



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 BusinessSolver 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 7th 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 - <http://go.wisc.edu/4q5458>
- Dial-In: 1 (888) 291-0312
- Participant Passcode: 9113 211#

Note: The slides that will be presented on Thursday the 7th will be sent prior to the session.

Questions?



Summer Prepay Deduction Resources

- 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

Summer Prepay Deduction Query

- 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.
 - **Tuesday the 12th of April, 5:00 p.m:** Deadline for making changes prior to loading to April payroll.

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.

Questions?



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.

Questions?



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

Time Admin	EPM	Biweek
✓ Last finished 5:15am	✓ Last finished 5:10am	✓ Last finish
Benefits	Glacier	
✓ Batch ended: Job Data changes OK	✓ Next runs: 4/8	

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

Questions?



Institution Feedback

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

Questions?

