Institution Administrator Call

September 14th, 2023

Agenda

- Portal Articles

- Upcoming Trainings

- Compensation Rate Codes

- Annual Sick Leave Reduction

- ABE 2024 and Health Insurance Study

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Portal Articles

Recently Posted articles:

- [2024 Benefits Highlights](#)
- [Deadlines to Use Floating Legal Holidays](#)
- [Deadline to Earn Your Well Wisconsin Program Incentive](#)
- [WRS News Online, September 2023](#)

Upcoming articles:

- Choosing Between a High Deductible Health Plan Versus Non-HDHP
- Supplement Your Retirement Savings: Enroll in the UW 403(b) Program
- Annual Benefits Enrollment: September 25 – October 20, 2023

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Upcoming Training

- HR
  - Introduction to Hiring (Remote online)
    - Friday, October 13, 8:30am-12pm
  - Updates: Person, Position, Job (Remote online)
    - Friday, October 13, 1pm-4pm
  - Rehires, Transfers & Multiple Jobs (Remote online)
    - Friday, October 20, 9pm-12pm
- FN
  - Setting up Funding (Remote online)
    - Thursday, November 16, 9:00am-12:00pm
  - Changing Funding (Remote online)
    - Friday, November 17, 9:00am-12:00pm

My Learning Path (wisconsin.edu)

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Compensation Rate Code

- Rate code options: NAANNL and NAHRLY

- When hiring and rehiring employees, a review of the compensation tab should always take place. The rate code and frequency should be filled in for every employee, including lump sums where the compensation rate is $0

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Incorrect Earning Statements

- Earning statements are being generated incorrectly due to missing compensation rate code in job data

- Example:

HOURS AND EARNINGS							
				------ Current ------		------ YTD ------	
Description	EmplID	EmplRec	Rate	Hours	Earnings	Hours	Earnings
FAASLI Reg - No IC/Tea		0			3,115.38		6,293.07
TOTAL:					3,256.61		6,575.53

- The employee's gross earnings for this paycheck is $3,256.61. $141.23 from the lump sum on ER1 is not showing on the statement

- Statements are unable to be re-generated

Compensation Rate Code Resources

- KB-15814 Comp Rate Frequency in HRS

By Pay Basis

Pay Basis	Comp Rate Code	Frequency (Bottom)	Frequency (Top)
A	NAANNL	A	B
C	NAANNL	A	9B
H	NAHRLY	H	H
L	NAANNL	A	B
L	NAHRLY	H	H
N	NAANNL	A	B
S	NAANNL	A	9B
V	NAANNL	A	9B

Questions?

Annual Sick Leave Reduction

Overview:

- Exempt Faculty, Academic Staff, and Limited Appointees (FA/AS/LI) are required to submit a leave report on all leave eligible appointments each month

- Required whether leave was taken or not taken

- Non-exempt Academic Staff submit biweekly timesheets in order to be paid which also meets the leave reporting obligation

- For FA/AS/LI the leave year is a fiscal year
  - All summer pay basis jobs are reported together and considered part of the new fiscal year
    - Example: All Summer 2022 appointments are considered FY 2023

- September 30, 2023, is the final deadline for all FY 2023 (July 2022 – June 2023) leave reports to be submitted

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Annual Sick Leave Reduction

- Employees who fail to complete their reporting are not permitted to accrue sick leave for that fiscal year in an amount exceeding the cap established by Wis. Stat. 40.05(4)(bp)1
  - 8.5 days for annual basis
  - 6.4 days for academic basis
- The cap is prorated based on FTE/hours worked
- There isn't a proration based on how many reports are missing
  - One missing report results in the same reduction as multiple missing reports
- Reports are considered missing until supervisors have approved
- Furlough days do not satisfy the leave reporting requirement

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Annual Sick Leave Reduction

- Employees are required to:
  - Enter leave on or before it is taken
  - Submit a no leave take at the end of the month when that occurs

- Employees can submit leave or check on the status of their reports at any time in the MyUW portal

- Every 2 weeks, UW-Shared Services sends missing leave report reminders to employees and outstanding approval reminders to supervisors

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Annual Sick Leave Reduction

Timeline:

