UW UNIVERSITY OF WISCONSIN SYSTEM
SERVICE CENTER

Affinity Group 3
October 9, 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 Updates
- PY: Focus Pay Card

    Multi-State Taxation

    Updated ACH Form

    Attestation

    Calendar Review

    Institutional Feedback

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2019 ABE – Clarifications

AD&D Rates: The rates will increase in 2019 due to the enhancements to the plan (identity theft protection, critical burn, rehabilitation). Employees should visit the **ABE website** for the 2019 rates as the 2019 rates are not viewable in Self Service.

To clarify these items, the below will be/have been updated:
- Employee Presentation
- ABE Website
- Additional Email to EPIC Enrollees (to be sent week of 10/8)
- Reminder Email (to be sent mid-ABE)

Questions: Continue to send questions to uwshr@uwsa.edu

2019 ABE – Clarifications

Dental Insurance: Employees do <u>not</u> need to be enrolled in Uniform Dental in order to elect one of the Supplemental Dental plans with Delta Dental.

EPIC Benefits+: Will not offer <u>any</u> benefit plans in 2019. This includes dental, vision, AD&D and hospital/surgery.

- **Dental:** Employees should enroll in UDB and/or one of the supplemental dental plans if they would like dental in 2019.
- **Vision:** Employees should enroll in VSP Vision if they would like vision insurance in 2019.
- **AD&D:** Employees should enroll in the AD&D plan offered by the UW if they would like AD&D in 2019.
- **Hospital/Surgery:** There is <u>not</u> a replacement for this coverage.

- Employees who are currently enrolled in Dental WI and/or EPIC can see these plans in ABE Self Service at the very bottom of the screen.
  - There is no edit button so employees cannot erroneously elect these plans for 1/1/19

- Due to ABE time period, we will not reprocess these OE events as it would impact employee access.

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It is the institutions responsibility to monitor WEDs and send notifications to employees for ABE

- WEDs

  UW_BN_OE_ENROLLED_FSA_AND_HSA

  UW_BN_OE_HDHP_NO_HSA

  UW_BN_OE_HSA_AND_COB

  UW_BN_OE_HSA_AND_MEDICARE

  UW_BN_OE_HSA_NO_HDHP

  UW_BN_OE_LPFSA_NO_HDHP

UWSC will continue to audit:

- HDHP and over Age 65

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Questions?

Focus Pay Card

- Reminder: Please make sure all fall rehires and new employee's update their <u>HOME ADDRESS</u> in HRS

- The employees need to have personal information in HRS, not the division address and phone number.
  - We are pulling data from HRS next on 10/15, 11/1, 11/15 (active jobs with an <u>effective</u> date less than 7 days from the date of the file) to submit to US Bank for the list of enrollments. This is for new employees without direct deposit.
- Payroll Administration FAQ:
  <u>https://uwservice.wisconsin.edu/docs/publications/payroll-faq-focus-pay-card.pdf</u>

- Employee FAQ:
  <u>https://uwservice.wisconsin.edu/docs/publications/pay-focus-card-faq-employee.pdf</u>

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- All new employees with paper checks will be receiving a flyer in their envelope letting them know of their LAST paper check.

- We will also provide a flyer with details on how to sign up for direct deposit.

IMPORTANT PAYDAY NOTICE!

This is your last paper check.

us bank   foc**us**

5678 9012 3456

Faster. Safer. Easier.

VALID THRU 00/00   DEBIT **VISA**

If you did not sign up for direct deposit

Your paychecks will automatically be deposited to your U.S. Bank Focus Card.

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- New query is available that identifies employees who are currently active in Job Data but do not have an active ACH
- UW_PY_INACTIVE_ACH_ACTIVE_HR
- This query was requested by institutions

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- Beginning in 2019, the UW will begin offering the option of withholding <u>Illinois tax</u> for UW employees.

- Illinois will be our pilot as we begin undertaking additional states in the future.

- Emails will be sent to employees with a home address in the state of Illinois informing of this option.

- Stay tuned for more information and timeline.

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Updated ACH Form

- An updated version of the Authorization for Direct Deposit of Payroll has been added to the UW Service Admin page

- It includes the following language:

  The University of Wisconsin System distributes pay to the direct deposit accounts you designate below or through the Focus Pay Card

University of Wisconsin Service Center | Human Resource System

Authorization for Direct Deposit of Payroll
The University of Wisconsin System distributes pay to the direct deposit accounts you designate below or through the Focus Pay Card.

Select One: ☐ Biweekly Payroll (Classified/LTE/Student/Unclassified Hourly appointments) | **Effective Date:** ☐ As Soon As Possible (mm/dd/yyyy)
☐ Monthly Payroll (Faculty, Academic Staff, Teaching and Research Assistant appointments) | ☐ Future Pay Date: _____

Employee Information | You are **highly encouraged to complete this form online, print, and sign it**; or **please print legibly** to prevent delays.

Name (Last, First, MI): _____ | Payroll Empl ID OR Social Security Number (Last 4 Digits Only): _____

Phone Number: | Email Address:

- If you have printed copies of this form available, please replace them with the updated version

- If you have pulled down a copy to an institutional webpage, please update the version

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Questions?

Security - Bi-Annual Attestation Process

- The HRS user attestation process is scheduled to start in mid-October

  - On October 16th, campus data custodians will receive an email with the attestation instructions and a worksheet that includes their institution's users.

- Attestation completion deadline is November 5th

- Any questions in the meantime can be directed to your AG

PY Calendar Review

September 2018   [Today]   **October 2018**   [9A] [9B] [9C] [9M]   November 2018

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

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Institutional Feedback

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

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