

Reminder: State Group Health Insurance Premiums & Furlough

- Information and examples on returning employees from a consecutive day furlough shared on July 28th AG call.
- Consecutive day furloughs are treated the same as an unpaid leave of absence for State Group Health Insurance purposes.
- Employees placed on a consecutive day furlough **May 2 - June 1, 2020** (first day employee is not actively at work and on payroll), need to be returned to work* on or before **August 31, 2020** in order to not be charged the *total premium* for health insurance for the coverage month of October (premium paid on 9M or 9A check).

*Under State Group Health Insurance rules, a consecutive day furlough is deemed ended the first day the employee returns to active status for 30 consecutive days for at least 50% of their normal work time.

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- Employees become eligible for the employer contribution toward the premium for the coverage month in which the furlough ended. For employees who started their consecutive day furlough May 2 - June 1, 2020:
 - Return to work August 31, 2020* furlough is deemed ended September 30, 2020 (employee *would be* eligible for the employer share of the contribution for October coverage month).
 - Return to work September 1, 2020* furlough is deemed ended October 1, 2020 (employee *would not be* eligible for the employer share of the contribution for October coverage month).

Contact UW System HR at uwshr@uwsa.edu with questions.

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Employer Error – Process and Form

Employer Error Process has been outlined and a standard form for all institutions to use has been created.

- Responsibility of institutions, UW-Shared Services, UW System HR, Department of Employee Trust Funds (ETF) outlined.
- Information on when to enter enrollments in HRS is outlined.
- All Employer Error requests should be sent to UW-Shared Services in a ticket. Requests should **not** be sent directly to ETF.

Employer Error Process and Form can be accessed on the UW System HR/Benefits Administrative Resources site > Benefits Administration > Guideline Documents

- <https://www.wisconsin.edu/ohrwd/admin/benefits/guideline-documents/>

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HRS Outage 9/6

- Technical updates are planned in HRS on Sunday, September 6, 2020
- This will require a service outage of HRS from 6 a.m. to ~6 p.m.
- HRS will be unavailable during this time
- Self-Service features that employees access through MyUW portals will be unavailable during this outage:
 - Online timesheet
 - Absence reporting
 - Benefits Self Service
 - Updates to personal information
 - Access to electronic earnings statements, tax statements (W-2, 1042-S, etc.), leave statements and other HR, Payroll and Benefits documents
 - Access to TAM job application service