



AG Call  
July 23, 2019

# Agenda:

- UW SHR: 2020 FSA/HSA Vendor Change
- AM: Workflow Update – Coordinator Entries
  
- Portal Articles
- Institutional Feedback

# UWSHR: 2020 FSA/HAS Vendor Change

The Department of Employee Trust Funds (ETF) has indicated participant communications will begin at the end of July 2019. The intent is to give active participants a high-level overview that the vendor change will occur effective January 1, 2020 for:

- Flexible Spending Accounts (FSAs)
- Health Savings Accounts (HSAs)

Communications will be sent to employees enrolled in a FSA for 2019 or have a FSA carryover balance. All employees with a HSA account with TASC will also receive a communication.

Who will the communications come from?

- Over the next several weeks, the communication strategy includes communications from ETF, TASC (current vendor) and ConnectYourCare (new vendor).

# UWSHR: 2020 FSA/HAS Vendor Change

Where will you be able to obtain additional information?

- UW System HR has created a webpage to house the various communications as well as key dates for the vendor change process:

[www.wisconsin.edu/ohrwd/benefits/fsahsavendorchange](http://www.wisconsin.edu/ohrwd/benefits/fsahsavendorchange)

The page is in development and will be live the week of July 29th.

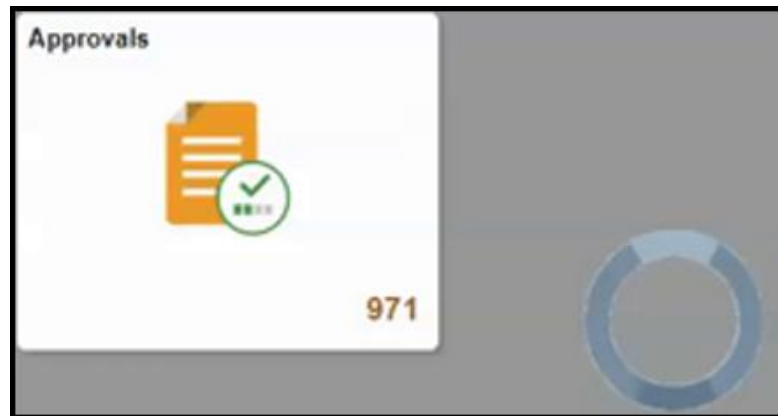
Please send questions to [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu).

# Questions?



# AM: Workflow Update – Coordinator Entries

- Absence Workflow will be updated to no longer include Payroll Coordinators effective 7/28/2019.
  - Current outstanding absence approvals will be removed from the Approvals tile if you are not the employee's direct or backup approver.
  - Approvals can still be done by coordinators on the Administrator pages (UWS Absences and Absence Event)
  - When Payroll Coordinators enter absences on MSS pages, workflow to UW Approver/Backup Approver will be initiated instead of being automatically approved.



# AM: Workflow Update – Coordinator Entries

Absence Event Entry

Enter Absence Events

Employee ID [ ] Empl Record [ ] Name [ ]

Job Description: IS SPECIALIST CONF Dept ID: Y601000 Elig Grp: UWS\_C FTE: 1.000000

From: 06/27/2018 Through: 11/23/2019 Refresh Schedule ID: E40\_MTWRF\_8H

Absence Events Personalize | Find | [ ]

*Event From Date	Thru Date	Absence Take	Hours	Absence Reason	Conversion Hours	Override Payout / Payback Hours	*Process Action	Voided	Comments	Balance
03/02/2019	03/02/2019	Vacation (CLS)	4.00	Select Absence Reason			Normal	<input type="checkbox"/>	Comments	204.75 Hours**
03/01/2019	03/01/2019	Vacation (CLS)	4.00	Select Absence Reason			Normal	<input type="checkbox"/>	Comments	204.75 Hours**
02/19/2019	02/19/2019	Sick Leave (CLS)	8.00	Select Absence Reason			Normal	<input type="checkbox"/>	Comments	511.00 Hours**

- Entries created on UWS Absence – Request Absence and Absence Event Pages will default to being approved, and will not initiate workflow

Absence Event Entry

Employee ID [ ] Empl Record [ ] Name [ ]

From: 06/27/2018 Through: 11/23/2019 Refresh

Absence Events Personalize | Find | [ ]

*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details
UWS C VN TAKE	Vacation (CLS)	03/02/2019	03/02/2019	4.00	Normal	<input type="checkbox"/>	03/02/2019	Details
UWS C VN TAKE	Vacation (CLS)	03/01/2019	03/01/2019	4.00	Normal	<input type="checkbox"/>	03/01/2019	Details
UWS C SL TAKE	Sick Leave (CLS)	02/19/2019	02/19/2019	8.00	Normal	<input type="checkbox"/>	02/19/2019	Details

# AM: Workflow Update – Using Manager Self Service as a Coordinator

- Absence Events entered on MSS Pages (Integrated Timesheet, Request Absence) by Coordinators will initiate workflow to the appropriate UW Approver(s) and/or UW Backup Approver(s).
- Approvers' actions will now be required if entry is done on these pages.

Employee ID [REDACTED]  
Empl Record [REDACTED] Earliest Change Date 06/23/2019

IS SPECIALIST CONF  
**Select Another Timesheet**

\*View By  Previous Period Next Period  
\*Date 06/23/2019 [calendar icon] [refresh icon]

Scheduled Hours 80.00 Reported Hours 80.00

From 06/23/2019 to 07/06/2019 ?

Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sun	6/23	<input type="text"/>	<input type="text"/>	0.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Mon	6/24	8.00	<input type="text"/>	8.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Tue	6/25	8.00	<input type="text"/>	8.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Wed	6/26	8.00	<input type="text"/>	8.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu	6/27	8.00	<input type="text"/>	8.00
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri	6/28	8.00	Vacation (CLS)	8.00



# AM: Workflow Update – Using Manager Self Service as Manager



Absence Events entered on MSS Pages (Integrated Timesheet, Request Absence) by UW Approver and UW Backup Approver will continue to be automatically approved.



This is not a change to the current state.

# Questions?



# Portal Articles

## Recently Posted Articles:

- JULY 1 [ALEX: Your Personalized Benefits Counselor](#)
- JULY 10 [Accidental Death & Dismemberment Insurance](#)
- JULY 12 [Submit Fiscal Year 2018-19 Leave Reports by September 2019](#)
- JULY 12 [UW-Shared Services 'Look and Feel' Coming to MyUW](#)
- JULY 15 [WRS Contribution Rates to Increase in 2020](#)

## Upcoming Articles:

- Reminder: Use Flexible Spending Account (FSA) Funds
- New Employee Trust Funds (ETF) Website