



November 17, 2020

Agenda

- ACA Hours Upload
- Banked Leave Eligibility
- Calendar Year End Timeline
- Important Payroll Deadlines
- Single Payroll Communication Plan
- Campus Call Update

ACA Hours Upload

- Requests for 2020 ACAHW entries should be submitted via ticket by December 6, using the following format:
 - Dates must be a single day, not a date range.
 - Hours should be in .25 increments and must not exceed 24 hours.

Name	Empl ID	Emp Rec	Date	# of Hours
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- 2020 ACA full year processing is planned for the week of December 21.
 - All 2020 hours entered before December 21 will be included.
 - ACAHW entries for lump sums paid in December should be entered by January 1, 2021.

Banked Leave Eligibility – Univ Staff

- University Staff Employees eligibility to bank unused vacation is based on the following:
 - Years of Service, FTE & FLSA Status or
 - Vacation Accrual Rate and SL Accumulation
- Eligibility is displayed on the Employee Absence Balance page as well as in the Leave Reports section of their portal

University Staff Paid Leave Banking Schedule		
Years of Service	Full-Time University Staff – Nonexempt	Full-Time University Staff – Exempt and Nonexempt Supervisors
First 5 Years	0 hours	0 hours
5+ to 10 Years	0 hours	40 hours
10+ to 15 Years	40 hours	40 hours
15+ to 20 Years	40 hours	80 hours
20+ to 25 Years	80 hours	120 hours
25+ Years	120 hours	120 hours
Earn < 160 hrs of vacation & have accrued at least 520 hrs of sick leave	40 hours	40 hours

Banked Leave Entry

- Entry for Banked Leave and cash payments must be dated and processed between 12/1 and 12/31
 - Self-service entry attempted prior to 12/1, even if using an effective date between 12/1 and 12/31, will generate an error upon submitting
- Entries dated and processed prior to the December A payroll confirmation will be paid on 12/17/20
- Entries dated and processed prior to the December B payroll confirmation will be paid on 12/30/20 (last check of the year)
 - It is **not** required that cash payments be included in the last paycheck of the calendar year.
- Entries dated and processed prior to the Jan A 2021 payroll confirmation will be paid on 1/14/2021
- Forms received after 12/31/20 must be rejected

- **Best Practice Considerations:**
- Use a non-scheduled workday (Saturday or Sunday) to avoid conflicts with Time & Labor
- If possible, avoid entry between 12/20 and 12/31
 - This is the 13A/1A crossover for the new year
 - To target a cash payment in the 2021 tax year, this time period will have to be selected

Banked Leave Resources

- Eligibility Spreadsheets and supporting documentation will be routed to Institutions.
- References:
 - Entering Conversion of Vacation to Banked Leave for University Staff (KB-20161)
 - Entering Banked Leave Conversion through Employee Self-Service (<https://uwservice.wisconsin.edu/help/time-absence/>)
 - Running the Banked Leave Annual Eligibility/Election Summary Report (KB-31858)
 - Annual Leave Conversion Instructions <https://uwservice.wisconsin.edu/docs/publications/leave-annual-conversion-instructions.pdf>
- Related policies:
 - UPS Operational Policy: <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/vacation-paid-leave-banks-and-vacation-cash-payouts-2/>
 - HRD (MSN employees): <https://kb.wisc.edu/ohr/policies/page.php?id=53409>
- Blank Annual Leave Conversion Form:
 - <https://uwservice.wisc.edu/docs/forms/leave-conversion.pdf>

Calendar Year End Timeline

- The important year end dates for 2020-2021 are posted: <https://uwservice.wisconsin.edu/administration/cye>
- December 2020
 - 12/1/20
 - Last on-cycle pay date in 2020 for monthly (11M)
 - 12/14/20
 - Check Correction deadline to guarantee original W2's reflect the correct amounts
 - 12/29/20
 - NOON - Deadline for Missed Payroll submissions for inclusion on 2020 W2s.
 - 4PM - Deadline for Foreign National Personal/Other Data Entry in Glacier (for 1042-S forms)
 - 12/30/20
 - Last off-cycle check date for 2020 (biweekly and monthly paid staff)
 - Last on-cycle pay date in 2020 for biweekly paid staff (the 12B)

Calendar Year End Timeline

January 2021

- 1/4/21
 - Final deadline for last minute Check Correction adjustments on an employee's W2 (not guaranteed, based on volume)
 - Deadline for Taxable Fringe Adjustments for calendar year 2020
 - Deadline for Guaranteed Personal Data Changes (for ACA and W2 data)
- 1/11/21
 - Deadline to choose electronic-only distribution of your W2
- 1/15/21
 - Target date for starting the printing of W2s
- 1/22/21
 - Target date for finish printing W2s
- 1/29/21
 - Target date for employees to receive 2020 W2s
- 1/31/21
 - IRS postmark deadline for employees 2020 W2s

Calendar Year End Timeline

February 2021

- 2/5/21
 - First CYE post to WISDM (approximately)
- 2/17/21
 - Targeted print date for 2020 Fellowship/Scholarship Letters

March 2021

- 3/4/21
 - Targeted print date for 2020 1042-S forms
- 3/10/21
 - Second CYE post to WISDM (approximately)
- 3/11/21
 - Targeted date for employees to receive 2020 1042-S Forms
- 3/15/21
 - IRS deadline for 1042-S distribution to employees

PY: Important Deadlines

- 11M:
 - Payline submissions are due by 4:30 pm on Monday, November 16
 - FICA files are due by noon on Tuesday, November 17
- 11B:
 - Payline submissions are due by 4:30 pm on Friday, November 20
 - FICA files are due by noon on Monday, November 23
- 12A: Standard Processing Schedule
- 12B:
 - Payline submissions are due by 4:30 pm on Friday, December 18
 - FICA files are due by noon on Sunday, December 20
- 12M:
 - Payline submissions are due by 4:30 pm on Wednesday, December 23
 - FICA files are due by noon on Sunday, December 27

Single Payroll Communication Plan

- The implementation date for our system-wide Single Payroll initiative has been adjusted to July 18, 2021
- This date allows additional time for communication, employee education and preparation
- Work on this project continues
- Documentation and resources will be updated to align with the new implementation timeline

Campus Call Update

- Our November 24 campus call will be cancelled to allow all to concentrate on the early confirmation of the 11B biweekly payroll
- Happy Thanksgiving!

Questions?

