

HR&D HAPPENINGS

February 24, 2023

Agenda:

- **Administrative Transformation Program (ATP)**
- **HR&D Updates**
 - ❖ Performance Reviews
 - ❖ Mandatory Trainings Update
 - ❖ Summer Benefit Prepay
 - ❖ Hire Form

Administrative Transformation Program (ATP) Workday

What is ATP?

ATP is dedicated to standardizing finance, human resources, and research administration business processes across the system by implementing **Workday** and **Huron Research Suite**.

These integrated, cloud-based technology systems, will be implemented at all UW System campuses by July 2024.

The end result will be a more resilient administrative environment that advances the UW's mission of research, teaching, and outreach.

Core ATP HR Process Improvements



Simplifying processes to Hire, Add Job and Change Job to streamline data entry and approval steps.



Leveraging analytics to improve internal auditing and external reporting on person and position data.



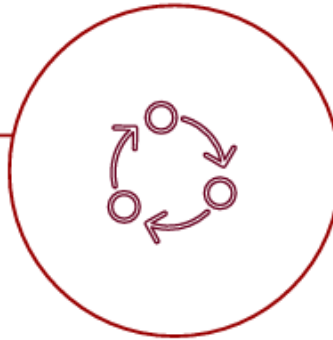
Partner cross functionally to improve communication on business process touchpoints in FSPD documents



Core ATP HR Recruitment Process Improvements



One applicant tracking system
Standard job requisition approval process
Streamlined, modern candidate experience
Flexible job application process – can move to and from different stages within the recruiting process

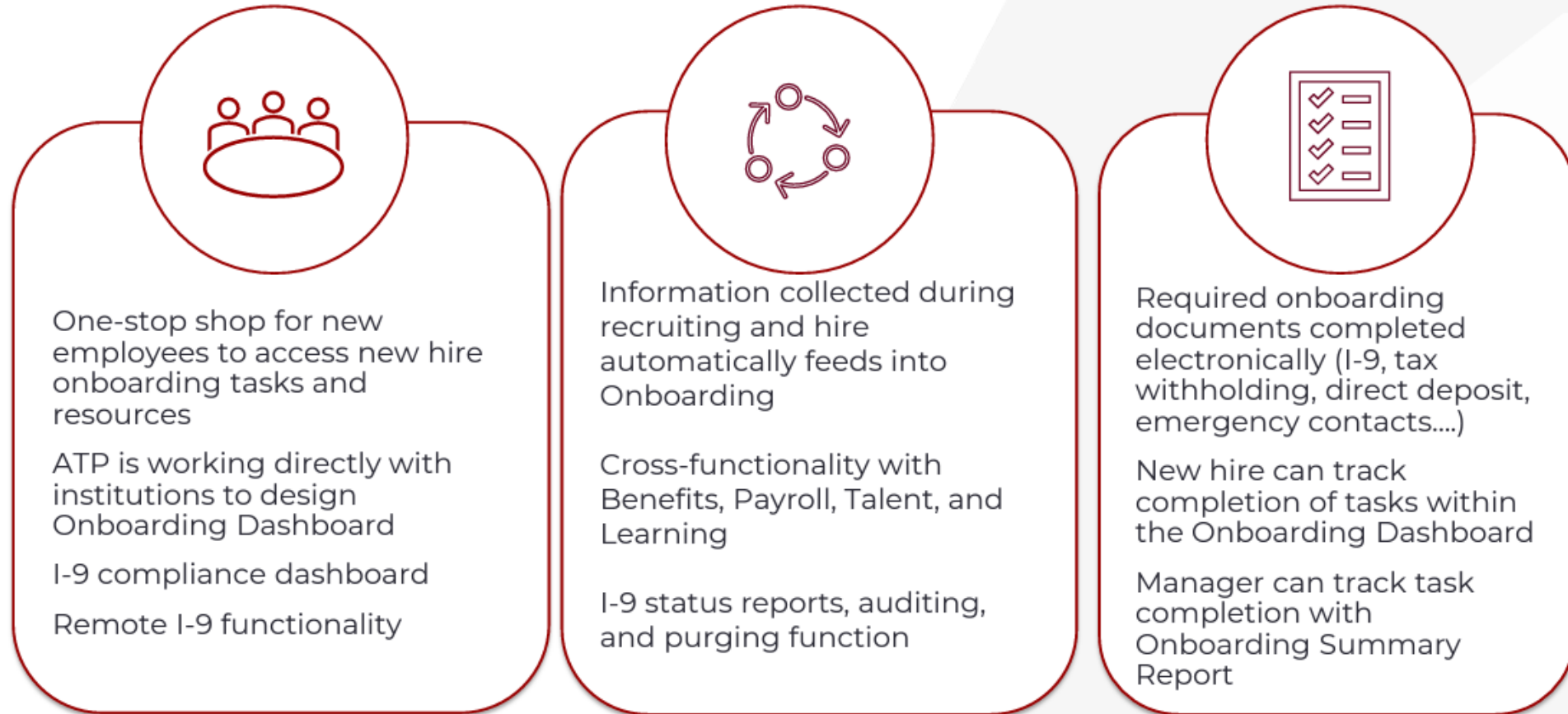


TTC data from job profile automatically pulls into job requisition
Employment agreements
Job and applicant data will flow into HR (elimination of dual entry)
Direct integrations with job boards and HireRight



