



INSTITUTION ADMINISTRATOR CALL

February 1st, 2024



AGENDA

- Portal Articles
- Upcoming Employee Emails
- Upcoming Trainings
- Call For Questions From 01.18.24 Slides
- ABBR Updates
- Summer Prepay
- America Saves Week
- University Insurance Association Life Insurance Changes
- WRS- Single Payroll Transition Program
- Craftworker General Wage Adjustment



PORTAL ARTICLES

Recently Posted

- [Employee Well-Being Webinars](#)
Take care of your physical, emotional, and financial well-being by increasing your knowledge through webinars.
- [W-2 Forms Available on the MyUW Portal](#)
The 2023 W-2 forms are available for all active Universities of Wisconsin employees on the MyUW portal.
- [Income Continuation Insurance: Deferred Enrollment Period, Updated Premiums and Plan Changes](#)
For eligible University Staff employees, an Income Continuation Insurance (ICI) Deferred Enrollment opportunity is currently available.

Upcoming Articles

- Earn Your \$150 Well-being Incentive
- 1095-C Forms Available on the MyUW Portal
- Summer Prepay Insurance Premium Deductions



UPCOMING EMPLOYEE EMAILS

EMAIL

- 1095-C Forms Available on the MyUW Portal
- Income Continuation Insurance Deferred Enrollment
- Income Continuation Insurance Annual Premium Update
- Summer Prepay Insurance Premium Deductions

SCHEDULED DISTRIBUTION

TBD – when forms are available.

Week of 1/29

Week of 1/29

February 15

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](#)



QUESTIONS?





ABBR UPDATES

- Annual Benefits Base Rate (ABBR) is how amounts are defined to be used in the calculation of life and disability insurance premiums and are based on an estimated calendar year WRS earnings rounded up to the next highest \$1,000
- To ensure correct rates are taken for the appropriate coverage months, ABBR effective dates are set with the first day of the first pay period for the appropriate coverage deduction month

- Annual Update

- ICI effective 2/1/24, ABBRs will be effective 1/14/24

JAN B	01/14/2024 - 01/27/2024	02/08/2024	1 split 2, 3	FEB First
FEB A	01/28/2024 - 02/10/2024	02/22/2024	1 split 2, 3	FEB Second

- SGL effective 4/1/24, ABBRs will be effective 3/10/24

MAR B	03/10/2024 - 03/23/2024	04/04/2024	1 split 2, 3	APR First
APR A	03/24/2024 - 04/06/2024	04/18/2024	1 split 2, 3	APR Second

- Classification Changes

- For example, an employee changes from US to FAASLI effective 5/15/24, change should be effective for 6/1/24 coverage, ABBR will be effective 5/19/24

JUN A	05/19/2024 - 06/01/2024	06/13/2024	1 split 2, 3	JUN First
JUN B	06/02/2024 - 06/15/2024	06/27/2024	1 split 2, 3	JUN Second

- New Hires

- ABBRs are set to the date of hire



QUESTIONS?





SUMMER PREPAY

- Summer prepays allow eligible employees to maintain insurance coverage for the months of June, July and August
- Summer prepays insurance premiums will be deducted from the following paychecks:
 - March 7, March 21, April 4, April 18, May 2, May 16, 2024



SUMMER PREPAY

Eligibility:

- Faculty, Academic Staff, Limited Appointees, Student Assistants, Employees-in-Training;
- On an Academic Year contract (C-basis), (select Annual contracts (A-basis) eligible); and
- Expected to return in the fall; or
- Are working a Summer Service/Summer Session appointment with no expectation to return in the fall (coverage through end of employment)

Note: University Staff employees on a summer leave are not eligible for the summer prepay process. University Staff employees should be placed on a leave of absence or laid off.



SUMMER PREPAY

Summer Prepays deducted for:

- State Group Health Insurance*
- Dental Insurance
- Vision Insurance
- State Group Life Insurance
- Individual & Family Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Accident Insurance
- Income Continuation Insurance (ICI)

Summer Prepays not deducted for:

- Flexible Spending Accounts (FSA)
- Health Savings Accounts (HSA)
- Parking & Transit Accounts
- UW 403(b) Supplemental Retirement Plan (SRP)
- Wisconsin Deferred Compensation (WDC) 457

*Health Opt-Out will continue to be paid through the summer



SUMMER PREPAY

- Academic Year contract (C-basis) employees will be automatically setup with summer prepay deductions the week of February 12, 2024
- The following employees will need to be manually setup:
 - Employees with an Annual (A-basis) contract
 - Employees on leave of absence
 - For institutions on Benefits Counseling your HR office will be contacted to supply a list of employees who need to manually be set up



