
UNIVERSITY OF WISCONSIN
SERVICE CENTER

Affinity Group 3

January 27, 2015

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

- Introduction
- ICI Annual Update Process
- ICI Leave Swap
- ICI Update – No Job Data Entry
- ICI Premium Notice
- 2014 Classified Personal Holiday
- Unclassified Employees Missing Leave Reports
- WED Training
- Returned W-2s
- Institution Feedback & Updates
- Calendar Year End Schedule
- Calendar Review
- Questions/Comments

ICI Annual Update

- NEW for 2015!
- Employees **currently enrolled** in ICI as of February 1 will receive an email the evening of Tuesday, February 3 with a link to a personalized ICI premium notice page announcing their 2015 premium rate effective February 1, 2015.

ICI Annual Update

- The ICI premium notice page will include personalized information regarding how the premium was calculated for each individual employee (sick leave balance, salary, category change if applicable).
- **NOTE:** The employee population receiving this email will not include employees who enrolled during the ICI deferred enrollment opportunity.

ICI Annual Update

- An advance copy of the employee email will be sent to institutions on Tuesday, February 3. A spreadsheet of employees who will receive the email and applicable data will also be distributed to the institutions.
- Beginning February 3, benefits administrators will be able to visit the ICI Landing page to view an employee's new 2015 premium by simply entering the EMPL ID.

ICI Annual Update

- A hard copy template letter will not be provided for notifying employees who receive hard copy earnings statements of their new 2015 premiums. Institutions will be able to access this information on the ICI Landing page.
- The employee email and ICI premium notice page will be reviewed during the February 3 Hot Topics WisLine.

ICI Annual Update – Leave Swap


- Also new for 2015 – leave swap deadline
 - Employees often want to swap sick leave used for other leave when they see their ICI category change and premium increase
 - All leave swaps that will affect the ICI premium category must be requested by the employee and entered in HRS by the end of the day January 30, 2015
 - Once the ICI annual update process runs, any leave swaps will NOT change the 2015 ICI premium category
 - <https://uwservice.wisc.edu/administration/ici/>

ICI Job Row Inserts


- The ICI Annual Update will require Job Row Inserts
- The Benefits Team will start the process on Friday afternoon at 4:30 p.m.
- We ask that you refrain from Job Data updates from Friday, January 30 at 4:30 p.m. until the process is complete on Saturday
- Institutions will be notified via e-mail when the process is complete

ICI Premium Notice

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ICI Premium Notice



No data was found for this Empl ID. If you believe this is in error, please contact your institution benefits office.

Related Topics

Look up by Empl ID: [Submit](#)

Administrators: [Benefits page](#)

ICI Premium Notice

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UNIVERSITY OF WISCONSIN SYSTEM
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UWSC

ICI Premium Notice

Below is your Income Continuation Insurance (ICI) premium rate for 2015, for coverage effective February 1, 2015.

Your 2015 Premium

Your ICI category (determined by your previously-selected elimination period) remains the same, but some ICI rates have changed for 2015.

Your ICI premium is calculated using your estimated monthly salary (annual base benefit rate (ABBR) divided by 12) and your chosen elimination period.

Annual Base Benefit Rate (ABBR)	Estimated Monthly Salary	Elimination Period
\$73,000.00	\$6,083.33	125 days

	Premium
Unclassified Standard:	\$6 .49
Unclassified Supplemental:	\$4 .80
Total Monthly Premium:	\$11 .29
Unclassified Standard + Supplemental Coverage	

See the [ICI Premiums page](#) for complete information about 2015 rates. If you have questions, please contact your institution benefits office.

Look up by Empl ID:

Administrators: [Benefits page](#)

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Related Topics

Look up by Empl ID:

Administrators: [Benefits page](#)

ICI Premium Notice

Below is your Income Continuation Insurance (ICI) premium rate for 2015, for coverage effective February 1, 2015.

Your 2015 Premium

██████████

Your premium has changed because you are in a new ICI category. Your ICI category is determined by your leave balance.

Your ICI premium is calculated using your estimated monthly salary (annual base benefit rate (ABBR) divided by 12) and your sick leave balance as of January 1, 2015.

