

# Campus Call

January 12, 2021

# Agenda

- W-2 Social Security Number Masking
- Reminder – EMFLA Job Data Entry
- New HRS Provisioning Process
- Single Payroll and Split Benefits Deductions
- ICI Process Updates
- FSA Unsubstantiated Claims

# W-2 Social Security Number Masking

- Per the IRS: *“Employers may now truncate the employee’s SSN on employee copies of Forms W-2”*
- New format ‘xxx-xx-nnnn’ - All but the last 4 digits are masked
- Employees write in their SSN on the W-2 Form
- Removes the extra security measure of requiring the employee’s last four digits of the SSN and DOB before electronically accessing the W-2 Form
- Removes the need for an employee’s computer to be connected to a UW Network or to be connected through VPN before electronically accessing the W-2 Form
- Reminders for terminated employees
  - W-2 Forms will be sent via US Mail (regardless of electronic consent)

# Reminder: EFMLA – Job Data Entry

- Week of January 11:
  - Service Operations will enter a Return from Leave row for all employees who are still on EFMLA in Job Data
    - Effective date of 1/1/2021 for most
    - Manual review will occur to ensure accurate entry
  - List of employees impacted will be sent to campuses once entry is completed

# New HRS Provisioning Process Coming Soon

- Late in February 2021, OIM will be replaced with a new provisioning process housed within HRS
- Will have look and feel of HRS that users are used to, improved functionality and easier to navigate
- Project team working directly with Campus OIM Approvers
- Training and more information coming in the next few weeks

# Questions?



# Single Payroll & Split Benefits Deductions

- **Single Payroll:**
  - In July 2021, the UW System will move all employees who are currently paid monthly to a biweekly payroll schedule
  - In addition, most benefits deductions will be divided evenly between the biweekly paychecks
- **Split Benefits Deductions:**

Beginning in April 2021, UW System employees paid biweekly will have most benefits deductions divided evenly over the first two biweekly paychecks a month

# Split Benefits Deductions

- Evenly split most benefits deductions between biweekly paychecks
  - Most deductions for benefits such as health, dental, vision, and life insurance will be split evenly over two biweekly paychecks each month starting with the April 22, 2021 paycheck
  - When there are three pay periods in a month, benefits deductions will not be taken from the third pay period except for Wisconsin Retirement System, Tax Sheltered Annuity 403(b) and Wisconsin Deferred Compensation 457 contributions
- Two “C” paychecks per year
  - Insurance deductions **will not** be taken on “C” paychecks
  - The following deductions **will** be taken on all biweekly paychecks
    - Wisconsin Deferred Compensation (WDC) 457 Program
    - Tax-Sheltered Annuity (TSA) 403(b) Program
    - Additional WRS contributions



# Communication Plan

- January:
  - 1/11: Email communication to leadership
    - Employee communications attached
  - 1/12: Campus Call
  - End of week 1/11: Send out mailings to biweekly and monthly employees
    - 2 Separate Mailings - One for biweekly employees and one for monthly employees
    - Communications will encourage employees to visit the landing pages for additional details
  - Week of 1/18: Send out employee email communications
    - 2 Separate Mailings - One for biweekly employees and one for monthly employees
- February:
  - 2/9: Campus Call
  - Portal article will be posted and shared with campuses to repost in other communication channels (i.e., campus newsletter, website, etc.)
  - 2/16 @ 2:00-3:00pm: Town Hall for Split Benefits Deductions for biweekly employees
    - Town Hall will be recorded
  - Week of 2/22: Budget Seminars for Split Benefits Deductions for biweekly employees
    - Budget Seminars will be recorded

# Communication Plan

- March:
  - 3/3 @12:00-1:00pm: Town Hall for Single Payroll for monthly employees
    - Town Hall will be recorded
  - 3/9: Campus Call
  - Portal article will be posted and shared with campuses to repost in other communication channels (i.e., campus newsletter, website, etc.)
  - Week of 3/21: Provide resource for new monthly employees explaining how their payroll will change from monthly to biweekly in July
  - Week of 3/21: Budget Seminar for biweekly employees
- April, May and June:
  - Campus Calls
  - Budget Seminars for monthly employees
  - Town Hall Meetings for monthly employees
    - May 4, May 13, May 17
  - Targeted communications for items such as WDC/TSA, W4 and direct deposit additional flat dollar, other general deductions, etc.

