

Campus Call

May 25, 2021

Agenda

- Query for Immunization Form
- Follow Up – Telecommuting Form
- Single Payroll
- Healthcare FSAs & Dependent Day Care Accounts Changes
- COBRA Premium Subsidy
- Affordable Care Act (ACA) IRS Filing Errors

Query for Immunization Form

- UW_HR_IMMUNIZ_VACCINE form will be available in HRS on May 31, 2021
- Query will identify all active employees who have submitted the Immunization Form
 - Can run query by Business Unit and/or Dept ID
- Considerations:
 - If an employee submits more than one form, only the newest form will appear in the query
 - If an employee has multiple jobs, the query will list all empl rec for employees since they may be different departments
- Security Role – UW_UNV_HR_ADMINISTRATOR
 - Along with the query role of UW_UNV_HR_REPORTS or UW_UNV_HR_QUERY_NS

Follow Up – Telecommuting Form

- Campuses are required to use the telecommuting agreement form for any long-term telecommuting agreements made with employees
- Functionality is still being developed to have the Telecommuting Agreement Form upload to the ePersonnel File
- Telecommuting Agreement Form can be saved as a PDF
 - Once you view a specific Telecommuting Agreement form for an employee, you can Print page to “Save PDF”

Single Payroll

- Budgeting resources shared by UW-Madison have been added to the Single Payroll website
- 2021-2022 Annual and Academic Year payroll models have been added to the Single Payroll website
 - Pay Date models illustrate how earnings will be paid over the biweekly payroll schedule over the calendar year and each academic year
 - One annual pay date model for all institutions
 - Academic Year pay date model by institution
 - First and last paychecks may be prorated based on academic year workdays in the pay period (varies by institution)
 - This will need annual review by institutions and considerations made for general deductions such as parking deductions

Single Payroll

Academic Year Payroll Model AY 8/23/2021 – 5/22/2022

- Allows for employees to enter their academic salary
- First and last paychecks may be prorated based on academic year workdays in the pay period (varies by institution)
- For TSA, WDC and WRS additional contributions, we are strongly recommending employees use a percentage of pay contribution that will automatically adjust if pay fluctuates

9 Month Contract				
Academic Year:		8/23/2021 - 5/22/2022		
Academic salary:		\$ 54,000.00		
Biweekly Pay Period		Paid Days in Pay Period	Biweekly Pay	Pay Dates
08/15/2021 - 08/28/2021		5	\$ 1,384.62	9/9/2021
08/29/2021 - 09/11/2021		10	\$ 2,769.23	9/23/2021
09/12/2021 - 09/25/2021		10	\$ 2,769.23	10/7/2021
09/26/2021 - 10/09/2021		10	\$ 2,769.23	10/21/2021
10/10/2021 - 10/23/2021		10	\$ 2,769.23	11/4/2021
10/24/2021 - 11/06/2021		10	\$ 2,769.23	11/18/2021
11/07/2021 - 11/20/2021		10	\$ 2,769.23	12/2/2021
11/21/2021 - 12/04/2021		10	\$ 2,769.23	12/16/2021
12/05/2021 - 12/18/2021		10	\$ 2,769.23	12/30/2021
12/19/2021 - 01/01/2022		10	\$ 2,769.23	1/13/2022
01/02/2021 - 01/15/2022		10	\$ 2,769.23	1/27/2022
01/16/2022 - 01/29/2022		10	\$ 2,769.23	2/10/2022
01/30/2022 - 02/12/2022		10	\$ 2,769.23	2/24/2022
02/13/2022 - 02/26/2022		10	\$ 2,769.23	3/10/2022
02/27/2022 - 03/12/2022		10	\$ 2,769.23	3/24/2022
03/13/2022 - 03/26/2022		10	\$ 2,769.23	4/7/2022
03/27/2022 - 04/09/2022		10	\$ 2,769.23	4/21/2022
04/10/2022 - 04/23/2022		10	\$ 2,769.23	5/5/2022
04/24/2022 - 05/07/2022		10	\$ 2,769.23	5/19/2022
05/08/2022 - 05/21/2022		10	\$ 2,769.23	6/2/2022
05/22/2022 - 06/04/2022		0	\$ -	6/16/2022
		195	\$ 54,000.00	

Questions?



