



Affinity Group

May 28, 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

- TL Timesheet Access - Tips
- PY Non-Wisconsin Residents
- AM Summer Leave Report Update
- BN New Hire Self Service – Health Opt Out
- UW SHR Website Updates
- PD WRS Eligibility E-Learning

Upcoming Training Opportunities

UW Portal Update

HRS Processing Calendar

Institutional Feedback

TL: Timesheet Access

- Issue:

The employee has a mid pay period job change and is not able to access a date(s) on their Timesheet to enter reported time.

John Doe Employee ID 12345678
CLERICAL ASST Empl Record 1 Earliest Change Date 12/23/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
*Date 04/28/2019 Previous Empl/Job Next Empl/Job

Scheduled Hours 0.00 Reported Hours 0.00

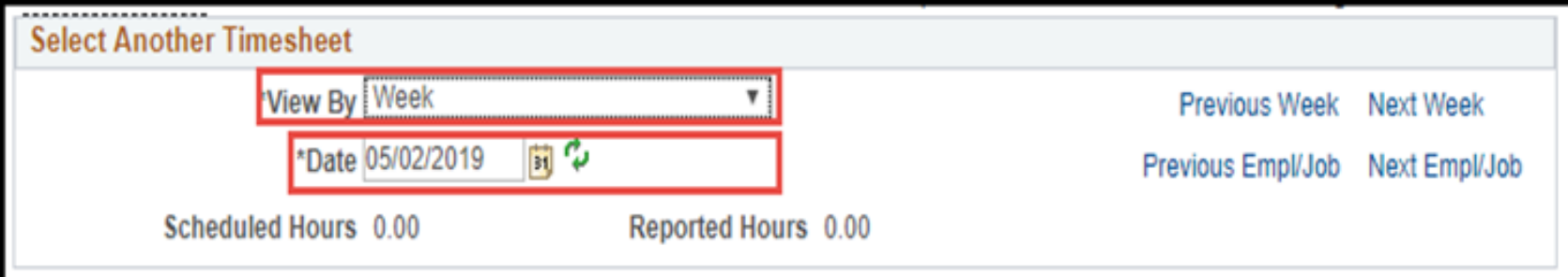
John Doe . has a mid-period time reporting profile change on 05/02/2019.

From 04/28/2019 to 05/11/2019

Select for Delete	Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
<input type="checkbox"/>	Sun 4/28									0.00	<input type="checkbox"/>
<input type="checkbox"/>	Mon 4/29									0.00	<input type="checkbox"/>
<input type="checkbox"/>	Tue 4/30									0.00	<input type="checkbox"/>
<input type="checkbox"/>	Wed 5/1									0.00	<input type="checkbox"/>
<input type="checkbox"/>	Thu 5/2									0.00	<input type="checkbox"/>
<input type="checkbox"/>	Fri 5/3									0.00	<input type="checkbox"/>
<input type="checkbox"/>	Sat 5/4									0.00	<input type="checkbox"/>
<input type="checkbox"/>	Sun 5/5									0.00	<input type="checkbox"/>

TL: Timesheet Access

- Resolution Steps:
 - Change the Date field on the Timesheet to the date the employee wishes to enter reported time.
 - Change the View By field to 'Week' or 'Day'



The screenshot shows a timesheet interface with the following elements:

- Select Another Timesheet** (header)
- View By** dropdown menu set to **Week** (highlighted with a red box)
- *Date** field set to **05/02/2019** with a calendar icon and a refresh icon (highlighted with a red box)
- Previous Week** and **Next Week** buttons
- Previous Empl/Job** and **Next Empl/Job** buttons
- Scheduled Hours 0.00** and **Reported Hours 0.00**

- The Timesheet will automatically refresh and the greyed out fields should now be available for the employee to enter their reported time.

TL: Timesheet Access

- This workaround only needs to be done for the pay period containing the job change.

From 05/02/2019 to 05/08/2019

Timesheet Additional Elements Show all columns by default

Select for Delete			Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Thu	5/2								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Fri	5/3								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sat	5/4								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Sun	5/5								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Mon	5/6								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Tue	5/7								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Wed	5/8								0.00	<input type="checkbox"/>

- If the employee continues to have problems entering reported time on the Timesheet, contact the Affinity Groups for assistance.
- For Additional information Reference KB [16421](#)

Questions?



PY: Non-Wisconsin Residents

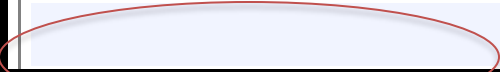
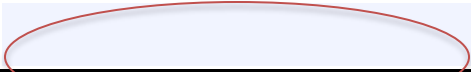
What's New?

