

# Institution Administrator Call

December 8, 2022

# Agenda

- Portal Articles
- Qualified Dependent Check Box Update
- Pay Plan Update
- FY2024 Org Departments
- Domestic Tax Renewal
- WRS-Single Payroll Transition Program

# Portal Articles

## Recently posted:

- 2023 Social Security and Medicare Tax
- WRS News Online, November 2022
- Review/Update Your Personal Information
- Reminder: Deadlines for Using Flexible Spending Accounts

## Upcoming articles:

- University Staff: Banking Leave Balances
- 2023 Benefits ID Cards
- Electronic Distribution of Tax Forms Available
- UIA Life Insurance Annual Premium Deduction

# Updates to Update Dependent/Beneficiary Page

- The recent HRS changes added a new field called Dependent Proof to the Update Dependent/Beneficiary Page
  - The Qualified Dependent check box needs to be checked in order to add the dependent to a benefits plan

The screenshot shows a web form for updating a dependent/beneficiary. The form includes fields for Date of Birth (07/03/1958), Birth Country, Date of Death, Medicare Entitled Date, Birth Location, Birth State, and a checkbox for 'Riders/Orders exist'. A yellow box highlights the 'Dependent Proof' section, which contains a checked checkbox for 'Qualified Dependent'.

- Employees adding a dependent via self service will automatically have the box checked
- The Qualified Dependent box should be checked or should not be checked for the following instances:

Description	Check the Box
Child (Under Age 26)	Yes
Grandchild	Yes
Legal Ward	Yes
Spouse	Yes
Stepchild (Under Age 26)	Yes

Description	Check the Box
Adult Child (Age 26 and Older)	No
Dom Partner Non Tax Dependent	No
Dom Partner Tax Dependent	No
DP Child Non Tax Dependent	No
DP Child Tax Dependent	No
Emergency Contact	No
Employee	No
ExDomestic Partner	No
ExSpouse	No

# Pay Plan Update

2% Pay Plan Increase Effective Date January 1, 2023

	Timeline
Tuesday, November 1	UWSS emails populated templates to campuses
Friday, December 9	Campuses return validated templates to UWSS
Monday, December 12 to Sunday, January 8	<ul style="list-style-type: none"><li>• UWSS loads Pay Plan increases to HRS (primarily outside business hours)</li><li>• Letter generation</li><li>• <b>All manual pay plan job data entry needs to wait until after the standard letter creation is complete or they will get a standard letter.</b></li><li>• UWSS will let campuses know when to do any manual entries</li></ul>
As completed	UWSS distributes output files to campuses detailing successful changes and errors
Beginning Monday, December 12	As we get your files, we will review and follow up on: <ul style="list-style-type: none"><li>• Over the Max</li><li>• “Special situation” that you opted out of pay plan letter</li></ul>

# Pay Plan Update

	Timeline
Sunday, January 1, 2023	Effective date of the pay plan
Thursday, January 12	First 1A preliminary calc
Thursday, January 19	1A Payroll confirmed
Thursday, January 26	1A Pay date

# Pay Plan Update FAQs

**Q: We have an employee that moved from H to A basis. What do we do?**

**A:** Delete/Mark the employee as do not load on the H pay group template and add them to the A and C pay group template

**Q: Do I need to mark those individuals who are over the maximum of their pay range on the pay plan template?**

**A:** No, UWSS will identify these individuals and enter their increase and set up their lump sum payment

**Q: When will the lump sum payment be paid to the over the max employees?**

**A:** More information to come on calculation and loading of lump sums

# Pay Plan Update FAQs

**Q: Which campuses opted in for standard pay plan letter production?**

**A:** All campuses EXCEPT for UW-Madison and UW-Platteville

**Q: When will the standard pay plan letters be generated for employees?**

**A:** Processing begins Monday, December 12<sup>th</sup>. Campuses will be notified individually as these are processed.

**Q: When can manual entry of pay plan Job Data updates begin?**

**A:** UWSS will let campuses know when manual entry can begin. Manual entry, if entered too soon, will get picked up in the standard letter distribution process.