Annual Base Benefit Rate (ABBR)	Estimated Monthly Salary	Sick Leave Balance	Category
\$72,000.00	\$6,000.00	735.000000	5

	Premium
Classified Standard:	\$2.85
Classified Supplemental:	\$3.00
Total Monthly Premium:	\$5.85
Classified Standard + Supplemental Coverage	

See the [ICI Premiums page](#) for complete information about 2015 rates. If you have questions, please contact your institution benefits office.

2014 Classified Personal Holiday

- Classified staff Personal Holiday must be used by 12/31/2014 or it will be lost and cannot be carried into the following year.

2014 Classified Personal Holiday

- Any requests for exceptions to this policy must be made to your institution's Human Resource department for review and approval. Exceptions can be approved when there are extenuating circumstances that prevented the employee from using the hours during the year earned (i.e. Military Leave). Please note that the following are **NOT** allowable reasons for carryover of personal holiday hours:

2014 Classified Personal Holiday

- The employee is hired towards the end of the calendar or fiscal year and does not schedule time off before the hours expire; or
- The employee uses other paid leave during the year and chooses to wait until the end of the calendar or fiscal year to use personal holiday hours but runs out of time or is called into work on day personal holiday was scheduled to be used. If the employee used other paid leave that can be carried into the following year, the institution should consider consulting with the employee to swap personal holiday hours with the other leave used prior to the end of the calendar year.

2014 Classified Personal Holiday

- Requests to carry over personal holiday time must be routed to each institution's HR Director (or designee) for approval. Once approved, a ticket should be sent by the institution HR Director (or designee) to the Service Center indicating the time should be carried over in HRS. The Service Center will process the requests per the guidelines outlined above.

Unclassified Employees Missing Leave Reports

- The Absence Management Employees Missing Leave Report is intended to list all active unclassified employees who have not submitted a leave report. This report is distributed via Cypress to Absence Coordinators and on the MyUW portal for employees to access following the Unclassified monthly payroll confirmation. The output includes all confirmed payrolls. Currently open payrolls will not display as missing.
- Are institutions using the Cypress delivered report or running the report ad hoc?
- AM - Reviewing Unclassified Employees Missing Leave Reports
<https://kb.wisc.edu/hrs/page.php?id=20473>

WED Training

- The Service Center Training Team will provide WED Training:
 - Friday January 30th, from 8:30-11:30 am
 - Room 217A, 660 W. Washington Ave.
 - Blackboard Collaborate

WED Training

- Training will review current reports/functions and introduce new ones:
 - BN Primary Flag
 - Age 70 Report
 - Incorrect Benefit Service Date
 - Jobs Termed Benefits Active
 - Termed in Error Benefits not Reinstated

Returned W-2s

- When a W-2 is returned due to an expired forwarding address, the UWSC will re-address the W-2 using the expired forwarding address and send it out again.
- If there is no other address listed on the returned W-2, the SC will place it in a check box and collect them until the end of the W-2 season and then send them to the Records Center for secure storage.

Returned W-2s

- If an employee or former employee does not receive their W-2, he/she can either go to MyUW portal and print the W-2. The employee must write their SSN# on the W-2 (left off the form that is in the MyUW portal for security reasons). The IRS recognizes and accepts this document.
- If the individual no longer has access to MyUW portal, he/she can go online after January 31st to request a duplicate W-2. These requests will not be processed until after February 15th to allow the United States Post Office to deliver the mailed copies. The website is:
<https://uwservice.wisc.edu/tax/duplicate-statement-request/>

1042-S Requests

- If an individual has a Glacier account, the 1042-S forms from 2011 to present are available in Glacier. Please check the Glacier account before submitting a duplicate request.
- Duplicate 1042-S can be requested at the same website: <https://uwservice.wisc.edu/tax/duplicate-statement-request/>

Institutional Updates & Feedback

- UW Colleges
- UW-Extension
- UW-Green Bay
- UW-Parkside
- UW-River Falls
- UWSA
- UW-Stout
- UW-Superior

