



## Affinity Group 3

### October 3, 2017

- 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

- ABE Processing Reminders
- Adjusted Continuous Service Date
- TAM Applicant Disposition Changes
- UW Relationships Page Changes
- HRS Training Coordinator
- Absence Management Workshop
- HRS Absence Management Workshop
- PY Calendar Review
- Institutional Feedback

# Grad to WRS – SGH Reminder

- Employees currently in a Grad position during ABE who change to WRS after using ABE self-service
  - Scenario:
    - Grad benefit eligible employee makes an IYC 1/1/2018 election.
    - Employee after making ABE self-service election, changes to a WRS benefit eligible position.
    - Thus, the 1/1/2018 row in ETF needs updating from Grad to WRS.
    - Please continue to submit paper applications for Grad to WRS changes via fax to the UWSC Benefits Team
    - UWSC Benefits Team will manually update the change in ETF

**OS18 Schedule** (KB# 21916) – Event Date 12/10/2017 moved employees to new Benefit Programs and WRS Retirement Plans.

UWSC Benefits Team will continue to manage these events and enrollments manually for events dated prior to 12/10/17.

Institutions: Please submit a Wisclt if you have questions or issues related to the 12/10/2017 OS18 event.

- Employee contributions will be deducted in equal amounts from each paycheck, pre-tax, throughout the Plan Year.
  - Employees must follow the 24, 12, 9-pay schedules
  - UWSC Benefits Team will be querying for overrides that are placed on employee Spending Accounts in error and will remove them
  - Only 9-pay employees will have overrides on their accounts
- Employees may **not** have overrides placed on their FSA accounts **UNLESS** it is their final paycheck prior to retirement/termination.

# HSA Overrides Reminder

- HSA Overrides on 1<sup>st</sup> – 3<sup>rd</sup> Batch Prelim Calcs will NOT show correctly.
- Please do NOT change HSA overrides to compensate for the wrong deduction amount taken.
- UWSC Benefits Team has a work around each payroll.
  - We pull a query before each payroll of those who have an HSA override on.
  - We complete a mass upload of paylines to take the correct HSA override amount.
  - **After night of Payline/Retro Load**, the Review Paycheck will reflect the CORRECT HSA override amount the following day
- **Note\*** If you change an HSA override amount during the calc week at any time, please submit a ticket to UWSC Benefits Team.

# ABE Workshop Reminders

- ABE workshop videos are now posted
  - Slides are also available
- If you haven't done so already, please complete the ABE workshop survey: [https://uwsystemadmin.qualtrics.com/jfe/form/SV\\_3aPgDzXyrlphXCJ](https://uwsystemadmin.qualtrics.com/jfe/form/SV_3aPgDzXyrlphXCJ)

The screenshot shows a web interface with a navigation bar at the top containing tabs for Process Timeline, Calendar, 2018 Changes, Resources (highlighted), Communication Schedule, and Communications. The main content area is divided into two columns. The left column has a blue header 'Employer KB Documents' and a list of links including 'BN - WED - eBenefit Pending Report', 'BN - Plan Types, Benefit Plans, and Payroll Deductions Job Aid', 'BN - Benefits Coverage Codes Job Aid', 'BN - Enrollment Code and Enrollment Reason Aid', 'BN - MSC Event Evaluation Report', 'BN - Benefits Personal Data', 'BN - Using On-Demand for Annual Benefit Enrollment Period', 'BN - Reprocessing the Open Enrollment (OE) Event', 'BN - Employee Process Status Report', 'BN - List of Benefit Schedules', 'BN - Benefits Exception Reports', 'BN - Health Opt-Out Incentive Business Process', and 'BN - Self Service (eBenefits) Confirmation Statements'. Below this is another blue header 'Employee KB Documents' with a link 'BN - FAQ for Employees Using eBenefits During the Annual Benefits Enrollment Period'. The right column has a blue header 'Contacts' with a link 'Affinity Group: ag3@uwsa.edu', a blue header 'Forms' with a link 'Opt-out Fax Cover', a blue header 'Workshop Recordings' with links 'Operations Workshop' and 'Policy Workshop' (both highlighted with a red box), and a blue header 'Resources' with links 'ABE Employee Website', 'ABE Quick Start Guide', 'ALEX (Employee Facing)', 'ALEX (Admin Resource)', 'ABE Checklist (Employee Facing)', 'ABE Brochure (Employee Facing)', 'ABE Employee Presentation', and 'ABE Workshop Feedback Survey' (highlighted with a red box).