

Institution Administrator Call

June 23, 2022

Agenda

- Portal Articles
- 2023 ABE Posters and Decision Guides
- Benefits Decision Support Tools (ALEX and Benefits Mentor)
- Leave of Absence Benefits Notification Form
- Wisconsin Retirement System (WRS) Lump Sum Rate
- Relocation Policy Change
- New Timesheet View Only Page

Portal Articles

Recently posted articles:

JUNE 14: [June 30 Deadline to Use Carryover Vacation and Holiday Hours](#)

JUNE 7: [WEA Trust To Exit State Group Health Insurance Program](#)

MAY 26: [Resources for Mental Health Well-Being](#)

MAY 24: [Employee Well-being Webinars](#)

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

Upcoming articles:

- FAASLI Reminder to Bank Unused Vacation
- Summer Prepay Deductions: Summer Employment/Family Status Changes
- Mid-Year Benefits Check-Up

2023 ABE Posters and Decision Guides

It's time to place the UW System order for the Posters and Health Benefits Decision Guides for the 2023 Annual Benefits Enrollment (ABE) period. They will also be available electronically.

Watch for an email from UW System HR that contains an excel document summarizing the number of posters and decision guides ordered last year.

If you would like to **update** the number of posters and/or decision guides for your institution, send an email to uwshr@uwsa.edu **by July 8, 2022**.

If you would like the **same number** of posters and decision guides that you received last year, no action is necessary.

2023 ABE Posters and Decision Guides

Institution Expectations

Posters: You are responsible for displaying the ABE posters at your institution (especially those on Benefits Counseling since the Benefits Counseling Team will not be onsite to do so).

Health Benefits Decision Guides: All institutions should promote the electronic versions of the decision guides. Retiree versions should be limited to a maximum of 25 per institution.

The electronic versions should be used, when possible.

- [Poster](#) (link will remain the same; it will be updated with ABE 2023 information in September)
- Health Benefits Decision Guides (links will be available in September)

Note: Similar to previous years, UW System HR will include the electronic link to the decision guide in several ABE communications sent directly to employees.



Send your questions to uwshr@uwsa.edu

Benefits Decision Support Tools (ALEX and Benefits Mentor)

UW System HR will not be renewing the contract with Jellyvision for the use of ALEX, our benefits decision support tool. ALEX will no longer be available as of **September 15, 2022**.

Timeline of events for decision support tools:

- 2017: UW System implemented ALEX (for the 2018 plan year)
- 2018: ETF implemented a separate version of ALEX for state employees (2019 plan year)
- 2021:
 - ETF ended their ALEX contract and implemented Benefits Mentor (2022 plan year)
 - UW System continued to promote ALEX.
- 2022: UW System will end our ALEX contract and refer employees to Benefits Mentor (2023 plan year)

Benefits Decision Support Tools (ALEX and Benefits Mentor)

ALEX has been a helpful resource over the past five years. There has been positive feedback but there have also been concerns about ALEX's casualness and tendency to recommend the High Deductible Health Plan (HDHP) most of the time. For these reasons, in addition to the cost of ALEX versus the cost of Benefits Mentor, UW System HR made the decision to end the ALEX contract.

For ease of transition, start to update your resources now and limit promotion of ALEX to fall new hires. As of September 15, 2022 the link to ALEX will no longer work.

Refer employees to the below resources to help them with their benefits decisions.

- UW System Employee Benefits website
- [Benefits Mentor](#): Provides decision support for health insurance plan design. Does not include modules for any other benefits (for example: dental insurance or life insurance).
- Benefits Walkthrough: Walks employees through selecting their benefits and provides an estimate of the employee cost of benefits (excluding the retirement accounts).

Benefits Decision Support Tools (ALEX and Benefits Mentor)

The below will be updated within the next several weeks.

