Institution Administrator Call

February 16, 2023

UNIVERSITY OF
WISCONSIN SYSTEM

Agenda

- Portal Articles
- America Saves Week Reminder
- Upcoming Training
- New WED – No TL Security
- Mass Job Update – 2023 Extend EJED Process
- Mandatory Employee Training (MET) Update
- New Hire Benefits Confirmation Statements
- Summer Prepay

UNIVERSITY OF WISCONSIN SYSTEM
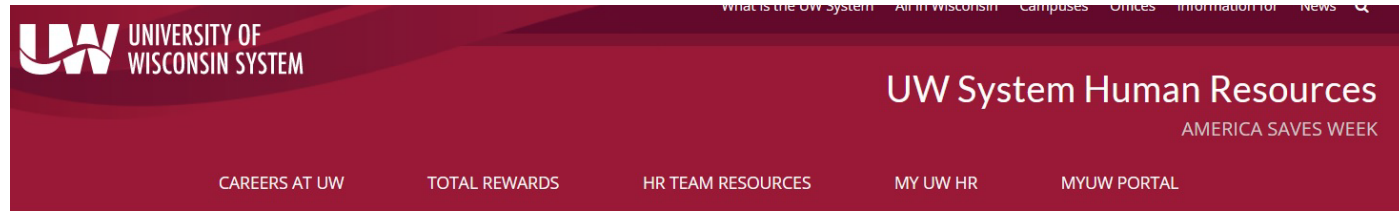
Portal Articles

Recently posted:

- America Saves Week: February 27 – March 3, 2023
- Income Continuation Insurance: Deferred Enrollment and Premium Update
- 1095-C Forms Now Available Online
- Employee Well-being Webinars
- W-2 Forms Now Available Online
- WRS News Online, January 2023

Upcoming articles:

- March 31 Deadline for 2022 FSA Claims
- Summer Prepay Insurance Premium Deductions
- Updated State Group Life Insurance Premiums Effective April 1, 2023

America Saves Week

UW System is promoting financial well-being with the America Saves Week campaign February 27 – March 3, 2023 with webinars, credit checks, and other resources.

America Saves Week website is live: www.wisconsin.edu/ohrwd/americasaves/

UNIVERSITY OF
WISCONSIN SYSTEM

America Saves Week
February 27 – March 3, 2023

During this week, UW System will feature live and on demand webinars, presented by:

- [Employee Assistant Program (EAP)](#) provider, **Kepro**
- [UW 403(b) Supplemental Retirement Program (SRP)](#) providers, **Fidelity and TIAA**
- [Wisconsin Deferred Compensation (WDC) 457 Program](#) provider, **Empower** [Wisconsin's 529 Plan](#) provider, **Edvest**

- [Summit Credit Union](#)
- [UW Credit Union](#)

Help us get the word out about this event on your campus! Look for the following:

- portal articles to link to in your campus newsletters and link to on your campus website

- social media posts to reshare

- announcement flyer and flyer to post in employee areas around campus (emailed February 6, 2023)

UNIVERSITY OF WISCONSIN SYSTEM

America Saves Week
February 27 – March 3, 2023

Help employees earn their $150 Well Wisconsin incentive by using an America Saves Week event as an employer sponsored wellness activity. Review the Employer-Sponsored Activities Implementation Guide for details.

- Examples:

  - Group viewing of a webinar – Pick a webinar to promote, reserve a conference room to view the webinar as a group, facilitate a discussion of the topic. Be sure to take attendance.

  - Individual viewing of a webinar – Promote an event or a selection of events and ask employees to report to you their attendance.

UNIVERSITY OF
WISCONSIN SYSTEM

Upcoming Training

- HR
  - Intro to Hire (Remote online)
    - Wednesday Feb 15, 12:30 – 3:30pm
  - Updates: Person, Position, Job (Remote online)
    - Wednesday Feb 23, 12:30 – 3:30pm
  - Rehires, Transfers & Multiple Jobs (Remote online)
    - Wednesday March 1, 12:30 – 3:30pm
- Funding
  - Setting Up Funding (Remote online)
    - Tuesday Feb 21, 9:00 – 12:00pm
  - Changing Funding (Remote online)
    - Tuesday Feb 28, 9:00 – 12:00pm

UNIVERSITY OF WISCONSIN SYSTEM

New WED – No TL Security

- A new WED report called UW_TL_NO_TL_SECURITY_B has been created to identify FAASLI exempt employees with leave eligible employee records and no TL Security
  - Ensures employees can review and report their leave
  - Ensures submitted leave takes can be routed to supervisor(s) for approval

- Report will be available February 21st
- KB-80116: Time and Labor WED Reports in HRS
  kb.uwss.wisconsin.edu/page.php?id=80116

Mass Job Update – 2023 Extend EJED Process

To help campuses prepare for the end of the academic year, UW-Shared Services (UWSS) will run a mass job update to extend Expected Job End Dates (EJEDs) of 9-month employees to one day before the start of the new academic year.

