



INSTITUTION ADMINISTRATOR CALL

March 14th, 2024



AGENDA

- Portal Articles
- Upcoming Employee Emails
- Upcoming Trainings
- State Group Life Insurance Annual Update
- America Saves Week
- Outside Activity Report (OAR)
- MyUW to HRS Portal Transition Project



PORTAL ARTICLES

Recently Posted

- [Reminder: March 31 Deadline for Submitting 2023 Flexible Spending Account Claims](#)
Reimbursement for expenses incurred by December 31, 2023, must be submitted and substantiated by March 31, 2024.
- [Maintain Insurance Coverage with Advance Planning for Unpaid Leave of Absence](#)
Take the necessary steps to maintain insurance coverage during an unpaid leave of absence.
- [ETF In-Person Group Retirement Appointments](#)
ETF offers in-person group retirement appointments to guide attendees through the retirement application.

Upcoming Articles

- UW 403(b) SRP Employee Counseling Sessions and Webinars Available
- Updated State Group Life Insurance Premiums Effective April 1, 2024
- Outside Activity Reporting (OAR)
- FAASLI: Use paid leave by June 30, 2024
- America Saves Week
- Wisconsin Retirement System Statement of Benefits



UPCOMING EMPLOYEE EMAILS

EMAIL DISTRIBUTION

SCHEDULED

- | | |
|---|------------------|
| • Summer Prepay Insurance Premium Deductions | 3/21 |
| • Outside Activity Reporting | TBD |
| • Wisconsin Retirement System Statement of Benefits | Tentatively 4/11 |

Please Note: Distribution dates are subject to change.



UPCOMING TRAININGS

- Finance
 - Setting up Funding
 - Thursday, May 16th, 9am-12pm (remote)
 - Changing Funding
 - Friday, May 17th, 9am-12pm (remote)

[My Learning Path](#)



STATE GROUP LIFE INSURANCE ANNUAL UPDATE

- State Group Life Insurance is updated annually for:
 - Highest calendar year of eligible earnings,
 - Age as of April 1 each year,
 - Premium changes approved by the Group Insurance Board
 - Employee rates increasing for most age categories
 - Spouse and Dependent coverage premium will decrease slightly from \$2.26 to \$2.10 per unit
- Updated premium will be on the April 4, 2024 paycheck
- Annual Base Benefit Rate (ABBR)
 - State Group Life Insurance ABBRs are scheduled to be updated the week of March 18, 2024, with an effective date of March 23, 2024
 - Do not change ABBR unless the employee has had more than a 30-day break between appointments



STATE GROUP LIFE INSURANCE ANNUAL UPDATE

Communications:

- Portal article will be posted the week of March 25, 2024
- Plan information on the [State Group Life Insurance web page](#)
- Premiums updated on the [Benefit Premium web page](#)



STATE GROUP LIFE INSURANCE ANNUAL UPDATE

Basic and Supplemental Rates
Premium increase for most age groups

Age Group	Coverage Before 4/1/2024 Rate per \$1,000	Coverage Effective 4/1/2024 and Later Rate per \$1,000
Under Age 40	\$0.05	\$0.05
40-44	\$0.08	\$0.08
45-49	\$0.13	\$0.13
50-54	\$0.20	\$0.21
55-59	\$0.28	\$0.29
60-64	\$0.38	\$0.40
65-69	\$0.50	\$0.52



STATE GROUP LIFE INSURANCE ANNUAL UPDATE

Additional Rates
Premium increase for most age groups

Age Group	Coverage Before 4/1/2024 Rate per \$1,000	Coverage Effective 4/1/2024 and Later Rate per \$1,000
Under Age 40	\$0.08	\$0.08
40-44	\$0.11	\$0.12
45-49	\$0.19	\$0.20
50-54	\$0.31	\$0.32
55-59	\$0.42	\$0.44
60-64	\$0.57	\$0.60
65-69	\$0.73	\$0.77



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



AMERICA SAVES WEEK

- Throughout the week, the Universities of Wisconsin will feature live and on-demand webinars, presented by:
 - [Employee Assistance Program \(EAP\)](#) provider, Acentra Health (formerly Kepro)
 - [Summit Credit Union](#)
 - [UW Credit Union](#)
 - [Wisconsin's 529 Program](#) provider, Edvest
 - [UW 403\(b\) Supplemental Retirement Program \(SRP\)](#) providers, Fidelity and TIAA
 - [Wisconsin Deferred Compensation \(WDC\) Program](#) provider, Empower
- Help to spread the word about this event with employees at your campus! Watch for:
 - Announcement flyer
 - Employee take-away cards
 - Portal articles
- As the event gets closer, the Universities of Wisconsin will send promotional materials to the institutions from uwshr@uwsa.edu



AMERICA SAVES WEEK

- Use an America Saves Week event as an employer sponsored activity to help employees earn their \$150 well-being incentive (if enrolled in State Group Health Insurance). Review the Employer-Sponsored Activities Implementation Guide for more information.
- Some examples are:
 - Group viewing of a webinar
 - Choose a webinar, promote it, reserve a conference room, view the webinar as a group, and facilitate a discussion
 - Individual viewing of a webinar
 - Choose a webinar, promote it, and have employees report their attendance to you
- Send questions to uwshr@uwsa.edu



QUESTIONS?





