

Institution Administrator Call

October 13, 2022

Agenda

- Portal Articles
- New State Tax Withholding
- HR Pay Plan
- Annual Benefits Enrollment (ABE)

Portal Articles

Recently posted articles:

SEPTEMBER 26: [Annual Benefits Enrollment: September 26 - October 21, 2022](#)

SEPTEMBER 15: [Choosing Between a High Deductible Health Plan Versus Non-HDHP](#)

SEPTEMBER 12: [University Insurance Association \(UIA\) Life Insurance Annual Premium to Change January 1, 2023](#)

SEPTEMBER 7: [2023 Benefits Highlights](#)

Upcoming articles:

- Leave Usage Reminder: University Staff
- Deadlines for Health Care FSAs
- Well-being Webinars
- 2023 Social Security and Medicare Tax

New State Tax Withholding

- For tax year 2023, UW will be withholding and reporting taxable wages for the following new states:

Arizona	Nebraska
Connecticut	South Carolina
Georgia	Utah
Montana	

- Training material and additional information will follow in November
- The UW System will now be registered in the following states:

Arizona	Georgia	Nebraska	Wisconsin
California	Massachusetts	North Carolina	
Connecticut	Michigan	South Carolina	
Iowa	Minnesota	Utah	
Illinois	Montana	Virginia	

- Reminder: Wisconsin has reciprocity with Illinois and Michigan
 - Residents of Illinois and Michigan are not required to complete an IL-W4 or MI-W4 unless they want state tax withheld. To be eligible for Wisconsin reciprocity, they will need to complete form W-220.

Questions?



HR – Pay Plan

2% Pay Plan Increase Effective Date January 1, 2023

	Timeline
Tuesday, November 1	UWSS emails populated templates to institutions
Friday, December 9	Institutions return validated templates to UWSS
Dec. 12 to Jan. 8	UWSS loads Pay Plan increases to HRS (primarily outside business hours)
As completed	UWSS distributes spreadsheets to institutions detailing successful changes and errors
Sunday, January 1, 2023	Start date of 1A pay period Effective date of pay rate changes
Jan. 9 to 11 <i>TENTATIVE</i>	UWSS loads Raise to Campus Min increases to HRS and distributes output files
Thursday, January 12	First 1A preliminary calc
Thursday, January 19	1A Payroll confirmed
Thursday, January 26	1A Pay date

HR – Pay Plan Templates

Template Populations sent to institutions November 1, 2022:

1. A and C Basis employees with B or 9B pay frequency
Empl Classes FA, AS, LI
Chancellors excluded
2. A, C and H Basis employees with H pay frequency
Empl Classes FA, AS, LI, CP, CJ
Craftworkers Union Code 04 excluded

Active Employees pre-populated on templates

Empl Records that are active as of **January 1, 2023***.

Means HR Status is (A)-active on the latest effective-dated Job Data row on or before this date

- Includes employees with a termination row effective after this date
- No employees are excluded based on Expected Job End Dates (EJEDs)

***Institutional HR director or designee should contact UWSS Service Operations by Friday, October 21, if an earlier date must be used.** (rare)

HR – Pay Plan

Templates

Compensation Rate pre-populated on templates

The Pay Plan 2% increases will be calculated from the employee's compensation rate in Job Data effective **January 1, 2023***.

- Temporary base adjustments are not automatically excluded from the compensation rate on the templates. The template will reflect the Comp Rate in effect on Job Data on the effective date. Institutions are responsible for adjusting Comp Rates on templates if needed and ensuring the calculated change amount is accurate.

***Institutional HR director or designee should contact UWSS Service Operations by Friday, October 21, if compensation rates from an earlier date must be used. (rare)**

HR – Pay Plan

Template Adjustments

Hires added to HRS after templates are downloaded from HRS:

- Employees that meet the institution's eligibility criteria after the templates are prepared need to be manually added to templates to be part of the mass update. Formulas are in the templates to assist with this.
- If a new hire doesn't meet the institution's Pay Plan eligibility criteria, you could factor Pay Plan into the new hire's offered salary, in accordance with your institution's policies.

Employees ineligible for Pay Plan:

- Institutions can delete employees from the template or replace change amount with 0.
- If a termination is entered into HRS after the templates are created that makes the person inactive on 1/1/2023, the rate change will not load and they will be listed as errors. Institutions can, but do not need to, delete these individuals.

UWSS-only formula on the far right of the template:

- The UWSS-only formula will be refreshed on all rows when templates are returned. The formula is provided to help illustrate how each piece of data will affect the mass update.

