
UNIVERSITY OF WISCONSIN
SERVICE CENTER

Affinity Group 1

October 21, 2014

The Service Center Mission is to provide “best in class” HRIS and customer service to support the effective management of the University of Wisconsin System’s Human Capital at the highest value.

Today's Agenda

- Benefits Billing
- Service Center Benefits Flag Maintenance
- OFCCP Project
- Health Plan Wellness Incentives
- Change to Eligibility Criteria for Missed Payroll Requests
- Payroll Processing Calendar Review
- Questions/Comments

Benefit Billing - Why the Review

- Service Center is currently reviewing benefit billing delinquencies.
- What have we found?
 - Multiple months reflecting non-payment
 - Waivers that may not have been noted in HRS
 - Discrepancies between what we show and what the campuses may be aware of for payment taken on payroll and not reflected in benefit billing.

Benefit Billing – What to Consider

- What should be included when setting up an employee on benefit billing:
 - Partial Leave begin and end date
 - LWOP begin and end date
 - Benefit Billing reason
 - List of benefits to be placed on benefit billing
 - Waiver information if applicable
 - Notification when health insurance premiums go from receiving employer share to paying full share
 - Date of increase of ICI premium to full share

Benefit Billing – Next Steps

- Providing communication on highest risk cases first then expanding to more inclusive group of employees.
- Evaluation of each month's benefit billing will be done and communicated to the campuses after the 10th of the each month.
- For employees currently on a payment plan: to maintain coverage employees will be required to pay current coverage in addition to the agreed upon repayment plan each month.

Benefit Billing – Campus Review

- Is employee paid up for benefit billing?
- Employee on pre-established repayment plan
- Employee has not paid insurance or does not wish to carry the insurance and should be terminated at the end of the month that was last paid in FULL.
- Payline for repayment

Benefit Billing – Best Practices

- Institutions provide counseling to employees prior to leave (if possible) to discuss benefit billing process:
 - verify what benefits the employee wishes to continue during their leave
 - when premiums will change from paying employee share to full employer share if applicable
 - when their statements will arrive
 - how they submit payments

Benefit Billing – Best Practices (cont.)

- Current payment plans for past premiums should be communicated to the Benefits Billing team and documented in Wisclt for tracking to monitor completion of the payback and reconcile the benefit billing accounts.
- Institutions should review benefit billing statements through Cypress each month for accuracy and bring any discrepancies to the attention of the Benefits Billing team.
- Waiver information, if applicable, should be entered into HRS by the Institutions and communicated via Wisclt to the Benefits Billing team.

Changes Coming in November

- Current month benefit billing payments will need to be paid in full to maintain coverage beginning with the November payments (due by November 10th).
- No New Ben Billing payment plans can be set up.

Questions?



Service Center Benefits Flag Maintenance

- The Service Center Benefits Team identified a backlog of missing Benefits Primary Flags that require updating.
 - The Benefits Team clean up process is outlined below:

- Reporting Tools>Query Viewer>UW_BN>UW_BN_MISSING_PRIMARY_ALL
 - Employees with benefits: WRS or Grad/Short-term
 - Determine which records are most effective for employees benefits by reviewing Job Data
 - Switch benefits flag to optimal record, for example:
 - Record will enroll employee in WRS
 - Record will enroll employee in Graduate/Short-term Benefits
 - Run Benefits>Manage Automated Enrollment>Events>Populate Eligibility Config
 - This process is necessary for on-demand reprocessing. Essentially, this allows the system to reevaluate the employee's benefits program to the new record that is selected by moving the benefits flag.

Benefits Flag Maintenance

- Benefits Team reviews employees in LMT category using the same process. It is vital that these employees also be reviewed, as they can become benefits eligible. This category can also include employees who have retired and are still listed as WRS instead of LMT.
- Benefits Team records any discrepancies on a spreadsheet, and creates a Wisclt for benefits that have terminated and need to be reinstated. Missing WRS and benefits deductions should appear through the reconciliation process. Missing deductions are shared with the Reconciliation Team to compare their findings to insure all missing deductions are being discovered, which ensures accuracy.

