

Institution Administrator Call

October 27, 2022

Agenda

- New State Tax Withholding Follow Up
- Portal Articles
- Upcoming HRS Changes
- HRS Outage
- Ticking System Changes
- Annual Sick Leave Reduction
- Benefit Primary Budget Funding Issue
- Pay Plan Update

New State Tax Withholding Follow Up

- Question: Is there somewhere on our website that lists all states that we report/withhold for?

Answer: Yes, there are 2 areas where this information can be located:

- uwservice.wisconsin.edu/administration/payroll/
- uwservice.wisconsin.edu/help/payroll/#w4

- Question: Will the new states require a paper form first?

Answer: The new state will be available through the employee self-service portal

- Question: Isn't the Form W4 Supplemental the business process we use, rather than using the W-220?

Answer: The W4 Supplemental form is part of the new hire packet and may also be used. W-220 is the official form with WI.

New State Tax Withholding Follow Up

- Question: IL & Michigan do not need the Supplemental form
Answer: If they want reciprocity they must complete the W-220 form or the supplemental form in the new hire packet. We default to WI withholding if nothing is received (W-220/Form Supp/IL or MI W-4).
- Question: Are the withholding states for tax compliance purposes only or is the UW approved to be an employer, in all aspects, in those states? (work comp, unemployment, compliance with leave laws, etc.)
Answer: This information is focused on the tax withholding aspect. The UW is reporting unemployment for all of the listed states to WI, under the IRCA.
- Questions regarding leave law/compliance, worker's compensation, etc. should be sent to the tax group for clarification.
Email: taxgroup@uwsa.edu

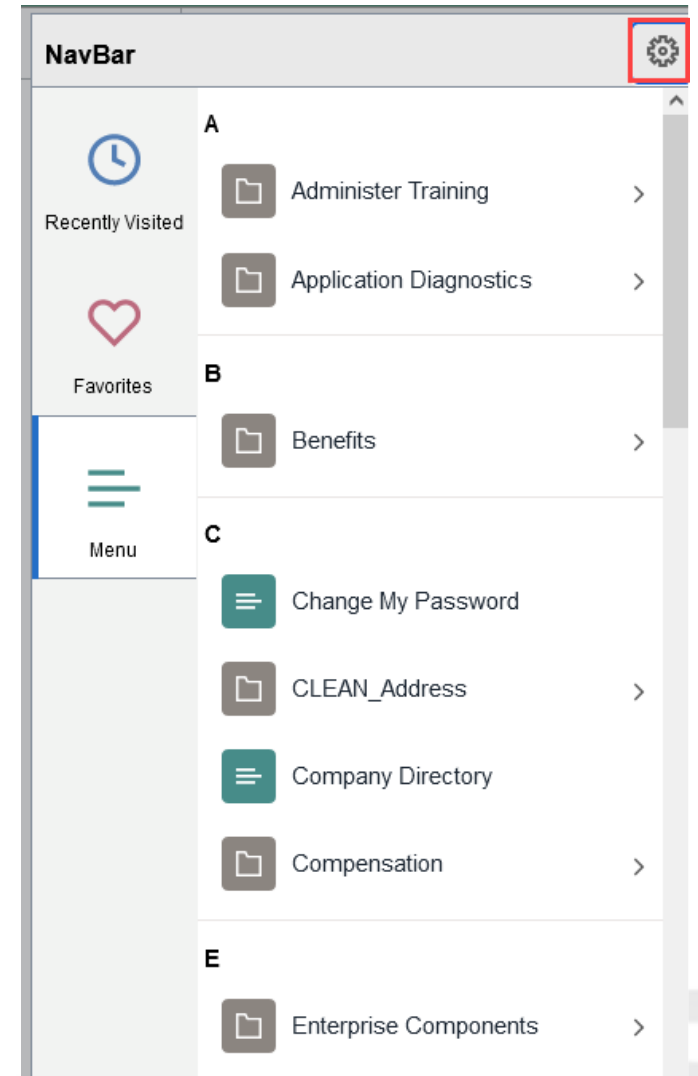
Portal Articles

Upcoming articles:

