

Institution Administrator Call

June 22, 2023

Agenda

- Portal Articles
- Upcoming Training
- ABE Preparation
- WRS-Single Payroll Transition Program - Reminders
- Night & Weekend Differentials

Portal Articles

Recently posted:

- [ETF In-Person Group Retirement Appointments](#)

Upcoming articles:

- Bank Unused Vacation Hours

Upcoming Training

- FN
 - 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 \(wisconsin.edu\)](https://www.wisconsin.edu)

ABE Preparation Questionnaire

- Annual Benefits Enrollment (ABE) is September 25, 2023 – October 20, 2023.
- UW System Human Resources will send an email to the institution shared HR or benefits email address with a link to a questionnaire to capture information about the following:
 - Hard-copies of the UW System ABE poster
 - Hard-copies of the ETF Health Benefits Decision Guides
 - In-person benefits fairs in the fall
- Each institution should provide **one response** to the questionnaire **by July 6, 2023**.

ABE Preparation Questionnaire

UW System ABE Posters

- Display the posters on your campus in employee facing areas to bring awareness to the ABE period, especially for the employees that do not have access to a computer on a regular basis.
- The questionnaire will ask how many posters you would like.
- If you do not respond to the questionnaire, the same number of posters that were provided to your institution last year will be provided to your institution this year.
- Posters will be shipped to the institutions in September.

ABE Preparation Questionnaire

Health Benefits Decision Guides

- Institutions using Benefits Counseling Team services will be sent a limited number of Health Benefits Decision Guides. For the institutions that request onsite support from the Benefits Counseling Team, additional guides will be available the date of your fair.
- For the institutions that do not use Benefits Counseling Team services, the questionnaire will ask you how many guides you will need. Quantity limits or ranges will be noted in the questionnaire.
- If you do not respond to the questionnaire, the same number of guides that were provided to your institution last year will be provided to your institution this year.
- Encourage the use of the electronic version of the Decision Guide.

ABE Preparation Questionnaire

In-person Benefits Fairs

- UW System HR will include the vendor contacts spreadsheet as an attachment to the email sent shortly following this call. Institutions should begin to contact the vendors directly to secure their onsite support at your benefits fair.
- If you will have an in-person benefits fair:
 - The questionnaire will ask for the details of your benefits fair (date, time, location).
 - For the institutions using Benefits Counseling Team services, the questionnaire will also ask if you would like a Benefits Counselor from UW System HR onsite to support your fair. If you respond “yes” you will receive confirmation of your request within a few weeks.
- UW System HR will publish the details for each institution’s benefits fair on the [UW System Benefits & Wellness Fairs web page](#) in July.
- ETF **will not** support onsite benefits fairs. ETF will offer virtual benefit sessions.

ABE Preparation Questionnaire

Institution Expectations

Posters: You are responsible for displaying the ABE posters in employee facing areas at your institution.

Health Benefits Decision Guides*: Promote the *electronic* versions of the decision guides.

Benefits Fairs: Contact the vendors directly to coordinate your onsite fairs.

Resources

- [Poster](#): Link will remain the same. It will be updated with ABE 2024 information in September.
- Health Benefits Decision Guides: Links will be available in September.
- [Benefits and Wellness Fairs](#): Link will remain the same. It will be updated in July.

**Similar to previous years, UW System HR will include the electronic link to the decision guide in the main ABE communication sent directly to employees in September.*

Questions



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 - Reminders

- 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
 - Wages will be paid in June for all days worked in June
 - Results in higher reported earnings for the last full fiscal year worked
 - Addresses the timing difference of when earnings are paid and reported due to switch to biweekly payroll
- Program is available for fiscal years 2022, 2023, and 2024
- Applications for fiscal year 2023 (year 2 of 3 of the program) were due ***May 1, 2023***

WRS-Single Payroll Transition Program - Reminders

- 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 will be moved from their July 13, 2023 paycheck
 - Includes wages for June 4 – June 17, 2023 and June 18 – 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 (July 1 is a Saturday, most employees will have a net pay of \$0)
- How are insurance premium deductions affected?
 - Insurance premium deductions will vary by employee based on their individual situation.
 - June 29, 2023 – Insurance premiums deducted as normal, employees may have additional premiums deducted that would have been deducted on July 13, 2023 paycheck
 - July 13, 2023 – If the employee has wages insurance premiums may be deducted
 - July 27, 2023 – Regular insurance premiums will be deducted and employees may have missed insurance premiums from the July 13 paycheck

WRS-Single Payroll Transition Program - Reminders

Communications:

- December 2022 – Email to eligible employees (email 1 of 3)
- Week of March 6, 2023 – Email to eligible employees (email 2 of 3)
- Week of April 17, 2023 – Reminder email to eligible employees (email 3 of 3)
- 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 – serviceoperations@support.wisconsin.edu

WRS-Single Payroll Transition Program - Reminders

Resources:

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

Questions



Night & Weekend Differentials

- Effective July 2, 2023 night and weekend differentials for hourly non-exempt university staff (except UWMSN) will increase
- Night differential will increase from \$0.45 to \$0.80 / hour
- Weekend differential will increase from \$0.60 to \$0.80 / hour
- Earning codes will be updated from N01 to N11 and W01 to W11
- No change in time reporting in HRS for the employee

For more information, visit: [UW System Administrative Policy 1277](#)

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