

Campus Call

February 23, 2021

Agenda

- Mass Job Update – 2021 Extended EJED Process
- ICI Timeline
- Summer Prepay
- Prepay Setup Changes for Split Benefits Deductions
- Grad/WRS Movement Process Change
- Reminder: Update KnowledgeBase Link

Mass Job Update – 2021 Extend EJED Process

To help campuses prepare for the end of the academic year, UW Shared Services will run a mass job update to extend Expected Job End Dates (EJEDs) of 9-month employees to one day before the start of the new academic year.

Before doing so, institutions will be asked to verify the employees that should be extended.

Process Overview:

1. **Wednesday, February 24:** UWSS provides a list to each institution of employees with EJEDs at the end of the Academic Year
2. **By Monday, April 19:**
Institutions should email serviceoperations@uwss.wisconsin.edu with the following:
 - A revised version of the spreadsheet with **Y** in the **Extend EJED** column for only those employees that need an extended EJED, and **N** for those that do not.
or
 - Notification that **ALL**, or **NONE**, of the employees in the original February spreadsheet should have their EJEDs extended. No spreadsheet needs to be submitted.

Mass Job Update – 2021 Extend EJED Process

Process Overview continued...

3. **Weekend of May 1:** UWSS extends EJEDs for employees marked **Y** using the Mass Job Update process
4. **May 1 – May 14:** If additional EJEDs need extension, institution manually updates in HRS
5. **End of business day on May 14:** Employees not extended will be terminated through normal EJED processing

Mass Job Update – 2021 Extend EJED Process

When updating spreadsheets:

- Do not delete rows or columns.
- **Extend EJED (Y/N)** is the only value that requires review.
 - **Y:** UWSS will extend the employee's EJED to the day before the 2021-22 Academic Year begins, via mass job update
 - **N:** UWSS will not extend the employee's EJED via mass job update
- Further instructions will be provided at the time of spreadsheet distribution.

Questions?



ICI Timeline/Resources

Timeline:

- March 1, 2021 – Employee deadline to submit paper application for Deferred or Supplemental enrollment into ICI.
- Applications received for deferred enrollment should be held and you will be notified when entry can be completed.

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 HR and UWMSN Policy are available

Summer Prepay

What are summer prepay deductions?

- Allows eligible employees to maintain insurance coverage for the months of July, August and September.
- For employees paid monthly, premiums deducted from the following paychecks:
 - March 1, April 1, April 30, 2021
- For employees paid biweekly, premiums deducted from the following paychecks:
 - March 25, April 8, April 22, May 6, May 20, June 3, 2021

Summer Prepay

Who is eligible?

- Faculty, Academic Staff, Limited Appointees, Student Assistants, Employees-in-Training;
- On an Academic Year contract (C-basis) (select Annual contracts (A-basis) eligible); and
- Expected to return in the fall OR are working a Summer Service/Summer Session appoint with no expectation to return in the fall (coverage through end of employment)
- University Staff employees on a summer leave are not eligible. University Staff employees should be placed on a leave of absence or laid off.

Summer Prepay

Academic Year contract (9 month) employees have already been setup with summer prepay deductions.

The following employees will need to be manually setup:

- Employees with an Annual (A-basis) contract.
- Employees on leave of absence.

Summer Prepay

Communications:

- Emails will be sent to employees that have been automatically setup for prepay:
 - Will include the estimated amount of prepaid deductions.
 - Will be sent out on or about February 27, March 27, and May 1, 2021.
- Copies of these communications will be available on the UW-Shared Services Summer Prepay Landing Page.
- Portal article will be posted March 1, 2021.

Summer Prepay

Summer Prepay taken for:

- State Group Health Insurance*
- Dental Insurance
- Vision Insurance
- State Group Life Insurance
- Individual & Family Life Insurance
- UW Employees, Inc. Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Accident Insurance
- Income Continuation Insurance (ICI)**

*Health Opt-Out Incentive will continue to be paid through the summer.