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

Upcoming HRS Changes

- Effective November 14, small changes to HRS
- Navigation menu will be alphabetized by default
 - This can be modified by clicking the widget icon and selecting Standard
- No other expected functionality changes



HRS Outage

- HRS outage Friday November 11, starting at 5:00pm through mid-day Sunday November 13
- A banner message will be posted on MyUW portal
- A message will be on the announcement tile in HRS

Ticketing System Changes

- Changing ticketing software vendors
 - Different email response templates
 - Responses sent from different address – servicedesk@support.wisconsin.edu
 - Do NOT send to this address, receiving addresses remain unchanged at this time
- Tickets sent by email with individuals CC'd will automatically be included in replies

Questions?



Annual Sick Leave Reduction

- Fiscal Year 2022 leave reports were due June 30, 2022 and late leave reporting was available until September 30, 2022
- Employees with missing leaving reports are being offered a final opportunity to submit their report from Fiscal Year 22 to avoid a permanent reduction
- UW-Shared Services sent emails to affected employees earlier this week and they now have until November 4, 2022 to submit their Fiscal Year 2022 takes
 - July 2021 – June 2022 slider bars will be available under the No Leave Taken Reporting tab to allow for self service entry
- Employees with outstanding reports after November 4, 2022 will be offered a formal review

Annual Sick Leave Reduction

Original Timeline:

- June 30: Fiscal Year 2022 leave reports were due
- July 1 - September 30: Late leave reporting allowed to prevent reduction
- September 21: Final employee reminder to submit missing reports
- September 30: Final day employees could submit Fiscal Year 2022 leave reports
- October 13: Sick leave reduction finalized with 10A payroll confirm
- ~~• October 14-17: Employees notified via email of the sick leave reduction and the process for requesting a formal review~~
- ~~• November 14: Final day employees can submit request to review sick leave reduction~~

Adjusted Timeline:

- Week of October 24: Final employee reminder to submit missing reports
- November 4: Final day employees can submit Fiscal Year 2022 leave reports
- Week of November 7: Employees notified via email of sick leave reduction and the process for requesting a formal review
- December 7: Final day employees can submit request to review sick leave reduction

Annual Sick Leave Reduction

Review Process:

- The Sick Leave Reduction notice email sent to employees will include instructions as well as links to the Request to Review Sick Leave Reduction form and how to contact their leave administrator
 - Employees have 30 days from the day of the email
- Employees at institutions who participate in centralized payroll service delivery will be instructed to return forms directly to UW-Shared Services
- All other institutions should receive the forms, complete Section 4: Institution Leave Administrator and forward to serviceoperations@uwss.wisconsin.edu
- UW-Shared Services and UW System HR will review and communicate the final decision to the Leave Administrator within 60 days of the original request

Questions?



Benefit Primary Budget Funding Issue

- Logic was changed for FY 2023 due to Single Pay for Budgeting based on the Benefit Primary EMPL record
 - If an EE does not have a BN Primary indicated or has multiple BN primaries, there is no change to the logic. Funding will be distributed to all active budget funding strings with an empl_rec on the paycheck.
- The following issues were identified with the change of logic:
 - Employees with \$0 paycheck earnings on their Ben Primary Record
 - Employees who did not have any paycheck earnings on their Ben Primary Record
- What did the issue do:
 - All budget funding went to the other records that had earnings on the paycheck from payrolls 7A to 10B

Benefit Primary Budget Funding Issue

- What is the affected population:
 - UW-Shared Services will send an email to the institutions with the list of affected employees
 - Controllers and Asst Controllers found: [Systemwide Business Office Directory | Financial Administration \(wisconsin.edu\)](#)
- How to correct the issue:
 - An SFS journal entry will need to be created at the institution

Pay Plan Update

- Pay Plan Template Distribution is Tuesday, November 1, 2022
 - UW-Shared Services will send to the CHROs
- Pay Plan Letter Distribution Option
 - Updates will be provided when available

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