



## Affinity Group

### December 4, 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: Long Term Care  
FSA Limit Increase  
ICI Annual Review
  - PY: Paycard Update  
Paycheck Modeler  
Non-Standard Processing Schedule
  - HR: Annual Leave Options for Trades/Craftworkers  
Retroactive Entry of Pay Rate Changes
- Calendar Review  
Important Year-End Payroll Dates  
Institutional Feedback

# 2019 Long-Term Care (LTC)



## **LTC decision during 8/22/18 Group Insurance Board (GIB) meeting:**

No new LTC participants beginning January 1, 2019. Current participants may continue their LTC insurance with Mutual of Omaha (administered by HealthChoice) by continuing to pay their LTC insurance premium.

## **LTC update during 11/14/18 GIB meeting:**

LTC coverage will continue to be offered through December 31, 2019. Employees may apply for coverage at any time. There is no annual enrollment opportunity since each application is subject to medical underwriting.

## **Additional information:**

[www.wisconsin.edu/ohrwd/benefits/other-benefits/](http://www.wisconsin.edu/ohrwd/benefits/other-benefits/)

# 2019 FSA Limits



The IRS recently announced an increase to the Health Care and Limited Purpose FSA contribution limits for 2019 to \$2,700. However, as in the past, ETF has chosen not to increase the limit if the increase is not “significant.”

Since the increase for 2019 of \$50 is not “significant,” the amounts communicated to UW System employees during the Annual Benefits Enrollment period will remain the same for 2019.

- Health Care FSA: \$2,650
- Limited Purpose FSA: \$2,650
- Dependent Day Care FSA: \$5,000

*Informational only. No action necessary.*

# ICI Annual Review Process

- As we prepare for the ICI Annual Review, employees may want to consider swapping sick leave to reduce ICI premiums or provide enrollment opportunities into the ICI program.
- An employee may swap out used sick leave for unused leave (vacation, personal holiday, etc).
  - Notification by institutions to employees of their eligibility to swap leave is optional
- All leave swaps that will affect the ICI premium category must be:
  - Requested by the employee by the end of day **December 28, 2018**
  - Entered by administrators in HRS by **4:30pm on January 9, 2019**
- Once the ICI annual update process runs, any leave swaps will NOT change the 2019 ICI premium category.
- **Resources:**  
<https://uwservice.wisconsin.edu/administration/ici/#resources>

# Sick Leave Swap Process

## Eligible Time Frame for Swapping:

- **University Staff:** January A 2018 to December B 2018
  - Eligible pay period dates: 12/24/2017 – 12/22/2018
  - When reviewing Results By Calendar, eligible leave swap is:
    - 13A2017: 12/24/2017 – 12/31/2017
    - 1A2018 - 12B2018: 1/1/2018 – 12/22/2018
  - Before performing a leave swap, check EACH calendar year's end balances to be sure the balance is available for swapping.
  - Swapping sick leave that occurred after December 22, 2018 will not impact the 2018 ICI Annual Review.
- **FA/AS/LI:**
  - Eligible pay period dates: 1/1/2018 – 12/31/2018

# Projected Sick Leave Balance Report

- Counseling employees on their leave balances and swapping sick leave is *optional*.
- Projected Sick Leave Balance report:
  - Displays a snapshot in time of current sick leave balances and assumed sick leave earnings that may be used for counseling the employee on swapping opportunities.
  - Institutions will receive a copy of the report on December 4, 2018.

# Projected Sick Leave Balance Report

- Assumptions made with the report:
  - Employee will not use any sick leave for the remainder of the year
  - All leave balances are up to date as of the November B payroll
  - Job Data accurately reflects FTE and leave of absences
  - Employee will earn sick leave based on FTE in Job Data
- The following have been removed from the report:
  - Employees age 70 and older
  - Employees enrolled in Category 6



# Questions?



# Pay Card Update

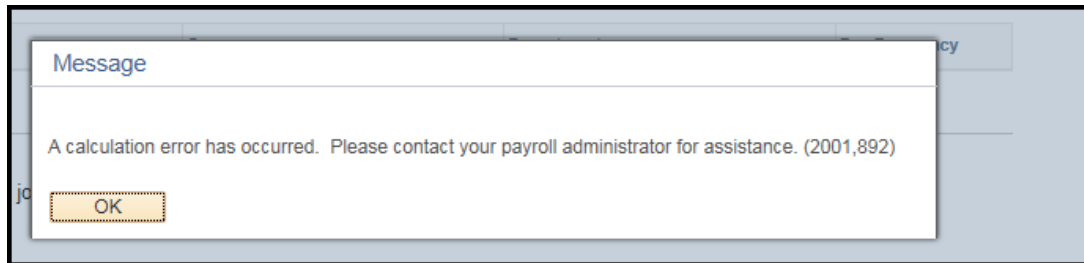
- There have been cases where employees have to wait an extended amount of time to receive their Focus Pay Card due to having an address update at the same time as requesting a replacement card.
- US Bank must validate the legitimacy of an address change and pay card replacement request for security purposes.
- US Bank reps will request a copy of a valid form of identification confirming the address change at the time a call is received requesting an address update.
- If this is not provided, US Bank is mandated to wait 5 days before the replacement focus pay card can be sent to the new address.
- During this 5-day waiting period, the pay card will be inactive.

