

# Institution Administrator Call

April 14, 2022

# Agenda

- Portal Articles
- FY 2023 Organizational Dept Updates
- Mass Job Update – 2022 Extend EJED Process
- Summer Prepay
- Campus Collaboration & Discussion

# Portal Articles

## Recently posted articles:

APRIL 11: [WRS Statement of Benefits Available](#)

APRIL 11: [2022 Benefit ID Cards](#)

MARCH 21: [Updated State Group Life Insurance Premiums Effective April 1, 2022](#)

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

## Upcoming articles:

- Spring Address/Personal Information Review

# FY 2023 Organizational Dept Updates

To add new Organizational Departments (Org Depts) to HRS, change their description, or inactivate Org Depts for FY2023 in HRS, request forms and the KB document are found on the Service Operations website at HRS Administration > Human Resources > Organization Department Changes tile:

- [uwservice.wisconsin.edu/administration/human-resources/](https://uwservice.wisconsin.edu/administration/human-resources/)

## Requests:

- Require signatures from authorized approver(s)
- Submit to [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu) (non-Madison)
- Submit to [hris@ohr.wisc.edu](mailto:hris@ohr.wisc.edu) (Madison only)
- Email subject line: “FY23 Organizational Department Request”

Service Operations will provide listings of employees and POI’s in impacted departments

- Service Operations can assist with large volume of changes via Mass Job Updates
  - Submit to [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)
  - Email subject line: “Organizational Department Mass Job Update”

# FY 2023 Organizational Dept Updates

## Important Factors:

When changing Organizational Department, Institutions will need to update:

- Position
- Job
- POI data
- Appointment-Level funding on the Funding Data Entry page

Position, Job Data and Funding entries for Organizational Department changes need to have Effective Date of:

- University Staff
  - 06/19/2022 or greater
- FA/AS/LI
  - ~~07/01/2022~~ **6/19/2022** or greater
- POI Relationship
  - ~~07/01/2022~~ **6/19/2022** or greater

# FY 2023 Organizational Dept Updates

## Timeline:

### Through May 13, 2022

- Institutions: Submit FY2023 Organizational Department (Org Dept) change requests to Service Operations (i.e., add new Org Dept, change Org Dept description, inactivate Org Dept)
- Service Operations: Make requested Org Dept changes in HRS

### May 23, 2022 through June 10, 2022

- Institutions: Enter Position, Job, POI and Funding Data Entry Org Dept changes for employees and POIs into HRS

### June 13, 2022 through June 17, 2022

- Institutions: Final Org Dept changes made for employees and POIs on Position, Job Data, POI, and Funding Data Entry pages before Service Operations can inactivate Org Depts

### July 1, 2022 through July 15, 2022

- Service Operations: Inactivate in HRS the Org Depts identified by Institution

# Questions?



# Mass Job Update – 2022 Extend EJED Process

## FINAL REMINDER:

- Lists of employees with EJEDs at the end of the academic year were emailed on February 23 with instructions on how to complete
- Replies to [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu) are due on **Monday, April 18**
- **Weekend of April 30:** UWSS extends EJEDs for employees marked **Y** using the Mass Job Update process

## Please note:

- 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



# Summer Prepay Reminders

- **In order to maintain benefits, the employee's C-Basis (Academic Year) Empl Record:**
  - Must have active HR Status throughout the payroll being processed
  - Must be on a Short Work Break (SBK) during the summer
  - Must be the benefit primary job
- **Job Terminations**
  - All insurances terminate at the end of that month
  - Any remaining prepay balance will be refunded upon reconciliation

# Summer Prepay

## Short Work Break vs Personal Leave

- The correct action reason/code needs to be used in job data to distinguish employees on short work break versus a personal leave of absence

## Short Work Break (FA/AS/LI):

- C-basis employees' insurance continues through the summer. Benefits may be cancelled due to non-payment and employees will not have an opportunity to re-enroll in insurances until a qualifying event or annual benefit enrollment, whichever is sooner

## LOA (University Staff):

- Employees are given the opportunity to lapse insurances and when employees return to work, they are eligible to re-enroll due to Add Coverage – Return from LOA

# Summer Prepay

## Expected Job End Date (EJED)

- Run the EJED query daily to make necessary corrections/revisions to prevent impacts to summer prepays and normal benefits deductions
- If EJED runs the employee will be terminated and the following actions will occur:
  - Employee's insurance(s) will be terminated
  - Employee will receive COBRA notification
  - Vendors will be notified of insurance termination
  - Benefits deductions will not take
  - Summer prepays will not take

## Reminder:

- If an employee was terminated via EJED in error, the employee will need to be rehired and insurances will need to be reinstated
- Please remember to review which Empl Record the benefit primary flag is on. The flag may have been reassigned if the benefit primary job was terminated.

# Summer Prepay

## Summer New Hire with Fall Appointment

- The same effective date must be used for both the fall WRS appointment and the summer appointment
  - If the fall WRS appointment is not entered at the same time as the summer appointment, the employee is not eligible for benefits
  - Summer appointments are not eligible for benefits on its own

### Scenario:

An institution hires an employee for a summer service/summer session appointment with an effective date of June 21, 2022. The employee's fall WRS eligible appointment should have a start date of June 21, 2022 and placed on a short work break.

# Summer Prepay Resources

## Employee:

- [Premium rates](#)
- [Summer Prepay 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](#)

# Questions?



# Campus Collaboration & Discussion

- For discussion topics email [uwss-svc.CampusCallSlides@uwss.wisconsin.edu](mailto:uwss-svc.CampusCallSlides@uwss.wisconsin.edu)