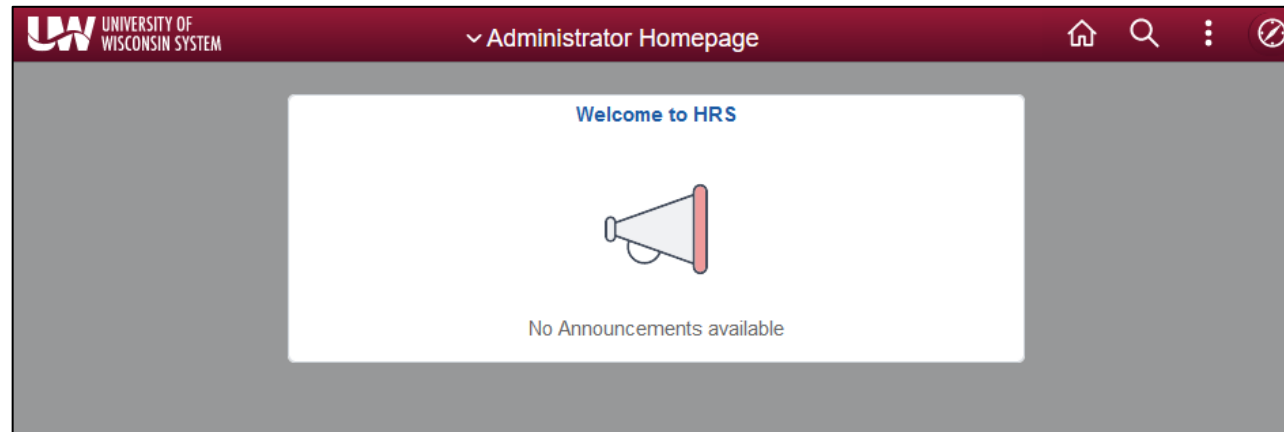
Questions?



HRS Outages for ABE Processing

No HRS Entry:

- October 21-22: ABE Closing Weekend
 - Starting at 7pm Friday, October 21
- Reminder will be posted on the Announcement tile in HRS



Benefit Enrollment Changes After ABE

New Hire (October 21 – December 31, 2022)

- Health/Dental/Vision
 - Employees can complete MyUW portal New Hire event
 - If plan changes are needed for January 1, 2023:
 - Submit paper application for 1/1/2023 change within 30 days of becoming benefits eligible
 - Not considered an appeal
- FSA/HSA
 - Employees can complete MyUW portal New Hire event
 - If they wish to elect FSA/HSA for January 1, 2023:
 - Submit paper application for 1/1/23 enrollment within 30 days of becoming benefits eligible
 - Not considered an appeal
 - Note: a common issue is employees choose a large annual election during their New Hire thinking it is for the new year

Life Events (October 21 – December 31, 2022)

- If an employee has a birth, marriage, death, loss of coverage, etc. for health benefits:
 - Employee must submit two applications: one for current life change(s) and a second to carry the changes forward to the January 1, 2023 election
 - Not considered an appeal

2023 ABE Appeal and Rescind

- The Annual Benefits Enrollment Appeal form will be available in the MyUW portal on Monday, October 24
- Benefit Administrators will get an Appeal notice once a form is received and will need to review for accuracy, provide an employer statement, and submit to UW-Shared Services
- Institutions who are participating in benefits counseling will have Appeal notices sent to the UW-Shared Services Benefits Counseling team
- All entry of approved appeals and rescissions will be completed by UW-Shared Services
- Tip sheet: uwservice.wisconsin.edu/administration/abe#resources

2023 ABE – Rescind Election

- To rescind ABE elections, employees must complete the Annual Benefits Enrollment Appeal form by close of business on **12/31/2022**
- Coverage in effect on December 31, 2022 will be reinstated

2023 ABE - Appeals

- The ABE Appeals process differs based on which benefit(s) are being appealed
- Employees must notify their institution benefits contact using the Annual Benefit Enrollments Appeal form by the following deadline:
 - FSA and HSA Appeals – January 31, 2023
 - Dental Insurance (Preventive, Select, Select Plus), Vision Insurance, and Accident Insurance Appeals: February 28, 2023
 - State Group Health Insurance and Health Opt-Out Incentive: April 15, 2023
 - Parking & Transit Appeals: No Deadline. Please note this can be changed at any time throughout the year.
- Reasons an employee may file an appeal:
 - To enroll in or change plans or plan designs
 - To change from single to family or family to single coverage
 - To add or remove a dependent
- Note:
 - No action during ABE is not a basis for an appeal
 - Submitting an appeal does not guarantee approval
 - Effective dates for approved appeals will vary upon receipt of appeal or plan type

ABE Appeals GT eForm Updates

- You can now search for ABE Appeal forms by Employee Name
 - Employee Names will be listed in the search results
- When a user is adding a spouse, a 'Date of Marriage' field has been added to the ABE Appeal form
- The language in the Health Savings Account section on the ABE Appeal form has been updated to state, "HSA Annual Election Amount"
- Hyperlinks within the ABE Appeal form now open in a new window
- Employee Name, EmplID, and Institution have been added to the body of the Appeal notice emails that are automatically generated and sent when an ABE Appeal form is submitted or approved

Questions?



Ticket Reminder

When sending an email to service operations remember to include the following critical information:

- Full legal name (First & Last Name)
- Employee Empl ID
- Employee Record

If seeing unexpected results or error messages, include a screenshot.

Campus Collaboration & Discussion

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