



INSTITUTION ADMINISTRATOR CALL

February 15th, 2024



AGENDA

- Portal Articles
- Upcoming Employee Emails
- Upcoming Trainings
- 2024 Iowa W-4 Changes
- 2024 Montana W-4 Changes
- Form 1042-S Reconciliation
- SHRC (BP Logix)
- CBC and I-9 (HireRight)



PORTAL ARTICLES

Recently Posted

- [Employee Well-Being Webinars](#)
Take care of your physical, emotional, and financial well-being by increasing your knowledge through webinars.

Upcoming Articles

- Reminder: March 31 Deadline for 2023 Flexible Spending Account Claims
- UW 403(b) SRP Employee Counseling Sessions and Webinars Available
- Updated State Group Life Insurance Premiums Effective April 1, 2024
- America Saves
- Wisconsin Retirement System Statement of Benefits



UPCOMING EMPLOYEE EMAILS

EMAIL

- Summer Prepay Insurance Premium Deductions
- Wisconsin Retirement System Statement of Benefits

Please Note: Distribution dates are subject to change.

SCHEDULED DISTRIBUTION

March 21

TBD



UPCOMING TRAININGS

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

[My Learning Path](#)



2024 IOWA W-4 CHANGES

- New for 2024: IA no longer recognizes number of allowances.
 - Total allowances are now recognized as a dollar amount - \$40 per eligible allowance
- Withholding based on the 2024 W-4 will begin on the 3A Payroll.
 - Email communication will be sent to all employees currently reporting to Iowa to complete a new W-4 form.
 - Employees should file an updated W-4 form no later than 03/13/24.
- For employees who did not file an updated W-4 in time; a flat \$40 Total Allowance will be used to calculate withholding beginning on the 3A, until a new form is received.



2024 MONTANA W-4 CHANGES

- New for 2024:
 - MT no longer recognizes number of allowances.
 - New Tax Status field on the MW-4 mimics federal tax status option.
 - Reduced Withholding field – dollar amount entered in this field will be the amount withheld. Standard withholding calculation will not be used.
 - This will reduce the amount of tax withheld and may result in a balance due when employees file their tax returns.
- Email communication has been sent to all employees who currently report to Montana to complete a new MW-4 form.



QUESTIONS?





FORM 1042-S RECONCILIATION

- The 2023 Form 1042-S Tax Reconciliation is complete.
- Form 1042-S is now available electronically via Glacier for those who were eligible for and elected this option.
 - Some individuals were not able to elect electronic distribution, some reasons for this are:
 - Not having a Glacier account
 - Having payments made from Accounts Payable
 - Those not given the electronic option will have paper forms printed and mailed out tomorrow, 3/1/24.
- Glacier Tax Prep is now available for all Nonresident Aliens as of 2/28/2024.
 - An email communication was sent to all nonresident aliens in Glacier as of 12/31/2023 on the evening of 2/27/2024.
 - Full details can be found at: [Resources for Nonresident Aliens](#)



QUESTIONS?





SHRC (BP LOGIX)

- Requesting point of contact for SHRC
 - Related to communication between UW-Shared Services and institutions
- An email will be sent to your institution to do the following:
 - Request point of contact
 - Verify current user access
 - Campus View
 - Report Reviewer
 - Verify point of contact for employer responses
 - When a candidate selects that they previously worked at your institution



CBC AND I-9 (HIRERIGHT)

- Also requesting point of contact for CBCs and I-9s
 - Related to communication between UW-Shared Services and institutions
- An email will be sent to your institution to do the following:
 - Request point of contact
 - Verify current user list
 - Includes each user's contact information and permissions
- SHRC and CBC/I-9 email will be sent as one communication



INITIAL SHRC/CBC/I-9 EMAIL CONTACTS

- The email will be sent to the following contacts:

UWEAU: Tracy Drier, Brittney Hakes

UWGBY: Melissa Nash, Kimberly Deering

UWLAC: Craig Bickley, Carri O'Melia

UWMIL: Makda Fessahaye, Kurt Hennemann, Bernadette Beck

UWOSH: Holly Shea, Shawna Kuether

UWPKS: Goretti Pereira, Aaron Shanahan

UWPLT: Jessica Wright, Tara Rucker

UWRVF: Michelle Best, Debra Schwab

UWSTP: Eric Roesler

UWSTO: Terrance McCann, Erin Dunbar

UWSUP: Cory Kempf, Lauren Howard

UWWTW: Connie Putland, DJ Judah



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