HR: FY 2022 Organizational Dept Updates

New Organizational Departments (ex: B010000) for Fiscal Year 2022 can be created now to assist with the budget process.

- Allows for automatic funding load from CAT

Instructions and forms available on UW-Shared Services website, under HRS Administration, Human Resources, Organizational Department Changes:

- https://uwservice.wisconsin.edu/administration/human-resources/

Requests:

- Require signatures from authorized approver(s)
- Submit via your Affinity Group (non-Madison)
- Submit to hris@ohr.wisc.edu (Madison only)
- Email subject line: "FY22 Organizational Department Request"

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HR: FY 2022 Organizational Dept Updates

Important Factors:

- Institutions will need to update Organizational Department for:
    - Positions
    - Jobs
    - POI data
    - Appointment-level funding on the Funding Data Entry page

- Service Operations will provide a list of employees and POIs in impacted departments.

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HR: FLSA Review

- Spreadsheets will be distributed to institutions by 1/22/2021 to report all employees who are listed in Job Data as:
  - FLSA Status of Non-Exempt due to being under threshold, but are currently over FLSA Threshold
    - •Due to pay plan increase, increase in FTE, additional jobs, etc
  - FLSA Status of Exempt without a FLSA Threshold exemption reason and being under the FLSA Threshold
- Instructions will be provided with the output files on how to review and update the data
- Institutions will have the choice to manually update or submit a request to mass update the files
  - For mass load request, institutions should send UWSS their files one week prior to their earliest Efft Date. UWSS should receive all files no later than 3/5/2021
    - Manual updates should be updated, as appropriate, with an Effective Date based on pay cycle
  - For manual updates, all FLSA Status Changes should be completed by 3/5/2021

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HR: FLSA Review

Institutions will be able to manually update the following for the employee (as appropriate):

- Over FLSA Threshold:
  - FLSA Status (from N to E only)
    - Effective Date should coincide with Biweekly Payroll Begin date
- Under FLSA Threshold:
  - FLSA Threshold Exemption Reason Code, if FLSA Status of exempt is valid for the job code
    - Effective Date should be the top most Effective Dated record
  - Pay Frequency (from M to H only)
    - Effective Date should coincide with Biweekly Payroll Begin date
    - Send a ticket to the help desk to ensure the leave balances are moved to the appropriate pay group

Employees who are listed as FLSA non-exempt status, with a pay frequency of Hourly, will not be moved to a pay frequency of monthly due to the Single Pay project scheduled for 7/18/2021

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Sexual Harassment/Violence Reference Check Query Update

- New Query: UW_HR_HIRE_SHRC_STATUS
  - Identifies employees who have a completed Sexual Harassment Reference Check (SHRC) or those that have not but should have
  - Used to monitor compliance of UW System Administrative Policy 1275 – Recruitment Policies
    - https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/recruitment-policies/

  - Resource:
    - Running the Sexual Harassment Reference Check Compliance Query in HRS KB 104311

    - Criminal Background and Sexual Harassment Reference Check Resource Page

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HSA: Customer Identification Program (CIP) Process

Who does the CIP process apply to?

- New Health Savings Account (HSA) enrollees

Why does the CIP process need to occur?

- Per the USA PATRIOT Act, ConnectYourCare (CYC) is required to verify an employee's identity when they enroll in an HSA (prior to opening their account)

What is necessary for CYC to verify identity?

- Full legal name, date of birth, social security number and current physical residential address (non-U.S. and P.O. Boxes are unacceptable)

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HSA: Customer Identification Program (CIP) Process

How can you help your employee?

- Confirm the required information listed on the first slide is in HRS when an employee enrolls in the HDHP/HSA.

What does the CIP process entail?

- CYC will send four emails to the employee (over a 65-day period) requesting the required information that will allow CYC to verify their identity

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HSA: Customer Identification Program (CIP) Process

How should you respond to employee questions?

- Inform them to follow the instructions in the CYC communications to submit their documentation to CYC through the secure link provided in the email

Who should an employee contact with questions?

- CYC

Does CYC provide language services for employees in which English may not be their primary language?

- Yes, CYC provides language services to those that may need them

HSA: Customer Identification Program (CIP) Process

Can you submit documentation for an employee?

- No, the employee needs to submit directly to CYC

What happens to the employee's HDHP/HSA if they do not pass the CIP process <u>within 90 days</u>?

- **CYC:** Will decline the HSA enrollment and return the HSA contributions to the UW System

- **UW System:** Will change the HDHP/HSA to a non-HDHP and reverse the HSA contributions through payroll

- **ETF:** Will decline the HDHP enrollment and change the plan to a non-HDHP

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