson & Jake Johnson***
  - New Hire Authorization Forms – Funding
  - Completing and Submitting Forms with Supporting Documentation
  - Student Background Checks
  - Notification from HR&D
  - Time Approval, Exceptions, Accessing Zero-Hour Timecards
- Work-Study Allocations – ***Shalyn Uecker***
- Knowledge Base & Tutorial Resources – ***Jeff Palkowski***
- Questions

# Welcome

The University of Wisconsin System's Human Resource System, or HRS, is an integrated system for all human resources, benefits and payroll operations across all University of Wisconsin campuses. The Student Payroll system is the first of several components of HRS that will be implemented. (TAM, Time & Labor, eBenefits)

# Five New Hire Authorization Forms

- New Student Hourly (1)
  - Can be used for a rehire
- New Student Lump Sum Appointment (2)
  - Can be used for a rehire
- Lump Sum Appointment (3)
  - Students hired into HRS – Adding additional payments
- Student Change Appointment (4)
- End Appointment – Terminations (5)

# Major Department Code & Funding Department Code

- **Major Department Code**
  - 6-Digit code (Ex. N303000)
  - <http://www.uww.edu/adminaffairs/hr/forms/hrsmajordepartmentlist.xls>
- **Funding Department Code**
  - 10-Digit code (Ex. 102-1-123456)
  - Project Code (PRJ24HR)

# Completing & Submitting Forms with Supporting Documentation

- Make sure forms are filled out correctly and completely.
- All appropriate fields should be entered.
- Funding should be correct; if there is an issue it needs to be resolved quickly.
- All documents attached must be checked off by Supervisors.

# Completing & Submitting Forms with Supporting Documentation

We will NOT accept any documents without Hire Authorization form attached.

# Background Check Implementation

- A background check form must be completed in addition to the students hire authorization form and hire paperwork.
- Only if students are working with:
  - Keys
  - Kids
  - Cash

[http://www.uww.edu/adminaffairs/hr/background/backgroundcheckform\\_general.pdf](http://www.uww.edu/adminaffairs/hr/background/backgroundcheckform_general.pdf)

# Notification from HR&D

- Hired students will receive confirmation email from HR&D (Student Payroll) indicating:
  - Name of student
  - Empl ID number
  - Empl Record number
- Appointment Changes & End Appointments/Terminations

# Your Student Is Hired!

- When your student is hired, as acting Supervisor – they may be told how to log into Portal (Employee Self Service)
- If the student can't log in for any reason, make sure all browsers are closed and clearing cache and cookies.
- If that doesn't work, please contact UW Service Center.

<http://www.uww.edu/adminaffairs/hr/forms/hrstudentguide.pdf>

# Web Clock & Timesheet

- **Web Clock**
  - Students are able to punch in and punch out using the Web Clock function.
  - Students with only **one job** will automatically be able to punch in and punch out.
  - Students with **multiple jobs** will have to select the job they are currently working to punch in and punch out.
- **Timesheet**
  - Students are able to view their timesheet selecting the Timesheet function.
  - Supervisor are allowed to make any adjustments to a students timesheet.

# The Role of a Supervisor with HRS

- Student time reporting happens via **HRS Time Reporting**. A supervisor should know enough about the timecard to assist their students.
- Students are only paid if their time is approved.
- Student time approval happens via **HRS Time Approval**. This is the primary responsibility of student supervisors.

# Time Approval Instructions

- Log into *My UW System*
  - Students who will need time approved should appear under the **Manager Time And Approval** section.
  - To approve time – Click on the **Approve Payable Time (for supervisors only)**
- You will be directed to **Approve Payable Time – Approve Time for Time Reporters**
  - Fields can be left blank except the Workgroup field in which you will need to input the letters “STH”.
  - Please make sure the payroll dates are correct.

# Time Approval Instructions (cont.)

- Click “Get Employees” and you should get a list of students with hours on their timecards.
- You may only see a few at a time, but you can page through from the screen in the upper right corner of the employee section (blue bar).
- Students with Zero-Hour timecards **DO NOT** need to be approved.
  - If you need to add hours to a Zero-Hour timecard, you will need to pull back records on a different screen.
  - See **Zero-Hour Timecard Instructions**.

# Time Approval Instructions (cont.)

- Names can be sorted alphabetically, by clicking on the Name link.
- Please examine the timecard if there are changes that need to be made or if exceptions need to be resolved.
- Click on the students name to approve time.
- **Approve Payable Time** will be listed for your student.
  - A list of days/hours worked will be shown. Click on any of the Adjusted Reported Time links to check the timecard.

# Time Approval Instructions (cont.)

- The timesheet for your student will be shown, you should be able to make necessary changes.
- The time should be in the FIRST In and LAST Out columns, unless the student has taken a break for the day.
- You are able to add additional times for the same day, by adding a row with (+) to the far right of the screen.
- You can also delete a row (to re-enter data) with the (-) button at the far right of the screen.

