

Reassignment Action Reason Codes

The following Action Reason Codes have been added with an effective date May 15, 2020:

- Action: Rehire (REH)
 - Action Reason Code: 073
 - Description: Reassignment

- Action: Transfer (XRF)
 - Action Reason Code: 111
 - Description: Reassignment

LH Entry for EEs on TWR

For employees with a temporarily reduce FTE due to furlough:

- Legal Holidays will be granted at (or restored to) the pre-furlough FTE
- Total paid hours for pay period should reflect standard hours based on FTE
- Legal Holiday should be recorded in one of the following ways:
 - Record LH at reduced FTE
 - Remaining allocated hours for the holiday becomes floating LH
 - Record LH at pre-furlough FTE
 - Worked hours for the pay period need to be reduced to not exceed standard hours

Compensation Reduction – Percent Smoothing Update

- Monthly Paid Employees (not Doctor, Teacher, Lawyer)
 - Timesheet Entry
 - Enter COVID FURLOUGH for furlough days
 - Enter Regular Hours (FUREG) for the remaining days of the week
 - Absence Entry
 - No Absence Entry
- Monthly Paid Employees – Doctor, Teacher, Lawyer (no change)
 - Timesheet Entry
 - No Furlough Timesheet Entry
 - Absence Entry
 - Enter COVID FURLOUGH (UWS COVID FURLOUGH) in Request Absence
- Tipsheets have been updated to reflect this change

Administrator Insurance Selection Form Entry

- On May 19 we introduce the online TWR and Consecutive Day Furlough Insurance selection forms employees could submit via their myUW portal
- Online entry is now available for Benefit Administrators to assist employees with entry
- Security role needed for entry:
 - **Campus Benefit Update security role**
- Menu path:
 - **Enterprise Components > Forms > Search/Fill in Form**

COB Emails to Employees

- Service Operations will begin contacting employees on the HSA_AND_COB mismatch WED
- This will align our new-hire process with ABE processing
- Who will receive an email?
 - Employees enrolled into HSA with Coordination of Benefits (COB) information enter with:
 - Unknown
 - No but has a health plan listed
 - Yes
- When will the emails start?
 - Sunday, May 31, 2020
 - First mailing may include past-due instances and older mismatches
- How frequently will the employee receive an email?
 - Employees will receive an email every 7 days until they have updated the COB information or switched enrollment to the non-HDHP Health plan.