Before doing so, institutions will be asked to verify the employees that should be extended.

Process Overview:

1. **Wednesday, February 22**: UWSS provides list to each institution of employees with EJEDs at the end of the Academic Year

2. **By Monday, April 17**:

   Institutions email serviceoperations@support.wisconsin.edu with the following:

   - Notification that ALL, or NONE, of the employees in the original February spreadsheet should have their EJEDs extended. No spreadsheet needs to be submitted

     OR

   - A revised version of the spreadsheet with **Y** in the **Extend EJED** column for only those employees that need an extended EJED, and **N** for those that do not

UNIVERSITY OF WISCONSIN SYSTEM

Mass Job Update – 2023 Extend EJED Process

Process Overview continued…

3. **Weekend of April 29**: UWSS extends EJEDs for employees marked **Y** using the Mass Job Update process

4. **April 30 – May 19**: If additional EJEDs need extension, institution manually updates in HRS

5. **Weekend of May 19**: Employees not extended will be terminated through normal EJED processing based on the unchanged EJED date in Job Data

UNIVERSITY OF WISCONSIN SYSTEM

Mass Job Update – 2023 Extend EJED Process

When updating spreadsheets:

- Do not delete rows or columns.

- **Extend EJED (Y/N)** is the only value that requires review
  - **Y**: UWSS will extend the employee's EJED to the day before the 2023-24 Academic Year begins, via mass job update
  - **N**: UWSS should not extend the employee's EJED via mass job update

- Final instructions will be provided at the time of spreadsheet distribution

UNIVERSITY OF
WISCONSIN SYSTEM

Mass Job Update – 2023 Extend EJED Process

Sample Excel file:

	Business Unit	Dept ID	Name	Empl ID	Empl Rcd	Position	Empl Class	Continuity	Pay Status	Effective Date	Current EJED	New EJED	Extend EJED (Y or N)
204	UWMIL	B051000	C	00029497	0	00485927	AS	02C	A	2/1/2023	5/21/2023	8/20/2023	Y
205	UWMIL	B051000	M	00046669	0	00175225	AS	02C	A	1/1/2023	5/21/2023	8/20/2023	Y
206	UWMIL	B051000	S	00097840	0	00346984	AS	02C	A	2/1/2023	5/21/2023	8/20/2023	Y
207	UWMIL	B051000	F	00121230	0	00485432	AS	02C	A	1/1/2023	5/21/2023	8/20/2023	Y
208	UWMIL	B051000	C	00726896	0	02022124	AS	02C	A	1/1/2023	5/21/2023	8/20/2023	Y
209	UWMIL	B051000	LI	00786818	0	02076931	AS	02C	A	1/1/2023	5/21/2023	8/20/2023	Y
210	UWMIL	B051000	L	00835913	2	02321363	AS	02C	A	2/1/2023	5/21/2023	8/20/2023	Y
211	UWMIL	B051000	S	00936619	0	02217012	AS	02C	A	2/1/2023	5/21/2023	8/20/2023	Y
212	UWMIL	B051000	S	00996816	1	02320963	AS	02C	A	2/1/2023	5/21/2023	8/20/2023	Y
213	UWMIL	B057600	M	00377747	1	02316264	SA5	02B	A	1/6/2023	5/21/2023	8/20/2023	Y

UNIVERSITY OF WISCONSIN SYSTEM

Mandatory Employee Training (MET)

Mandatory training for all employees of the UW System

- **Mandated Reporter**
  - Required once upon hire

- **Security Awareness Training**
  - Required upon hire and annually thereafter

- **Sexual Harassment/Title IX**
  - Required upon hire and once every three years thereafter