Benefits Flag Maintenance

- Benefit program changes will be left in open status. This insures that the new program change will show up on the MSC Event Evaluation Report, which institutions use to review benefits changes to insure they are accurate.
- Institutions should continue to review MSC Event Evaluation Report and manage Benefits Primary Flags during the clean up process.
 - Review On Demand to ensure right program is selected, and reprocess any unprocessed events.
 - Review benefits for missing deductions, incorrect benefits program, or benefits that have terminated.

OFCCP Regulation Overview

- The US Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enacted new reporting regulations for providing disclosures to veteran and disabled job applicants.
- The Service Center's OFCCP project incorporates the new policy by refining the HRS TAM and HR modules to fulfill the need, adapts the My UW Portal, and will provide reports for data collected at your institution.

OFCCP Project Phases

Phase 1 – HR/TAM Online Changes

Phase 2 – Portal Integration and EPM

Phase 3 – Reporting

- **OFCCP (Phase 1) – HR/TAM Online Changes – Sept 2014**
 - Fields/Tables created to store Veteran and Disability information for applicants (TAM) and employees (HR)
- **OFCCP (Phase 2) – Portal, and also EPM–Oct 2014 ****Completed******
 - Integrate My UW Portal to accommodate self identification and reporting of requested data by OFCCP
 - Develop EPM fields/tables to transfer & store OFCCP data from HRS
- **OFCCP (Phase 3) – Reporting – Nov 2014**
 - Develop reports to store and report on OFCCP data

New Portal Interface:

Personal Information ✕ ↗ ▾

Help

Primary/Legal Name: SHEILA D WHITLEY
Preferred Name: (not set) [Change](#) [Delete](#)
Please Note: Your Last Name CANNOT BE CHANGED using this form. Your primary/legal name may still appear in some locations. If you have any concerns or questions about your primary/legal name appearing, please [contact us](#). Learn more about [preferred name](#).

Department: HUMAN RESOURCES
Title: IS BUS AUTO CONS/AD

Office Address
Room 225A, Mail Drop ID: HR
C0001 - 105 GARFIELD AVE
EAU CLAIRE, WI 54701-4811
Primary Office Phone: 715/836-2883
Campus Business Email: WHITLES@UWEC.EDU [Change](#)

Home Address
N6772 COUNTY ROAD H
MONDOVI, WI 54755-7449
Phone: 715/505-1571
Release Home Address: No

Disability Status ([view/update](#))
Veteran Status ([view/update](#))
Ethnic Groups ([view/update](#))

[Update my personal information](#)
Please note that you can update Home Address, Phone, Release Information, Emergency Contacts, Marital Status, Coordination of Benefits, Disability Status, Veteran Status, and Ethnic Group in Oracle. To update your Business/Office Address, please contact your Payroll Office.

[My UW System](#)

[My UW-Madison](#)

Work Record Tab:

[WORK RECORD](#)

Personal Information
Portlet

Next Step for New Portal Interface:

- Institutions are encouraged to communicate the availability of the new Portal self identification feature to their end-users before the end of October
 - Per OFCCP regulation, end-user submission of this information is *voluntary*
 - But - we are *required* to invite them to self identify
- The Service Center provided template language for your use in this recommended communication
 - SC also provided tips on sending the message at your respective institutions (after hours, do not include the direct link to the portal, etc.)

