



Affinity Group

March 12, 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

- AM Sick Leave Conversion
- BN 2019 SGL Rate Increase
State Group Life Annual Update
ICI Update
- FN CYE 2018 Journals to WISDM

Payroll Calendar eLearning

Attestation Process

Wiscit Customer Service

Non-Standard Processing Schedule

Calendar Review

Institutional Feedback

Sick Leave - ASLCC

Accumulated Sick Leave Conversion Credit Program (ASLCC)

Allows employees to convert hours of sick leave to use for payment of health insurance premiums after termination of employment.

- **All WRS covered employees** are eligible for ASLCC credits if they are a subscriber or dependent of the State Group Health Insurance program, **AND**
 - Retire
 - Qualify for a WRS disability benefit
 - Terminate with 20 years of WRS creditable service but are not eligible for an immediate annuity
 - In layoff status
 - Die while in active service

Sick Leave - SHICC

Supplemental Health Insurance Conversion Credit (SHICC)

Allows employees to have their ASLCC hours increase (up to matching) based on their years of adjusted continuous state service (*not WRS creditable service*).

Eligibility:

- Employee must meet ASLCC eligibility, **AND**
 - Have at least 15 years of adjusted continuous STATE service, **AND**
 - Not a Crafts Worker in Bargaining Unit 04

Years 1 – 24 (*full years of adjusted continuous service*):

- Non-Protective category employees receive 52 hours per year
- Protective category employees receive 78 hours per year

Years 25 and beyond:

- Non-Protective and Protective category employees receive 104 hours per year

Review the Informational Chart at:

<https://www.wisconsin.edu/ohrwd/benefits/download/leave/lev-aslcc-shicc-information-chart-uws-600.pdf>

Sick Leave Conversion- Reminders

Employees must be covered under the State Group Health Insurance program as a subscriber or a dependent at the time of termination.

- Not covered? To be eligible to escrow sick leave credits, the employee must have Access Health insurance coverage (non-HDHP) for coverage to be effective the month of retirement. This provision is for one month of coverage for escrowing purposes only."
- Note: Retirement is not considered an enrollment opportunity for long term enrollment into the State Group Health Insurance program. Employees can enroll during the It's Your Choice period.

Sick Leave Conversion- Reminders

- If an employee has a Qualified Domestic Relations Order (QDRO) that reduced their WRS years of service, they are entitled to have their sick leave credited at the unreduced years of service at retirement. Contact ETF for the correct number of years.
- Employees terminating with 20 years of WRS creditable service but are not eligible for an immediate annuity are eligible to have sick leave certified.
- Sick Leave credits have no cash value and do not accrue interest.
- Special SHICC Sick Leave restoration is available for employees who have used at least 500 hour of accrued sick leave due to a single illness or injury the three-year period prior to an immediate retirement. Institution or department must approve this.

Sick Leave Conversion- Reminders

- The employee's highest rate of pay in a sick leave accruing position is used in the sick leave certification process.
 - If the employee earns sick leave with a higher rate of pay for even 1 day, they are entitled to use that rate.
- Rates for positions that do not accrue sick leave cannot be used in the sick leave certification process.
- Sick Leave should not be certified if there are any missing leave reports.
- Best practice: When an employee terminates at age 55 or older and meets eligibility requirements, sick leave should be certified (in case they have chosen to retire without informing the institution).

