



AG Call
May 19, 2020

Agenda

UWSHR:	Benefits During Furlough
	Wellness Incentive
eFMLA	eFMLA Processing
Furlough	Insurance Selection Forms
	Biweekly Employees – Split SGH Deductions
	Compensation Reduction/Percent Smoothing
	Entry
	Consecutive Day/Intermittent Entry Update
	Timing of Unpaid Furlough Days
	New BI Reports
	Resources

Benefits During Furlough

UW System Human Resources

Types of Furlough

- **Intermittent Furlough:**

- A furlough assigned in full-day or half-day increments that must not exceed one day every two weeks, coinciding with biweekly pay periods.

- **Consecutive Day Furlough:**

- A furlough assigned in full-day increments for a continuous period of time with a defined start and end date.
- If the consecutive day furlough lasts less than 30-consecutive days, it is treated like a Temporary Work Reduction (TWR) Furlough for benefits purposes (i.e. employees may not lapse benefits).

- **Temporary Work Reduction (TWR) Furlough:**

- A furlough which effectively reduces the FTE percentage of an employee's appointment for a continuous period of time with a defined start and end date.

Note: TWR and Consecutive Furloughs limited to three (3) months beyond the employee's last paid workday. Extension beyond this limit requires an evaluation of benefit impacts.

Use of Sick Leave for State Group Health Insurance Premiums

- Employees may use accrued sick leave hours to pay for State Group Health Insurance premiums while on furlough, subject to certain limitations on use:
 - Employees on an intermittent furlough may not use accrued sick leave hours.
 - Employees on a TWR furlough of 10% or less (e.g. equivalent to an intermittent furlough) may not use accrued sick leave hours.
 - Employees whose salary has been reduced without a furlough may not use accrued sick leave hours.
- Value of sick leave is based on employee's current hourly rate in HRS (2080 or 1560 or hourly rate).
- Unless the employee is on a consecutive day furlough (>30 days), the employee cannot lapse benefits.
- Employee cannot change benefits unless they have a qualifying event.

Lapsing Benefits while in furlough

- Only employees on a consecutive day furlough greater than 30 days in length have an option to lapse certain benefits and an ability to re-enroll upon their return to work (treated as a “leave of absence”).
- Employees on a TWR or consecutive day furlough that is less than 30 days in length:
 - Cannot lapse benefits; and
 - Do not have an ability to re-enroll in benefits until either:
 - Annual open enrollment (ABE); or
 - Employee experiencing qualifying event.
 - Employee may elect to be billed directly, if there are insufficient earnings to cover deductions.

Links to Resources

- Interim Furlough Policy, [UW System Administrative Policy 1200-Interim 04](#)
- UW System HR Employee Benefits Website: Updated Life Events/Employment Changes to provide detailed pages:
 - [Furloughs](#) (includes a link to Furlough Insurance Selections Form for employee to use if going on a consecutive day furlough)
 - [Temporary Work Reduction](#) (includes a link to Temporary Work Reduction / Consecutive Day Furlough for Partial Month Insurance Selections Form for employee to use if going on a temporary work reduction/consecutive day furlough less than 30 days)

Additional Reminders and Updates

- On an intermittent furlough, an employee will receive holiday pay, but must be in paid status either the day before or the day after the holiday. (i.e. an employee cannot take a furlough day before and after a holiday and receive holiday pay)
- Employees on a TWR will receive holiday pay at the same rate (i.e. 100% FTE) that was in effect prior to the TWR furlough
- Employees on a consecutive day furlough only receive the floating holiday, and no fixed holidays while on furlough

Questions?

Wellness Incentive – Taxable Income

The \$150 Well Wisconsin Incentive is a fringe benefit that is considered taxable income and subject to withholding. In 2020, the Department of Employee Trust Funds (ETF) will send three reports to notify UW System of employees that have received the incentive. Previously, the reports were only provided twice. The payrolls that employees will be taxed on are:

May Report (incentives received through April) –

- Biweekly: June 4th
- Monthly: June 1st

August Report (incentives received through July) –

- Biweekly: September 10th
- Monthly: September 1st

November Report –

- Biweekly: December 3rd
- Monthly: December 1st

A report of employees to be taxed and an email template to assist with employee communications will be provided to institutions.

Wellness Incentive – Taxable Income

Reminder:

ETF will manage reporting and issue W-2s to annuitants, continuants and mid-year retirees who earned their incentive after being retired. The UW System will not be responsible for these individuals.

Questions:

Send to StayWell at wellwisconsin@staywell.com or the health plan carriers (some offer incentive programs in addition to the \$150 Well Wisconsin Incentive). Reports institutions receive will identify the incentive source, StayWell or the health plan carrier.