SUMMER PREPAY

Setup for Prepay Deductions

- Prepays are calculated on the total monthly premium amount
- When prepays are setup, using 0.50 prepay factor will have prepay deductions align with the biweekly benefits deductions
- Prepays setup with 1.0 prepay factor will have the total monthly premium deduction
- To determine which Pay Run ID to use when setting up prepays, find the appropriate pay date on the 2024 pay schedules calendar, then use the corresponding Pay Run ID
 - <https://uwservice.wisconsin.edu/docs/s/pay-bw-calendar-2024-full.pdf>

Reminder: the prepay source for manually setup employees is Leave of Absence or Short Work Break



SUMMER PREPAY

Automatic Setup for C-basis Prepay Schedule

- March 2024
 - ½ on March 7 paycheck and ½ on March 21 paycheck for all insurance plans
 - March 7; Pay Run ID is 2024BW02B
 - March 21; Pay Run ID is 2024BW03A
- April 2024
 - ½ on April 4 paycheck and ½ on April 18 paycheck for all insurance plans
 - April 4; Pay Run ID is 2024BW03B
 - April 18; Pay Run ID is 2024BW04A
- May 2024
 - ½ on May 2 paycheck and ½ on May 16 paycheck for all insurance plans
 - May 2; Pay Run ID is 2024BW04B
 - May 16; Pay Run ID is 2024BW05A

*Employees with an Annual (A-basis) contract manually setup for prepays would follow the same as above



SUMMER PREPAY

Manual Setup for University Staff Prepay Schedule

- March 2024
 - ½ on March 7 paycheck and ½ on March 21 paycheck for all insurance plans, except ICI
 - March 7; Pay Run ID is 2024BW02B
 - March 21; Pay Run ID is 2024BW03A
- April 2024
 - ½ on April 4 paycheck and ½ on April 18 paycheck for all insurance plans, except ICI
 - For ICI, 1 full ICI premium on will take on each paycheck in April
 - April 4; Pay Run ID is 2024BW03B
 - April 18; Pay Run ID is 2024BW04A
- May 2024
 - ½ on May 2 paycheck and ½ on May 16 paycheck for all insurance plans
 - May 2; Pay Run ID is 2024BW04B
 - May 16; Pay Run ID is 2024BW05A



SUMMER PREPAY

Setup for Prepay Deductions

- Example:
 - The total monthly regular health insurance premium with dental, family coverage is \$286.00
 - The biweekly premium is \$143.00 for April 4 and \$143.00 for April 18
- To setup a manual prepay for April 4 paycheck
 - Find 4/4/24 pay date on the 2024 Pay Schedules calendar, and use the Pay Run ID for setup: 2024BW03B
 - Use a prepay factor of 0.50 because prepays look at the total monthly premium and not the biweekly payroll premium
- To setup a manual prepay for April 18 paycheck
 - Find 4/18/24 pay date on the 2024 Pay Schedules calendar and use the Pay Run ID for setup: 2024BW04A
 - Use a prepay factor of 0.50 because prepays look at the total monthly premium and not the biweekly payroll premium



SUMMER PREPAY

- If the employee is terminating between the end of the spring semester and before the fall semester take the following actions:

Summer Prepay Deduction Guide			
Month Of	'OK to Process' Checked or Unchecked?		
Job & Coverage Termination	Prepay March (Payrun IDs: 2024BW02B 2024BW03A)	Prepay April (Payrun IDs: 2024BW03B 2024BW04A)	Prepay May (Payrun IDs: 2024BW04B 2024BW05A)
May	Unchecked	Unchecked	Unchecked
June	Unchecked	Unchecked	Checked
July	Unchecked	Checked	Checked
August	Checked	Checked	Checked



SUMMER PREPAY

Communications:

- Emails
 - Sent to employees that have been automatically setup for summer prepay
 - Will include the estimated amount of prepaid deductions
 - Sent out on or about February 15, March 21, and April 18, 2024
 - Copies of the emails will be available on the Summer Prepay Landing web page
- Portal article
 - Will be posted week of February 12, 2024



SUMMER PREPAY

Employee:

- Summer Prepay Insurance Premiums web page
 - www.wisconsin.edu/ohrwd/benefits/summer-prepay-deductions/
- Benefit Premiums web page
 - www.wisconsin.edu/ohrwd/benefits/premiums/

Administrators:

- Universities of Wisconsin HR/Benefits Administrative Resources: Summer Prepay Resources web page
 - www.wisconsin.edu/ohrwd/admin/summerprepay/
 - Policy
 - Quick Reference Guide
- UW-Shared Services: Summer Prepay landing web page
 - uwservice.wisconsin.edu/administration/prepay/
 - Timeline
 - KBs
 - Communications



QUESTIONS?





