UW-Shared Services
University of Wisconsin System

AG Call
April 28, 2020

Agenda

UW System COVID-19 Leave Policy
Emergency Family Medical Leave Expansion Act
- Self Service Request Form
- HR Admin Checklist
- Action/Action Reason Codes
- COVID-19 & Encumbrances

Furlough
- Action/Action Reason Codes
- Mass Job Update
- Timesheet Entry
- Insurance Selection
- Credit Card Payment Options

Interim Vacation, Comp Time and Personal Holiday Leave Policy
Reminders

UW-Shared Services
University of Wisconsin System

UW System COVID-19 Leave

- As of May 2, 2020, COVID-19 leave balance will be reduced due to updates to the Interim COVID-19 Policy. Balances will be updated as follows:
    - 80.0 hours prorated based on FTE or projected FTE
    - Reduced by COVID-19 leave used between April 1 and May 1, 2020
    - If more than 80.0 hours were used from 4/1 – 5/1, balance will be 0

- Examples:
    - 1.0 FTE Employee allocated 272 hours of COVID-19 leave
    - 8 hours used 3/27
    - Balance as of May 2: 80 hours

    - 0.5 FTE Employee allocated 136 hours of COVID-19 leave
    - 8 hours used 4/13
    - Balance as of May 2: 32 hours

    - 1.0 FTE Employee allocated 272 hours of COVID-19 leave
    - 120 hours used in April
    - Balance as of May 2: 0 hours

- Continue to record use as we do today

UW-Shared Services
University of Wisconsin System

Emergency Family Medical Leave Expansion Act (EFMLA under the FFCRA)

- The Public Health Emergency Leave (Expanded FMLA) request form will be available in self service on the portal
  - Available on the My Personal Information tab
  - Once submitted by the employee, the form will go to the designated approvers based on benefits primary job data.
  - A tipsheet has been created with information on how to access

- A pdf form is also available

- If a paper form is received:
  - Fax to 608-890-2327
  - Email to serviceoperations@uwss.wisconsin.edu

UW-Shared Services
University of Wisconsin System

Emergency Family Medical Leave Expansion Act (EFMLA under the FFCRA)

HR Admin Checklist
- Review FMLA eligibility
- Determine if the employee wants to use leave for the first two weeks
- Identify leave balances the employee wants to use to supplement the 1/3 unpaid time, if applicable
- A complete checklist has been created to assist the HR Admins after they receive an eFMLA request

UWSS-Service Operations will complete:
- Enter leave in Job Data
- Enter earnings code to pay 2/3 salary or $200 (whichever is less)
- Enter earnings code to keep Leave whole for the salary
- If employee chooses to use accrued leave to remain at 100% salary, this team will calculate and enter applicable leave hours.

UW-Shared Services
University of Wisconsin System

New Emergency FMLA Action Reason Codes

- Three new Action Reason Codes have been created with 04/01/2020 Effective Dates to support Emergency FMLA created by the Families First Coronavirus Response Act (FFCRA).

1. Action: Leave of Absence (LOA)
   Action Reason Code: 021
   Description: Emergency FMLA Expansion
2. Action: Paid Leave of Absence (PLA)
   Action Reason Code: 030
   Description: Emergency FMLA Continuous
3. Action: Paid Leave of Absence (PLA)
   Action Reason Code: 031
   Description: Emergency FMLA Intermittent

UW-Shared Services
University of Wisconsin System

COVID-19 & Encumbrances

- Due to the way COVID-19 leave earnings must be calculated, COVID-19 actuals may not fully clear out encumbrances.

- Service Operations is implementing a temporary mechanism to zero-out payroll encumbrances for individual employees to accommodate these exceptional circumstances.

- Previously existing processes for clearing payroll encumbrances remain in place for expenses unrelated to COVID-19 leave.

