UW UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group 3
April 10, 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

- PY: Payline Request Reminders
- BN: HSA Family Limit Change

  Savings Plan Self-Service - T Rowe Price

  Summer Prepay
- Security: Security Awareness
- HR: POI Types

  Salary Plan/Grade Update

  EJED Extension

  UW Colleges/UW-Extension Restructuring
- PD: Upcoming Training

  All AG Call: Save the Date

  Calendar Review

  Service Center Support

  Institutional Feedback

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Common Mistakes:

- Employee must be active in Job Data during the earnings begin and end dates
  - Example: Employee hired on March 27, 2018. Payline request uses the earn dates of 3/1/18-3/31/18. The payline will not load.
    - Use Earn Dates of 3/27/18-3/31/18.
  - Example: Employee was paid for 3/1/2018-3/31/2018. The employee terminated on 3/27 (last day worked 3/26) after the final calc and confirm. The negative payline uses the earn date 3/27-3/31. The payline will not load.
    - Use Earn Dates of 3/26/18-3/26/18

- Review for Calculated Retro
  - If retro exists for the desired period with the same earnings code, a payline is not needed.
  - If retro exists but is incorrect, please uncheck retro and submit a payline for the full amount.

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Mass Payline Upload:

- Deadline is 4:30 on the day of the Payline Load
- The load takes place after business hours that same day
- All communication should be done via the incident in Cherwell
- The date of the load can be viewed here: https://uwservice.wisconsin.edu/payroll-calendar/

- If your requested payline is not on Payroll Edit Report, use the By Payline page to see if the Service Center has entered the Payline manually.
  - Path: Payroll for North America > Payroll Processing USA > Update Paysheets > By Payline
  - Review Paycheck will not be visible until the next calculation

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HSA-Family Limit Change

- Tax Cuts and Jobs Act of 2017 decreased the 2018 HSA Family maximum limit.
- IRS announced with the change March 5, 2018
  - Limit changing from $6,900 to $6,850
- Employees with single coverage are not affected
- No UW employees have reached the limit in 2018
- UW and TASC have made system changes (4/5/2018)
  - 269 employees had elected $6,900
  - HSA deduction amount will automatically adjust following the HRS update based on the revised election of $6,850
  - Spreadsheet of those affected will be distributed following the call

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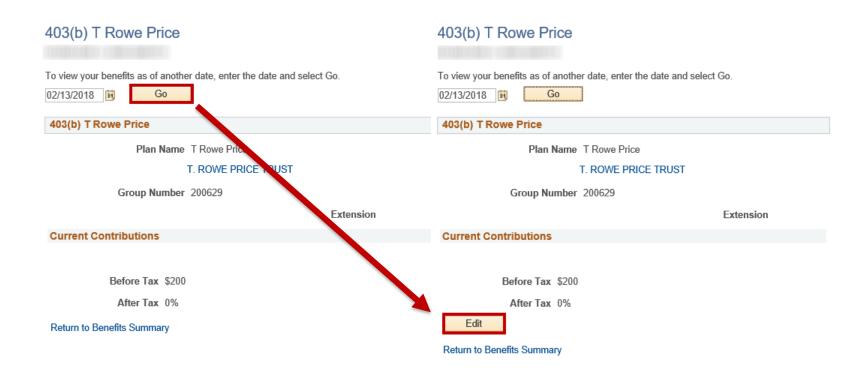SERVICE CENTER

- HSA Limit Changes cont.
  - Employees will see new deduction amounts on the 4A and 4M payrolls
    - Pay Date: 4/26/2018 biweekly
    - Pay Date: 5/1/2018 monthly
  - Employees are now able to see the limit change in Self Service and in TASC's system
- Communications:
  - TASC has sent an email to all HSA enrolled employees notifying them of this change (week of 4/2/18)
  - TASC will send a targeted communication to those employees whose Annual Election has been lowered by $50 to the new maximum limit (week of 4/9/18)
  - UW System HR and UW Service Center websites, KBs, Benefit Summaries, New Hire ppts have been updated to reflect the change

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Savings Plan Self-Service - T Rowe Price (2/20/18 call)

Self-Service Savings Plan Issue:

- Edit button will sometimes not display until the user clicks on the 'Go' button. UWSC is investigating.

8

Solution: The Edit button issue has been fixed and will now display for all Savings plan enrollments.

403(b) T Rowe Price

To view your benefits as of another date, enter the date and select Go.

02/13/2018 [ ]   [Go]

403(b) T Rowe Price

Plan Name T Rowe Price

T. ROWE PRICE TRUST

Group Number 200629

Extension

Current Contributions

Before Tax $200

After Tax 0%

[Edit]

Return to Benefits Summary

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Income Continuation Insurance (ICI) Only

- **March 2018:**
  - Prepays were not taken for ICI
- **April 2018:**
  - Prepay for ICI will have **2 deductions** taken from April payroll
- **May 2018:**
  - Prepay for ICI will have **1 deduction** from May payroll

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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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Questions?

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2018 HRS Security Awareness Course

- The new HRS Security Awareness course will be released Monday, April 23, 2018
- All existing core users of HRS and EPM are required to pass this training once a year to retain access
- Core users will find the course on their Learning Path
- Core user lists will be sent to HRS Approvers
- Core users who have passed the 2017 HRS Security Awareness Course since March 23, 2018, will not need to take the new course

2018 HRS Security Awareness Course

- Users will have 30 days to complete the course (May 23, 2018, deadline)
- Core users not receiving a passing grade by that date will have their accounts locked until training is completed
  - After course completion, core users or approvers will need to contact their Affinity Group to request the account be unlocked
- Approvers will receive a weekly status report on core user course completion

Questions?

HR-POI Types

- Several New POI Types were proposed in our call on March 27
  - Retirees (not Emeritus)
  - Layoff
  - Auditor (LAB)
  - Visitor
  - ACA

- In that call Institutions were asked if there were other POI types that should be considered
- Submit a WiscIT with your requested POI type with justification by April 13, 2018, for consideration at this time

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Salary Plan/Grade Updates have been loaded to HRS as follows:

- 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

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EJED Extension Files are Due

- Service Center distributed spreadsheets listing employees with Expected Job End Date equal to the end of the Academic Year by Business Unit the week of February 20.

- Y or N values should be added to column M and the files should be returned to your AG Lead by April 20th.

UW Colleges/UW-Extension Restructuring

- We have been receiving a few questions regarding the HRS entry needed for the movement of employees involved in the restructuring.

- The SC is participating on the HR Restructuring Transactional Sub Group, which includes review of HRS processes for this transition.

- The group is in contact with HR Directors.

- https://www.wisconsin.edu/uw-restructure/

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Questions?

Upcoming Learning Path Courses

- Benefits –
  - Enrollments & Deductions (2 classes, same day)
    - April 13 - UW-Eau Claire

- Finance –
  - Setting Up Funding
    - April 18 – AM (remote)
    - April 25 – AM (remote)
    - May 9 – PM (remote)
  - Changing Funding (prerequisite – Setting Up Funding)
    - April 19 – AM (remote)
    - April 25 – PM (remote)
    - May 10 – AM (remote)

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- **When:** Tuesday, May 1st – 9:00 a.m.
- **Tentative Agenda:**
  - Demo of Time & Absence MSS Dashboard
  - Peoplesoft Update Manager (PUM) Updates
  - Review of Support Materials

- Contact/Login information will be sent with the agenda the week prior to the call.

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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 immediately

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

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