

# Institution Administrator Call

February 17, 2022

# Agenda

- WRS – Single Payroll Transition Program
- Individual & Family Life Insurance Plan
- Summer Prepay
- Mass Job Updates – 2022 Extend EJED Process
- ICI Timeline/Resources
- America Saves Week
- Portal Articles

# WRS – Single Payroll Transition Program

## Why was the program created?

- Program created as a result of the transition from a monthly payroll cycle to a biweekly payroll cycle
- Employees paid biweekly receive a paycheck approximately two weeks after the end of the payroll period which typically results in 26 paychecks during a fiscal year
- Due to the transition to a biweekly payroll employees will receive 25 paychecks for fiscal year 2022 because:
  - employees were paid for all days worked in June 2021 on June 30, 2021; and
  - received only one biweekly paycheck in July 2021
- Resulted in less earnings reported to the WRS for fiscal year 2022 because of the change in the timing of when the wages were paid

## WRS – Single Payroll Transition Program

### How does this program solve this issue?

- Eligible employees have the option to accelerate the payment and reporting of wages to WRS for days worked up to June 30th prior to the end of the fiscal year which means wages will be paid in June for all days worked in June
- Provides eligible employee who are approved for the program with an additional biweekly paycheck in the employee's last full fiscal year prior to retirement
- For employees retiring at the end of fiscal year 2022 and who are approved for the program, the employee will have 26 paychecks
- For employees retiring at the end of fiscal year 2023 or fiscal year 2024, the employee will end up with 27 paychecks, which will average out the lower earnings from the fiscal year 2022 transition year

# WRS – Single Payroll Transition Program

## How long will this program last?

- Program is available for fiscal years 2022, 2023, and 2024. It will allow employees who plan to separate from service during the next 3 fiscal years to include fiscal year 2022 as one of their highest 3 years of earnings for WRS formula benefit calculation purposes.
- **IMPORTANT:** Employees **must** make their request to accelerate payment prior to May 1 of the fiscal year that will be the employee's last **full** year of employment

# WRS – Single Payroll Transition Program

## What are the eligibility requirements?

- Faculty, academic staff, limited appointees who are vested in the WRS, are of minimum retirement age as of the date of their separation and meet all of the following conditions:
  - Had an active appointment and were paid on the monthly pay date of June 30, 2021;
  - Separate service between June 15, 2022, and February 15, 2025;
  - Perform compensable work between June 15 and June 30 in the fiscal year in which the WRS Single Payroll Transition Program Application is being submitted; and
  - Submit a completed WRS Single Payroll Transition Program Application prior to May 1<sup>st</sup> of the year in which the payment will be accelerated

# WRS – Single Payroll Transition Program

## How does an employee apply?

- Employee must submit a completed WRS-Single Payroll Transition Program Application along with a copy of an official WRS Retirement Benefit Estimate dated within 12 months of their separation date
- Employee will need to work with institution HR representative to determine their termination date and if their banked vacation can be used to extend their time on payroll
- The application is due by May 1 of the employee's last full fiscal year (for example, an employee retiring on January 31, 2024, must apply by **May 1, 2023**)

# WRS – Single Payroll Transition Program

## Important Program Notes

- The program is not a termination or retirement incentive plan and is not affiliated with any of the furloughs or temporary work reductions that have occurred or are in process
- Employees who participate in the program at the end of the fiscal year, and who retire later in the following fiscal year will have a reduce check the first biweekly paycheck in July as a result
- IRS compensation limits apply. The program does not benefit employees who make over the IRS compensation limit (for fiscal year 2022 the annual compensation limit is \$297,500 (adjusted annually)).



# WRS – Single Payroll Transition Program

## Deduction Information for the Accelerated Paycheck

### Deductions:

- **Benefit Insurance Premium Deductions:**
  - Depending on the employees elected retirement date they will have normal benefit insurance premium deductions as well as certain additional insurance premium deductions from accelerated wages (prepays). Benefit insurance premium deductions from the accelerated wages will be used to prepay for benefits. Deductions eligible are the same as summer prepays.
- **Retirement Plan Contributions:**
  - WRS contribution
  - 403(b) SRP , 457 WDC, WRS Additional – Employee contribution will be deducted as they have elected, no adjustments will be made. Employee can change contribution amounts following the established procedures, plan rules, and set time frames.