Sick Leave Conversion- Reminders

- For monthly employees, the conversion value is the highest monthly full-time rate of pay divided by 174.
- Sick Leave Conversion Value
 - As required by ETF 10.01(1m), Administrative Code, in determining the hourly rate of earnings for computing the value of accumulated sick leave for unclassified employees upon retirement, layoff or death, the highest monthly full-time rate of pay shall be divided by 174. (See [Section IV.A.](#) to calculate the monthly rate of pay.)
- This differs from the hourly rate displayed in HRS

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/salary-fringe-benefit-calculations-for-unclassified-staff/>

Sick Leave Exception Statement - AY Employees

Continuous Service Qualifying dates to identify the Academic Year “norm” for Academic Year (C – basis) employees:

- START: **August 15 - Sept 10**
- END: **May 15 - June 10**
- If an employee has continuous service start/end dates within the range, a full year of service for the final year of employment is allowed and automatically applied.
- If an employee has continuous service where either the start or the end date does not fall within this range, **an exception statement is needed** on the certification. It must be entered in the ETF sick leave certification so ETF can manually adjust the certification.
- Exception statement guidelines are at:
<https://www.wisconsin.edu/ohrwd/admin/download/ben/events/acsl-exception.pdf>

Sick Leave Exception Statement

Accumulated Sick Leave language for Academic Year employees who have an end date mid-summer:

Example:

EE Name ended an academic year faculty appointment after the semester end {to fulfill employment requirements}.

This is an academic year employee and should be given a full year of credit for each "school year" period according to ER 18.02(2)(d) for purposes of calculating adjusted continuous service years.


This employee should have **XX** years of service.

Sick Leave Exception Statement

This certification is pending and is read only.

Was the employee an academic year faculty, academic staff or limited appointee at the time of termination or retirement? YES NO

Termination Information

Employer ID	UNIVERSITY OF WISCONSIN SYSTEM (0001131)
Termination Date (MM/DD/YYYY)	05/20/2018
Reason for Termination 	Retirement Eligible


Accumulated Leave (ASLCC) Information

Unused Sick Leave Hours	374.10
Other Creditable Leave Hours	0.00

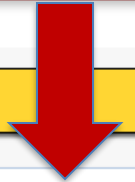
Grand Total

Certification Total \$

Employer Notes

 ended an academic year appointment after the semester end (in order to finish up the academic year). This is an academic year employee and should be given a full year of credit for each "school year" period according to ER 18.02(2)9(d) for purpose of calculating adjusted continuous service years. The employee should have 29 years of service.

Certification Update History



Remember to
Check
Yes or No

And add the
Statement in the
Employer Notes
{change the name
And insert the years}

Questions?



State Group Life (SGL) Annual Update

State Group Life Annual Update (April 1, 2019 effective date)

- The employee premium may change if:
- The SGL ABBR amount increased
 - Annual Base Benefit Rate is reviewed annually for enrolled employees for coverage effective April 1
 - A new SGL ABBR has been added based their highest WRS salary effective 3/1/19 (deduction begin date)
 - REMINDER: Do not change SGL ABBRs throughout the year unless the employee has more than a 30 day break between appointments
- Employee changed age category
- Premium cost increase

State Group Life (SGL) Annual Update

State Group Life Basic and Supplemental premium increase for some employee age groups.

Age Group	Coverage before 4/1/2019	Coverage effective 4/1/2019 and onwards
Under age 40	\$0.04	\$0.04
40-44	0.06	0.06
45-49	0.10	0.11
50-54	0.16	0.17
55-59	0.22	0.23
60-64	0.30	0.32
65-69	0.39	0.41
70+	0	0

State Group Life (SGL) Annual Update

State Group Life Additional premium increase for some age groups.

Age Group	Coverage before 4/1/2019	Coverage effective 4/1/2019 and onwards
Under age 40	\$0.06	\$0.06
40-44	0.09	0.09
45-49	0.15	0.16
50-54	0.24	0.25
55-59	0.33	0.35
60-64	0.45	0.47
65-69	0.59	0.60
70+	See chart: https://uwservice.wisconsin.edu/premiums/#sgl	

State Group Life (SGL) Annual Update

State Group Life communications and references:

- Employee Premium notification emails will be sent during the week of 3/11/2019
- UW Portal article will be posted 3/14/2019
- State Group Life Annual Review Page:
<https://uwservice.wisconsin.edu/administration/sgl-lookup>
 - Employer Lookup Tool has been updated for 2019
 - Plan overview and KBs

ICI Update

No HR Job Data Entry and Benefit Processing from 7:00 p.m. on Friday, March 29 through 6:00 am on Saturday, March 30 due to UWSC updating Job Data to provide election entry for Deferred or Supplemental enrollment into ICI.

