

Institution Administrator Call

December 22, 2022

Agenda

- Portal Articles
- Income Continuation Insurance Plan Changes
- Healthcare Flexible Spending Account Claims Reminder
- Pay Plan Update (slides are forthcoming)

Portal Articles

Recently posted:

- Reminder: 2023 Benefits Highlights
- 2023 Benefits Deductions and Contributions
- Accidental Death & Dismemberment (AD&D) Insurance Premium to Decrease January 1, 2023
- Deadlines to Use Floating Legal Holidays
- University Staff: Bank or Request Payout of Unused Vacation by December 31, 2022
- 2023 Benefits ID Cards
- Electronic Distribution of Tax Forms Available

Upcoming articles:

- UIA Life Insurance Annual Premium Deduction
- Saving 1% More for Retirement

Income Continuation Insurance Plan Changes

- Employees affected:
 - Transfer from University Staff to Faculty/Academic Staff/Limited Appointee
 - Transfer from state employment (classified) to UW System employment in a Faculty/Academic Staff/Limited Appointee position
- Current:
 - If not currently enrolled the employee has an enrollment opportunity in standard and supplemental (if earning over \$64,000) if:
 - They were previously employed at least one year in state service; and
 - They elect an elimination period that provides an increase in the employer contribution to the premium from what they would have received as a University Staff or classified employee (based on sick leave balance)
- Changes effective: For transfers that occur **on or after** January 1, 2023:
 - One year requirement ***removed***
 - ***Any*** elimination period can be elected. Continue to advise employee the more sick leave they have the longer elimination period they may want to elect.

Income Continuation Insurance Plan Changes

Reminders:

- Coverage effective: 1st of the month on or following the start of the new position
- Must submit application within 30 days of start of new position
- If employee misses enrollment opportunity they may have a deferred enrollment opportunity or they may apply through Evidence of Insurability at any time, approval not guaranteed

UW System Employee Benefits website updated:

- Employee site: Life Event Employment Changes web page > [Change from University Staff to Faculty/Academic Staff/Limited Appointee](#)
- Administrator site: Benefits Administration > [Employment Changes](#)
 - Change in Employment Categories
 - Transfer from a State Agency



Healthcare Flexible Spending Account Claims Reminder

During the Group Insurance Board (GIB) meeting in May 2023, the GIB approved ETF's recommendation to change the date by which employees must incur eligible expenses for their healthcare Flexible Spending Account (FSA) when they terminate employment or cancel their FSA due to a qualifying life event.

- Current: Eligible expenses must be incurred by the end of the month in which their final contribution was made via payroll
- Starting January 1, 2023: Eligible expenses must be incurred by the end of the month in which their employment ends or they cancel their FSA due to a qualifying life event

Healthcare Flexible Spending Account Claims Reminder

Resources:

- [UW System Employee Benefits Termination Life Event web page](#)
- [ETF/Optum Enrollment Handbook](#)



HR – Pay Plan Update

2% Pay Plan Increase Effective Date January 1, 2023

Completed	<ul style="list-style-type: none">• UWSS loads pay plan increases from templates to HRS• Pay plan letter generation and distribution• ePfile upload of pay plan letters• Distribution of output files to campuses detailing successful changes and errors
In process	<p>Follow up</p> <ul style="list-style-type: none">• Errors on output files• Over the Max employees• “Special situation”

Campuses can do manual pay plan Job Data entry if needed

HR – Pay Plan Update

Over the Max Employees with Lump Sum

- Lump Sum payments will be on the 1B
- Campuses will receive an email with their population to respond with questions
- UWSS will load lump payments for campuses to payments



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