Special Tax Form code '07'

WHO?

Non-WI Residents who also have a "primary" work location *OUTSIDE* of Wisconsin

This new code is for individuals who are residents and work outside of WI, IL, IN, MI, KY and CA. All other states that are identified on the Form-W4 will use code: '07'

U.S. state or foreign country of tax <u>residence</u> :	U.S. state or foreign country where <u>work</u> is performed:
	

PY: Non-Wisconsin Residents

Institution Responsibility:

- Review spreadsheet provided that identifies employees with No Taxable Gross/No Tax Taken and no reciprocity '04'.
- Review employee's W4 and update UW Special Tax Form field in HRS:
 - If residence and work location are outside of the following states (WI, IL, IN, MI, KY, CA), select '07'.
 - If reciprocity state identified, select '04'.
 - If IL W4, special tax form should be blank.
 - If CA W4, select '06'.
 - If WI is indicated, set tax status accordingly. Submit a ticket to process a taxable wage correction.
- Deadline for work on current employees is **8/31/2019**
- Enter all new hires appropriately with these codes.

State W4 page with '07'

The screenshot displays a web-based form titled "Tax Data" for the University of Wisconsin System. The form is for an employee with an effective date of 05/23/2019. It is divided into several sections:

- State Information:** The state is set to "WI" (Wisconsin). There are checkboxes for "Resident" (unchecked), "Non-Residency Statement Filed" (unchecked), "UI Jurisdiction" (checked), and "Exempt From SUT" (unchecked).
- State Withholding Elements:** This section includes a dropdown for "Special Withholding Tax Status" set to "No taxable gross; no tax taken". The "Tax Marital Status" is set to "M" (Married). There are input fields for "Withholding Allowances" (0), "Additional Amount" (\$0.00), and "Additional Allowances" (0).
- Lock-In Letter Details:** A section with a right-pointing arrow and a question mark icon.
- Tax Form Renewal Processing Status:** Radio buttons for "None" (selected), "Tax Form Renewal Received", and "Notification Sent".
- UW Special Tax Form Code:** An input field containing "07" and a search icon, with the text "W4-WI Non Res Work Outside WI" displayed below it.

A red arrow points from the left side of the slide to the "UW Special Tax Form Code" field.

Resources:

- [KB 16889 – PY – Enter Employee's Tax Form W-\\$ Withholding Allowance Certificate](#)
- <https://uwservice.wisconsin.edu/docs/publications/pay-w4-update-for-out-of-state-and-work-out.pdf>

Questions?



New Summer Leave Reporting

- New page for entering sick leave takes or verifying no leave taken will be available June 2
- Email to summer appt. employees introducing the new process along with tipsheet
 - 06/03/2019
 - 07/01/2019
 - 08/05/2019
- Email reminder for summer reporting to employees who have not reported yet
 - 08/26/2019

New Summer Leave Reporting Prototype

The screenshot displays the 'Employee Self Service' portal interface. The main navigation bar includes a back arrow, 'Employee Self Service', 'Time', and icons for home, menu, and refresh. A left sidebar lists various options: Request Absence, Leave Reports, Absence Balances, View / Edit Requests, Cancel Absences, and Summer Appt. Leave Reporting (highlighted in green). The main content area is titled 'Summer Appointment Leave Reporting' and includes a '*Year' dropdown set to '2019' and a green 'Submit' button. A disclaimer states: 'By clicking submit, I verify I have no additional leave to report for the summer or I have not taken any leave.' Below this is a section 'Record Summer Appointment Sick Days Below' with '2 rows'. The table has columns for 'Date' and 'Hours'. The first row shows '05/21/2019' and '3.00' with '+' and '-' buttons. The second row is empty with similar controls.

Date	Hours
05/21/2019	3.00

Resources will be available on or before June 2:

- Updated [KB 30065](#): AM – Entering FA/AS/LI Leave Reports for employees working Summer Session or Service
- Tipsheet available on portal help page
 - <https://uwservice.wisconsin.edu/docs/publications/time-C-basis-summer-leave-reporting.pdf>
- Portal Article will be published

Questions?



BN: New Hire Self Service – Health Opt-Out

Coming June 2nd:

- Health Opt-Out will now be available as an option in New Hire Self Service
- Any open Hire events in 'prepared' status will need to be reprocessed for employees to see new option
- Institutions should use ADM events to enter Health Opt-Out enrollments submitted via paper applications
- Confirmation Statements will reflect Health Opt-Out
 - Note: Employees are not automatically eligible or approved for the incentive.

