



December 1, 2020

Agenda

- ICI Deferred Enrollment
- UWE Premium Rate Change
- Iowa & Michigan Tax Withholding
- Annual Domestic Tax Renewal
- Distribution List Transition

ICI Deferred Enrollment

- An opportunity to enroll into University Staff ICI benefit plan for the first time if:
 - Sick leave balances are as of December B (pay period end 12/19/2020) :

ICI Category	Sick Leave Hours
University Staff - Category 3	80 Year to date balance*
University Staff - Category 4	520 – 727 Life to date balance
University Staff - Category 5	728 – 1040 Life to date balance

- *Prorated based on FTE or sick leave earned

ICI Deferred Enrollment

- An opportunity to enroll in ICI each year if you have obtained 1040 hours or more of sick leave by end of December B or December Monthly pay period.
- Deferred enrollment opportunity for:

ICI Category	Sick Leave Hours
University Staff - Category 6	> 1040 Life to date balance

ICI Category	Sick Leave Hours
FA/AS/LI – 180 Days	> 1040 Life to date balance

Sick Leave Swap Process

- An employee may swap out used sick leave for unused leave (vacation, personal holiday, etc.)
 - Notification to employees of their eligibility to swap sick leave is a decision to be made by the institution
 - Sick Leave used to pay for health insurance premiums while on furlough cannot be swapped for other unused leave
- The opportunity to swap used sick leave for other leave can reduce ICI premiums or provide enrollment opportunities into the ICI program.
- All leave swaps that will affect the ICI premium category must be:
 - Requested by the employee by the end of day Wednesday, December 30, 2020
 - Entered by administrators in HRS by 4:30pm on Wednesday, January 6, 2021
- The 2021 ICI premium category will not be affected by any leave swaps made after the ICI annual update process runs in January

Sick Leave Swap Process

Eligible Time Frame for Swapping:

- **University Staff:** January A 2020 to December B 2020
 - Eligible pay period dates: 12/22/2019 – 12/19/2020
 - When reviewing Results By Calendar, eligible leave swap is:
 - 13A2019: 12/22/2019 – 12/31/2020
 - 1A2020 - 12B2020: 1/1/2020 – 12/19/2020
 - Before performing a leave swap, check EACH calendar year's end balances to be sure the balance is available for swapping (13A of 2019 and 12B of 2020).
- **FA/AS/LI:**
 - Eligible pay period dates: 1/1/2020 – 12/31/2020

Projected Sick Leave Balance Report

- Projected Sick Leave Balance report:
 - Displays a snapshot in time of current sick leave balances and assumed sick leave earnings that may be used for counseling the employee on swapping opportunities.
 - December 2, 2020, the Projected Sick Leave Balance report will be available to campuses that wish to proactively counsel employees on sick leave swap.

Projected Sick Leave Balance Report

- Assumptions made with the report:
 - Employee will not use any sick leave for the remainder of the year
 - All leave balances are up to date as of the November B payroll
 - Job Data accurately reflects FTE and leave of absences
 - Employee will earn sick leave based on FTE in Job Data
- The following have been removed from the report:
 - Employees age 70 and older
 - Employees enrolled in Category 6

ICI Timeline

- **December 2, 2020** - Distribution of Projected Leave Balance Report
- **December 30, 2020** - Employee deadline to notify campus administrators to swap leave time
- **January 6, 2021** - Campus administrator deadline for entering leave time swap
- **January 18, 2021** – UW-Shared Services Service Operations will send email notices to employees eligible for Deferred and/or Supplemental enrollment into ICI
 - ICI look-up tool will be available
- **January 31 – February 1, 2020** – UW-Shared Services Service Operations will be updating Job Data and ICI Benefit plan enrollment
- **March 1, 2020** – Employee deadline to submit paper application for Deferred or Supplemental enrollment into ICI
- **March 27 – 28, 2020** – UW-Shared Services Service Operations will be updating Job Data to provide election entry for Deferred or Supplemental enrollment into ICI
- **April 14, 2020** – Campus deadline for Biweekly payroll election entry for ICI Deferred Enrollment.
- **April 21, 2020** – Campus deadline for Monthly payroll election entry for ICI Deferred Enrollment.

ICI Resources

- Employee References:
 - <https://www.wisconsin.edu/ohrwd/benefits/dis/ici/>
- Administrator References:
 - [ICI Administrator Landing page](#)
 - A list of KB resources
 - Links to UW System Administrative Policies and UW-Madison HRD Policies are available

Questions?



UW Employees, Inc. Life Insurance – Premium Rate Change

Effective January 1, 2021, rates will change slightly for some age groups.

