



AG Call  
July 30, 2019

# Agenda:

- AM: Employee Missing Leave Report
- BN: Eligibility Exception Reports  
Benefit Billing Delinquency Process  
SAV Events – WRS Voluntary Additional Contributions
- UWSHR: UIA Threshold for 2019-2020
- Upcoming Training Opportunities
- Institutional Feedback

# AM: Employee Missing Leave Report

- The report has been updated so a single Summer Year must be specified.
- Since we are currently approaching sick leave reductions from Summer 2018 through May 2019 (C-basis) or June 2019 (A-basis), this report should be run with Summer 2018 until we complete the sick leave reduction exercise in October 2019.

The screenshot shows the 'Employee Missing Leave Report' web interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > UW Absence Management Reports > Employee Missing Leave Report'. Below this, the title 'Employee Missing Leave Report' is displayed. The interface includes a 'Run Control ID' field with the value 'report', and buttons for 'Report Manager', 'Process Monitor', and 'Run'. The main section is titled 'Report Request Parameters' and contains the following fields and options:

- From:** 07/01/2018
- To:** 07/14/2019
- Summer Year:** 2018 (highlighted with a red box)
- Department:** (empty search field)
- Empl ID:** (empty search field)
- HR Status:** Radio buttons for Active (selected), Inactive, and Both.
- Include Emails:**
- Excel report output:**
- Include Unconfirmed Period Runs:**
- Template Name:** (empty search field)

At the bottom of the form, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, and Update/Display.

# AM: Employee Missing Leave Report

- Active Radio button will now only return employees if they are active today.
- Previously, the report returned employees if they were active at the time the leave report was missed.
- Emails will only be sent to employees active on the day the emails are generated.
- Active is defined as Payroll Status of Active or Leave with Pay on any job record, so if you are looking for employees on short work break (Payroll Status of Leave without Pay) you will need to select HR Status of “Both.”

# AM: Employee Missing Leave Report

- Timing Update:
  - The Employee “Missing Leave Report(s)” emails will be sent following the confirmation of the monthly payroll.
  - The Approver “Pending Absence Approvals” emails will continue to be sent following the confirmation of the monthly payroll.
  - This means both emails will be sent at the same time.
  - The Service Center will also be listed as the contact for questions or troubleshooting.

# Questions?



# BN: Eligibility Exception Reports

- Eligibility Exception Reports will be centralized and worked at the Service Center as of August 13
  - Life Exception Report
  - SGL Exception Report
  - Health Exception Report
  - Disability Exception Report



- Service Center will reach out to institutions when paper applications are needed
- Reports will no longer be stored in Cypress as of August 13

# BN: Benefit Billing Delinquency Process

- A new Delinquency process in HRS has been implemented.
- Updated KB 82438 includes copy of Delinquency Letter and Cancellation Letter due to Non-Payment.
- This functionality will create Delinquency Notices that will be printed and mailed from the Service Center around the 15th of each month. The notices will be stored in Cypress for 6 months.
- This provides consistent and timely reminders to employees. The notice meets the legal requirements for sending non-payments to the Department of Revenue for collection.
- An institution may choose to make additional contact with the employee, but it is not required.



# BN: Benefit Billing Delinquency Process

## Cancellation for Non-payment

- The UWSC will take over the responsibility of sending the cancellation notice for non-payment to the employee around the 30th of each month.
- This will provide consistent and timely notice to the employees and ensure proper language regarding grace period and the ability to reinstate the coverage.

# BN: Benefit Billing Delinquency Process

Institution	Change	UWSC
Enroll Employee in Benefit Billing	No	Enroll Employee in Benefit Billing Finalize Charges Print and mail billing statements (by 20 <sup>th</sup> of month) Allocate Payments Prepare Delinquency Report (15 <sup>th</sup> of month)
Review Delinquency Report and make comments – No longer reach out to employee	Yes	Delinquency Notice to Employee (15 <sup>th</sup> of month)
Delinquency Process	No	Allocate Payments If no payment – cancel insurance (30 <sup>th</sup> of month) Adjust BB Charges to \$0 Send Final Delinquency Report to Institution If grace period applies, receive payment from employee, reinstate insurance
	Yes	Send cancellation letter to employee
Institution no longer required to send cancellation letter to employee	Yes	

# BN: Benefit Billing Delinquency Process



00123456  
UWMSN

July 12, 2019

BUCKY BADGER  
1000 BUCKY LN  
MADISON, WI 53703

Your benefit premium payment is past due.

1 to 30 days	
31 to 60 days	\$1,088.92
61 to 90 days	
91 to 120 days	\$20.00
Over 120 days	\$33.00

Dear BUCKY BADGER

You were sent a benefits billing statement for premiums that were not collected through payroll. Benefit premium payments are due by the 10th of each month or they are considered late. Your account is currently past due.

