

Institution Administrator Call

May 12, 2022

Agenda

- Portal Articles
- Sexual Harassment/Violence Reference Check
- FLSA Back Pay
- Test Rollover for Funding
- 2022 Short Work Break
- Summer Prepay
- Affordable Care Act (ACA) IRS Filing Errors

Portal Articles

Recently posted articles:

MAY 4: [Earn Your \\$150 Well-Being Incentive](#)

MAY 3: [WRS News Online, May 2022](#)

APRIL 29: [Update Address/Personal Information Before End of Spring Semester](#)

APRIL 25: [Telemedicine: Get Medical Care Fast](#)

APRIL 22: [Employee Well-Being Webinars](#)

Upcoming articles:

- June 30 Deadline for FAASLI to Use Carryover Vacation and Holiday Hours
- Edvest
- Mental Health Resources
- Missing Leave Report Reminder

Sexual Harassment/Violence Reference Check (SHRC)

- Employers (private, UW System, WI State Agencies) have limited time to respond to a SHRC reference check
- Employers have requested additional information to identify the correct applicant before answering SHRC questions
- Including a middle name or initial of the applicant will assist employers in responding timely to the SHRC questions

SHRC Request Form in BP Logix

Sexual Harassment Reference Check Request

Request Details

*Required Fields

*Campus (Business Unit):

*First Name:

Middle Name:

*Last Name:

*Email Address:

 Submit

 Cancel Changes

 Save and Close

FLSA Back Pay

- On November 7, 2021, the Title and Total Compensation Project was implemented, and employees received their new titles
- In some cases, the new job title has a different status under the Fair Labor Standards Act (FLSA) than a previous title
- The FLSA provides for a two-year retroactive period of overtime back pay for employees when it is determined that an individual who had previously been categorized as exempt is determined to be more appropriately categorized as non-exempt
- As a result, UW System will compensate these employees' wages for "hours worked" over 40 hours in a workweek for the period of October 7, 2019, to November 6, 2021

(NOTE: This timeframe covers the two-year period immediately prior to the change in an employee's status from exempt to non-exempt.)

FLSA Back Pay Rollout

- **May 12** -- Institution Administrator Call Kickoff
- **May 13** – Shared Services Provides Eligible Employee Files
- **May 16 – May 27** -- Institution HR Review of Files and Communications Materials Prep for impacted Employees/Supervisors
- **June 1** -- Institution HR Starts Outreach to Impacted Employees/Supervisors
- **June 30** -- Employee/Supervisor Claim Worksheets DUE back to Institution HR
- **July 11 – July 15** -- Institution HR Completes the Payroll Retro Payment Excel Template on SharePoint
- **July 15** -- UWSHR Sends the Combined Payroll Retro Payment Excel Template to Service Operations
- **July 18 – July 22** -- Service Operations Inputs Retro Pay Amounts and Creates Summary Excel with Employees and Amounts
- **August 1 – August 5** -- Institution HR Creates Employee Notices for Receipt of Payment/Recognition of No Payment
- **August 8** -- Institution HR Sends Employee Notices for Signature and Return
- **August 11** -- Employee Payouts Occur for July C Payroll

FLSA Back Pay Other Items

- UW-Madison will be running their own process separately
- UWSHR will be the point of contact and coordinator of this process between UWSS and Institution HR
 - Email: uwshr@uwsa.edu subject line: TTC Back Pay
- Institutions will have access to all the template communications on the CHRO/HR Director SharePoint site
 - Link to SharePoint:
uwssystemadmin.sharepoint.com/:f:/r/sites/uwsahrdir/Meeting%20Documents/Title%20and%20Total%20Compensation%20Project/FLSA%20Back%20Pay?csf=1&web=1&e=IVHhLT

Questions?



Test Rollover for Funding

REMINDER:

2022 Fiscal Year End (HRS)

Timeline | Calendar | Resources

[Printable Calendar](#)

May 2022

MAY 1	Recommended earliest date to begin Fiscal Year (FY) 2023 funding entry
MAY 13 (4:00 PM) - 16	Budget Funding Data Entry and Direct Retro page lockout for: - FY2023 Funding Load from CAT - Test Rollover of FY2022 Funding to FY2023
MAY 16 - 20	Campuses will receive CAT to CA and Test Funding Rollover Error Results for review
MAY 21 (2:00 AM)	Short Work Break Job Data row inserts
MAY 27	Deadline to correct funding to avoid Funding Rollover errors (4pm)
MAY 27 (4:00 PM) - JUNE 2	Budget Funding Data Entry and Direct Retro page lockout for: - Funding Rollover from FY2022 to FY2023

June 2022

July 2022

August 2022

Department/Position Level Funding

Salary funding level review:

- Employees are typically funded through Appointment level funding set up in HRS
- Department and Position level funding entries are used as back-up funding sources only when Appointment level funding does not exist or does not cover the entire pay period
- When manually adding or changing Department or Position level funding for FY2023, the Effective Date must be June 19, 2022
 - This allows Department or Position level funding to be used if Appointment level funding is missing for any portion of the 7A pay period
 - This date is dependent on institutional academic calendars and will change every year

Department/Position Level Funding

For more information:

- Fiscal Year End landing page - uwservice.wisconsin.edu/administration/fye
- Funding Entry Guide - uwservice.wisconsin.edu/docs/publications/fye-funding-entry-guide-2022.pdf
- Add or Change Department Level Funding for an Appointing Department - kb.uwss.wisconsin.edu/page.php?id=21728
- Add or Change Position Level Funding for Employee's Salary Expense - kb.uwss.wisconsin.edu/page.php?id=24144
- Salary Funding Levels Assigned During Payroll Processing - kb.uwss.wisconsin.edu/page.php?id=21872

Questions?



