



July 28, 2020

Agenda

- FMLA/WFMLA Eligibility Report
- Interim Amendment on Salary Advance
- UIA 2021 Plan Year Threshold
- Consecutive Furlough and State Group Health Premiums

FMLA / WFMLA Eligibility Report

- Report has been relaunched in OBIEE on Monday, July 27, 2020
 - Located in the Workforce Dashboard
 - FMLA/WFLMA Report under HR Report in HRS will be decommissioned
- Provides details of employee work and leave hours to help HR determine eligibility for FMLA and/or Wisconsin FMLA leaves of absence.
 - Enter Empl ID and requested leave start date
 - Returns all Payroll earnings and Absence Management leave takes for the 12 months prior to the leave start date.
 - Results are easily exported to Excel for further analysis, if needed.
- Required Security Role: BI HRS Qry-Non-Sensitive



• KB: <https://kb.uwss.wisconsin.edu/25464>

Interim Amendment on Salary Advances

- UW System is expanding the existing Salary Advance policy to cover employees serving qualified consecutive day furloughs
- Many furloughed employees have experienced significant delays in receiving unemployment compensation. This interim amendment is to help employees pay their living expenses while awaiting their unemployment
- ‘Qualifying’ is defined as a consecutive furlough assigned in full day increments, at least 30 days, with a defined start and end date
- Applies to Faculty, Academic Staff, Limited, University Staff, Employees-In-Training, Graduate Assistants, and Temporary Employees
- Student hourly are not included.
- Madison employees are not included.

Interim Amendment on Salary Advances

- Institutions may offer advances up to 1 month's gross pay to employees paid on a monthly basis or up to 2 payroll period's gross pay for employees paid bi-weekly
- Salary Advances should not be offered to those going into layoff
- Advanced amount may not exceed \$9,999.00
- A repayment agreement must be signed by the employee prior to the salary advance being made

Interim Amendment on Salary Advances

- Repayment options include:
 - Personal payment from unemployment benefits, must be credited prior to 1st paycheck back from consecutive furlough
 - If not received before first paycheck, the payment option will default to taking the full amount from the 1st paycheck
 - Full amount from 1st paycheck if paid monthly or 1st two paychecks if paid bi-weekly
 - Spread equally over a selected number of pay periods, up to 4 months time
- Personal checks need to be forwarded to UW Shared Services for proper offset of the original salary advance
 - Attach a note to the check with Employee Name, EMPL, and a reference it's for Salary Advance repayment

Interim Amendment on Salary Advances

- A Salary Advance Request and Payroll Deduction form for furloughed employees will be available July 27th in self service on the portal
 - On the Payroll Information tile, under Update W4
 - Only displays for employees with a consecutive furlough recorded in Job Data at some point in time, including already returned from furlough
 - Once submitted by the employee, the form will go to the designated campus approvers based on HR primary job
 - Once campus approves, the form is automatically routed to UW-Shared Services for processing
 - A tipsheet has been created with information on how to access
- Campus approvers are currently the same as those previously identified for the eFMLA form. These can be changed for the salary advance form per your request.

Interim Amendment on Salary Advances

- Salary advances for furloughed employees will be processed under the same timeline as current off-cycle missed payroll requests
 - Forms approved by Noon on Tuesday will be payable on Wednesday
 - Money will be available from direct deposit on Friday of that week

Resources:

- Policy –
- Tipsheet
 - https://uwservice.wisconsin.edu/docs/publications/covid_salary_advance_tipsheet.pdf
 - https://uwservice.wisconsin.edu/docs/publications/covid_salary_advance_admin_checklist.pdf

Questions?



University Insurance Association (UIA) Life Insurance 2021 Plan Year Threshold Update

The annual salary threshold for the UIA Life Insurance Plan has been updated for the 2021 plan year.

2021 Plan Year	2020 Plan Year
\$2,882.00	\$2,734.00

Additional Information: [University Insurance Association Life Insurance web page.](#)

**A complete list of reminders and instructions for 2021 plan year processing will be presented in September.*

State Group Health Insurance Premiums & Furlough

- Placing employees on a ***second*** consecutive day furlough
 - To be eligible for the employer share of the State Group Health Insurance premium, employees ***must*** return to work for 30 consecutive days for at least 50% of their normal work time.
 - If the employee **does not return** for 30 consecutive days for at least 50% of their normal work time and they are placed on a second consecutive day furlough, depending on how many months of the 3 months allowed under the State Group Health Insurance Program were used, the employee may be responsible for the total premium.
 - If the employee **does return** for 30 consecutive days for at least 50% of their normal work time and they are placed on a second consecutive day furlough, they are eligible for 3 more months of the employer share towards their health premiums.
 - ETF has strongly advised the UW System not to manipulate the intent of this provision of the program.
- *Reminder: A consecutive day furlough is administered the same as an unpaid leave of absence for State Group Health Insurance purposes.*

State Group Health Insurance Premiums & Furlough

- Returning employees from a consecutive day furlough
 - To be eligible for the employer share of the State Group Health Insurance premium, employees **must** return to work for *30 consecutive days for at least 50% of their normal work time.*
 - Employees are deemed to have returned from an unpaid leave once they have **actively** *returned to work for 30 consecutive days for at least 50% of their normal work time.*

State Group Health Insurance Premiums & Furlough

- Returning employees from a consecutive day furlough
 - For the month in which the employee's unpaid leave of absence is deemed ended, the employee is eligible for the employer share. The employee will be monitored to make sure they have been back for 30 consecutive dates for at least 50% normal time vs charged the total premium and then refunded.
- Questions: contact uwshr@uwsa.edu

State Group Health Insurance Premiums & Furlough

- Example:
 - Employee on consecutive day furlough from May 4, 2020 through August 31, 2020
 - Employee returns to work on September 1, 2020 at least 50% their normal work schedule for 30 days
 - Insurances at full employer share for the following months:
 - June Coverage Month (May deduction)
 - July Coverage Month (June deduction) – Month 1 of 3
 - August Coverage Month (July deduction) – Month 2 of 3
 - September Coverage Month (August deduction) – Month 3 of 3
 - October Coverage Month (September deduction)

Questions?