# WRS – Single Payroll Transition Program

## Responsibilities for Implementation and Roll-out

- **Benefits Administrators:**

- Answer benefit related questions from employees
- Coordinate with HR administrator as needed on use of banked leave to extend time on payroll

- **HR Administrators:**

- Review application focusing on employees selected retirement date and use of banked leave to extend time on payroll
- Coordinate with benefits administrator as needed on use of banked leave to extend time on payroll
- Submit completed application to [benefits@uwss.wisconsin.edu](mailto:benefits@uwss.wisconsin.edu)
- Enter employee's termination date in HRS

# WRS – Single Payroll Transition Program

## Responsibilities for Implementation and Roll-out

- **Service Operations:**
  - Approve or deny submitted applications
  - Communicate approval or denial of application to employee and institution
  - Process approved applications (shift earnings in payroll)
- **UW System HR:**
  - Create program documentation and web page
  - Answer policy questions for Benefits Administrators and Service Operations
  - Respond to escalated questions or employee concerns

# WRS-Single Payroll Transition Program

## Communications:

- Week of February 28, 2022 – Targeted email to eligible employees

## Employee Questions:

- Institution HR Representative - Coordinating retirement date and use of banked leave to extend time on payroll
- Institution Benefits Contact - Questions on the program

## HR/Benefits Administrator Questions:

- Program/Policy clarification – [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu)
- Processes, Status of applications – [benefits@uwss.wisconsin.edu](mailto:benefits@uwss.wisconsin.edu)

# WRS-Single Payroll Transition Program

## Resources:

- [WRS-Single Payroll Transition web page](#)
- [FAQ](#)
- [Application](#)

# Questions



# Individual & Family Life Insurance Plan

## Beneficiary Process Change:

- Employees currently name a beneficiary for their Individual & Family Life Insurance by completing a paper form and sending it to UW System HR
- Effective **3/1/2022**, Securian will begin management of Individual & Family Life Insurance beneficiaries
  - Covered employees can name, view and change beneficiary online by logging into [LifeBenefits.com](https://www.lifebenefits.com)
  - Covered employees who don't have access or prefer not to go online may submit a paper form directly to Securian
- Current beneficiary designations on file with UW System HR will not be valid after **5/1/2022**
- This change does not affect any other UW System life insurance plans

# Individual & Family Life Insurance Plan

## Communications:

- Week of 2/21/2022 - UW System will send an alert email to employees enrolled in Individual & Family Life insurance
- 3/1/2022 - Securian will send an email to employees enrolled in Individual & Family Life Insurance with details on the change and instructions on how to establish an online account. Securian will mail a letter to employees whose email bounces back.
- 4/28/2022 - Securian will send a final email to enrolled employees who have not named a beneficiary. Employees who do not name a beneficiary between 3/1/2022 – 4/30/2022 will default to standard sequence. Employees may designate or change their beneficiary through Securian at any time.

## Employee Questions:

- Employees should contact Securian at (877) 494-1754



# Individual & Family Life Insurance Plan

## Resources:

- [Beneficiary Information web page](#): Will be updated before 3/1/2022 with the new process.
- [Individual & Family Life Insurance Beneficiary Form](#): Will be updated to reflect the correct “Return to” information.
- Securian’s website: [LifeBenefits.com](#) (available 3/1/2022)

# Summer Prepay

What are summer prepay deductions?

- Summer prepays allow eligible employees to maintain insurance coverage for the months of July, August, and September
- Biweekly prepays will be deducted from the following paychecks:
  - March 24, April 7, April 21, May 5, May 19, June 2, 2022

# Summer Prepay

## Who is eligible?

- Faculty, Academic Staff, Limited Appointees, Student Assistants, Employees-in-Training;
- On an Academic Year contract (C-basis), (select Annual contracts (A-basis) eligible); and
- Expected to return in the fall OR are working a Summer Service/Summer Session appointment with no expectation to return in the fall (coverage through end of employment)

Note: University Staff employees on a summer leave are not eligible. University Staff employees should be placed on a leave of absence or laid off.