BN: New Hire Self Service – Health Opt-Out

- Validation of eligibility will be done by UWSC and ETF
- Opt-Out incentives will not be given *until* ETF approval has been received
- Once employee has been approved or denied, a communication will be sent to the institution
- If an employee is denied, UWSC Benefits Team will remove the election
 - Employee will NOT receive a new Confirmation Statement
 - Please refer them to the Current Benefits Summary page in the portal for most current benefit information
 - Employee may choose to enroll in another SGH plan within their 30-day qualifying event period.

BN: New Hire Self Service – Health Opt-Out

New Hire Self Service: If employees have questions, Health Opt-Out option is near the waive button at the bottom of the State Group Health options

HDHP WEA Trust W Mayo w/oDent

Coverage Level	Your Costs	Tax Class
Single	\$30.00	Before-Tax
Family	\$74.00	Before-Tax

Health Ins Opt-Out Incentive

By electing the Health Ins Opt-Out Incentive plan, you certify that you are eligible for the Opt-Out Incentive. To be eligible, you cannot be a covered dependent under the State Group Health Insurance Program through a parent or spouse in 2019. In addition, you must not have waived coverage in 2015 at any time in which you were eligible for an employer contribution. Your enrollment into the Health Ins Opt-Out Incentive plan is pending verification of eligibility.

Coverage Level	Your Costs	Tax Class
Single	\$0.00	Before-Tax

Waive

ADM: Health Opt-Out: Option Code = ZZZ
Benefit Plan: HLT OPT

BN: New Hire Self Service – Health Opt-Out

Updated Resources:

- [KB 57671](#) BN - Health Opt-Out Incentive Business Process
- Opt-Out Incentive site
 - <https://www.wisconsin.edu/ohrwd/benefits/opt-out/>

Questions?



Website – UW System (Employee Benefits)

UW System Human Resources has been making updates to the Benefits website to improve the user experience for all users.

Over the next several months, there will be additional updates, including the ones outlined in the following slides, which will take place at the end of May and in mid-June.

Health Insurance Section:

- Add “Pharmacy Benefits” subpage.
- Remove “Comparison of Medical Benefits” subpage.
- Remove “Comparison of Pharmacy Benefits” subpage.
- Combine the comparisons into a single PDF and attach to each “Plan Design” page and the new “Pharmacy Benefits” page.

These changes will be live **May 31, 2019**.

Example of the changes are on the next slide.

Website – UW System (Employee Benefits)

Example of changes to occur:

Pharmacy Benefits

[General Employee Information](#) >

[Health Insurance](#) >

[Health Plan Design](#)

[HDHP Plan Design](#)

[Access Plan Design](#)

[Access HDHP Plan Design](#)

[Opt-Out Incentive](#)

[How To Choose Your Group Health Insurance Plan](#)

Overview

Pharmacy benefits are included in all State Group Health Insurance plan designs. Navitus Health Solutions administers the pharmacy benefits.

Pharmacy Network

All plan designs require the use of an in-network pharmacy. For this reason, it is important to confirm that your pharmacy is an in-network pharmacy by reviewing the In-Network Pharmacy document provided in the Forms & Resources section below or by calling Navitus at 866-333-2757.

Pharmacy Benefits

All covered prescriptions are categorized into one of four cost-sharing levels. Level 1 contains most generic drugs (least expensive) whereas Levels 2, 3 and 4 contain most brand-name drugs.

Employees pay either a copay (flat dollar amount) or coinsurance (percentage) based on the level the drug is categorized in. If enrolled in a High Deductible Health Plan (HDHP), the deductible will need to be met before the copay or coinsurance provision applies.

- Review the **Navitus Formulary List** in the Forms & Resources section below to determine which level your prescription drugs fall into. The most current list may be found at www.navitus.com (after login).
- Review the **Comparison of Pharmacy Benefits** in the Forms & Resources section below to see how prescription

HEALTH PLAN DESIGN

[Overview](#)

[Pharmacy Network](#)


[Pharmacy Benefits](#)

[90-Day at Retail Program](#)

[Mail Order Program](#)

[Benefit Premiums](#)

[Forms & Resources](#)

 [Pharmacy Benefits](#)

~~[Comparison of Medical Benefits](#)~~

~~[Comparison of Pharmacy Benefits](#)~~

Disability Premium Waivers:

- Remove “Disability Premium Waivers” subpage.
- Add “Disability Premium Waiver” section under each plan specific subpage with the information from the “Disability Premium Waivers” page.
- Only one Institution has been linking to the Disability Premium Waivers page and they have been contacted.

These changes will be live by **May 31, 2019**.

