

# Institution Administrator Call

January 6, 2022

# Agenda

- Direct Deposit Termination Process Schedule Change
- Policy Updates
- 2021 Healthcare FSA Unsubstantiated Claims

# Portal Articles

## Recently posted articles:

- DECEMBER 27: [Reminder: 2022 Benefit Changes](#)
- DECEMBER 13: [2022 Benefits ID Cards](#)
- DECEMBER 8: [2022 Benefit Deductions and Contributions](#)
- DECEMBER 7: [Check Your Address For Tax Form Distribution](#)
- DECEMBER 6: [Integrity Hotline for Faculty, Staff, Students](#)
- DECEMBER 2: [University Insurance Association \(UIA\) Life Insurance - Annual Premium Deduction](#)

## Upcoming articles:

- Employee Well Being Webinars
- ICI Deferred Enrollment
- W-2 Forms Available Online
- ICI Premium Update

# Direct Deposit Termination Process Schedule Change

- Process is currently run the 3<sup>rd</sup> Wednesday of each month
  - Was last run on 12/15/21
- Changing schedule to run process the **3<sup>rd</sup> Friday of each month**
  - Re-scheduling this process so that it will no longer sometimes run the night prior to payroll confirm
  - This will provide enough time to review the results of the process and reactivate any ACH records prior to the next confirm
  - Next run = 1/21/22 (6:00ish pm)

# Policy Updates

- SYS 1238 Crafts Workers

This purpose of this operational policy is to provide compensation structures and benefits information for crafts worker employees working at UW System institutions. Revisions to this policy are as follows:

- In section 3, revised definition of “Crafts worker” to clarify that it includes only those who practice skilled trades as defined by the State of Wisconsin.
- In section 3, revised definition of “Trades Supervisor” to exclude academic staff positions.
- Revised section 4.E, Health Insurance Premiums, to indicate health insurance eligibility for crafts workers.
- Revised section 4.B. to add “at least” to additional pay info for Crafts supervisors.

- SYS 1244 Summer Prepay Deductions and Summer Session Benefits Eligibility

This policy outlines the process for maintaining employee benefits over the summer for Academic Year Employees. This version of the policy includes the following revisions:

- Throughout policy, replaced “taken” with “deducted.”
- Throughout policy, replaced language referring to “the first six bi-weekly pay periods in March, April and May” with “the first two paychecks of the month in March, April and May” to enhance clarity.
- In sub-section 6.A, added “System” to “UW” to ensure consistency with other UW System administrative policies.
- In sub-section 6.B, updated names of retirement plans.
- In sub-section 6.F.2, changed “Grad Assist/ Short Term Academic benefits package” to “Graduate Assistant/Short Term Academic Staff Benefits Package.”
- In sub-section 6.G, updated link to the UW System Human Resources Family Changes web page.

# Policy Updates

## SYS 1278, UW System Pay Plan Distribution Framework for University Workforce

The purpose of this policy is to provide Chancellors with a framework for the distribution of UW System approved pay plans for the university workforce. Revisions to the policy include:

- Revised definition of “Continuing Staff” for concision.
- Revised sub-section 6.B to clarify updated criteria for receiving pay plan increases; the revised policy eliminates the ability of Chancellors to earmark 15% of the total pay plan each year for the chancellor’s discretionary use.
- Revised sub-section 6.E to remove the language, “across-the-board compensation adjustments not based on merit are prohibited.”
- Revised sub-section 6.G to clarify updated effective payment dates.
- Revised sub-section 6.I to reflect changes resulting from the 2021 Title and Total Compensation project.

## SYS 230, Salary & Fringe Benefit Calculations

The purpose of this policy is to describe the process for calculating salaries and fringe benefits to UW System employees. Revisions to this policy are as follows:

- In Section 6.D, Summer Payments, made revisions to reflect the shift to a biweekly pay schedule for all employees.
- Corrected rounding error in section 6.B.

