Institution Administrator Call

March 16, 2023

Agenda

- Portal Articles
- Upcoming Training
- Mandatory Employee Training Update
- Illinois W4 Entry
- WRS-Single Payroll Transition Program Reminders
- Outside Activity Reporting

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Portal Articles

Recently posted:

- Reminder: March 31 Deadline for 2022 Flexible Spending Account Claims
- Summer Prepay Insurance Premium Deductions

Upcoming articles:

- Updated State Group Life Insurance Premiums Effective April 1, 2023
- WRS Annual Statement of Benefits Now Available
- Update Address Information Before End of Spring Semester

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Upcoming Training

- HR
  - Intro to Hiring (Remote online)
    - Thursday March 30, 12:30-3:30pm
  - Updates: Person, Position, Job (Remote online)
    - Thursday April 6, 12:30 – 3:30pm
  - Rehires, Transfers & Multiple Jobs (Remote online)
    - Thursday April 13, 12:30 – 3:30pm
- TAM
  - Recruiting in TAM (Remote online)
    - Friday April 21, 8:30am-4:00pm

- Funding
  - Setting Up Funding (Remote online)
    - Tuesday April 13, 9:00 – 12:00pm
  - Changing Funding (Remote online)
    - Friday April 14, 9:00 – 12:00pm

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Mandatory Employee Training (Annual Retrain)

- Information Security Awareness
  - Notified – 18,400
  - Completed – 5,724

- Sexual Harassment (Title IX)
  - Notified – 7,878
  - Completed – 2,289

- Mandated Reporter
  - Notified – 6,083
  - Completed – 609

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Illinois W4 Entry

- Illinois regulations require employees claiming exempt status with Illinois must also be exempt for federal withholding

- Employee Self-Service
  - 03/20/23 – Update will be put into production to provide employees with a 'hard stop' error message. Employees will not be able to submit their W4 if they are not exempt for federal withholding

> Per the Illinois State regulations, you cannot claim exempt for Illinois W-4 withholding without claiming exempt on Federal withholding. Please review your federal exemption before proceeding or remove your state exemption.
>
> OK

- IL W4 Entry - CSSD and Campus Admin
  - Validate exempt status for federal withholding
    - If federal is exempt – ok to enter IL exempt W4
    - If federal is NOT exempt – Notify employee their W4 is invalid due to state regulations

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WRS-Single Payroll Transition Program Reminders

- 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 in 2021 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

- 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 which will result in higher reported earnings for the last full fiscal year worked and address the timing difference of when earnings are paid and reported

- Program is available for fiscal years 2022, 2023, and 2024

- Applications for fiscal year 2023 (year 2 of 3 of the program) are due *May 1, 2023*

WRS-Single Payroll Transition Program

- How will paychecks of employees who are approved for the program be affected?
  - June 29, 2023 - Employees will have a larger than normal paycheck since wages were moved from their July 13, 2023 paycheck
    - Includes wages for June 4, 2023 – June 30, 2023
  - July 13, 2023 - Employees will have a smaller paycheck since wages were moved to their June 29, 2023 paycheck
    - Includes wages for July 1, 2023

- How are benefit deductions affected?
  - June 29, 2023 – Insurance premiums deducted as normal
  - July 13, 2023 – If the employee has wages insurance premiums will be deducted
  - July 27, 2023 – Regular insurance premiums will be deducted and any missed insurance premiums from the July 13 paycheck

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WRS-Single Payroll Transition Program

Communications:

- Week of March 6, 2023 – Email to eligible employees (email 2 of 3)
- Week of April 3, 2023 – Reminder email to eligible employees (email 3 of 3)
- Mid June 2023 – Email to employees approved for the program what to expect on their checks

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
- Processes, Status of applications – benefits@uwss.wisconsin.edu

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WRS-Single Payroll Transition Program

Resources:

- WRS-Single Payroll Transition web page
- FAQ
- Application

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Questions?

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Outside Activity Report

- Outside Activity Reporting is an annual automated process provided by HR Service Delivery for participating campuses

- All Faculty, Academic Staff and Limited Appointees with half-time appointments or more are required to report annually outside activities and interests related to their areas of professional responsibility and for which they receive remuneration by April 30 of each year following Chapter UWS 8

- Managers are responsible for reviewing the information provided by employees and need to work with employees to determine if a potential conflict may exist

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Outside Activity Report Preparation

- Prior to Outside Activity Report (OAR) Kick Off – Missing Reports To Info Needed
  - If an employee is missing Reports To information, they will not be able to complete the OAR form
  - Reports pulled and distributed to campus on March 14, 2023
  - WED Reports are also available to review employees that need Reports To updated:
    - UW_HR_POSITION_MISSING_REPORTS_TO
    - UW_HR_POSITION_REPORTS_TO_CONFLICT
    - UW_HR_POSITION_REPORTS_TO_VACANT
    - UW_HR_POSITION_REPORTS_TO_SELF

- Each participating campus send a primary and secondary preferred OAR contact to serviceoperations@support.wisconsin.edu

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Outside Activity Report Timeline

- Outside Activity Report process timeline:

  - Reports To initial communication received by March 31, 2023
  - Initial employee communication received by April 3, 2023
  - Reminders will be sent to employees who have not completed their OAR on April 14, April 21 and April 28, 2023
  - Reminders will be sent to supervisors who have not reviewed and approved submitted OAR forms on April 21 and April 28, 2023
  - All OARs must be completed/filed by April 30, 2023
  - HR Service Delivery will send monthly overdue reports to campus point of contacts/CHRO for further outreach and enforcement

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Outside Activity Report

- If an employee has more than one active empl record with a 0.50 FTE or higher, an OAR form is required for each record

- During OAR Process
  - UWSS will monitor for employees who have a change to Reports To after an employee submits OAR
  - UWSS will update the workflow and an email will generate to notify the new Reports To for review and approval

- The employee's Reports To will receive an email notification when they have an Outside Activity Report ready to approve

- All employee and approver email notifications will be sent to preferred business email

Outside Activity Report – WED and Queries

- A WED and queries are available to assist in monitoring OAR for institutions who are participating in this service

  - UW_HR_OAR_NEED_APRVL (WED and Query)
    - Lists employees who have submitted an Outside Activity form and approval of the activity reported is needed by the Reports To/Reviewer

  - UW_HR_OAR_FORM_DATA (Query)
    - Lists employees who have submitted the OAR and have listed outside activities

  - UW_HR_OAR_FORM_NO_ACTVTY (Query)
    - Lists employees who submitted the OAR and checked "No outside activity"

  - UW_HR_OAR_FORM_NOT_SBMT (Query)
    - Lists employees who have not submitted the OAR, including those that have clicked Save but not Submit

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Outside Activity Report – Resources

- Security Role to view WED: UW_UNV_HR_ADMINISTRATOR
- Security Role needed to access the queries: UW_UNV_HR_OAR_QRY

- Resources:
  - KB 98272 – OAR Reports – WED and Queries in HRS
  - UW System Administrative Policy 1290: Code of Ethics | UW Policies (wisconsin.edu)
  - UW System Compliance and Integrity Website: Conflicts of Interest | Compliance & Integrity (wisconsin.edu)
  - Employee Tip sheet: uwservice.wisconsin.edu/docs/publications/outside_activity_reporting_tipsheet.pdf
  - Review and Approve Outside Activities Report Tip sheet: uwservice.wisconsin.edu/docs/publications/hr-review-oar.pdf

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Questions?

Ticket Reminder

When sending an email to service operations, serviceoperations@support.wisconsin.edu, 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.

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Campus Collaboration & Discussion

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

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