Age as of January 1	Coverage Level	Old Premium	New Premium
Under 35	\$33,000	\$0.75	\$0.74
35 - 39	\$28,000	\$0.94	\$0.96
40 - 44	\$25,000	\$1.20	\$1.20
45 - 49	\$18,000	\$1.50	\$1.50
50 – 54	\$15,000	\$1.80	\$1.80
55 – 59	\$13,000	\$2.85	\$2.86
60 – 64	\$12,000	\$3.26	\$3.26
65 and Over	\$ 7,000	\$2.25	\$2.26

Rates increase with age and are subject to change. The UW System does not contribute to the premium.

UW Employees, Inc. Life Insurance – Premium Rate Change

- Premiums taken a month in advance
 - Biweekly paid employees – check issued 12/17/2020
 - Monthly paid employees – check issued 1/4/2021
- Communications – Portal article

Resources:

- [UW Employees, Inc. Life Insurance webpage](#)
- [Benefit Premiums](#)

Iowa & Michigan Tax Withholding 01/01/2021

- For tax year 2021, employees will have the option to set up taxable wage reporting and tax withholding for Iowa (IA) and Michigan (MI).
- UW is now registered in the following states:
 - California, Illinois, Iowa, Michigan, Minnesota, Wisconsin
- Employees that are interested will need to submit an IA-W4 or MI-W4 to their campus for processing. The first W-4 must be paper – all future updates can be accessed through Self Service.
 - Elections for Iowa and Michigan withholdings can be entered in HRS on or after 12/22/2020 for all payrolls paid in 2021
 - Administrators must date all entries with an effective date of 1/1/2021 or later

Iowa & Michigan Tax Withholding – Tax Distribution Reminder

- After you enter Update Tax Data W4 for IA or MI, please update Tax Distribution.
 - Payroll for NA/Employee Pay Data USA/Tax Information/Update Employee Tax Distribution
 - Add a new row for IA or MI 100% tax distribution. Every new employee is defaulted to WI 100%.

Update Tax Distribution

Employee [REDACTED] Empl ID [REDACTED] Empl Record 0

Tax Distribution Find | View All First 1 of 1 Last

*Effective Date [02/01/2020] [calendar icon]

Country USA

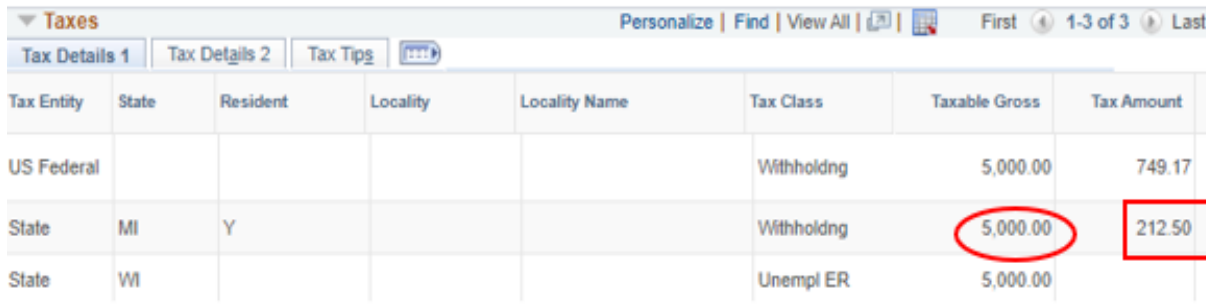
Insert Pre-filled Tax Location

States/Localities Personalize | Find | View All | [print icon] [refresh icon] First 1 of 1 Last

*State	Locality	Locality Name	Percent of Distribution
MI			100.000

Iowa & Michigan Tax Withholding

- Review Paycheck/Paycheck Taxes
 - New state withholding can be viewed in Tax Section of Review Paycheck.
 - Employees will see a new withholding line on their Earnings Statement.



The screenshot shows a 'Taxes' section with a table of tax details. The table has columns for Tax Entity, State, Resident, Locality, Locality Name, Tax Class, Taxable Gross, and Tax Amount. The 'Taxable Gross' and 'Tax Amount' columns for the Michigan withholding row are highlighted with red boxes.

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					Withholding	5,000.00	749.17
State	MI	Y			Withholding	5,000.00	212.50
State	WI				Unempl ER	5,000.00	

Reciprocity Reminder

- Michigan has reciprocity with Wisconsin. An employee can file a MI-W4 if they work either in MI or WI.
- Iowa does not have reciprocity with Wisconsin. An employee can only file an IA-W4 if they work in Iowa.