# Policy Updates

## SYS 1287, Voluntary Reassignment of Formerly Classified Exempt Employees and Certain Current University Staff to Academic Staff/Limited Appointment Positions

The purpose of this policy is to provide the necessary information formerly classified Fair Labor Standards Act (FLSA) exempt staff, and certain current university staff, need to make an informed decision regarding whether to accept a voluntary reassignment to a position that the institution has designated as either an academic staff or limited appointment position as a result of system-wide classification project. Revisions to the policy include:

- Revised section 1 to clarify that the revised policy includes certain current university staff, and the information it provides may be applicable in the event of a system-wide classification project.
- Added language to section 2 to reflect changes made as a result of the 2021 Title and Total Compensation project.
- Revised definition of “Incumbent employee” to include additional employees with FLSA exempt university staff positions.
- Revised sub-section 4.A to reflect expanded nature of the policy.
- In sub-section 4.B, added language to clarify effective date of voluntary reassignment and related reasoning.
- In sub-section 4.C, revised language on benefits eligibility to improve clarity.

# Questions?





# 2021 Healthcare FSA Unsubstantiated Claims

The healthcare FSA unsubstantiated claims process may be found at [www.wisconsin.edu/ohrwd/benefits/fsaunsubstantiated](http://www.wisconsin.edu/ohrwd/benefits/fsaunsubstantiated)

Several communications were sent to affected participants to encourage them to substantiate their claims and make them aware of the payroll withholding process.

- From Optum Financial: 10, 40, 70 and 85-days following use of their payment card
- From Optum Financial: 11/9, 11/19, 11/23, 12/3, 12/10, 12/16
- From UW System: week of January 10<sup>th</sup> (via email)

UW System will send institutions a spreadsheet of the employees that will go through the payroll withholding process **by January 14, 2022**

# 2021 Healthcare FSA Unsubstantiated Claims

**What is the purpose of the UW System communication sent to affected employees the week of January 10<sup>th</sup>?**

It will notify employees that payroll withholding will begin with their January 27<sup>th</sup> paycheck **and will continue** through their March 24<sup>th</sup> paycheck (even if claims are resolved during the process)

**How will payroll withholding occur?**

Balances **equal to or less than** \$100 will be deducted from the January 27<sup>th</sup> paycheck

Balances **greater than** \$100 will be deducted in equal amounts from 5 paychecks January 27<sup>th</sup> to March 24<sup>th</sup>

**Will institutions need to contact affected employees directly?**

No

# 2021 Healthcare FSA Unsubstantiated Claims

## What if payroll withholding will cause a financial hardship?

Institutions should send an email to [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu) to see if there is an option to reduce the amount deducted through the payroll withholding process

Institutions should **not** stop or modify an employee's general deduction in HRS

Please do not advertise that options may be available for financial hardship situations. Claims that remain unresolved after the payroll withholding process will be converted to business debt (which ETF will attempt to collect in May or June).

# 2021 Healthcare FSA Unsubstantiated Claims

## How should employees resolve their unsubstantiated claims?

Per the Optum Financial communications sent in November and December, employees may resolve their claims by submitting documentation through the Optum Financial portal, Optum Financial mobile app, U.S. mail, or fax

## What if claims are resolved during the payroll withholding process?

Payroll withholding **will continue** through March and Optum Financial will issue a refund (1-3 months following March 31<sup>st</sup>)

## What if claims and repayment are not resolved by March 31<sup>st</sup>?

ETF will send the employee an invoice in May or June to attempt to collect the debt. Claims may not be resolved after March 31<sup>st</sup>

# 2021 Healthcare FSA Unsubstantiated Claims

## Who should employees contact with questions?

Employees should contact Optum Financial at (833) 881-8158

## Resources:

- [FSA Unsubstantiated Claims web page](#)
- Portal Articles:
  - [What is an EOB?](#)
  - [Deadlines for Healthcare FSAs](#)

# Questions?

