UW UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group 3
March 22, 2016

The University of Wisconsin Service Center will
- *Serve…the people of the University of Wisconsin System*
  - *Collaborate…by being supportive and constructive*
    - *Act with Integrity…always and in all matters*

Agenda

- Summer Prepay Deductions
- Term-Rehire and Sick Leave Balances
- Unsubstantiated Claims
- Institution Feedback
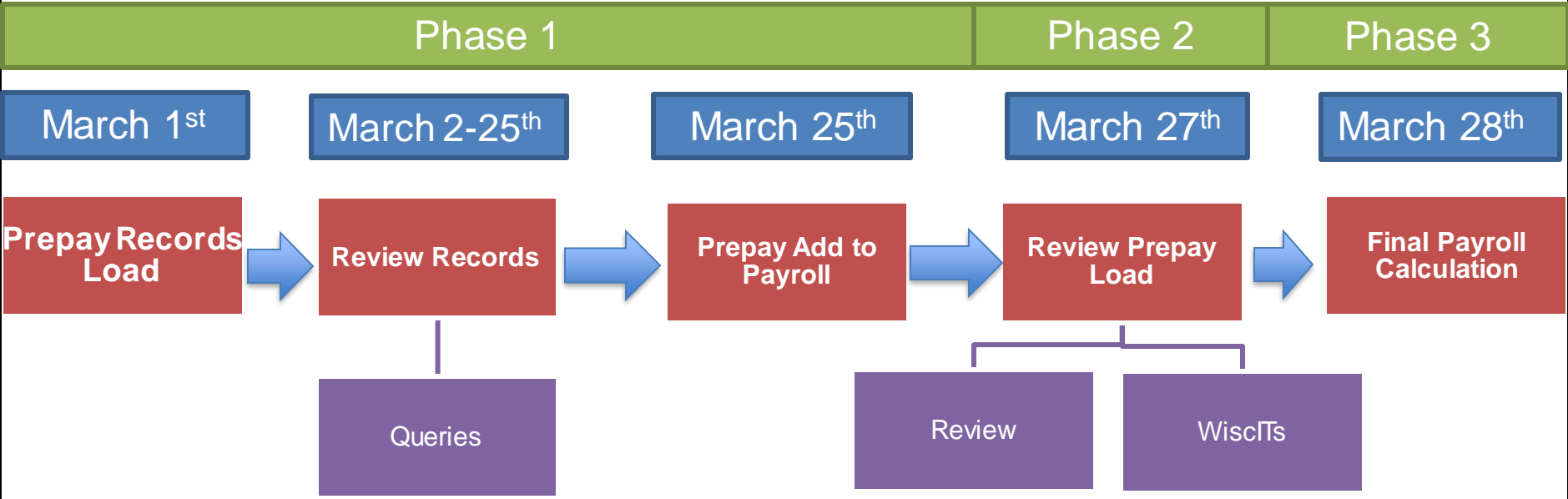- Non Standard Payroll Calc Schedule
- Calendar Review
- Questions

UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

- Prepay Landing page:
  - https://uwservice.wisconsin.edu/administration/prepay/
- For policy questions:
  - Contact OHRWD@uwsa.edu
- Contact Support Center using your Affinity Group's email box:
  - **Subject:** Benefit Prepay
  - **Include:** EmplID, Record #, Pay Run ID

UNIVERSITY OF WISCONSIN
SERVICE CENTER

- Deduction Prepay Load Status Query
  - **UW_BN_PREPAY_LOAD_STATUS - KB#16478**
  - Results show all employees setup on the Deduction Prepay Review Page prior to and after deduction prepay is loaded to payroll.
  - Any questions or issues running the query?
  - March 25th: Last day to review query prior to loading to payroll

4

UNIVERSITY OF WISCONSIN
SERVICE CENTER

March Deduction Prepay Timeline

Phase 1			Phase 2	Phase 3
March 1st	March 2-25th	March 25th	March 27th	March 28th
Prepay Records Load	Review Records	Prepay Add to Payroll	Review Prepay Load	Final Payroll Calculation

Queries

Review   WiscITs

1) Final 3M Calc is on a Monday 3/28 at 10AM

Questions?

Rehire and Sick Leave Balances

Absence reminders:

- If a FAASLI employee terminates employment with the University of Wisconsin System before attainment of 20 years of state service, retirement, or death, the sick leave account is terminated. If a former FAASLI employee returns within three years to the University's employ in any position that is eligible for WRS coverage, the previous sick leave balance is reinstated.

- Sick leave may be reinstated after the expiration of the three year period if the former FAASLI employee submitted an application for a specific position within three years of termination and was ultimately hired into that position.

- If a former FAASLI employee returns to a FAASLI position after more than 3 years, in a position that is eligible for WRS coverage, and is not eligible to have sick leave reinstated, the appointment shall be treated as an initial appointment and the employee shall be granted up to 22 days of sick leave as provided in this section.