# Resources

- Split Benefits Deductions Landing Page:
  - <https://uwservice.wisconsin.edu/split-benefits-deductions>
- Single Payroll Landing Page:
  - <https://uwservice.wisconsin.edu/single-payroll>

## Single Payroll Project Readiness Page (for HRS Admins):

- <https://uwservice.wisconsin.edu/docs/publications/pay-singlepay-projected-calendar-july-dec-2021.pdf>
- All communications will be available

Note: The employee facing landing pages will be updated significantly before the employee communications are sent out.

# Questions?



# ICI: Sick Leave Swap

- Leave swap process is the start of the annual ICI processing
- Employees may swap out used sick leave for unused leave (vacation, personal holiday)
- Swapping sick leave used for other leave can reduce ICI premiums or provide enrollment opportunities into the ICI program
- Refer to [UW System Administrative Policy 1212 \(formerly BN 3\) Sick Leave](#), section 4.G.(4) for due dates for employees to request to change leave types
- Deadline for administrators to enter leave swaps was January 6, 2021

# ICI: Deferred Enrollment

- Annual enrollment opportunity into the following categories for FA/AS/LI and University Staff employees if they have obtained 1,040 hours or more of sick leave\* after December payrolls (12M and 12B)
  - FA/AS/LI – 180 day elimination period
  - University Staff – Category 6
- Additionally, University Staff employees have an enrollment opportunity if it is the first time their sick leave balance\* as of the 12B payroll make them eligible for an increase in the employer contribution:

ICI Category	Sick Leave Hours
Category 3	Accumulate at least 80 hours of sick leave during the year (prorated if based on FTE)
Category 4	520 – 727 hours of sick leave accumulated
Category 5	728 – 1,040 hours of sick leave accumulated

\*See Furlough and ICI slides

## ICI: Deferred Enrollment, cont'd

- Supplemental ICI Enrollment Opportunity – Annual enrollment opportunity to enroll in the supplemental ICI for employees who are enrolled in Standard ICI and have eligible earnings that exceed \$64,000
- Communications:
  - Email to eligible employees: Sent January 16, 2021
  - Deadline to enroll: Applications must be received by institutions no later than Monday, March 1, 2021

# ICI: Premium Update

## Factors affecting premium amounts:

- Annual Premium Update\*
  - FA/AS/LI – 2020 eligible earnings and elimination period elected.
  - University Staff – 2020 eligible earnings and unused sick leave balance as of December 19, 2020
- Premium Rate
  - For 2021 the ICI premium rates will remain at current levels (reminder: for the last 5 years premium rates have increased 20% each year)

## Effective Date of Premium Changes: February 1, 2021

- FA/AS/LI (paid monthly) – March 1, 2021 check
- University Staff and Academic Staff (paid biweekly) – February 25, 2021 check

\*See Furlough and ICI slides



# ICI: Premium Update, cont'd

- Communications:
  - Email to eligible employees: Sent January 23, 2021
  - Portal article: Week of January 18<sup>th</sup>

# Furloughs and ICI

\*How will a furlough and/or an unpaid leave of absence affect an employee's ICI enrollment opportunity, premium and/or benefit?

- Employees placed on an *intermittent furlough and/or a temporary work reduction* during 2020:
  - If sick leave hours were used to pay for health insurance premiums an employee may not reach the required number of hours to have a deferred enrollment opportunity
  - Employees may experience a change to their ICI premium because of reduced earnings and a change in sick leave balance (for university staff only and if sick leave hours were used to pay for health insurance premiums)
  - If the employee becomes disabled in 2021, their ICI benefit will be based on their 2020 WRS eligible earnings

# Furloughs and ICI, cont'd

- Employees placed on a *consecutive day furlough during 2020 (considered an unpaid leave of absence)*:
  - Eligible earnings and sick leave balances (for university staff only and if sick leave hours were used to pay for health insurance premiums) will be based on the amounts in effect prior to the consecutive day furlough (unpaid leave of absence) and will continue to be used until the employee has a full calendar year of eligible earnings. As a result, employees ICI premium should not change
- If the employee becomes disabled in 2021, the ICI benefit will be based on that same WRS eligible earnings