UNIVERSITY OF WISCONSIN SYSTEM

MET Process

Daily Process
> Hires, Rehires, Transfers, Return from leave, Waiver change

Annual Refresher Process
- Refresher courses for Information Security Awareness and Sexual Harassment (Title IX)
- March 1 - March 31
- Employees who complete the courses in January and February will be exempt

Notification
- Sent one day post job effective date
- Courses will not be available until notification goes out – update onboarding documents
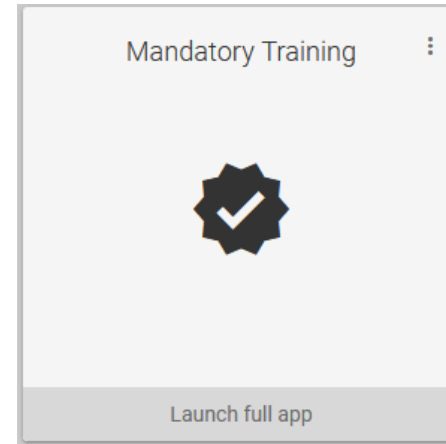
Automated Reminders
- 14 days following notification if course not completed
- 21 days following notification if course not completed
- Monthly overdue reminders - 15th of every month

UNIVERSITY OF WISCONSIN SYSTEM

MET Course Access

Access through MyUW

Self Service > Mandatory Training page

Mandatory Training ⋮

Launch full app

Mandatory Training

CHRISTINA SLEAFORD

Mandatory Employee Training   3 rows

Course	Status	Next Due	URL
Information Security	Not Complete	Due Now	Click Here to Launch Course
Sexual Harassment (Title IX)	Complete	March 2023	
Mandated Reporter	Not Complete	Due Now	Click Here to Launch Course

**UW** UNIVERSITY OF WISCONSIN SYSTEM

MET Next Steps

Resources:
- [Mandatory Employee Training KB 94504](#)
- Portal Article announcing schedule change

Questions?

New Hire Benefits Confirmation Statements

- Due to system updates of moving processing from calendar year 2022 to 2023, there will be changes on what is seen in Cypress

- There will be some days in which there will be two files in Cypress with the same title and date, but will include different data
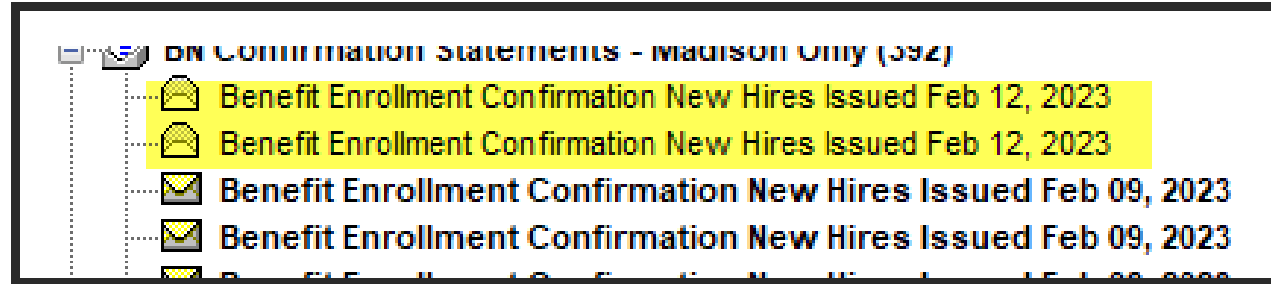
- This will occur because New Hire Job Data was entered in 2022 with an effective date in 2023

- If there is no data to process from entry in 2022 for an effective date in 2023, then there will be only one file in Cypress

- There is no impact to employees

UNIVERSITY OF WISCONSIN SYSTEM

Summer Prepay

Summer prepays allow eligible employees to maintain insurance coverage for the months of July, August, and September.

Summer prepays insurance premiums will be deducted from the following paychecks:

- March 23, April 6, April 20, May 4, May 18, June 1, 2023

UNIVERSITY OF WISCONSIN SYSTEM

Summer Prepay

Eligibility:

- Faculty, Academic Staff, Limited Appointees, Student Assistants, Employees-in-Training;

- On an Academic Year contract (C-basis), (select Annual contracts (A-basis) eligible); and

- Expected to return in the fall OR are working a Summer Service/Summer Session appointment with no expectation to return in the fall (coverage through end of employment)

Note: University Staff employees on a summer leave are not eligible. University Staff employees should be placed on a leave of absence or laid off.

