

Institution Administrator Call

October 12th, 2023

Agenda

- Portal Articles
- Upcoming Trainings
- Add/Modify a Person Reminders
- UW Reporting ID Reminders
- Annual Benefits Enrollment (ABE)
- Payroll Deduction Schedule Changes: Leave of Absence and Layoff

Portal Articles

Recently Posted Articles

- [Annual Benefits Enrollment: September 25 - October 20, 2023](#)

Take time to review your benefits and enroll or make changes. Changes made during Annual Benefits Enrollment are effective January 1, 2024.

Upcoming Articles

- Review/Update Your Personal Information
- Reminder: Deadlines for Using Flexible Spending Accounts
- Great American Smokeout
- 2024 Social Security and Medicare Tax
- WRS Retirement Plan Contribution Limits for 2024

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)

Add/Modify a Person Reminders

- Please ensure information is accurate when adding/modifying a person data in HRS
- Downstream impacts if the full and correct information is not entered
- Full name, date of birth and national ID field (SSN, ITIN, UW Reporting ID)
 - Causes issues with duplicate IDs due to an employee who is already in the system not being found when searching for person because their SSN is wrong or missing
 - National ID field needs to be accurate for reporting purposes
- Gender
 - Can cause issues with benefits
- Home and/or Mailing Address
 - Needed for providing payroll documents and benefit information to employees via USPS

UW Reporting ID Reminders

- UW Reporting ID should be 000 + the last 6 digits of the employee ID
 - Example 01123456, UW Reporting ID: 000123456
- When entered with anything other than 000 as the beginning of the UW Reporting ID, it could potentially be another person's SSN
- We will be auditing UW Reporting IDs and will reach out to individuals to correct if needed
- Please reference these KBs for this process
 - [KB-16907 Maintaining Person Data – Biographical Details in HRS](#)
 - [KB-33384 Processing the Missing or Incorrect Primary national ID/SSN WED Report in HRS](#)
 - [KB-15739 Adding a Person in HRS](#)
 - [KB-17068 Adding a Student Help Person in HRS](#)
 - [KB-17358 Add a Person Job Aid for HRS](#)

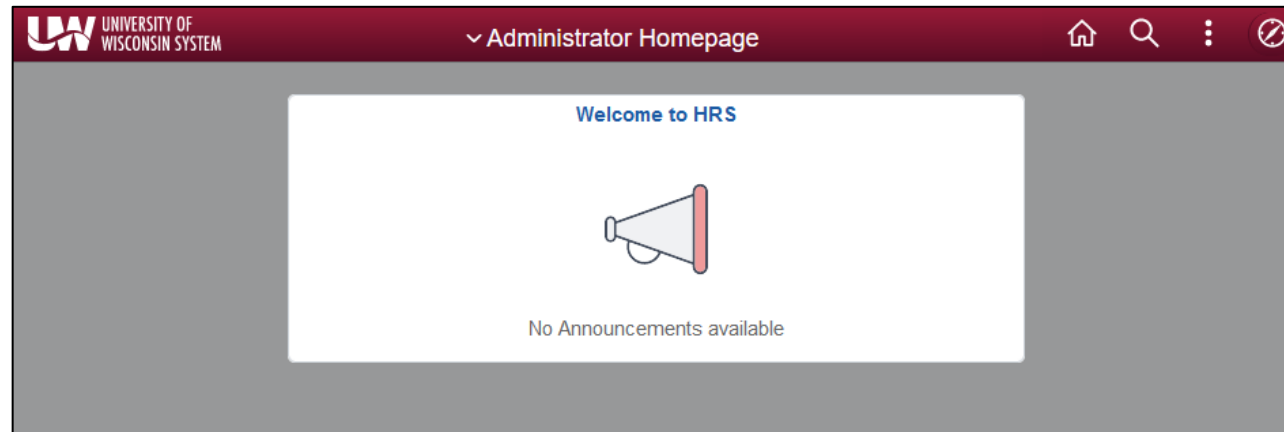
Questions?