UW-Shared Services
University of Wisconsin System

COVID-19 & Encumbrances

Weekly Process
- Email requests to Service Operations; a WiscIT will be created

- Requests must include:
  - Empl ID
  - Empl Rcd
  - Funding string: GL Bus Unit, Fund, DeptID, Program, Project (if applicable)
  - Confirmation that the request is related to COVID earning calculations
  - Reason the payroll encumbrance needs to be zeroed out

- Requests received *by 12:00pm Thursday* will be processed on Saturday

UW-Shared Services
University of Wisconsin System

New Furlough Action Reason Codes

Three new Action Reason Codes have been created with 04/17/2020 Effective Dates to support the UW Systems Administrations Furlough Policy

1. Action: Data Change (DTA)
   Action Reason Code: 113
   Description: Furlough Intermittent
2. Action: Data Change (DTA)
   Action Reason Code: 114
   Description: Furlough Consecutive
3. Action: Data Change (DTA)
   Action Reason Code: 115
   Description: Return From Furlough

UW-Shared Services
University of Wisconsin System

Available HR Mass Job Update Options - Furlough

The following HR Mass Job Update options are available for Data Change Actions:

- **Data Change Furlough Action Reason Codes:**
  - DTA: "113" (Furlough Intermittent)
  - DTA: "114" (Furlough Consecutive)
  - DTA: "115" (Return From Furlough)

A Template file can be provided

UW-Shared Services
University of Wisconsin System

Intermittent Furlough – Timesheet Entry

Enter time on Timesheet

- Biweekly Paid Employees
    - Time/Absence Code = FURLH
    - Enter hours in Quantity field

- Monthly Paid Employees
    - Time/Absence Code = FURLM
    - Monthly Fellows Time/Absence Code = FURLF
    - Enter hours in Quantity field
    - Note – For the biweekly pay period in which a furlough is used, hours must be entered for all days worked
        - Teachers, Doctors and Lawyers are excluded from having to enter the hours worked on the timesheet

UW-Shared Services
University of Wisconsin System

Consecutive Day Furlough – Timesheet Entry

- Furlough time needs to be entered on the timesheet for all employees on a Consecutive Day furlough to make their vacation and sick leave balances whole.

Consecutive Day Furlough - Insurance Selection

Benefited employees going on consecutive day furlough:

- Benefit deductions can be set up in HRS through prepays in advance of their furlough

    https://uwservice.wisconsin.edu/docs/publications/prepay-deduction-prepays-done.pdf

New Furlough Processing: Benefit Administrators

- Benefit Administrators will verify the consecutive day furlough information
    - start date of furlough
    - end date of furlough
- Benefit Administrator counsels the employee on the impact the furlough will have on their benefits to assist employee with their benefit selections during their furlough period
- Employee completes the Furlough Insurance Selection form
    - https://www.wisconsin.edu/ohrwd/benefits/download/furloughinsuranceselections.pdf
    - Employee may complete fillable form and remit to UWSS address below, or
    - If employee does not have access to form, Benefit Administrators can complete form on behalf of employee and submit to:
        - Fax 608-890-2327 OR
        - Mail to UWSS Service Operations, 660 W Washington Ave Ste 201, Madison WI 53703 OR
        - Email serviceoperations@uwss.wisconsin.edu

UW-Shared Services
University of Wisconsin System

Consecutive Day Furlough - Insurance Selection (cont'd)

- Benefit Administrator will receive a communication from Service Operations when the form is received and being processed

- Benefit Administrator counsels the employees that elect to lapse insurances, that they will have 30 days upon return to work to submit applications to reinstate lapsed coverage(s). Coverage is effective first of month following receipt of application.

- Benefit Administrator is responsible for collecting applications and reinstating any lapsed insurances in HRS upon return from furlough

NOTE: On-line form will be available in near future

- Furlough Resource Page
  - https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/furloughs/

UW-Shared Services
University of Wisconsin System

Consecutive Day Furlough - Insurance Selection (cont'd)

- UWSS Service Operations will be responsible for the following:

  - Furlough Insurance Selection form received, and email confirmation will be sent to Benefit Administrators
  - Consecutive day furlough start and end dates will be verified in Job Data
  - Email sent to employee of receipt of form and verification of employee's benefits intention.
  - Benefit processing:
    - Lapse coverages, if applicable
    - Set up Benefits Billing, if applicable
    - Calculate Sick Leave Credit (SLC) if employee has elected to use sick leave dollars to pay for their State Group Health Insurance premiums
    - Set up paylines, if applicable
    - Track and provide monthly balances to employees of sick leave balances and usage for sick leave credit used for their State Group Health Insurance premiums
    - Notify employee if Sick Leave Credits are exhausted and provide final selection choice.

