



# INSTITUTION ADMINISTRATOR CALL

February 15<sup>th</sup>, 2024



# AGENDA

- Portal Articles
- Upcoming Employee Emails
- Upcoming Trainings
- Mandatory Employee Training
- Craftworker General Wage Adjustment Update
- 2024 Extend EJED Process



# PORTAL ARTICLES

## Recently Posted

- [Summer Prepay Insurance Premium Deductions](#)  
Summer prepay deductions cover the cost of continuing insurance coverage through the summer.
- [Earn Your \\$150 Well-Being Incentive](#)  
Employees enrolled in State Group Health Insurance are eligible to earn a well-being incentive.
- [1095-C Form Availability on the MyUW Portal](#)  
The 2023 Form 1095-C is available on the MyUW portal for active Universities of Wisconsin employees.
- [WRS News Online, January 2024](#)  
WRS News Online is a newsletter for active members of the Wisconsin Retirement System.

## Upcoming Articles

- State Group Life Premium Update



# UPCOMING EMPLOYEE EMAILS

## EMAIL DISTRIBUTION

## SCHEDULED

- |  |             |
|--|-------------|
| • Summer Prepay Insurance Premium Deductions | February 15 |
| • State Group Life Premium Update            | TBD         |
| • Summer Prepay Insurance Premium Deductions | March 21    |

**Please Note:** Distribution dates are subject to change.



# UPCOMING TRAININGS

- TAM
  - Recruiting in TAM (Remote online)
    - Friday, March 8, 8:30am-4:00pm

[My Learning Path](#)



# MANDATORY EMPLOYEE TRAINING

- Annual retraining
  - Notifications sent March 1
    - Information Security
      - Notified in 2024 – no notification
      - Completed in 2024 – no notification
    - Sexual Harassment
      - Notified in 2024 - no notification
      - Completed since 2021 – no notification
    - Mandated Reporter
      - Notified in 2024 – no notification
      - Any completion on record – no notification
  - Reminders after 14 and 21 days and then every month thereafter until complete



# MANDATORY EMPLOYEE TRAINING

- Changes
  - New Sexual Harassment course
  - New Info Security course (Oct 2023)
  - Monthly email reminders
    - Include a cc to supervisor
    - Sent business day closest to 15<sup>th</sup> of the month
- Emails are sent to business preferred, if notified they are missing or undeliverable, please work with campus IT to update quickly to prevent delays in notifications



QUESTIONS?







# CRAFTWORKER GENERAL WAGE ADJUSTMENT UPDATE

- Final approval received for General Wage Adjustment (GWA)
- New timeline
  - Job data row: Pay Rate Change/Trades Contract GWA effective 02/11/2024 (2024BW02B)
    - Inserted week of 02/18/2024
  - 03/07/2024 paycheck will have the new pay rate
  - 03/21/2024 paycheck will have lump sum amount for pay rate adjustment from 07/02/2023-02/10/2024
- Letters will be created and uploaded to eP-file for non-UWMSN craftworkers



QUESTIONS?





# 2024 EXTEND EJED PROCESS

To help campuses prepare for the end of the academic year, UW-Shared Services (UWSS) will run a mass job update to extend Expected Job End Dates (EJEDs) of 9-month employees to one day before the start of the new academic year.

- Reminder: If an employee who is supposed to continue employment past their EJED and it isn't extended timely, the employee will be automatically terminated through the EJED process. This will then require the employee to be rehired and any insurances will need to be reinstated.

Before doing so, institutions will be asked to verify the employees that should be extended.

Process Overview:

1. **Wednesday, February 21:** UWSS provides list to each institution of employees with EJEDs at the end of the Academic Year
2. **By Monday, April 15:**  
Institutions email [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu) with the following:
  - Notification that ALL, or NONE, of the employees in the original February spreadsheet should have their EJEDs extended. No spreadsheet needs to be submitted.
  - OR
  - A revised version of the spreadsheet with **Y** in the **Extend EJED** column for only those employees that need an extended EJED, and **N** for those that do not.



