INSTITUTION ADMINISTRATOR CALL

January 4th, 2024

AGENDA

- Portal Articles
- Upcoming Employee Emails
- Upcoming Trainings
- 2024 Benefit ID cards
- Pay Plan Implementation
- Retro Payment Funding Reminder

PORTAL ARTICLES

Recently Posted

- [2024 Benefits ID Cards](#)
  If you enrolled or made changes to your benefits during the Annual Benefits Enrollment (ABE) period, you may receive new benefits ID cards.

- [2024 Benefit Deductions and Contributions](#)
  For most employees, benefit deductions and contributions will change in 2024.
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  [Reminder: 2024 Benefits Highlights](#)
  Reminders about the benefit plan changes for 2024.

Upcoming Articles

- University Insurance Association (UIA) Annual Insurance Deduction
- W-2 Forms Now Available
- Income Continuation Insurance Deferred Enrollment and Premium Update
- 1095-C Forms Now Available

UPCOMING EMPLOYEE EMAILS

EMAIL	SCHEDULED DISTRIBUTION
• Electronic Consent Opportunity for Tax Form Distribution	1/7
• W-2 Form Availability	TBD – when forms are available
• Flexible Spending Account Unsubstantiated Claims	1/25
• 1095-C Form Availability	TBD – when forms are available
• Glacier Tax Preparation	Week of 1/29
• Income Continuation Insurance Deferred Enrollment	Week of 1/29
• Income Continuation Insurance Annual Premium Update	Week of 1/29

Please Note: Distribution dates are subject to change.

UPCOMING TRAININGS

- Finance
  - Setting up Funding (Remote online)
    - Friday, February 6, 9:00am-12pm
  - Changing Funding (Remote online)
    - Thursday, February 7, 9:00am-12pm
- TAM
  - Recruiting in TAM (Remote online)
    - Friday, March 8, 8:30am-4:00pm

My Learning Path

2024 BENEFITS ID CARDS

- Employees should receive their 2024 benefits ID cards by mid-January

- Employees that need their ID card information (group number, member id number) prior to receiving the card(s) via U.S. Mail should be directed to contact their insurance carrier directly

- Insurance carrier contact information can be found in the Health Benefits Decision Guide at 2024 Health Benefit Decision Guide

- For additional information, review the 2024 Benefits ID Card portal article

QUESTIONS?

PAY PLAN IMPLEMENTATION

- 12C Confirm is underway
- In Process
  - MIL & OSH Pay Plan with Chancellor's Discretionary Award letters
  - Retiree letters
- Pay Plan Check Ins with institutions
  - Updates from institutions
  - Continue to send in tickets
- Payroll Retro
  - Job adjustments made after Monday, 1/1/24 will load and pay on the 1A
  - In calculated status on Retro Pay Calculation Results

RETRO PAYMENT FUNDING - REMINDER

Here is how funding will work with the retro payment. This is a reminder on how retro funding has always been applied.

- Employees in the <u>same position</u> as they were in on the effective date of pay plan (7/2 or AY start date) retro will apply the funding that is active as of the current (12C) payroll regardless of whether there have been any changes in funding over that retroactive period.

- Employees who have had a <u>change in department</u> since the effective date of pay plan (7/2 or AY start date) retro will apply the funding that was last in effect for each position held over the retroactive period.

Any funding that is invalid, including closed projects, will be replaced with PRDFLT as part of the Finance post confirm processing.

- Assistance with DR entries is available by sending the details of the changes needed to serviceoperations@uwss.wisconsin.edu.

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