



November 3, 2020

Agenda

- New Unemployment Insurance Notice Rule
- Pay Progression Report
- Single Payroll
 - Split Deductions
 - Employee Impacts
 - Employee Action Items
 - Communication Plan

New Unemployment Insurance Notice Rule

- On September 29, 2020, Governor Evers signed a new emergency rule to comply with certain requirements of the Emergency Unemployment Insurance Stabilization and Access Act (Division D of the Families First Coronavirus Response Act).
- Effective 11/2/2020 we are under a new Administrative Rule requirement for notifying departing employees about the availability of Unemployment Insurance at the time of separation.

New Unemployment Insurance Notice Rule

- UW-Shared Services will be sending notifications to the employees
 - If termination is entered in job data with an effective date 3-5 days in the future, notification will be sent to the business email address
 - Example: Employee terminates on 11/1/20. Job Data term row entered 10/27/20. Email will be sent on 10/28/20.
 - If less than 3 days prior to termination or after the effective date of termination, notification will be sent to a personal email address, if available
 - If no personal email address is available, physical letter will be mailed to home address
 - Example: Employee terminates on 11/1/20. Job Data term row entered 10/30/20. Email or physical letter will be sent the day following job entry.
- UW System HR also recommends that this language be incorporated into all notices of termination, layoff or furlough (other than intermittent furlough).

Unemployment Insurance Email Notice

University of Wisconsin System Administration (UWSA) was recently notified of a change to your employment status that may qualify you for unemployment benefits from the State of Wisconsin. Please review the information below to ensure you receive the benefits to which you could be entitled.

Applying for Unemployment Benefits

You may file an unemployment claim in the first week that your employment stops, or your work hours are reduced.

See [digital poster](#) for when and how to apply for unemployment benefits ([En Español](#) | [Txhais lus Hmoob](#)) (<https://dwd.wi.gov/eworkboard>)

Other Unemployment Resources

- [Filing Requirements Video](https://youtu.be/NMwGFvkcO6Y) (<https://youtu.be/NMwGFvkcO6Y>)
- [Applying for Benefits FAQ](https://dwd.wisconsin.gov/uiben/faqs/apply.htm) (<https://dwd.wisconsin.gov/uiben/faqs/apply.htm>)
- [COVID-19 Unemployment FAQs](https://dwd.wisconsin.gov/covid19/public/ui.htm) (<https://dwd.wisconsin.gov/covid19/public/ui.htm>)
- [Information You Need to Apply](https://dwd.wi.gov/uiben/information-needed.htm) (<https://dwd.wi.gov/uiben/information-needed.htm>)
- [Apply Online](https://dwd.wi.gov/uiben/apply) (<https://dwd.wi.gov/uiben/apply>)
- [More Information and FAQs](https://dwd.wi.gov/uiben) (<https://dwd.wi.gov/uiben>)

For help using online unemployment services or if you are unable to go online, call the State of Wisconsin Unemployment Insurance Office [during business hours](#) at (414) 435-7069 or toll-free (844) 910-3661.

This message was sent from an unmonitored mailbox. For questions about your employment status with the University of Wisconsin, contact your Human Resources office.

HR: Pay Progression Report

- State of WI Compensation Plan includes provision for employees in certain job titles to receive pay increases on seniority dates, until their wage equals or exceeds a specific threshold rate.
- UW has not been required to follow this practice since UPS/HR Design went into effect on July 1, 2015.
- UW-Shared Services has continued to update threshold rates in HRS whenever there is a pay plan.

HR: Pay Progression Report

- **Action Requested:** By Monday, November 16, please inform UW-Shared Services whether any units within your institution utilize the Pay Progression report.
Email: serviceoperations@uwss.wisconsin.edu
- *Without affirmative responses, the Pay Progression report will be removed from HRS and Cypress by calendar year end 2020.*

HR: Pay Progression Report

Pay Progression job codes with active employees

00160 – Accountant

09710 – Bud & Pol Ana Div

13301 – IS Data Serv Prof

13461 – IS Tech Srv Prof

13661 – IS Bus Auto Analyst

25201 – CADD Spec

26361 – Constr Rep

46401 – Research Analyst

61570 – Printing Tech

81600 – Law Enforcement Dispatcher

HR: Pay Progression Report

Institution	# Active Employees	Institution	# Active Employees
Madison	15	Platteville	1
Milwaukee	6	River Falls	1
Eau Claire	1	Stevens Point	2
Green Bay	0	Stout	2
La Crosse	1	Superior	0
Oshkosh	2	Whitewater	1
Parkside	2	System	1

Single Payroll & Split Deductions

- Single Payroll:
 - Transition monthly payroll activities to the bi-weekly payroll schedule
 - Eliminate all monthly payroll activities
 - Eliminate connections between each unique academic calendar and the payroll calendars
- Split Deductions:
 - Evenly split most deductions between bi-weekly (A and B) paychecks

Single Payroll & Split Deductions

- Why are we engaged in this work?
 - Aligns with Operational Excellence goal of *2020FWD*
 - Simplifies and standardizes institutional payroll processes
 - Simplifies communications about payroll procedures
 - Reduces HRS customization and maintenance effort
 - Reduces number of payroll cycles

