



## Affinity Group 2

### February 6, 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: FSA Unsubstantiated Claims  
EAP Changes – March 1, 2018  
UW Benefits\* tab security update
- PY: Domestic Tax Renewal - Extended Deadline
- PD: Project Readiness Page Updates

Calendar Review

Institutional Feedback

# FSA Unsubstantiated Claims: Payroll Deductions

- On the February 1, 2018 paycheck the FSA unsubstantiated claim deductions were taken differently than previously communicated for employees with amounts at or over \$250.01.
- On January 31<sup>st</sup> and February 2<sup>nd</sup>, communication was sent to benefit administrators to inform them of the issue. Sent with the communication was the employee email for reference as well as the list of affected employees.
- Employees were sent a communication on January 31<sup>st</sup> and February 2<sup>nd</sup>.

# FSA Unsubstantiated Claims: Payroll Deductions

As outlined in the February 2<sup>nd</sup> email, payroll deductions will continue for the affected group of employees in the following manner:

<b>Balance</b>	<b>Solution</b>
Balance of \$.01 to \$50.00 after the \$250.00 is taken from 2/1/2018 check.	The entire remaining balance will be taken from the following check (2/15/2018 for biweekly; 3/1/2018 for monthly)
Balance over \$50.00 after the \$250.00 is taken from 2/1/2018 check.	The remaining balance will be divided by the number of paychecks remaining in the run-out period (two for monthly-paid employees, four for biweekly-paid employees).

Note: This issue did not affect employees whose beginning FSA unsubstantiated claim balance was less than \$250.

# FSA Unsubstantiated Claims: Reminder

## Payroll Dates of Unsubstantiated Claim Deductions

### Monthly

#### Pay Period

#### Pay Date

<del>January</del>	<del>02/01/2018</del>
February	03/01/2018
March	03/30/2018

### Bi-weekly

#### Pay Period

#### Pay Date

<del>01/07/2018 – 01/20/2018</del>	<del>02/01/2018</del>
01/20/2018 – 02/03/2018	02/15/2018
02/04/2018 – 02/17/2018	03/01/2018
02/18/2018 – 03/03/2018	03/15/2018
03/04/2018 – 03/17/2018	03/29/2018

### Note:

If an employee fully substantiates their 2017 claims during the run-out period and after a payroll deduction has occurred, the employee must work with TASC for a refund on the deduction and TASC will communicate with the Service Center to end deductions going forward, as applicable.

# FSA Unsubstantiated Claims: Next Steps

If an employee expresses a hardship due to the \$250.00 FSA unsubstantiated claim deductions please refer to the two options outlined on the January 31<sup>st</sup> email to benefit administrators.

## Contact TASC

If employees have questions about resolving claims or to check on the status of their refund, refer them to TASC.

## TASC Customer Care

844-786-3947 or 608-316-2408

[1customercare@tasconline.com](mailto:1customercare@tasconline.com)

# EAP Changes – March 1, 2018

The State of Wisconsin Executive Order #26 requires the establishment of an EAP in every State Agency, UW institution and department. All employees on the State's payroll system (as well as members of their household) are eligible for EAP services.

- Currently these services are provided to State employees as well as most UW institutions by Empathia (LifeMatters). Note that 5 institutions are not on the State EAP contract and do not use LifeMatters. Please contact [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu) if you would like a listing of institutions who use/do not use LifeMatters.
- As of **March 1, 2018**, EAP services currently administered under the State contract by LifeMatters will be administered by **FEI Behavioral Health**.

Note: Though it is not mandatory that institutions use the State EAP contract, it is important that you have an EAP in place.

# EAP Changes – March 1, 2018

- If your institution currently uses LifeMatters as your EAP vendor under the State contract: You are required to transition to **FEI** effective **March 1, 2018**.
- If you currently use a different EAP vendor or administer in-house: You are not required to transition to FEI; however, you are welcome to join the FEI contract on or after March 1, 2018. For additional information regarding joining the State EAP contract with FEI on or after March 1, 2018, please contact [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu).
- UW System HR is working with the Department of Administration, LifeMatters and FEI through this transition and will share additional information as it becomes available.
- The contract with FEI will provide the same services as the contract with LifeMatters. An additional counseling has been added to the FEI contract (six vs. five).
- Contact [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu) if you have questions.



# UW Benefits\* tab

**UW Benefits\* tab in Job Data was created for UWSC to override eligibility on a exception basis. There are few cases that require the eligibility exceptions. It was identified during an internal security review that campus security roles had access in error, which was fixed on 1/28/2018.**

UW Benefits\*

**Please contact your AG if you identify a situation that may require an eligibility exception.**

# Domestic Tax Renewal - Extended Deadline

- Due to a last-minute change in IRS regulations, the deadline for employees to renew their exemption from Federal withholding has been extended from February 15 to February 28.
- This means that biweekly employees who would have had their exemption expire this week will still be exempt for the 2A payroll.
- As a result, the process to remove expired employee exemptions from withholding did not run on February 2
- Process will be run the evening of February 9 in order to remove expired exemptions for the 2M payroll and beyond.
- If you have exempt W-4's to enter, please make sure they are entered by the end of business February 8.
- Exempt W-4's entered after that date will not be applied retroactively, and taxes withheld will not be refunded.

