

Institution Administrator Call

March 30, 2023

Agenda

- Portal Articles
- Upcoming Training
- ABE Appeals
- WRS Statement of Benefits
- HRS Data Clean Up Initiative
- Annual EJED Extension
- HRS Admin Website Access Review
- ATP Compensation HRS Entry (For comprehensives and UWMIL)

Portal Articles

Recently posted:

- Updated State Group Life Insurance Premiums Effective April 1, 2023
- Resources for Mental Health Well-being
- Complete Outside Activity Report by April 30, 2023
- Employee Well-being Webinars

Upcoming articles:

- WRS Annual Statement of Benefits Now Available
- Update Address Information Before End of Spring Semester

Upcoming Training

- HR
 - 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


ABE Appeals

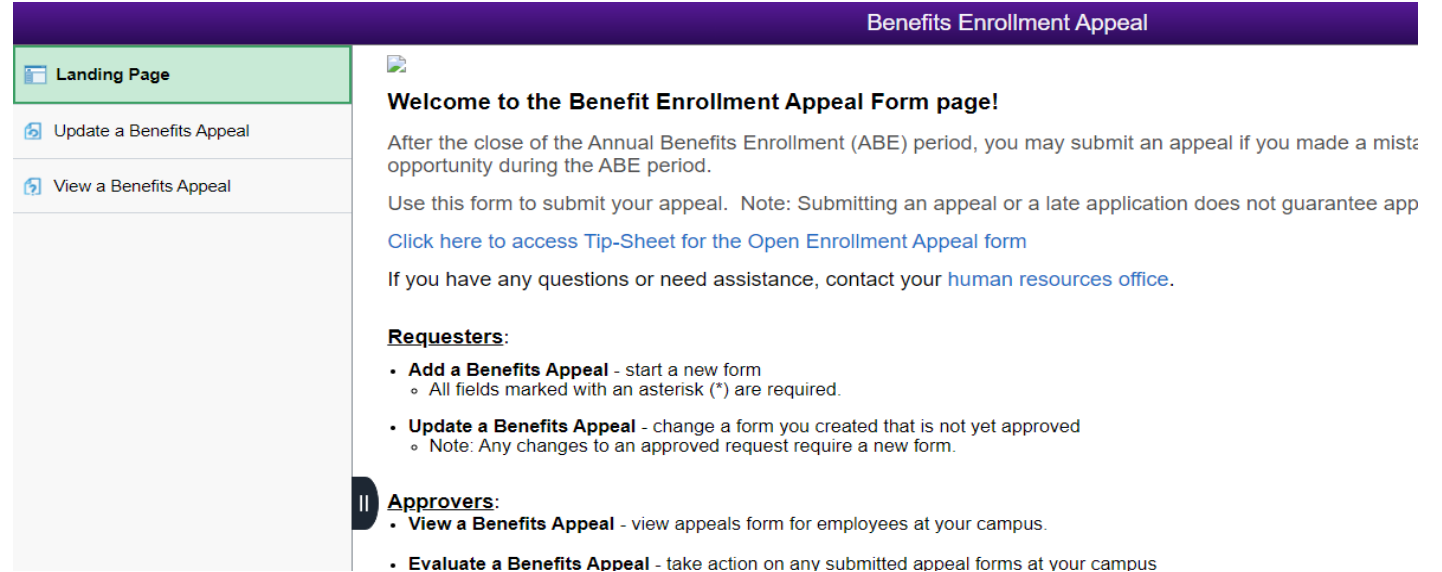
- The deadlines to submit appeals for the 2023 Annual Benefits Enrollment have passed
 - Flexible Spending Accounts: January 31, 2023
 - Supplemental Insurance Plans (Dental, Vision, Accident): February 28, 2023
 - State Group Health Insurance, Uniform Dental Insurance, Health Savings Accounts: April 15, 2023
- On April 17, 2023 the 'Add a Benefits Appeal' tab from the Benefits Enrollment Appeal tile in Employee Self-Service will be removed