- June 30: FY 2023 leave reports were due

- July 1 - September 30: Late leave reporting is allowed to prevent reduction

- September 20: Final employee reminder to submit missing reports

- September 30: Final day employees can submit FY 2023 leave reports

- October 2: Regular biweekly approver reminder, includes FY 2023 and current fiscal year

- October 9: Final, targeted ad-hoc approver reminder, includes only FY 2023

- October 12: Sick leave reduction finalized with 10A payroll confirm

- October 13-16: Employees notified via email of the sick leave reduction and the process for requesting a formal review

- October 16: Regular biweekly approver reminder, current fiscal year only

- November 13: Final day employees can submit request to review sick leave reduction

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Annual Sick Leave Reduction

Review Process:

- The Sick Leave Reduction notice email sent to employees on October 13-16, 2023, will include instructions as well as links to the Request to Review Sick Leave Reduction form and how to contact their leave administrator

- Employees at institutions who participate in centralized payroll service delivery will be instructed to return forms directly to UW-Shared Services

- All other institutions should receive the forms, complete Section 4: Institution Leave Administrator and forward to serviceoperations@uwss.wisconsin.edu

- UW-Shared Services and UW System HR will review and communicate the final decision to the Leave Administrator within 60 days of the original request

Annual Sick Leave Reduction

References:

- UW System Administrative Policy 1212: Sick Leave
  - Section 6.G.III: Reduction of Sick Leave Accrual for Failing to Report Leave Usage – Faculty, Academic Staff, and Limited Appointees Only
  - Section 6.G.VII: Submitting Leave Used – Faculty, Academic Staff, and Limited Appointees

- UW-Madison Sick Leave Policy
  - Section VIII: Reduction of Sick Leave Accrual for Failing to Report Leave Usage – Faculty, Academic Staff, and Limited Appointees Only
  - Section XI: Submitting Leave Used – Faculty, Academic Staff, and Limited Appointees

- FA/AS/LI Sick Leave Reduction Report in HRS

- Time and Absence Help Resources

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Annual Sick Leave Reduction

- Communications
  - Emails:
    - Every 2 weeks, UW-Shared Services sends missing leave report reminders to employees and outstanding approval reminders to supervisors
  - Portal article reminders:
    - Posted May 15, 2023, June 16, 2023, and July 13, 2023: Submit Leave Reports (archived)
    - Refreshed mid September 2023: Submit Leave Reports by September 30, 2023, to Avoid Sick Leave Reduction

- We encourage institutions to link to the portal articles in your campus newsletters or in reminder emails you may send to employees

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Questions?

ABE 2024 and Health Insurance Study

- Annual Benefits Enrollment (ABE) is September 25 – October 20, 2023 with changes effective January 1, 2024

- A health insurance study will be conducted during ABE to learn more about how well UW System employees understand the health insurance plan design options available to them in the State Group Health Insurance Program

  - All WRS-eligible employees can participate in the study if they *intend to remain enrolled in* or *will enroll in* the State Group Health Insurance Program

  - Participation is voluntary

  - Survey likely takes around 10 minutes to complete

  - Participants in the study (up to study enrollment limits) will receive a $10 digital amazon.com gift card emailed to them as compensation for participating

  - Participants directed to study research team with questions

  - Study open September 20 (anticipated) – October 22, 2023

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ABE 2024 and Health Insurance Study

- Health insurance study, continued

  - Study being conducted by <u>UW-Madison Professor Justin Sydnor, PhD</u> in collaboration with the Department of Employee Trust Funds (ETF) with approval from UW System Administration

  - Answers employees provide in the survey will only be available to the research team led by Professor Justin Sydnor

  - Individual participant answers will not be shared with the UW System or with ETF

  - Research team will summarize findings from the study and present summary information in aggregate format only with UW System and ETF.

ABE 2024 and Health Insurance Study

- Communications (in addition to current ABE communications):
  - Week of September 18, 2023: *Portal article* about the study with a link to the survey posted
  - September 20, 2023: *Email* about the study with a link to the survey sent
  - ABE web page: Brief information will be included

- Questions:
  - Institution HR Administrators: uwshr@uwsa.edu
  - Employees: Study Research Team: healthplanstudy@wsb.wisc.edu

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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