  - Note: Rehired Annuitants are not eligible for Initial Entitlement

Rehire and Sick Leave Balances

- When a University Staff employee terminates and does not take the WRS annuity or have 20 years of WRS service and returns within 5 years, their existing sick leave balance is re-instated.

    - The ACSD needs to be adjusted for the gap in service.
    - If the employee returns after 5 years the coordinator needs to submit a ticket requesting the sick leave balance be adjusted to remove the existing balance.

    Reference:
    https://www.wisconsin.edu/ohrwd/download/policies/ops/bn3.pdf

Questions?

Reminder: Employees have until 3/30/16 to resolve 2015 unsubstantiated FSA transactions with TASC. TASC must receive substantiation or repayments **BY** this date.

If unresolved, adjustments will be withheld from future pay.

As of 3/18/16, there were 180 employees with unsubstantiated claims, down from 423 on 1/28/16.

Final e-mail reminder was sent to these employees on 3/14/16.

UNIVERSITY OF WISCONSIN
SERVICE CENTER

How can you help?

- Reach out to the active employee(s) to remind them of the need to substantiate and the consequences of not resolving the issue with TASC
  - Send additional e-mails
  - Call employee(s)
- Use the TASC Admin site (2015 platform) to troubleshoot if employees have questions on their unsubstantiated claims
  - Direct employees to review their online account for unsubstantiated claims;
  - Review employee's account for unsubstantiated claims

2015 TASC Site:

www.tasconline.com

UNIVERSITY OF WISCONSIN
SERVICE CENTER

How to resolve unsubstantiated transaction:

- Submit detailed receipt or Explanation of Benefits for the transaction. (Can do this online.)

- Substitute the unsubstantiated transaction with another eligible expense. Must complete [FSA Claim Repayment](#) form and attach receipts.

- Repay TASC in the amount of the unsubstantiated transaction(s). Must complete [FSA Claim Repayment](#) form and attach check/money order, or provide banking information.

Must be received by TASC by March 30, 2016!

UNIVERSITY OF WISCONSIN
SERVICE CENTER

TASC Contact Info:

If employee has questions, they can contact TASC Customer Service: 1-844-786-3947

Forms/Receipts should be sent via mail or fax:

Mail:
TASC
P.O. Box 7511
Madison, WI 53707

FAX: 1-877-231-1287

WWW.TASCONLINE.COM

Using TASC Admin Site to troubleshoot

Admin Troubleshooting

UNIVERSITY OF WISCONSIN
SERVICE CENTER

Admin Troubleshooting, cont.

Participant Unsubstantiated Summary

Participant: 4507-███████ ████, L██████

Participant Plan: 0000160689 FSA (Bi-Weekly) State of WI - ETF Univ of WI - POC, 01/01/2015 - 12/31/2015, P(26), CLOSING ▾

Instructions ⊟

Printed below is a list of transactions requiring your attention. While payment was made via your TASC Card, substantiation is required nevertheless.

TASC Card Benefit Status	
Benefit	Status
Medical (Out-of-Pocket) Expenses	Active

NOTE: If this purchase was made at an ineligible merchant or caused your balance to go into a negative status, the status below will show as an unauthorized force post (UAFP). Please respond immediately to all UAFP transactions; for your protection, your TASC Card is temporarily deactivated in case of possible fraudulent activity.

Transactions Requiring Substantiation

Resolved	Service Date	Request ID#	Benefit	Merchant/Provider	Unsubstantiated Amount	UAFP	Upload
☐	12/16/2015	███████████	Medical (Out-of-Pocket) Expenses	LUEDTKE-STORM M	($26.55)	☐	Upload Receipt

Transactions Repayment Details

Transaction Date	Benefit	Transaction Type	Repaid Amount

No records found.

Summary - Total by Benefits

Benefit	Unsubstantiated Amount	Substantiated/Repaid Amount	Amount Remaining to Substantiate
Medical (Out-of-Pocket) Expenses	($26.55)	$0.00	($26.55)

16

UNIVERSITY OF WISCONSIN
SERVICE CENTER

Admin Troubleshooting, cont.

Flex System Account Management - 4807- ████ - T ████ A ████

▼ **Flex System Account Management**

FSA (Bi-Weekly) State of WI - ETF Univ of WI - POC, 01/01/2015 - 12/31/2015, P(26), Closing ▼

| Account Summary | **Reimbursements** | Contributions | Special Transactions | Terminate |

Submitted RFRs
Listed are RFRs submitted to TASC.

VeriFlex Status of "Receipts Required" means that it is an unsubstantiated transaction.

