

Institution Administrator Call

October 28, 2021

Agenda

- I-9 COVID-19 Flexibilities
- University Insurance Association (UIA) Life Insurance
- HR Resources for Employee Benefits
- Changes in HRS Effective November 7, 2021
- New Bonus Earnings Codes Added for TTC
- Incorrect GL account assigned to FA/AS/LI Retirement Deductions
- HRS Administrator Calendar Changes
- Self-ID Email Campaign
- Update to Absence Query
- Institution Administrator Call Schedule for November

COVID-19 Flexibilities Related to I-9

- The flexibilities are in place until December 31, 2021.
- The flexibilities allow for remote electronic verification of underlying I-9 supporting documents.
- The best practice is to reverify any remotely verified documents in person as soon as practicable, including when the worker travels to the workplace for a meeting or conference.
- This is a COVID flexibility and not a long-term solution for remote workers.
 - I-9 verification is not necessary for workers outside the United States.
 - For workers working remotely in the United States, after the COVID flexibilities are rescinded, an I-9 agent in that worker's local area should be used.

University Insurance Association (UIA) Life Insurance

- University Insurance Association (UIA) Life Insurance Eligibility:
 - Faculty / Academic Staff / Limited Appointees (FA/AS/LI)
 - Actively employed on January 1, 2021 of the deduction year
 - Meet the minimum monthly salary threshold – for 2022 plan year the threshold is \$2,896 per month
 - Lump Sum, Ad Hoc (Zero Dollar) and inactive appointments (summer service/session) are not factored into the monthly salary.
- Eligibility is reviewed annually.
- Premium deduction will be on the December A biweekly payroll – paid December 16, 2021.

University Insurance Association (UIA) Life Insurance

- Communications:
 - Employees who have coverage and do not qualify for the 2022 plan year will be sent conversion information.
 - Employees on LOA that meet the annual qualifications will be sent a Benefits Billing Statement.
 - Employees who have not paid by March 1st (received by) will have coverage terminated as of December 31, 2021.
 - Employees who retire will be sent continuation information through the COBRA process.
 - Employees who terminate will be sent conversion information through the COBRA process.
 - Portal article October 25, 2021
 - Inform employees that plan year and timing of premium deduction is changing. Premium deduction will occur on December 16, 2021 paycheck instead of from October pay.
 - Portal article December 6, 2021
 - Inform employees the premium deduction will occur on December 16, 2021 paycheck.

University Insurance Association (UIA) Life Insurance

UW System HR Responsibilities:

- Send Benefits Billing Statements directly to eligible employees on approved LOA, along with February reminder.
 - A list of affected employees will be provided to institutions at the time the statements are mailed to employees.
 - Payments must be received by March 1, 2022.

UW-Shared Services, Service Operations Responsibilities:

- Send out conversion email and list of ineligible employees to institutions in advance of email to employees.
- Send out conversion emails to employees who do not qualify for the 2022 plan year no later than December 3, 2021.
- Receive Benefits Billing Payments
 - Payments received after March 1, 2022 will be returned to the employee.
- Enter Benefits Billing and update HRS to reflect the Benefits Billing Payment.

University Insurance Association (UIA) Life Insurance

- UIA process will be run November 26, 2021.
- UIA events created effective January 1, 2022.
 - Only employees whose eligibility has changed will get an event:
 - Eligible Empl Classes: FA, AS, LI, OT1
 - Excluded: Lump Sum or FTE equal to 0.000250
 - Eligibility Field 5 will be updated with a Y or N.
- Process events identified on the New Hire Hold, MSC Evaluation Report and the BAS Open Action Required by Wednesday, November 24, 2021 to ensure successful UIA event finalization.

University Insurance Association (UIA) Life Insurance

Change in Plan Year End

- Plan Year will change from September 30th to December 31st.

- No change in \$24 annual premium.
- Employees enrolled in coverage who terminate from October 1, 2020 through December 31, 2021 will have coverage through December 21, 2021.
- Employees enrolled in coverage who terminate after December 31, 2021, coverage will end the December 31st, following their last day of employment.
- For questions or concerns, contact UW System HR: uwshr@uwsa.edu.

Questions?



