

BN: ICI Timeline/Resources

Timeline: January 25, 2020

- UW-Shared Services Service Operations will send email notices to employees whose ICI premium will change effective 2/1/20
- Administrators should use the HRS Email Lookup Tool to find Employees who have received the ICI premium update email
- Main Menu > UW Enterprise Utilities > Mail Retrieval Page

Employee References:

- <https://www.wisconsin.edu/ohrwd/benefits/dis/ici/>
- Administrator References:
 - [ICI Administrator Landing page](#)
 - A list of KB resources
 - Links to UW System HR and UWMSN Policy are available

FI: Calendar Year End

- Calendar year end processing has been split into two processing calendars for 2019
 - **First calendar targets W2 processing**
 - Accounting entries are scheduled to post to WISDM January 21-28
 - Direct Retros and Encumbrances will not process on the following days:
 - January 21, 2020
 - January 27, 2020
 - **Second calendar targets 1042-S processing**
 - Tentatively scheduled early March
 - Timeline will be communicated when it is firmly established