Healthcare FSAs & Dependent Day Care Accounts Changes

On May 12th, the Group Insurance Board (GIB) approved several changes to the healthcare FSAs and dependent day care account to provide some relief for participants due to the COVID-19 pandemic

Healthcare FSAs

- Increase annual carryover limit from up to \$550 to up to \$1,000 from plan year 2020 to plan year 2021 only
- Add personal protective equipment such as masks, hand sanitizer and sanitizing wipes as eligible expenses retroactive to January 1, 2021, for 2021 and beyond

Healthcare FSAs & Dependent Day Care Accounts Changes

Dependent Day Care Accounts

- Increase **age limit** for qualifying dependent child(ren) from under age 13 to under age 14
 - This change allows participants to claim reimbursement for 2021 claims for dependent child(ren) under age 14 from their carryover
 - This change does not create an enrollment opportunity
- Add an annual **carryover** of up to \$2,500 from plan year 2020 to plan year 2021 only
 - Carryover will be automatically applied mid-June

Healthcare FSAs & Dependent Day Care Accounts Changes

Dependent Day Care Accounts (continued)

- Increase annual **contribution limit** for 2021 only:
 - Up to \$10,500 for individuals or married couples filing jointly
 - Up to \$5,250 for married couples filing separately
- Allow a one-time opportunity from **June 1 – June 30** for current participants to **increase** their annual contributions (without a qualifying life event) for dependent day care (for 2021). Effective dates are as follows:
 - Changes submitted by employee **on/before June 1**: Effective June 1st
 - Changes submitted by employee **June 2 – June 30**: Effective July 1st
 - Changes submitted by employee **on/after July 1**: Denied

Healthcare FSAs & Dependent Day Care Accounts Changes

How should current participants initiate an increase to their annual contribution amount for dependent day care?

Submit the [Election Change Request Form](#) by **June 30, 2021**

What is the deadline for institutions to submit the change forms to UW-Shared Services or enter the changes in HRS?

- Institutions that do not complete their own entry in HRS:
Send all changes to UW-Shared Services, Service Operations **by end of day July 6, 2021***
- Institutions that complete their own entry in HRS:
Make all changes in HRS **by end of day July 7, 2021**

*Updated to allow UW-Shared Services processing time

Healthcare FSAs & Dependent Day Care Accounts Changes

How will these changes be communicated to affected participants?

Shortly following the GIB meeting, the below should occur:

- ConnectYourCare (CYC) has sent targeted emails to participants and update their website
- UW System HR has added language to the [FSA webpage](#)
- A portal article has been published

Please share these slides and/or portal article, as necessary, with anyone that helps to administer these plans at your institution

Contact UW System Human Resources at uwshr@uwsa.edu with questions

Questions?



COBRA Premium Subsidy

On March 10th, the IRS passed the American Rescue Plan Act of 2021 (ARP)

This Act includes a **temporary** COBRA premium subsidy provision that applies to UW System employees:

- who were (or will be) involuntarily terminated or
- who had (or will have) a reduction in hours that resulted in a loss of benefits eligibility

What plans does the temporary COBRA premium subsidy apply to?

- State Group Health Insurance (including Uniform Dental)
- Supplemental Dental Insurance and Vision Insurance

What is the temporary COBRA premium subsidy amount?

The Act requires the UW System to pay **100%** of the COBRA premium for eligible employees

COBRA Premium Subsidy

What is the timeframe for the temporary COBRA premium subsidy?

If an eligible individual elects COBRA, the UW System is responsible for 100% of the COBRA premium April 1, 2021, through September 30, 2021

Are employees that were involuntarily terminated or had a reduction of hours several months ago eligible?

Yes. Employees that were involuntarily terminated or had a reduction in hours back to November 1, 2019, may be eligible for the temporary COBRA subsidy

Are employees that are involuntarily terminated or have a reduction of hours after April 1, 2021, to September 1, 2021, eligible?

Yes. They may be eligible for the temporary COBRA subsidy

COBRA Premium Subsidy

How will past and future terminated employees be notified of the temporary COBRA subsidy?

Employees who had a COBRA event (termination or reduction in hours) November 1, 2019, to mid May 2021:

- These employees received their initial/system generated COBRA notice shortly after their COBRA event
- For the COBRA premium subsidy, the ARP Act requires the UW System to issue notification of the COBRA premium subsidy by May 31st. UW System will send notification by U.S. Mail the week of May 24th

Employees who will have a COBRA event (termination or reduction in hours **after** mid May 2021 to September 1, 2021):

- These employees will receive their initial/system generated COBRA notice after their COBRA event
- Shortly after the initial notice is sent, they will receive notice of the COBRA premium subsidy

COBRA Premium Subsidy

Who received notification of the temporary premium subsidy?