HR Resources for Employee Benefits

- 2022 Benefits Brochure (**new resource**)
 - One page **brochure** to be used during the recruitment process for faculty, academic staff, limited appointees, and university staff. Provides a list of benefits available to employees, if eligible.



Work. Thrive. Belong.

UW System Employee Benefits

Employees of the UW System have the opportunity to work and thrive in a dynamic and innovative network of institutions with colleagues whose contributions are vital to the success of public higher education in the great state of Wisconsin. The UW System offers an excellent benefits package to meet the diverse needs of our employees. Most employees eligible for the Wisconsin Retirement System Benefits Package are eligible for the following benefits:

HEALTH INSURANCE

Choice of Medical Plan Designs
(including a high deductible health plan option)
Prescription Benefits
Opt-Out Incentive (if eligible)

SPENDING & SAVINGS ACCOUNTS

Health Care Flexible Spending Account (FSA)
Dependent Care Flexible Spending Account (FSA)
Health Savings Account (HSA) with an employer contribution (if eligible)
Parking & Transit Accounts

DENTAL & VISION INSURANCE

HR Resources for Employee Benefits

- 2022 Benefits Brochure (**new resource - continued**)
 - Sample text to incorporate the **brochure** into your recruiting materials:

COMPENSATION AND BENEFITS

Well-qualified candidates can expect (a starting annual salary within a range of \$x – \$x,) (a salary) commensurate with the candidate’s education, related experience, and qualifications.

UW System employees receive an excellent benefits package. To learn more about the benefits package, review the [UW System Employee Benefits Brochure](#).

- Location: [Employee Benefits page](#) (*published*)
- The sample posting text will be in the Job Posting Description library in TAM after the HRS bundle scheduled for Monday, November 1, under Compensation and Benefits.

HR Resources for Employee Benefits

2022 Benefits Quick Guides (**new look**)

- The **quick guides** should be used during the recruitment process when additional information on the benefits package is requested, or early in the new hire process. Guides provide a high-level overview of the benefits package and are one to four pages in length depending on employment category.
 - Faculty, Academic Staff, and Limited Appointees
 - University Staff
 - Graduate Assistants, Employees in Training, Fellows, Scholars, and Short-term Academic Staff
 - Crafts Workers
 - Non-benefits Eligible
- Work, thrive, belong theme incorporated.

HR Resources for Employee Benefits

- 2022 Benefits Quick Guides (new look - continued)



Work. Thrive. Belong.

UW System Employee Benefits Quick Guide

FOR FACULTY, ACADEMIC STAFF AND LIMITED APPOINTEES (IN WRS)

This guide highlights your benefits package. Resources and links are provided at the end of this guide.

Health Insurance (includes pharmacy benefits; Uniform Dental is optional)

If you are eligible for the Wisconsin Retirement System (WRS) benefits package, you are eligible for the State Group Health Insurance Program with or without Uniform Dental. You are eligible for the full employer contribution to the premium if your employment remains at or above 50%. If you work less than 50%, you pay 50% of the total premium.

The High Deductible Health Plan (HDHP) includes a Health Savings Account (HSA) with an employer contribution (up to \$750 single or \$1,500 family). The Access Plans provide out-of-network coverage.

- Location: [General Employee Information page](#) (*published*)

HR Resources for Employee Benefits

2022 Benefits Summaries (**new look**)

- The **summaries** should be used during the new hire process only. The summaries provide a more thorough overview of the benefits package than the quick guides. They are 16-19 pages in length depending on employment category.
 - Faculty, Academic Staff, and Limited Appointees
 - University Staff
 - Graduate Assistants, Employees in Training, Fellows, Scholars, and Short-term Academic Staff
 - Executives
- Work, thrive, belong theme incorporated.

HR Resources for Employee Benefits

- 2022 Benefits Summaries (new look - continued)



Work. Thrive. Belong.

Table of Contents

Benefits Enrollment and Effective Dates	4
How to Enroll.....	4
State Group Health Insurance	5
State Group Health Insurance – Plan Design Comparison.....	6
Dental Insurance	7

- Location: [General Employee Information page](#) (coming soon)

Changes in HRS Effective November 7, 2021

- Job codes will be changing for all UW employees effective November 7, 2021. If you are utilizing a secondary system that pulls job codes, the queries will need to be updated with the [new job codes](#).
- Some job codes may have six characters instead of five. If there are six characters, this is used to distinguish someone with grand parented benefits. To capture the full job code, your system needs to accept up to six characters in the Job Code field.
- The Working Title field will also be updated as part of the mass update process. If no Working Title is specified, it will be pulled in from the Position.
- HRS job titles will be displayed in mixed case and no longer in CAPS.

