



# INSTITUTION ADMINISTRATOR CALL

October 26<sup>th</sup>, 2023



# AGENDA

- Portal Articles
- Upcoming Employee Emails
- Upcoming Trainings
- Multi State Taxations
- Declaration of Wages for Non-WI Residents
- UW Employee Inc. Life Insurance Changes
- ACA Hours Entry Reminder
- SH Supervisory Org Structure in Workday Preparation



# PORTAL ARTICLES

## Upcoming Articles

- Review/Update Your Address and Personal Information
- Reminder: Deadlines for Using Flexible Spending Accounts
- Benefit Insurance Premium Deduction Schedule Change
- 403(b) and WDC Contribution Deduction Schedule Change
- Great American Smokeout
- 2024 Social Security and Medicare Tax
- Supplemental Retirement Plan Contribution Limits for 2024



# UPCOMING EMPLOYEE EMAILS

Employee Email	Schedule Deduction
• Parking and Transit enrollment	11/03
• 403(b) and WDC contribution deduction schedule change	11/10
• Review/Update Address and Personal Information for all active employees	11/11
• HSA deduction schedule change for 9-month employees <i>enrolled</i> in HDHP	11/14
• Deduction schedule change for 9-month employees not <i>enrolled</i> in HDHP	11/14
• Deduction schedule change for 12-month employees	11/14
• UW Employees, Inc. plan termination notification to current participants	Mid-November
• Address review/update for inactive employees	11/24

Note: Schedule distribution dates are subject to change



# UPCOMING TRAINING

- FN
  - Setting Up Funding (Remote online)
    - Thursday, November 16, 9:00am-12:00pm
  - Changing Funding (Remote online)
    - Friday, November 17, 9:00am-12:00pm
- TAM
  - Recruiting in TAM (Remote online)
    - Friday, December 1, 8:30am-4:00pm

[My Learning Path](#)



# MULTI-STATE TAXATION

- Beginning in 2024, the UW will begin withholding Idaho, Louisiana, and Main tax for UW employees
- The UW will now be registered for the following 19 states:
  - Wisconsin, Arizona, California, Connecticut, Georgia, Iowa, Illinois, Idaho, Louisiana, Maine, Massachusetts, Michigan, Minnesota, Montana, Nebraska, North Carolina, South Carolina, Utah & Virginia
- Reciprocity Reminder: IL & MI have reciprocity with WI
  - IL & MI residents are not required to complete an IL-W4 or MI-W4 unless they want state tax withheld. Otherwise, to be eligible for WI reciprocity they will need to file the reciprocity form W-220
- Stay tuned for more information

# DECLARATION OF WAGES FOR NON-WI RESIDENTS



- [Declaration of Wages for Non-Wisconsin Residents](#)
- Employees should complete a Non-WI Declaration of Wages form if they are a Non-WI resident who earned wages over \$1,500 while physically working in Wisconsin during 2023
- Campuses should submit reviewed and approved forms to Service Operations no later than December 31, 2023 to be reported on the 2023 W-2
  - Forms received after 12/31/23 will not be accepted, and no W-2c will be issued



QUESTIONS?





# UW EMPLOYEES, INC. LIFE INSURANCE CHANGES



- UW Employees, Inc. (UWEI) Board recently notified UW System that:
  - The UWEI Life Insurance Plan will not accept new enrollments into the Plan beginning January 1, 2024
  - Employees enrolled in coverage as of December 31, 2023 will continue to have coverage through December 31, 2024
  - Effective January 1, 2024 enrolled employees will have coverage provided at no cost for the 2024 plan year
  - The UWEI Life Insurance Plan will terminate January 1, 2025

# UW EMPLOYEES, INC. LIFE INSURANCE CHANGES



- Conversion Rights
  - Employees who separate from service during 2024 may convert up to their full amount of coverage to an individual policy
  - Employees enrolled in coverage when the plan terminates will have a limited conversion right, if insurance for at least five (5) years. The amount eligible for conversion may be limited based on amount of coverage and other group coverage the employee may become eligible for within 31 days of the plan termination date

# UW EMPLOYEES, INC. LIFE INSURANCE CHANGES



- HRS
  - UWEI will be removed from new hire enrollment event effective November 2, 2023
  - Premiums will be updated effective January 1, 2024 to be \$0 for employees enrolled in the plan as of December 31, 2023
  - UWEI will remain viewable in the employee's benefit summary

# UW EMPLOYEES, INC. LIFE INSURANCE CHANGES



- Communications:
  - Target email to be sent to employees enrolled in UWEI in mid November 2023
  - Reminder email later in 2024
- Resources:
  - [Enrollment Deadline Worksheet](#) – UWEI Life Insurance will be removed for employees hired November 2, 2023 or later
  - Other Resources to be updated by November 1, 2023:
    - [UWEI web page](#)
      - Applications and EOI form will be removed
    - [Benefits Brochure, Quick Guides, and Benefits Summaries for newly benefits eligible employees](#)
    - [Life Events web pages and documents](#)
- Institution resources:
  - Please review and update materials where you may reference this plan (web pages, newly benefits eligible material)



