Date: October 28, 2019

From: Sheronda Glass

 Assistant Vice Chancellor of Human Resources and Employee Engagement

Re: Important Payroll Changes

As announced, effective **November 1, 2019**, the transactional aspects of payroll will be conducted by [UW-Shared Services](https://uwss.wisconsin.edu/). Below is information discussing and describing the change.

**Why are we transferring the payroll function to UW-Shared Services?**

[UW-Shared Services](https://uwss.wisconsin.edu/) was created in July 2018 as an initiative of the UW System’s 2020FWD strategic plan. A shared services model will create opportunities for efficiency and streamlining of the transactional functions in Human Resources. UW System Institutions have been working with UW-Shared Services staff to identify Human Resource functions (as well as Information Technology, Procurement, and Business Services functions) that can be successfully performed outside of our campuses using a Shared Services model.

We are hopeful that Shared Services performing transactional work will allow Human Resources time to further develop and serve UW-Parkside’s employees with a more proactive hands on approach.

**What does the payroll process look like for you now during a typical payroll period?**

* Employees enter time on their timesheet manually or by using the webclock. University Staff receive a reminder email to do so every other Friday.
* Approvers or backup approvers review and take action on all exceptions, absence requests and time entries. Approvers and backup approvers receive a reminder email to do this every other Monday.
* If time entries, absences and/or exceptions are not approved a reminder email is sent on Tuesday, Wednesday and Thursday of the payroll.
* For monthly payroll processing, a monthly email is sent reminder managers to submit change forms for additional pay.
* Questions and troubleshooting was generally resolved through payroll in human resources.

**What is changing?**

* An e-mail reminder will be sent by UW-Shared Services every other Thursday to University Staff employees and approvers. This will remind University Staff to complete their timesheets and absence entries prior to the payroll period ending. It will also remind approvers to approve all exceptions absence requests and time entries by the end of the day the following Monday.
* Questions and troubleshooting will be resolved through Shared Services staff.
* **Effective immediately, the following UW Shared Services staff will act as primary and backup payroll contacts for UW Parkside:**
	+ **Primary: Sreekumari Nari (****sreekumari.nair@uwss.wisconsin.edu****)**
	+ **Backup: Tara Barbosa (tara.barbosa@uwss.wisconsin.edu)**

**What is the role of UW-Parkside Human Resources going forward?**

* We understand that transitioning to a Shared Services model will have challenges as we all adjust to change. UW-Shared Services will be directly responsible for the payroll process and Parkside staff will respect that. This means that if you come to us with a question or problem, the first thing we may ask is if you have contacted UW Shared Services yet. We want you to know that Parkside staff will always be here to support you, especially through this transition period. If you are more comfortable cc’ing us in your email(s) to UWSS or having one of us sit in on a phone call, please let us know.
* HR staff will continue to train employees and supervisors on how to use ESS and MSS in the portal during their initial benefits meeting.

**How can our campus help with this transition?**

* Please be supportive of the UW-Shared Services staff that we work with!
* Notify Human Resources promptly when an employee’s approver or back up approver should change.
* Be proactive about completing timesheets and approvals efficiently. I have found that a reminder on my calendar for each Friday helps me remember to make my entries before I leave for the week.

We are looking forward to this being a positive experience for you as the campus end user. Please let us know if you have any questions or feedback throughout this process.