HRS Outages for ABE Processing

No HRS Entry:

- October 20-22: ABE Closing Weekend
 - Starting at 7pm Friday, October 20
- Reminder will be posted on the Announcement tile in HRS



Benefit Enrollment Changes After ABE

New Hire (October 20 – December 31, 2023)

- Health/Dental/Vision
 - Employees can complete MyUW portal New Hire event
 - If plan changes are needed for January 1, 2024:
 - Submit paper application for 1/1/2024 change within 30 days of becoming benefits eligible
 - Not considered an appeal
- FSA/HSA
 - Employees can complete MyUW portal New Hire event
 - If they wish to elect FSA/HSA for January 1, 2024:
 - Submit paper application for 1/1/24 enrollment within 30 days of becoming benefits eligible
 - Not considered an appeal
 - Note: a common issue is employees choose a large annual election during their New Hire thinking it is for the new year

Life Events (October 20 – December 31, 2023)

- If an employee has a birth, marriage, death, loss of coverage, etc. for health benefits:
 - Employee must submit two applications: one for current life change(s) and a second to carry the changes forward to the January 1, 2024 election
 - Not considered an appeal

2024 ABE – Appeals

- The Annual Benefits Enrollment Appeal form will be available in the MyUW portal on Monday, October 23
- Benefit Administrators will get an Appeal notice once a form is received and will need to review for accuracy, provide an employer statement, and submit to UW-Shared Services
- Institutions who are participating in benefits counseling will have Appeal notices sent to the UW-Shared Services Benefits Counseling team
- All entry of approved appeals will be completed by UW-Shared Services
- Tip sheet: uwservice.wisconsin.edu/administration/abe#resources

2024 ABE – Appeals

- The ABE Appeals process differs based on which benefit(s) are being appealed
- Employees must notify their institution benefits contact using the Annual Benefit Enrollments Appeal form by the following deadline:
 - FSA and DCFSA Appeals – January 31, 2024
 - Dental Insurance (Preventive, Select, Select Plus), Vision Insurance, and Accident Insurance Appeals: February 29, 2024
 - State Group Health Insurance, HSA and Health Opt-Out Incentive: April 15, 2024
 - Parking & Transit Appeals: No Deadline. Please note this can be changed at any time throughout the year.
- Reasons an employee may file an appeal:
 - To enroll in or change plans or plan designs
 - To change from single to family or family to single coverage
 - To add or remove a dependent
- Note:
 - No action during ABE is not a basis for an appeal
 - Submitting an appeal does not guarantee approval
 - Effective dates for approved appeals will vary upon receipt of appeal or plan type

2024 ABE – Rescinds

- To rescind ABE elections, employees must complete the Annual Benefits Enrollment Appeal form by close of business on **12/31/2023**
- Coverage in effect on December 31, 2023 will be reinstated
- All entry of rescinds will be completed by UW-Shared Services

Questions?



Payroll Deduction Schedule Changes: State Group Health Insurance Leave of Absence & Layoff Impacts

- With the change to premium deductions being deducted the same month of coverage, health insurance for leave of absence and layoff administration will be easier to for understand and administer
- Employees who go on a leave of absence or who are laid off are eligible to continue health insurance coverage for up to three months at the employer share rate*
 - The additional three months are counted immediately after the month in which the leave of absence or layoff occurs
 - Current:
 - Example: Employee goes on a leave of absence or is laid off 8/4/2023, last paycheck is 8/24/2023. Coverage for September is paid for, three months of coverage at the employer share rate is October, November and December.
 - Future:
 - Example 1: Employee goes on a leave of absence or is laid off laid off 12/15/2023, last paycheck is 12/28/2023. Coverage for December is paid for, three months of coverage at the employer share rate is January, February and March.
 - Example 2: Employee goes on a leave of absence or is laid off laid off 1/5/2024, last paycheck is 1/25/2024. Coverage for January is paid for, three months of coverage at the employer share rate is February, March and April.
 - After the three months of employer share rate, employees can continue their health insurance coverage at the full share rate. For employees laid off sick leave credits can be used to pay for coverage within program limits.

* *Employees who were on an unpaid leave of absence, including a consecutive day furlough, immediately preceding layoff and have not met the return to work requirements as outlined in [Wis. Stat. § 40.02 \(40\)](#) are not eligible for an additional three months of employer contribution towards health insurance. Employees may receive the remainder of the three months of health insurance with employer share if only one to two months have been received while on an unpaid leave of absence or furlough.*

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