



Affinity Group 3

March 20, 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: Dependent Beneficiary Type
 WED Reports
- HR: Salary Plan/Grade Update
- PY: ACH Prenote
 Domestic Tax for Foreign Nationals
- Security: Attestation
 Calendar Review
 Service Center Support
 Institutional Feedback

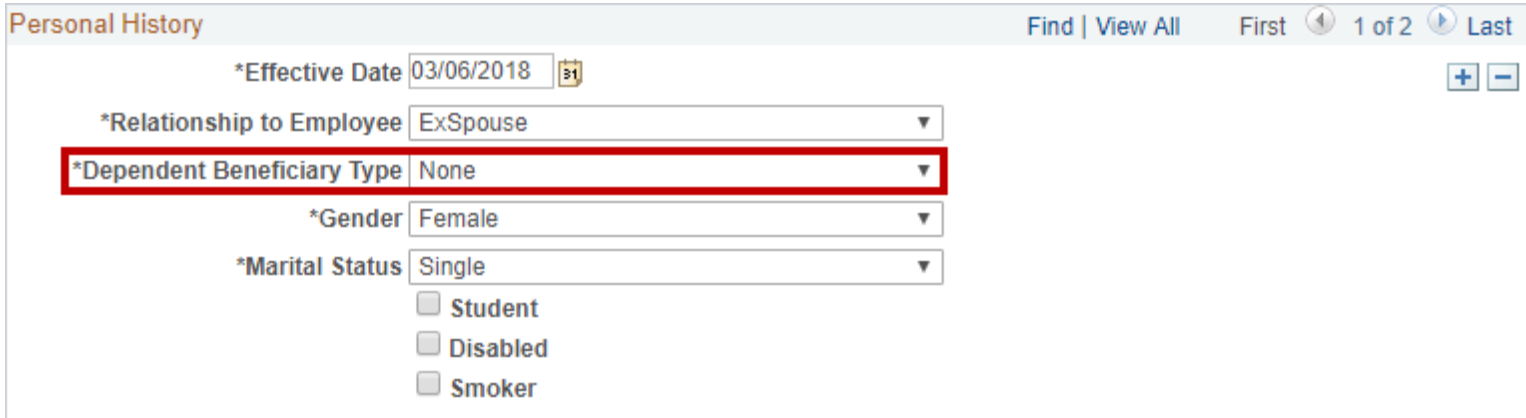
Dependent Beneficiary Type

Dependent Beneficiary Type determines which dependents will be displayed in self-service and could be added to insurances if eligible.

- Both = Will display in self service and could be added to insurances (default value)
- None = Will not display in self service
- If a date of death is entered into the Dependent screen, they will no longer appear in Self Service

Dependent Beneficiary Type

- When updating dependents to Ex-Spouse or Ex-Domestic Partner, you should change the Dependent Beneficiary Type to 'None' so the dependent no longer appears in the employee's self service.



The screenshot shows a 'Personal History' form with the following fields:

- *Effective Date: 03/06/2018
- *Relationship to Employee: ExSpouse
- *Dependent Beneficiary Type: None (highlighted with a red box)
- *Gender: Female
- *Marital Status: Single
- Student:
- Disabled:
- Smoker:

- All existing dependents have been updated with the appropriate value.

Questions?



Benefit WED Reports update:

- Added new reports
- Changed priority
- Benefit Reports and Queries Landing Page has been updated:

<https://uwservice.wisconsin.edu/administration/benefits-reports-queries>

Benefit WED Reports are available based on the following security roles:

BN Benefits View security role KB #50290:

- UW_BN_EBEN_PENDING

BN Job Data security role KB #50286:

- UW_BN_INCORRECT_BEN_SERVICE_DATE_OVER60DAYS
- UW_BN_INCORRECT_BEN_SERVICE_DATE_UNDER60DAYS
- UW_BN_WRS_PR SVC_MISMATCH**

**New WED reports for institutions.

BN Campus Benefits Update security role KB #50289:

