

Save the Date – Tuesday Nov 19

- All AG Call from 9:00am – 9:30am to discuss FLSA Updates
- W-4 Workshop #1 from 9:30 am – 10:30 am
 - Target: Payroll Coordinators and W4 POC's
 - Pre-Workshop Action Items:
 - Complete Tax Withholding Estimator
<https://apps.irs.gov/app/tax-withholding-estimator>
 - Complete NEW Form W-4 for yourself (use worksheets)
<https://www.irs.gov/pub/irs-dft/fw4--dft.pdf>
 - Review IRS FAQ
<https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4>
 - Review UWSS Helpful Tips
<https://uwservice.wisconsin.edu/docs/publications/tax-w4-helpful-tips.pdf>

Form W-4 Reminders

- IRS released a draft W4 that will be effective for tax withholding on payrolls after 1/1/2020.
 - All new hires will need to complete this new form. Existing employees are not required – it is highly recommended!
- IRS released a [FAQ](#) for both employer and employee questions.
- IRS released a [Tax Withholding Estimator](#) to assist employees on completing the Form W-4 (this estimator will be updated to aid in the New Form W-4 when it is released – currently it tells you how many allowances to claim)
- It is anticipated that campuses will be able to start entering these new Form W-4s in HRS on 12/13/19 in Update Employee Tax Data pages.

NEW: WI Form WT-4 is required by all new employees for Wisconsin Withholding, and existing employees that change the number of WI withholding exemptions must provide a WT-4.



- Other State Form W-4 impacts are unknown at this time (CA, IL, MN).

W-4 2020 Form Communication Plan

- UWSS will send a mass e-mail to ALL employees (letter if no email) explaining these changes by the end of November
 - Portal article will be posted
- We will have two workshops for administrators
 - Workshop #1 – November 19 at 9:30
 - Workshop #2 – walk-through training of the HRS tax pages
- Service Center Admin page has W-4 info:

PAYROLL

Topics are arranged in alphabetical order. Click on the link. Some topic blocks can be expanded to show more details.

NEW 2020 Tax Withholding Forms  

SC Web

- [FAQs 2020 Form W-4](#)
- [IRS Tax Withholding Estimator](#)
- [IRS Form W-4 \(DRAFT\)](#)
- [Wisconsin Form WT-4](#)

Collapse

BN: ACA Hours Upload

- Requests for 2019 ACAHW entries should be sent to your Affinity Group by December 6, using the following format:
 - Dates must be a single day, not a date range.
 - Hours should be in .25 increments and must not exceed 24 hours.

Name	Empl ID	Emp Rec	Date	# of Hours
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- 2019 ACA full year processing is planned for the week of December 23.
 - All 2019 hours entered before December 20 will be included.
 - ACAHW entries for lump sums paid in December, should be entered by January 3, 2020.

Banked Leave Eligibility – Univ Staff

- University Staff Employees eligibility to bank unused vacation is based on the following:
 - Years of Service, FTE & FLSA Status or
 - Vacation Accrual Rate and SL Accumulation
- Eligibility is displayed on the Employee Absence Balance page as well as in the Leave Reports section of their portal

University Staff Paid Leave Banking Schedule		
Years of Service	Full-Time University Staff – Nonexempt	Full-Time University Staff – Exempt and Nonexempt Supervisors
First 5 Years	0 hours	0 hours
5+ to 10 Years	0 hours	40 hours
10+ to 15 Years	40 hours	40 hours
15+ to 20 Years	40 hours	80 hours
20+ to 25 Years	80 hours	120 hours
25+ Years	120 hours	120 hours
Earn < 160 hrs of vacation & have accrued at least 520 hrs of sick leave	40 hours	40 hours

Banked Leave Entry

- Entry for Banked Leave and cash payments must be dated and processed between 12/1 and 12/31. Entries dated and processed prior to the December A payroll confirmation will be paid on 12/19/19 (last check of the year).
- Entry dated and processed after December A will be paid on either the 1/2/20 or 1/16/20 paycheck according to the dated entry.
- It is **not** required that cash payments be included in the last paycheck of the calendar year.
- If no option is selected before the end of the calendar year, remaining annual leave will become carry-over. Forms received after 12/31/19 must be rejected.
- **Entry must be done prior to the absence deadline for the January A confirm (1/9/20)**

- **Best Practice Considerations:**
 - use a Saturday or Sunday date to avoid conflicts with Time & Labor
 - avoid entry between 12/22 and 12/31
 - (This is the slice of the 13A/1A period and processing is inherently more complicated.)

Banked Leave Resources

- Eligibility Spreadsheets and supporting documentation will be routed to Institutions.
- References:
 - Entering Conversion of Vacation to Banked Leave for University Staff (KB-20161)
 - Entering Banked Leave Conversion through Employee Self-Service (<https://uwservice.wisconsin.edu/help/time-absence/>)
 - Running the Banked Leave Annual Eligibility/Election Summary Report (KB-31858)
 - Annual Leave Conversion Instructions <https://uwservice.wisconsin.edu/docs/publications/leave-annual-conversion-instructions.pdf>
- Related policies:
 - UPS Operational Policy: BN 1 - <https://www.wisconsin.edu/ohrwd/download/policies/ops/bn1.pdf>.
 - HRD (MSN employees): <https://kb.wisc.edu/ohr/policies/page.php?id=53409>
- Blank Annual Leave Conversion Form:
 - <https://uwservice.wisc.edu/docs/forms/leave-conversion.pdf>