# Time Approval Instructions (cont.)

- If all hours are entered correctly and changes have been made, you can go ahead and submit the hours by clicking “Submit”
- You will get a confirmation screen noting the submit was successful. Click “OK”
- Please note that the changes will be picked up at the next process run which are approx. 10am, 2pm, 4pm and overnight.
- You will return to the timesheet. You can click “Previous Employee” or “Next Employee” to repeat this process for all of your students.
- **Note:** You may see alarm clock icons with exclamation points – these indicate exceptions that need to be fixed. See **Exceptions**, slides 18 & 19.

# Time Approval Instructions (cont.)

- After all the timecards have been examined, select “Return to Select Employee” at the bottom of the current timesheet you have on your screen.
- You will be directed back to the **Approve Payable Time – Approve Time for Time Reporters** screen to approve time.
  - You will be able to Select All or just certain ones.
  - Click “Approve” and you will get a confirmation notice. Click “OK” to approve.
  - You will get another confirmation. Click “OK” and your students time has been approved.
  - Once again you will want to wait until the next process runs to pick up the approved time.

# Exceptions

- To clear exceptions, click **Manager Self Service – Time Management** link in *My UW System*.
- You will be directed to **Time Management** in HRS.
  - Under Approve Time and Exceptions select Exceptions.
  - You will be taken to **Manage Exceptions** screen similar to **Approve Payable Time – Approve Time for Time Reporters** screen.
  - Please enter your Major Department code (NXXXXXX) and select “Get Employees”
  - If you get a “no employees found” message, there are no outstanding errors.

# Exceptions (cont.)

- If you have a list of students showing up, there are still errors in on the timecard that needs to be resolved.
- You must go back and adjust any hours. See **Time Approval Instructions** slides 12-17.
- You can allow any errors that are not a true error. For example, an exception for a shift may have been worked for 12 hours.
  - You will need to click “Allow” and click “Allow All”
  - You will need to adjust any descriptions stating Missed Punch and/or More than 24 hours reported. See **Time Approval Instructions** slides 12-17.

# Accessing Zero-Hour Timecards

- To access Zero-Hour Timecards, in *My UW System* select **Approve Payable Time (for supervisors only)**.
- You will be directed to the **Approve Payable Time – Approve Time for Time Reporters** screen.
- From this screen, select the Manager Self Service link under start and end date section.
- You will be directed to Manager Self Service page in HRS.

# Accessing Zero-Hour Timecards (cont.)

- Under Report Time, click Timesheet.
- You will be directed to **Report Time – Timesheet Summary**.
  - In the Workgroup field enter “STH”
  - Please make sure the Date field has the start date of the pay period you are trying to enter hours for and click “Get Employees”
  - You will get a list of students with time and without time on their timecards.
  - You can click on the name of the student and make changes.
  - After changes have been made and submitted.
  - You will need to wait until the process runs to approve time.

# Work Study Allocations

- UW Work Study
  - Work Study Outbound Interface
  - Work Study Inbound Interface
  - Work Study Award Table
  - Work Study Job Extension Table
  - Work Study Rollover Process

# Resources

## [UWW Human Resources & Diversity Web Page](http://www.uww.edu/adminaffairs/hr/hrs/index.html)

The screenshot shows a Windows Internet Explorer browser window displaying the UWW Human Resources & Diversity web page. The browser's address bar shows the URL <http://www.uww.edu/adminaffairs/hr/hrs/index.html>. The page header includes the University of Wisconsin logo, the text "DIVISION of ADMINISTRATIVE AFFAIRS", and a search box labeled "SEARCH UWW" with a "GO!" button. The main content area is divided into two columns. The left column features a navigation menu with links for "Home", "Contact Us", "Documents", and "Benefit Orientations". Below this, there are sections for "Human Resource System - HRS Project", "Student Payroll Training" (with links to service center, Kronos calendar, major department listing, training PowerPoint, training booklet, step-by-step manager guide, and step-by-step student guide), and "Newsletters and Information" (with links to support, posters, flier, postcard, and newsletter). The right column contains a "RESOURCES" sidebar with a list of links: Background Checks, Diversity, Diversity - HR Information, Employee Earnings Statement (My UW System), Employee Resources, Employment, FMLA, Furloughs, HRS, Insurance Forms, Labor Management Council, Manager Resources, and New Employee Resources. The browser's taskbar at the bottom shows the "Local intranet" icon and a 100% zoom level.

# Resources Available to You

# HRS Knowledge Base

## HRS Online Knowledge Base

<http://kb.wisc.edu/hrs/>

- Searchable
- How to/step by step documentation on time entry
- How to/step by step documentation on time approval
- Supported by the UW-System HRS project
- General HRS support documentation