- 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?



Calendar Year End Reminder

- Each year the Service Center processes the calendar year end payroll (CYE).
- Although payments and adjustments were made in December, the accounting entries do not post to WISDM until mid-March (Expected around March 14-18).
- Due to CYE processing, Direct Retros and Encumbrances will not process on the following days:
 - March 12
 - March 14

Questions?



New HRS Course

Payroll Calendar

- Content:
 - Determining pay group and pay calendars
 - Finding and reading pay calendars
 - Understanding pay schedules
- Short 15 minute course
- Pre-requisite to all courses except payroll. Payroll Calendars is covered in the Payroll Learning Path
- Available on your [learning path](#)

Security - Bi-Annual Attestation Process

The HRS user attestation process is scheduled to start in late March

- On March 26, campus data custodians will receive an email with the attestation instructions and a worksheet that includes their institution's users.
- Attestation completion deadline is April 22
- Any questions in the meantime can be directed to your AG

Customer Survey Update

The UW Service Center values your feedback. To provide an avenue to easily offer feedback, each of our standard email templates will now include a link to our customer survey. This replaces the quarterly survey that is currently being sent.

Our goals in this effort

- Provide better customer service
- Deliver a convenient and immediate method for feedback
- Increase our survey response rate
- Improve recognition of our customers' needs

Customer Survey

Check out our survey at the following URL:

https://uwsystemadmin.qualtrics.com/jfe/form/SV_80VWzObfWr8RiBf

Example:

Hello *Customer*,

MESSAGE BODY

Please contact us again if you have any further questions regarding this issue by replying to this email message.

[We value your feedback!](#)

Best regards,

*UWSC Agent Name
The UW Service Center*

UW Service Center Support - <https://kb.wisc.edu/hrs/page.php?id=17960>

For answers to frequently asked questions, visit the HRS knowledgebase online
at: www.kb.wisc.edu/hrs or visit the UW Service Center website at: <http://uwservice.wisc.edu>.

Non-Standard Processing Schedule

3B Processing Schedule:

- 3/15 Create Paysheets (Friday)
- 3/18 Payline Deadline – 4:30 pm (Monday)
- 3/18 Payline/Retro Load (Monday)
- 3/19 FICA Deadline (Tuesday)
- 3/20 Final Calc/Confirm – Noon (Wednesday)

3M Processing Schedule:

- 3/21 Create Paysheets (Thursday)
- 3/22 Payline Deadline – 4:30 pm (Friday)
- 3/24 Payline/Retro Load (Sunday)
- 3/25 FICA Deadline (Monday)
- 3/26 Final Calc/Confirm – Noon (Tuesday)

PY Calendar Review

← Today →

3A 3B 3C 3M

March 2019

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 [3B] Pay Period Begin [3A] 1st Batch Prelim Calc	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
17 [3C] Pay Period Begin [3B] 2nd Batch Prelim Calc	18 [3B] 3rd Batch Prelim Calc [3B] Payroll and Benefit Retro and Payline Load	19 [3B] FICA Deadline [3B] 4th Batch Prelim Calc	20 [3B] Confirmation Deadline (Eve) [3B] Final Calc	21 [3M] 1st Batch Prelim Calc	22 [3M] 2nd Batch Prelim Calc	23 [3M] 3rd Batch Prelim Calc
24 [3M] 4th Batch Prelim Calc [3M] Payroll and Benefit Retro and Payline Load	25 [3M] 5th Batch Prelim Calc [3M] FICA Deadline	26 [3M] Confirmation Deadline (Eve) [3M] Final Calc	27	28 [3B] Pay Date	29	30 [3C] Pay Period End

Institutional Feedback