# FY 2024 Organizational Dept Updates

- New Organizational Departments (ex: B010000) for Fiscal Year 2024 can be created now to assist with the budget process
  - Allows for automatic funding load from CAT
- Instructions and forms available on UW-Shared Services website, under HRS Administration, Human Resources, Organizational Department Changes:  
[uwservice.wisconsin.edu/administration/human-resources/](https://uwservice.wisconsin.edu/administration/human-resources/)
- Requests:
  - Require signatures from authorized approver(s)
  - Submit to [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu) (non-Madison)
  - Submit to [hris@ohr.wisc.edu](mailto:hris@ohr.wisc.edu) (Madison only)
  - Email subject line: “FY24 Organizational Department Request”
- UW-Shared Services will provide a list of employees and POIs in the impacted departments

# FY 2024 Organizational Dept Updates

## Requesting Organizational Department Additions and Changes in HRS (KB 81988)

- Additional reminders

Institutions will need to review and update Organizational Department for:

- Positions
- Jobs
- POI data
- Appointment-level funding on the Funding Data Entry
- Time and Labor Security
- HRS Row-Level security for core users
- Form approvers (i.e. WFAP)

- Mass upload options

# Domestic Tax Renewal

- Combination of automated and manual processes to renew tax exemptions that expire annually
  - Federal and/or State Withholding Exemption
  - W-200 (Employees pre-paying Wisconsin State Tax)
  - WT-4A (Employees electing to withhold flat amount of Wisconsin State Tax)
  - IRS Form 673 (U.S. Citizen performing UW work and residing outside USA)
- Federal Withholding Exemption Renewal Timeline
  - Expires after February 9,2023 (January B) payday
  - Employees notified week of December 12,2022
  - Employees to turn in forms by January 27,2023
  - Payroll entry deadline February 14,2023 for 2A
  - Employees without new forms entered will be reset to Single / 0 Income Adjustments on February 15,2023

# Domestic Tax Renewal

- State Withholding Exemption Renewal
  - State Exemptions expire April 30,2023
  - If an employee renews their federal and state before the state deadline, both will count
  - A separate reminder will be sent for state renewal in April
- Other exemptions have different deadlines
  - W-200 Expires after December 29, 2022 (December B) payday
  - W-200 Entry December 23,2022 thru January 4,2023
  - WT-4A Expires before the April A Payroll
  - WT-4A Entry April 1 thru April 26,2023
  - IRS Form 673 Expiration Varies by Individual

Resource: [uwservice.wisconsin.edu/docs/publications/pay-domestic-tax-renew-expiration.pdf](https://uwservice.wisconsin.edu/docs/publications/pay-domestic-tax-renew-expiration.pdf)

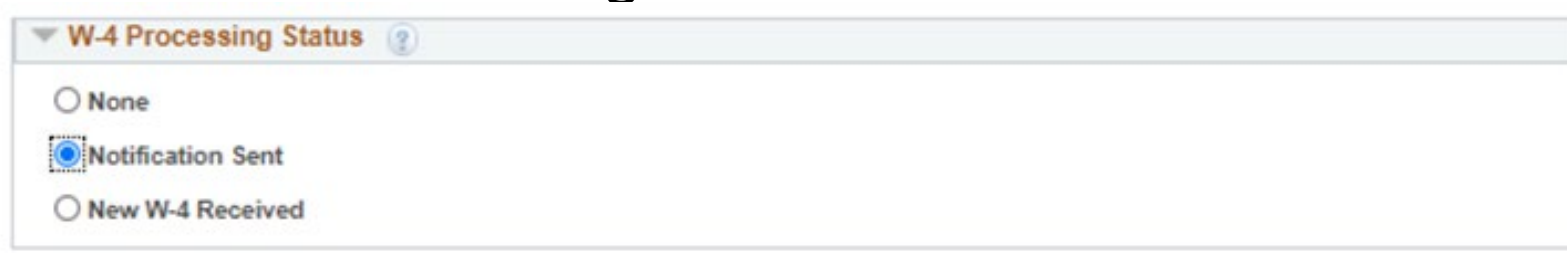
# Domestic Tax Renewal

- Employees that use ESS W-4 for exemption renewals will automatically have their radio buttons set correctly
- Employees must use the Form W-4 2022 when renewing their exemption status
  - [irs.gov/pub/irs-pdf/fw4.pdf](https://irs.gov/pub/irs-pdf/fw4.pdf)
- Renewal emails will be sent automatically through HRS – you will be provided with a list for the employees impacted
- Bounce backs will be forwarded to the campuses for follow-up

