



Affinity Group 2

August 28, 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: ABE 2019
SGL & ICI Self-Service Updates
ICI Vendor Change
UW Benefits Tab/WRS Audit
- HR: Faculty Sabbatical
- PY: Focus Pay Cards
- TL: Time & Labor Clean-Up
- AM: Summer Leave Reports
Upcoming Training
Calendar Review
Institutional Feedback

ABE Administrator Landing Page

- ABE Administrator Landing Page is continually being updated
- Provides many ABE resources
- Check page often
- **Navigation:** HRS Administration → Benefits → Annual Benefits Enrollment Period → ABE Administrator Landing Page
- **URL:** <https://uwservice.wisconsin.edu/administration/abe>

ABE Workshops – Save the Dates

When:

- **Wednesday, September 19, 2018**
 - ETF It's Your Choice (Alliant Energy Center): 9 a.m. to 12 p.m.
 - Visiting Institutions – Work Lab, UWSC Rm 216 1 p.m. to 4:30 p.m.
- **Thursday, September 20, 2018**
 - UW SHR Policy and Plan Review*: 10 a.m. to 12 p.m.
 - UWSC ABE Workshop 1 p.m. to 3 p.m.

* Where:

Room 217 A&B (*Blackboard Collaborate will be available for UW Trainings*)

660 W. Washington Avenue, Suite 201

Madison, WI 53703

ABE training will cover the following:

- Plan updates and policy changes
- System improvements
- Open Enrollment 101
 - Refresher on Self Service enrollment and ADM event entry
 - Review timeline for enrollment entry and auditing

HRS & ABE Outages

- No HRS Entry:
 - September 29-30: OE Opening Weekend
 - A communication will be sent out when the process has completed and it is OK for institutional use
 - October 7: HRS planned outage 6AM-10AM
 - October 27-28: OE Closing Weekend
 - A communication will be sent out when the process has completed and it is OK for institutional use

Institution - ABE Preparation

Remember to complete all events found in the following WEDs & Reports by 9/19 for UIA Processing and 9/28 for ABE Processing:

- New Hire Hold WED
- MSC Event Evaluation Report
- BAS Open Action Required WED

Impacts of Not Working These Prior to OE Weekend:

Employees will not be:

- enrolled in UIA
- able to make any OE elections
- removed from Health Opt Out

Contact your Affinity Group with questions or concerns with readiness and training needs.

Institution - ABE Preparation

Other WEDs that should be worked by 9/28 in preparation for ABE:

- ABBR WEDs
 - ABBR Mismatch, ABBR Unrounded
- ICI & SGL WEDs
 - ICI ABBR, ICI Co-Elect, ICI Missing Enrollment, SGL ABBR

Contact your Affinity Group with questions or concerns with readiness and training needs.

ABE FSA/HSA Reports – Process Change

- Previous years, UWSC has sent out FSA/HSA ABE Reports during ABE on MWF
- Process Change:
 - WEDs are available for institutions to monitor
 - In HDHP with Medicare (UW_BN_HSA_AND_MEDICARE)
 - COB and HSA (UW_BN_HSA_AND_COB)
 - In HDHP no HSA (UW_BN_HDHP_NO_HSA)
 - In HSA no HDHP (UW_BN_HSA_NO_HDHP)
 - In FSA Medical w/ HDHP/HSA (UW_BN_ENROLLED_FSA_AND_HSA)
 - In LPFSA no HDHP (UW_BN_LPFSA_NO_HDHP)

Email App Engine – Process Change

- UWSC is piloting a new Email App Engine for ABE
 - Service Center will generate email communications to targeted employees
 - Able to see population for each message by Business Unit (via PS Query)
 - Mechanics will be provided at the workshop
 - Communication calendar and text of all messages will be provided on ABE Administrator Landing Page

Initial ABE Communication

There will be one exception to the new Service Center email process:

- On **9/14** campuses will receive an Annual Benefits Enrollment (ABE) email template to distribute to employees regarding the upcoming ABE period. A spreadsheet of recipients and email addresses will be included.
- The intent of the email is to notify employees of ABE dates and let them know they will be receiving emails before and during ABE from the address: **UWSystemHR**.
 - Email can be customized to include campus benefits fair and contact information.
- Please send this out by **9/17**, ahead of the ABE Alert email being sent to employees from the **UWSystemHR** address.

Hard Copy Distribution During ABE

- Hard copies will be sent to the following populations:
 - LOA Employees
 - ABE Layoff Employees

ABE 2019 Plan Changes

- New SGH Plan
 - ROBIN WITH HEALTHPARTNERS
 - ROBIN WITH HEALTHPARTNERS HDHP
 - ROBIN WITH HEALTHPARTNERS NO DENTAL
 - ROBIN WITH HEALTHPARTNERS HDHP NO DENTAL
- New vendor – Delta Dental
 - Plan Type 11 in HRS
- Epic/Dental WI will go away 12/31

ABE Reminder – Security Compliance

- Employees who have HRS access are required to complete a security awareness test at hire and again annually
- If an account becomes locked, employees will not be able to use ABE Self Service until the test is passed and their account is unlocked.