Iowa & Michigan Tax Withholding Communication

- Shared Services will send out an email notification on December 14 to all active employees with an Iowa or Michigan home or mailing address.
 - The defined population of employees and a copy of the email template will be sent to campuses
 - This communication may be used by campuses to send out to employees who are identified after the original communication is sent, including applicable new hires

Iowa & Michigan Tax Withholding - Resources

- Instruction for entry in HRS
 - <https://kb.uwss.wisconsin.edu/page.php?id=16889>
 - <https://uwservice.wisconsin.edu/docs/publications/pay-ia-tax-info.pdf>
 - <https://uwservice.wisconsin.edu/docs/publications/pay-mi-tax-info.pdf>
- Iowa W-4
 - <https://tax.iowa.gov/sites/default/files/2019-12/2020IAW-4%2844019%29.pdf>
- Michigan W-4
 - https://www.michigan.gov/documents/taxes/MI-W4_370050_7.pdf

PY: Domestic Tax Renewal

- Combination of automated and manual processes to renew tax exemptions that expire annually.
 - Federal and/or State Withholding Exemption
 - W-200 (Employees pre-paying Wisconsin State Tax)
 - WT-4A (Employees electing to withhold flat amount of Wisconsin State Tax)
 - IRS Form 673 (U.S. Citizen performing UW work and residing outside USA)
- Federal Withholding Exemption Renewal Timeline
 - Expires after January Monthly or January C Bi-Weekly
 - Employees notified week of 12/14/20
 - Employees to turn in forms by 1/29/21
 - Payroll entry deadline 2/12/21
 - Employees without new forms entered will be reset to Single / 0 Adjustments on 2/15/21

PY: Domestic Tax Renewal

- State Withholding Exemption Renewal
 - State Exemptions expire 4/30/21.
 - If an employee renews their federal and state before the state deadline, both will count.
 - A separate reminder will be sent for State renewal in April.
- Other exemptions have different deadlines
 - W-200 Expires after November Monthly or December B Bi-Weekly
 - W-200 Entry 12/22/20-12/23/20
 - WT-4A Expires after the April A Payroll
 - WT-4A Entry 4/16/21-4/28/21
 - IRS Form 673 Expiration Varies by Individual

Resource:

<https://uwservice.wisconsin.edu/docs/publications/pay-domestic-tax-renew-expiration.pdf>

PY: Domestic Tax Renewal – Form W-4

- Employees that use ESS W-4 for exemption renewals will automatically have their radio buttons set correctly.
- Employees must use the Form W-4 2020 when renewing their exemption status.
- Renewal emails will be sent automatically through HRS – you will be provided with a list for the employees impacted.
- Bounce backs will be forwarded to the campuses for follow-up.

PY: Federal Renewal Processing

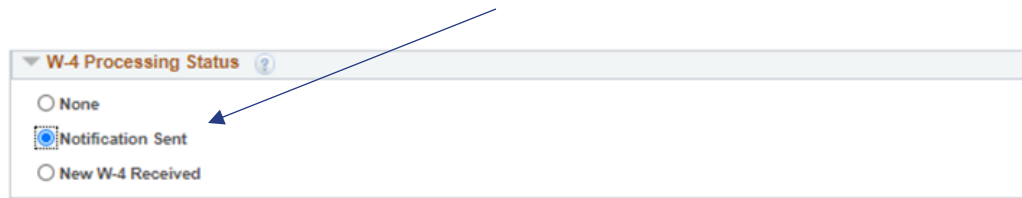
When notification process runs, W-4 processing status changes to “Notification Sent”.

NOTE: This is in the “W-4 Processing Status” menu



A screenshot of a web interface showing a dropdown menu titled "W-4 Processing Status" with a help icon. The menu contains three radio button options: "None", "Notification Sent", and "New W-4 Received". The "New W-4 Received" option is selected, indicated by a blue dot and a blue arrow pointing to it.

When new W-4 received, person entering must change status to “New W-4 Received”.



A screenshot of a web interface showing a dropdown menu titled "W-4 Processing Status" with a help icon. The menu contains three radio button options: "None", "Notification Sent", and "New W-4 Received". The "Notification Sent" option is selected, indicated by a blue dot and a blue arrow pointing to it.

If the status is not changed, employee will be changed to single/0 when W-4s reset

Questions?



Distribution List Transition

- The distribution list tool Service Operations has been using since HRS go-live ('WiscList') will be discontinued in late December.
- We are moving to a new distribution list solution provided by UWSAIT ('Google Groups').
 - Old lists ended with '@lists.wisc.edu'.
 - New lists will end with '@glists.wisconsin.edu'.
- 'Sent from' address (e.g. 'Serviceoperations-Communications@uwss.wisconsin.edu') will **not** change.