



## Affinity Group 3

### December 19, 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

- BN: ICI Annual Review Timeline  
FSA Unsubstantiated Claims  
ACA Reminder
- AM: Year-End Reminders
- PY: Check Distribution Tile on Admin Page  
Nonstandard Processing Schedule  
Key Year-End Payroll Dates  
Calendar Review
- Institutional Feedback

# ICI/SL Swap Timeline

- **December 5, 2017** – Projected SL Balance Report distributed
- **December 31, 2017** – Employee deadline to notify Campus Administrators to swap leave time
- **January 9, 2018** – Campus Administrators deadline for entering leave time swap
- **January 16 – 19, 2018** – UWSC will send email notices to employees eligible for Deferred or Supplemental enrollment into ICI
- **January 26 – 28, 2018** – UWSC will be updating Job Data, ICI Benefit plan enrollment, and ICI ABBRs
- ICI Annual Review Landing Page:  
<https://uwservice.wisconsin.edu/administration/ici/#resources>

# FSA Unsubstantiated Claims Reminder

- Employees will be receiving their final notices (email and mailer) from TASC on December 19<sup>th</sup> and an email from UW System HR shortly thereafter.
- Institution's will receive an updated list of participants with unsubstantiated claims as well.
- TASC has asked that institution's reach out to **active** employees with balances of \$500 or more. As these employees have already received multiple notices through email, we suggest calling the employee; however, that decision is up to the individual institution.

# FSA Unsubstantiated Claims Reminder

- **Current Unsubstantiated Claims**

- As of Tuesday, December 12, 2017, there are 796 participants with a total of \$199,974.06 in unsubstantiated claims.
- 364 at or under \$100.00
- 160 between \$100.01 and \$250.00
- 165 between \$250.01 and \$499.99
- 104 at or above \$500.01\*

\*Please use information received from 12/19 when contacting employees with balances over \$500.

## Contact TASC

If employee's call with questions about their account, how to substantiate a claim, etc., please refer them to TASC. TASC has the resources to research an employees account.

## TASC Customer Care

844-786-3947 or 608-316-2408

1customer@tasconline.com

# ACA Reminders

- 2017 full year ACA hours catch-up
  - Updates to older time periods will not show in the reports until the full year process in December
  - Deadline for entry older than 90 days: December 20<sup>th</sup>
- January ACA processing of December hours moved to January 6<sup>th</sup>
  - Deadline for December time entry: January 5<sup>th</sup>
- 1095s will be mailed out by February 1<sup>st</sup>
- Questions and/or support should be directed to your Affinity Group

# Absence Year-End Reminders – Univ. Staff

- Review for remaining leave balances with no carryover provisions – this may be an opportunity to swap time to avoid losing it
- Remind employees to take action if they are interested in banking leave and have not done so already
- Watch the underpaid report as this may be due to overused leave – manage as needed
- Be aware Part-Time employee's legal holiday may change like Vacation does with regard to unpaid time. If the hours are not in Paid Hours Inquiry, the full accrual will not be present thus possibly sending unpaid time for unearned time.
- Legal holiday for full time employees will act much like vacation does. If the time is requested and not available, it will automatically send it to unpaid time.
- Employees will earn their full Legal holiday entitlement based on their paid FTE during the 1A pay period. Full time employees approved to work alternate schedules or alternate FTE's are only entitled to earn prorated legal holiday based on the paid hours for the period.




# Check Distribution Tile Addition – Payroll Admin Page

- A “Check Distribution” tile has been added to the Service Center Administration Payroll page
- Thank you for your feedback to date
- As further information becomes available, we will continue to update you on AG calls and documentation will be available here:

## Payroll


Topics are arranged in alphabetical order. Click the [+] and [-] buttons to add/remove Favorite topics. [View all topics](#) link. Some topic blocks can be expanded to reveal more content – click the 'Expand' button that appears below the topic block.