# HRS Project Readiness - Changes



## HRS Project Readiness

Introduction Benefits Administration System (BAS) HRS 9.2 Maintenance (PUM) COBRA Internal

Intro COBRA Resources

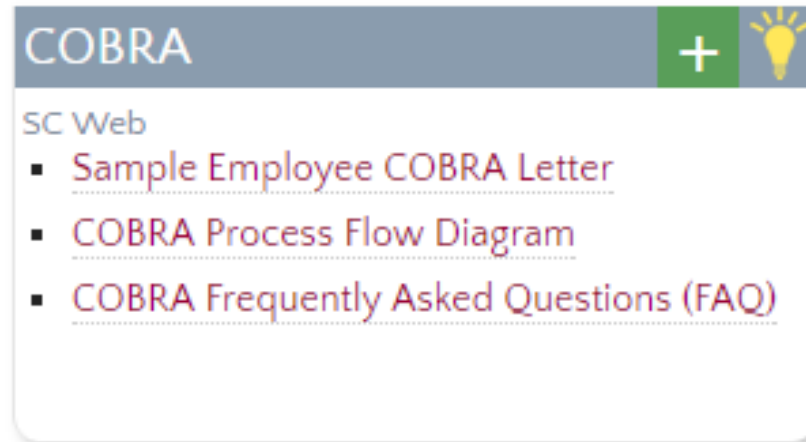
Welcome to the UW Service Center Project Readiness page!

We will use this web page to provide information on active projects being worked on by the Service Center, such as project impacts, project-related communications, and end-user resources.

Feedback regarding the content on these pages can be directed to [UWSCcommunications@uwsa.edu](mailto:UWSCcommunications@uwsa.edu).

# HRS Project Readiness - Changes

- COBRA tab will be removed; resources now reside on Benefits page:



# HRS Project Readiness - Changes

- New HRS 9.2 (PUM) Functionality - 2017 and HRS 9.2 (PUM) Resources tabs will be removed; resources now reside in the Knowledge Base, SC home page and MyUW portal help:

## Welcome to the UW Service Center

The UW Service Center provides payroll and benefits support to 13 four-year universities, 13 freshman-sophomore UW Colleges campuses, and statewide UW-Extension that make up the UW System.

### Upcoming Pay

- **Biweekly:** Thursday, February 1
- **Monthly:** Thursday, February 1
- **Student Hourly:** Thursday, February 1

[2017 UW Employee Payroll Calendar](#)  
[2018 UW Employee Payroll Calendar](#)

### Next Legal Holiday

### For Employees and Managers

Log into [My UW](#) to view your earnings statements, tax statements and more. The links below offer help with the work-related modules available in My UW, along with additional helpful resources.

- [Benefit Information](#)
- [Payroll Information](#)
- [Personal Information](#)
- [Time and Absence](#)

### HR, Payroll and Benefit News

**Save the Date! America Saves Week February 26 - March 3, 2018**

UW System Human Resources

**JANUARY 24, 2018**

**Saving is possible!**

We all agree that saving is a good idea. That&rsquo...

# PY Calendar Review

February 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1 [2M] Pay Period Begin [1M] Pay Date [1B] Pay Date	2	3 [2A] Pay Period End
4 [2B] Pay Period Begin [2A] 1st Batch Prelim Calc	5 [2A] 2nd Batch Prelim Calc	6 [2A] 3rd Batch Prelim Calc [2A] Payroll and Benefit Retro and Payline Load	7 [2A] 4th Batch Prelim Calc [2A] FICA Deadline	8 [2A] Final Calc [2A] Confirmation Deadline (Eve)	9 [2M] 1st Batch Prelim Calc	10
11 [2M] 2nd Batch Prelim Calc	12 [2M] 3rd Batch Prelim Calc	13 [2M] 4th Batch Prelim Calc [2M] Payroll and Benefit Retro and Payline Load	14 [2M] FICA Deadline [2M] 5th Batch Prelim Calc	15 [2M] Final Calc [2A] Pay Date [2M] Confirmation Deadline (Eve)	16	17 [2B] Pay Period End
18 [2B] 1st Batch Prelim Calc [3A] Pay Period Begin	19 [2B] 2nd Batch Prelim Calc Washington's Birthday [Federal Reserve Bank Holiday]	20 [2B] Payroll and Benefit Retro and Payline Load [2B] 3rd Batch Prelim Calc	21 [2B] FICA Deadline [2B] 4th Batch Prelim Calc	22 [2B] Final Calc [2B] Confirmation Deadline (Eve)	23	24
25	26	27	28 [2M] Pay Period End	1	2	3