

BN: ICI Timeline/Resources

January 31, 2020 – February 1, 2020

- UW-Shared Services Service Operations will be updating job data and ICI benefit plan enrollments
- No HR job data entry and benefit processing from 7:00 pm on Friday, January 31, 2020 to midnight Saturday, February 1, 2020

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

TAM: TTC Job Title Disclaimer

Continue to include the following text in your job postings:

"The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: wisconsin.edu/ohrwd/title-and-total-compensation-study/."

TAM: TTC Job Title Disclaimer

FA/AS/LI Job Postings

TTC Disclaimer text will pre-populate when the following Posting Description Library selections are made.

1. Description Type: select JOB DETAILS
2. Description: Click magnifying glass

The screenshot displays the 'Posting Information' form. The 'Job Postings' section shows the 'Posting Title' as 'Sample FA/AS/LI Job Posting'. The 'Job Descriptions' section includes a 'Description Type' dropdown menu currently set to 'JOB DETAILS', a 'Description' text field with a magnifying glass icon, and a 'Visibility' dropdown menu set to 'Internal and External'. A red circle with the number '1' highlights the 'JOB DETAILS' selection, and another red circle with the number '2' highlights the magnifying glass icon. Below the form is a rich text editor toolbar with various icons for text formatting and alignment.

TAM: TTC Job Title Disclaimer

Look Up Description ID

Description Type UJ

Description ID begins with

Description begins with

Basic Lookup

Search Results

View 100 First 1-21 of 21 Last

Description ID	Description
C01	C-Job Details
D01	D-Essential Job Functions (AS & LTD)
D02	D-Essential Job Functions (FA)
D03	D-DO NOT USE
G01	G-AS Basic Position Information & Position Summary
G02	G-Faculty Basic Position Info & Position Summary
G03	G-Non Instructional AS-Position Summary
K01	K-Basic Position Information
L01	L-Job Details
M01	M-Position Title - Faculty
M02	M-Position Title -Faculty/Academic Staff/Limited
N01	N-Position, Rank, Salary
R01	R-Faculty Basic Job Details
R02	R-Non-Instructional AS Basic Job Details
T01	T46-UWEX-BAMI Basic Position Information
T02	T43-Basic Position Information
T03	T45-UWEX Basic Position Information
W01	W-Conditions of Appointment for Limited
W02	W-Conditions of Appointment for Academic Staff
W03	W-Information Specific to a Position/Recruitment
Y01	Y-Job Details

3. Select a Description that corresponds to your institution's alpha identifier, e.g., N01 for UW-Whitewater

TAM: TTC Job Title Disclaimer

TTC disclaimer language will populate along with any other default text your institution has requested.

Posting Information

Job Postings ?

*Posting Title

Job Descriptions ? First 1 of 1 Last

*Description Type *Description

*Visibility

Format Font Size **B I U S**

The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>

The Department of XXXXX at the University of Wisconsin-Whitewater is seeking candidates for a [FULL TIME, PART TIME, ACADEMIC STAFF, FACULTY, TENURE TRACK, ETC.] position beginning in [FALL, SPRING SEMESTER, YEAR]. The starting date for this position is: MM/DD/YYYY. Salary is competitive.

TAM: TTC Job Title Disclaimer

University Staff Job Postings

Disclaimer text will pre-populate when the following Posting Description Library selections are made.

1. Description Type: select JOB DUTIES
2. Description: Click magnifying glass

Posting Information

Job Postings ?

*Posting Title

Job Descriptions ? First 1 of 1 Last

*Description Type 1

*Description 2

*Visibility

Format Font Size B I U S

TAM: TTC Job Title Disclaimer

Look Up Description ID Help

Description Type CJ

Description ID begins with

Description begins with

Basic Lookup

Search Results

View 100 First 1-10 of 10 Last

Description ID	Description
C01	C-Univ Staff Temporary Empl Info Systems Assistant
C02	C-Job Duties, Univ Staff Temporary Office Support
D01	D-Essential Job Functions (US)
G01	G-Job Duties
K01	K-Job Duties
L01	L-Job Duties
M01	M-Job Duties
N01	N-Job Duties
W01	W-Essential Job Functions
Y01	Y-Job Duties

3. Select a Description that corresponds to your institution's alpha identifier, e.g., K01 for UW-Stevens Point

TAM: TTC Job Title Disclaimer

TTC disclaimer language will populate along with any other default text your institution has requested.

