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



Continue to include the following text in your job postings:

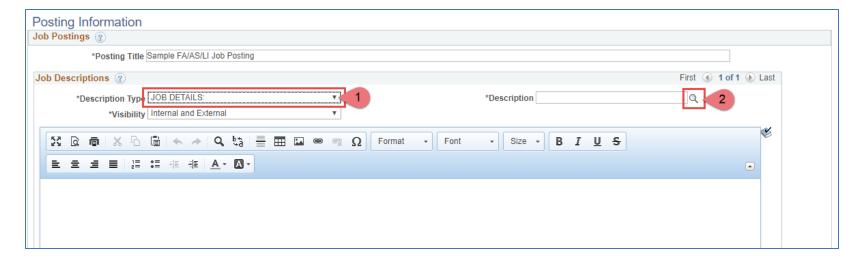
"The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same.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



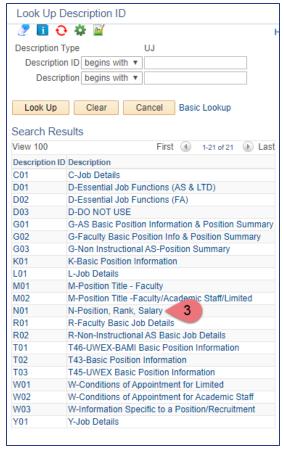
FA/AS/LI Job Postings

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



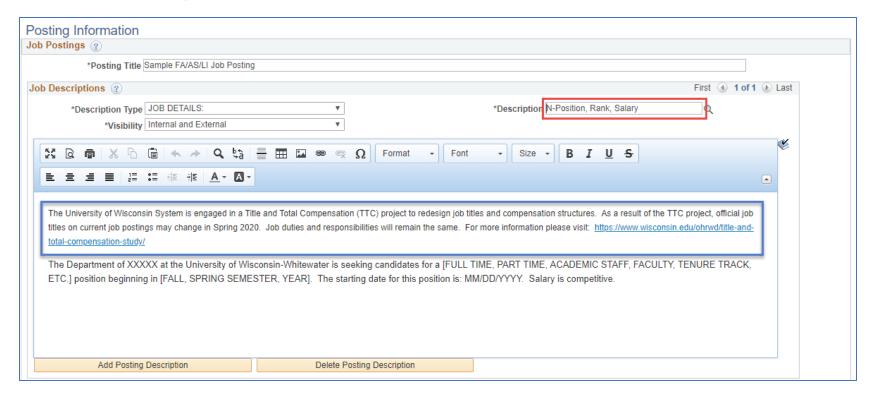




3. Select a Description that corresponds to your institution's alpha identifier, e.g., N01 for UW-Whitewater



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

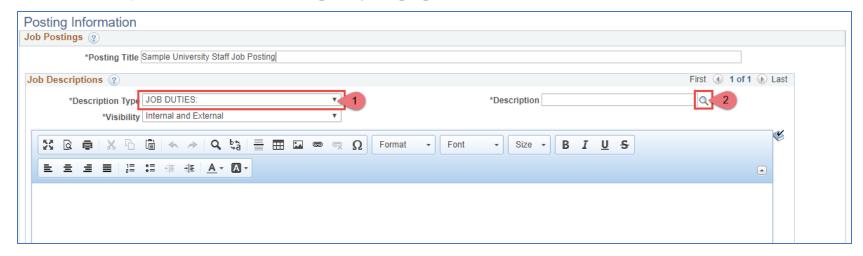




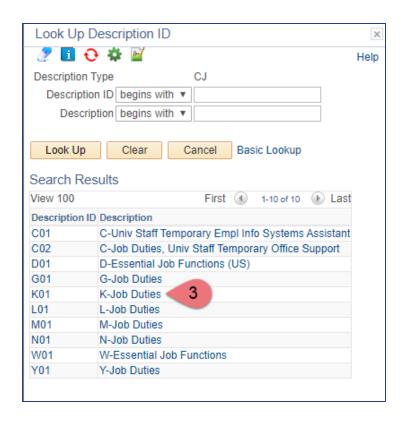
University Staff Job Postings

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



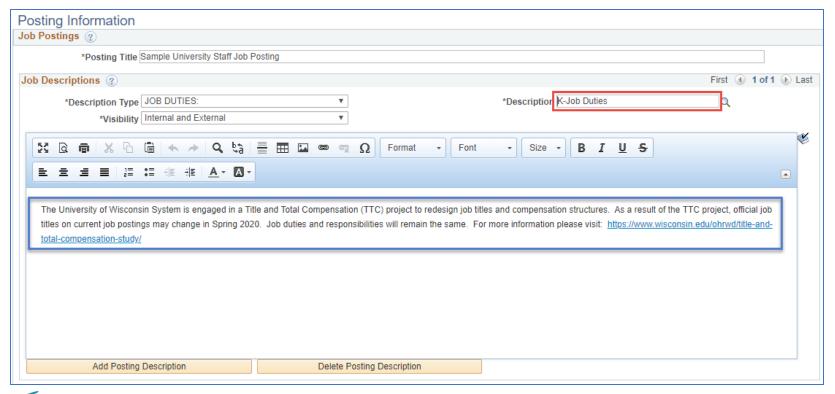




3. Select a Description that corresponds to your institution's alpha identifier, e.g., K01 for UW-Stevens Point



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





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 <u>HRS</u>

<u>Administration > Talent Acquisition Manager (TAM) web</u>

<u>page</u> 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	 All (except University Insurance Association (UIA) Life Insurance) 	1 st of the month following 30 days after the event.
New Hire / Newly Eligible	 University Insurance Association (UIA) Life Insurance 	October 1, 20XX on or following date of hire/newly eligible
New Enrollment (outside of initial enrollment period)	 Accidental Death & Dismemberment (AD&D) Insurance 	1 st of the month following the receipt of the applications
Life Event Change	 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)	 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	 All (except University Insurance Association (UIA) Life Insurance) 	End of the month following the receipt of the application.
Termination / Loss of Eligibility	 All (except University Insurance Association (UIA) Life Insurance) 	End of the month in which employee terminates.
Termination / Loss of Eligibility	 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 <u>uwshr@uwsa.edu</u> with questions.