# Pay Card Update

- Valid forms of ID:
  - Driver's License/State
  - Utility Bill
  - Cell Phone Bill
  - Lease/Mortgage Document
  - Credit Card Bill
  - Doctor's Bill
  - Cable/Internet Bill
  - Bank Statement
- The Service Center can assist employees if they need to request a replacement Focus Pay Card and update their address at the same time to avoid the delay.
- Note: Requests for replacement cards remain the same when not in conjunction with address updates. US Bank will continue to validate details on employee profiles before inactivating old pay cards and reissuing replacements.

# Paycheck Modeler

- Paycheck Modeler can now calculate for employees with only Lump Sum payments on the modeled check.
- Paycheck Modeler cannot calculate for an employee who has FSA deductions when the Calendar Year End (CYE) payrolls are open.
  - This is the error message you will get:



# Questions?



# Non-Standard Processing Schedule

## 12M Processing Schedule:

- 12/14 Create Paysheets (Friday)
- 12/17 Payline Deadline – 4:30 pm (Monday)
- 12/17 Payline Load (Monday)
- 12/18 FICA Deadline (Tuesday)
- 12/19 Final Calc/Confirm – Noon (Wednesday)

## 12B Processing Schedule:

- 12/20 Create Paysheets (Thursday)
- 12/21 Payline Deadline – 4:30 pm (Friday)
- 12/23 Payline Load (Sunday)
- 12/26 FICA Deadline (Wednesday)
- 12/27 Final Calc/Confirm – **10:00 am** (Thursday)

# Questions?



# 2019 Annual Leave Option for Trades/Craftworkers

## Trades/Crafts Employees vacation election for 2019

- Vacation Option Election form - Forms due January 1, 2019
  - <https://uwservice.wisc.edu/docs/forms/hr-vacation-option-election.pdf>
- The Craftworker Vacation Allocation is driven by their Rate of Pay in the HRS Job Data
- Please enter Pay Rate Changes before the January A (1A) payroll deadline in order for the correct allocation to be given as of the 1st earnings statement for 2019
- [HR - Craftworker Vacation Election KB 19586](#)



# Retroactive Entry of Pay Rate Changes

- Retroactive entry of pay rate changes need additional information for existing merit increase rows in job data.
- Due to the Pay Plan Merit raises, when submitting requests for retroactive entry of pay rate changes, please include the following:
  1. Effective Date of Change
  2. Action/Reason of Change
  3. Amount of Change on effective date of change
  4. Final pay rate on 1/1/2019
- Having all this information will ensure both the retroactive change amount and the top sequenced row will have the correct rate.

# Questions?



# PY Calendar Review

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

# Important Year-End Payroll Dates

Date	Event
11/30/2018	Last on-cycle pay date in 2018 for monthly paid staff (the 11M)
12/14/2018	Check Correction deadline to guarantee employees' original W-2s reflect the correct amounts
12/20/2018	Last on-cycle pay date in 2018 for bi-weekly paid staff (the 12A)
12/26/2018	NOON – Deadline for Missed Payroll submissions for inclusion on 2018 W-2s. They will be printed in the early afternoon.
12/26/2018	Last off-cycle check date for 2018 (bi-weekly and monthly paid staff)
12/28/2018	6:00 PM! Deadline for Foreign National Personal Data Changes in Glacier (related to 1042-S 2018)
1/4/2019	Final deadline for last minute Check Correction adjustments on an employee's W-2 (not guaranteed, based on volume)
1/4/2019	Deadline for Taxable Fringe Adjustments for calendar year 2018
1/4/2019	Deadline for Guaranteed Personal Data Changes (for ACA and W2 data)

# Important Year-End Payroll Dates cont'd

Date	Event
1/11/2019	Deadline to choose electronic-only distribution of your W2
1/16/2019	Target date for starting the printing of W2s
1/23/2019	Targeted date for finish printing W2s
1/30/2019	Targeted date for employees to receive 2018 W-2s
1/31/2019	IRS postmark deadline for employees 2018 W-2s
2/27/2019	Targeted print date for 2018 Fellowship/Scholarship Letters
2/28/2019	Targeted print date for 2018 1042-S forms
3/3/2019	CYE posts to WISDM (approximately)
3/11/2019	Targeted date for employees to receive 2018 1042-S forms (3/15/2019 due)

<https://uwservice.wisconsin.edu/administration/cye>