### Academic Year Paycheck Options

+   
SC Web

- [Employee Landing page](#)
- [Direct Deposit Authorization form](#)
- [PMO Project page](#)

### Additional Pay

+   
SC Web

- [Complete an Additional Pay form](#)

KB Docs


- [Enter Additional Pay](#)
- [More Additional Pay Topics](#)

### Calendars

  
SC Web

- [UW Payroll C](#)
- [2017 UW Pay](#)
- [2018 UW Pay](#)
- [2017 UW Em](#)

### Check Corrections

+   
SC Web


- [Submit a Check Correction](#)
- [Check Correction Archive](#)
- [New Process Training](#)

KB Docs

- [Check Correction Archive](#)

[Expand](#)

### Check Distribution

+   
SC Web

- [FAQ – Mailing Checks Directly to Employees](#)

KB Docs

- [Managing Payroll Options](#)

### Deductions

  
SC Web

- [New Options Request](#)
- [Legacy Payroll](#)

Policy Help

- [Optional Gen](#)

# Non-Standard Payroll Calc Schedule

## **2017UNC12:**

- 12/15 – Paysheet Create (overnight) (Fri)
- 12/18 – Payline Request Deadline (4:30 pm) (Mon)
- 12/18 – Payline & Retro Load (overnight) (Mon)
- 12/19 – FICA Deadline (noon) (Tues)
- 12/20 – Final Calc & Confirm (noon) (Wed)

## **2017BW12B:**

- 12/21 – Paysheet Create (overnight) (Thurs)
- 12/26 – Payline Request Deadline (4:30 pm) (Tues)
- 12/26 – Payline & Retro Load (overnight) (Tues)
- 12/27 – FICA Deadline (noon) (Wed)
- 12/28 – Final Cal & Confirm (10:00 AM) (Thurs)

# Key Year-End Payroll Dates

## December

- 12/1/17 Last on-cycle pay date in 2017 for monthly paid staff (the 11M)
- 12/15/17 Check Correction deadline to guarantee employees' original W-2s reflect the correct amounts
- 12/21/17 Last on-cycle pay date in 2017 for bi-weekly paid staff (the 12A)
- 12/26/17 NOON – Deadline for Missed Payroll submissions for inclusion on 2017 W-2s
- 12/27/17 Last off-cycle check date for 2017 (bi-weekly and monthly paid staff)
- 12/29/17 6:00PM! Deadline for Foreign National Personal Data Changes in Glacier (related to 1042-S 2017)

# Key Year-End Payroll Dates

## January

- 1/5/18 Final deadline for last minute Check Correction adjustments on an employee's W-2 (not guaranteed, based on volume)  
Deadline for Taxable Fringe Adjustments for calendar year 2017  
Deadline for Guaranteed Personal Data Changes (for ACA and W2 data)
- 1/23/18 Targeted date for finish printing W2s
- 1/30/18 Targeted date for employees to receive 2017 W-2s
- 1/31/18 IRS postmark deadline for employees 2017 W-2s

# Key Year-End Payroll Dates

## February

- 2/16/18 Targeted print date for 2017 Fellowship/Scholarship Letters
- 2/28/18 Targeted print date for 2017 1042-S forms

## March

- 3/2/18 CYE posts to WISDM (approximately)
- 3/10/18 Targeted date for employees to receive 2017 1042-S forms  
(3/15/2018 due)

# PY Calendar Review

← Today 12A 12B 12M →

December 2017

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

# Contact Us

- Contact your Affinity Group via Telephone, Email, Web Forms or Chat
- Visit our support page at <https://kb.wisc.edu/hrs/page.php?id=17960>

## AG Support phone numbers

7:45 a.m. - 4:30 p.m.  
5 days a week (Mon-Fri)

AG1: (888) 298-0141 (toll free) or  
(608) 262-0600

AG2: (888) 298-0151(toll free) or  
(608) 262-0419

AG3: (888) 298-4159 (toll free) or  
(608) 262-6093

## AG Support email addresses

7:45 a.m. - 4:30 p.m.  
5 days a week (Mon-Fri)

AG1: [ag1@uwsa.edu](mailto:ag1@uwsa.edu)

AG2: [ag2@uwsa.edu](mailto:ag2@uwsa.edu)

AG3: [ag3@uwsa.edu](mailto:ag3@uwsa.edu)

## LiveChat & Webforms

7:45 a.m. - 4:30 p.m.  
5 days a week (Mon-Fri)

[Click here to chat with a support agent](#)

[Use our web form to submit an incident](#)

# Support Request Email

**Please include the following in the subject line of your email:**

- Description – EE Name – Empl Id/EmplRcd
  - **Example Email Subject:**
    - *W2 Inquiry - Buckingham U Badger - 01234567/0*