EPM Data Interface

- Update EPM Table: UW_HR_EEO_VW

Menu

Search:

- My Favorites
- EPM Reports
- UW EPM Data Pages
- Financial Services Industries
- Reporting Tools
 - Query
 - Query Manager
 - Query Viewer
 - Schedule Query
- PeopleTools
 - My Personalizations
 - My Dictionary
 - HRS

Fields for record UW_HR_EEO_VW - UW_HR_EEO_VW MV Table:

| Key | Description |
|-----|---|
| Y | EMPLID - Empl ID |
| Y | EFFDT - Effective Date |
| | NAME - Name |
| | MILITARY_STATUS - Military Status |
| | UW_MIL_STATS_DESCR - Military Status Description |
| | DISABLED_VET - Disabled Veteran |
| | MIL_DISCHRG_DT_USA - Military Discharge Date |
| | UW_DISABLED_SW - Disabled |
| | UW_WARTIME_VET_SW - Wartime Veteran |
| | UW_NON_WARTIMEV_SW - Non Wartime Veteran |
| | UW_SP_70PCT_DIS_SW - Spouse of 70% Disabled Veteran |
| | UW_WID_SP_VET_SW - Spouse Deceased Vet-Unremd |
| | UW_PCT_WT_DIS_NBR - % Wartime Disability |
| | UW_DV_ETHNC_GRP_CD - Derived Ethnic Group Code |
| | UW_DV_ETHNC_DESCR - Derived Ethnic Group Descr |
| | SEX - Gender |
| | BIRTHDATE - Date of Birth |
| | AGE_IN_YEARS - Age in Years |
| | UW_DISABLED_VET - UW Disabled Veteran |
| | UW_DISABILITY_STS - Disability Status |
| | UW_DIS_STS_DESCR - Disability Status Description |
| | UW_HR_EE_SIGNATURE - Your Name |
| | UW_HRDISCLOSURE_DT - Disclosure Date |
| | LASTUPDDTTM - Last Update Date/Time |

Return

Note: The EPM interface will provide EPM users with the data being collected for OFCCP changes to HR.

Phase 2 Deployment Summary

- Migration to HRS Production dates:
 - Portal interface live on 10-14-14
 - EPM interface live on 10-20-14
- Future Deployment Targets
 - Reporting/batch in November 2014

**Please share this information with your Affirmative Action Offices

Health Plan Wellness Incentives Are Taxable to Employees

- The State of Wisconsin recently extended a number of financial incentives to employees through the Well Wisconsin employee wellness program. If you are covered under the State of Wisconsin Group Health Insurance program, you are eligible for a financial incentive to complete biometric testing and health risk assessment. Depending on your health plan, you may also be eligible for financial reimbursements for wellness related expenses such as gym memberships, fitness classes, the cost to participate in Community Support Agriculture (CSA) programs and rewards for participating in health or wellness programs or challenges. You can learn more information about the benefits available to you by accessing wellwisconsin.wi.gov.
- Per guidance from the federal government and the Internal Revenue Service (IRS), these benefits are classified as taxable fringe benefits. This means that any financial incentive you receive from the program is taxable income for state and federal tax purposes.

Health Plan Wellness Incentives

- What this means for you:
 - Beginning in 2014 financial incentives will be reported by your employer as a taxable wage and will be subject to applicable withholdings and taxes. You will see withholdings for all incentives issued in the current calendar year reflected on your December pay stub. This will include incentives issued to your eligible family members.
 - Withholding will include 7.65% for Social Security and Medicare and may include withholding for federal and state taxes, depending on the number of exemptions you claimed on your W-4.
 - Due to the year-end reporting, incentives normally paid during the months of November and December will be delayed until the next tax year.
 - Federal regulations requires the payroll center to receive financial data regarding incentives issued to employees and their covered family members. Your health information is protected by federal privacy regulations and is not shared with your employer.

Health Plan Wellness Incentives

- Even with the federal government's tax regulations, eligible employees are able to receive substantial financial rewards for using the wellness incentives offered by the State of Wisconsin and participating health plans. Benefits available through the Well Wisconsin program are also available to any dependent over the age of 18 who is covered by your State of Wisconsin insurance plan.
- If you have any questions or concerns feel free to contact ETF at 1-877-533-5020 (toll free) or 608-266-3285 (local Madison).