Filter by Benefit ▼

Submitted	Request Id		Requested Amt.	Benefit	VeriFlex Status		Paid Status	Received Via
2015-01-03	0████	Details	$5.00	Medical (Out-of-Pocket) Expenses	Not Required		Paid	Claim Card
2015-01-18	0████	Details	$85.00	Medical (Out-of-Pocket) Expenses	Verified		Paid	Claim Card
2015-02-05	0████	Details	$30.00	Medical (Out-of-Pocket) Expenses	Not Required		Paid	Claim Card
2015-02-25	0████	Details	$5.00	Medical (Out-of-Pocket) Expenses	Not Required		Paid	Claim Card
2015-03-05	0████	Details	$18.44	Medical (Out-of-Pocket) Expenses	Not Required		Paid	Claim Card
2015-03-10	0████	Details	$22.25	Medical (Out-of-Pocket) Expenses	Verified		Paid	Claim Card
2015-03-10	0████	Details	$12.44	Medical (Out-of-Pocket) Expenses	Verified		Paid	Claim Card
2015-03-10	0████	Details	$5.00	Medical (Out-of-Pocket) Expenses	Not Required		Paid	Claim Card
2015-04-03	04████	Details	$5.00	Medical (Out-of-Pocket) Expenses	Not Required		Paid	Claim Card
2015-04-14	0████	Details	$85.00	Medical (Out-of-Pocket) Expenses	Verified		Paid	Claim Card

Navigation: << 1 2 3 4 >> scroll through all pages

2015-07-09	05062118201	Details	$80.00	Medical (Out-of-Pocket) Expenses	Verified		Paid	Web Wizard
2015-07-12	05072163101	Details	$107.25	Medical (Out-of-Pocket) Expenses	Receipts Required	Upload Receipt VeriFlex Cover Sheet	Paid	Claim Card
2015-07-19	05093152501	Details	$49.42	Medical (Out-of-Pocket) Expenses	Verified		Paid	Claim Card

Navigation: << 1 2 3 4 >>

UNIVERSITY OF WISCONSIN
SERVICE CENTER

Employee FSA Online Account Review

Employee FSA Online Account Review

Participant Unsubstantiated Summary

Participant: 4507-███████, L█████

Participant Plan: 0000160689 FSA (Bi-Weekly) State of WI - ETF Univ of WI - POC, 01/01/2015 - 12/31/2015, P(26), CLOSING ▾

Instructions [−]

Printed below is a list of transactions requiring your attention. While payment was made via your TASC Card, substantiation is required nevertheless.

TASC Card Benefit Status	
Benefit	Status
Medical (Out-of-Pocket) Expenses	Active

NOTE: If this purchase was made at an ineligible merchant or caused your balance to go into a negative status, the status below will show as an unauthorized force post (UAFP). Please respond immediately to all UAFP transactions; for your protection, your TASC Card is temporarily deactivated in case of possible fraudulent activity.

Transactions Requiring Substantiation

Resolved	Service Date	Request ID#	Benefit	Merchant/Provider	Unsubstantiated Amount	UAFP	Upload
☐	12/16/2015	███████	Medical (Out-of-Pocket) Expenses	LUEDTKE-STORM M	($26.55)	☐	Upload Receipt

Transactions Repayment Details

Transaction Date	Benefit	Transaction Type	Repaid Amount

No records found.

Summary - Total by Benefits

Benefit	Unsubstantiated Amount	Substantiated/Repaid Amount	Amount Remaining to Substantiate
Medical (Out-of-Pocket) Expenses	($26.55)	$0.00	($26.55)

20

UNIVERSITY OF WISCONSIN
SERVICE CENTER

Questions?

If you have any questions, please contact Zoua: zvang@uwsa.edu.

UNIVERSITY OF WISCONSIN
SERVICE CENTER

Institution Feedback

- UW-River Falls
- UW System Administration
- UW-Stout
- UW-Superior
- UW Colleges
- UW-Extension
- UW-Green Bay
- UW-Parkside

Non Standard Calc Schedule Review

- **2016BW03B:**

  3/18/16 – Paysheets created (overnight) (F)
  3/21/16 – Payline request deadline - 4:30 p.m. (M)
  3/21/16 – Payline and retro load (overnight) (M)
  3/22/16 – FICA deadline – Noon (Tu)
  3/22/16 – Absence event entry best practice due date – 8:00 p.m. (Tu)
  3/23/16 – Final calc/confirmation – 10:00 a.m. (W)

  2016UNC03:

  3/23/16 – Paysheets created (overnight) (W)
  3/25/16 – Payline request deadline – 4:30 p.m. (F)
  3/26/16 – Payline and retro load (overnight) (Sa)
  3/27/16 – FICA deadline – Noon (Su)
  3/27/16 – Absence event entry best practice due date – 8:00 p.m. (Su)
  3/28/16 – Final calc/confirmation – 10:00 a.m. (M)

UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Calendar Review

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

View in Table

UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER