INSTITUTION ADMINISTRATOR CALL

December 7, 2023

AGENDA

- Portal Articles
- Upcoming Employee Emails
- Upcoming Training
- Domestic Tax Renewal
- Payroll Deduction Schedule Change- December Communication Schedule and Support
- Job Data Update Reminders
- Faculty Sabbatical Reminders
- SH Reports To Process Updates
- Reports to WED Reminders
- HUMAN RESOURCES PAGE follow Up

PORTAL ARTICLES

Recently Posted

- [Income Continuation Insurance Coverage Changes Effective February 1, 2024](#)
  Effective February 1, 2024, the standard and supplemental coverage levels in the Income Continuation Insurance (ICI) Program will be consolidated into a single coverage level.

- [Benefit Insurance Premiums: Deduction Schedule Change](#)
  Starting in 2024, the payroll deduction schedule for most benefits will be changing.

- [Retirement Plan Contribution Limits Increase in 2024](#)
  UW 403(b) SRP and WDC (457) Program Contribution Limits to Increase in 2024

Upcoming Articles

- University Staff: Bank or Request Payout of Unused Vacation by December 31, 2023
- 2024 Benefits ID Cards
- 2024 Benefit Deductions and Contributions
- Reminder: 2024 Benefits Highlights

UPCOMING EMPLOYEE EMAILS

Employee Emails   **Scheduled Distribution**

- Benefit insurance premiums: deduction schedule change-   12-08
  12-month employees & 9- month employees not enrolled in HDHP
- Address review/update for inactive employees   12-10

Note: Scheduled distribution dates are subject to change.

UPCOMING TRAININGS

2024 SCHEDULE COMING SOON

My Learning Path

DOMESTIC TAX RENEWAL

- Combination of automated and manual processes to renew tax exemptions that expire annually.
  - Federal and/or State Withholding Exemption
  - W-200 (Employees pre-paying Wisconsin State Tax)
  - WT-4A (Employees electing to withhold flat amount of Wisconsin State Tax)
  - IRS Form 673 (U.S. Citizen performing UW work and residing outside USA)

- Federal Withholding Exemption Renewal Timeline
  - Expires after January C payroll
  - Employees notified by UW Shared Services week of 12/11/23
  - Employees to enter via ESS by 2/9/2024 Payroll entry deadline 2/14/24 for 2A
  - Employees without new forms entered will be reset to Single / 0 Income Adjustments on 2/15/24

DOMESTIC TAX RENEWAL

- State Withholding Exemption Renewal
  - Wisconsin State Exemptions expire 4/30/24 – they will be notified in April
  - All other registered states expire 2/15/24 – they will be notified in December
  - An employee can renew both their federal and state forms before the state deadline

- Other exemptions have different deadlines
  - W-200 Expires after December B Biweekly
  - W-200 Entry 12/22/23-01/03/24
  - WT-4A Expires before the April A Payroll
  - WT-4A Entry 4/12/24-4/24/24
  - IRS Form 673 Expiration Varies by Individual

Annual Domestic Tax Renewals/Expirations – 2023/2024

DOMESTIC TAX RENEWAL

- When the notification process runs, W-4 processing status changes to "Notification Sent."
  - NOTE: This is in the "W-4 Processing Status" menu

- When a new W-4 is received, the person entering must change the status to "New W-4 Received."

- If the status is not changed, the employee will be changed to single/0 adjustments when the W-4s reset.

- Renewal emails will be sent automatically through HRS – you will be provided with a list for the employees impacted.

QUESTIONS?

PAYROLL DEDUCTION SCHEDULE CHANGE – DECEMBER COMMUNICATION SCHEDULE

- Portal Article – December 8, 2023
  - Inform employees that changes will be in effect next paycheck (December 14, 2023)
- Benefit Eligible Employee Email – December 8, 2023
  - Included audience: Benefit eligible employees
  - Inform employees that changes will be in effect next paycheck (December 14, 2023)
- Earning Statement Message – December 14, 2023 paycheck
  - Statement: "This paycheck has limited deductions. More information available: https://go.wisc.edu/y7n007"
- Earning Statement Message – December 28, 2023 paycheck
  - Statement: "This paycheck has limited deductions. More information available: https://go.wisc.edu/y7n007"

PAYROLL DEDUCTION SCHEDULE CHANGE - SUPPORT

Resources:

- HR Administrators:
  - *Project Readiness web page*: This web page provides key frequently asked questions and answers
    - Prior email communications are available here
  - Submit a ticket to serviceoperations@support.wisconsin.edu
- Employees:
  - Reach out to Institution Contact

QUESTIONS?

JOB DATA UPDATE REMINDERS

- Review Expected Job End Dates (EJED)
  - Enter rehires or extend EJED in job data prior to current EJED date to avoid auto termination (lost benefits and network access)
  - KB-19326 Running the Expected Job End Date (EJED) Query in HRS
  - To assist institutions with this busy time at the end of the semester, we will send out this report for your use by the end of the week

- Reports will be sent to the following institution contacts:

UWEAU: Barb Hanson and Brittney Hakes

UWGBY: Kimberly Deering and Jolene Truckenbrod

UWLAC: Kayle Schoville and Carri O'Melia

UWMSN: Meghan Owens, Catharine Derubeis and Michele Rohde

UWMIL: Elise Bechly Schubert and Carla Sagert

UWOSH: Holly Shea and Danielle Delwiche-Oelhafen

UWPKS: Goretti Pereira and Amber Marzette

UWPLT: Tara Rucker and Leanne Brinkman

UWRVF: Saige Kroells and Debra Schwab

UWSTP: Tom Bertram and Lisa Hernandez

UWSTO: Jo Johnson and Erin Dunbar

UWSUP: Lauren Howard and Wanda Grew-Jasken

UWWTW: Steve Marshall and Kai Instefjord

JOB DATA UPDATE REMINDERS

- Enter new hires in job data prior to job start date
- Creates a smoother employee experience
  - Grants access to self-service portal (direct deposit, W-4), benefits elections)
  - Notifies of benefits eligibility and allows for timely processing of benefits enrollments
  - Allows employee's access to campus specific systems (campus ID cards, network access, building access, parking, etc.)
  - Notifies of Mandatory Employee Training (MET) requirement

FACULTY SABBATICAL HRS PROCESS-REMINDER

Faculty Sabbatical Program- UWS Administrative Policy 160

- Two types of sabbatical leaves are available to faculty members:
  - A faculty member may take a sabbatical leave for an academic year and receive from the institution financial support at any level up to sixty-five percent of his/her full compensation for that period, in accordance with institutional policies
  - A faculty member may take a sabbatical leave for one semester of the academic year and receive from the institution financial support at any level up to a maximum of his/her full compensation for that period

ONE SEMESTER FACULTY SABBATICAL

A faculty member:

- Approved to take a sabbatical for one semester of the academic year and receive from the institution financial support at any level up to a maximum of his/her full compensation for that period

Procedure:

- Record the faculty sabbatical on the Profile Management Page in HRS

- Add a job row to record the one-semester sabbatical leave

- Faculty receiving full compensation
  - No FTE change needed
  - No additional pay USB earnings code needed

RESOURCES

- [UW System Administrative Policy 160: The Faculty Sabbatical Program](#)

- HRS Process Supporting KBs
  - [KB-17072 Entering a Faculty Sabbatical in HRS](#)
  - [KB-16269 Entering Person Profile Management in HRS](#)
  - [KB-16273 Managing Position Data in HRS](#)
  - [KB-17094 Entering Additional Pay in HRS](#)

ENTERING RETURN FROM SABBATICAL

- Employees returning from sabbatical at the end of the fall semester
  - Example – End of Fall Semester contract period ends 01/04/2024
  - Enter a return row with the effective date of 01/05/2024 and Action/Reason Return from Leave/Return from Leave
- Submit a ticket if you need assistance with the action

SH REPORTS TO UPDATES

- Every final template that has been received has been uploaded

- SH Reports to Query is ready for use
  - UW_HR_STUDENT_HOURLY
  - Report identifies all student hourly employees

- Initial copy of this report to be sent out by the end of the week
  - Report will include instructions on how to work the report

HOORAY!!

REPORTS TO WED REMINDERS

- Multiple WEDs to manage the Reports To for other employee classes (non-SH)
  - UW_HR_POSITION_MISSING_REPORTS_TO
  - UW_HR_POSITION_REPORTS_TO_CONFLICT
  - UW_HR_POSITION_REPORTS_TO_SELF
  - UW_HR_POSITION_REPORTS_TO_VACANT
- [KB-90250 Running The "Reports To" Report in HRS](#)
- Roles for WED access:
  - UW_UNV_HR_ADMINISTRATOR (HR Administrator (Update HR))
    UW_UNV_HR_JOB_DATA_UPD (HR Job Data Update)
    UW_UNV_HR_POSITION_UPD (HR Position Update)

QUESTIONS?

HUMAN RESOURCES PAGE FOLLOW UP
WHICH OF THESE FORMS DO YOU USE?

Change Person/Position/Job Data

- Change a Person Form
- Change a position Form
- Job Change (with a position) form
- Job Change (Without a Position)

New Hire/Position

- Add a Person form
- Create a Position form
- Hire a Person (with a Position) form
- Hire a Person (without a Position) form
- Student Help Template-Based Hire form
- Student Help Additional Information form

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, please email
uwss-svc.CampusCallSlides@uwss.wisconsin.edu

THANK YOU