



Affinity Group January 29, 2019

- 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: ICI Timeline
2019 Wellness Program
- TL: Elapsed Hourly Integrated Timesheet
- PY: MPR Eligibility Criteria

Upcoming Learning Path Courses
Calendar Review
Important Year-End Payroll Dates
Institutional Feedback

February 1 – 2, 2019 – UWSC will be updating Job Data and ICI Benefit plan enrollment

- No HR Job Data Entry and Benefit Processing from 7:00 p.m. on Friday, February 1 through midnight, Saturday, February 2

ICI Timeline

- Employee References:
 - <https://www.wisconsin.edu/ohrwd/benefits/dis/ici/>
- Administrator References:
 - [ICI Administrator Landing page](#)
 - A list of KB resources
 - Links to UW SA and UWMSN Policy are available

Questions?



2019 Well Wisconsin Program - StayWell

Employees (and Spouse's) enrolled in the State Group Health Insurance Program are eligible for the Well Wisconsin Program. They may get started by visiting the StayWell portal to:

- Schedule an onsite health screening
- Complete the health assessment
- Engage in a Well-Being activity
 - **NEW:** Sleep Well Challenge
 - **NEW:** Digital Workshops

Deadline for completing the above activities to receive the \$150 Well Wisconsin Program incentive: **October 11, 2019.**

Diabetes Program - StayWell

What is the Diabetes Program?

A collaboration between StayWell and Navitus that uses a Certified Nurse Consultant to help diabetic participants (type 1 or type 2) manage their condition. Program participants enrolled in a non-HDHP may also receive free or reduced-cost insulin (and other prescription drugs related to diabetes care). This Program is voluntary.

Who is eligible for the Diabetes Program?

Employees (and Spouse's) enrolled in the State Group Health Insurance Program that have a StayWell account are eligible for the **“It's Your Health: Diabetes”** Program.

Diabetes Program - StayWell

Who will StayWell send communications to?

StayWell will contact those that self-identify in the StayWell health assessment, those that have filled an anti-diabetic prescription and/or those that voluntarily enroll by contacting StayWell at 800-821-6591 or wellwisconsin@staywell.com.

Can an employee (or Spouse) choose not to receive communications regarding the Diabetes Program?

Yes, if an employee does not want to participate or receive communications regarding the Program, they should contact StayWell directly to let them know.

Additional information:

Visit the “Programs” tab at wellwisconsin.staywell.com.

Taxes on Wellness Incentives

Starting in 2019 ETF has asked health plans to stop offering discount programs for services and goods that do not qualify as a medical expense. According to the IRS, discounts are considered taxable income.

Note: Health plans may continue to offer discounts; however (as has been done in the past), ETF will be required to report the amount to the UW System for tax purposes.

Please send questions to uwshr@uwsa.edu.

Questions?



Elapsed (Exempt) Hourly Integrated Timesheet

- Reminder: the new elapsed (exempt) hourly integrated timesheet will be available in HRS on February 10, 2019 with an effective date of February 3, 2019.
 - Any time or absences entered prior to 2/10 will seamlessly convert to the new format.
- Template communication with a list of impacted employees will be provided to institutions on Thursday 1/31 for distribution.

Elapsed (Exempt) Hourly Integrated Timesheet

- Enhanced Features Include:
 - Absence submission/edit/cancelation done directly on the timesheet
 - Condensed and efficient format
 - Ability to delete multiple rows at once
 - Ability to copy hours from previous period
 - Enhanced exception visibility
 - Reported and payable time status icons

Elapsed (Exempt) Hourly Integrated Timesheet

- Absences will be entered directly on the Timesheet by clicking the Timesheet button. Enter Absence and Edit/Cancel Absence buttons will no longer appear in the portal for elapsed timesheet users.



Elapsed (Exempt) Hourly Integrated Timesheet Resources

- Payroll coordinator resources are currently available on the HRS Administration Project Readiness Page

HRS Project Readiness



Introduction HRS Updates/Enhancements Direct Deposit **Exempt Hourly Integrated Timesheet**

Workflow for Additional Pay (WfAP)

Exempt Hourly Integrated Timesheet

Knowledgebase (KB) Documents

- [TL – Review and Approve Exceptions](#)
- [TL – Timesheet Adjustments](#)
- [TL – Work on Legal Holiday](#)
- [TL – Using Timesheet View By for Midperiod Hires/Transfers](#)
- [TL – Accessing a Timesheet \(Employee & Manager\)](#)
- [TL – Compensatory Time Payout](#)
- [TL – Elapsed Hourly Integrated Timesheet](#)

Tip Sheets

- [Entering Time](#)
- [Enter a Full Day Absence on the Timesheet](#)
- [Enter a Partial Day Absence on the Timesheet](#)
- [Comp Time](#)
- [Work on Legal Holiday](#)
- [Overtime and Differentials](#)

Video

[Timesheet Changes: University Staff Exempt](#)

Elapsed (Exempt) Hourly Integrated Timesheet Resources

- Employee resources will be available on the Portal Help Pages the week of 2/4

The screenshot shows the top portion of the University of Wisconsin Service Center website. On the left is the UW University of Wisconsin System logo. On the right, there is a navigation menu with links for 'For Wisconsin', 'News', 'Regents', 'Campuses', 'Offices', and 'Portals', along with a search icon. Below this is the main header 'University of Wisconsin Service Center' with the subtitle 'TIME AND ABSENCE HELP'. A secondary navigation bar contains five links: 'SERVICE CENTER HOME', 'MY UW HELP', 'FORMS/PUBLICATIONS', 'HRS ADMINISTRATION', and 'SEARCH UWSC'.

