

Campus Call

April 13, 2021

Agenda

- Single Payroll
- Summer Prepay
- Mass Upload - Extended EJED Process
- Comp Time Carryover

Single Payroll

Job Data or position entry with an effective date of July 18, 2021 or later should not be made until the new biweekly schedule logic is in place.

- Exceptions:
 - A new position can be created for recruitment purposes. It should not be hired in Job Data.
 - An employee has an expectation change in which they would be WRS eligible. (duration over one year and meeting the hours requirement)
 - A ticket can be submitted to Service Operations for WRS Override entry.

Single Payroll

- Onboarding new employees in the months before Single Payroll is important to ensure they are prepared for the change to come.
- Here is verbiage that may be used in offer letters to let new employees know there is an impending change to payroll frequency (for monthly paid new hires):
 - In July 2021, the UW System will move all monthly paid employees to a biweekly payroll schedule. The last monthly payment compensating for the partial period ending July 17, 2021, will be prorated and paid on Friday, July 30, 2021. Effective July 18, 2021, payments will transition to a biweekly pay schedule payable every other Thursday. The first biweekly payment will be payable on August 12, 2021 and cover the period July 18-31, 2021. Most benefit deductions will be split evenly over two biweekly paychecks each month starting with the August 26, 2021 paycheck. For more information on payroll changes, see <https://uwservice.wisconsin.edu/single-payroll.php>.

Single Payroll

- When onboarding and counseling new employees, please highlight areas in which changes will need to be made as payroll transition to the biweekly schedule:
 - Tax Sheltered Annuity and Wisconsin Deferred Compensation contributions
 - If employees choose to enroll using percentage, there could be no need for a change to the election during the transition period.
 - Additional Tax Withholding
 - Employee may want to submit a new W-4 to adjust the amount for the transition to biweekly payroll.
 - Multiple Direct Deposit Accounts
 - If employees choose to use a percentage for the secondary direct deposit amount, there could be no need for a change during the transition period.
- Do campuses have other ideas or plans for what to include in onboarding for new employees to address Single Payroll project?

Single Payroll

General Deductions

- Active general deduction amounts will be converted for deduction codes on either a 1st/2nd or 1st/2nd/3rd paycheck frequency using the following approach:
 - If there is a goal amount for the year or end date, balance will be divided over the remaining biweekly paychecks.
 - For ongoing deductions:
 - Annual employee conversion will be current deduction x 12 / 24 paychecks or 26 paychecks depending on deduction frequency
 - Academic employee conversion will be current deduction x 9 / 20 paychecks
 - Employees can always submit new forms to change their amounts after conversion
 - Specific timing for entry will be shared later.
- Applies to 80% of deduction codes

Single Payroll

- Active general deduction amounts will NOT be converted for deduction codes on a 1st only or 2nd only paycheck frequency.
- Campuses will be provided with the list of deduction codes on 1st or 2nd paycheck only frequency.
 - Most are for parking
 - UW-Shared Services will work individually with campuses after the Single Pay transition if there is a desire to change a particular code frequency to include all paychecks
 - This would also impact current biweekly paid employees not part of the single payroll transition

Summer Prepay

These are reminders for the summer prepay process. There are no changes to this process with Single Payroll project.

- **In order to maintain benefits, the employee's C-Basis (Academic Year) Empl Record:**
 - Must have active HR Status throughout the payroll being processed
 - Must be on a Short Work Break (SBK) during the summer
 - Must be the benefit primary job
- **Job Terminations**
 - All insurances terminate at the end of that month
 - Any remaining prepay balance will be refunded upon reconciliation

Summer Prepay

Short Work Break vs Personal Leave

- The correct action reason/code needs to be used in job data to distinguish employees on short work break versus a personal leave of absence.

Short Work Break (FA/AS/LI):

- C-basis employees are required to continue insurances. Benefits may be cancelled due to non-payment and employees will not have an opportunity to re-enroll in insurances until a qualifying event or annual benefit enrollment, whichever is sooner.

LOA (University Staff):

- Employees are given the opportunity to lapse insurances and when employees return to work, they are eligible to re-enroll due to Add Coverage – Return from LOA.

Summer Prepay

Expected Job End Date (EJED)

- It is important to review EJED monthly for the impacts it can have on summer prepays and normal deductions.
- Please run the EJED query and make any necessary corrections/revisions.
- Rehires should be entered by 5/18/21 (Tuesday) to ensure both regular and summer prepay deductions are taken on payroll.

Reminder:

- If an employee is terminated and Rehired-Termed in Error and the rehire entry is not completed by the termination date, then benefits will need to be reinstated.
 - Example: Termination Effective Date is 5/20/21. Rehire is 5/20/21, entry of Rehire is completed 5/21/21, then benefits will require reinstatement.
- Please remember to review which Empl Record the benefit primary flag is on. The flag may have been reassigned if the benefit primary job was terminated.

Summer Prepay

The same effective date must be used for the permanent job and summer job. Enrollment into HRS will be the effective date of the summer job.

Scenario:

An institution hires an employee for a summer service/summer session job with an effective date of June 21, 2021. The employee's permanent WRS eligible job should have a start date of June 21, 2021 and placed on a short work break.

- Summer job is not eligible for benefits on its own.

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](#)

Mass Job Update – 2021 Extend EJED Process

Reminder:

Lists of employees with EJEDs at the end of the academic year were emailed on February 24, 2021.

Replies to serviceoperations@uwss.wisconsin.edu are due on **Monday, April 19, 2021** indicating one of the following:

- ALL of the employees in the original February spreadsheet should have their EJEDs extended through this annual mass job update process. No spreadsheet needs to be submitted.
OR
- NONE, of the employees in the original February spreadsheet should have their EJEDs extended through this annual mass job update process. No spreadsheet needs to be submitted.
OR
- You have attached 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.

Mass Job Update – 2021 Extend EJED Process

Next Steps:

Weekend of May 1, 2021: UWSS extends EJEDs for employees marked **Y** using the Mass Job Update process.

May 1 – May 14, 2021: If additional EJEDs need extension, institution manually updates in HRS.

Weekend of May 15, 2021: Employees not extended will be terminated through normal EJED processing.

Comp Time Carryover

Reminder:

- Employees need to use comp time carryover by April 30, 2021.
- Unused carryover from 2020 must be paid out on the May A 2021 payroll.
- Due to the pandemic, comp time earned in 2019 which was unused as of April 30, 2020 is treated as though it was earned in calendar year 2020.

- Administrators need to enter the payouts in HRS. The process is not automated.
 - The Comp Time Leave Balance Report can be used to determine carryover balances [KB-45097](#)
 - Payout Instructions can be found in [KB-10197](#)

- Related Policies:
 - [UW System Administrative Policy 1277 \(formerly TC3\)](#)
 - [Madison Policy](#)

Questions?