Expanded FMLA Processing - Biweekly

- Biweekly employee entries will be completed in real time
- Employees are required to record their eFMLA Absence in the timesheet
 - Emergency FMLA (UWS EFMLA TAKE)
 - The eFMLA Absence must be approved by supervisor
- Service Operations:
 - Calculate and enter earning code for 2/3 salary or \$200 (whichever is less)
 - Enter earnings code to keep Leave Accrual whole
 - Calculate and enter accrued leave to remain at 100% salary (if applicable)

Expanded FMLA Processing - Monthly

- Monthly employees eFMLA entries will occur on the next payroll
 - May (5M) Leave will be processed on the June (6M) payroll, etc.
- Employees are required to record their eFMLA Absence in Request Absence
 - Emergency FMLA (UWS EFMLA TAKE)
 - Absence needs to be approved by supervisor
 - Absence take counts as a Leave Take for Leave Reporting
- Employees using leave to supplement pay to 100%:
 - Service Operations will swap regular earnings code with 2/3 supplement earnings code
 - No employee impact
 - Service Operations will make entry for the 1/3 leave take
 - Adjusted Leave Balances will reflect on the next payroll
- Employees not using leave to supplement the remaining portion
 - Service Operations will swap regular earnings code with 2/3 supplement earnings code
 - Salary decrease will occur on their next payroll
 - Communication will be sent regarding the salary reduction to Payroll Coordinator/FMLA Coordinator to pass along to the employee



Questions?



Furlough Insurance Selection Form

- Who should submit form?
 - Employees going on 100% consecutive day furlough for 30 days or more
- Where is the form available?
 - Employee myUW Portal
 - UW System Employee Benefits Furlough page:
<https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/furloughs/>
- What insurance options are available?
 - Payroll Deduction(s)
 - Benefit Billing
 - Accrued Sick Leave (only for State Group Health Insurance)
 - Lapse Coverage

Temporary Work Reduction Insurance Selection Form

- Who should submit the form?
 - Employees going on temporary work reduction (TWR) or consecutive day furlough for less than 30 days
- Where is the form available?
 - Employee my UW Portal
 - UW System Employee Benefits Temporary Work Reduction page:
<https://www.wisconsin.edu/ohrwd/benefits/empcha/twr/>
- What insurance options are available?
 - Payroll Deduction(s)
 - Benefits Billing
 - Accrued Sick Leave (only for State Group Health Insurance)

Insurance Selection Forms

- Who can see the Benefit Forms?
 - Campus Benefit Update security role
- Where can you see the Benefit Forms in HRS?
 - Enterprise Components > Forms > Approve/Review a Form

Temporary Work Reduction -Split SGH Deductions

- For Biweekly Employees on TWR, Service Operations can split State Group Health Insurance premiums over the A and B payrolls
 - Campuses can opt-in for all biweekly TWR employees
 - Available starting with 2020BW06A payroll
 - Service Operations will identify employees based on Job Data and process paylines for the population
 - Please let your AG Lead know if you want to participate no later than June 1st.
 - All other insurance premiums will be taken by payroll following their normal deduction schedule

Questions?



Furlough: Compensation Reduction/Percent Smoothing Entry

- Biweekly Employees
 - Timesheet Entry
 - Enter Pd % Reduction – Furlough (%REDF)
 - Absence Entry
 - No Furlough Absence entry
- Monthly Employees
 - Timesheet Entry
 - No Furlough Timesheet entry
 - Absence Entry
 - Enter COVID FURLOUGH (UWS COVID FURLOUGH) in Request Absence

Furlough: Consecutive Day & Intermittent Entry Update

- For Employees who are exempt from FLSA Review (Doctors, Teachers, Lawyers):
 - An Absence Take has been created
 - COVID FURLOUGH (UWS COVID FURLOUGH)
 - Absence take does need approval by supervisor
 - Service Operations will run a secondary process for these hours to decrease the employee's gross salary
 - This population is still able to enter or have loaded the Furlough TRC to the Timesheet
 - Furlough Unpaid Full Day Monthly (FURLM)
 - Furlough Unpaid Half Day Monthly (FUR50)

Furlough: Timing of Unpaid Furlough Days for Monthly Paid Employees

- Intermittent and Consecutive Furlough Days must be approved prior to reducing gross salary on the payroll
 - Ex: Employee enters FURLM for 5/8/2020 on 5/11/2020.
 - If Supervisor approves prior to 5/21/2020, reduction will appear on 5M payroll
 - If Supervisor approves after 5/21/2020, reduction will appear on next payroll after the approval
- Future dated approved furlough takes will not process until the pay calendar of that take
 - Ex: Employee enters FURLM for 7/1/2020 on 6/1/2020.
 - If Supervisor approves prior to 6/18/2020 (6M confirm), reduction will appear on 7M payroll
 - If Supervisor approves prior to 7/16/2020 (7M confirm), reduction will appear on 7M payroll
 - If Supervisor approves after 7/16/2020, reduction will appear on next payroll after the approval
- Approvers may need to update their parameters to ensure they are seeing current month leave takes
 - Dashboard defaults to Biweekly Pay Periods.

Questions?



Furlough: New BI Reports

- BI reports have been created to assist with furlough reporting
 - Furlough Detail – T&L Dashboard
 - Provides a list of employees that have taken or schedule a furlough day for a specific date range
 - No Furlough Reported – T&L Dashboard
 - Provides a list of employees who have not taken or scheduled a furlough day for a specific date range

Resources

- New and updated resources are available on the COVID-19 Landing Page
 - Employee Page: <https://uwservice.wisconsin.edu/>
 - Employer Page: <https://uwservice.wisconsin.edu/covid19/>
- A matrix has been created to summarize each furlough type and entry requirements in HRS

Questions?

