

# Institution Administrator Call

May 26, 2022

# Agenda

- Portal Articles
- Benefits Fairs – Fall 2022
- Mental Health Resources
- 2022 Fiscal Year End Processing

# Portal Articles

## Recently posted articles:

MAY 18, 2022: [Submit Leave Reports by June 30, 2022](#)

MAY 18, 2022: [Mental Health Support Available Through Employee Assistance Program](#)

MAY 16, 2022: [Edvest College Savings Plan 529 Day](#)

MAY 10, 2022: [June 30 Deadline to Use Carryover Vacation and Holiday Hours](#)

MAY 4, 2022: [Earn Your \\$150 Well-Being Incentive](#)

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

## Upcoming articles:

- FAASLI Reminder to Bank Unused Vacation

# Benefits Fairs – Fall 2022

- Annual Benefits Enrollment (ABE) is Monday, September 26, 2022 – Friday, October 21, 2022
  - ETF **will** be offering virtual benefits sessions similar to what was offered Fall 2021
  - ETF **will not** be available to support onsite benefits fairs
  - Will your campus be having an onsite benefits fair?
    - If so, please let UW System HR know the date, times, and location
    - If not, also let us know
    - Email [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu)
    - UW System HR will update the list of benefits fairs that is posted on the UW System Employee Benefits > Benefits & Wellness Fairs web page
  - UW System HR will update the list of vendors with contact information and their availability to support onsite events and email to you mid June
- Contact UW System HR at [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu) with questions

# Mental Health Resources

SilverCloud, the self-guided mental health support resource, will no longer be available as of **June 30, 2022**. Although utilization is highest for students, employees have also used SilverCloud for mental health support.

Going forward, remind employees of the below resources that provide mental health support:

- Employee Assistance Program (EAP)
  - Available to all employees and their household family members
- State Group Health Insurance Program
  - Available to employees enrolled in State Group Health Insurance, their covered spouse and dependent children
- Well Wisconsin Program (health coaching)
  - Available to employees enrolled in State Group Health Insurance, and their covered spouse

# Mental Health Resources

## New Resource: Summary of mental health resources

Programs available to you through your UW System employment include benefits for mental health services. Review the eligibility column to determine which resources you and your household family members are eligible for.

Program	Eligibility	Cost	Brief Description of Mental Health Services	Contact Information
<a href="#">Employee Assistance Program (EAP)</a>	All employees and their household family members.  Graduate Assistants and Student Help employees have similar services available through their institution's student health services.	Access to EAP services is employer-paid. There is no cost to you or your household family members for using mental health services through this Program.	This Program provides up to six in-person or virtual visits per issue per calendar year. All services are confidential.  Services provided are intended to help with <b>mild to moderate symptoms</b> for various mental health and well-being topics (including but not limited to anxiety, depression, relationship issues, and day-to-day stress).	Services are administered by Kepro*. Contact Kepro by phone or access resources on their website.  <ul style="list-style-type: none"> <li>Phone: (833) 539-7285</li> <li>Website: <a href="http://sowi.mylifeexpert.com/">sowi.mylifeexpert.com/</a> (username: SOWI)</li> </ul> <p>*UW-Madison employees go to <a href="http://hr.wisc.edu/employee-assistance-office/">hr.wisc.edu/employee-assistance-office/</a> for additional information.</p>
<a href="#">State Group Health Insurance Program</a>	Employees enrolled in State Group Health Insurance, their covered spouse, and dependents.	Services are covered based on your health insurance plan design. There may be out-of-pocket costs for using mental health services through this Program.	Confidential mental health services provided directly by your primary care physician or specialist.  Services provided are intended to treat <b>mild to severe symptoms</b> for various mental health and well-being topics (including but not	Services are covered by the health insurance carrier you selected when you enrolled in coverage.  <ul style="list-style-type: none"> <li>Contact your primary care physician for additional information or</li> <li>Contact your health insurance</li> </ul>

