

Institution Administrator Call

September 16, 2021

Agenda

- Benefits Billing and Prepay Updates
- ETF System Updates
- Annual Sick Leave Reduction
- New 403(b) Salary Reduction Agreement Form

Benefits Billing and Prepay Updates

- Effective 9/27/21, Benefits Billing enrollment reason of “Summer Prepay” will be updated to be named “Short Work Break”
- Effective 9/27/21, Prepay enrollment reason of “May Multiple” will be updated to be named “Short Work Break”
- Benefits Billing statements and delinquency notices have been updated with a new layout
- Benefits Billing reprint statements process has changed slightly due to the new statements update
 - KB16459 has been updated to reflect the new process steps
 - [Printing a Manual Benefits Billing Invoice in HRS \(wisconsin.edu\)](#)

ETF Benefit System Updates

- ETF has changed processes for name updates in relation to benefits
- When a spouse/dependent was currently enrolled in the system with a different name (shortened first name, middle initial vs no middle initial, maiden name, etc.), we will now need to provide a form of ID to have this updated
 - ETF's system will not allow us to enroll in benefits until the name is fixed within myETF benefits and all other systems that myETF benefits compares to

ETF Importance of Modify a Person Gender Entry in HRS

- Gender needs to be populated in HRS prior to WRS enrollment and benefit enrollment
 - When unknown, gender interfaces over to ETF's WRS system and benefit system as female
 - Causes issues with WRS enrollment and a delay in benefit enrollment
 - In order to get a male employee updated from female after this occurs, we will need to collect a form of ID and submit to ETF to update all systems
 - [Gender Correction Process \(wisconsin.edu\)](http://wisconsin.edu)
- To avoid delay we need to ensure that gender is populated prior to any enrollments in HRS

Annual Sick Leave Reduction

Overview:

- Exempt Faculty, Academic Staff, and Limited Appointees (FA/AS/LI) are required to submit a leave report on all leave eligible appointments each month
- Required whether leave was taken or not taken
- Non-exempt Academic Staff submit biweekly timesheets in order to be paid which also meets the leave reporting obligation
- For FA/AS/LI the leave year is a fiscal year
 - All summer pay basis jobs are reported together and considered part of the new fiscal year
 - Example: All Summer 2020 appointments are considered FY 2021
- September 30, 2021 is the final deadline for all FY 2021 (July 2020 – June 2021) leave reports to be submitted

Annual Sick Leave Reduction

- Employees who fail to complete their reporting are not permitted to accrue sick leave for that fiscal year in an amount exceeding the cap established by Wis. Stat. [40.05\(4\)\(bp\)1](#)
 - 8.5 days for annual basis
 - 6.4 days for academic basis
- The cap is prorated based on FTE/hours worked
- There isn't a proration based on how many reports are missing
 - One missing report results in the same reduction as multiple missing reports
- Reports are considered missing until supervisors have approved
- Furlough days do not satisfy the leave reporting requirement

Annual Sick Leave Reduction

- Employees are required to:
 - Enter leave on or before it is taken
 - Submit a no leave take at the end of the month when that occurs
- Employees can submit leave or check on the status of their reports at any time in the MyUW portal
- Every 2 weeks, UW-Shared Services sends missing leave report reminders to employees and outstanding approval reminders to supervisors

Annual Sick Leave Reduction

Timeline:

- June 30: FY 2021 leave reports were due
- July 1 - September 30: Late leave reporting is allowed to prevent reduction
- September 22: Final employee reminder to submit missing reports
- September 30: Final day employees can submit FY 2021 leave reports
- October 4: Regular biweekly approver reminder, includes FY 2021 and current fiscal year
- October 11: Final, targeted ad-hoc approver reminder, includes only FY 2021
- October 14: Sick leave reduction finalized with 10A payroll confirm
- October 15: Employees notified via email of the sick leave reduction and the process for requesting a formal review
- October 18: Regular biweekly approver reminder, current fiscal year only
- November 15: Final day employees can submit request to review sick leave reduction

Annual Sick Leave Reduction

Review Process:

- The Sick Leave Reduction notice email sent to employees on October 15, 2021, will include instructions as well as links to the Request to Review Sick Leave Reduction form and how to contact their leave administrator
- Employees at institutions who participate in centralized payroll service delivery will be instructed to return forms directly to UW-Shared Services
- All other institutions should receive the forms, complete Section 4: Institution Leave Administrator and forward to serviceoperations@uwss.wisconsin.edu
- UW-Shared Services and UW System HR will review and communicate the final decision to the Leave Administrator within 60 days of the original request

Annual Sick Leave Reduction

References:

- [UW System Administrative Policy 1212: Sick Leave](#)
 - Section 4.G.3: Reduction of Sick Leave Accrual for Failing to Report Leave Usage – Faculty, Academic Staff, and Limited Appointees Only
 - Section 4.G.7: Submitting Leave Used – Faculty, Academic Staff, and Limited Appointees
- [UW-Madison Sick Leave Policy](#)
 - Section VIII: Reduction of Sick Leave Accrual for Failing to Report Leave Usage – Faculty, Academic Staff, and Limited Appointees Only
 - Section XI: Submitting Leave Used – Faculty, Academic Staff, and Limited Appointees
- [FA/AS/LI Sick Leave Reduction Report in HRS](#)
- [Time and Absence Help Resources](#)

Annual Sick Leave Reduction

- Communications
 - Portal article reminders:
 - Posted June 18, 2021: Submit Leave Reports by June 30, 2021 (archived)
 - Posted September 8, 2021: [Submit Leave Reports by September 30, 2021, to Avoid Sick Leave Reduction](#)
- We encourage you to link to the portal articles in your campus newsletters or in reminder emails you may send

Questions?



New 403(b) Salary Reduction Agreement Form

- A new electronic 403(b) salary reduction agreement form will be available for employee use starting Monday, September 27
 - SRA Landing page has a link to Savings Plan Self Service Update page
 - Should reduce need for any paper SRA forms
 - Employee will choose exact paycheck date for the effective date of change
- Form will route to UW-Madison, UW-Milwaukee, or UW-Shared Services for entry based on employee's business unit
 - Once form is routed, campus will process the change and approve the form
 - Approving the form will let the employee know the change has been updated and entered in HRS
 - An approved form will be saved as a PDF in eBenefits file each night
- A tipsheet will be available for employees prior to September 27

New Salary Reduction Agreement Form

Demonstration