ABE Appeals

- When employees express interest in making a change to their 2023 benefits after the deadline, make them aware that their next opportunity to do so is:
 - In the Fall during Annual Benefits Enrollment for changes effective 1/1/2024, or
 - If they have a qualifying life event
- If the situation continues to escalate:
 - Provide the employee paper applications to submit an appeal. Make them aware that submission is not a guarantee of approval.
 - Employee must include a statement with the reason for the appeal
 - Employer statement should also be included
 - Forms should be submitted to benefits@uwss.wisconsin.edu

ABE Appeals

- Employees who have already submitted a 2023 appeal will still be able to use the View and Update tabs within the Benefits Enrollment Appeal tile. Screenshot of employee view. 



The screenshot shows the 'Benefits Enrollment Appeal' page. The header is purple with the text 'Benefits Enrollment Appeal'. On the left, there is a navigation menu with three items: 'Landing Page' (highlighted in green), 'Update a Benefits Appeal', and 'View a Benefits Appeal'. The main content area has a white background and contains the following text:

Welcome to the Benefit Enrollment Appeal Form page!

After the close of the Annual Benefits Enrollment (ABE) period, you may submit an appeal if you made a mistake or believe you were not offered an enrollment opportunity during the ABE period.

Use this form to submit your appeal. Note: Submitting an appeal or a late application does not guarantee approval.

[Click here to access Tip-Sheet for the Open Enrollment Appeal form](#)


If you have any questions or need assistance, contact your [human resources office](#).

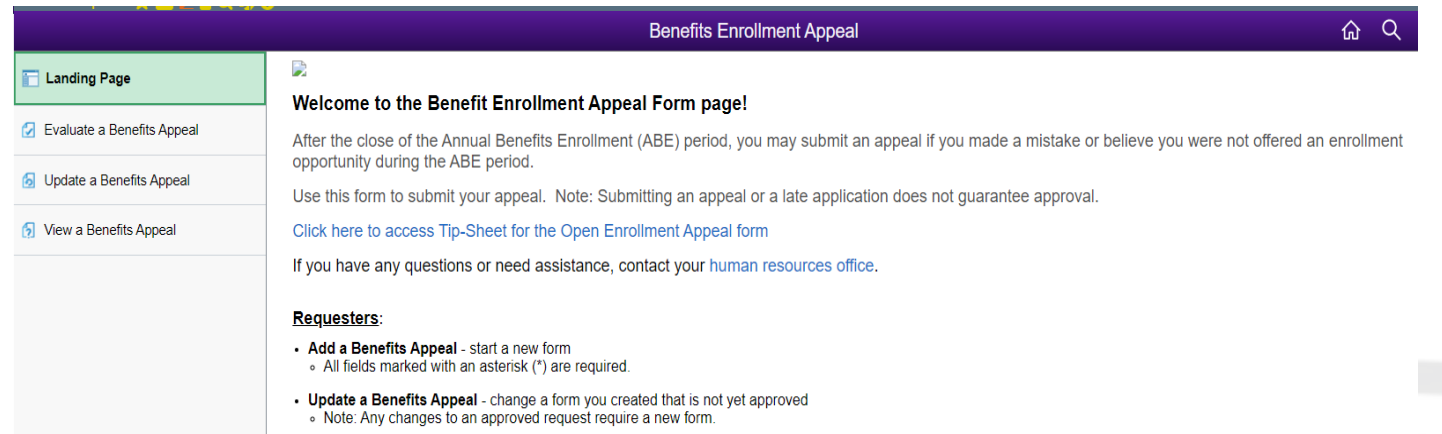
Requesters:

- **Add a Benefits Appeal** - start a new form
 - All fields marked with an asterisk (*) are required.
- **Update a Benefits Appeal** - change a form you created that is not yet approved
 - Note: Any changes to an approved request require a new form.