Summer Prepay

- Academic Year contract (C-basis) employees will be automatically setup with summer prepay deductions the week of February 27, 2023

- The following employees will need to be manually setup:
  - Employees with an Annual (A-basis) contract
  - Employees on leave of absence
  - For institutions on Benefits Counseling your HR office will be contacted to supply a list of employees who need to manually be set up

UNIVERSITY OF WISCONSIN SYSTEM

Summer Prepay

Summer Prepays deducted for:

- State Group Health Insurance*
- Dental Insurance
- Vision Insurance
- State Group Life Insurance
- Individual & Family Life Insurance
- UW Employees, Inc. Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Accident Insurance
- Income Continuation Insurance (ICI)**

Summer Prepays not deducted for:

- Flexible Spending Accounts (FSA)
- Health Savings Accounts (HSA)***
- Parking & Transit Accounts
- UW 403(b) Supplemental Retirement Plan (SRP)
- Wisconsin Deferred Compensation (WDC) 457

*Health Opt-Out will continue to be paid through the summer

**ICI prepay premiums will not be deducted in March. Two ICI prepay premiums will be deducted on April paychecks and one on both May paychecks.

***Health Savings Account (HSA) employer contribution will continue through the summer.

UW UNIVERSITY OF WISCONSIN SYSTEM

Summer Prepay

C-basis Biweekly Deduction Schedule

- March 2023
  - ½ on A paycheck and ½ on B paycheck for all insurance plans, except ICI
- April 2023
  - ½ on A paycheck and ½ on B paycheck for all insurance plans, except ICI
  - For ICI, 1 full ICI premium on A paycheck and 1 full premium on B paycheck
- May 2023
  - ½ on A paycheck and ½ on B paycheck for all insurance plans

Summer Prepay

- If the employee is terminating between the end of the spring semester and before the fall semester take the following actions:

Summer Prepay Deduction Guide			
Month of	**'OK to Process' Checked or Unchecked?**		
Job & Coverage Termination	**Prepay March (3A/3B)**	**Prepay April (4A/4B)**	**Prepay May (5A/5B)**
May	Unchecked	Unchecked	Unchecked
June	Unchecked	Unchecked	Unchecked*
July	Unchecked	Unchecked*	Checked
August	Unchecked	Checked	Checked

*If employee is enrolled in ICI, leave 'OK to Process' checked and change the 'Prepay Factor' to zero on all benefits except ICI

UW UNIVERSITY OF WISCONSIN SYSTEM

Summer Prepay

Setup for Biweekly Benefits Deductions

- Prepays are calculated on the total monthly premium amount

- When prepays are setup, using 0.50 prepay factor will have prepay deductions align with the split benefits deductions

- Prepays setup with 1.0 prepay factor will have the total monthly premium deduction

- Reminder: Prepay source for manually setup employees is Leave of Absence or Short Work Break

UNIVERSITY OF WISCONSIN SYSTEM

Summer Prepay

Setup for Biweekly Benefits Deductions

- Example:
  - The total monthly health insurance premium with dental, family coverage is $257.00
    - The biweekly premium is $128.50 for April A and $128.50 for April B
  - To setup a manual prepay for April A and April B, use a prepay factor of 0.5 because prepays look at the total monthly premium and not the biweekly payroll premium

Summer Prepay

- Communications:
  - Emails
    - Sent to employees that have been automatically setup for summer prepay
    - Will include the estimated amount of prepaid deductions
    - Sent out on or about March 2, March 30, and April 27, 2023
    - Copies of the emails will be available on the Summer Prepay Landing web page

  - Portal article
    - Will be posted week of March 6, 2023

UNIVERSITY OF WISCONSIN SYSTEM

Summer Prepay Resources

Employee:
- Summer Prepay Insurance Premiums web page
- Benefit Premiums web page

Administrators:
- UW System HR/Benefits Administrative Resources: Summer Prepay Resources web page
  - Policy
  - Quick Reference Guide
- UW-Shared Services: Summer Prepay landing web page
  - Timeline
  - KBs
  - Communications

UNIVERSITY OF WISCONSIN SYSTEM

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.

UNIVERSITY OF WISCONSIN SYSTEM

Campus Collaboration & Discussion

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

UNIVERSITY OF
WISCONSIN SYSTEM