UW UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group
March 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: ICI Timeline

               Prepay

               SGL Annual Update

               COBRA FAQ

- FN: CYE Close-Out
- PY: Workflow for Add'l Pay
- TL: Daylight Savings Time

               Calendar Review

               Institutional Feedback

               Service Center Support

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ICI Timeline

- **March 30 – April 1, 2018** – UWSC will be updating Job Data to provide election entry for Deferred or Supplemental enrollment into ICI

  - **Refrain from Job Data and Benefits entry from 7pm on Friday, March 30 through 6am on Saturday March 31**

- **April 2, 2018** – Administrators can begin entering deferred enrollment applications

- **April 19, 2018** – Deadline for biweekly deferred enrollment applications (4A confirm)

- **April 25, 2018** – Deadline for monthly deferred enrollment applications (4M confirm)

- **Employee References:**
  https://www.wisconsin.edu/ohrwd/benefits/dis/ici/

- **Administrator References:**
  ICI Administrator Landing page
  - A list of KB resources
  - Links to UWSA and UWMSN Policy are available

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Summer Prepay

- **Prepays were loaded for all C-Basis employees on February 25, 2018**
  - Email went out to employees on Friday, March 2, 2018, regarding the prepay deduction schedule and guidelines

  - Advanced notice was sent to Ben Admins with spreadsheet of employees

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Summer Prepay

- **How to identify employees setup for Summer Prepay?**

- [Deduction Prepay Load Status Query](#) (KB #16478)

  - Status 'Not Processed' will identify employees setup with "OK to Process" checked.

- Use this query to manage your Summer prepay population. Changes need to be finalized prior to the Payroll and Benefit Retro and Payline Load for each monthly payroll.

  - 03M: 3/13/18 (Tues)

  - 04M: 4/23/18 (Mon)

  - 05M: 5/22/18 (Tues)

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Summer Prepay

- Work with divisions/departments to determine who will be returning in the fall and need summer prepay deductions.

- Remember, the UW is considered one employer.

  - Department Transfers
  - Institution Transfers

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Summer Prepay

- **How to identify employees who loaded or did not load to the paycheck?**

- [Deduction Prepay Load Status Query](#) (KB #16478)

  - Status 'Loaded to Payroll' will identify employees whose deduction prepay was setup on the paycheck.

  - Status 'Not Processed' will identify employees whose deduction prepay was not setup on the paycheck. These will be manually reviewed and fixed by the UWSC.

- **When to run the query?**

  - Following the Payroll and Benefit Retro and Payline Load each month (dates on slide 6)

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Summer Prepay

- **Summer Prepay Resource Landing Page:** https://uwservice.wisconsin.edu/administration/prepay/
- Calendar & Timeline with Key Dates
- KBs – Queries for managing Summer Prepay
- Supporting Job Aids
- Policy
- Summer Prepay Slides

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State Group Life Annual Update

State Group Life is updated annually for enrolled employees with their highest WRS salary for coverage effective April 1st.

- A new SGL ABBR effective 3/1/2018 has been added.
- Employee Premium notification emails will be sent 3/7/2018.
- Employer Lookup Tool has been updated for 2018: https://uwservice.wisconsin.edu/administration/sgl-lookup

**Do not change SGL ABBRs unless the employee had more than a 30 day break between appointments.

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80162: BN – FAQ COBRA Continuation Process

This KB is an FAQ to assist institutions with any questions they may have about COBRA.

If you feel there are any questions missing that you would like answered, please submit to your AG.

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Questions?

- 2017CYEBW Post Confirm completed on 3/1/2018
  - Journals should be posted to WISDM by mid week

- 2017CYEUN Post Confirm completed on 3/2/2018
  - Journals should be posted to WISDM by mid week

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- **Workflow for Additional Pay (WfAP) Project**
  - **What:** Implementation of an approval workflow process for Additional Pay and Payline Requests within the HRS system.
  - **When:** June implementation.
  - **How does it work:** A two-level workflow approval process is under development. Approvals will occur <u>before</u> payment is made.

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Why WfAP?

- Benefits of WfAP Project include:
  - Standardize the basic workflow for approving Additional Pay
  - Be able to track Additional Pay requests within the HRS
  - Allow approvals to occur more 'real time'
  - Remove the need for time-consuming Separation of Duties (PY02) audit
  - Reduce audit concerns

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- New WfAP Project Readiness page: https://uwservice.wisconsin.edu/hrs/project-readiness

- More information in upcoming AG Calls.

Questions?

Daylight Savings Time

- Daylight Savings Time begins on Sunday,
  March 11, 2018
- HRS is configured to automatically adjust payable time for the autumn and spring DST changes
- Time which includes the 2:00AM time change will have one hour (1.00) subtracted in payable time
- KB Reference: 15561 – TL Daylight Saving Time

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PY Calendar Review

AG Support Phone Number

- AG Support phone numbers are being combined as a result of an upcoming VoIP deployment

- Please make the transition to the new numbers by April 1, 2018

- All institutions should contact AG Support at the phone numbers listed below. This is a change for most institutions, so please let your staff know.

  - **Local Phone Number – (608) 262-0600**
  - **Toll Free Phone Number – (888) 298-0141**

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