AMERICA SAVES WEEK

- The Universities of Wisconsin will continue to promote financial well-being with the America Saves Week campaign
- In past years, the campaign was at the end of February
- In 2024, the campaign will be **April 8th – April 12th**
- The theme for 2024 is Saving for What Matters Most
- The week will include webinars, credit checks, individual counseling sessions, and more
- Watch for additional information as the event gets closer so you can help promote the event to employees



UNIVERSITY INSURANCE ASSOCIATION LIFE INSURANCE CHANGES

- Life insurance offerings are being re-evaluated because of:
 - Move to centralized benefit enrollment with State of Wisconsin/ETF; requires review of plan administration
 - Need to simplify life insurance options available to employees
 - Multiple plans has led to:
 - Under selection of State Group Life Insurance, most valuable plan for employees.
 - Only life insurance option that Universities of Wisconsin contributes a portion of the premium
 - Provides continuation of coverage at retirement at no cost (after age 65)
 - New employees tend to chose low-cost option that has a declining value. Employees may be underinsured as needs change over time.



UNIVERSITY INSURANCE ASSOCIATION LIFE INSURANCE CHANGES

- University Insurance Association (UIA) Life insurance plan will terminate January 1, 2025
- Employees enrolled in UIA on January 1, 2024 will have coverage through December 31, 2024
- Options at Plan Termination
 - Conversion Rights – Active employees and retirees enrolled in coverage when the plan terminates will have a limited conversion right, if insured for at least five (5) years. The amount eligible for conversion may be limited based on amount of coverage and other group coverage that may become available within 31 days of the plan termination date.
- Special Enrollment Opportunity for Individual & Family Life Insurance
 - Working with Securian to offer a special enrollment opportunity for all active employees eligible for Individual & Family Life Insurance - opportunity to enroll without proof of good health
 - Additional information will be provided later in 2024



UNIVERSITY INSURANCE ASSOCIATION LIFE INSURANCE CHANGES

- Communications
 - Targeted email to be sent to active employees enrolled in UIA second quarter of 2024. Retirees who have elected to continue coverage will be sent a notice via US Mail.
 - Additional communications to active employees as special enrollment details and Annual Benefits Enrollment (ABE) communications are determined later in 2024.
- Resources
 - [Enrollment Deadline Worksheet](#) – UIA Life Insurance to be removed for employees hired January 2, 2024 or later
 - Other Resources to be updated by end of January 2024:
 - [UIA web page](#)
 - [Benefits Brochure, Quick Guides, and Benefits Summaries for newly benefits eligible employees](#)
 - [Life Events web pages and COBRA documents](#)
- Institution resources
 - Please review and update materials where you may reference this plan (web pages, newly benefits eligible material)



QUESTIONS?





WRS-SINGLE PAYROLL TRANSITION PROGRAM

Why was the program created?

- Program created as a result of the transition from a monthly payroll cycle to a biweekly payroll cycle
- Employees paid biweekly receive a paycheck approximately two weeks after the end of the payroll period which typically results in 26 paychecks during a fiscal year
- Due to the transition to a biweekly payroll employees received 25 paychecks for fiscal year 2022 because:
 - employees were paid for all days worked in June 2021 on June 30, 2021; and
 - received only one biweekly paycheck in July 2021
- Resulted in less earnings reported to the WRS for fiscal year 2022 because of the change in the timing of when the wages were paid



WRS-SINGLE PAYROLL TRANSITION PROGRAM

How does the program solve the issue?

- Eligible employees have the option to accelerate the payment and reporting of wages to WRS for days worked up to June 30th prior to the end of the fiscal year which means wages will be paid in June for all days worked in June
- Provides eligible employee who are approved for the program with an additional biweekly paycheck in the employee's last full fiscal year prior to retirement
- For employees retiring at the end of fiscal year 2022 and who are approved for the program, the employee will have 26 paychecks
- For employees retiring at the end of fiscal year 2023 or fiscal year 2024, the employee will end up with 27 paychecks, which will average out the fewer paychecks reported for fiscal year 2022 due to the transition



WRS-SINGLE PAYROLL TRANSITION PROGRAM

How long does the program last?

- Program is available for fiscal years 2022, 2023, and 2024. It will allow employees who plan to separate from service June 15, 2024 – February 15, 2025 (last year of the program) to include fiscal year 2024 as one of their highest 3 years of earnings for WRS formula benefit calculation purposes.
- **IMPORTANT:** Employees **must** make their request to accelerate payment prior to May 1 of the fiscal year that will be the employee's last **full** year of employment



WRS-SINGLE PAYROLL TRANSITION PROGRAM

What are the eligibility requirements?

