



Affinity Group 3

June 5, 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: HSA Family Limit
ALEX
- AM: FAASLI Leave Usage Year End Reminder
- HR: POI Types
- WED: New Public Query
- PD: Upcoming Training
Calendar Review
Institutional Feedback

Health Savings Account (HSA) Family

The IRS recently indicated that it would accept \$6,900 as the HSA family contribution maximum for 2018. This is a reverse decision after the IRS released in March that it would reduce the limit from \$6,900 to \$6,850 for 2018.

Note: The HSA single contribution maximum for 2018 is not impacted.

Refresher: The UW and TASC updated their systems in April to reflect the revised limit of \$6,850. After the system updates, the impacted employees saw a slight reduction in their employee HSA contributions so as not to exceed the family contribution maximum of \$6,850.

Impact: This only impacted those that originally elected the original 2018 maximum of \$6,900 (269 employees).

Health Savings Account (HSA) Family

Next Steps: With the IRS' reversal of the decision to decrease the family contribution maximum for 2018, the UW and TASC need to again update their systems. This time, the system changes will not impact employee HSA contributions. TASC will be sending a letter to all employees enrolled in family coverage to make them aware of the limit increase. If an employee would like to increase their contribution, please have them complete the [TASC HSA Contribution Change Form](#).

The following resources have been updated to reflect this change:

- UW System benefits website and UW Service Center website,
- Benefit Summaries and New Hire presentations,
- ALEX

Send questions to uwshr@uwsa.edu.

ALEX – Personalized Benefits Counselor

- ALEX, a benefits decision support tool, is **available year round** to assist prospective, new and existing employees with benefit inquiries.
 - **Prospective:** Use ALEX as a recruitment tool by including in communications such as job postings or offer letters.
 - **New Hires:** Through your new hire welcome email or letter, introduce ALEX as an interactive benefits decision support tool to help them determine which benefits may be best for their situation.
 - **Existing Employees:** Remind employees of ALEX through a newsletter or website article that ALEX may be used year round as a refresher on available benefit plans and especially as the Annual Benefits Enrollment (ABE) period approaches.
- Direct employees to the ALEX landing page at <https://www.wisconsin.edu/ohrwd/benefits/alex/>

ALEX – Personalized Benefits Counselor

- ALEX now includes all benefit plans (other than just the plans the Annual Benefits Enrollment (ABE) period focuses on):
 - Life Insurance
 - Income Continuation Insurance
 - Wisconsin Retirement System (WRS)
 - Tax-Sheltered Annuity (TSA)
 - Wisconsin Deferred Compensation (WDC)
- UW System Human Resources is hopeful that by incorporating technology to enhance the benefits information delivery method, a consistent message is communicated system wide.
- Visit ALEX at <https://www.wisconsin.edu/ohrwd/benefits/alex/>.
- Please send questions to uwshr@uwsa.edu.



Questions?



FA/AS/LI End of Year Reminders

- Deadline for submission of Monthly Leave Reports is Fiscal Year End (June 30, 2018)
- Leave report entry deadline is July 31, 2018
- Sick Leave Reduction will occur with the August monthly payroll
- Several reports are available to assist with FYE Absence Management:
 - [KB-30065](#): AM - Entering Summer FA/AS/LI Leave Reports (Summer 2017 is included in FY2018)
 - [KB-20473](#): AM - Reviewing FA/AS/LI Missing Leave Reports
 - [KB-31541](#): AM - Negative Allocated Balance Report
 - [KB-17670](#): AM - Payout and Payback
 - [KB-30503](#): AM - Leave Balance Report

FA/AS/LI End of Year Reminders

- Personal holiday and floating legal holiday balances must be used by the end of the fiscal year (June 30) for FA/AS/LI employees.
- If not used, the hours are lost and cannot be carried over.
- Policy References:
 - UPS Operational Policy BN2:
<https://www.wisconsin.edu/ohrwd/download/policies/ops/bn2.pdf>
 - HRD KB-53500 (Personal and Legal Holidays):
<https://kb.wisc.edu/ohr/policies/page.php?id=53500>
 - HRD KB-53409 (Vacation)
<https://kb.wisc.edu/ohr/policies/page.php?id=53409>

Questions?



HR: New POI Types

- The following new Person of Interest (POI) types are available as of 06/1/2018:
 - 00024 Retirees (not Emeritus)
 - 00025 Layoff
 - 00026 Auditor (LAB)
 - 00027 Visitor
 - 00028 ACA (UWSC Use Only)
 - 00029 Colleges/Extension Restructure
- KB #15636: [HR - Add or Maintain a Person of Interest \(POI\)](#) will also be updated to reflect these additional POI types

HR: New POI Types

- **Please Note:** Although the addition of these new POI types has been conducted in coordination with HRS and the Person Hub, campuses are encouraged to work with their local IT to ensure that the new POI types are being properly retrieved from the PICH file for local credentialing purposes.

HR: New POI Types

POI Type 00029: Colleges/Extension Restructure

- The new Org Structure mappings for the Colleges/Extension restructure has not yet been fully determined. In the interim, use a reasonable facsimile department at the receiving institution when creating POIs of this type.
- When creating POI Type 00029, it is important to add the future-dated inactivation row of 07/01/2019 at the same time so that automated processing will inactivate these POIs at the time of cutover.

Questions?



New Public Query

- UW_RPT_WED_CONFIG public query has been created to determine security roles needed to have access to each WED Report
- Optional Limit by Module (AM, BN, HR, etc)
- Provides KB Reference for each WED Rpt

Module	Error ID	Description	Role Name	UW KB #
BN	UW_BN_ABBR_MISMATCH	Maximum Effective Dated ABBRs do not match across all active EMPL_RCDs	UW_SSC_BN_UPDATE	18118
BN	UW_BN_ABBR_MISMATCH	Maximum Effective Dated ABBRs do not match across all active EMPL_RCDs	UW_SSC_WED_ADMIN	18118
BN	UW_BN_ABBR_MISMATCH	Maximum Effective Dated ABBRs do not match across all active EMPL_RCDs	UW_UNV_BN_CAMPUS_BN_UPD	18118

Questions?



PD: Upcoming Learning Path Courses

- Finance –
 - Direct Retro
 - June 7 – AM (remote)
 - Setting Up Funding
 - June 27 – PM (remote)
 - Changing Funding (prerequisite – Setting Up Funding)
 - June 28 – PM (remote)

PY Calendar Review

May 2018

July 2018

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

Institutional Feedback

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