# Mental Health Resources

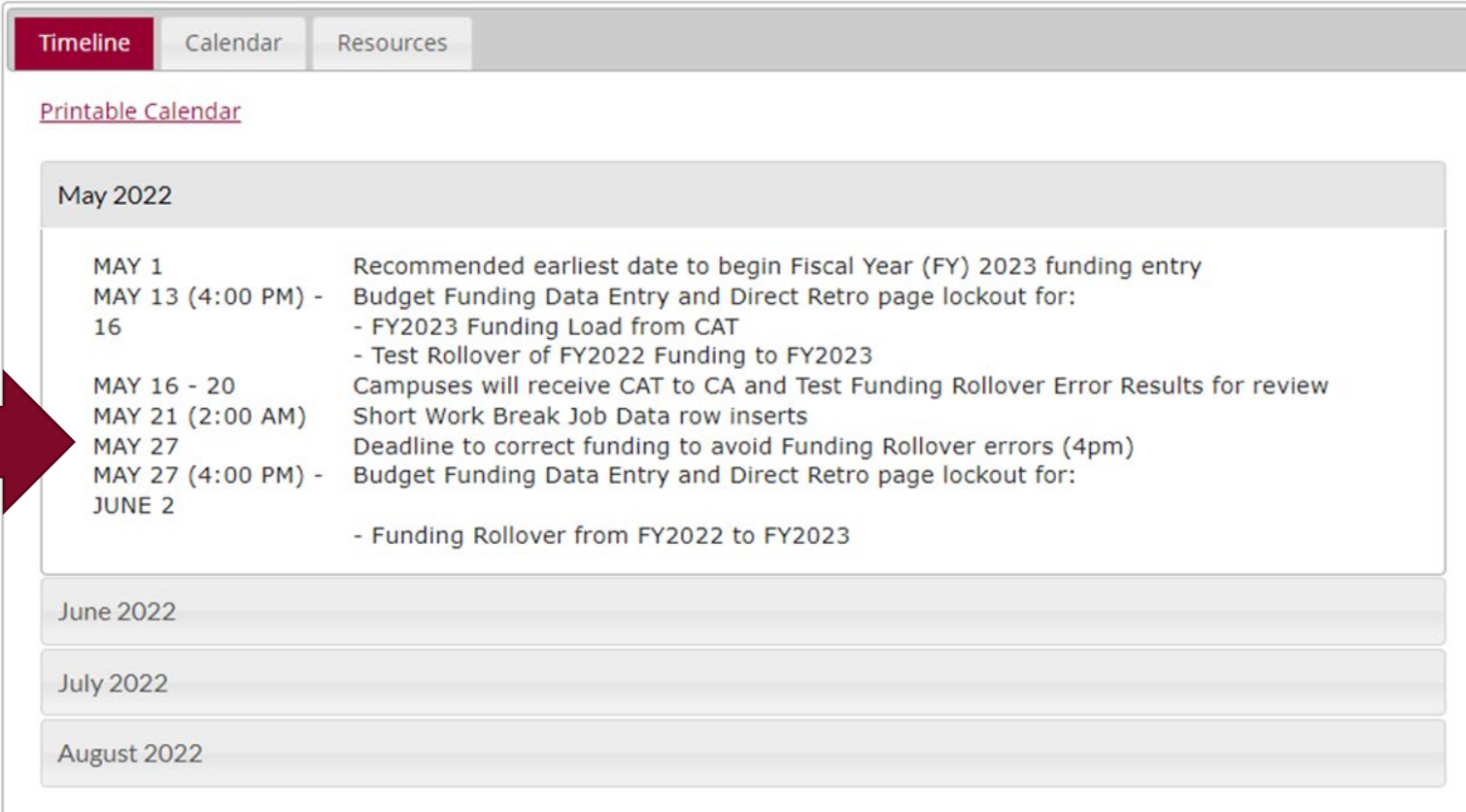
The below updates will be made within the next several weeks:

- [Mental Health Resources page](#)
  - Add text to explain that SilverCloud is no longer available as of June 30, 2022
  - Add new mental health resources chart
- Portal Article
  - Promote mental health resources
- Email reminder to institution administrators
  - Reminder that the SilverCloud contract will end and of the other mental health resources available to employees
- 2022 Benefits Brochure, Quick Guides, Summaries, Benefits Orientations
  - Remove reference to SilverCloud

Institutions: Update your web pages and resources **prior to June 30, 2022**

# 2022 Fiscal Year End Processing

## 2022 Fiscal Year End (HRS)



The screenshot shows a web interface with three tabs: 'Timeline' (selected), 'Calendar', and 'Resources'. Below the tabs is a link for 'Printable Calendar'. The main content area is titled 'May 2022' and contains a list of dates and events. A large red arrow points to the entry for May 27, which indicates a deadline for budget funding data entry and direct retro page lockout.

Date	Event
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



# 2022 Fiscal Year End Processing

- CAT A (annual) and H (hourly) Basis Rate Loads
- All Non-Merit increases will be loaded on Friday, June 3, 2022
  - Action Reason Codes 019 (Merit-Pay Plan Only) and 067 (Chancellor's Discretion) were not loaded as these should be used for pay plan purposes only
  - Output files will be distributed to HR Directors during the week of June 6, 2022
- C (academic) Basis CAT Rate Load will be processed mid-August

# 2022 Fiscal Year End Processing

- Funding Pages Locked
- Budget Funding Data Entry and Direct Retro page lockout for Funding Rollover from FY2022 to FY2023 begins at 4pm on Friday, May 27, 2022 – Friday, June 3, 2022
- Institutions will receive Final Funding Rollover Results for review on or before Friday, June 10, 2022

Fiscal Year End landing page: [uwservice.wisconsin.edu/administration/fye](https://uwservice.wisconsin.edu/administration/fye)

# Questions?



# Campus Collaboration & Discussion

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