Approvers:

- **View a Benefits Appeal** - view appeals form for employees at your campus.
- **Evaluate a Benefits Appeal** - take action on any submitted appeal forms at your campus

- Administrators will still be able to use the Evaluate a Benefits Appeal tab to approve or deny previously submitted ABE appeal forms. Screenshot of an admin view. 



The screenshot shows the 'Benefits Enrollment Appeal' page from an administrator's view. The header is purple with the text 'Benefits Enrollment Appeal' and a search icon. On the left, there is a navigation menu with four items: 'Landing Page' (highlighted in green), 'Evaluate a Benefits Appeal', 'Update a Benefits Appeal', and 'View a Benefits Appeal'. The main content area has a white background and contains the following text:

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WRS Statement of Benefits

Week of April 10*: WRS Statement of Benefits available

*Subject to change, dependent on statements being successfully posted

- Portal article: Available soon after the statements posted
- Email: Will be sent starting Monday, April 17
- When counseling employees encourage them to review their statement and update their beneficiary designation if needed

2023 WRS Contribution Rates:

- UW System: 6.80% of eligible pay for most employees (Protectives with Social Security is 13.20%)
- Employees: 6.80% of their eligible pay

For information on the WRS review the [UW System Employee Benefits WRS web page](#).

HRS Data Clean Up Initiative - Background

- For the Administrative Transformation Project (ATP), there is a need for HRS data cleanup in preparation for data conversion from HRS to Workday
- A few categories of work as examples:
 - CBC Dates (intentionally future dated, inaccurately entered, etc.)
 - Reporting IDs
 - Position of Trust

HRS Data Clean Up Initiative - Point of Contact Request

- UWSS will attempt to resolve any issue/error, but there will be circumstances where we need assistance from the institutions
- Please provide a point of contact to help facilitate resolution or help connect to the right administrator
 - Is there an individual from the ATP Readiness Group that would be a good fit?

HRS Data Clean Up Initiative - Next Steps

- Send campus point of contact(s) information to serviceoperations@support.wisconsin.edu
 - Use "*Data Point of Contact*" in subject line
- UWSS will start the work to review reports indicating HRS data that may need to get cleaned up
- If it is not clear how something should be resolved, UWSS will connect with the point of contact to fix/update/clarify the HRS data

Questions?



Mass Job Update – 2023 Extend EJED Process

REMINDER:

- Lists of employees with EJEDs at the end of the academic year were emailed on February 22, 2023
- Replies to serviceoperations@support.wisconsin.edu are due on **Monday, April 17, 2023**, indicating whether you want all, none or some of the EJEDS extended
- 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

Mass Job Update – 2023 Extend EJED Process

Next Steps:

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

Please note:

- Employees not extended will be terminated through normal EJED processing based on the current EJED date
- If additional EJEDs need extension, institutions will need to manually update in HRS

HRS Admin Website Access Review

- Reviewing access to HRS Admin website
 - All individuals with HRS Core user roles
 - Identified individuals needing access
 - Will now require a security role including compliance agreement
- Better management of lists, access, tools, etc.
- List sent to campus today, March 30 of all set to lose access, please respond by 4/10/23 with individuals who should maintain access

HRS Admin Missed Payroll/Check Correction Access

- Attestation of missed payroll and check correction access and approvers
 - List sent to campus today, March 30 of campus requesters and approvers, please respond by 4/10/23 with individuals who should maintain access
- Future state – access to MP/CC will be lost when termination or transfer and will need to be requested

Questions?



ATP Compensation HRS Entry

- For those doing entry for ATP compensation
 - Job Data/Temporary Base Adjustment
 - Addl Pay/Lump Sum
 - Time Entry/Task Group IDs
 - Funding
- A separate slide deck and resources will be sent

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.

Campus Collaboration & Discussion

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