Example of the changes are on the next slide.

Website – UW System (Employee Benefits)

Example of changes to occur:

General Employee Information >

Health Insurance >

Wellness Resources >

Dental & Vision Insurance >

Spending & Savings Accounts >

Disability, Life and AD&D Insurance ▾

Disability and Income Continuation

State Group Life Insurance

Individual & Family Group Life Insurance

UW Employees, Inc. Life Insurance

University Insurance Association Life Insurance

Accidental Death & Dismemberment

Disability Premium Waivers

Overview

The UW System offers disability, life and accidental death & dismemberment (AD&D) insurance plans that are designed to protect you and your family against income loss if an illness or disability keeps you off the job, to protect against financial hardship in the event of your or your eligible dependent's death, and to provide benefits in the event of paralysis or loss of your limbs, eyesight, hearing, or speech as a result of an accident.

Plans

Disability and Income Continuation Insurance

If you become temporarily or permanently unable to work due to a physical or mental disability, there are a number of different programs that may be available to provide income for you and your family.

- Click [here](#) for more information. For help applying for these benefits contact your human resource office.

Life Insurance & Accidental Death & Dismemberment (AD&D) Insurance

The UW System offers five term life insurance plans to help fit the individual needs of its employees. Life insurance is an inexpensive way to help you protect your assets and provide for your loved ones. Each plan provides different coverage level options and many of the plans provide benefits in addition to death benefits. Employees may enroll in one or more of the offered life insurance plans if they are eligible.

- [State Group Life](#)
- [Individual & Family Group Life Insurance](#)
- [UW Employees, Inc. Life](#)
- [University Insurance Association](#)
- [Accidental Death & Dismemberment](#)

RELATED LINKS

DISABILITY, LIFE & ACCIDENT

Overview

Plans

100 ▾

Disability, Life and AD&D Insurance Section:

- “Disability, Life & Accident Insurance” page will be split:
 - Disability and Income Continuation
 - Life and AD&D Insurance
- Applicable subpages to be moved under new parent pages.
- Redirects from parent/subpages will be set up through 2/15/2020. Redirects will no longer work after that date.
- Institutions who are linking to any of these pages will be contacted with more information at a later date.

These changes will be live by **June 21, 2019**.

Example of the changes are on the next slide.

Website – UW System (Employee Benefits)

Example of changes to occur:

Employee Benefits

General Employee Information >

Health Insurance >

Wellness Resources >

Dental & Vision Insurance >

Spending & Savings Accounts >

Disability and Income Continuation >

Life and AD&D Insurance >

Retirement Plans >

Leave Benefits >

Other Benefits >

Life Events >

Benefit Premiums >

Forms & Resources >

By understanding your benefits options, you can make the most out of them.

The University of Wisconsin (UW) System offers a comprehensive benefits package to meet the diverse needs of our community. The University contributes towards the cost of several benefit plans, which is a valuable piece of employees total compensation. Other plans offer favorable group rates and convenient payroll deduction to employees. Some health and life insurance premiums are taken from salary on a pre-tax basis, helping to save money.

Total Compensation Estimator

As a UW System employee, you will receive an excellent compensation package. Calculate the value of your estimated total compensation.

Visit ALEX

alex | BENEFITS COUNSELOR

ALEX is an interactive decision-support tool that acts as an informative, virtual benefits counselor to help employees and prospective employees learn

Send questions to uwshr@uwsa.edu.

Questions?



PD: WRS Eligibility eLearning

- The principal purpose of this course is to provide Institution Administrators with a basic understanding of the Wisconsin Retirement System (WRS) pension plan and provide links to on-line resources to assist them in counseling their employees.
- This eLearning replaces the in-person WRS Eligibility course as part of the Benefits Learning Path. It is mandatory training for new Benefit Administrators.
- Benefit Administrators who have taken the in-person course are not required to take this eLearning, but they are welcome to do so.
- There are no pre-requisites for taking this course.

