

# Campus Call

February 9, 2021

# Agenda

- Missing Leave Reports
- Single Payroll Timeline
- Single Payroll Communications
- Single Payroll Additional Pay (Lumps)

# Missing Leave Reports

- Furlough takes do not count towards the leave reporting requirement.
- A 'No leave' take is required to satisfy the reporting requirement for a month in which an employee has recorded a furlough day but has no other leave usage.
- The Absence Results by Calendar page has been properly indicating if a leave report is missing but the Employee Missing Leave report which can be run by Employee or by Department has not.
- As a result, the missing months have not been listed in the employee portals and some have not received the monthly email reminders.
- Impact was on the Teacher/Doctor/Lawyer employees who enter COVID furlough takes in Absence, not those entering furlough in a timesheet
- The report has been fixed. Employees who have not received email reminders due to furlough were contacted by UW Shared Services the week of Feb 1<sup>st</sup>
- The regular reminder emails for all employees will be sent the evening of February 8<sup>th</sup>.

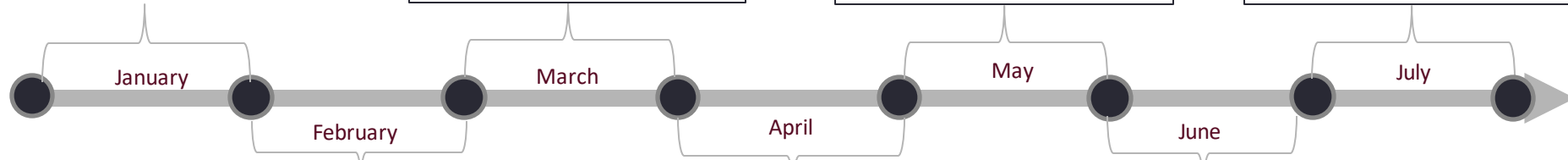
# Single Payroll Communication Timeline

- Email Communication to HR Directors: Complete – 1/12
- HR Admins Campus call (communication strategy): Complete – 1/12
- Complete informational web site for employees: Complete - Week of 1/18
- Send employee biweekly and monthly mailers: Complete – 1/25
- Send employee biweekly and monthly email communications: Complete - 1/26
- MyUW Portal Article: Target - 1/27

- Employee Town Hall for Single Payroll: Scheduled – 3/3
- MyUW Portal Article: Target - 3/8
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Target – 3/9
- Provide new-hire resources for monthly employees: Target – 3/21
- Budget Seminar for Employees: Scheduled – 3/24

- MyUW Portal Article: Target - 5/3
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Target – 5/4
- Employee Town Halls for Single Payroll: Scheduled – 5/4, 5/13 & 5/17
- Budget Seminar for Employees: Scheduled – 5/12

- Run/distribute reports to campuses to identify employees who have not updated their deductions: date TBD



- MyUW Portal Article: Target - 2/8
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Target – 2/9
- Employee Town Hall for Split Benefits Deductions: Scheduled – 2/16
- Budget Seminar for Employees: Scheduled – 2/23

- MyUW Portal Article: Target - 4/5
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Target – 4/6
- Budget Seminar for Employees: Scheduled – 4/27

- MyUW Portal Article: Target - 6/7
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Target – 6/8
- Targeted Communications to Employees for WDC/TSA, W4 and direct deposit additional flat dollar, other general deductions: TBD
- Budget Seminar for Employees: Scheduled – 6/22

# Single Payroll Employee Mailer Correction

- Below is a statement in the monthly/Single Payroll mailer:
  - “Most deductions for benefits such as health, dental, vision, and life insurance will be split evenly over the first two biweekly paychecks each month starting with your August 22, 2021, paycheck”
- The correct date is **August 26th**
- The correct date (8/26) is reflected accurately on the Single Pay FAQ, the employee email (sent 1/26) and the portal article (posted 1/27)

# Single Payroll Employee Communications

- A MyUW Portal article was posted on 2/8 regarding Single Payroll
  - We encourage you to re-post or link the portal article on your campus websites, newsletters, Facebook pages, etc.
- We recommend you link the following resources on your campus websites:
  - Single Pay Project Readiness Page ([link](#)).
  - Biweekly/Split Benefits Deductions Landing Page ([link](#))
  - Monthly/Single Payroll Landing Page ([link](#))

# Single Payroll Lumps

- Additional Pay (Lumps)
  - Existing entries, including those for summer, will continue on the monthly schedule through the 7M
  - Recurring payments that are still active and have not met their goal will automatically carry forward to the biweekly schedule
  - Shared Services is not planning to adjust entries.
  - Remaining payments will finish on the first biweekly payroll (A) each month

Example:

- Pre-2021: \$3,000 Total LWR, \$1,000 on 6M, 7M, and 8M
- 2021: \$3,000 Total LWR, \$1,000 on 6M, 7M, and 8A
  - The 8A is payable on 8/26/21

# Single Payroll Lumps

- Additional Pay (Lumps)
  - Entries with an effective date of July 18, 2021 or later should not be made until the new biweekly schedule logic is in place
  - Specific timing will be communicated closer to cut-over. Estimated timeframe is July 2021
  - Campuses should begin to think about how they want to structure lump contracts/payments under a biweekly only schedule
  - The academic contract dates, biweekly payroll schedule and benefit deduction schedule will need to be considered when setting up additional pay
  - Payments can be made on the A (first), B (second) and/or C (third) paychecks



# Single Payroll Lumps

- Examples:

1. Pay on “A” only

- Total semester payment of \$5,000 could be allocated into 5 payments of \$1000.00 each over the 9A, 10A, 11A, 12A, and 1A
- Split benefit deductions for no “B” paycheck would go into arrears

2. Pay on “A” and “B”, no “C”

- Total semester payment of \$5,000 could be allocated into 10 payments of \$500.00 each over the 9A/9B, 10A/10B, 11A/11B, 12A/12B, and 1A/1B
- Split benefit deductions should be able to take on schedule

# Questions?