- [ALEX web page](#)
 - Add text to explain that ALEX is no longer available as of September 15, 2022
 - Add text to refer employees to other resources (example: Benefits Mentor, Benefits Walkthrough)
- UW System Employee Benefits website
- Benefit Quick Guides, Benefit Summaries, Benefit Orientations

Institutions: Update web pages, job postings, new employee communications, and resources **by July 31, 2022**. For benefits information, refer employees to the [UW System Employee Benefits website](#) which remains updated with current resources.

UW System HR: Will send an email reminder to update resources to institution administrators.

Leave of Absence Benefits Notification Form

- The [Leave of Absence Benefits Notification form](#) has been created to assist Human Resource Administrators to alert Benefits Administrators of when an employee is going on an unpaid leave of absence (LOA)
- The Human Resource Administrator will complete the form with the LOA dates and information known on what the employee wishes to do with their benefits
- The Benefits Administrator can then counsel the employee on benefits impacts and provide the [Insurance Selections](#) form, and may also follow up with the employee with any further questions
- Finding the form: [HRS Admin page > Human Resource > Leave of Absence tile](#)

Routing:

- Completed forms are routed to the [Institution Benefits Contact](#)
- Confirmation copy is sent to the Human Resource Administrator submitting the form



Send your questions to uwshr@uwsa.edu

Wisconsin Retirement System (WRS) Lump Sum Rate

- Lump Sum Rate
 - HRS uses a default hourly rate when there is an absence of a reported hourly rate.
 - Effective **7/1/2022** the updated default rate is **\$31.81**.
- Historic Lump Sum Rates:

Effective Date	Rate
7/1/2021	\$31.21
7/1/2020	\$30.69
7/1/2019	\$29.80

For more information on the WRS, go to the [WRS web page](#). Additional information on WRS lump sum rates can be accessed on the HR/Benefits Administrative Resources website > Benefits Administration > [Guideline Documents](#).

Contact UW System HR at uwshr@uwsa.edu with questions.

Questions



Employee Termination Date in WRS

- ETF Wisconsin Retirement System Administration Manual, Section 1403.
- Wis. Admin Code ETF 10.08 (3)
- Issues arising with employees requesting a resignation with an effective date weeks or months after their last work day.
- C-basis employees with no summer assignment or Fall contract offer seeking to resign after the end of the spring semester.

ETF Rules

The date reported to ETF should be the earliest of:

1. The date the employer determines that the employment relationship terminates.

Note: The effective date of the termination cannot be earlier than the date the employer notifies the employee of the termination.

2. The date on which the employer discharges the employee.

3. The last date for which the employee receives earnings for personal services rendered to, or on behalf of, the employer, unless the employer has granted an unpaid leave of absence for a period after this date.

Note: Teachers employed under a 9-10-month contract may be considered terminated as of the last day they are required to perform district related work rather than the last day of the contract's fiscal year.

4. The date the employee's voluntary resignation is effective as accepted by the employer or, if later, the date the employer receives the employee's notice of resignation. **Retroactive resignation is not permissible.**

5. The date an unpaid leave of absence expires when an employee fails to return to work following the leave.

6. The date three years after an unpaid leave of absence began, except for military leave or union service leave.

7. The date of the employee's death.

ETF Examples

- Example 1: The school district hires Charley to work the 2018-2019 school year. She completes all assignments and her last day of work is June 10, 2019. Charley signs a contract to teach the following 2019-2020 school year. On August 3, she resigns from employment. The employer will process an August 3, 2019 termination and last day paid of June 10, 2019.
- Example 2: The employer and employee relationship ended between the School District of Everywhere and Michael on June 14, 2019. Michael wants to retire. The school district processed a termination transaction with a term date of June 14, 2019. Michael is 54 at the time of termination and does not turn 55 years old until July 1, 2019. Michael asks the employer to change the term date to July 1, 2019. However, the correct termination date that the employer must process is June 14, 2019.

