

# Institution Administrator Call

April 27, 2023

# Agenda

- Portal Articles
- Upcoming Training
- WRS- Single Payroll Transition Program Reminders
- Benefit Program Change
- Employees Eligible for State Group Health and Student Health
- Income Continuation Insurance Program Change
- Fiscal Year End 2023
- FY2024 Organizational Dept Updates REVISED
- UW Reporting ID
- Address Update Reminder

# Portal Articles

## Recently posted:

- [2023 Benefit ID Cards](#)
- [WRS Annual Statement of Benefits Now Available](#)
- [Mental Health Support Available Through Employee Assistance Program](#)

## Upcoming articles:

- Review/Update Your Personal Information
- UW 403(b) Supplemental Retirement Program (SRP)
- Submit Leave Reports by June 30, 2023

# Upcoming Training

- TAM
  - Recruiting in TAM (Remote online)
    - Friday April 28, 8:30am-4:00pm
- HR
  - Intro to Hire (Remote online)
    - Tuesday May 9, 12:30pm-3:30pm
  - Updates: Person, Position, Job (Remote online)
    - Wednesday May 17, 12:30pm-3:30pm
  - Rehires, Transfer & Multiple Jobs (Remote online)
    - Thursday June 1, 12:30pm-3:30pm
- FN
  - Setting Up Funding (Remote online)
    - Thursday June 15, 9:00am-12:00pm
  - Changing Funding (Remote online)
    - Friday June 16, 9:00am-12:00pm
  - Direct Retro (Remote online)
    - Friday June 23, 8:30am-11:30am

[My Learning Path \(wisconsin.edu\)](https://wisconsin.edu)

# 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

# WRS-Single Payroll Transition Program

## Communications:

- Week of March 6, 2023 – Email to eligible employees (email 2 of 3)
- Week of April 24, 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](mailto:uwshr@uwsa.edu)
- Processes, Status of applications – [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu)



# WRS-Single Payroll Transition Program

## Resources:

- [WRS-Single Payroll Transition web page](#)
- [FAQ](#)
- [Application](#)

# Questions?



# Benefit Program Change

- Graduate Assistant / Short-Term Academic Staff Benefit Program eligibility for Fellow (SA002), Scholar (SA010), Trainee (SA013) and Advanced Opportunity Fellow (SA001) is based on employee type, FTE, duration AND a percentage of a research assistant salary rate
- Workday team is working to simplify benefits eligibility and a policy decision was made to remove the additional eligibility criteria to review salary for certain positions and compare it against a pre-determined salary rate
- HRS will be updated effective May 1, 2023
- Removal of the salary eligibility criteria:
  - Will affect 2 employees to become eligible for the Graduate Assistant / Short-Term Academic Staff Benefit Program based on their employee type, FTE, and duration (standard benefits eligibility criteria)
  - Will not negatively affect any employees to cause them to lose benefits eligibility
- Institutions who have employees affected by this change will be contacted to reach out to the employee to inform them of their benefits enrollment opportunity. If on benefits counseling, the benefits counseling team will reach out to the employee
- Contact UW System HR at [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu) with questions

# Questions?



# Employees Eligible for State Group Health and Student Health

- International graduate assistants and scholars and visa dependents are required to have health insurance that meets minimum levels set by the US State Department
- Through UW System employment the employee may be eligible for both State Group Health Insurance and student health insurance
- State Group Health Insurance is generally less expensive than student health insurance
- For employees who are eligible for both State Group Health Insurance and student health insurance:
  - Counsel employee on their UW System employee benefits options within 30 days of being eligible for State Group Health Insurance
  - Advise employee of their available options (State Group Health and student health) and remind them to closely review costs for each of the plans
  - Monitor that they enroll in State Group Health Insurance so they do not unexpectedly get automatically enrolled in a student health plan that is more expensive
- If employee does not enroll timely their next available option to enroll in State Group Health Insurance will be qualifying life event or annual benefits enrollment
- Contact UW System HR at [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu) with questions.

