



AG Call
February 25, 2020

Agenda

- BN: ICI Timeline/Resources
Summer Prepay
- UWSHR: Website Updates
- PY: ESS W-4

BN: ICI Timeline/Resources

Timeline:

- March 2, 2020 – Employee deadline to submit paper application for Deferred or Supplemental enrollment into ICI

Employee References:

- <https://www.wisconsin.edu/ohrwd/benefits/dis/ici/>

Administrator References:

- A list of KB resources
- Links to UW System HR and UWMSN Policy are available
 - [ICI Administrator Landing Page](#)
 - A list of KB resources
 - Links to UW System HR and UWMSN Policy are available

Questions?



BN: Summer Prepay

What are Summer Prepay Deductions?

- Premiums deducted from March, April and May payrolls
- Used for summer benefit coverage for June, July and August
- Allows employees to maintain insurance coverage through the summer

BN: Summer Prepay

Summer Prepay Deductions are required for:

- Employees with Academic Year “C” basis and select Annual “A” basis contracts who:
 - Are expected to return in the Fall
 - OR
 - Are working a Summer Service/Summer Session appointment with no expectation to return in the Fall (coverage through end of employment)

BN: Summer Prepay

Who will be automatically setup for Summer Prepay Deductions?

- Academic Year “C” basis employees paid monthly OR biweekly
- These employees have already been setup for prepay

Which employees will need to be manually setup?

- Annual “A” basis contracts
- University Staff employees
- Leave of Absence

Prepay source for manually setup employees, as well as C-Basis bi-weekly employees, is Leave of Absence (LOA)

BN: Summer Prepay

Employee Notification

- UW-Shared Services will send an email, including the estimated amount of prepaid deductions to employees set up for prepay.
- Emails will be sent approximately March 1, April 1 and May 1, 2020.
- Email verbiage is available on the [Summer Prepay Landing Page](#).

BN: Summer Prepay

If the employee is not returning take the following actions:

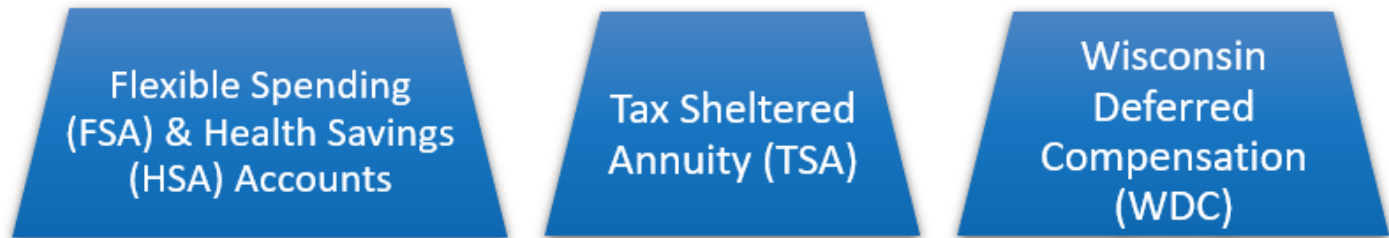
Summer Prepay Deduction Guide			
Month of	'OK to Process' Checked or Unchecked?		
Job & Coverage Termination	Prepay March (3M, 3A/3B)	Prepay April (4M, 4A/4B)	Prepay May (5M, 5A/5B)
May	Unchecked	Unchecked	Unchecked
June	Unchecked	Unchecked	Unchecked*
July	Unchecked	Unchecked*	Checked
August	Unchecked	Checked	Checked

*If employee is enrolled into ICI, leave 'OK to Process' checked and change the 'Prepay Factor' to zero on all benefits except ICI.

BN: Summer Prepay



Summer Prepay NOT taken for:



*Health Opt-Out will not have prepay deductions and will continue to be distributed throughout the summer.

BN: Summer Prepay

Income Continuation Insurance (ICI) Only

- March 2020:
 - Prepay for ICI is not deducted from March payrolls
- April 2020:
 - Prepay for ICI will have two deductions from April payroll
- May 2020:
 - Prepay for ICI will have 1 deduction from May payroll

BN: Summer Prepay

C-Basis Bi-Weekly Deduction Schedule

- March 2020:
 - 1/2 on A paycheck and 1/2 on B paycheck for all plans except ICI
- April 2020:
 - 1/2 on A paycheck and 1/2 on B paycheck for all plans except ICI
 - 1 full ICI premium on A paycheck and 1 full ICI premium on B paycheck
- May 2020:
 - 1/2 on A paycheck and 1/2 on B paycheck for all plans

BN: Summer Prepay

In order to maintain benefits, the employee's C-Basis (Academic Year) Empl Record:

- Must have active HR Status throughout the payroll being processed
- Must be on a Short Work Break (SBK) during the summer
- Must be the benefit primary

Job Terminations

- All insurances terminate at the end of the month
- Any remaining prepay balance will be refunded upon reconciliation

BN: Summer Prepay

Summer Prepay Resource Landing Page:

<https://uwservice.wisconsin.edu/administration/prepay/>

- Calendar & timeline with key dates
- Verbiage of email communications to employees
- KBs and job aids
- Policy

Questions?



