



## Affinity Group 3

### June 12, 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: UW\_BN\_LPFSA\_NO\_HDHP WED  
Portal Dependents
- AM: SL Upon Termination
- HR: Pay Plan Important Dates
- TL: Time & Labor –Tips & Tricks
- PD: Upcoming Training  
Calendar Review  
Institutional Feedback

- WED Identifies:
  - Employee is currently elected in a LPFSA plan but is not elected in HDHP.
  - HDHP participation is a prerequisite for LPFSA election.
  - This must be corrected by either removing the LPFSA election, or correcting the SGH election to HDHP equivalent.
- 30 days from qualifying event to resolve, otherwise employee will be un-enrolled from LPFSA.
- [KB 16491](#)

# Portal Dependents

**Issue:** The **Portal** was displaying ineligible dependents.

Deceased dependents

Ex-Spouse

Ex-Domestic Partner

Adult Child

**Solution:** The Portal has been updated to only display health insurance eligible dependents based on the 'Dependent/Beneficiary Type' value of 'Both'. The 'Dependent/Beneficiary Type' value of 'None' will not display.

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

- \*Effective Date: 02/01/2018
- \*Relationship to Employee: ExSpouse
- \*Dependent Beneficiary Type: None (highlighted with a red box)
- \*Gender: Male
- \*Marital Status: Divorced
- Student:
- Disabled:
- Smoker:

Navigation controls at the top right include 'Find | View All', 'First', '1 of 2', and 'Last'.

# Questions?



# Sick Leave - ASLCC

## Accumulated Sick Leave Conversion Credit Program (ASLCC)

Allows employees to convert hours of sick leave to use for payment of health insurance premiums after termination of employment.

- **All WRS covered employees** are eligible for ASLCC credits if they are a subscriber or dependent of the State Group Health Insurance program, **AND**
  - Retire
  - Qualify for a WRS disability benefit
  - Terminate with 20 years of WRS creditable service but are not eligible for an immediate annuity
  - In layoff status
  - Die while in active service

# Sick Leave - SHICC

## Supplemental Health Insurance Conversion Credit (SHICC)

Allows employees to have their ASLCC hours increase (up to matching) based on their years of adjusted continuous state service (*not WRS creditable service*).

### **Eligibility:**

- Employee must meet ASLCC eligibility, **AND**
  - Have at least 15 years of adjusted continuous STATE service, **AND**
  - Not a Crafts Worker in Bargaining Unit 04

### **Years 1 – 24 (*full years of adjusted continuous service*):**

- Non-Protective category employees receive 52 hours per year
- Protective category employees receive 78 hours per year

### **Years 25 and beyond:**

- Non-Protective and Protective category employees receive 104 hours per year

Review the Informational Chart at:

<https://www.wisconsin.edu/ohrwd/benefits/download/leave/lev-aslcc-shicc-information-chart-uws-600.pdf>

# Sick Leave - Reminders

- Employees must be covered under the State Group Health Insurance program as a subscriber or a dependent at the time of termination.
  - Not covered? To be eligible to escrow sick leave credits, the employee must have Access Health insurance coverage (non-HDHP) for coverage to be effective the month of retirement. This provision is for one month of coverage for escrowing purposes only."
  - Note: Retirement is not considered an enrollment opportunity for long term enrollment into the State Group Health Insurance program. Employees can enroll during the It's Your Choice period.



# Sick Leave - Reminders

- If an employee has a Qualified Domestic Relations Order (QDRO) that reduced their WRS years of service, they are entitled to have their sick leave credited at the unreduced years of service at retirement. Contact ETF for the correct number of years.
- Employees terminating with 20 years of WRS creditable service but are not eligible for an immediate annuity are eligible to have sick leave certified.
- Sick Leave credits have no cash value and do not accrue interest.
- Special SHICC Sick Leave restoration is available for employees who have used at least 500 hour of accrued sick leave due to a single illness or injury the three-year period prior to an immediate retirement. Institution or department must approve this.

# Sick Leave - Reminders

- The employee's highest rate of pay in a sick leave accruing position is used in the sick leave certification process.
  - If the employee earns sick leave with a higher rate of pay for even 1 day, they are entitled to use that rate.
- Rates for positions that do not accrue sick leave cannot be used in the sick leave certification process.
- Sick Leave should not be certified if there are any missing leave reports.
- Best practice: When an employee terminates at age 55 or older and meets eligibility requirements, sick leave should be certified (in case they have chosen to retire without informing the institution).