# Questions?



# Income Continuation Insurance Program Change

## ICI Age Related Changes Effective May 1, 2023:

- Age 70 or older enrollment limits removed
- The maximum duration of benefits will be increased to 5 years for employees disabled after attaining age 60

Age at Disablement	Maximum Duration of Benefits from Date of Disablement
On or before 60 <sup>th</sup> birthday	Benefits payable to age 65
After 60 <sup>th</sup> birthday	5 years

## Next Steps:

- Immediately accept applications for Income Continuation (ICI) coverage from eligible new hires aged 70 and older
- No longer terminate coverage for enrolled employees when they turn age 70
  - Employees who turned age 70 in April or will attain age 70 before the end of 2023 will be sent an email notifying them that ICI coverage will continue beyond age 70
- Offer special enrollment period to eligible employees
  - Email will be sent May 2, 2023 to all employees aged 70 and older notifying them that they *may* have a special ICI enrollment opportunity

# Income Continuation Insurance Program Change

## Special Enrollment Period:

- Employees eligible for special enrollment:
  - Employees who were enrolled in ICI and lost coverage at age 70
  - Employees who were not offered coverage at the time of hire because they were age 70 or older as of ICI coverage effective date
  - Employees who would have been eligible to enroll during the 2023 deferred coverage enrollment period (January – March 1, 2023) but were not offered enrollment because they exceeded age 70

Note: Active employees who were offered ICI coverage but elected not to enroll are not eligible for the special enrollment opportunity. If eligible for coverage they may enroll through Evidence of Insurability (EOI) or during the next annual deferred enrollment period.



# Income Continuation Insurance Program Change

## Special Enrollment Period - Continued

- Employee submits completed ICI application to Institution Benefits Contact within 30 days of receiving notice
- Notice will be sent May 2, 2023. Coverage is effective the first of the month that occurs during the 30-day enrollment period. Coverage effective June 1, 2023.
- Completed applications must be received by institution benefits contact by May 31, 2023
- Premium Category
  - University Staff:
    - Based on sick leave hours as of last complete payroll period in 2022
    - If previously enrolled in Category 4, 5, or 6 at time coverage was terminated and sick leave balance results in a lower category, then enroll in same premium category at time coverage was terminated
  - Faculty/Academic Staff/Limited Appointees:
    - If previously enrolled, enroll in same elimination period at the time coverage was terminated unless employee elects a longer elimination period

# Income Continuation Insurance Program Change

## Special Enrollment Period - Continued

- Institutions using Benefits Service Delivery:
  - Forward any applications to UW-Shared Services, Service Operations for review of eligibility and entry into HRS
  - Applications must be received from the employee or campus by Benefits Service Delivery by May 31, 2023
- Institutions not using Benefits Service Delivery:
  - Applications must be received from the employee or campus central benefits office by May 31, 2023
  - Review employees ICI enrollment history and confirm they are eligible for special enrollment period
    - If not eligible for special enrollment – send denial notice to employee
    - If eligible for special enrollment:
      - Complete employer section of the application.
      - For Reason of application – Select “Other” and enter “Special Enrollment Age 70+”
      - Enter enrollment into HRS and use “Reinstatement” for reason
      - Forward copy of application to ETF
      - Scan and upload application to eBenefits or other electronic filing system

# Income Continuation Insurance Program Change

## Communications:

- Email will be sent to:
  - All employees aged 70 and older notifying them that they *may* have a special ICI enrollment opportunity
  - Employees who turned age 70 in April or will attain age 70 before the end of 2023 notifying them that ICI coverage will continue beyond age 70
- ICI web page and materials will be updated to reflect the expanded coverage for employees age 70+

## Timeline:

- UW-Shared Services, Service Operations has identified employees affected by this change
- Emails will be sent May 2, 2023

## Questions:

- Contact [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu)