2022 Short Work Break Process

- Short Work Break mass update process will run on May 21, 2022
- All Active C-basis employees will be put on Short Work Break
- Note: The SWB process and any associated clean-up should be completed before institutions begin entering employee Organizational Department changes

Summer Prepay

- Reminders:
 - Responsibility for employer costs when an employee transfers between institutions
 - The employing UW institution of the employee, for the spring semester, is responsible for paying the fringe benefits for the summer coverage
 - The spring appointment should continue and be placed on a short work break. The spring appointment termination date must align with the end of the summer appointment.
 - The UW is considered one employer
 - Department Transfers
 - Institution Transfers
 - Leave of Absence WED
 - Institutions have until Friday, June 17, 2022, to review the LOA report and enroll employees in Benefits Billing
 - UWSS Service Operations will take action on Monday, June 20, 2022

Summer Prepay - HR Impacts

- 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 (SWB) during the summer
 - Must be the benefits primary for the various prepay processes
 - Insurances must be active for prepays to disburse
- Job Terminations
 - All insurances terminate at the end of the month
- Incorrect Job Data could result in:
 - Employee's insurance(s) will be terminated
 - Employee will receive COBRA Notification
 - Vendors will be notified of insurance termination
 - Benefits deduction refunds Issued
 - Denial of Services
 - Arrears, Benefits Billing, etc.
 - Incorrect Employee Subsidies via Marketplace

Summer Prepay

- What if the employee does not have enough earnings to cover summer insurance deductions?
 - Premiums will be taken on the summer service/session position, if available
 - Or the employee will be setup in Benefits Billing and sent a bill
- What if the employee does not pay their Benefits Billing?
 - Coverage will be terminated
 - Employee cannot re-enroll into benefits unless there is a qualifying event, Open Enrollment opportunity, or will have to apply through Evidence of Insurability*

*Re-enrollment opportunities vary by plan

Summer Prepay Resources

Employee:

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

Administrators:

- UW System HR/Benefits Administrative Resources – [Summer Prepay Resources 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?



Affordable Care Act (ACA) IRS Filing Errors

- Annually, the IRS requires employers to file information about employee eligibility for health insurance under the Affordable Care Act (ACA). This information includes an employee's full name and social security number (SSN).
- The IRS confirmed receipt of our ACA filing; however, there were **176** employees that appeared on the filing with a full name and/or SSN that differs from IRS records

Affordable Care Act (ACA) IRS Filing Errors

- Summary of employees by institution:

Institution	Count
UW-La Crosse	2
UW-Milwaukee	9
UW-Madison	152
UW-Parkside	2
UW-Platteville	3
UW-Stout	1
UW-Superior	1
UW-Whitewater	5
UW System Admin	1
Total	176

Affordable Care Act (ACA) IRS Filing Errors

- **Action Required:**

Each institution (HR administrator) who has employees on the list should work directly with the employees to obtain a new **paper W-4 Form (via U.S. mail)**. The new W-4 Form should then be compared to the employee's full name and SSN as it appears in HRS.

- **What is the purpose of obtaining a new W-4 Form?**

To ensure the information (name/SSN) is accurate for the required reporting going forward.

- **What if the employee *does not* return a new W-4 Form?**

Document the effort to obtain a new W-4 Form. No further action is necessary. The employee should **not** be contacted more than once.

Affordable Care Act (ACA) IRS Filing Errors

- **What if the employee's name and SSN on the new W-4 Form are the *same* as they appear in HRS?**

Update the withholdings (if necessary) then file the form in the employee's file. No further action is necessary.

- **What if the name or SSN on the new W-4 Form *differ* from HRS?**
 - To correct **name**, email service.operations@uwss.wisconsin.edu
 - To correct **SSN**, do so in HRS, then:
 - Email service.operations@uwss.wisconsin.edu that SSN needs to be corrected (do not email SSN)
 - Complete the [ETF Employee Identification Correction/Change Form \(ET-2810\)](#)
Leave agent signature blank
 - **Fax** the ETF Form and a copy of the new W-4 to UW-Shared Services, Service Operations (reference ticket number)

Affordable Care Act (ACA) IRS Filing Errors

Next Steps:

- **UW System Human Resources:**

Send the report that lists the IRS errors to the affected institutions with a template letter to send to employee's that explains the reason for the request for a new W-4 Form.

- **Institution HR Administrators:**

Send the letter and a blank W-4 Form to the affected employee's (via U.S. mail) **by June 13, 2022**. If necessary, work with UW-Shared Services, Service Operations to update the information in HRS.

Contact UW System Human Resources at uwshr@uwsa.edu with questions.

Questions?



Campus Collaboration & Discussion

- For discussion topics email uwss-svc.CampusCallSlides@uwss.wisconsin.edu