

Institution Administrator Call

September 28th, 2023

Agenda

- Portal Articles
- Upcoming Trainings
- Payroll Deduction Schedule Changes
- Tax Resource Updates
- Pay Plan Updates

Portal Articles

Recently Posted articles:

- [Supplement Your Retirement Savings: Enroll in the UW 403\(b\) Program](#)

The UW 403(b) Supplemental Retirement Program is a voluntary supplemental retirement savings plan for UW System employees. Find out more and enroll.

- [Choosing Between a High Deductible Health Plan \(HDHP\) and a Non-HDHP](#)

During Annual Benefits Enrollment, eligible employees can enroll or make changes to their State Group Health insurance plan. Learn information that helps you select the health insurance plan design and carrier that best fits your needs.

- [Annual Benefits Enrollment: Health Insurance Study](#)

A voluntary research study is being conducted to learn how well UW System employees understand the health insurance plan design options available to them in the State Group Health Insurance Program.

Upcoming articles:

- Annual Benefits Enrollment: September 25 – October 20, 2023

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

Payroll Deduction Schedule Changes: Benefit Insurance Premiums

- Changing from one month in advance to month-of for some benefit insurance premium deductions
 - Aligns insurance premium deductions with the coverage period
- Change is effective December 1, 2023
- The transition process will be managed carefully to ensure minimal disruption
 - Employees will not have most insurance premium deductions on the 12/14/2023 and/or 12/28/2023 paychecks unless there is an arrears balance or back premiums owed
 - Employees will receive communication detailing how this change may affect their individual insurance premium deductions

Payroll Deduction Schedule Changes: Benefit Insurance Premiums

Benefit plans *affected*:

- State Group Health Insurance
- Dental Insurance
- Vision Insurance
- State Group Life Insurance
- Individual & Family Life Insurance
- UW Employees, Inc. Life Insurance
- Accidental Death & Dismemberment Insurance
- Accident Insurance

Benefit plans *not affected*:

- Income Continuation Insurance
- Health Care FSA
- Dependent Day Care FSA
- Parking & Transit
- Health Savings Account (HSA)

Payroll Deduction Schedule Changes: 403(b) SRP and WDC

- UW 403(b) Supplemental Retirement Program (SRP) and Wisconsin Deferred Compensations (WDC) 457 Program contributions will be changed to be deducted from 24 payrolls per year instead of 26 payrolls per year
 - To align these contributions with other benefits deductions
 - Change is effective with the 1/11/2024 paycheck

Payroll Deduction Schedule Changes: Health Savings Account (HSA)

- Contributions to the HSA will be distributed on **two paychecks per month**
 - **NEW:** For employees paid on an **academic year/9-month basis**, the employee contribution will no longer be deducted from summer paychecks. The employer and employee contributions will be processed on 18 paychecks during the academic year.

Payroll Deduction Schedule Change Support

Communication:

- Communication of payroll deduction changes will be socialized using:
 - HR Administrators
 - Institution Administrator Calls
 - Employees
 - Direct Emails
 - Portal Articles

Resources:

- HR Administrators:
 - [Project Readiness web page](#): This page will provide key frequent asked questions and answers
- Employees and HR Administrators:
 - Reach out to serviceoperations@support.wisconsin.edu

Questions?



Tax Resource Updates

- WHEN: Go-Live 10/02/2023
- WHAT: [Tax Filing Resources \(wisconsin.edu\)](#) & [Tax Resources \(wisconsin.edu\)](#) web pages have been combined
- WHAT'S NEW?
 - Enhanced User Experience – easier to navigate tabs for Domestic and International Tax Resources
 - Improved Efficiency- eliminates duplication of resources on multiple pages
 - Added State Tax Withholding Resources for all states

Pay Plan Updates

- Files are being reviewed and prepared for upload
- Working with campuses to resolve questions
- Still waiting for Joint Committee on Employment Relations (JCOER) approval

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