

FN: Funding Pages Locked

Budget Funding Data Entry and Direct Retro page lockout begins at 4pm on Friday, May 8, for:

- FY2021 funding load from Compensation Administration Tool (CAT)
- Test Rollover of FY2020 funding to FY2021

Funding Data Entry and Direct Retro pages will be available by the end of the day Monday, May 11.

Fiscal Year End landing page:
<https://uwservice.wisconsin.edu/administration/fye>

FN: CAT & Test Funding Rollover Results

- Institutions will receive files for review on or before Friday, May 15 regarding
 - CAT to CA load results
 - TEST Funding Rollover Errors
- Deadline to correct FY2021 funding entries to avoid Rollover Errors: May 29, 2020

Fiscal Year End landing page:

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

FN: Dept/Posn-Level Funding

- Salary funding level review:
- Appointment level funding is typically used in HRS.
- Department and Position level funding entries are used as back-up funding sources only when Appointment level funding does not exist or does not cover the entire pay period.

FN: Dept/Posn-Level Funding Effective Date

- When manually adding or changing Department or Position level funding for FY21, the Effective Date must be 6/15/2020.
- This allows Department or Position level funding to be used if Appointment level funding is missing for any portion of the 7A and 7M pay periods.
- This date is dependent on institutional academic calendars and will change every year.

FN: Dept/Posn-Level Funding Effective Date

- Refer to the Funding Entry Guide on the Fiscal Year End landing page to determine correct Effective Dates for Appointment level funding entries.
- For more information:
 - Fiscal Year End landing page
<https://uwservice.wisconsin.edu/administration/fye>
 - [KB 21728](#), Add or Change Department Level Funding for an Appointing Department
 - [KB 24144](#), Add or Change Position Level Funding for Employee's Salary Expense
 - [KB 21872](#), Salary Funding Levels Assigned During Payroll Processing

BN: Summer Prepay

- Reminders include:
 - Clarification on the responsibility for employer costs when an employee transfers between institutions.
 - The employing UW institution of the employee for the spring semester is responsible for paying the fringe benefits for the summer coverage.
 - The spring appointment should continue and be placed on a short work break. The spring appointment termination date must align with the end of the summer appointment.
 - Remember, the UW is considered one employer
 - Department Transfers
 - Institution Transfers
 - Leave of Absence WED
 - Institutions have until 6/17/20 to review the LOA report and enroll employees in Benefits Billing.
 - UWSS Service Operations will take action after 6/17/20.

BN: HR Impacts on 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 (SWB) during the summer
 - Must be the benefit primary for the various prepay processes
 - Insurances must be active for prepays to disburse
- Job Terminations
 - All insurances terminate at the end of the month

Incorrect Job Data could result in:

- Benefits terminating
 - COBRA notification sent
 - Refunds Issued
- Denial of Services
- Arrears, Benefits Billing, etc.
 - Incorrect Employee Subsidies via Marketplace

BN: Summer Prepay

- What if the employee does not have money to cover summer insurance deductions?
 - Premiums will be taken on the summer service/session position, if available.
 - Or the employee will be setup in Benefits Billing by the institution and sent a bill.
- What if the employee does not pay their Benefits Billing?
 - Coverage will be terminated
 - Employee cannot re-enroll into benefits unless there is a qualifying event, Open Enrollment opportunity, or will have to apply through Evidence of Insurability.

BN: Summer Termination

- Timely notification for employee that has no expectation to return in the fall (at any UW Institution) **and/or** will not work a summer appointment, termination date should be end of the spring appointment.
- If employee terminates during summer period with no expectation to return in the fall and has summer employment, termination date should be end of the summer appointment.
- If employee terminates during summer period with no expectation to return in the fall, and does not have summer employment, termination date should be effective the day after resignation was received. **Do NOT retroactively term employment back to end of academic year.**

BN: Late Notifications of Fall Appointment

Spring Employment Terminated and late notification of Fall Hire ≤ 30 Days

- Considered Termed in Error
- Extend EJED of the academic position in HRS to end of summer or appropriate end date
- Put employee on short work break
- Reinstate Benefits

Spring Employment Terminated and late notification of Fall Hire > 30 days

- Considered a valid break in employment
- Benefit eligibility would be re-evaluated upon fall appointment start date and new applications are required.

BN: New Summer Hires with Fall Appointments

WRS Eligible Fall Appointment

- WRS/Benefit eligibility begins the first day of summer appointment.
- The employee must enroll in benefits within the 30 days of the summer appointment start date if eligible, or they would lose enrollment opportunities.

2019 Wisconsin Act 185

Governor Evers signed 2019 Wisconsin Act 185 on April 15, 2020. This act includes a few provisions that affect benefit programs administered by ETF:

Rehired Annuitants

(hired during the public emergency declared on March 12, 2020)

- May elect to not suspend their annuity for the duration of the public health emergency and
- May have the break-in-service requirement reduced from 75 days to 15 days if they meet the following conditions:
 - Hired into a critical position
 - Do not have an agreement with any WRS employer to return to work.
 - Do not enter into a contract to provide employee services for the employer.

2019 Wisconsin Act 185

Rehired Annuitants

- Critical position – ETF has not defined but has referred us to the WI Department of Health Services.
- Allows rehired annuitants who are hired into a critical position for the duration of the public health emergency and who are expected to meet WRS eligibility requirements to elect not to participate in WRS. Expected that most critical positions will terminate soon after the public health emergency.
- Forms – only one form should be completed
 - Rehired Annuitant Form (ET-2319) – Rehired Annuitants hired into non-critical positions that do not meet the requirements for the new provision should complete this form.
 - Rehired Annuitant During Public Health Emergency Form (ET-2319P) – Should only be completed if the annuitant is hired for a critical position during the public health emergency. Submit to the UW-Shared Services, Service Operations for processing.
- Questions
 - Contact uwshr@uwsa.edu

2019 Wisconsin Act 185

Leave of Absence (LOA)

Employees on LOA who return to work during the public health emergency who are eligible for the State Group Health Insurance Program are **immediately** eligible for the employer contribution (instead of after 30 days).

State Group Health Insurance Program

- Plans must provide coverage for COVID-19 testing without copayment or coinsurance until March 13, 2021.
- Prescription Drugs: Plans may not require prior authorization for early refills or impose a quantity limit if the quantity is less than a 90-day supply (unless the prescription drug is a controlled substance).