# Resources Available to You

## HRS Knowledge Base

### HRS Online Knowledge Base

- Logging in to My UW System Portal (16692):  
<https://kb.wisc.edu/hrs/page.php?id=16692>
- Student Timesheet step by step (16896):  
<https://kb.wisc.edu/hrs/page.php?id=16896>
- Webclock step by step (16883): <https://kb.wisc.edu/hrs/page.php?id=16883>
- Check Earning Statement (17208): <https://kb.wisc.edu/hrs/page.php?id=17208>
- Payable Time Detail (18370): <https://kb.wisc.edu/hrs/page.php?id=18370>
- HRS Training: Negative Hours when viewing Payable Time (18319):  
<https://kb.wisc.edu/hrs/page.php?id=18319>
- HRS Time and Labor – Time Sheet Adjustments (15612):  
<https://kb.wisc.edu/hrs/page.php?id=15612>
- HRS Time and Labor – Approve Payable Time (15628):  
<https://kb.wisc.edu/hrs/page.php?id=15628>

# Resources Available to You

## HRS Knowledge Base

### HRS Online Knowledge Base

- Approving time with no exceptions (17186):  
<https://kb.wisc.edu/hrs/page.php?id=17186>
- Approving time with exceptions: (17168):  
<https://kb.wisc.edu/hrs/page.php?id=17168>

# Resources Available to You

## HRS Online Tutorials

### HRS Online Tutorials

- Online presentations (without audio)
- Present key concepts, navigation, introduce time entry screens, and Paycheck/Earnings Statements

Employee/Student Time Entry (Employee Self-Service)

<https://uwservice.wisc.edu/hrs/training/ess.php>

Manager Approval (Manager Self-Service)

<https://uwservice.wisc.edu/hrs/training/mss.php>

General Information about Self-Service

<https://uwservice.wisc.edu/hrs/index.php>

# When Do You Need Help From Your Payroll Coordinator?

- If you are unsure about or need help fixing anything on a timesheet. **Don't guess.** Ask for help from your Payroll Coordinator.
- If you feel like you are unable to see one of your employees and can't approve their time, call your Payroll Coordinator. They may need to assign you as the employee's approver.
- If you are unsure about anything regarding time approval, please check with your Payroll Coordinator.

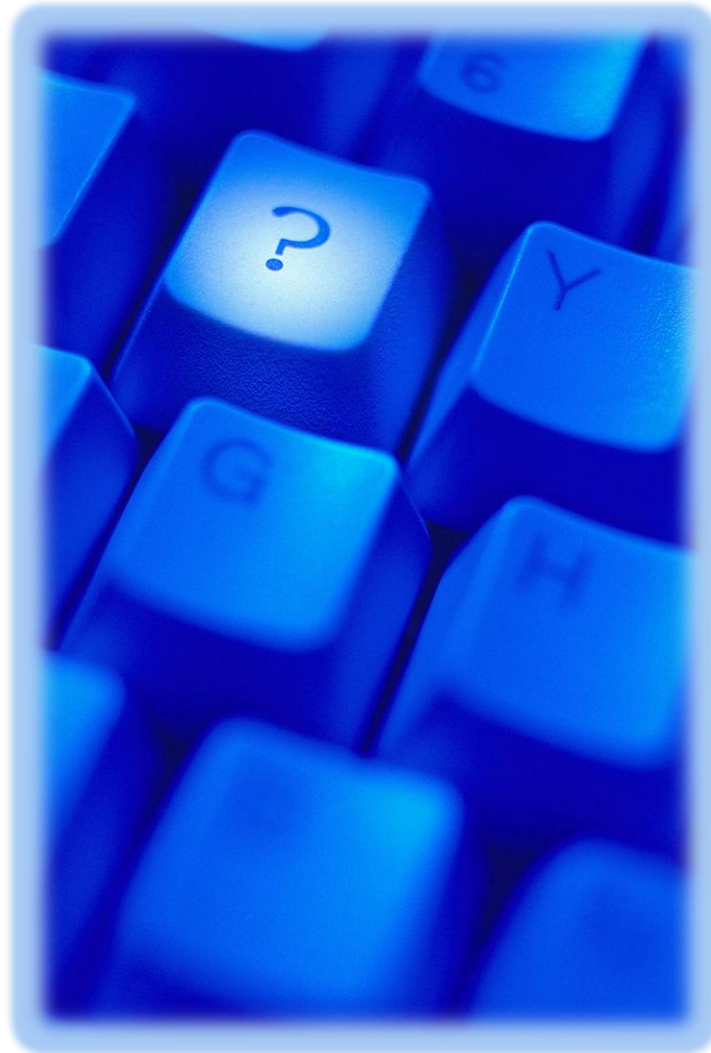
# When Do You Need Help From Your Payroll Coordinator?

- To contact your Payroll Coordinator:
  - By e-mail – [stupay@uww.edu](mailto:stupay@uww.edu)
  - By telephone – **262-472-5540**
- You will receive a response with a status (**not necessarily a resolution**, within 24 hours).
- Completed Hire Authorization forms will be processed in 3-5 business days.

# UW Service Center

- To contact the UW Service Center
- By email – [servicecenter@sc.wisc.edu](mailto:servicecenter@sc.wisc.edu)
- By telephone – 855-489-7877 (Ext. 2)
- Be ready to state your full name and issue. You will need to have your Employee ID number and the Employee ID number of the student as well as the Employee Record number of the job.

# Questions



# Thank You!

- Please complete your evaluation form before leaving
- **Join us in the Atrium for refreshments**