Systemwide recruiting metrics
Recruiter dashboards
Robust reporting on background check and SHRC compliance
Capture of Recruiting Waiver reasons and approvals on the job requisition

Core ATP HR Onboarding Process Improvements



Core ATP HR Time and Absence Process Improvements



One timesheet and absence calendar for all jobs

Workday Mobile app for time entry and approval

Grad Student time off tracking

Time calculations and time off balances update in real time



FMLA/WFMLA and Worker's Comp Time-Off designations, tracking, and reporting.

Ability to view FMLA eligibility supporting data and balance tracking in Workday.



Manager prompted to assign Workday Inbox and Task delegation when an employee goes out on leave.

Academic Approver routing for Faculty leave request review

HR&D Updates

Performance Evaluations

- Beginning 2023 all employee performance evaluations will be moved to a single annual due date of **June 30**.
- UW System Policy 1254: <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/performance-management/>
- Review templates: <https://www.uww.edu/adminaffairs/hr/forms>
- Information for Faculty and Instructional Academic Staff performance evaluations is available from the Office of the Provost.
- Supervisors to send signed copy of evaluations to performance@uww.edu.
- Employees hired after April 1 will need to follow probationary review process.

Mandatory Trainings

- The three mandatory online trainings (Information Security, Title IX, Mandated Reporter) will continue to be due as follows:
 - Within 30 days of hire
 - One time only for Mandated Reporter, every 3 years for Title IX, and every year for Information Security
- Notifications to complete the required trainings will only go out in March of each year, regardless of when you took it previously.
- Employees who took any of the trainings between October 7, 2022 and February 28, 2023 will be exempt from taking the training in March 2023.

Mandatory Trainings Continued...

- Employees who are hired in January and February in any future year will be exempt from re-taking the training in March of that year.
- Courses will not be available to employees until a notification has been sent out.
- Employees will be able to see on a dashboard whether or not they have a training due, if it is complete, and when they are due next.
- Mandatory online trainings will continue to be managed by System.

Benefits Summer Prepays

- Summer prepays allow eligible employees to maintain insurance coverage for the months of July, August and September while on Short Work Break.
- Summer prepay deductions occur for Faculty, Academic Staff, and Limited Appointees who have a short work break over summer.
- Summer prepays are deducted for all health and life benefits.
- Summer prepays are not deducted for FSA/HSAs or Supplemental Retirement plans (403b/457).

Benefits Summer Prepays

- Summer prepays will be deducted from the following paychecks
 - March 23, April 6, April 20, May 4, May 18 and June 1
- Employees that have been set up in Benefit Summer Prepays will receive email communications that will include the estimated amount of prepaid deductions on or about March 2, March 30 and April 27, 2023.
- Employees will also be able to find communications in their My UW System portals.
- If you have not received a notification from Shared Services and you feel you should have benefit prepays, please contact payroll@uwss.wisconsin.edu
- Summer Benefit Prepay Resources:
 - [Summer Prepay Insurance Premiums web page](#)
 - [Benefit Premiums web page](#)

Fixed Terminal Contracts

- Full time continuous academic staff hired as, or converted to, fixed terminal contracts will be automatically converted to renewable contracts:
 - HR&D will contact supervisors soon
 - We will convert 300+ employees
 - Not all departments will be affected
- New recruitments for full time academic staff may be hired as renewable appointments.

Online Recruitment Request and Hire Form

- Will replace paper versions of the Assignments and Advertisements form and TAM Hire Form
- 1 Web Application (TAM still exists)
- Allows for tracking of the Hire Form status
- Live March 2

History ✕

Action	Sent	From	To	Comment
Submitted	2/2/2023 10:50:24 AM	Melissa Walton	Kai Instejfjord	
Forwarded	2/24/2023 7:50:51 AM	Kai Instejfjord	Jackie Briggs	
Forwarded	2/24/2023 7:51:04 AM	Kai Instejfjord	Matt Aschenbrener	

Close

Hire Details Documents Contingencies Checklist

Checklist Item	Completed	Date Completed/Credits
I-9 Form	<input type="checkbox"/>	
W-4 Federal & State	<input type="checkbox"/>	
Direct Deposit Form	<input type="checkbox"/>	
Self-Identification Forms (Optional)	<input type="checkbox"/>	
Compliance Form	<input type="checkbox"/>	
Data Confidentiality Form	<input type="checkbox"/>	
MFA Form	<input type="checkbox"/>	

Update Checklist Items

QUESTIONS



University of Wisconsin
Whitewater