**ICI premium prepay deductions are not taken in March. Two prepay deductions are taken in April and one in May.

Summer Prepay not taken for:

- Flexible Spending Accounts (FSA)
- Health Savings Accounts (HSA)***
- Parking & Transit Accounts
- UW Tax-Sheltered Annuity (TSA) 403(b)
- Wisconsin Deferred Compensation (WDC) 457

***Health Savings Account (HSA) employer contribution will continue through the summer.

Summer Prepay

If the employee is not returning take the following actions:

Summer Prepay Deduction Guide			
Month of	'OK to Process' Checked or Unchecked?		
Job & Coverage Termination	Prepay March (3M, 3A/3B)	Prepay April (4M, 4A/4B)	Prepay May (5M, 5A/5B)
May	Unchecked	Unchecked	Unchecked
June	Unchecked	Unchecked	Unchecked*
July	Unchecked	Unchecked*	Checked
August	Unchecked	Checked	Checked

*If employee is enrolled into ICI, leave 'OK to Process' checked and change the 'Prepay Factor' to zero on all benefits except ICI.

Summer Prepay

C-Basis Biweekly Deduction Schedule

- **March 2021:**
 - 1/2 on A paycheck and 1/2 on B paycheck for all plans except ICI
- **April 2021:**
 - 1/2 on A paycheck and 1/2 on B paycheck for all plans except ICI
 - 1 full ICI premium on A paycheck 1 full ICI premium on B paycheck
- **May 2021:**
 - 1/2 on A paycheck and 1/2 on B paycheck for all plans

Summer Prepay Resources

Employee:

- [Premium rates](#)

Administrators:

- UW System HR/Benefits Administrative Resources - [Summer Prepay Resources web page](#)
 - Policy
 - Quick Reference Guide
- UW-Shared Services – [Summer Prepay Landing page](#)
 - Timeline
 - KBs
 - Communications

Policies:

- [UW System Administrative Policy 1244 \(formerly GEN 30\) Summer Prepay Deductions and Summer Session Benefits Eligibility](#)

Prepay Setup Changes with Split Benefits Deductions

- Prepays are calculated on the total monthly premiums
- When prepays are setup, using 0.50 prepay factor will have prepay deductions align with the split benefits deductions
- Prepays set up with 1.0 prepay factor will have the total monthly premium deduction

- Reminder: Prepay source for manually setup employees, as well as C-Basis biweekly employees, is Leave of Absence (LOA)

Prepay Setup Changes with Split Benefits Deductions

Example:

- The monthly Family Health Premium is \$238.
 - The payroll Family Health Premium is \$119 for Apr A and \$119 for Apr B.
- To set up a manual prepay for Apr A and Apr B you will use a prepay factor of .5 because prepays look at the monthly premium and not the payroll premium

Questions?



Grad/WRS Movement Process Change

- When an employee moves between Short Term Academic Staff/Graduate Benefit Program and WRS Benefit Program and are enrolled in Health Insurance:
 - A new health insurance application must be received within 30 days of becoming eligible for the WRS Benefit Program or Graduate Benefit Program in order to retain health insurance coverage.
- Beginning on March 1, to ensure health insurance does not continue without a new application being received, Shared Services will terminate the coverage the first of the month following the movement of Benefit Programs and a COBRA notification will be sent to the employee.
 - An email will be sent to the Benefit Administrator notifying them of the entry.
 - Shared Services will NOT process the MSC event so it will still appear on your reports for counseling the employee.

Grad/WRS Movement Process Change

- Health insurance should only be reinstated if an application is received timely. Health applications still need to be submitted to UW Shared Services for submission to ETF.
- Note – if the employee is moving to a University Staff WRS appointment and has no other prior WRS service, the employee must complete two months of WRS service before becoming eligible for the employer contribution.
- Resource:
 - <https://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/eligiblewrs/>
 - <https://www.wisconsin.edu/ohrwd/admin/download/wrs.pdf>

Reminder: Update KnowledgeBase link

- The UWSS KnowledgeBase website went live July 2020 with a URL redirect from the old HRS KB site
- Please update all saved links to the new URL:
<https://kb.uwss.wisconsin.edu>
- The redirect has been retired as of Friday, February 19, 2021

Questions?