# ICI Timeline

**January 16, 2021**

- UW-Shared Services Service Operations will send email notices to employees eligible for Deferred and/or Supplemental enrollment into ICI
- Administrators should use the HRS Email Lookup Tool to find Employees who have received the Deferred and/or Supplemental enrollment email
  - Main Menu > UW Enterprise Utilities > Mail Retrieval Page
- ICI look-up tool will be available on ICI Landing page.
  - It provides ICI category and premium information by Empl ID
- Applications received for deferred enrollment should be held and you will be notified when entry can be completed

Note: ICI premium rates will remain the same for 2021

# BN: ICI Timeline/Resources

January 23, 2021

- UW-Shared Services Service Operations will send email notices to employees whose ICI premium will change effective 2/1/21
  - If there are questions regarding premium calculations for an employee, please submit a ticket to [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)
- Administrators should use the HRS Email Lookup Tool to find Employees who have received the ICI premium update email
- Main Menu > UW Enterprise Utilities > Mail Retrieval Page

# ICI Resources

## Employee:

- UW System HR Employee Benefits [ICI webpage](#)
- [Premium rates](#)

## Administrators:

- [ICI Administrator Landing page](#)
  - Timeline
  - Look-up tool
  - KBs

## Policies:

- [UW System Administrative Policy 1212 \(formerly BN 3\) Sick Leave](#)
- [UW-Madison Sick Leave Policy](#)
- [UW System Administrative Policy 1200-Interim: Furlough](#)
- [UW-Madison Furlough Policy](#)

# Questions?



## 2020 FSA Unsubstantiated Claims

The FSA unsubstantiated claims process may be found at [www.wisconsin.edu/ohrwd/benefits/fsaunsubstantiated](http://www.wisconsin.edu/ohrwd/benefits/fsaunsubstantiated)

Communications to affected participants:

- From **CYC**: December 18<sup>th</sup> (U.S. mail and email) and 28<sup>th</sup> (email)
- From **UW System**: week of January 11<sup>th</sup> (email)

UW System will send institutions the report of affected employees that will go through the payroll withholding process to institutions the week of January 11<sup>th</sup>.



## 2020 FSA Unsubstantiated Claims

**Will institutions need to contact affected employees directly as they've been expected to in previous years?**

Institutions will **not** need to contact affected employees directly

**What is the purpose of the UW System communication sent to affected participants the week of January 11<sup>th</sup>?**

The communication will notify affected participants that payroll withholding will begin January 28<sup>th</sup> (biweekly paid employees) or February 1<sup>st</sup> (monthly paid employees)

Additionally, payroll withholding **will continue through** March 31<sup>st</sup> (even if claims are resolved during the process)

## 2020 FSA Unsubstantiated Claims

**What is different this year when claims are resolved during the payroll withholding process?**

In previous years, when claims were resolved during the process, the UW System was told to stop future withholdings; furthermore, the vendor issued refund checks as soon as administratively possible

This year, the UW System is required to **continue** withholdings through March; CYC will issue refund checks **after March 31<sup>st</sup>**

# 2020 FSA Unsubstantiated Claims

## How will payroll withholding occur?

Balances **equal to or less than \$100**: Withheld from 1 paycheck

- **Biweekly** paid employees: 1/28
- **Monthly** paid employees: 2/1

Balances **greater than \$100**: Equal deductions withheld from multiple checks

- **Biweekly** paid employees: 5 paychecks (1/28, 2/11, 2/25, 3/11 and 3/25)
- **Monthly** paid employees: 2 paychecks (2/1 and 3/1)

# 2020 FSA Unsubstantiated Claims

## What if payroll withholding will cause a financial hardship?

**Institutions** should contact UW System HR at [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu). There **may** be an opportunity to reduce the amount taken through payroll withholding

Options for financial hardships should not be advertised. Claims that remain unresolved after the payroll withholding process will be converted to business debt

Institutions should **not** stop or modify an employee's general deduction in HRS

## 2020 FSA Unsubstantiated Claims

### How do employees resolve their claims after December 31<sup>st</sup>?

Per the CYC communication sent to them on December 28<sup>th</sup>, employees should submit documentation to CYC by fax or mail

### What if claims are resolved during the payroll withholding process?

Payroll withholding **will continue** through March 31<sup>st</sup>. Refunds will be issued by CYC as necessary after March 31<sup>st</sup>

### Who should employees contact with questions?

Employees should contact CYC at 833-881-8158 or [service@connectyourcare.com](mailto:service@connectyourcare.com)

# Questions?