Benefits to Employees:

- Many new academic staff or faculty will receive their first paycheck sooner
- More frequent and evenly distributed paychecks
- Bi-weekly payroll is predictable, consistent and easy to understand
- Most deductions will be split over two checks instead of one
- Multiple jobs will be paid on one paycheck

Monthly (FA/AS/LI) Employees will be paid earlier and more frequently

- On the monthly payroll, when an academic year hire is made (start date varies by campus), first payment is dated October 1
 - This is a delay of 4 to 6 weeks from start date
 - 2020-21 start of academic year dates range from 8/17/20 to 9/1/20
 - 2021-22 start of academic year dates range from 8/19/21 to 9/1/21
- On the bi-weekly payroll, first payment is dated 12 days from pay period end
 - 2020-21:
 - Aug C bi-weekly pay period 8/16 – 8/29/20 payable 9/10/20
 - Sept A bi-weekly pay period 8/30 – 9/12/20 payable 9/24/20
 - 2021-22:
 - Aug B bi-weekly pay period 8/15 – 8/28/21 payable 9/9/21
 - Sept A bi-weekly pay period 8/29 – 9/11/21 payable 9/23/21
- Two payments would have been made on the bi-weekly payroll before the first payment was made on 10/1 for most campuses
 - UW-Oshkosh would have had one payment as their academic year does not begin until 9/1 each year



Payroll Impacts of Single Payroll

- All employees will be paid bi-weekly effective January 17, 2021
 - 26 paychecks for annual employees
 - 20-21 paychecks for academic employees depending on campus academic calendar date range
- January payments for monthly employees
 - Full monthly paycheck 01/04/2021 (pay for month of December)
 - Partial monthly paycheck 02/01/2021 (pay through January 16)
 - First bi-weekly paycheck 2/11/2021 (pay for January 17 - 30)
- C, S & V Pay groups will be consolidated
 - Separate pay groups & calendars by campus are no longer needed
 - 17 C-basis regular pay groups will be consolidated into CAR
 - 17 C-basis fellow pay groups will be consolidated into CAF
 - 17 S-basis regular pay groups will be consolidated into SAR
 - 17 V-basis regular pay groups will be consolidated into VAR
 - 17 V-basis fellow pay groups will be consolidated into VAF
 - ARG and ARF will remain unchanged

Payroll Impacts of Single Payroll continued

- New compensation frequencies to calculate annual bi-weekly and academic bi-weekly salary to be used effective 1/17/2021
 - Annual (A-basis) top frequency on compensation tab is B (bi-weekly)
 - Academic (C-basis) top frequency on the compensation tab is 9B (C-basis bi-weekly)
- Mass job data upload to change employees from monthly to bi-weekly will occur over the weekend of January 16 & 17
 - Refrain from entering future-dated job data rows for current monthly employees effective-dated beyond 1/16/2021 to allow for the mass upload to change employees from monthly to bi-weekly
 - No job data entry over this weekend
- Additional Pay Considerations
 - Refrain from entering Spring Semester multiple period payments until new logic is in place (expected 1/10/2021).
 - Ongoing additional pay will be reviewed and updated by Shared Services

Split Deductions

- Evenly split most deductions between bi-weekly A and B paychecks
 - All Insurance premiums including health opt out
 - HSA employee and FSA deductions
- There are two C paychecks per year
 - Insurance premiums **will not** be deducted on C paychecks
 - Retirement Plan deductions **will** be taken on A, B & C paychecks
 - Wisconsin Deferred Compensation (WDC) 457 Program
 - Tax-Sheltered Annuity (TSA) 403(b) Program
 - Additional WRS contributions

Monthly (FA/AS/LI) Employee Action Items

- Review personal finances
 - Budget for bi-weekly paycheck and split deduction schedule
 - Review personal automatic payments schedule
 - Monthly bills (mortgage, auto loan, utilities, etc.)
- Review/Update TSA and WDC deductions, additional tax and additional direct deposit deductions
 - Deductions spread over 26 paychecks for A-basis employees
 - Deductions spread over 20-21 paychecks (depending on contract dates) for C-basis employees
 - Targeted communications will be sent to prompt employee action
- Review/Update Voluntary Deductions:
 - Charitable deductions

Bi-weekly (US) Employee Impacts

- Review personal finances
 - Budget for more consistent bi-weekly paychecks
 - Review personal automatic payments schedule
 - Monthly bills (mortgage, auto loan, utilities, etc.)

Communication Plan

- Single Payroll/Split Deduction Website and FAQ page:
<https://uwservice.wisconsin.edu/single-payroll>
- Weekly campus calls as needed
- Direct employee communications the week of 11/8
 - Monthly: Introduce pay and deduction schedule
 - Bi-weekly: Introduce new split deduction schedule
 - Will provide communications to campuses
- Employee forums the week of 11/15
- Targeted action emails with instructions TBD
 - TSA
 - WDC
 - Additional Tax
 - Multiple Direct Deposit
 - General Charitable Deductions

Questions?