Send your questions to [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu)



# ACA HOURS ENTRY REMINDER

- ACAHW hours need to be provided for all employees who have a **lump sum** payment, except for those that are receiving an overload
- If hours are not entered timely, hours for lump sum payments will automatically be calculated at 8 hours per working day for the period the lump sum payment was entered for
- There is a chance that using the work day equivalency will overstate hours for that period and could push the employee over 130 average hours per month. This makes the employee eligible for health insurance under the ACA, but not under the State of Wisconsin benefit eligibility rules
- UW System is unable to cover the employee but would be required to report the employee as eligible under the ACA



# ACA HOURS ENTRY REMINDER

- Employees can enter ACAHW hours or institutions can request a mass upload
- Requests for 2023 ACAHW entries should be submitted via a ticket by December 1, 2023 using the following format:
  - Dates must be a single day, not a date range
  - Hours should be in .25 increments and must not exceed 24 hours

	A	B	C	D	E	F
1	Employee ID	Empl Rcd	Date	Hours	TRC	
2	01234567	0	10/1/2023	5	ACAHW	(SAMPLE DATA)
3	01234567	0	10/2/2023	4	ACAHW	(SAMPLE DATA)

- Please reference ACA Hours Worked in the subject of your ticket
- 2023 ACA full year processing is planned for the week of December 18, 2023
  - All 2023 hours entered before December 15, 2023 will be included
  - ACAHW entries for lump sums paid in December should be entered by January 1, 2024



# ACA HOURS ENTRY REMINDER

- Resources
  - Use ACA report Missing ACAHW Hours (UW\_ACAHWREQ) to manage employees with lump sum payments with no ACAHW hours reported where Days-Worked Equivalency method is being used
  - See [Running the Affordable Care Act Reports in HRS \(KB-65060\)](#) for more information
  - Review the [Affordable Care Act \(ACA\) for Administrators web page](#) for additional ACA resources





QUESTIONS?



# SH SUPERVISORY ORG STRUCTURE IN WORKDAY PREPARATION



- Background
  - Reporting relationships in HRS are used to create the Workday supervisory organization structure
  - The sup org structure created is based on Reports To in HRS
  - Need a reports to on all employees including SH
- Requirements
  - The Reports To will need to have a position and cannot be a student help employee
- Goal is for all SH employees to have a Reports To by December 1, 2023
  - Ad hoc requests

# SH SUPERVISORY ORG STRUCTURE IN WORKDAY PREPARATION



- Final mass upload templates will be provided to institutions on November 1, 2023
  - Remaining SH population that needs a reports to
  - Return data via ticket to [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu) by November 27, 2023
  - If your institution has requested an ad hoc template and has yet to return it, please include this data on the November 1<sup>st</sup> final template
- Mass upload template sample
  - The template will include the primary TL approver, which may be the same as the reports to
  - Reports to column (s) should be the position number of the reports to

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	P	Q	R	S
	Empl ID	Empl Rcd	Employee Name	Position Number	Job Code	Job Code Des	Empl Class	Pay Group	EJED	Dept ID	TL Approver	Approver Empl ID	Approver Empl Rcd	Approver Position #	Action	Action Reason	Effective Date	Reports TO
1																		
2															DTA	088 - Change Reports To		
3															POS	38 - Change Reports To		

# SH SUPERVISORY ORG STRUCTURE IN WORKDAY PREPARATION



- Templates will be sent to your campuses data clean up contacts
  - UWEAU: Barb Hanson
  - UWGBY: Kimberly Deerings
  - UWLAC: Kayle Schoville
  - UWMSN: Ayrton Vander Linden
  - UWMIL: Carla Sagert
  - UWOSH: General HR Inbox, Katelyn Fenrich, Danielle Delwiche-Oelhafen
  - UWPKS: Goretti Pereira
  - UWPLT: Tara Rucker
  - UWRVF: Debra Schwab
  - UWSTP: Lisa Hernandez
  - UWSTO: Jo Johnson
  - UWSUP: Lauren Howard
  - UWSYS: Kelly Cook
  - UWWTW: DJ Judah
- If the contact listed needs to be updated, please reach out to [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu) by October 31<sup>st</sup>
- Continue to monitor reports to information via WEDs and queries



QUESTIONS?





# TICKET REMINDER

When sending an email to service operations, [serviceoperations@support.wisconsin.edu](mailto: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, please email

[uwss-svc.CampusCallSlides@uwss.wisconsin.edu](mailto:uwss-svc.CampusCallSlides@uwss.wisconsin.edu)



THANK YOU