HRS Activity

- Mass uploads and manual updates of employee information are continuing through October/early November
- HRS action reasons for the job code changes:
 - Position Change-TTC Title Change
 - Data Change-TTC Title Change (No Position)
- Known updates needed:
 - Revert jobs that are non-exempt **due to threshold** back to non-exempt (e.g. Project Assistants)
 - Raise to Minimum pay increases

HRS Activity Continued

- Jobs that have an EJED prior to November 7, 2021 are not being updated with a new job code because their job is set to end before TTC go-live
 - If/When the job is extended, manual intervention is needed to add a new job code with an effective date of November 7, 2021
- Employees moving to non-exempt will have their position updated to hourly (H) comp frequency and employees moving to exempt will have their position updated to biweekly (B) or academic (9B) comp frequency.

New Hires

- If an employee is hired with an effective date prior to November 7, 2021, a legacy job code will be used. A November 7, 2021 effective dated row on Position Data/Job Data to update to the new job code should be entered immediately so information is correct when letters are created to be sent to employees.

Working Title/Business Title

- Information from the Title field on Position was updated in the Position Description field on Job Data, resulting in that title appearing on the Work Location tab in HRS
- When the Title field on Position is updated (left screenshot), it also updates the Working Title field on Job Data (right screenshot)

*Business Unit UW Madison
Job Code DEI Student Svcs Dir (Inst)
*Reg/Temp
*Regular Shift
Title

Work Location Details ?

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Active

*Action

*Reason

*Job Indicator

Position Number Director, PEOPLE

Working Title/Business Title

The Job Location (second tab) should always be used to confirm what the job code is for the position.

- Not reviewing/confirming this information results in employees being in the wrong title if Position Data does not flow to Job Data.
- Employees may contact HR because their Working Title is out of date, has typos, etc.
- Campuses can update working title.
 - [Changing Working Title on Job Data in HRS \(KB 18380\)](#)
 - Limited to 30 characters

Possible HR Action for FLSA Changes – Timesheet

If campuses want to adjust an employee(s) schedule (timesheet) as a result of their FLSA status being changed:

- Updates can be done manually at the campus
- UWSS can mass upload a list of employees with their new schedules to be effective as of '07-NOV-2021',
 - Send request for an upload template to serviceoperations@uwss.wisconsin.edu

The Sixth Character (A,U,X)

- Some job codes have a sixth character to address employees who are mapped to a job code with a different employee category designation.
- TTC aligned duties to a single job. Market data and employee category are tied to the job.

(e.g. Accountant = FN001= Exempt= Academic Staff)

- This title is exempt, so the Standard Job Description (SJD)/job code are assigned to academic staff benefits.
- Employees who mapped to this title but are currently University Staff need to stay University Staff (FN001U), therefore a qualifier needed to be added to the job code.

The Sixth Character (A,U,X)

- A – allows Academic Staff (AS) who are mapped to a non-exempt SJD University Staff - US) to continue with AS vacation
- U – allows US who are mapped to an AS SJD (exempt) to continue their US exempt vacation
- X – allows US who currently have US exempt vacation and are mapped to non-exempt SJD (US) to continue to US exempt vacation

JOBKEY	Current Empl Class	Current FLSA	Future FLSA	Future Empl Class	Vacation Status
X	CP, CJ, CL	Non Exempt w/ Exempt Vacation	Non-Exempt	CP, CJ, CL	US Exempt Vacation
X	CP, CJ, CL	Exempt	Non-Exempt	CP, CJ, CL	US Exempt Vacation
U	CP, CJ, CL	Non Exempt w/ Exempt Vacation	Exempt	CP, CJ, CL	US Exempt Vacation
U	CP, CJ, CL	Exempt	Exempt	CP, CJ, CL	US Exempt Vacation
U	CP, CJ, CL	Non-Exempt	Exempt	CP, CJ, CL	US Exempt Vacation
A	AS, LI	Exempt	Non-Exempt	AS, LI	AS Exempt Vacation