# Sick Leave Exception Statement - AY Employees

Continuous Service Qualifying dates to identify the Academic Year “norm” for Academic Year (C – basis) employees:

- START: **August 15 - Sept 10**
- END: **May 15 - June 10**
- If an employee has continuous service start/end dates within the range, a full year of service for the final year of employment is allowed and automatically applied.
- If an employee has continuous service where either the start or the end date does not fall within this range, **an exception statement is needed** on the certification. It must be entered in the ETF sick leave certification so ETF can manually adjust the certification.
- Exception statement guidelines are at:  
<https://www.wisconsin.edu/ohrwd/admin/download/ben/events/acsl-exception.pdf>.

# Sick Leave Exception Statement

Accumulated Sick Leave language for Academic Year employees who have an end date mid-summer:

## Example:

**EE Name** ended an academic year faculty appointment after the semester end {to fulfill employment requirements}.

This is an academic year employee and should be given a full year of credit for each "school year" period according to ER 18.02(2)(d) for purposes of calculating adjusted continuous service years.

This employee should have **XX** years of service.

# Sick Leave Exception Statement

This certification is pending and is read only.

Was the employee an academic year faculty, academic staff or limited appointee at the time of termination or retirement?  YES  NO

## Termination Information

Employer ID	UNIVERSITY OF WISCONSIN SYSTEM (0001131)
Termination Date (MM/DD/YYYY)	05/20/2018
Reason for Termination	Retirement Eligible

## Accumulated Leave (ASLCC) Information

Unused Sick Leave Hours	374.10
Other Creditable Leave Hours	0.00

## Grand Total

Certification Total \$

## Employer Notes

**[REDACTED]** ended an academic year appointment after the semester end (in order to finish up the academic year). This is an academic year employee and should be given a full year of credit for each "school year" period according to ER 18.02(2)9(d) for purpose of calculating adjusted continuous service years. The employee should have 29 years of service.

## Certification Update History



Remember to  
Check  
Yes or No

And add the  
Statement in the  
Employer Notes  
{change the name  
And insert the years}

# Questions?



# Pay Plan Important Dates

## A & H-Basis:

- Over the weekend of June 15<sup>th</sup> – June 17<sup>th</sup>
  - 1<sup>st</sup> Round of Merit and Chancellor's Discretionary Increases will load
  - All other non-Merit or non-Chancellor's Discretionary Increases will also load
- Output files will be distributed to HR Directors during the week of June 17<sup>th</sup>
  - If you wish to be included in the email, please notify your Affinity Group

## C-Basis:

- Over the weekend of August 24<sup>th</sup> – August 26<sup>th</sup> (After Return from Short Work Break Process)
  - C-Basis: 1<sup>st</sup> Round of Merit and Chancellor's Discretionary Increases will load
  - C-Basis: All other non-Merit or non-Chancellor's Discretionary Increases will also load

# Pay Plan Important Dates

## Additional Information:

- Over the weekend of November 30<sup>th</sup> – December 2<sup>nd</sup>
  - 2nd Round of Merit and Chancellor's Discretionary Increases will load for **A, H, and C-Basis** employees
  - Output files will be distributed to HR Directors during the week of December 2<sup>nd</sup>



# Questions?



# Time and Labor – Tips & Tricks

## Comp Time Entry and Errors:

### ***Steps to take in the event an error is received when trying to use comp time:***

- Check for any outstanding exceptions that may be related to comp time. Old exceptions can skew the balance, sometimes for multiple periods.
- Check for any outstanding hours needing approval. If there are outstanding comp time earnings that have not been approved or any offsets that could have impacted comp time earnings for a prior period they need to be cleared before an accurate balance will be reflected.
- Run the Payable Status report to make sure there are no comp time related entries in a “Closed” status

*TIP: Make sure employees are always reporting CTUSE in quarter hour increments. If an employee reports CTUSE as something other than quarter hours, time admin will round the entry in payable time anyway. However, if reported time and payable time are out of sync the employee will eventually encounter errors when trying to use their comp time earnings.*

\*If, after following these steps you are unable to determine the source of the error, contact your Affinity Group to request performance of a Comp Time Audit.

# PD: Upcoming Learning Path Courses

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