UW Service Center / Time and Absence Help

Time and Absence Help

The screenshot shows the main content area of the 'Time and Absence Help' page. At the top, there are two tabs: 'Employee Self Service (ESS)' and 'Manager Self Service (MSS)'. Below the tabs is a 'Jump to:' section with links for 'Faculty, Academic Staff and Limited Appointee', 'University Staff - Non-Exempt', 'University Staff Limited and Student', and 'University Staff - Exempt Employees'. The 'University Staff - Exempt Employees' link is highlighted. Below this link is a sub-link that says 'View Absence Balances'.

Questions?



MPR Eligibility Criteria

If the following eligibility criteria is not met, a missed payroll request will be rejected:

- Regular Hours/Gross Wage Minimums:
 - Student Help (SH): 5.0 Hours
 - University Staff (CP,CJ): 8.0 Hours
 - Monthly: 10% of “Regular” Gross
- Lump Sum Minimums (must follow WfAP guidelines):
 - Biweekly Student Hourly: \$100
 - Biweekly Non-Student: \$300
 - Monthly: \$1000

MPR Eligibility Criteria

Items that should not be requested via MPR (unless in conjunction with qualifying missed wages as defined above):

- Overtime or Add-Ons
- Additional Pay which is not part of “regular” gross
- Termination Pay (TLH, TPH, TSB, TVN, TAL, TFH, TVA)
- Overload (UOL)
- Retro Pay (URP) **
- Missed payment older than two pay period for biweekly employees
- Missed payment older than one pay period for monthly employees

** Retro Pay (URP, SRP, HRP) includes wages missed as a result of an increase in rate of pay or an FTE change

Exception: Summer Service/Summer Session

MPR Eligibility Criteria

** Additional Retro Pay Information:

- URP carries a high risk of duplicate payment
- URP wages are taxed at the higher supplemental rate

- Special circumstances will need additional review and approval by the Service Center management on a case by case basis

[KB-22181: PY – Submit an Off-Cycle Missed Payroll Request – Monthly](#)

[KB-41378: PY – Submit an Off-Cycle Missed Payroll Request - Biweekly](#)

Questions?



Upcoming Learning Path Courses

- HR training held at the Service Center in Madison:
 - Introduction to Hiring
 - 2/27/19 – 8:30 am
 - Updates: Person, Position, Job
 - 2/27/19 – 1:00 pm
 - Rehires, Transfers, Multiple Jobs
 - 2/28/19 – 9:00 am
- TAM training offered via Blackboard Collaborate:
 - Recruiting in TAM
 - 2/26/19 – 8:30 am – 4:00 pm
- BN training held at the Service Center in Madison
 - Benefit Enrollments
 - 4/11/19 – 8:00 am
 - Benefit Deductions
 - 4/11/19 – 12:30 pm

Upcoming Learning Path Courses – cont'd

- Payroll training :
 - Additional Pay
 - 3/14/19 – 8:30 am (offered via Blackboard Collaborate)
 - Setting up a Person in Payroll
 - 2/13/19 – 9:00 am (held at the Service Center in Madison)
 - 4/10/19 – 9:00 am (offered via Blackboard Collaborate)
 - Approver Maintenance (offered via Blackboard Collaborate)
 - 2/14/19 – 9:00 am
- Finance training offered via Blackboard Collaborate:
 - Setting up Funding
 - 3/11/19 – 12:30 pm
 - Changing Funding
 - 3/12/19 – 12:30 pm
 - Direct Retro
 - 1/31/19 – 9:00 am

Questions?



PY Calendar Review

January 2019

March 2019

← Today		February 2019					2A 2B 2M →	
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
27	28	29	30	31	1 [2M] Pay Period Begin [1M] Pay Date	2 [2A] Pay Period End		
3 [2A] 1st Batch Prelim Calc [2B] Pay Period Begin	4 [2A] 2nd Batch Prelim Calc	5 [2A] Payroll and Benefit Retro and Payline Load [2A] 3rd Batch Prelim Calc	6 [2A] FICA Deadline [2A] 4th Batch Prelim Calc	7 [2A] Confirmation Deadline (Eve) [2A] Final Calc	8	9		
10	11	12	13	14 [2A] Pay Date	15 [2B] 1st Batch Prelim Calc	16 [2B] 2nd Batch Prelim Calc [2B] Pay Period End		
17 [2B] 3rd Batch Prelim Calc [3A] Pay Period Begin	18 [2B] Payroll and Benefit Retro and Payline Load [2B] 4th Batch Prelim Calc Washington's Birthday [Federal Reserve Bank Holiday]	19 [2B] 5th Batch Prelim Calc [2B] FICA Deadline	20 [2B] Confirmation Deadline (Eve) [2B] Final Calc	21 [2M] 1st Batch Prelim Calc	22 [2M] 2nd Batch Prelim Calc	23 [2M] 3rd Batch Prelim Calc [2M] Payroll and Benefit Retro and Payline Load		
24 [2M] FICA Deadline [2M] 4th Batch Prelim Calc	25 [2M] Confirmation Deadline (Eve) [2M] Final Calc	26	27	28 [2M] Pay Period End [2B] Pay Date	1	2		

Important Year-End Payroll Dates

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>