BN: Summer Prepay

Reminders:

Effective date for Benefits Billing enrollment must be <u>after</u> the Hire Date.

> Example: If the Hire Date is 5/25/2019, Benefit Billing enrollment needs to be 6/1/2019 for 200% (2 months of premiums). A second row for 7/1/2019 needs to be entered for 100% premiums (1 month of coverage)

Tickets are not required to refund prepays for terminated employees. The Service Center audits and processes refunds based on the termination date.

> All prepays will be cleared out by end of 10M. Refunds will start with the 7M and continue thru the 10M.

BN: Summer Prepay

AM: FAASLI Vacation Banking

Effective 7/1/2019 HRS has been updated to align with UPS Operational Policy: BN 1 Vacation, Paid Leave Banks, and Vacation Cash Payouts.

Previous HRS program logic created "eligibility" at the start of the 11th year (or 26th year) and "option to bank" at the start of the 12th year (or 27th year).

HRS Program logic has changed to allow the "option to bank" at the start of the 11th year (or 26th year).

Check ALRA counters for accuracy on employees who have:
- Moved from Bi-weekly to Monthly
- Moved from C-Basis to A-Basis
- Had LWOP for more than 1 month. HRS does not count unpaid months.

See [BN 12 Continuous Service](#) for help in determining what time is counted.

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AM: FAASLI Vacation Banking

Reminders:

Following completion of 10 years of employment, A-basis FA/AS/LI EEs are eligible to bank up to 40 hours of vacation

Following completion of 25 years of employment, A-basis FA/AS/LI EEs are eligible to bank up to 80 hours of vacation

Options are prorated for part-time employees based on FTE

Absence Balances view in the employee portal will display the leave eligibility to bank

July printed Leave Reports will display hours of leave eligible to bank

The ALRA Eligibility Election Summary will be available in Cypress containing EEs eligible to bank leave this year

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AM: FAASLI Vacation Banking

Employee portal will display eligibility in the Absence Balances and will be visible on 7/1/19.

Absence Balances

*Balances for Job: 0 - ASSOCIATE DEAN/M-L
*Balances for Year: 2019

Posted Leave Balances

Leave Type	Beg Earn Balance	Earned	Used/Adj	Ending Earned Balance	Available Balance
Vacation	54.67	14.67	0.00	69.33	128.00
Vacation Carryover	0.00		0.00	0.00	0.00
Sick	1449.50	8.00	75.00	1532.50	1532.50
Banked Leave	276.00		0.00	276.00	276.00
Pers-Holiday	4.00	0.00	0.00	4.00	4.00
Legal-Holiday	0.00	0.00	0.00	0.00	8.00

Banked Leave Conversion Eligibility

Eligibility	Converted	Remaining Eligibility
40.00	40.00	0.00

Projected Balances

Leave Type	Prior Usage/Adj	Beginning Balance	Current Usage	Current Balance	Future Usage	Future Balance
Vacation	0.00	128.00	0.00	128.00	0.00	128.00
Vacation Carryover	0.00	0.00	0.00	0.00	0.00	0.00
Sick	0.00	1532.50	0.00	1540.50	0.00	1540.50
Banked Leave	0.00	276.00	0.00	276.00	0.00	276.00
Pers-Holiday	0.00	4.00	0.00	4.00	0.00	4.00
Legal-Holiday	0.00	8.00	0.00	8.00	0.00	8.00

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AM:

Policy and KB References:

UPS BN 1:Vacation, Paid Leave Banks (Non-Madison)

https://www.wisconsin.edu/ohrwd/download/policies/ops/bn1.pdf

KB-53409 – UW-Madison Vac/Banked Leave Policy

KB-52685 – Entering and Reviewing Banked Leave (ALRA) Conversion – Payroll Coordinator

KB-31346 – ALRA Eligibility/Election Report

Time and Absence Help Tip Sheet: FAASLI Appointee Banked Leave Conversion

https://uwservice.wisconsin.edu/help/time-absence.php

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