- Faculty, academic staff, limited appointees who are vested in the WRS, are of minimum retirement age as of the date of their separation and meet all of the following conditions:
 - Had an active appointment and were paid on the monthly pay date of June 30, 2021;
 - Separate service between June 15, 2022 and February 15, 2025;
 - Perform compensable work between June 15 and June 30 in the fiscal year in which the WRS Single Payroll Transition Program Application is being submitted; and
 - Submit a completed WRS Single Payroll Transition Program Application prior to May 1st of the year in which the payment will be accelerated.



WRS-SINGLE PAYROLL TRANSITION PROGRAM

How does an employee apply?

- Employee must submit a completed WRS-Single Payroll Transition Program Application along with a copy of an official WRS Retirement Benefit Estimate dated within 12 months of their separation date
- Employee will need to work with institution HR representative to determine their termination date and if their banked vacation can be used to extend their time on payroll
- The application is due by May 1 of the employee's last full fiscal year (for example, an employee retiring on January 31, 2025 must apply by **May 1, 2024**)



WRS-SINGLE PAYROLL TRANSITION PROGRAM

Important Notes

- The program is not a termination or retirement incentive plan and is not affiliated with any of the VSIPs, layoffs, furloughs, or temporary work reductions that have occurred or are in process
- Employees who participate in the program at the end of the fiscal year, and who retire later in the following fiscal year will have their first biweekly paycheck in July reduced because their pay is being accelerated
- IRS compensation limits apply. The program does not benefit employees who make over the IRS compensation limit (for fiscal year 2024 the annual compensation limit is \$337,500 (adjusted annually))



WRS-SINGLE PAYROLL TRANSITION PROGRAM

Deductions Information for the Accelerated Paycheck:

- Benefit Insurance Premium Deductions:
 - Depending on the employees elected retirement date they will have normal benefit insurance premium deductions as well as certain additional insurance premium deductions from accelerated wages (prepays). Benefit insurance premium deductions from the accelerated wages will be used to prepay for benefits. Deductions eligible are the same as summer prepays
- Retirement Plan Contributions:
 - WRS contribution
 - 403(b) SRP, 457 WDC, WRS Additional – Employee contribution will be deducted as they have elected, no adjustments will be made. Employee can change contribution amounts following the established procedures, plan rules, and set time frames



WRS-SINGLE PAYROLL TRANSITION PROGRAM

Responsibilities:

- **Benefits Administrators:**
 - Answer benefit related questions from employees
 - Coordinate with HR administrator as needed on use of banked leave to extend time on payroll
- **HR Administrators:**
 - Review application focusing on employees selected retirement date and use of banked leave to extend time on payroll
 - Coordinate with benefits administrator as needed on use of banked leave to extend time on payroll
 - Submit all completed applications to serviceoperations@support.wisconsin.edu
 - Submit all applications received for review. Institution should not be approving or denying applications.
 - Enter employee's termination date in HRS



WRS-SINGLE PAYROLL TRANSITION PROGRAM

Responsibilities, continued:

- **UW-Shared Services, Service Operations:**
 - Approve or deny submitted applications
 - Communicate approval or denial of application to employee and institution
 - Process approved applications (shift earnings in payroll)
- **Universities of Wisconsin Office of Human Resources:**
 - Create program documentation and web page
 - Communicate program to eligible employees
 - Answer policy questions for Benefits Administrators and Service Operations
 - Respond to escalated questions or employee concerns



WRS-SINGLE PAYROLL TRANSITION PROGRAM

Communications:

- Week of February 5, 2024 – Targeted email to eligible employees
- Week of April 1, 2024 – Reminder email to eligible employees
- Week of June 17, 2024 – Reminder to employees who applied and were approved what to expect on June and July paychecks

Employee Questions:

- [Institution HR Representative](#) - Coordinating retirement date and use of banked leave to extend time on payroll
- [Institution Benefits Contact](#) - Questions on the program

HR/Benefits Administrator Questions:

- Program/Policy clarification – uwshr@uwsa.edu
- Processes, Status of applications – serviceoperations@support.wisconsin.edu



WRS-SINGLE PAYROLL TRANSITION PROGRAM

Resources:

- [WRS-Single Payroll Transition web page](#)
- [FAQ](#)
- [Application](#)



QUESTIONS?





CRAFTWORKER GENERAL WAGE ADJUSTMENT

- Final approval not yet received for the GWA for craftworkers
- New timeline is to be determined
- Communication with institutions will occur once approval is received



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