Questions



Policy Revisions

SYS 1202- Equal Employment Opportunity

- Why the change?
 - The Board of Regents updated Regent Policy Document 17-4: *Equal Opportunity and Affirmative Action in Employment* in 2021. Our revisions to SYS 1202 reflect the downstream impacts of the RPD changes.
- Impact?
 - Changes policy language around Affirmative Action Plan contents to reflect current federal requirements (no changes necessary for institutions using Yocom and McKee software for AAP development). Some language changes to future-proof the policy.



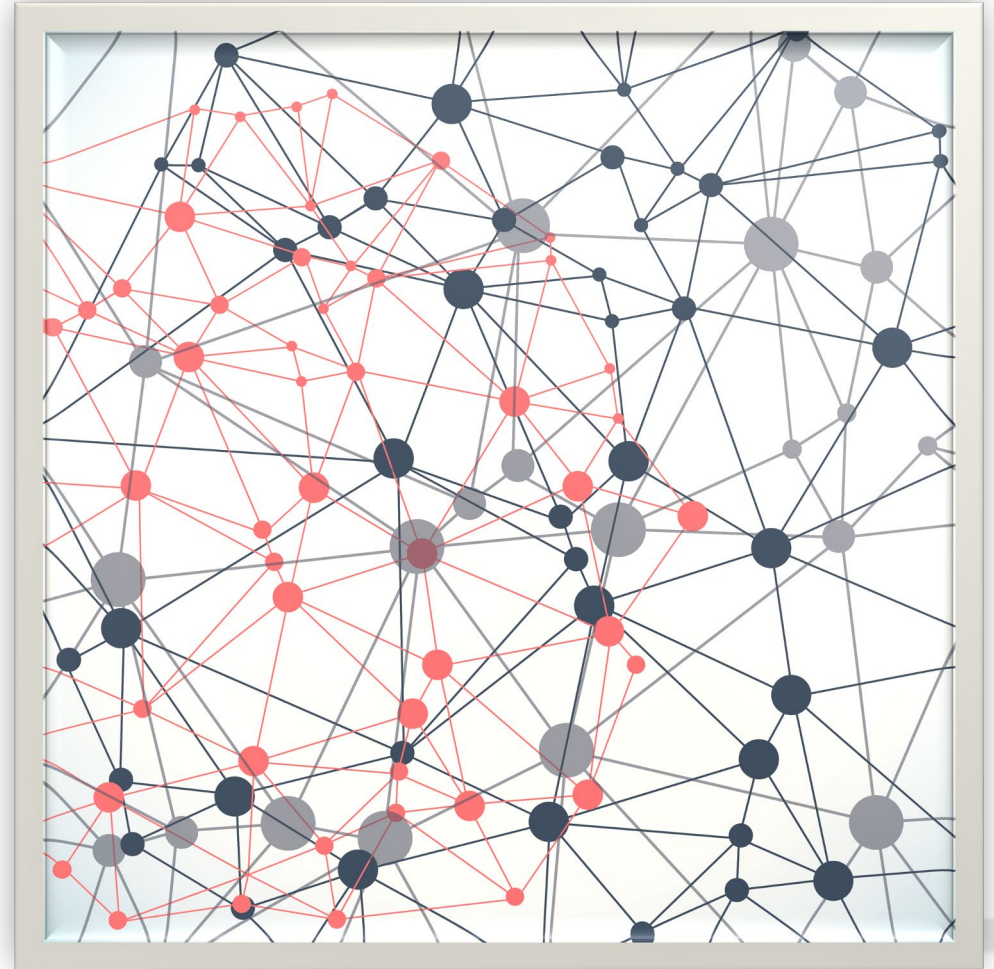
SYS 1256- University Staff Temporary and Project Appointments

- Why the change?
 - Last year, the Title and Total Compensation (TTC) project eliminated “Compensation Category F” as it related to temporary and project university staff in section 6(A) of SYS 1277- Compensation. SYS 1256 was discovered to still contain references to the old, struck section.
 - Impact?
 - None. Clean up action only.