Please remit payment in full to the University of Wisconsin Shared Services (address below) for the past due balance of \$1,141.92 before 07/31/2019. You may submit payment by check or money order. If you have already remitted payment, please disregard this notice.

Please be advised once your account is 120 days past due, if payment is not received by the date indicated, legal action may be taken to collect the debt. This action could include referral to the Wisconsin Department of Revenue (DOR) for collection. If that should occur, collection fees are added to the past due amount which is a minimum of 15% or \$35.00, whichever is greater. Also, interest may accrue at a rate published by the DOR annually until the amount is paid in full. Collections of outstanding debts sent to the DOR, may include one or all of the following:

- Inception of your Wisconsin tax refunds
- Attachment of wages or other compensation being paid to you
- Garnishment, seizure of levy against your property, including bank accounts and IRS
- Filing a delinquent tax warrant with the Clerk of Courts in the county in which you reside and/or own property.

This warrant will act as judgement and lien on any real and personal property that you own and may affect your credit rating.

If your payment is not received by 07/31/2019, your insurance benefits may be terminated by 08/01/2019 back to the last paid through date. If your benefits are terminated due to non-payment, you may be eligible to reinstate coverage per the applicable benefit plan contract and university policy. This may mean your next enrollment opportunity would be during the annual benefit enrollment period, with the effective date of coverage being January 1 of the following year. If you are on an unpaid leave of absence and you let your benefits lapse due to non-payment, you have 30 days from the day you return to work to submit an application to re-enroll in any lapsed benefit plans. CAUTION: If you submit an application to cancel your coverage, you will have limited opportunities to re-enroll in the future.

Contact your institution's Human Resources or Benefits office listed below with any questions.

Best Regards,

UW Shared Services – Service Center

660 West Washington Avenue, Suite 201, Madison WI 53703 • uwss.wisconsin.edu



# BN: SAV Events – WRS Voluntary Additional Contributions

- Institutions have access to setup WRS Voluntary Additional Contributions via an SAV Event
  - KB 16921 BN - Adding Events to the BAS Activity Table
  - KB 58169 BN - Enrolling, Changing, or Canceling Coverage Using On Demand Event Maintenance
- Always an After-Tax Investment
- Interest is not earned on these contributions until the following calendar year

# BN: SAV Events – WRS Voluntary Additional Contributions

- SAV Event in Benefits > Manage Automated Enrollment > Events > On-Demand Event Maintenance

**Plan Type 4S : WRS Voluntary Additional**

Option Code  WRS Voluntary Additional (WRSADD)

Before Tax: Flat Amount  Percent of Earnings  Specify Rollover

After Tax: Flat Amount  **OR** Percent of Earnings

Special Requirements

**Dependents/Beneficiaries**

**Dependents/Beneficiaries**

*ID	Name	Relationship to Employee	Percentage	Flat Amount	Contingent	Excess	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="-"/>

# BN: SAV Events – WRS Voluntary Additional Contributions

- Benefits > Enroll in Benefits > Savings Plans

## Savings Plans

Employee ID Benefit Record Number 0

Highly Compensated

Plan Type 4S WRS Voluntary Additional

Coverage \*Coverage Begin Date 07/01/2019 \*Deduction Begin Date 07/01/2019

Coverage Election  Elect  Waive  Terminate \*Election Date 07/18/2019

Benefit Plan WRSADD WRS Voluntary Additional

Option Code WRS

Before Tax Investment	After Tax Investment
Flat Amount	Flat Amount 15.00
Percent of Earnings	Percent of Earnings
Annual Excess Credits	

# Questions?



# UWSHR: 2019-2020 UIA Threshold Update

- The Annual Salary Threshold for Faculty, Academic Staff and Limited Appointees has been updated for the 2019-2020 plan year

2019-2020 Plan Year	2018-2019 Plan Year
\$2,734.00	\$2,627.00

- A Complete list of rules, reminders and instructions will be presented in September



# Questions?



# Upcoming Training Opportunities

- Payroll
  - Setting Up a Person in Payroll
    - August 28
- Finance
  - Setting up Funding
    - Sept 9
  - Changing Funding
    - Sept 10
  - Direct Retro
    - August 7

# Upcoming Training Opportunities

- Benefits
  - Eligibility and New Hire Hold
    - August 29
  - Event Maintenance and MSC Event Evaluation Report
    - August 29
  - Benefit Enrollment
    - Sept 5
  - Benefit Deductions
    - Sept 5
- Human Resources
  - Intro to Hiring
    - Oct 7
  - Update: Person, Position, Job
    - Oct 8
  - Rehires, Transfers & Multiple Jobs
    - Oct 8

# Upcoming Training Opportunities

- TAM
  - Recruiting in TAM
  - Sept 12

Register for classes and see additional course offerings on your learning path

# Questions?



# Institutional Feedback