- Allows for easier review of like titles by using the same SJD/primary job code (FN001) for all Accountants instead of creating separate/unrelated job code.
- Modified job codes will not be used for recruitment—this was specifically to ensure current incumbents did not lose their current vacation/benefits. As all incumbents leave positions in these modified job codes, the job codes will be inactivated

New Bonus Earnings Codes Added for TTC

- Codes are for hiring, retention and referral bonuses. Paid as lump sums, set up through Workflow for Addl Pay
 - Codes are effective November 7, 2021; can start to be used with 11B payroll
- Hiring Bonus:
 - LHB (may swap to LHS) – use for FAASLI and University Staff
 - SHB – use for student hourlies
- Retention Bonus:
 - LTB (may swap to LTS) – use for FAASLI and University Staff
- Referral Bonus:
 - LRB (may swap to LRZ) – use for FAASLI and University Staff
 - SRB – use for student hourlies

Incorrect GL Account Assigned to FA/AS/LI Retirement Deductions

Issue:

- It was discovered after the Single Payroll implementation that the employer share of FA/AS/LI retirement deductions for deduction codes WRS, DOATEA & DOAGEN were incorrectly mapped to GL account 1942 (University Staff - Retirement) instead of 1907 (Fac/Academic - Retirement) during the 2021BW07C, 2021BW08A, 2021BW08B & 2021BW09A payrolls.
- This incorrect mapping configuration has since been fixed starting with 9B payroll and should no longer occur going forward.

Next Steps:

- Shared Services has identified this population for these four payrolls and will be working in the next few months to process Direct Retros (DR) for these employees to move these WRS fringe deduction to 1907 GL account.
- As we process these DRs, we will not be changing any funding strings on the earnings.
- If there are funding strings or projects that have expired, we will need to contact each campus to help open funding string temporarily in SFS or to do SFS only journal entry for those transfers.
- If campus has already created DRs for these employees to fix the issue and moving these fringes to 1907 account, we will not process another DR.

HRS Administrator Calendar Changes

- Enhancements to HRS Processing Calendar
 - Additional details
 - Filters

FILTERS

- Absence
- Benefits
- Finance
- Holiday
- HR
- Payroll

Campus HRS Processing

← September 2021 **October 2021** November 2021 →

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Focus Pay Card Upload 9B Post Confirm No DR's	2
3	4 Pending Leave Approval - Supv	5	6 Missing Leave Email - Empl	7 10A First Batch Prelim Calc 9B Pay Date 10A Glacier First Run	8 10A Second Batch Prelim Calc No DR's	9

HRS Administrator Calendar Changes

- Removal of the Payroll Calendar
 - Will not continue to be updated
 - Will be removed effective December 1, 2021

Payroll Calendar

← September 2021 Today 10A 10B 10M November 2021 →

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7 [9B] Pay Date [10A] 1st Batch Prelim Calc	8 [10A] 2nd Batch Prelim Calc	9 [10A] Pay Period End
10 [10B] Pay Period Begin [10A] 3rd Batch Prelim Calc	11 [10A] Project/Dept ID SFS Deadline [10A] 4th Batch Prelim Calc [10A] Payroll and Benefit	12 [10A] 5th Batch Prelim Calc	13 [10A] 6th Batch Prelim Calc [10A] FICA Deadline	14 [10A] Confirmation Deadline (Mor) [10A] Final Calc	15	16

Self-ID Campaign Email

- UW System Initiative to encourage people to update their race/ethnicity, disability status and veteran status at the request of the Affirmative Action and Equal Employment Opportunity Workgroup.
- Emails will be sent out annually in October.
 - This years email will be sent out on Saturday, October 30, 2021
 - All active employees at all institutions
 - Excludes student help

Update to Absence Query

- UW_AM_ABS_NOT_APPRVD
 - Added Approver and Backup Approver from TL Security pages, and Approver and Backup Approver's email addresses

Institution Administrator Call Schedule for November

- Due to the Thanksgiving Holiday on Thursday, November 25th, 2021 the Institution Administrator Call will be rescheduled.
- The meeting will be rescheduled to Wednesday, November 24th, 2021 in the morning.

Questions?