HRS Payroll - Change to Eligibility Criteria for Missed Payroll Requests

- New criteria was socialized at the 2014 HRS Summer Conference, the HR Director's Meeting and at the Advisory Council. At this point, the Service Center is implementing the new eligibility criteria for the Missed Payroll Requests. The new criteria states that requests older than 2 pay periods for unclassified and older than 4 pay periods for biweekly employees will be processed via a payline on the subsequent on-cycle payroll and not via the Missed Payroll process.
- Please refer to the following Knowledge Base documents for additional information:
 - Submit an Off-Cycle Missed Payroll Request – Unclassified KB# 22181 (<https://kb.wisc.edu/hrs/page.php?id=221810>)
 - Submit an Off-Cycle Missed Payroll Request – Classified KB#41378 (<https://kb.wisc.edu/hrs/page.php?id=41378>)

Calendar Review

| October 2014 | | | | | | |
|---|---|-----------------------------------|--|---|--|----------------------------|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 28 | 29 | 30 | 1 [9M] Pay Date [10M] Pay Period Begin | 2 [9B] Pay Date | 3 | 4 [10A] Pay Period End |
| 5 [10A] 1st Batch Prelim Calc [10B] Pay Period Begin | 6 [10A] 2nd Batch Prelim Calc | 7 [10A] 3rd Batch Prelim Calc | 8 [10A] 4th Batch Prelim Calc [10A] FICA Deadline | 9 [10A] Confirmation Deadline (Eve) [10A] Final Calc | 10 [10M] 1st Batch Prelim Calc | 11 |
| 12 [10M] 2nd Batch Prelim Calc | 13 [10M] 3rd Batch Prelim Calc Columbus Day [Federal Reserve Bank Holiday] | 14 [10M] 4th Batch Prelim Calc | 15 [10M] 5th Batch Prelim Calc [10M] FICA Deadline | 16 [10M] Final Calc [10M] Confirmation Deadline (Eve) [10A] Pay Date | 17 | 18 [10B] Pay Period End |
| 19 [11A] Pay Period Begin [10B] 1st Batch Prelim Calc | 20 [10B] 2nd Batch Prelim Calc | 21 [10B] 3rd Batch Prelim Calc | 22 [10B] FICA Deadline [10B] 4th Batch Prelim Calc | 23 [10B] Confirmation Deadline (Eve) [10B] Final Calc | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 [10B] Pay Date | 31 [10M] Pay Period End [10M] Pay Date | 1 |

Calendar Review

| November 2014 | | | | | | |
|---|---|--|---|--|-----------------------------------|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 [11A] Pay Period End [11M] Pay Period Begin |
| 2 [11B] Pay Period Begin [11A] 1st Batch Prelim Calc | 3 [11A] 2nd Batch Prelim Calc | 4 [11A] 3rd Batch Prelim Calc | 5 [11A] 4th Batch Prelim Calc [11A] FICA Deadline | 6 [11A] Final Calc [11A] Confirmation Deadline (Eve) | 7 | 8 |
| 9 | 10 | 11 Veterans Day [Federal Reserve Bank Holiday] | 12 | 13 [11A] Pay Date | 14 | 15 [11B] 1st Batch Prelim Calc [11B] Pay Period End |
| 16 [11B] 2nd Batch Prelim Calc [11C] Pay Period Begin | 17 [11B] 3rd Batch Prelim Calc | 18 [11B] FICA Deadline [11B] 4th Batch Prelim Calc | 19 [11B] Final Calc [11B] Confirmation Deadline (Eve) | 20 [11M] 1st Batch Prelim Calc | 21 [11M] 2nd Batch Prelim Calc | 22 [11M] 3rd Batch Prelim Calc |
| 23 [11M] 4th Batch Prelim Calc [11M] FICA Deadline | 24 [11M] Confirmation Deadline (Eve) [11M] Final Calc | 25 | 26 [11B] Pay Date | 27 Thanksgiving | 28 | 29 [11C] Pay Period End |
| 30 [11C] 1st Batch Prelim Calc [11M] Pay Period End [12A] Pay Period Begin | 1 | 2 | 3 | 4 | 5 | 6 |

Questions?