# Summer Prepay

- Academic Year contract (C-basis) employees will be automatically setup with summer prepay deductions by February 26
- The following employees will need to be manually setup:
  - Employees with an Annual (A-basis) contract
  - Employees on leave of absence

# Summer Prepay - Communications

- Emails will be sent to employees that have been automatically setup for summer prepay
  - Will include the estimated amount of prepaid deductions
  - Will be sent out on or about February 26, March 26, and April 30, 2022
- Copies of these communications will be available on the UW-Shared Services Summer Prepay Landing Page
- Portal article will be posted March 1, 2022

# Summer Prepay

## Summer Prepays taken For:

- State Group Health Insurance\*
- Dental Insurance
- Vision Insurance
- State Group Life Insurance
- Individual & Family Life Insurance
- UW Employees, Inc. Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Accident Insurance
- Income Continuation Insurance (ICI)\*\*

\*Health Opt-Out will continue to be paid through the summer

\*\*ICI prepay premiums will not be deducted in March. Two ICI prepay premiums will be deducted in April and one deducted in May

## Summer Prepay not taken for:

- Flexible Spending Accounts (FSA)
- Health Savings Accounts (HSA)\*\*\*
- Parking & Transit Accounts
- UW 403(b) Supplemental Retirement Plan (SRP)
- Wisconsin Deferred Compensation (WDC) 457

\*\*\*Health Savings Account (HSA) employer contribution will continue through the summer

# Summer Prepay

- If the employee is not returning, take the following actions:

Summer Prepay Deduction Guide			
Month of	'OK to Process' Checked or Unchecked?		
Job & Coverage Termination	Prepay March (3A/3B)	Prepay April (4A/4B)	Prepay May (5A/5B)
May	Unchecked	Unchecked	Unchecked
June	Unchecked	Unchecked	Unchecked*
July	Unchecked	Unchecked*	Checked
August	Unchecked	Checked	Checked

\*If employee is enrolled in ICI, leave 'OK to Process' checked and change the 'Prepay Factor' to zero on all benefits except ICI

# Summer Prepay

## C-basis Biweekly Deduction Schedule

- March 2022
  - $\frac{1}{2}$  on A paycheck and  $\frac{1}{2}$  on B paycheck for all plans, except ICI
- April 2022
  - $\frac{1}{2}$  on A paycheck and  $\frac{1}{2}$  on B paycheck for all plans, except ICI
  - 1 full ICI premium on A paycheck and 1 full ICI premium on B paycheck
- May 2022
  - $\frac{1}{2}$  on A paycheck and  $\frac{1}{2}$  on B paycheck for all plans



# Summer Prepay - Resources

## Employee:

- [Premium Rates](#)
- [Summer Prepay Deductions web page](#)

## • Administrators:

- UW System HR/Benefits Administrative Resources
  - [Summer Prepay Resources web page](#)
    - Policy
    - Quick Reference Guide
- UW-Shared Services
  - [Summer Prepay Landing Page](#)
    - Timeline
    - KBs
    - Communications

## Policies:

- [UW System Administrative Policy 1244 \(formerly GEN 30\) Summer Prepay Deductions and Summer Session Benefits Eligibility](#)

# Summer Prepay – Setup for Biweekly Benefits Deductions

- Prepays are calculated on the total monthly premium amount
- When prepays are setup, using 0.50 prepay factor will have prepay deductions align with the split benefits deductions
- Prepays setup with 1.0 prepay factor will have the total monthly premium deduction
- Reminder: Prepay source for manually setup employees is Leave of Absence or Short Work Break

# Summer Prepay – Setup for Biweekly Benefits Deductions

## Example:

- The total monthly family health premium is \$246.00
  - The biweekly payroll family health premium is \$123.00 for April A and \$123.00 for April B
- To setup a manual prepay for April A and April B, you will use a prepay factor of 0.5 because prepays look at the total monthly premium and not the biweekly payroll premium

# Questions?



# Mass Job Update – 2022 Extend EJED Process

- To help campuses prepare for the end of the academic year, UW-Shared Services will run a mass job update to extend Expected Job End Dates (EJEDs) of 9-month employees to one day before the start of the new academic year.
- Before doing so, institutions will be asked to verify the employees that should be extended.