OUTSIDE ACTIVITY REPORT

- Outside Activity Reporting is an annual automated process provided by HR Service Delivery for participating institutions
- All Faculty, Academic Staff and Limited Appointees with half-time appointments or more are required to report annually outside activities and interests related to their areas of professional responsibility and for which they receive remuneration by April 30 of each year following [Chapter UWS 8](#)
- Managers are responsible for reviewing the information provided by employees and need to work with employees to determine if a potential conflict may exist



OUTSIDE ACTIVITY REPORT TIMELINE

- Outside Activity Report process timeline:
 - Reports To initial communication received by March 29, 2024
 - Initial employee communication received by April 1, 2024
 - Reminders will be sent to employees who have not completed their OAR on April 12, April 19, April 26, and April 30, 2024
 - Reminders will be sent to supervisors who have not reviewed and approved submitted OAR forms on April 19, April 26 and May 3, 2024
 - All OARs must be completed/filed by April 30, 2024
 - HR Service Delivery will send monthly overdue reports to campus point of contacts/CHRO for further outreach and enforcement



OUTSIDE ACTIVITY REPORT

- If an employee has more than one active empl record with a 0.50 FTE or higher, an OAR form is required for each record
- During OAR Process
 - UW-Shared Services will monitor for employees who have a change to Reports To after an employee submits OAR
 - UW-Shared Services will update the workflow and an email will generate to notify the new Reports To for review and approval
- The employee's Reports To will receive an email notification when they have an Outside Activity Report ready to approve
- All employee and approver email notifications will be sent to preferred business email



OUTSIDE ACTIVITY REPORT- WED AND QUERIES

- A WED and queries are available to assist in monitoring OAR for institutions who are participating in this service
 - UW_HR_OAR_NEED_APRVL (WED and Query)
 - Lists employees who have submitted an Outside Activity form and approval of the activity reported is needed by the Reports To/Reviewer
 - UW_HR_OAR_FORM_DATA (Query)
 - Lists employees who have submitted the OAR and have listed outside activities
 - UW_HR_OAR_FORM_NO_ACTVTY (Query)
 - Lists employees who submitted the OAR and checked "No outside activity"
 - UW_HR_OAR_FORM_NOT_SBMT (Query)
 - Lists employees who have not submitted the OAR, including those that have clicked Save but not Submit



OUTSIDE ACTIVITY REPORT- RESOURCES

- Security Role to view WED:
UW_UNV_HR_ADMINISTRATOR
- Security Role needed to access the queries:
UW_UNV_HR_OAR_QRY
- Resources:
 - [KB 98272 – OAR Reports – WED and Queries in HRS](#)
 - [UW System Administrative Policy 1290: Code of Ethics | UW Policies \(wisconsin.edu\)](#)
 - [UW System Compliance and Integrity Website: Conflicts of Interest | Compliance & Integrity \(wisconsin.edu\)](#)
 - [Employee Tip sheet](#)
 - [Review and Approve Outside Activities Report Tip sheet](#)



OAR CONTACT REVIEW

- The email will be sent to the following contacts:

UWEAU: Tracy Drier, Barb Hanson

UWGBY: Melissa Nash, Kimberly Deering

UWLAC: Craig Bickley, Carri O'Melia

UWOSH: Holly Shea, General HR Inbox

UWPKS: Goretti Pereira, Aaron Shanahan

UWPLT: Jessica Wright, Tara Rucker

UWRVF: Michelle Best, Debra Schwab, Saige Kroells

UWSTP: Eric Roesler

UWSTO: Meghan Amidon, Erin Dunbar

UWSUP: Cory Kempf

UWWTW: Connie Putland, DJ Judah

- Please send any updates to serviceoperations@support.wisconsin.edu with the subject "OAR Contact Update"



QUESTIONS?



























MYUW TO HRS PORTAL TRANSITION PROJECT

- High level overview
- Go-live in June 2024
- Sharing information with campus IT teams



MY.WISCONSIN.EDU – MYUW PORTAL

Search for apps by keyword... 

HRS Approvals  5 approvals need your attention.	HR, Payroll and Benefits News  Reminder: March 31 Deadline for Su Maintain Insurance Coverage with A ETF In-Person Group Retirement Ap Showing 3 of 17	Time and Absence  	Payroll Information   Earnings Statements  Update Direct Deposit  Tax Statements  Update W4
See all	See all	Launch full app	Launch app
Benefit Information  Learn more	Manager Time and Approval   Time/Absence Dashboard  Approve Absence	Benefits and Payroll Resources  	Personal Information  
Launch full app	See all approval options	Launch full app	Launch full app
Performance Management 	Mandatory Training 	Canvas Courses 	UW System Career Opportunities 



HRS.WISCONSIN.EDU - HRS

Employee Self Service ▾

Security Provisioning eForms



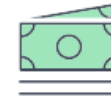
Careers



Time



Payroll



Last Pay Date **03/07/2024**

Personal Details



Benefit Details



Mandatory Training



Benefits Enrollment



Performance



2 Current Documents

Recruiting Home





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