Important Year-End Payroll Dates – 2014-15

Date	Event
12/01/2014	Last on-cycle pay date in 2014 for monthly paid staff
12/17/2014	Check Correction deadline to guarantee employees' original W-2s reflect the correct amounts
12/23/2014	Last on-cycle pay date in 2014 for bi-weekly paid staff
12/26/2014	NOON – Deadline for Missed Payroll submissions for inclusion on 2014 W-2s
12/30/2014	Last off-cycle check date for 2014 (bi-weekly and monthly paid staff)
01/02/2015	Final deadline for last minute Check Correction adjustments on an employee's W-2 (not guaranteed, based on volume)
01/09/2015	Deadline for Taxable Fringe Adjustments for calendar year 2014
01/20/2015	Targeted print date for 2014 W-2s
01/23/2015	Targeted print date for 2014 Fellowship/Scholarship Letters
01/29/2015	Targeted date for employees to begin receiving 2014 W-2s and Fellowship/Scholarship Letters
01/31/2015	IRS postmark deadline for employees 2014 W-2s
02/23/2015	Targeted print date for 2014 1042-S forms
03/01/2015	CYE posts to WISDM (approximately)
03/02/2015	Targeted date for employees to receive 2014 1042-S forms

Calendar Review

← Today →

1A 1B 1M

January 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1 [1M] Pay Period Begin New Year's Day	2 [12M] Pay Date	3
4	5	6	7	8 [12B] Pay Date	9	10 [1A] Pay Period End
11 [1B] Pay Period Begin [1A] 1st Batch Prelim Calc	12 [1A] 2nd Batch Prelim Calc	13 [1A] Payroll and Benefit Retro and Payline Load [1A] 3rd Batch Prelim Calc	14 [1A] FICA Deadline [1A] 4th Batch Prelim Calc	15 [1A] Final Calc [1A] Confirmation Deadline (Eve)	16 [1M] 1st Batch Prelim Calc	17
18 [1M] 2nd Batch Prelim Calc	19 [1M] 3rd Batch Prelim Calc Martin Luther King, Jr. Day	20 [1M] Payroll and Benefit Retro and Payline Load [1M] 4th Batch Prelim Calc	21 [1M] FICA Deadline [1M] 5th Batch Prelim Calc	22 [1A] Pay Date [1M] Final Calc [1M] Confirmation Deadline (Eve)	23	24 [1B] Pay Period End
25 [2A] Pay Period Begin [1B] 1st Batch Prelim Calc	26 [1B] 2nd Batch Prelim Calc	27 [1B] 3rd Batch Prelim Calc [1B] Payroll and Benefit Retro and Payline Load	28 [1B] FICA Deadline [1B] 4th Batch Prelim Calc	29 [1B] Final Calc [1B] Confirmation Deadline (Eve)	30 [1M] Pay Date	31 [1M] Pay Period End

Calendar Review

February 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 [2M] Pay Period Begin	2	3	4	5 [1B] Pay Date	6	7 [2A] Pay Period End
8 [2B] Pay Period Begin [2A] 1st Batch Prelim Calc	9 [2A] 2nd Batch Prelim Calc	10 [2A] 3rd Batch Prelim Calc [2A] Payroll and Benefit Retro and Payline Load	11 [2A] 4th Batch Prelim Calc [2A] FICA Deadline	12 [2A] Confirmation Deadline (Eve) [2A] Final Calc	13 [2M] 1st Batch Prelim Calc	14
15 [2M] 2nd Batch Prelim Calc	16 [2M] 3rd Batch Prelim Calc Washington's Birthday [Federal Reserve Bank Holiday]	17 [2M] 4th Batch Prelim Calc [2M] Payroll and Benefit Retro and Payline Load	18 [2M] FICA Deadline [2M] 5th Batch Prelim Calc	19 [2A] Pay Date [2M] Final Calc [2M] Confirmation Deadline (Eve)	20	21 [2B] Pay Period End
22 [3A] Pay Period Begin [2B] 1st Batch Prelim Calc	23 [2B] 2nd Batch Prelim Calc	24 [2B] Payroll and Benefit Retro and Payline Load [2B] 3rd Batch Prelim Calc	25 [2B] 4th Batch Prelim Calc [2B] FICA Deadline	26 [2B] Final Calc [2B] Confirmation Deadline (Eve)	27 [2M] Pay Date	28 [2M] Pay Period End

Questions?