The screenshot displays a web interface for managing job postings. It is divided into two main sections: 'Posting Information' and 'Job Descriptions'.

- Posting Information:** Contains a text field for '*Posting Title' with the value 'Sample University Staff Job Posting'.
- Job Descriptions:** Features a dropdown for '*Description Type' set to 'JOB DUTIES:', a dropdown for '*Visibility' set to 'Internal and External', and a search field for '*Description' containing 'K-Job Duties'. Navigation controls for 'First', '1 of 1', and 'Last' are visible.
- Rich Text Editor:** A toolbar with icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, list, and text color. Below the toolbar is a text area containing the following disclaimer:

The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: <https://www.wisconsin.edu/ohrwd/title-and-total-compensation-study/>
- Buttons:** At the bottom of the text area are two buttons: 'Add Posting Description' and 'Delete Posting Description'.

TAM: TTC Job Title Disclaimer

Additional text can be configured to default into your institution's Posting Description Library. You can edit the defaulted text for each job posting you create.

To create or update your institution's Posting Description Library, complete the **TAM Posting Description Form** found at [HRS Administration > Talent Acquisition Manager \(TAM\) web page](#) and send to your Affinity Group (AG) by email.

Life Insurance Coverage Effective Dates

- Effective dates vary.
- Dates also vary based on the event.
- All plans (except UIA) coverage ends the end of the month following termination of employment.
- Cancellation or Reduction of coverage must be done on a paper application.
- Life event changes must be completed within 30 days of the event.
- Evidence of Insurability (EOI) applications can be submitted at any time.

Life Insurance Coverage Effective Dates

Event	Plans	Effective Date
New Hire / Newly Eligible Enrollment	<ul style="list-style-type: none"> All (except University Insurance Association (UIA) Life Insurance) 	1 st of the month following 30 days after the event.
New Hire / Newly Eligible	<ul style="list-style-type: none"> University Insurance Association (UIA) Life Insurance 	October 1, 20XX on or following date of hire/newly eligible
New Enrollment (outside of initial enrollment period)	<ul style="list-style-type: none"> Accidental Death & Dismemberment (AD&D) Insurance 	1 st of the month following the receipt of the applications
Life Event Change	<ul style="list-style-type: none"> State Group Life Insurance Individual & Family Life Insurance Accidental Death & Dismemberment (AD&D) Insurance 	1 st of the month on or following 30 days of the event
Evidence of Insurability (EOI)	<ul style="list-style-type: none"> State Group Life Insurance Individual & Family Life Insurance UW Employees, Inc. Life Insurance 	1 st of the month following carrier (Securian) approval
Cancellation or Reduction in Coverage	<ul style="list-style-type: none"> All (except University Insurance Association (UIA) Life Insurance) 	End of the month following the receipt of the application.
Termination / Loss of Eligibility	<ul style="list-style-type: none"> All (except University Insurance Association (UIA) Life Insurance) 	End of the month in which employee terminates.
Termination / Loss of Eligibility	<ul style="list-style-type: none"> University Insurance Association (UIA) Life Insurance 	September 30 following termination/loss of eligibility

Edvest College Savings Plan

- Edvest, the 529 College Savings Plan, will be making enhancements to their recordkeeping platform.
- Employees who have a direct deposit set up with Edvest will need to update their direct deposit instructions.
- Affected employees will receive more information, including instructions on steps they need to take, in early February.
- No action is needed from institutions at this time.
- Contact UW System HR at uwshr@uwsa.edu with questions.