# Questions?



# Funding Page Lock Out

- Budget Funding Data Entry and Direct Retro page lockout begins at 4PM on Friday June 2, 2023 for:
  - FY2024 Funding load from Compensation Administration Tool (CAT)
  - Test Rollover of FY2023 funding to FY2024
  - This is the first of two lockouts in June that will occur for the FY2024 rollover
- Funding Data Entry and Direct Retro pages will be available by the end of the day Monday June 5, 2023

# Fiscal Year End Landing Page

- Key Resource: [Fiscal Year End Landing page](#)

## 2023 Fiscal Year End (HRS)

Timeline Calendar Resources

[Printable Calendar](#)

**May 2023**

MAY 1	Recommended earliest date to begin Fiscal Year (FY) 2024 funding entry ( <a href="#">Funding Entry Guide</a> )
MAY 20 (2:00 AM)	Short Work Break Job Data row inserts

June 2023

July 2023

August 2023

# Fiscal Year End Funding Entry Guide

Pay Run ID	Pay Frequency	Pay Period Begin Date	Pay Period End Date	Funding entry Deadline/ Final Calc Day	WISER Journal Date	Payment Date
2023BW07A	Bi-weekly	06/18/2023	07/01/2023	07/06/2023	07/06/2023	07/13/2023

## Summer 2023 Calendar

### Funding Data Entry Guidelines:

1. If employee's funding source is not changing at the beginning of FY2024:
  - Only one funding row is needed before Final Calc Day
    - Will be either loaded from CAT to CA, the funding rollover, or must be manually entered
    - Effective Date should match the Pay Period Begin Date (see above)
2. If employee's funding source is changing at the beginning of FY2024
  - Two funding Eff Sequences are needed before Final Calc Day
    - First Eff Sequence will be either loaded from CAT to CA, the funding rollover, or must be manually entered. Effective Date should match the Pay Period Begin Date (see above)
    - Second Eff Sequence with the new funding source must be manually entered with an Effective Date matching the Pay Period Begin Date (see above)

# Questions?





# FY2024 Organizational Dept Updates REVISED

## Timeline:

Through May 12, 2023

- Institutions: Submit FY2024 Organizational Department (Org Dept) change requests to Service Operations (i.e., add new Org Dept, change Org Dept description, inactivate Org Dept)
- Service Operations: Make requested Org Dept changes in HRS

May 22, 2023 through June 16, 2023

- Institutions: Enter Position, Job, POI and Funding Data Entry Org Dept changes for employees and POIs into HRS before Service Operations can inactivate Org Depts
- NOTE: Budget Funding Data Entry page is locked out for the Funding Rollover from FY2023 to FY2024 **has been changed to June 16, 2023 4PM to June 20, 2023**

July 3, 2023 through July 14, 2023

- Service Operations: Inactivate in HRS the Org Depts identified by Institution

# Point of Contact for Finance Reports

- Requesting a point of contact for funding roll over test errors and for the errors from the official funding roll over
- Send a primary and secondary contact to [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu)
  - Use subject “*Finance Point of Contact*”

# Questions?



# UW Reporting ID Update

- Process to create UW reporting is 000 + Last 6 digits of empl ID
  - Example: 01123456, 000-12-3456
- Problems with using 0 + empl ID with “01” leading new employee IDs
  - Example: 01123456, 001-12-3456 is a potential SSN
- Reference KBs
  - [KB 16907- Maintaining Person Data – Biographical Details in HRS](#)
  - [KB 33384- Processing the Missing or Incorrect Primary National ID/SSN WED Report in HRS](#)

# Address Update Reminder

- Please review offboarding documentation to include address updates prior to leaving UW
  - Mailing address – everything including tax documents sent here if one is on file
  - Home address – only using if there is no mailing address on file
- Student employees
  - Updates to SIS will be entered in HRS as a mailing address if the date entered in SIS is newer than address date in HRS

# Questions?



# Ticket Reminder

When sending an email to service operations, [serviceoperations@support.wisconsin.edu](mailto: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](mailto:uwss-svc.CampusCallSlides@uwss.wisconsin.edu)