# SERVICE CENTER

# Affinity Group 3 April 5, 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

- ACA
- Summer Prepay Deductions
- ICI Deferred Enrollment
- Change in Termination Rules
- After Hours Job Data Changes Reminder
- Institution Feedback
- Calendar Review
- Questions



#### Affordable Care Act

Two groups of employees will receive a new 1095c for 2015 in the next couple of weeks.

- Employees with the Access or State Maintenance Plans will not receive a 1095b from their health plan provider. Therefore, we need to provide a 1095c that includes dependent information in Part III. This affects approximately 800 employees.
- Employees who were offered insurance at the less than half time rate should have the less than half time rate reflected in Line 15 (Employee Share) of Part II. The Safe Harbor Code may also have changed in Part II. This affects approximately 1000 employees.
- The new 1095c will be sent from BusinesSolver in the same manner as the originals
- Since the UW has not yet transmitted information to the IRS, the new 1095c will not have the "Amended" box selected.
- A direct communication will be sent to the those employees. An advance copy of the communication was sent to the institutions, including the list of affected employees.

### Affordable Care Act – Time Reporting

- As part of the 2016 ACA changes, employees paid lump sum payments may need to record actual hours worked.
- A new Time Reporting Code (TRC) has been created for this in the Time & Labor module in HRS.
- The UW Service Center is offering a workshop on Thursday, April 7<sup>th</sup> to provide information on time tracking in HRS and how and when to use the new TRC.

#### Affordable Care Act

#### Workshop Details:

**Date/Time:** April 7, 2016 1:00 – 2:30 p.m. 660 W Wash 217B **Audience:** HR Directors, Institutional HR, PY & Benefits Administrators

- Login Information:
- Participant Collaborate Session <u>http://go.wisc.edu/4q5458</u>
- Dial-In: 1 (888) 291-0312
- Participant Passcode: 9113 211#

**Note**: The slides that will be presented on Thursday the 7<sup>th</sup> will be sent prior to the session.



#### Summer Prepay Deduction Resources

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

#### Summer Prepay Deduction Query

- Deduction Prepay Load Status Query
  - <u>UW BN PREPAY LOAD STATUS KB#16478</u>
  - Results show all employees setup on the Deduction Prepay Review Page prior to and after deduction prepay is loaded to payroll.
  - Tuesday the 12<sup>th</sup> of April, 5:00 p.m: Deadline for making changes prior to loading to April payroll.

VERSITY OF WISCO

# ICI Deferred Enrollment

- ICI events have been created for ICI Deferred Enrollment
  - University Staff entry deadline: April 6, 2016
  - FA/AS/LI entry deadline: April 13, 2016
- Please remember to setup Deduction Prepay for Academic employees for new enrollments.





# **Change in Termination Rules**

- Resigning to Another State Agency
  - All insurances end the month of termination
    - No longer extending one month
  - Personnel Transfer Record should have end of month of termination

https://www.wisconsin.edu/ohrwd/admin/download/ben/events/ tostate.pdf



# **Change in Termination Rules**

- SGL SP/DP Death of employee
  - Spouse/Dependent still have coverage for 90 days after death of employee, but we no longer have to reflect that in HRS. No premiums are due to Securian for this period.

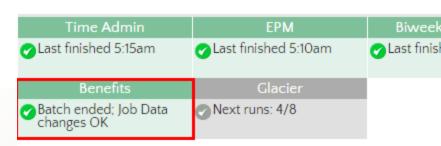




# After Hour Job Data Changes Reminder

- Reminder: Please refrain from job data entry while Benefits Batch is running.
- Start:
  - Mon Thurs: 7pm
  - Sunday: 5pm
- End: Varies, typically by 9pm
  - Validate:
    - HRS Admin site
    - Twitter @HRSProcessing

# **HRS Administration**



# After Hour Job Data Changes Reminder

- When a job data is entered during Benefits Batch they may not be evaluated properly.
- Potential Issues:
  - Not put into WRS
  - Not enrolled in benefits
  - Employee will not appear on MSC
    - Miss potential eligibility changes
  - Insurance might not term correctly





### **Institution Feedback**

UNIVERSITY OF WISCONSIN

SERVICE CENT

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

### **Calendar Review**

_	April 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	31	1 [4M] Pay Period Begin [3M] Pay Date	2 [4A] Pay Period End	
3	4	5	6	7	8	9	
[4B] Pay Period Begin [4A] 1st Batch Prelim Calc	[4A] 2nd Batch Prelim Calc	[4A] 3rd Batch Prelim Calc [4A] Payroll and Benefit Retro and Payline Load	[4A] 4th Batch Prelim Calc [4A] FICA Deadline	[4A] Confirmation Deadline (Eve) [4A] Final Calc	[4M] 1st Batch Prelim Calc		
10	11	12	13	14	15	16	
[4M] 2nd Batch Prelim Calc	[4M] 3rd Batch Prelim Calc	[4M] 4th Batch Prelim Calc [4M] Payroll and Benefit Retro and Payline Load	[4M] 5th Batch Prelim Calc [4M] FICA Deadline	[4A] Pay Date [4M] Final Calc [4M] Confirmation Deadline (Eve)		[4B] Pay Period End	
17	18	19	20	21	22	23	
[4B] 1st Batch Prelim Calc [4C] Pay Period Begin	[4B] 2nd Batch Prelim Calc	[4B] 3rd Batch Prelim Calc [4B] Payroll and Benefit Retro and Payline Load	[4B] 4th Batch Prelim Calc [4B] FICA Deadline	[4B] Final Calc [4B] Confirmation Deadline (Eve)			
24	25	26	27	28	29	30	
				[4B] Pay Date	[4M] Pay Date	[4C] Pay Period End [4M] Pay Period End	
18					SER	/ICE CENTER	