# 2024 EXTEND EJED PROCESS

Process Overview continued...

- 3. Weekend of April 27:** UWSS extends EJEDs for employees marked **Y** using the Mass Job Update process
- 4. April 28 – May 17:** If additional EJEDs need extension, institution manually updates in HRS
- 5. May 17:** Employees not extended will be terminated through normal nightly EJED process



# 2024 EXTEND EJED PROCESS

- Final instructions on processing this file will be provided with the file sent on February 21st
- Sample Excel file:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Business Unit	Dept ID	Name	Empl ID	Empl Rcd	Position	Empl Class	Continuity	Pay Status	Effective Date	Current EJED	New EJED	Extend EJED (Y or N)
2	UWMIL	B050100		00183605	11	02368926	AS	02B	A	1/5/2024	5/19/2024	8/18/2024	Y
3	UWMIL	B051000		00121230	0	00485432	AS	02C	A	12/11/2023	5/19/2024	8/18/2024	Y
4	UWMIL	B051000		00726896	0	02022124	AS	02C	A	9/10/2023	5/19/2024	8/18/2024	Y
5	UWMIL	B051000		00786818	0	02076931	AS	02C	A	8/21/2023	5/19/2024	8/18/2024	Y
6	UWMIL	B051000		00835913	2	02321363	AS	02C	A	12/31/2023	5/19/2024	8/18/2024	Y
7	UWMIL	B051000		00936619	0	02217012	AS	02C	A	8/21/2023	5/19/2024	8/18/2024	Y
8	UWMIL	B051000		00996816	1	02320963	AS	02C	A	8/21/2023	5/19/2024	8/18/2024	Y
9	UWMIL	B051000		01057890	0	02359723	AS	02C	A	8/25/2023	5/19/2024	8/18/2024	Y
10	UWMIL	B054000		00183605	9	02368585	AS	02B	A	1/5/2024	5/19/2024	8/18/2024	Y
11	UWMIL	B057600		01038705	2	02358287	SA5	02B	A	1/5/2024	5/19/2024	8/18/2024	Y
12	UWMIL	B057700		00330314	0	02181520	AS	02C	A	8/21/2023	5/19/2024	8/18/2024	Y
13	UWMIL	B057700		00442636	2	02108852	AS	02B	A	8/21/2023	5/19/2024	8/18/2024	Y
14	UWMIL	B100800		00096538	0	02088593	AS	02B	A	1/5/2024	5/19/2024	8/18/2024	Y
15	UWMIL	B100800		00173351	0	02287915	AS	02B	A	1/5/2024	5/19/2024	8/18/2024	Y
16	UWMIL	B100800		00287453	1	02267817	AS	02B	A	1/5/2024	5/19/2024	8/18/2024	Y



# EJED CONTACTS

- The reports will be sent to the following contacts:

UWEAU: Barb Hanson, Brittney Hakes

UWGBY: Kimberly Deering, Megan Noltner

UWLAC: Kayle Schoville, Carri O'Melia

UWMSN: Meghan Owens, Catharine DeRubeis, Michele Rohde

UWMIL: Elise Bechly Schubert, Carla Sagert

UWOSH: Danielle Delwiche-Oelhafen, Patty Schrader

UWPKS: Goretta Pereira, Aaron Shanahan

UWPLT: Tara Rucker, Leanne Brinkman

UWRVF: Saige Kroells, Debra Schwab

UWSTP: Tom Bertram, Lisa Hernandez

UWSTO: Jo Johnson, Erin Dunbar

UWSUP: Lauren Howard, Wanda Grew-Jasken

UWWTW: Steve Marshall, Kai Instefjord

- Please contact [serviceoperations@support.wisconsin.edu](mailto:serviceoperations@support.wisconsin.edu) with any contact changes



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