

# Institution Administrator Call

October 14, 2021

# Agenda

- Sick Leave Policy Updates
- COBRA Eligibility Training
- New States Withholding
- Benefits Billing Statements Cypress Retention Update
- Telework Form – New Query
- Furlough Processing Ending
- Benefit Enrollment Changes after ABE
- ABE Appeal and Rescind Process
- Open Enrollment Appeal Demo

# Sick Leave Policy Updates

- [UW System Administrative Policy 1212 \(formerly BN 3\) Sick Leave](#)
  - Section 4.G.(3)e. New section
    - **Add section e:** If an employee terminates or retires and meets the eligibility requirements to have their accrued sick leave certified with the Department of Employee Trust Funds (ETF) under the Sick Leave Credit Conversion Program they must submit all missing leave reports on or before the effective date of their termination or retirement. If the employee has missing leave reports from the fiscal year in which they terminate or retire and the missing leave reports are not submitted as of the effective date of their termination or retirement, their sick leave will be reduced as outlined in section 4.G.(3)a. of this policy before their sick leave is certified with ETF.
    - **Reason for change:** Allows sick leave to be certified with ETF timely
    - **Communication needed:** Institutions will need to update their separation letters to include this information

# Sick Leave Policy Updates

- UW System Administrative Policy 1212 (formerly BN 3) Sick Leave
  - Section 4.B.(2)a.x. New section
    - **Add section x:** If an employee is laid off during the 18-month initial entitlement period, the entire amount of the Initial Entitlement will not be available for use to pay for health insurance premiums after lay off. The number of sick leave hours available for conversion will be equivalent to what the employee would have earned if not in the Initial Entitlement period.
    - **Reason for change:** Policy is currently silent. During the layoffs that occurred summer of 2020 this caused questions and concern about inequity between university staff and FA/AS/LI who are laid off. Also, caused employee frustration. There was an employee who was in their IE period, was laid off, received the full 176 hours to pay for health insurance, was subsequently hired into a state position before using all hours to pay for health insurance and only received a pro-rated amount to transfer as addressed in section 4.B.(2)a.ix.
    - **Communication needed:** Institutions will need to update their layoff letters if/when needed

# Sick Leave Policy Updates

- [UW System Administrative Policy 1200-Interim 10 Sick Leave for Care of Minor Children](#)
  - Interim policy is effective as of September 30, 2021
  - Interim policy temporarily amends [UW System Administrative Policy 1212, Sick Leave](#), to specifically authorize the use of sick leave to care for a minor child whose school or daycare has been closed due to COVID-19 or where a minor child has been required to quarantine as a result of COVID-19 exposure
  - In UW System Administrative Policy 1212, *Sick Leave*, Section 4(C) has been amended to reflect this change

# COBRA Eligibility Training

- ETF released a training video on COBRA
  - Helpful information for human resources and benefits administrators to understand COBRA
    - Description: Understanding COBRA—the Consolidated Omnibus Budget Reconciliation Act—can be tricky. Is an employee offered continuation for 18 months or 36 months? What are a beneficiary’s responsibilities? A new training video from ETF answers these questions and provides additional information on qualifying events, employee and employer responsibilities, and timelines.
    - Recommended for all human resources and benefit administrators who may counsel employees on their benefits
    - [COBRA Eligibility Training video \(8:32\)](#)
- Note: None of the UW System processes for COBRA administration are changing

# Questions?



# New States Withholding

- Beginning January 1, 2022, UW System will begin withholding for:
  - Massachusetts
  - North Carolina
  - Virginia
- This affects employees working at an approved remote work location in one of these states as a part of a telecommuting agreement
- More details to come



# Benefits Billing Statements Cypress Retention Update

- Benefits Billing statements will now be available in Cypress for only 1 month due to the recent changes
- If a copy of an older statement is needed, and no longer available in Cypress, UW-Shared Services will have a copy on file

# Telework Form – New Query

- UW\_HR\_SYS\_TWA\_APPROVERS query is now available in Query Viewer
  - This query was created for monitoring UW System (except UW-Madison) Telework Agreement approvals and form statuses
  - Query results include pending approval level as well as the name of approvers needing to take action
- Security role = UW\_UNV\_HR\_REPORTS or UW\_UNV\_HR\_QUERY\_NS
- [Running the Telework Agreement Query in HRS \(wisconsin.edu\)](#)

# Furlough Processing Ending

- Process that loads FURLM entries from the timesheet to payroll for FAASLI exempt employees is still running
  - Is currently only picking up low volumes of retroactive furlough changes and current entries being made
- Process will stop being run after the 2021BW12B payroll
  - Complete any furlough recon necessary for these types of entries (FURLM) by the 12B payroll
  - Make all FURLM entries/adjustments needed on the timesheet by the 12B payroll
  - Any adjustments needed to employee furlough after 12B will need to be submitted as a payline request
- If needed, UW System policy does allow for furloughs through June 30, 2022

# Benefit Enrollment Changes After ABE

- New Hire (October 23 – December 31, 2021)
  - Health/Dental/Vision
    - Employees can complete self-service New Hire event
    - If plan changes are needed for January 1, 2022:
      - Submit paper application for 1/1/2022 change within 30 days of the hire
      - Not considered an appeal
  - FSA/HSA
    - Employees can complete self-service New Hire event
    - If they wish to elect FSA/HSA for January 1, 2022:
      - Submit paper application for 1/1/21 enrollment within 30 days of the hire
      - Not considered an appeal
    - Note – a common issue is employees choose a large annual election during their New Hire thinking it is for 2022
- Life Events (October 23 – December 31, 2021)
  - If an employee has a birth, marriage, death, loss of coverage, etc. for health benefits:
    - Employee must submit two applications: one for current life change(s) and a second to carry the changes forward to the 1/1/21 election
      - Not considered an appeal

# 2022 ABE Appeal and Rescind

- Appeal and Rescind electronic process has been updated for ABE 2022
  - Open Enrollment Appeal form will be available in the portal on Monday, October 25
    - Employees will click on Benefit Details and it will be in the left navigation bar
  - Campus Benefit Administrator will get a notice once form is received, and will need to review for accuracy, provide an employer statement, and submit to UW-Shared Services
- Tipsheet will be available:
  - [uwservice.wisconsin.edu/help/benefits/](https://uwservice.wisconsin.edu/help/benefits/)
  - [uwservice.wisconsin.edu/administration/abe#resources](https://uwservice.wisconsin.edu/administration/abe#resources)
- All entry and employee communications of completed Appeals and Rescissions will be done by UW-Shared Services

# 2022 ABE – Rescind Election

- To rescind ABE elections, employees must complete the Open Enrollment Appeal form by close of business on December 31, 2021
  - Coverage in effect as of December 31, 2021 will be reinstated

# 2022 ABE - Appeals

- The ABE Appeals process differs based on which benefit(s) are being appealed. Employees must complete the Open Enrollment Appeal form by the following deadline:
  - FSA Appeals – January 31, 2022
  - Dental (Preventive, Select, Select Plus), Vision and Accident Insurance Appeals – February 28, 2022
  - State Group Health, Health Opt-Out Incentive, Uniform Dental and HSA Appeals – April 15, 2022
  - Parking and Transit Appeals – No Deadline
- Reasons an employee may file an appeal:
  - To enroll in or change plans or plan designs
  - To change from single to family or family to single coverage
  - To add or remove a dependent
- Note:
  - No action during ABE is not a basis for an appeal
  - Submitting an appeal does not guarantee approval
  - Effective dates for approved appeals will vary upon receipt of appeal or plan type

# Questions?





# Open Enrollment Appeal Demo