- UW_BN_ABBR_MISMATCH
- UW_BN_ABBR_UNROUNDED
- UW_BN_AGE_70
- UW_BN_BAS_OPEN_ACTN_REQ
- UW_BN_EBEN_PENDING
- UW_BN_ENROLLED_FSA_AND_HSA**
- UW_BN_HDHP_NO_HSA**
- UW_BN_HSA_ABOVE_LIMIT**
- UW_BN_HSA_AND_COB**
- UW_BN_HSA_AND_MEDICARE**
- UW_BN_HSA_NO_HDHP**
- UW_BN_ICI_ABBR
- UW_BN_ICI_COELECT
- UW_BN_ICI_MISSING_ENROLLMENT
- UW_BN_LOA
- UW_BN_SAV_MINIMUM**
- UW_BN_SAV_TAX_AUDIT**
- UW_BN_SGL_ABBR

**New WED reports for institutions.

Benefit WED Reports

Benefit WED Report priority was adjusted to reflect which ones should be addressed first.

High Priority:

- UW_BN_BAS_OPEN_ACTN_REQ
- UW_BN_ICI_ABBR
- UW_BN_SGL_ABBR

Low Priority:

- UW_BN_INCORRECT_BEN_SERVICE_DATE_UNDER60DAYS

Medium Priority:

- UW_BN_ABBR_MISMATCH
- UW_BN_ABBR_UNROUNDED
- UW_BN_ICI_COELECT
- UW_BN_ICI_MISSING_ENROLLMENT

New Benefit WED Reports

New Benefit WED Reports:

- **UW_BN_ENROLLED_FSA_AND_HSA**
 - Employees enrolled into both FSA Medical and HSA plans. KB #63597
- **UW_BN_HDHP_NO_HSA**
 - Employees enrolled into HDHP with no HSA enrollment. KB #15422
- **UW_BN_HSA_ABOVE_LIMIT**
 - Employee enrolled into HSA with annual pledge above the limit. KB #80432
- **UW_BN_HSA_AND_COB**
 - Employee enrolled into HSA with missing or incorrect COB information. KB #80208
- **UW_BN_HSA_AND_MEDICARE**
 - Employee enrolled into HSA with Medicare information. KB #80431
- **UW_BN_HSA_NO_HDHP**
 - Enrolled in HSA without HDHP enrollment. KB #14461

New Benefit WED Reports:

- **UW_BN_SAV_MINIMUM**
 - Elected TSA contribution is below the minimum. KB #16469
- **UW_BN_SAV_TAX_AUDIT**
 - Elected TSA contribution setup with incorrect tax class. KB #16629
- **UW_BN_WRS_PR SVC_MISMATCH**
 - WRS Prior Service values do not match across all active Empl Rcds. KB #71791

Questions?



Salary Plan / Grade Updates

University Staff Salary Plan/Grade (i.e. 70-03):

- Updating the Maximum Hourly Rate with an Effective Date of 06/24/2018 to align with Pay Plan Increases

Academic Staff System Wide Salary Plan/Grades (i.e. BA1A-S02 or BA1C-S03):

- Updating the Maximum Annual Rate with an Effective Date of 07/01/2018 to align with Pay Plan Increases
- Rates on next two slides (A & C)

Institution Specific Salary Plan/Grade (i.e. AA1A-I02):

- Submit WiscIT to your AG by April 1st for the following:
 - Request updates to Salary Plan Grade range(s)
 - Request a list of Institution specific Salary Plan/Grades

Extraordinary Salary Range (ESR) Plan/Grade (i.e. CA1A-005):

- Submit WiscIT to your AG by April 1st requesting update(s)
 - Request updates to ESR Plan/Grade
 - Request a list of ESR specific Salary Plan/Grades

Salary Plan / Grade Updates

Academic Staff (System Wide Salary Grades (A-Basis))