# Domestic Tax Renewal

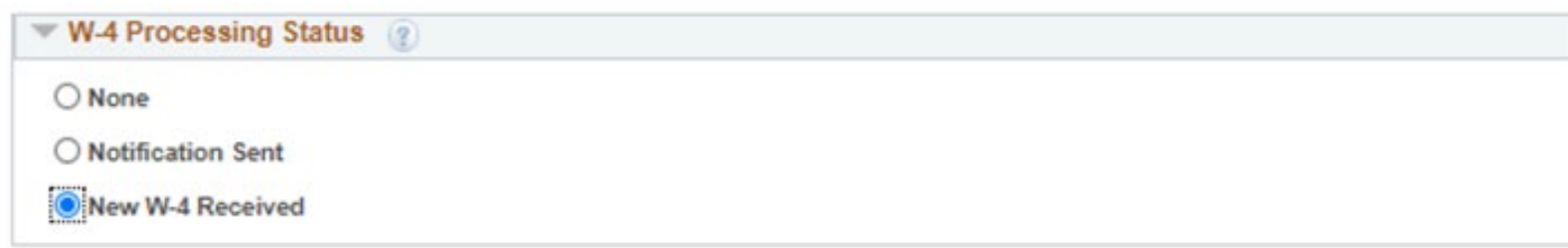
When notification process runs, W-4 processing status changes to “Notification Sent”

NOTE: This is in the “W-4 Processing Status” menu



A screenshot of a web interface showing a dropdown menu titled "W-4 Processing Status" with a help icon. The menu is open, displaying three radio button options: "None", "Notification Sent" (which is selected), and "New W-4 Received".

When new W-4 received, person entering must change status to “New W-4 Received”



A screenshot of a web interface showing a dropdown menu titled "W-4 Processing Status" with a help icon. The menu is open, displaying three radio button options: "None", "Notification Sent", and "New W-4 Received" (which is selected).

If the status is not changed, employee will be changed to single/0 adjustments when W-4s reset





# WRS-Single Payroll Transition Program

## Why was the program created?

- Program created as a result of the transition from a monthly payroll cycle to a biweekly payroll cycle
- Employees paid biweekly receive a paycheck approximately two weeks after the end of the payroll period which typically results in 26 paychecks during a fiscal year
- Due to the transition to a biweekly payroll employees received 25 paychecks for fiscal year 2022 because:
  - employees were paid for all days worked in June 2021 on June 30, 2021; and
  - received only one biweekly paycheck in July 2021
- Resulted in less earnings reported to the WRS for fiscal year 2022 because of the change in the timing of when the wages were paid

# WRS-Single Payroll Transition Program

## How does this program solve this issue?

- Eligible employees have the option to accelerate the payment and reporting of wages to WRS for days worked up to June 30th prior to the end of the fiscal year which means wages will be paid in June for all days worked in June
- Provides eligible employee who are approved for the program with an additional biweekly paycheck in the employee's last full fiscal year prior to retirement
- For employees retiring at the end of fiscal year 2022 and who are approved for the program, the employee will have 26 paychecks
- For employees retiring at the end of fiscal year 2023 or fiscal year 2024, the employee will end up with 27 paychecks, which will average out the lower earnings from the fiscal year 2022 transition year

# WRS-Single Payroll Transition Program

## How long will this program last?

- Program is available for fiscal years 2022, 2023, and 2024. It will allow employees who plan to separate from service during the remaining 2 fiscal years to include fiscal year 2023 as one of their highest 3 years of earnings for WRS formula benefit calculation purposes.
- **IMPORTANT:** Employees **must** make their request to accelerate payment prior to May 1 of the fiscal year that will be the employee's last **full** year of employment

