



Affinity Group 3

January 9, 2018

- 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
COBRA FAQ
- AM: LH Auto-Load Opt Out
- PY: Check Distribution
IRS Statement on 2018 Withholding Rates
Nonstandard Processing Schedule
Key Year-End Payroll Dates
Calendar Review
- Institutional Feedback

ICI Timeline/WED Reports

- **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
- Please monitor **BN ICI ABBR WED** Report. Currently over 100 employees appear.

COBRA FAQ

The screenshot shows a web browser window with the URL <https://uwservice.wisconsin.edu/hrs/project-readiness#4-tab>. The browser's address bar shows "Secure" and the page title is "HRS Project Readiness". The navigation bar includes "Home", "My UW System Help", "Forms/Publications", "HRS Administration", and a search box containing "UWSC, KB, People".

The main content area features the University of Wisconsin System logo on the left and the "HRS Project Readiness" title on the right. Below the title, there are three tabs: "Introduction", "Benefits Administration System (BAS)", and "HRS 9.2 Maintenance (PUM)". Underneath, there are two sub-tabs: "COBRA" (selected) and "Internal".

Under the "COBRA" sub-tab, there are three main sections: "COBRA Introduction", "COBRA Impacts", and "COBRA Resources" (selected). The "COBRA Resources" section contains two columns of links:

- EJED**
 - [Sample Employee EJED Email](#)
 - [Maintaining EJED KB](#)
 - [EJED Query KB](#)
- COBRA**
 - [Sample Employee COBRA Letter](#)
 - [COBRA Process Flow Diagram](#)
 - [COBRA Frequently Asked Questions \(FAQ\)](#)

The "COBRA Frequently Asked Questions (FAQ)" link is highlighted in yellow. On the left side of the page, there is a "Related Topics" section with links to "UW HRS KnowledgeBase (KB)" and "Return to Administration page".

Questions



LH Auto-Load Opt Out Annual Review

University Staff LH automatic load “opt out” for 2018

- Current exclusions from the LH autoloading process will continue to be excluded.
- Please notify your Affinity Group if you wish to change this status.
 - For units currently excluded from the load process who wish to be included, submit a request
 - For units currently included in the load process who wish to be excluded, submit a request

Units are defined by UDDS (Unit, Division, Department or Sub-Department)

- Requests will need to be received by January 31, 2018.
- Changes will take effect for Memorial Day.
- Updates will be in place for the entire year.

Check Distribution

Communication will be sent via email to active Employees without active ACH records. It will include the following information:

- You have been identified as an employee who is currently receiving a printed check with NO active ACH/direct deposit set up.
- Checks will no longer be available at your campus for pick up on **February 1, 2018**, starting with the 1M and 1B Payrolls.
- The Service Center will be mailing checks directly to employees.
- Please make sure your address is up to date to ensure your checks are not delayed.
- If your address does not reflect your current address or you would like a separate check address, see your campus payroll coordinator.
- Directory: <https://uwservice.wisconsin.edu/directories/groups/>
- Update Address at My UW: <https://my.wisconsin.edu/portal/>
- We highly recommend setting up ACH/direct deposit for your convenience.
- You will have more surety your money will be received on a pay day.
- Our system wide goal is to eliminate all paper checks by the end of 2018.

Check Distribution

- Address clean-up efforts are under way to ensure proper routing of paper checks
- UWSC Payroll Team is reaching out directly to institutions to verify international addresses
- Reports will be generated and routed to institutions routinely in the next several weeks for follow-up on blank addresses and campus building address currently listed as home addresses
- Please work with your employees to make updates to avoid delays in paper check routing

Check Distribution

- Paper checks will no longer be routed to campuses as of February 1, 2018
- First payrolls impacted:
 - January Monthly
 - January B Biweekly

Questions



IRS Statement on 2018 Withholding Rates

- ***Issued on: December 26, 2017***
- The IRS is working to develop withholding guidance to implement the tax reform bill signed into law on December 22. We anticipate issuing the initial withholding guidance in January, and *employers and payroll service providers will be encouraged to implement the changes in February.* The IRS emphasizes this information will be designed to work with the existing Forms W-4 that employees have already filed, and no further action by taxpayers is needed at this time.

Use of the new 2018 withholding guidelines will allow taxpayers to begin seeing the changes in their paychecks as early as February. In the meantime, employers and payroll service providers should continue to use the existing 2017 withholding tables and systems.

- The Service Center will implement new rates as soon as they are available. Timing will be based on payroll confirmation dates.

Non-Standard Payroll Calc Schedule

2018BW01A:

- 1/5 – Paysheet Create (overnight) (Fri)
- 1/8 – Payline Request Deadline (4:30 pm) (Mon)
- 1/8 – Payline & Retro Load (overnight) (Mon)
- 1/9 – FICA Deadline (noon) (Tues)
- 1/10 – Final Calc & Confirm (noon) (Wed)

2018UNC01:

- 1/11 – Paysheet Create (overnight) (Thurs)
- 1/16 – Payline Request Deadline (4:30 pm) (Tues)
- 1/16 – Payline & Retro Load (overnight) (Tues)
- 1/17 – FICA Deadline (noon) (Wed)
- 1/18 – Final Cal & Confirm (noon) (Thurs)

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

December 2017

February 2018



Today

1A 1B 1M



January 2018

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

Institution Feedback

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

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

AG2: ag2@uwsa.edu

AG3: 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*