



## Affinity Group 1

### July 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

- BN: FSA/HSA Overrides – C-Basis  
UIA Life Insurance Threshold Update  
WRS Contribution Update
- TL/AM: Missing Leave Reports  
FA/AS/LI FY 2018 Leave Reporting  
2018 FA/AS/LI Banked Leave Eligibility (ALRA)
- PY: Paycards Are Coming  
MPR Thresholds for Lump Payments
- PD: Upcoming Training  
Punch Hourly Integrated Timesheet  
Calendar Review  
Institutional Feedback

# FSA/HSA Overrides C-Basis

- Each summer UWSC removes C-basis overrides for the remainder of the year
- System will auto calculate per pay period and take remaining contribution balance in equal amounts
- Reminders:
  - HSA overrides can be added at anytime for those employees who wish to reach Annual Election sooner
  - FSA overrides can only be added on employee's last paycheck prior to Termination/Retirement

# **UIA Life Insurance Threshold Update for 2018-2019**

## **University Insurance Association (UIA) Life Insurance**

- The annual salary threshold will increase slightly for the 2018-2019 plan year.
- Faculty, Academic Staff and Limited Appointees are eligible for UIA Life Insurance.
- The threshold is calculated using 45% of the average instructors monthly salary.

<b>2017-2018 Plan Year</b>	<b>2018-2019 Plan Year</b>
\$2,627.00	\$2,658.00

*Additional information will be provided in September.*



# WRS Contribution Rate Update for 2019

WRS Contribution Rates will decrease slightly for all employee types, effective January 1, 2019.

	2018	2019	Change
<b>General / Teacher / Executive</b>			
Employee Contribution	6.70%	6.55%	↓0.15%
Employer Contribution	6.70%	6.55%	↓0.15%
<b>Total</b>	<b>13.40%</b>	<b>13.10%</b>	<b>↓0.30%</b>
<b>Protective</b>			
Employee Contribution	6.70%	6.55%	↓0.15%
Employer Contribution	10.70%	10.55%	↓0.15%
<b>Total</b>	<b>17.40%</b>	<b>17.10%</b>	<b>↓0.30%</b>

Accumulated Sick Leave Conversion Credit Program will also decrease for 2019 from 1.20% to 1.10%.

# Questions?



# Absence Management – Missing Leave Reports

## New Portal Message:

*Leave Reports for all months through June 2018 are due! See if you have outstanding reports under the Leave Reports tab.  
Unsubmitted leave reports may reduce your sick leave balance.*

- This message is now appearing on the portal in Time and Absence for employees with missing leave reports.
- Employees who have submitted all of their leave reports, do not see this message.
- Leave report status reviewed monthly, so soft message updated monthly.
- Enhancements are being worked on to make the messaging real time.
- Message will appear in the portal through the sick leave reduction process. (October)

# Absence Management Tips & Tricks

## FA/AS/LI Fiscal Year 2018 Leave Reporting

- Retro absence corrections for FY2018 07/01/2017-06/30/2018, should be completed by July 19<sup>th</sup>, 2018.
- Use all Personal Holiday, Legal Holiday, and Vacation Carryover by end of FY2018.
- Ensure all employees' leave reports are turned in.
- Run the Leave balance Report to gather list of employees with outstanding leave.
- Sick Leave reduction occurs in August.



# FA/AS/LI Banked Leave Eligibility (ALRA)

- Following completion of 10 years of employment, A-basis FA/AS/LI EEs are eligible to bank up to 40 hours of vacation
- Following completion of 25 years of employment, A-basis FA/AS/LI EEs are eligible to bank up to 80 hours of vacation
- These options are prorated for part-time EEs based on FTE
- July Leave Reports will display hours of leave eligible to bank
- A report will be available in cypress containing EEs eligible to bank leave this year

# FA/AS/LI Banked Leave Eligibility (ALRA)

## Policy and KB References:

- [UPS Operational Policy: BN 1](#) (Non-Madison)
  - <https://www.wisconsin.edu/ohrwd/download/policies/ops/bn1.pdf>
- KB-53409 – UW-Madison Vacation/ALRA Policy
- KB-52685 – ALRA Conversion
- KB-52232 – ALRA Conversion through ESS
- KB-31346 – ALRA Eligibility/Election Report

# Questions?



# Paycards Are Coming

- In the upcoming months, the UW Service Center will be converting all paper checks to prepaid cards
- The Focus Card is a reloadable prepaid debit card issued by US Bank
- Stay tuned for more details in the coming weeks
- WHY?
  - To continue on our goal of paper check reduction by the end of 2018.



# MPR Thresholds for Lump Sum Payments

Effective with implementation of Workflow for Additional Pay in early Fall, MPR Minimum Thresholds for Lump Sum Requests will be put into place as follows:

- Biweekly Student: \$100
  - Biweekly Non-student: \$300
  - Monthly: \$1000
- 
- Thresholds were determined by examining 6 months of payments made on lump sum codes and identifying the mid-point of the amounts
  - All other current missed payroll criteria will apply

# Questions?



# Upcoming Learning Path Courses - Finance

- **Setting Up Funding (remote)**
  - July 30 – PM
  - Sept 12 – AM
  - Nov 6 - AM
- **Changing Funding (remote)**
  - July 31 – PM
  - Sept 13 – AM
  - Nov 7 - AM
- **Direct Retro (remote)**
  - Aug 1 – AM
  - Nov 8 - AM

# Upcoming Learning Path Courses – BN & HR

- **Benefits classes – at the Service Center**
  - WRS Eligibility – Aug 29
  - Benefit Eligibility and New Hire Hold – Aug 29
  - Event Maintenance – Aug 30
  - Enrollments – Sept 11
  - Deductions – Sept 11
- **HR classes – at the Service Center**
  - Introduction to Hiring – Aug 14
  - Updates: Person, Position, Job – Aug 14
  - Rehires, Transfers, Multiple Jobs – Aug 15



# All AG Call – Save the Date

- When: July 17, 2018  
9:00am
- Agenda will include rollout information of the NEW Punch Hourly Integrated Timesheet (PHITs)
  - Demo
  - Overview of Features (includes Absence Management)
  - Review of Documentation Available
  - Rollout planned for July 29<sup>th</sup>
- Blackboard/Call information will be sent July 16<sup>th</sup>

# PY Calendar Review

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

# Institutional Feedback