

### 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



### ICI

**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 UWSA and UWMSN Policy are available







### 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 voluntary 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 <a href="mailto:uwshr@uwsa.edu">uwshr@uwsa.edu</a>.









### 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
- o Reported and payable time status icons



### Elapsed (Exempt) Hourly Integrated Timesheet

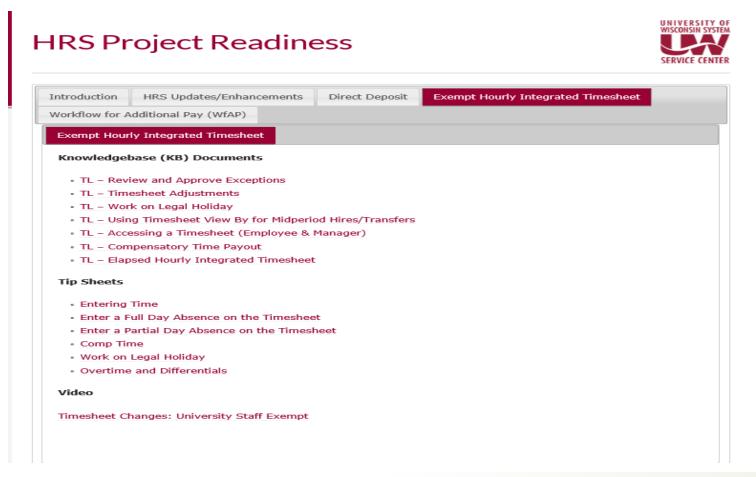
 Absences will be entered directly on the Timesheet by clicking the Timesheet button. Enter Absence and Edit/Cancel Absence buttons will no longer appear in the portal for elapsed timesheet users.





#### Elapsed (Exempt) Hourly Integrated Timesheet Resources

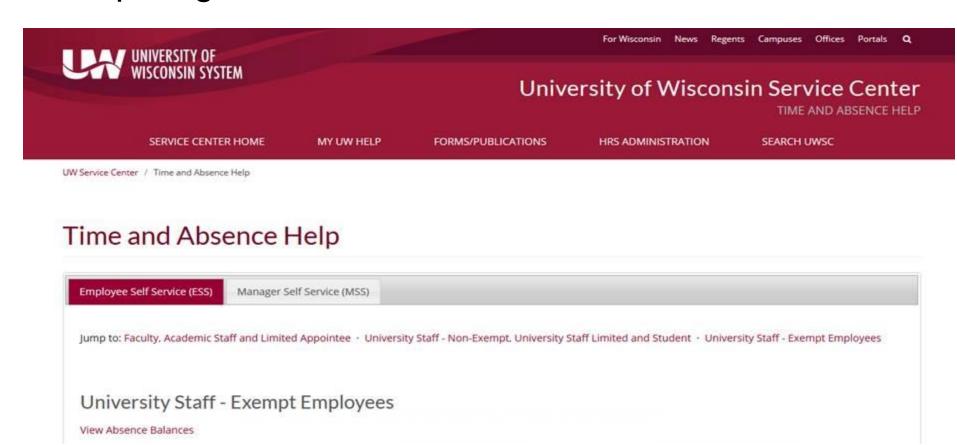
 Payroll coordinator resources are currently available on the HRS Administration Project Readiness Page





#### Elapsed (Exempt) Hourly Integrated Timesheet Resources

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









# 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







# 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







## **PY Calendar Review**

January 2019	day		February 2019	2A 2B	2M	March 201
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29.	30	31	[2M] Pay Period Begin [1M] Pay Date	[2A] Pay Period End
3 [2A] 1st Batch Prelim Calc [2B] Pay Period Begin	[2A] 2nd Batch Prelim Calc	5 [2A] Payroll and Benefit Retro and Payline Load [2A] 3rd Batch Prelim Calc	[2A] FICA Deadline [2A] 4th Batch Prelim Calc	7. [2A] Confirmation Deadline (Eve) [2A] Final Calc	8	9.
10	1.1.	1.2	13	14 [2A] Pay Date	15 [2B] 1st Batch Prelim Calc	1.6 [2B] 2nd Batch Prelim Calc [2B] Pay Period End
17 [2B] 3rd Batch	18 [2B] Payroll and	19 [2B] 5th Batch	20 [2B] Confirmation	21 [2M] 1st Batch	22 [2M] 2nd Batch	23 [2M] 3rd Batch
Prelim Calc [3A] Pay Period Begin	Benefit Retro and Payline Load [2B] 4th Batch Prelim Calc Washington's Birthday [Federal Reserve Bank Holiday]	Prelim Calc [2B] FICA Deadline	Deadline (Eve) [2B] Final Calc	Prelim Calc	Prelim Calc	Prelim Calc  [2M] Payroll and Benefit Retro and Payline Load
24 [2M] FICA Deadline [2M] 4th Batch Prelim Calc	[2M] Confirmation Deadline (Eve) [2M] Final Calc	2.5.	2.7.	[28] 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