# WRS-Single Payroll Transition Program

## What are the eligibility requirements?

- Faculty, academic staff, limited appointees who are vested in the WRS, are of minimum retirement age as of the date of their separation and meet all of the following conditions:
  - Had an active appointment and were paid on the monthly pay date of June 30, 2021;
  - Separate service between June 15, 2022 and February 15, 2025;
  - Perform compensable work between June 15 and June 30 in the fiscal year in which the WRS Single Payroll Transition Program Application is being submitted; and
  - Submit a completed WRS Single Payroll Transition Program Application prior to May 1 of the year in which the payment will be accelerated

# WRS-Single Payroll Transition Program

## How does an employee apply?

- Employee must submit a completed WRS-Single Payroll Transition Program Application along with a copy of an official WRS Retirement Benefit Estimate dated within 12 months of their separation date
- Employee will need to work with institution HR representative to determine their termination date and if their banked vacation can be used to extend their time on payroll
- The application is due by May 1 of the employee's last full fiscal year (for example, an employee retiring on January 31, 2024 must apply by **May 1, 2023**)
- Reminder: Only applications for FY 2023 should be accepted (application due May 1, 2023, retirement June 15, 2023 – February 15, 2024)

# WRS-Single Payroll Transition Program

## Important Program Notes

- The program is not a termination or retirement incentive plan and is not affiliated with any of the furloughs or temporary work reductions that have occurred or are in process
- Employees who participate in the program at the end of the fiscal year, and who retire later in the following fiscal year will have a reduced check the first biweekly paycheck in July as a result
- IRS compensation limits apply. The program does not benefit employees who make over the IRS compensation limit (for fiscal year 2023 the annual compensation limit is \$317,500 (adjusted annually)).

# WRS-Single Payroll Transition Program

## Deduction Information for the Accelerated Paycheck

### Deductions:

- Benefit Insurance Premium Deductions:
  - Depending on the employees elected retirement date they will have normal benefit insurance premium deductions as well as certain additional insurance premium deductions from accelerated wages (prepays). Benefit insurance premium deductions from the accelerated wages will be used to prepay for benefits. Deductions eligible are the same as summer prepays.
- Retirement Plan Contributions:
  - WRS contribution
  - 403(b) SRP, 457 WDC, WRS Additional – Employee contribution will be deducted as they have elected, no adjustments will be made. Employee can change contribution amounts following the established procedures, plan rules, and set time frames.

# WRS-Single Payroll Transition Program

## Responsibilities for Implementation and Roll-out

- **Benefits Administrators:**

- Answer benefit related questions from employees
- Coordinate with HR administrator as needed on use of banked leave to extend time on payroll

- **HR Administrators:**

- Review application focusing on employees selected retirement date and use of banked leave to extend time on payroll
- Coordinate with benefits administrator as needed on use of banked leave to extend time on payroll
- Submit all completed application to [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu)
- Submit all applications received for review. Institution should not be approving or denying applications.
- Enter employee's termination date in HRS



# WRS-Single Payroll Transition Program

## Responsibilities for Implementation and Roll-out

- **Service Operations:**
  - Approve or deny submitted applications
  - Communicate approval or denial of application to employee and institution
  - Process approved applications (shift earnings in payroll)
- **UW System HR:**
  - Create program documentation and web page
  - Communicate program to eligible employees
  - Answer policy questions for Benefits Administrators and Service Operations
  - Respond to escalated questions or employee concerns

# WRS-Single Payroll Transition Program

## Communications:

- Week of December 12, 2022 – Heads email to eligible employees
- January 2023 – Targeted email to eligible employees
- April 2023 – Reminder email to eligible employees
- June 2023 – Reminder to employees who applied and were approved what to expect on June and July paychecks

## Employee Questions:

- [Institution HR Representative](#) - Coordinating retirement date and use of banked leave to extend time on payroll
- [Institution Benefits Contact](#) - Questions on the program

## HR/Benefits Administrator Questions:

- Program/Policy clarification – [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu)
- Processes, Status of applications – [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu)

# WRS-Single Payroll Transition Program

## Resources:

- [WRS-Single Payroll Transition web page](#)
- [FAQ](#)
- [Application](#)



# 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](mailto:uwss-svc.CampusCallSlides@uwss.wisconsin.edu)