



Affinity Group February 26, 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 Summer Prepay
eBenefits Pending New Hire
ICI Timeline

UW Portal Articles

Calendar Review

Important Year-End Payroll Dates

Institutional Feedback

Summer Prepay

What are Summer Prepay Deductions?

- Premiums deducted from March, April and May payrolls
- Used for summer benefit coverage for June, July and August.
- Allows employees to maintain insurance coverage through the summer

Summer Prepay

Summer Prepay Deductions are required for:

- UW employees on Academic Year “C” basis or select Annual Year “A” basis contracts who:
 - Are expected to return in the Fall
- **OR**
- Are working a summer service/summer session appointment with no expectation to return in the Fall (coverage through end of employment)
- **Eligible Employment Types:**
 - Faculty, Academic Staff, Limited Appointees
 - Student Assistants & Employees-in-Training
 - University Staff

Summer Prepay

Who will be automatically setup for Summer Prepay Deductions?

- UW employees on Academic Year “C” basis

When will the Academic Year “C” basis employees be setup?

- Sunday, March 3, 2019

Which employees will need to be manually setup?

- Annual Year “A” basis contracts
- Bi-weekly paid employees
- Leave of Absences

Summer Prepay

Employee Notification

- An informational email will be distributed to employees on Sunday, March 3. This email will include the deduction schedule.
- An advanced copy will be sent to Payroll and Benefits Coordinators.

Summer Prepay

If the employee is not returning, take the following actions:

Summer Prepay Deduction Guide			
Month of	'OK to Process' Checked or Unchecked?		
Job & Coverage Termination	Prepay March	Prepay April	Prepay May
May	Unchecked	Unchecked	Unchecked
June	Unchecked	Unchecked	Unchecked*
July	Unchecked	Unchecked*	Checked
August	Unchecked	Checked	Checked

*If employee is enrolled into ICI, then you leave 'OK to Process' checked and change the 'Prepay Factor' to zero on all benefits except ICI.

Summer Prepay

State Group
Health*

State Group
Life
• Taxable Income

Delta Dental

VSP Vision

Individual and
Family Life

Accidental Death
and Dismemberment

UW Employees
Inc. Life

Income
Continuation
Insurance
(April/May)

Summer Prepay NOT taken for:

Flexible Spending
(FSA) & Health
Savings (HSA)
Accounts

Tax
Sheltered
Annuity
(TSA)

Wisconsin
Deferred
Compensation
(WDC)

*Health Opt-Out will not have prepay deductions and will continue to be distributed throughout the summer.

Summer Prepay

Income Continuation Insurance (ICI) Only

March 2019:

- Prepay for ICI is **not** deducted from March payroll

April 2019:

- Prepay for ICI will have **twice** the amount deducted from April payroll

May 2019:

- Prepay for ICI will have 1 deduction from May payroll

Summer Prepay

- **In order to maintain benefits, the employee's C-Basis (Academic Year) Empl Record:**
 - Must have active HR Status throughout the payroll being processed
 - Must be on a Short Work Break (SBK) during the summer
 - Must be the benefit primary
- **Job Terminations**
 - All insurances terminate at the end of that month
 - Any remaining prepay balance will be refunded upon reconciliation

Summer Prepay

Summer Prepay Resource Landing Page:

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

- Calendar & Timeline with Key Dates
- KBs – Queries for managing Summer Prepay
- Supporting Job Aids
- Policy
- Summer Prepay Slides

Questions?



eBenefits Pending New Hire

- Starting March 1st, the BN Team will auto generate email communications to employees who are New Hires on:
 - UW_BN_EBEN_PENDING WED
- Emails will come from UWSystemHR@uwsa.edu
- Reduces resource time needed by Benefit Administrators to send emails
- Employees will receive a notification email every 7 days while in 'notified' status
- This process is year around

eBenefits Pending New Hire

From: UWSystemhr@uwsa.edu <UWSystemhr@uwsa.edu>

Sent: Monday, February 18, 2019 2:14 PM

To: [REDACTED]

Subject: New Hire Self Service - Benefit Enrollment Pending

Dear [REDACTED]

This email is being sent because you have started, but not submitted your New Hire Self Service benefit enrollment. At your earliest convenience, please complete your benefits enrollment. The deadline to submit your New Hire enrollment is 3/3/2019.

Please contact your [human resources office](#) with any questions or concerns.

Sincerely,

UW System HR

Questions?



ICI Timeline

- **March 1, 2019** – Employee deadline to submit paper application for Deferred or Supplemental enrollment into ICI
- **March 29 – 30, 2019** – UWSC will be updating Job Data to provide election entry for Deferred or Supplemental enrollment into ICI
- **April 18, 2019** – Campus deadline for University Staff election entry for ICI Deferred Enrollment.
- **April 25 – 30, 2019** – Campus deadline for FA/AS/LI election entry for ICI Deferred Enrollment.

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

Questions?



UW Portal Articles

- HR, Payroll, and Benefits news articles are posted to the University of Wisconsin Service Center website regularly
- The latest articles can be found at:
<https://uwservice.wisconsin.edu/news/>
- Recently Posted articles:
 - Reminder: March 31 Deadline for Filing 2018 Flexible Spending Account Claims
 - ALEX: Your Personalized Benefits Counselor
 - Telemedicine Available to State Group Health Subscribers
 - America Saves Week, February 25 – March 1, 2019
- Preview of upcoming March articles:
 - Summer Prepay Insurance Premium Deduction Schedule for 2019
 - State Group Life Insurance Premium Update and Increase
 - Distribution of 1042-S Forms for Foreign Nationals
 - Duplicate Tax Statements

PY Calendar Review

January 2019

March 2019

← Today →

2A 2B 2M

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28 [Holiday]	29	30	31	1 [2M] Pay Period Begin	2 [2A] Pay Period End
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

February 2019

April 2019

← Today →

3A 3B 3C 3M

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

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>