ABE Dinner

- **What:** ABE Dinner
- **Where:** Nitty Gritty 223 N. Frances St. Madison
- **Who:** Institutions, Affinity Groups, and ABE Team
- **When:** Wednesday September 19, 5:00PM – 7:00PM

- RSVP will be requested. Details will be coming in an email early September
- Each person is responsible for paying for their own food and beverages.

Questions?



SGL & ICI Self Service Updates

- SGL and ICI self service enrollments are interfaced to ETF in a biweekly process.
- Improvements:
 - Hire Events may be reprocessed (Assign – Open) for employees to use again.
- Reminder:
 - Hire Events must be finalized by Benefits Batch Process.
 - Please do not manually finalize Hire Events in ‘Entered’ status
 - If events are manually finalized, a ticket will be opened and communication will be sent to administrators to have EE reuse Hire Event or complete paper applications

ICI Vendor Change



Administration of the Income Continuation Insurance (ICI) Program has changed from Aetna to The Hartford. The Hartford recently acquired Aetna's disability business.

Aetna staff assigned to administer the ICI program have become employees of The Hartford and they will continue the management of all ICI claims. Employees can contact The Hartford at the same number – 800-960-0052. You will notice that Aetna's email addresses, letterhead and other communications have changed or will be changing to The Hartford.

The Department of Employee Trust Funds (ETF) will continue to respond to employer ICI inquiries. ETF will be updating references to The Hartford in ETF publications. UW System HR will be updating the benefits website and other communications where Aetna is referenced.

UW Benefits Tab / WRS Audit

- An audit is being conducted with ETF to identify prior service mismatches between our data and ETF's data for the employee population that is eligible for but currently not enrolled in WRS.
- Upon initial evaluation, there are cases where employees have a WRS impact due to incorrect information originally being entered on the UW Benefits Tab
- Prior Service and Rehired Annuitant fields will be updated in HRS as employees are evaluated and the Service Center will be working with the institutions directly on any cases that require further action (missed WRS enrollments and deductions, missed benefit enrollments, etc)

Questions?



Faculty Sabbatical

- As the new academic year kicks off please review faculty sabbatical records
 - Faculty returning from 2017-18 Sabbatical, review:
 - FTE: if reduced, has it been restored?
 - Additional Pay: has USB entry been terminated?
 - Funding: updated to current academic year funding?
 - Faculty going out on Sabbatical for 2018-19, review:
 - Profile Management entry
 - FTE: academic year vs. semester sabbatical consideration
 - Additional Pay: if FTE is reduced, USB entry consideration
 - Funding: review for updates
 - References:
 - [KB-17072: HR – Faculty Sabbatical](#)
 - [KB-16269: HR – Profile Management](#)
 - [KB-17094: PY – Enter Additional Pay](#)

Questions?



Focus Pay Card

Timeline:

- 9/4: Service Center captures population
- 9/4-5: Data is loaded to US Bank
- 9/12: Focus Card ACH records are loaded to HRS*
- 9/27: First biweekly payment loaded to Paycard (9B)
- 10/1: First monthly payment loaded to Paycard (9M)

*Notes:

- If ACH record was activated after 9/4 data pull, the Focus Card ACH information will not load
- If Paycard is sent to an employee who activated an alternate ACH record after the 9/4 data pull, the card will not be funded and would not need to be activated

Questions?



Needs Approval Cleanup:

- February 13th 2018 a fix went into HRS preventing Time Admin from going back and creating erroneous offsets.
- Service Center is cleaning up thousands of rows of payable time in needs approval status by re-running Time Admin for these employees. This will take approximately 2 to 3 weeks to complete.
- This will cause old exceptions to appear for some affected employees. When looking at the exceptions, validate the employee was paid correctly based off the timesheet and allow the exception accordingly.

Updates to Time & Labor Queries

The following Time & Labor queries have been updated:

- TL Exception Query (formerly UW_TL_768_TLER)
 - Has been renamed **UW_TL_EXCEPTION_QUERY**
 - Removed irrelevant information
 - Added Employee Email to output
- Payroll Coordinator Assigned Query (formerly UW_TL_PYCOORDS_ASSIGNED)
 - Has been renamed **UW_TL_EMPLS_ASSIGNED_TO_PYC**
 - Added a prompt to specify employee HR Status

Summer Leave Reporting

- As Summer is winding down, please remind FA/AS/LI employees with Summer Session/Summer Service appointments to submit leave reports for the summer
- Guidelines for Summer Leave Reporting can be found in [KB-30065: AM – Entering FA/AS/LI Leave Reports for Employees working Summer Session or Service](#)

Questions?



Upcoming Learning Path Courses - Finance

- **Setting Up Funding (remote)**
 - Sept 12 – AM
 - Nov 6 - AM
- **Changing Funding (remote)**
 - Sept 13 – AM
 - Nov 7 - AM
- **Direct Retro (remote)**
 - Nov 8 - AM

Upcoming Learning Path Courses – BN & HR

- Benefits classes – at the Service Center
 - Enrollments – Sept 11
 - Deductions – Sept 11

PY Calendar Review

← Today →

August 2018

8A 8B 8M

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

Institutional Feedback

- Eau Claire
- La Crosse
- Oshkosh
- Platteville
- Stevens Point
- Whitewater