Upcoming Training Opportunities

- Benefits
 - WRS Eligibility
 - ~~June 6~~
 - E-Learning Now Available
 - Eligibility and New Hire Hold
 - June 6
 - Event Maintenance and MSC Event Evaluation Report
 - June 6
- Human Resource
 - Intro to Hiring
 - July 30
 - Update: Person, Position, Job
 - July 31
 - Rehires, Transfers & Multiple Jobs
 - July 31

Register for classes and see additional course offerings on your [learning path](#)

Upcoming Training Opportunities

- Payroll
 - Additional Pay
 - June 4
 - Setting Up a Person in Payroll
 - August 28
- Finance
 - Setting up Funding
 - July 9
 - Changing Funding
 - July 10
 - Direct Retro
 - July 11

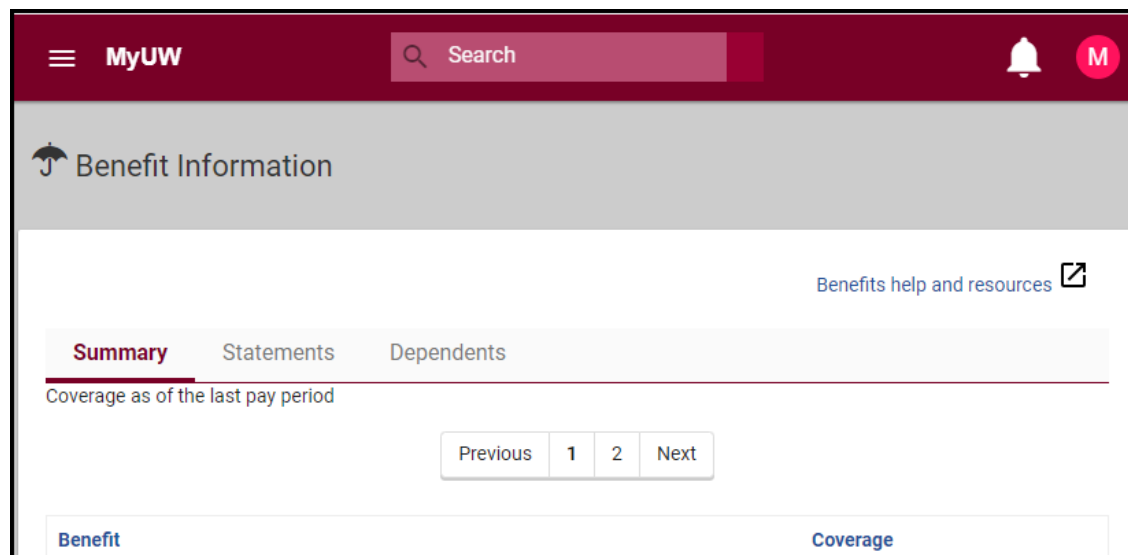
Register for classes and see additional course offerings on your [learning path](#)

Questions?



UW Portal Update

- Within a number of tiles in the My UW Portal there is a “Help” button in the upper right-hand corner. The hyperlink provides resources that align with the tile that the user is in.
- To attract more attention to the link, the name will change to “(Module) Help and Resources”.



HRS Processing Calendar

June 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26 Student Help Payroll I 5B – First Prelim Calc	27 5B – Second Prelim Ca	28 5B - Prepay & Retro L 5B – Third Prelim Calc 5B - Payline & Retro L	29 5B – Fourth Prelim Cal 5B - FICA Deadline	30 No Madison DR's 5B – Final Prelim Calc	31 Funding and DR Page No Direct Retros Focus Pay Card Upload ▼ 1 more item	1
2 Budget Rollover Start	3 Budget Import/Excel t	4 Budget Rollover & Imp	5 Funding and DR Page	6 5B – Pay Date	7	8 ACA Processing FICA
9 Student Help Payroll I 6A – First Prelim Calc	10 6A – Second Prelim Ca	11 6A - Prepay & Retro L 6A – Third Prelim Calc 6A - Payline & Retro L	12 6A – Fourth Prelim Cal 6A - FICA Deadline	13 6A – Final Prelim Calc	14 Missing Leave Email - No Direct Retros 6M – First Prelim Calc	15 A & H Basis Rate Lc
16 A & H Basis Rate Load 6M – Second Prelim C	17 6M – Third Prelim Calc	18 Ben Bill Enrollment De 6M - Prepay & Retro L 6M – Fourth Prelim Ca ▼ 1 more item	19 Ben Bill Invoices Maile 6M – Fifth Prelim Calc 6M - FICA Deadline	20 Pending Approval Ema 6A – Pay Date 6M – Final Prelim Calc ▼ 1 more item	21 No Direct Retros	22 A & H Basis Encuml Encumbrance clear
23 Student Help Payroll I 6B – First Prelim Calc	24 6B – Second Prelim Ca	25 6B - Prepay & Retro L 6B – Third Prelim Calc 6B - Payline & Retro L	26 6B – Fourth Prelim Cal 6B - FICA Deadline	27 No Madison DR's 6B – Final Prelim Calc	28 No Direct Retros 6M – Pay Date	29
30 + Add	1	2	3 Encumbrance Initializa 6B – Pay Date	4	5 DR Page Lockout Last Day DR	6