Institution Administrator Call

June 8, 2023

Agenda

- Portal Articles
- Upcoming Training
- Fiscal Year End Date Reminders
- Outside Activity Report Current Numbers
- Zoom Transition
- Loss of Medicaid

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Portal Articles

Recently posted:

- June 30 Deadline for Faculty, Academic Staff/Limited Appointees to use Holiday and Vacation Carryover Hours

- UW 403(b) Supplemental Retirement Program Counseling Sessions and Webinars Available

- Employee Well-being Webinars

Upcoming articles:

- Bank Unused Vacation Hours

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Upcoming Training

- FN
  - Setting Up Funding (Remote online)
    - Thursday June 15, 9:00am-12:00pm
  - Changing Funding (Remote online)
    - Tuesday June 20, 9:00am-12:00pm
  - Direct Retro (Remote online)
    - Friday June 23, 8:30am-11:30am

- TAM
  - Recruiting in TAM
    - Friday July 21, 8:30am-4:00pm

My Learning Path (wisconsin.edu)

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FYE Date Reminders

Fiscal Year End Landing Page

June 2023

JUNE 2 (4:00 PM) - 5	Budget Funding Data Entry and Direct Retro page lockout for: - FY2024 Funding Load from CAT - Test Rollover of FY2023 Funding to FY2024
JUNE 5 - 9	Campuses will receive CAT to CA and Test Funding Rollover Error Results for review (Tipsheet)
JUNE 8	6A Final Calc and Confirm
JUNE 16	Deadline to correct funding to avoid Funding Rollover errors (4pm)
JUNE 16 (4:00 PM) - 20	Budget Funding Data Entry and Direct Retro page lockout for: - Funding Rollover from FY2023 to FY2024
JUNE 17	Encumbrance Job Data rows loaded (H-basis only)
JUNE 19	UW-Madison Only: Salary Cost Transfers (SCTs) for FY2023 must be fully approved to guarantee entry into FY2023. After this date SCTs will be processed as time permits
JUNE 21 - 26	Campuses will receive Final Funding Rollover Results for review (Tipsheet) Reminder: Enter Funding for Job Data entries after funding lockout (Tipsheet)
JUNE 22	6B Final Calc and Confirm
JUNE 23	Encumbrance balances set to zero for FY2023
JUNE 23 - JULY 1	Encumbrance calculations on hold
JUNE 24	Encumbrance Job Data rows loaded A-basis only)
JUNE 30	Encumbrance balances initialized for FY2024

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FYE Date Reminders

June 23	Encumbrance balances set to zero for FY2023
June 23 – July 1	Encumbrance calculations on hold
June 17 (H) June 24 (A)	Encumbrance Job Data rows loaded (A and H-basis only)
June 30	Encumbrance balances initialized for FY2024
July 11	Last day to submit FY2023 Direct Retros for processing in HRS in FY2024; Direct Retro entry page locked at 4pm
July 17	Direct Retro entry page unlocked
August 19	Job Row inserts: Return from Short Work Break Encumbrance (C basis only)
August 21	Job Data Pay Rate changes loaded from CAT (C basis only)

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Fiscal Year End Landing Page

Questions?

Outside Activity Report Current Numbers

- Outside Activity Forms Completed: **15,411 forms out of 15,585 forms**

- Outstanding OAR Forms Employee: **74 forms**

- Outstanding OAR Forms Supervisor Approval: **100 forms**

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Zoom Transition

- UW System Administration is discontinuing the use of Webex (07/01/2023)

- UWSS will be transitioning all Webex meetings to Zoom
  - New Invites will be setup including:
    - Web conferencing URL
    - Dial-in information
    - For a recurring series such as these institutional calls, all information will be the same for each meeting/session

- The next Institutional Call (06/22) will be using Zoom
  - New invites to be sent out the week of June 19

- No action is necessary from the institutions – this is only for awareness

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Zoom Help & Resources

- For resources, visit:
  - [Zoom Support Center](#)
  - Zoom Video Tutorials: [Zoom YouTube](#)
  - [LinkedIn Learning](#)
    - Search for Zoom trainings/tutorials

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Questions?

Loss of Medicaid

Due to the end of the public health emergency on May 11, 2023, the state of Wisconsin has started to reevaluate Medicaid participant eligibility. This means that some participants may lose their Medicaid coverage.

The loss of Medicaid is a qualifying life event that would allow an employee to enroll in the State Group Health Insurance Program, during a limited enrollment window based on when their Medicaid coverage ends.

- If they lose Medicaid coverage **prior to** June 10, 2023, they have until **July 10, 2023** to enroll (**60 days** after the end of the public health emergency).
- If they lose Medicaid coverage **on or after** June 10, 2023, they have the normal **30-day** enrollment window.

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Loss of Medicaid

If an employee indicates they involuntarily lost their Medicaid coverage, obtain the below from the employee.

- A completed State Group Health Insurance application
- Documentation that shows when their Medicaid coverage ended

Contact uwshr@uwsa.edu with questions.

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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.

Campus Collaboration & Discussion

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

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