# Mass Job Update – 2022 Extend EJED Process

## Process Overview:

- 1. Wednesday, February 23:** UWSS provides a list to each institution of employees with EJEDs at the end of the Academic Year
- 2. By Monday, April 18:**
  - Institutions to email [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu) with the following:
    - Notification that ALL, or NONE, of the employees in the original February spreadsheet should have their EJEDs extended. No spreadsheet needs to be submitted.
  - OR
  - A revised version of the spreadsheet with **Y** in the **Extend EJED** column for those employees that need an extended EJED, and **N** for those that do not
- 3. Weekend of April 30:** UWSS extends EJEDs for employees marked **Y** using the Mass Job Update process

# Mass Job Update – 2022 Extend EJED Process

When updating spreadsheets:

- Do not delete rows or columns
- **Extend EJED (Y/N)** is the only value that requires review
  - **Y:** UWSS will extend the employee's EJED to the day before the 2022-23 Academic Year begins, via mass job update
  - **N:** UWSS should not extend the employee's EJED via mass job update
- Final instructions will be provided at the time of spreadsheet distribution

# Mass Job Update – 2022 Extend EJED Process

Sample Excel file:

A	B	C	D	E	F	G	H	I	J	K	L	M
Business Unit	Dept ID	Name	Empl ID	Empl Rcd	Position Nbr	Empl Class	Continuity	Pay Status	Effective Date	Current EJED	New EJED	Extend EJED (Y or N)
UWMIL	B050100	B...	...	5	02238094	AS	02C	A	2/1/2021	5/23/2021	8/22/2021	Y
UWMIL	B050100	B...	...	0	02269502	LI	05C	A	1/8/2021	5/23/2021	8/22/2021	Y
UWMIL	B050140	B...	...	0	02270612	SA5	02B	A	1/8/2021	5/23/2021	8/22/2021	Y
UWMIL	B050301	B...	...	1	02239195	AS	02B	A	1/23/2021	5/23/2021	8/22/2021	Y
UWMIL	B051000	B...	...	0	00485927	AS	02C	A	2/1/2021	5/23/2021	8/22/2021	Y
UWMIL	B051000	B...	...	0	00888272	AS	02C	A	1/8/2021	5/23/2021	8/22/2021	Y
UWMIL	B051000	B...	...	0	00175225	AS	02C	A	1/8/2021	5/23/2021	8/22/2021	Y
UWMIL	B051000	B...	...	0	00346984	AS	02C	A	2/1/2021	5/23/2021	8/22/2021	Y
UWMIL	B051000	FL...	...	0	00485432	AS	02C	A	1/8/2021	5/23/2021	8/22/2021	Y



# ICI Timeline/Resources

- Timeline:

- March 1, 2022 – Employee deadline to submit paper applications for Deferred or Supplemental enrollment into ICI
- Applications received for Deferred enrollment should be held and you will be notified when entry can be completed

- Employee References:

- <https://www.wisconsin.edu/ohrwd/benefits/dis/ici/>

- Administrator References:

- [ICI Administrator Landing Page](#)
  - KB Resources
  - UW System Administrative Policy and UWMSN Policy links

# America Saves Week February 21 - 25



UW System is promoting financial well-being with the America Saves Week campaign February 21-25 with webinars, credit checks, and other resources.

America Saves Week encourages individuals and families to set a goal and make a plan to achieve financial stability.

<https://www.wisconsin.edu/ohrwd/americasaves/>

# America Saves Week February 21 - 25



During this week, UW System will feature live and on demand webinars, presented by:

- Employee Assistant Program (EAP) provider, **Kepro/My Secure Advantage, Inc.**
- Summit Credit Union
- UW Credit Union
- Wisconsin's 529 plan provider, **Edvest**
- UW 403(b) Supplemental Retirement Program (SRP) providers, **Fidelity and TIAA**
- Wisconsin Deferred Compensation (WDC) Program provider, **Empower**

Help us get the word out about this event on your campus! Look for upcoming portal articles and social media posts. Heads Up Flyer and Webinar Flyer were emailed February 9 to use and post around campus.

# Portal Articles

## Recently posted articles:

FEBRUARY 9: [Save the Date! America Saves Week is February 21-25](#)

FEBRUARY 2: [UW 403\(b\) Supplemental Retirement Program Updates](#)

FEBRUARY 1: [1095-C Forms Now Available Online](#)

JANUARY 25: [Updated ICI Premiums Effective Feb. 1, 2022](#)

## Upcoming articles:

- Summer Prepay Insurance Premium Deductions
- Well-being Webinars
- Duplicate Tax Statements
- Updated State Group Life Insurance Premiums Effective April 1, 2021

# Questions?

