

Institution Administrator Call

March 31, 2022

Agenda

- Outside Activity Report – FAASLI Update
- Portal Articles
- Ptools 8.58 Changes
- 2021 Comp Time Carryover
- WRS Statement of Benefits
- Mass Job Update – 2022 Extend EJED Process

Outside Activity Report – FAASLI Update

- Outside Activity Report process timeline:
 - Initial communication sent to employees **April 4, 2022**
 - Reminders will be sent to employees who have not completed their Outside Activity Report on April 15, April 21 and April 30
 - All OARs must be completed/filed and approved by April 30, 2022
 - The form will no longer be available after May 31, 2022

Portal Articles

Recently posted articles:

MARCH 17: [Summer Prepay Insurance Premium Deductions](#)

MARCH 15: [March 31 Deadline for 2021 FSA Claims](#)

MARCH 7: [Well Wisconsin Program Identifies Health Risks for UW System Participants](#)

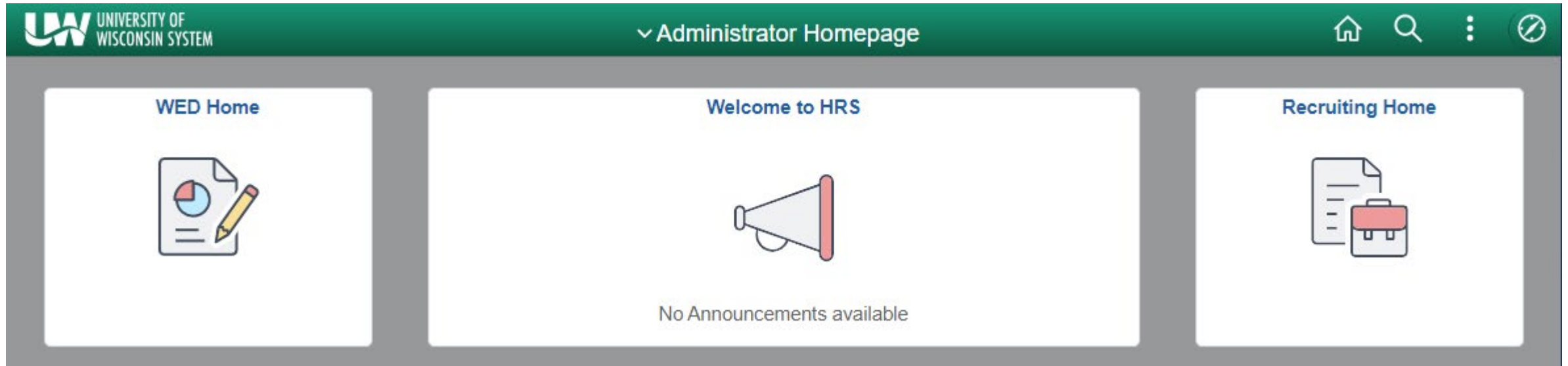
MARCH 2: [Employee Well-Being Webinars](#)

Upcoming articles:

- Updated State Group Life Insurance Premiums Effective April 1, 2022
- WRS Statement of Benefits

PTools 8.58 Changes

- On Sunday, April 3, 2022, the look and feel of HRS will be changing
- The functionality, navigations, and pages will not be changing



2021 Comp Time Carryover

Reminder:

- Employees need to use comp time carryover by April 30, 2022.
- Unused carryover from 2021 must be paid out on the May 19, 2022 (5A) payroll.
- Payroll Service Delivery sent out emails on March 25, 2022 to the impacted employees, notifying them of their current Comp Time Carryover balances.
- Administrators at Madison, Milwaukee & Stout will need to enter the payouts in HRS. This process is not automated.
 - [Running the Comp time Leave Balance Report in HRS KB45097](#) this report can be used to determine carryover balances.
 - [Processing Compensatory Time Payouts in HRS KB10197](#) these instructions can be used to process the payouts.
- Related Policies:
 - <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/compensation-2/>
 - [UW System Administrative Policy 1277 \(formerly TC3\) Compensation](#)
 - [UW - Madison Policy](#)

WRS Statement of Benefits

Week of April 4, 2022* – WRS Statement of Benefits will be posted in the portal

*Subject to change, dependent on statements being successfully posted

- An article will be posted and an employee email will be sent soon after statements are available in the portal
- When counseling employees, encourage them to review their statement and update their beneficiary designation if needed

2022 WRS Contribution Rates:

- UW System – 6.50% of eligible pay for most employees (Protectives with Social Security is 12.00%).
- Employees – 6.50% of their eligible pay

For information on the WRS review the [UW System Employee Benefits WRS web page](#).

Questions?



Mass Job Update – 2022 Extend EJED Process

REMINDER:

Lists of employees with EJEDs at the end of the academic year were emailed on February 23, 2022.

Replies to serviceoperations@uwss.wisconsin.edu are due on **Monday, April 18, 2022** indicating one of the following:

- ALL of the employees in the original February spreadsheet should have their EJEDs extended through this annual mass job update process. No spreadsheet needs to be submitted.

OR

- NONE, of the employees in the original February spreadsheet should have their EJEDs extended through this annual mass job update process. No spreadsheet needs to be submitted.

OR

- You have attached a revised version of the spreadsheet, with **Y** in the **Extend EJED** column for only those employees that need an extended EJED, and **N** for those that do not.

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: UW-Shared Services will extend the employee's EJED to the day before the 2022-23 Academic Year begins, via mass job update

N: UW-Shared Services should not extend the employee's EJED via mass job update

Mass Job Update – 2022 Extend EJED Process

Next Steps:

- **Weekend of April 30, 2022:** UW-Shared Services extends EJEDs for employees marked **Y** using the Mass Job Update process

Please note:

- The monthly EJED process no longer occurs with the move to Single Pay.
- Employees not extended will be terminated through normal EJED processing based on the current EJED date.
- If additional EJEDs need extension, institutions will need to manually update in HRS.

Questions