UW System Human Resources Website Updates

In early March, the UW System HR website will be updated.

- Changes are being communicated via user groups, HR directors meeting, and a portal article. Please use the portal article to communicate changes at your institution.
- There will be redirects that need to be addressed prior to March 31, 2021. An email detailing these changes will be sent out at a later date.

The following slides show screenshots of the changes.

UW System Human Resource Home Page

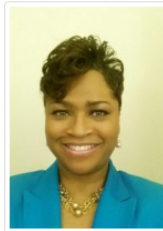
[UWSHR HOME](#)[CAREERS AT UW](#)[TOTAL REWARDS](#)[HR TEAM RESOURCES](#)[MY UW HR](#)[MYUW PORTAL](#)

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UW System Human Resources

[Careers](#)[Total Rewards](#)[HR Team Resources](#)[MyUW Portal](#)[Policies](#)

Current Topics

[All In Wisconsin](#)[Administrative Transformation Program \(ATP\)](#)[Commitment to Operational Reform and Excellence \(CORE\)](#)[Title and Total Compensation Project](#)

Welcome to UW System Human Resources!

UW System Human Resources (UWSHR) works collaboratively to support the broader academic, research and service mission of the University of Wisconsin System. Our division provides a broad array of services through a shared-services model, including system-wide payroll services, HRS talent management and a mix of health and welfare programs. UWSHR also assists institutions in their efforts to attract, reward and

retain faculty, staff and academic leaders in one of the nation's premier systems in the nation.

We value diverse viewpoints and recognize that people are our greatest strength. We hope you will find the information on this site helpful and thank you for choosing the University of Wisconsin System!

Sincerely,

Shenita Brokenburr, Ph.D.

Senior Associate Vice President & Chief Human Resource Officer
University of Wisconsin System Human Resources

My UW Portal

Access your payroll documents, leave statements and other benefits information.

[Go to My UW](#)

HR, Payroll and Benefits News

Register Now for America Saves Week Events: February 24 - 28

4 February 2020 | 1:46 am

America Saves Week, a national campaign encouraging savings and financial planning, is February 24 -28, 2020. Register for over a dozen live webinars on budgeting, saving, retirement and much mo... [\[Read more >>\]](#)

Updated Income Continuation Insurance Premiums Effective February 1, 2020

28 January 2020 | 6:30 am

Income Continuation Insurance (ICI) premiums are updated annually on February 1. Updated premiums for University Staff (paid bi-weekly) will be reflected on the February 13, 2020 paycheck. Updated ICI... [\[Read more >>\]](#)

WRS News Online, January 2020

24 January 2020 | 6:18 am

UW System Human Resource Home Page

- The top menu and left-hand navigation menu will both change. They will be more closely aligned.
- The menus will:
 - Continue to have Careers, which will link to the existing System-level career site
 - Have a new landing page of Total Rewards, which will have a drop-down menu of Benefits, Employee Well-Being, Title & Total Compensation, and Events.
 - See a name change from HR Staff Resources to HR Team Resources
 - Have links to every individual institution HR page under My UW HR (and links for Benefits, AA/EEO, and Title IX contacts).
 - Include a link to the MyUW Portal.
- MyUW Portal call out box at the bottom of the page and the feed in the right-hand navigation will remain the same.

Questions?



PY: W-4 Self-Service

- Access will be available to employees with an active job
- View only access for employees with:
 - VISA rows
 - Federal and/or State tax status set to No Taxable Gross/No Tax Taken (includes reciprocity and out of state declaration)
 - Lock In letter on file
- Go Live:
 - Available in HRS March 9, 2020
 - Available in the portal March 10, 2020

PY: W-4 Self-Service

- Resources:
 - [Form W-4 Help Page](#)
- Communication Plan:
 - An email will be sent to employees with information on Self-Service W-4
 - Please reach out if you would prefer that we not include your campus

PY: W-4 Self-Service

Follow-Up Questions can be directed to

Laura Breunig

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Questions?