  - Reduce Sick Leave hours, as applicable

UW-Shared Services
University of Wisconsin System

Credit Card Payment Option – Benefits Billing

- Beginning with the June Billing Period (20-06) for Benefit Billing employees will now have the option to pay via credit card
  - If you have an employee who has a need to pay the May Billing Period (20-05) via credit card, please contact UWSS Service Operations
- Payment Portal provided thru UW System Administration Financial Services
- Employees will receive detailed instructions with their billing statement on how to access
- There is no fee for employees to use this option

UW-Shared Services
University of Wisconsin System

Interim Vacation, Comp Time & Personal Holiday Carryover

- FAASLI
    - Policy allows for carryover of Vacation and Personal Holiday balance for one additional year
    - This will be extended to two years for 2018-19 carryover balance
    - Personal Holiday deadline for use will be extended one year

- University Staff
    - Requirement to payout remaining 2019 Comp Time balance has been delayed one year
    - Employee can request payout
    - Payout instructions can be found in KB-17105

UW-Shared Services
University of Wisconsin System

Resources

- [COVID-19 Resources](#)
  - COVID-19 timesheet entry
  - eFMLA form tipsheet
  - eFMLA Paper form
  - eFMLA HR Admin Process Checklist
  - Public Health Emergency Leave form
  - KB-101384: HR – Processing a Public Health Emergency Leave form
  - Furlough Timesheet Entry
- UW SHR – Employee Furlough Resource page
  - https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/furloughs/
- Employee Portal Help Page
  - https://uwservice.wisconsin.edu/

UW-Shared Services
University of Wisconsin System

FY 2021 Organizational Dept Updates

- To add new Organizational Departments (Org Depts) to HRS, change their description, or inactivate Org Depts for FY2021 in HRS, request forms and the KB document are found on the Service Operations website at HRS Administration > Human Resources > Organization Department Changes tile:
  - https://uwservice.wisconsin.edu/administration/human-resources/

- Requests:
  - Require signatures from authorized approver(s)
  - Submit to serviceoperations@uwss.wisconsin.edu (non-Madison)
  - Submit to hris@ohr.wisc.edu (Madison only)
  - Email subject line: "FY21 Organizational Department Request"
- Service Operations will provide listings of employees and POIs in impacted departments
  - Service Operations can assist with large volume of employee changes via Mass Job Updates
    - Submit to serviceoperations@uwss.wisconsin.edu
    - Email subject line: "Organizational Department Mass Job Update"

UW-Shared Services
University of Wisconsin System

FY 2021 Organizational Dept Updates

- When changing an individual's Organizational Department, institutions will need to update:
  - Position
  - Job
  - POI data
  - Appointment-Level funding on the Funding Data Entry page

- Position, Job and Funding changes to Organizational Department need to have an Effective Date of:
  - University Staff
    - 06/21/2020 or greater
  - FA/AS/LI
    - 07/01/2020 or greater
  - POI Relationship
    - 07/01/2020 or greater

UW-Shared Services
University of Wisconsin System

FY 2021 Organizational Dept Updates - Timeline

Through May 15, 2020
- Institutions: Submit FY2021 Organizational Department (Org Dept) change requests to Service Operations (i.e., add new Org Dept, change Org Dept description, inactivate Org Dept)
- Service Operations: Make requested Org Dept changes in HRS

May 25, 2020 through June 12, 2020
- Institutions: Enter Position, Job, POI and Funding Data Entry Org Dept changes for employees and POIs into HRS

June 15, 2020 through June 19, 2020
- Institutions: Final Org Dept changes made for employees and POIs on Position, Job Data, POI, and Funding Data Entry pages before Service Operations can inactivate Org Depts

July 1, 2020 through July 17, 2020
- Service Operations: Inactivate in HRS the Org Depts identified by Institution

UW-Shared Services
University of Wisconsin System

2020 Extend EJED Process

All institutions have now either returned their files or opted out of the 2020 EJED Mass Update Extension process.

EJED Extension process will run on May 2nd, 2020.
- If you become aware of an employee that needs to be extended after this process runs, the campus will have to manually update those EJEDs
- Employees not extended will be terminated through normal EJED processing which will occur on May 15th.

2020 Short Work Break Process

Short Work Break mass update process will run on May 23, 2020

All Active C-basis employees will be put on Short Work Break
- Note: The SWB process and any associated clean-up should be completed before institutions begin entering employee Organizational Department changes.

UW-Shared Services
University of Wisconsin System

Questions?

UW-Shared Services
University of Wisconsin System