

# Institution Administrator Call

August 19, 2021

# Agenda

- University Insurance Association (UIA) Life Insurance 2022 Plan Year Threshold Update
- Rehired Annuitant Form
- ABE Workshop – Save the Date
- Mandatory Employee Training – Sexual Harassment (Title IX)
- C-Basis Job Updates
- Academic Year Split

# University Insurance Association (UIA) Life Insurance 2022 Plan Year Threshold Update

The annual salary threshold for the UIA Life Insurance Plan has been updated for the 2022 plan year (January 1 – December 31, 2022)

2022 Plan Year	2021 Plan Year
\$2,896.00	\$2,822.00

## *Reminders:*

- *Plan Year is changing from September 30 to December 31 beginning January 1, 2022. Employees currently enrolled in UIA will have coverage through December 31, 2021.*
- *2022 plan year processing information will be provided in October*

UIA web page: [www.wisconsin.edu/ohrwd/benefits/life/uia/](http://www.wisconsin.edu/ohrwd/benefits/life/uia/)

# Rehired Annuitant Form

- Use the most current Rehired Annuitant Form (ET-2319) (revised 7/23/2021)
- Any older version of the form received by UW-Shared Services will be rejected. An updated version of the form will need to be completed and resubmitted.

# Rehired Annuitant Form

## Process:

- **Institution:** Complete the Employer section. Verify the information in the Employer section matches what will be or is in HRS.
- **Employee:** Must complete the Employee section and box 1 or box 2, sign, date, return to human resources office within 7 days of returning to work
- **Institution:** For timely processing, fax the form (do not mail) to UW-Shared Services at (608) 890-2194
- **UW-Shared Services:** Reviews and corrects (if needed) the form, signs as WRS agent, submits to ETF, and keeps a finalized version. *Note: Institution HR office or Benefits Administrator is not a WRS agent*

# Rehired Annuitant Form

- **Reminders:**
  - For employees who elect to actively participate in WRS:
    - **Institutions\*:** Enter benefit elections in HRS after confirmation of the effective date is received from UW-Shared Services. Also, on UW Benefits tab (Job Data), leave rehire annuitant as “No WRS” until confirmation is received.
      - \*If using Benefits Service Delivery for application data entry, UW-Shared Services will complete the data entry
    - **Receipt Date at ETF:** The Rehired Annuitant Form receipt date at ETF determines the WRS effective date and all insurance benefits. The employer and employee sections must be complete and the form must be signed by a WRS agent.
- **Resources:**
  - HR & Benefits Administrators: [www.wisconsin.edu/ohrwd/admin/benefits/rehired-annuitant/](http://www.wisconsin.edu/ohrwd/admin/benefits/rehired-annuitant/)
  - Employees: [www.wisconsin.edu/ohrwd/benefits/life-events/empcha/ra/](http://www.wisconsin.edu/ohrwd/benefits/life-events/empcha/ra/)

# ABE Workshop – Save the Date

- ETF It's Your Choice (IYC) Kickoff
  - Thursday, September 16, 2021, 9am – 12pm
  - <https://attendee.gotowebinar.com/register/8705767457678258955>
- UW System ABE Workshop
  - Monday, September 20, 2021
  - Plan updates and policy changes: 10am – 12pm
  - System Improvements and Processing Timelines: 1pm – 2:30pm

# Mandatory Employee Training – Sexual Harassment (Title IX)

- Course will be restarting soon!
- Link to the course will be in the Mandatory Training tile of MyUW Portal the morning of Tuesday, August 24, 2021
- Notifications to employees will start again on Tuesday, August 24, 2021
- Notifications will go to:
  - All employees identified as incomplete who did not have a full 30 days to complete the course prior to the course being shut down
  - All new employees hired since course was shut down
  - All current employees required to retrain based on their last completion date (three years)
- All notifications being sent will restart the 30-day requirement window to complete the course (30 days from the notification date)



# C-Basis Job Updates

## Weekend of August 20-22, 2021

- UW-Shared Services will insert job rows in HRS with an effective date equal to the begin date of each institution's academic year for C-basis staff for the following:
  - Return from Short Work Break (RBK)
  - C-Basis Encumbrance
  - C-Basis Rate changes from CAT (pulled from CAT in mid-May)

# C-Basis Job Updates

- UW-Shared Services will provide institutions with a report of C-basis rates that loaded from the CAT the week of August 23, 2021
  - Includes list of all C-basis rates that were loaded
  - Includes list of increases not loaded (ex. Position number mismatches, future transfers, rehires)
- Institutions process their own corrections or submit corrections to [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

# Academic Year Calendar Split Defined

## Background:

- Academic Year consists of 39 weeks (195 working days)
- Fall Semester will include 98 working days
- Spring Semester will include 97 working days

## Recommended Best Practice:

- Contract should be written to include total salary for contract period and FTE
- Annual C-Basis rate should be excluded from contract verbiage

# Semester Calendar Split Calculation

Calculation of Comp Rate for Single Semester Full-Time Appointments:

- $(\text{Semester Salary} / \text{Number of Days in Semester}) \times 195$

Examples:

Fall Contract Salary = \$50,000

- $(50000/98) \times 195$
- Comp Rate = 99,490 \*

Spring Contract Salary = \$50,000

- $(50000/97) \times 195$
- Comp Rate = 100,516 \*

\*Compensation Rate to be entered in Job Data with 9B Frequency

# Semester Calendar Split Calculation

Calculation of Comp Rate for Single Semester Part-Time Appointments:

- $(\text{Semester Salary} / \text{FTE}) / \text{Number of Days in Semester} \times 195$

Examples:

Fall Contract Salary = \$7,500 (.25 FTE)

- $(7500 / .25) / 98 \times 195$
- Comp Rate = 59,694 \*

Spring Contract Salary = \$7,500 (.25 FTE)

- $(7500 / .25) / 97 \times 195$
- Comp Rate = 60,310 \*

\*Compensation Rate to be entered in Job Data with 9B Frequency

# Campus Collaboration & Discussion

- For questions or discussion topics email [uwss-svc.CampusCallSlides@uwss.wisconsin.edu](mailto:uwss-svc.CampusCallSlides@uwss.wisconsin.edu)

# Questions?