SYS 1277- Compensation

- Why the change?
 - Ongoing policy cleanup and clarification associated with the TTC project. This revision: addresses multiple pay revisions on the same date; clarifies language regarding the Delegation of Personnel Transaction Authority; lays out rules regarding salary upon hire/placement; adds a criteria for merit raises to match state criteria; adds the ability to offer recruitment or retention pay increases, and; clarifies the operation of additional pay components for FLSA nonexempt staff.
- Impact?
 - Some meaningful future impacts, some points of clarification only.



SYS (new)- Offboarding Policy

- Why the change?
 - UWSA Office of Internal Audit FY 2020 *Offboarding of Employees Audit* identified several shortcomings in our current offboarding practices. Policy solutions were initiated, then delayed due to the pandemic. This policy is now proposed to address the unresolved audit concerns and is intended to standardize certain offboarding practices system-wide.
- Impact?
 - New compliance obligation that will likely fall to HR departments. Degree of change depends on current institutional practices.



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SYS 240- Relocation (Household Moves) and Temporary or Indefinite Work Assignments

- Why the change?
 - The travel office wishes to shift to a stipend-only model for relocation reimbursement.
- Impact?
 - Not big. Relocation stipends are already discretionary on the part of the institution and not many new hires receive them. Primary impact to newly hired high-level administrators and certain senior faculty.



Relocation Policy Change

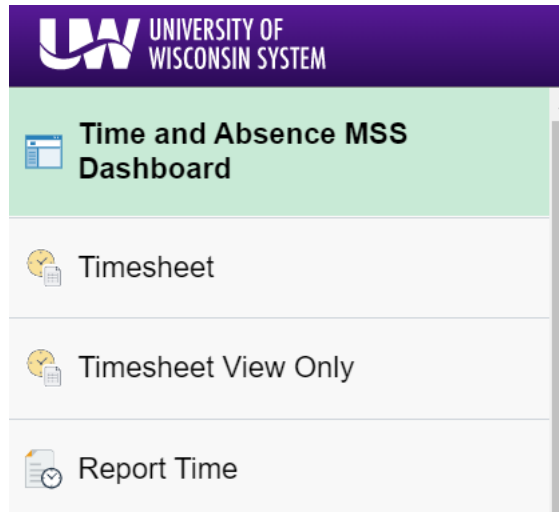
- UW System Administrative Policy 240: Relocation (Household Moves) and Temporary or Indefinite Work Assignments is being updated effective January 2023
- The update will require relocation payments made to employees after their hire date be paid through HRS via a stipend
 - Relocation payments made prior to an employee's start date will continue through the existing TER (Travel Expense Report) process
- New earnings code is 'RRE – Relocation Reimbursement'
 - Students/Fellows are excluded
 - Entry will be through Workflow for Additional Pay (WFAP)
- The new code will be available in HRS for payments starting with the 7A payroll, paid on 7/14/2022
- Non-stipend payments will continue to be available until the new policy is effective, but it is encouraged to make the transition to HRS as soon as possible

Questions

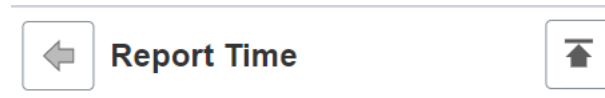


New Timesheet View Only Page

- A new Timesheet View Only page in HRS will be available on 6/28/22
- This page was developed to give administrators a way to see timesheets for employees they do not directly supervise
 - Unemployment
 - Workforce Relations
- Can be viewed under the fluid or classic pages



Manager self service > time management > report time > timesheet



[Timesheet](#)

[Timesheet View Only](#)

New Timesheet View Only Page

- The existing Timesheet page limits access based on the Static Groups built from TL Security. The new Timesheet View Only page will be based on row level security.
- No additional security roles need to be provisioned. Any user who currently has access to the existing Timesheet will also get access to the new Timesheet View Only page.
- For users needing similar access to leave history, the existing Absence Event page provides a view only, also based on row level security
 - Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event
 - UW_UNV_AM_VIEW_ONLY

Questions?



Campus Collaboration & Discussion

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