

Institution Administrator Call

January 5, 2023

Agenda

- Portal Articles
- 2023 Health Insurance Cards Update
- Pay Plan Update
- Faculty Sabbatical HRS Process – Reminder

Portal Articles

Recently posted:

- [UIA Life Insurance Annual Premium Deduction](#)
- [Reminder: 2023 Benefits Highlights](#)
- [2023 Benefits Deductions and Contributions](#)
- [Accidental Death & Dismemberment \(AD&D\) Insurance Premium to Decrease January 1, 2023](#)

Upcoming articles:

- [Saving 1% More for Retirement](#)
- [W-2 Forms Now Available Online](#)
- [1095-C Forms Now Available Online](#)

2023 Health Insurance Cards Update

- Given the large number of employees who had a change to their health plan for 2023, there may be some employees who have not yet received their health insurance cards
 - These employees do have coverage and can verify this directly with their health plan to obtain their Group Number and Member ID number
 - Health Plan and Vendor contacts: etf.wi.gov/publications/et1728/download?inline=

2023 Health Insurance Cards Update

- The following is when the health plans distributed 2023 cards
 - **Aspirus Health Plan ID Cards:** ID cards mailed 12/31/2022
 - **Dean Health Plan ID Cards:** ID cards mailed 12/15/2022. This includes the Access, SMP, and the new Prevea360 West Mayo offerings.
 - **Common Ground Healthcare Cooperative ID Cards:** The last round of ID cards mailed 12/27/2022
 - **GHC – Eau Claire ID Cards:** The last round of ID cards mailed 12/27/2022
 - **GHC – South Central Wisconsin ID Cards:** ID cards mailed 12/03/2022
 - **HealthPartners ID Cards:** ID cards mailed 01/03/2023. This includes Robin health plan.
 - **Medical Associates Health Plan ID Cards:** ID cards mailed 12/14/2022
 - **MercyCare Health Plan ID Cards:** ID cards mailed between 11/30/2022 and 12/06/2022
 - **Network Health ID Cards:** ID cards mailed between 12/02/2022 and 12/30/2022
 - **Quartz ID Cards:** ID cards mailed between 12/10/2022 and 12/13/2022
 - **Security ID Cards:** ID cards mailed 12/12/2022
 - **United Healthcare ID Cards:** ID cards mailed for IYC Medicare Advantage and Medicare Plus between 10/03/2022 and 12/05/2022

Pay Plan

- Continued review and adjustments to employees
- Lump Sum payments will be on the 1B
 - Campuses to receive final population and calculations from UWSS
 - Campuses with no employees to receive email confirmation too
- UWSS will load lump payments for campuses to payments
- Campuses can do manual pay plan Job Data entry if needed

Faculty Sabbatical HRS Process- Reminder

Faculty Sabbatical Program-UWS Administrative Policy 160

Two types of sabbatical leaves are available to faculty members:

1. A faculty member may take a sabbatical leave for an academic year and receive from the institution financial support at any level up to sixty-five percent of his/her full compensation for that period, in accordance with institutional policies
2. A faculty member may take a sabbatical leave for one semester of the academic year and receive from the institution financial support at any level up to a maximum of his/her full compensation for that period

Full Academic Year Sabbatical

A faculty member:

- receive financial support from the UW institution at any level up to 65% percent of his/her full compensation for that period
- could secure a buy out from an outside source for up to the 35% reduction
- maintains 100% full-time rate for WRS (earnings, creditable service, contributions) and Absence accruals while on a faculty sabbatical

Procedure:

- record the faculty sabbatical on the Profile Management Page in HRS
- change FTE on Position (FTE is changed to 65% of the full FTE amount, or in the case of a buy out, the FTE change could be up to 99%)
- enter an Additional Pay (earnings code USB) for both hours and pay to make the employee whole for WRS and Absence accruals
 - Fringe costs on the Add'l Pay Earnings code will be charged to the appropriate funding sources and BAC will be deducted from earnings if appropriate
 - **Action needed:** Update add'l pay (earnings code USB) entries for faculty sabbatical to accommodate the pay plan increase starting with the Jan A payroll (confirms on 1/19/2023)

One Semester Faculty Sabbatical

A faculty member:

- approved to take a sabbatical for one semester of the academic year and receive from the institution financial support at any level up to a maximum of his/her full compensation for that period

Procedure:

- record the faculty sabbatical on the Profile Management Page in HRS
- add a job row to record the one-semester sabbatical leave
- faculty received full compensation
 - no FTE change needed
 - no additional pay USB earnings code needed

Resources

- UW System Administrative Policy 160: The Faculty Sabbatical Program
 - www.wisconsin.edu/uw-policies/uw-system-administrative-policies/the-faculty-sabbatical-program/
- HRS Process Supporting KBs
 - [Entering a Faculty Sabbatical in HRS \(KB 17072\)](#)
 - [Entering Person Profile Management in HRS \(KB 16269\)](#)
 - [Managing Position Data in HRS \(KB 16273\)](#)
 - [Entering Additional Pay in HRS \(KB 17094\)](#)

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