Updating the Maximum Annual Rate with Effective Date of 07/01/2018

2015-18 CATEGORY A SALARY RANGES				2018-19 CATEGORY A SALARY RANGES			
Effective July 1, 2015 through June 30, 2018				Effective July 1, 2018 through June 30, 2019			
Twelve Month Staff (A-basis)				Twelve Month Staff (A-basis)			
Range	Minimum	Midpoint	Maximum	Range	Minimum	Midpoint	Maximum
1	\$28,011	\$35,014	\$42,017	1	\$28,011	\$35,863	\$43,715
2	\$32,102	\$40,127	\$48,152	2	\$32,102	\$41,100	\$50,098
3	\$36,790	\$45,987	\$55,184	3	\$36,790	\$47,102	\$57,414
4	\$42,167	\$52,709	\$63,251	4	\$42,167	\$53,987	\$65,807
5	\$48,333	\$60,416	\$72,499	5	\$48,333	\$61,881	\$75,428
6	\$55,406	\$69,257	\$83,108	6	\$55,406	\$70,936	\$86,466
7	\$63,513	\$79,391	\$95,269	7	\$63,513	\$81,316	\$99,118
8	\$72,814	\$91,018	\$109,222	8	\$72,814	\$93,225	\$113,635
9	\$83,481	\$104,351	\$125,221	9	\$83,481	\$106,881	\$130,280
10	\$95,710	\$119,637	\$143,564	10	\$95,710	\$122,537	\$149,364
11	\$109,738	\$137,172	\$164,606	11	\$109,738	\$140,498	\$171,257
12	\$125,898	\$157,373	\$188,848	12	\$125,898	\$161,188	\$196,478
13	\$144,443	\$180,554	\$216,665	13	\$144,443	\$184,931	\$225,419

Salary Plan / Grade Updates

Academic Staff (System Wide Salary Grades (C-Basis))

Updating the Maximum Annual Rate with the Effective Date of 07/01/2018

2015-18 CATEGORY A SALARY RANGES				2018-19 CATEGORY A SALARY RANGES			
Effective July 1, 2015 through June 30, 2018				Effective July 1, 2018 through June 30, 2019			
Nine Month Staff (C-basis)				Nine Month Staff (C-basis)			
Range	Minimum	Midpoint	Maximum	Range	Minimum	Midpoint	Maximum
1	\$22,918	\$28,648	\$34,378	1	\$22,918	\$29,343	\$35,767
2	\$26,265	\$32,831	\$39,397	2	\$26,265	\$33,627	\$40,989
3	\$30,101	\$37,626	\$45,151	3	\$30,101	\$38,539	\$46,976
4	\$34,500	\$43,126	\$51,751	4	\$34,500	\$44,171	\$53,842
5	\$39,545	\$49,431	\$59,317	5	\$39,545	\$50,630	\$61,714
6	\$45,332	\$56,665	\$67,997	6	\$45,332	\$58,039	\$70,745
7	\$51,965	\$64,956	\$77,947	7	\$51,965	\$66,531	\$81,097
8	\$59,575	\$74,469	\$89,363	8	\$59,575	\$76,275	\$92,974
9	\$68,303	\$85,378	\$102,454	9	\$68,303	\$87,449	\$106,594
10	\$78,308	\$97,885	\$117,461	10	\$78,308	\$100,258	\$122,207
11	\$89,786	\$112,232	\$134,678	11	\$89,786	\$114,953	\$140,119
12	\$103,007	\$128,760	\$154,512	12	\$103,007	\$131,881	\$160,755
13	\$118,181	\$147,726	\$177,271	13	\$118,181	\$151,307	\$184,433

Questions?



ACH Prenote

- ACH direct deposit entries need the overnight pre-note process to update the status to completed
- Until this occurs, newly entered direct deposit accounts cannot be used for confirmed transactions
- This process runs prior to confirm of each on-cycle payroll

ACH Prenote

- Review ACH direct deposit records upon entry
- The Service Center has recently received numerous bank rejections from entry errors

Domestic Tax for Foreign Nationals

- February 27 workshop follow-up:
- How much time is spent on the following tasks:
 - Resolving Issues
 - Working Reports
 - Responding to Reminders from the Svc Ctr
 - Incomplete Statuses List

Please submit feedback to your AG Mailbox as soon as possible.

Questions?



Attestation

- The HRS user attestation process is scheduled to start on March 26th.
 - On March 26th, campus data custodians will receive an email with the attestation instructions and a worksheet that includes the institution's users.
- Attestation completion deadline is April 17th
 - Reply to the initial email that you receive from your AG and attach the file that you worked.



Questions?



PY Calendar Review

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

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**

Institutional Feedback

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