Terminated employees or employees who had a reduction in hours

- All employees who terminated or had a reduction in hours regardless of the action/reason entered in HRS received or will receive a notice. If an employee applies for the premium subsidy, an individual eligibility determination will be made
- UW-Shared Services, Service Operations may reach out to designated contacts at each institution if clarification on a termination or reduction in hours is needed. The request will be for additional information on the reason for termination or reduction in hours, not for the institution representative to determine if the employee is eligible for the premium subsidy

COBRA Premium Subsidy

Who received notification of the temporary premium subsidy (continued)?

Laid off employees who are using sick leave credits to pay for health insurance

- If a laid off employee chooses to elect COBRA coverage to receive the premium subsidy and they forgo the use of using their sick leave credits to pay for coverage, they are ineligible to use their sick leave later unless they reinstate employment with the State within the reinstatement period **or** have 20 years of State service and are eligible to preserve their sick leave
- Employees who opted to convert sick leave at the time of layoff would have the option of COBRA enrollment during the extended election period will be made aware upon applying for the premium subsidy of the potential loss of ability to convert any remaining sick leave beyond the subsidy period

COBRA Premium Subsidy

Does this temporary COBRA premium subsidy provision extend the amount of time an individual may be eligible for COBRA?

No. For example, if an employee has already been on COBRA for 16 months as of March 31, 2021, they would only be eligible for 2 months of the COBRA subsidy

How can we find out what information was sent?

The documents and forms employees received are linked below.

- [Cover Letter](#) (customized with employee specific information)
- [Notice](#)
- [Request for Treatment as an Assistance Eligible Individual \(ET-2314\)](#)
- [Participant Notification to Former Employer of Other Health Plan Coverage \(UWS 92\)](#)

COBRA Premium Subsidy

Will eligible employees be required to periodically certify their continued eligibility?

Yes. Periodically a certification form will be sent to the employee to ask them to verify they remain eligible to receive the premium subsidy

Will eligible employees be notified of when their premium assistance ends?

Yes. 45-15 days before the premium assistance is due to end the employee will be notified

Who should employees contact with questions?

All employee questions should be directed to UW-Shared Services, Service Operations at benefits@uwss.wisconsin.edu or (888) 298-0141

Who should institution administrators contact with questions?

UW System HR at uwshr@uwsa.edu

Questions?



Affordable Care Act (ACA) IRS Filing Errors

Annually, the IRS requires employers to file information about employee's eligible for health care under the Affordable Care Act (ACA). This information includes an employee's full name and social security number (SSN)

The IRS confirmed receipt of our ACA filing; however, there were **156** employees that appeared on the filing with a full name and/or SSN that differs from IRS records

Action Required: Each institution should work directly with affected employees to obtain a new **paper W-4 Form (via U.S. mail)**. The new W-4 Form should then be compared to the employee's full name and SSN as it appears in HRS

Affordable Care Act (ACA) IRS Filing Errors

What is the purpose of obtaining a new W-4 Form?

If any information is updated (name/SSN), the UW System must submit a revised ACA filing to the IRS. This review will help to ensure the information is accurate for required reporting going forward

What if the employee does not return a new W-4 Form?

Document the effort to obtain a new Form W-4. No further action is necessary. The employee should **not** be contacted more than once

What if the employee's name and SSN on the new Form W-4 are the same as they appear in HRS?

Update the withholdings (if necessary) then file the form in the employee's file. No further action is necessary



Affordable Care Act (ACA) IRS Filing Errors

What if the employee's name and/or SSN on the new W-4 Form differ from HRS?

- To correct **name**, contact UW-Shared Services, Service Operations.
- To correct **SSN**, do so in HRS, then:
 - Submit a ticket to UW-Shared Services, Service Operations
 - Complete the ETF Employee Identification Correction/Change Form (ET-2810). *Agent signature should be left blank*
 - Submit the ETF Form and a copy of the new W-4 to UW-Shared Services, Service Operations (**via fax**; referencing ticket number)

Affordable Care Act (ACA) IRS Filing Errors

Next Steps

UW System Human Resources:

Send the report that lists the IRS errors to the affected institutions with a template letter to send to employees that explains the reason for the request for a new W-4

Institutions:

Send the letter and a blank W-4 Form to affected employees (via U.S. mail) **by June 25th**. If necessary, work with UW-Shared Services, Service Operations to update the information in HRS

Contact UW System Human Resources at uwshr@uwsa.edu with questions

Questions?

